
STANDARDISATION OF IOTC WORKING PARTY AND SCIENTIFIC COMMITTEE REPORT TERMINOLOGY

PREPARED BY: IOTC SECRETARIAT, 16 NOVEMBER 2013

PURPOSE

To revisit the Interim Report Terminology informally adopted by the Scientific Committee at its 15th Session in 2012, with the aim of further refining the definitions following a year of use by the SC and its working parties.

BACKGROUND

Members of the Commission have called upon the Scientific Committee to improve the way in which it provides advice to the Commission as well as the overall format of its reports and those of its subsidiary bodies. These calls were made due to the lack of consistency and readability of the reports which has led to the limited uptake of, or misinterpretation of scientific advice.

As a result, for the past three years, the Scientific Committee and its working parties have been informally using and refining report terminology, with the aim of improving the consistency and readability of its reports. Subsequently, in 2012 the Scientific Committee encouraged the use and refinement of standardised reporting terminology:

NOTING paper IOTC–2012–SC15–INF03 which provided a glossary of scientific terms, acronyms and abbreviations, and report terminology, for the most commonly used scientific terms in IOTC reports and Conservation and Management Measures (CMM), the SC **ENCOURAGED** all authors of papers to be submitted to the IOTC to use the definitions contained in the glossary. The SC indicated that it may wish to modify these incrementally in the future. (para. 19 of the SC15 Report)

DISCUSSION

Over the past 12 months, each of the IOTC Working Parties have been using the standardised report terminology in such a way as to ensure that the conclusions made during the sessions are more clearly communicated to applicable audiences, including the Scientific Committee, CPCs, IGOs, NGOs and the IOTC Secretariat.

Noting that the other subsidiary bodies of the Commission (SCAF and CoC) have also been using interim report terminology, the Scientific Committee may wish to request that the Commission consider and formalise the report terminology to ensure that the information it is receiving is clear, concise and standardised across all of its subsidiary bodies.

Based on discussions at the various working parties held in 2013, a revised set of definitions has been developed ([Appendix I](#)) for the consideration, modification and potential recommendation by the Scientific Committee to the Commission.

RECOMMENDATION/S

That the Scientific Committee:

- 1) **NOTE** paper IOTC–2013–SC16–06, which aimed to further refine the interim Report Terminology informally adopted by the Scientific Committee in 2012;
- 2) **CONSIDER** recommending that the Commission also considers the adoption of standardised IOTC Report terminology, to further improve the clarity of information sharing from, and among its subsidiary bodies.

APPENDICES

Appendix I: [Draft IOTC Report terminology](#)

APPENDIX I**DRAFT: IOTC REPORT TERMINOLOGY**

Level 1: *From a subsidiary body of the Commission to the next level in the structure of the Commission:*

RECOMMENDED, RECOMMENDATION: Any conclusion or request for an action to be undertaken, from a subsidiary body of the Commission (Committee or Working Party), which is to be formally provided to the next level in the structure of the Commission for its consideration/endorsement (e.g. from a Working Party to the Scientific Committee; from a Committee to the Commission). The intention is that the higher body will consider the recommended action for endorsement under its own mandate, if the subsidiary body does not already have the required mandate. Ideally this should be task specific and contain a timeframe for completion.

Level 2: *From a subsidiary body of the Commission to a CPC, the IOTC Secretariat, or other body (not the Commission) to carry out a specified task:*

REQUESTED: This term should only be used by a subsidiary body of the Commission if it does not wish to have the request formally adopted/endorsed by the next level in the structure of the Commission. For example, if a Committee wishes to seek additional input from a CPC on a particular topic, but does not wish to formalise the request beyond the mandate of the Committee, it may request that a set action be undertaken. Ideally this should be task specific and contain a timeframe for the completion.

Level 3: *General terms to be used for consistency:*

AGREED: Any point of discussion from a meeting which the IOTC body considers to be an agreed course of action covered by its mandate, which has not already been dealt with under Level 1 or level 2 above; a general point of agreement among delegations/participants of a meeting which does not need to be considered/adopted by the next level in the Commission's structure.

NOTED/NOTING: Any point of discussion from a meeting which the IOTC body considers to be important enough to record in a meeting report for future reference.

Any other term: Any other term may be used in addition to the Level 3 terms to highlight to the reader of an IOTC report, the importance of the relevant paragraph. However, other terms used are considered for explanatory/informational purposes only and shall have no higher rating within the reporting terminology hierarchy than Level 3, described above (e.g. **CONSIDERED; URGED; ACKNOWLEDGED**).