

**PROPOSAL ON UTILIZATION OF A COVER NOTE TO ACCOMPANY RECOMMENDATIONS THAT INVOLVE NEW CONSERVATION AND MANAGEMENT MEASURES FOR ICCAT**

*Presented by the Chair of STACFAD*

*Objective of the Proposal:* Before the adoption of each new recommendation, there should be an assessment as to the likely impact on the Secretariat's workload that its implementation implies. In 2018, the Commission agreed to develop a "Cover Note" template that would be embedded in a new recommendation with a view to indicating inter alia, the timeframe for implementation, the resources it will require to achieve implementation and the potential impact on the Secretariat's workload. The template to be developed will be used for trial purposes in 2019.

***To this end, in order to evaluate the efficiency of the proposed assessment method, during the course of the 26th Regular Meeting of the Commission, to the extent possible, each Subsidiary Body of ICCAT shall endeavour to make sure that at least one new recommendation selected will be submitted along with a Cover Note to be filled in by the proponent(s) of the measure in coordination with the Secretariat. The template of the "Cover Note" is given in Annex 1 to this proposal.***

**Cover Note Template**

*Title of the Draft Recommendation:*

*Paragraph(s) of New Reporting Obligation(s):*

*Brief Description of New Reporting Obligation(s):*

*Describe if any Overlapping Obligations in Other Recommendation(s):*

*Description of Expected Service(s) from the Secretariat:*

*Estimated Total Costs to the Secretariat (including Staff Time required):*

*Final Assessments on Potential Implications of the Proposed New Measure(s):*

1. Are the necessary financial resources available for a full implementation of the proposed measure?

Yes                       No                       Unknown

In the case of "no" or "unknown" please specify the proposed solution below:

*Additional Comments by the Secretariat:*

2. Does the staff have the necessary time available for a full implementation of the proposed measure?

Yes                       No                       Unknown

In the case of "no" or "unknown" please specify the proposed solution below:

*Additional Comments by the Secretariat:*

3. Are any external sources of expertise or advice required to respond successfully to the requirements of the measure (i.e., for assisting CPCs, reviewing the quality of the statistics available, collection, processing, and reporting of data, as well as implementation of monitoring systems)?

Yes                       No                       Unknown

If "No" or "Unknown" please specify the proposed solution below:

If "Yes", please reflect on the required additional work in call for tenders and any possible cost implications, below:

*Additional Comments by the Secretariat:*

4. Specify the proposed timeframe for implementation below (also indicate whether a different specific timeframe is proposed for Developing States CPCs)

5. Specify the overall assessment (on how the measure will improve reporting efficiency, avoid redundancy and reduce unnecessary burden to CPCs., etc.) below:

*Final Comments by the Secretariat:*