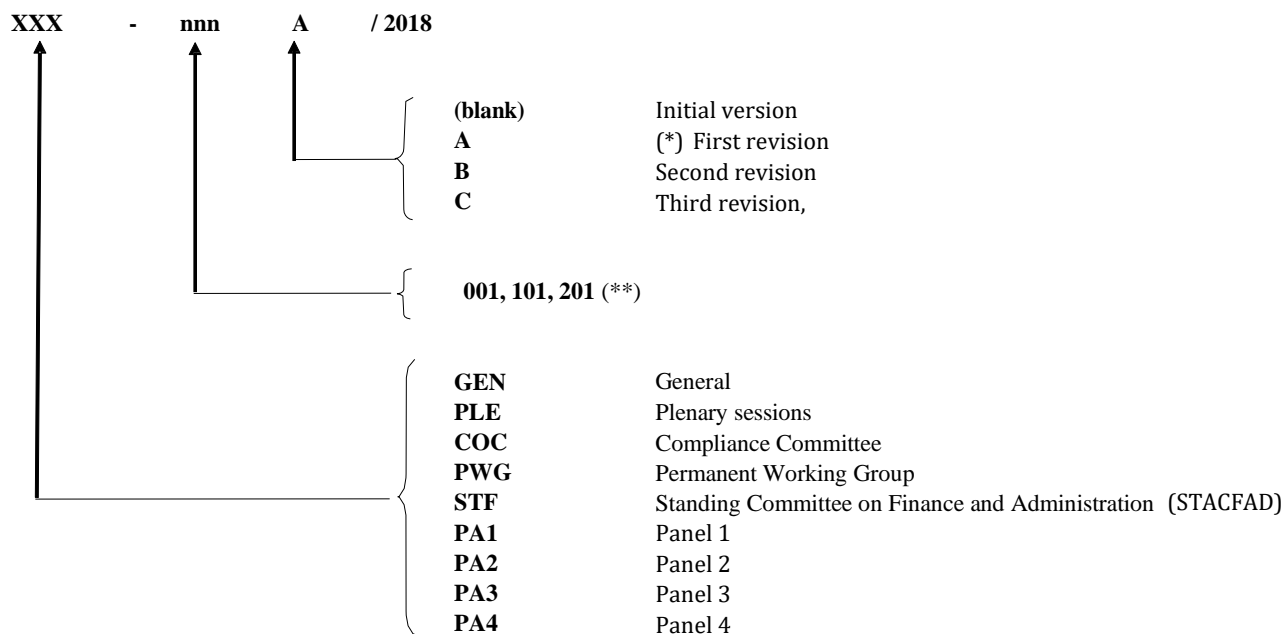


DOCUMENT NUMBERING

The Secretariat assigns numbers to documents using the following codes:



* A version is considered as an initial version until it is circulated for the first time.

**In 2007, a numbering system by groups was established whereby numbers 001-099 correspond to GEN documents; 100-199 to PLE; 200-299 to STF; 300-399 to COC; 400-499 to PWG; 500-599 to PA1; 600-699 to PA2; 700-799 to PA3; and 800-899 to PA4.

Example: PLE_101A/2019 would be the first revision (version A) of the document with the serial number 101, which is destined mainly for the plenary matters (PLE).

For logistical purposes, before **9 October 2020, 14:30 Madrid time** the delegations must provide the Secretariat with the name/s of the person/s authorized to present proposals and/or documents for the 2020 Commission. Documents submitted, and changes to previously circulated documents, should be provided to the Secretariat by e-mail to camille.manel@iccat.int and miguel.santos@iccat.int.

No documents will be circulated unless this procedure is followed.

The revised versions of documents should be provided by the same delegations that have presented these documents. The Secretariat shall only take note of and include the changes that have been made during the final adoption.

In order to facilitate the translation work and avoid possible errors, Delegations are asked to work on and include changes to the last versions circulated during the correspondence period; these versions can be requested from the Secretariat or downloaded from the meeting website (folder) by those authorized to submit documents (if not Head Delegate) on behalf of their delegation. This folder contains the most recent WORD versions of all draft Recommendations and Resolutions which must be used for submission of further amendments (<https://bit.ly/3i3HG5c>). Please **make sure to use the most recent Word version when submitting changes to previously circulated documents**. Accordingly the Secretariat will provide access to a specific folder to all the persons authorized to submit documents (if other than Head Delegate).

In addition, the WORD files of Recommendations and Resolutions adopted between 2017 and 2019 are also available in the folder 2017_19. Please use these files with the track-changes tool enabled for submission of any amendments to them. Other documents will also be made available upon request by e-mail to camille.manel@iccat.int and miguel.santos@iccat.int.

With regard to statements that are presented at the meeting, at recent Commission meetings some observers submitted texts in a format and structure that differed from what could be considered a statement. It is recalled that there are other channels for the submission of such type of information and Delegates are encouraged to adjust the content to a statement format. Observers wishing to present written statements or working papers must do so through the ICCAT Secretariat. Documents with inappropriate content may not be accepted for distribution. The number of statements from each observer delegation to be included in the Biennial Report may be limited. In addition, please be informed that there is a **450 word limit on any statements submitted that are to be translated** or subsequently published in the Commission proceedings. If longer statements are submitted for publication in the report, these must be submitted in the three official languages of ICCAT to the Secretariat.