

Guidelines for submission of documents to the 24th Special Meeting of the Commission

All documents SHOULD be sent by e-mail to camille.manel@iccat.int and miguel.santos@iccat.int

1. Draft Recommendations and Resolutions

In accordance with ICCAT Circular #7965/2024 dated 1 August 2024, in consultation with the Chair, CPCs were notified that the deadline for receipt of proposals not dependent on scientific advice is **11 October 2024**. Proposals and documents received within this deadline will be translated and circulated in advance of the meeting and will be given priority in discussions. **Proposals which are submitted after the deadline will not be considered at the 2024 meeting**, unless approved by the Chair.

Draft proposals dependent on SCRS advice should be submitted to the Secretariat by **3 November 2024**, where possible. The final deadline for receipt of proposals is 11:00 am on **14 November 2024**. Proposals which were deferred from the 2023 Commission meeting or 2024 intersessional meetings will not be re-tabled unless resubmitted by the sponsors before the **11 October 2024** deadline or referred from an intersessional meeting for consideration by the Commission by the Chair of the subsidiary body. All sponsors are requested to submit revisions to proposals already discussed, with the changes clearly marked, as early as possible to the Secretariat to facilitate distribution and discussion of revised text in the three languages. These versions can be requested to the Secretariat or downloaded from the meeting website (link: [WORD DOCS](#)) by those authorized to submit documents (if not Head Delegate) on behalf of their delegation. This [link](#) provides access to the most recent WORD versions of all draft Recommendations and Resolutions.

Following the decision taken during the 2023 Annual Commission meeting, all new proposals shall be accompanied by a Cover Sheet. The Cover Sheet template is available [here](#) (proposal cover sheet ENG.docx). Please use "x" to select the correct tick box.

For logistical purposes, before **20 October 2024**, the delegations must provide the Secretariat with the name/s of the person/s authorized to present proposals and/or documents for the meeting. Documents submitted, and changes to previously distributed documents, should be sent 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 the original 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 distributed during the meeting; these versions can be downloaded from the meeting website ([folder](#)) or requested from the Secretariat 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. Please **make sure to use the most recent Word version when submitting changes to previously distributed documents**.

In addition, the WORD files of Recommendations and Resolutions adopted between 2020 and 2023 are also available in the folder [Rec_Res_2020_2023](#). 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 miguel.santos@iccat.int and marisa.deandres@iccat.int.

2. Changes to the Compliance Tables

The draft compliance tables (known as Compliance Annex) have been circulated for prior review and will be made available on the meeting website in advance of the meeting. All CPCs are requested to review again in detail the figures on these tables, and inform the Secretariat, **before the start of the Compliance Committee meeting**, of any change they wish to request. Any additional changes will be accepted by the Secretariat after the start of the meeting only at the discretion of the Chair of the Compliance Committee.

3. Compliance submissions

A first draft of the Compliance Summary will be circulated before the end of October; the Secretariat will make every effort to circulate it three weeks in advance of the meeting i.e. before 23 October 2024. Late compliance submissions should be transmitted through the usual channels (info@iccat.int). Submissions of explanations, additional information or corrections due to documented inaccuracies received before **8 November 2024** will be added to the revised compliance summary tables (Version A). After that date, acceptance and inclusion of late reporting will be at the discretion of the Compliance Committee Chair, although explanations given during the meeting may be included. If any CPCs have any questions for other CPCs regarding the first summary; these should also be submitted as soon as possible after the receipt of the first draft in order to allow those involved to prepare a response in advance.

4. Statements

All CPCs and observer delegations may make statements in writing to the Plenary and/or the subsidiary bodies of the Commission. Statements should be brief position statements and limited to one statement per delegation per subsidiary body, and should be clearly headed as a STATEMENT. A statement co-sponsored counts as a statement provided by each of the co-sponsor delegation.

Please be informed that there is a **450 word limit on any statements submitted that are to be translated** and 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. The number of statements from each observer delegation to be included in the Biennial Report may be limited.

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 must do so through the ICCAT Secretariat. Statements with inappropriate content may not be accepted for distribution.

5. Other meeting documents

CPCs or Observer delegations may also submit longer background documents / position papers in support of their statements for distribution. Such documents will be made available in original language only. Due to the hybrid nature of the meeting all documents will be made available through the electrometric document site.

A special folder "**OBSERVERS DOCS**" will replace the usual table made available for observer delegations to distribute pamphlets, information papers, etc. Therefore, such documents should be provided to the Secretariat in an electronic format.

In the exceptional case of power point presentations, CPCs are requested to provide the Secretariat with an electronic copy in advance in order to make the text available to the interpreters and to CPCs through the document meeting site.

6. Hard copies of the documents

In recent years, in an effort to reduce costs and environmental impact, the Secretariat has been substantially reducing the number of hardcopies of the Commission documents and makes all available for download on the [ICCAT web page](#). No hardcopies will be provided in 2024. However, a computer and a printer will be available at the venue for those delegations from CPCs that still wish to print their own hard copies of the documents. The Secretariat very much appreciate your understanding and cooperation in helping reducing the carbon footprint of the Commission meeting.