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SCIENTIFIC COUNCIL MEETING - JUNE 1980

Results of Analysis of the Rules of Procedure for the Scientific Council
by the General Council's *ad hoc* Working Group on Rules of Procedure

Compiled by

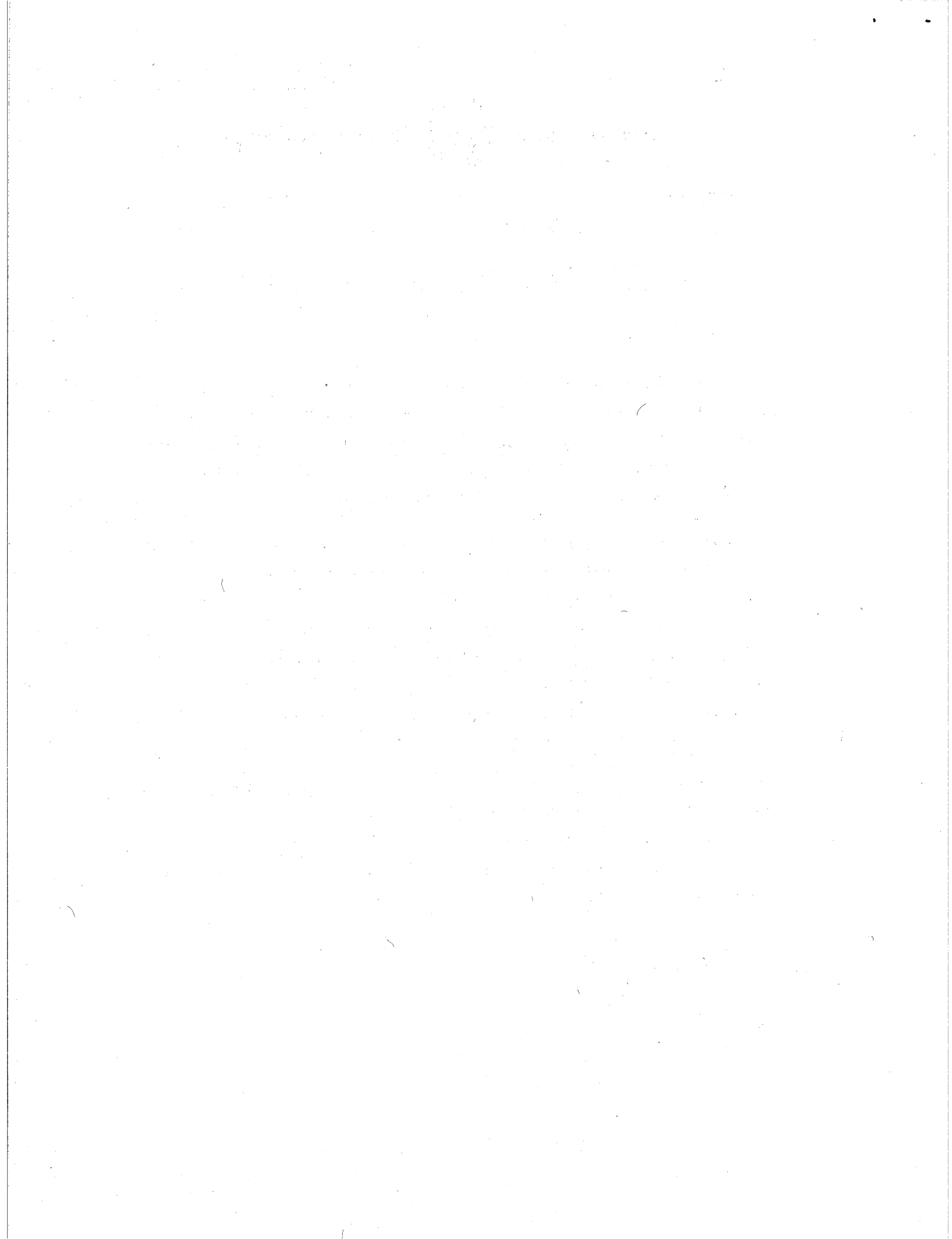
NAFO Secretariat

At the Inaugural Meeting of NAFO in March 1979, the Scientific Council adopted its Rules of Procedure as listed in Appendix II to its Report of the March 1979 Meeting (NAFO Meet. Proc. 1979, pages 44-46). Meanwhile, the General Council appointed an *ad hoc* Working Group (with Captain J. C. E. Cardoso as Convener) to examine the proposed Rules of Procedure for the General Council and the Fisheries Commission.

During the course of its examination of the Rules of Procedure for the General Council and the Fisheries Commission, which were subsequently adopted by these bodies at the First Annual Meeting of NAFO in June 1979 (NAFO Meet. Proc. 1979, pages 73-75 and 92-94), the Working Group also analyzed the Rules of Procedure for the Scientific Council. At its Meeting in June 1979, the Scientific Council noted the results of the analysis presented by the Convener of the Working Group and agreed that the matter be referred to the Executive Committee in the interim with the request that a report on the matter be considered at its 1980 Annual Meeting.

Appendix I lists on the left side of the page the Rules of Procedure for the Scientific Council, as adopted at the Inaugural Meeting in March 1979, and on the right side of each page the corresponding wording suggested by the *ad hoc* Working Group at the June 1979 Annual Meeting. The Executive Committee will consider and make recommendations on this matter at the June 1980 Meeting of the Scientific Council.

Any comments by members of the Scientific Council should be forwarded to the NAFO Secretariat as soon as possible.



APPENDIX I

Rules of Procedure for the Scientific Council of NAFO,
adopted by the Scientific Council at the Inaugural Meeting, March 1979
Results of analysis of the Rules of Procedure for the Scientific Council
of NAFO by the ad hoc Working Group, Annual Meeting, June 1979

REPRESENTATION

Rule 1

1.1 Each Contracting Party shall inform the Executive Secretary of the names of its representatives on the Scientific Council.

Rule 1

1.1 Each Contracting Party shall notify the Executive Secretary as far as possible in advance of any meeting of the names of its representatives, alternates, experts and advisers who will attend.

1.2 Each Contracting Party through its representative(s) shall inform the Executive Secretary of the names of its alternates, experts, and advisers at or before the commencement of any meeting of the Scientific Council or its committees.

1.3 The Scientific Council may invite observers from any non-Member Government or international, public, or private organization to any meetings of the Scientific Council.

1.2 The Scientific Council may invite any non-Member Government and any international public or private organization to be represented at meetings of the Scientific Council or its subsidiary bodies by an observer or observers.

ORDER OF BUSINESS

Rule 2

2.1 A provisional agenda for each annual or special meeting of the Council or any of its committees shall be drawn up by the Executive Secretary, in consultation with the Chairman of the Scientific Council and of the relevant committee or committees, and be dispatched by the Executive Secretary to all Contracting Parties and non-Member Governments and organizations invited to participate, not less than 60 days before the date fixed for the opening of the meeting.

Rule 4

4.1 A provisional agenda for each annual or special meeting of the Council or any of its subsidiary bodies shall be prepared by the Executive Secretary, in accordance with the instructions from the Chairman, or the Chairman of the relevant subsidiary body, and be dispatched by the Executive Secretary to all Contracting Parties, their representatives, and invited observers, not less than 60 days before the date fixed for the opening of the meeting.

2.2 The subject matter of a request for scientific advice from a coastal state, in accordance with Article VII, or from the Fisheries Commission, in accordance with Article VIII, shall be included in the provisional agenda for the relevant meeting of the Scientific Council. A memorandum containing the terms of reference prescribed in Article VII shall be circulated by the Executive Secretary to all Contracting Parties at least 30 days in advance of the meeting at which the subject matter is discussed. This requirement may be waived with the consent of the members of the Scientific Council.

4.2 Except as provided in paragraph 4.3, the subject matter of a request for scientific advice from a coastal state, in accordance with Article VII, or from the Fisheries Commission, in accordance with Article VIII, shall be included in the provisional agenda for the relevant meeting of the Scientific Council. A memorandum containing the terms of reference prescribed in Article VII shall be circulated by the Executive Secretary to the representatives of all Contracting Parties, together with the corresponding provisional agenda.

4.3 The Scientific Council, by unanimous vote, may waive the necessity of the 60-day advance notice of the subject matter of a request for scientific advice.

COMMITTEES

Rule 3

3.1 There shall be the following standing committees. Except as specified below, each standing committee shall be composed of a scientist appointed by each Contracting Party, who may be assisted by experts and advisers, and each with a chairman who shall be elected by the Scientific Council, in accordance with the provisions of Article X of the Convention, to serve for two years.

- (a) The Standing Committee on Fisheries Science which shall
- i) provide a forum for consultation and cooperation

Rule 5

5.1 There shall be the following standing committees:

- (a) The Standing Committee on Fisheries Science which shall:

- (i) provide a forum for consultation and cooperation among the Contracting Parties with respect to the study, appraisal and exchange of scientific information and views relating to the fisheries of the Convention Area, including environmental and ecological factors affecting these fisheries; and
- (ii) provide scientific advice as required, in accordance

among the Contracting Parties with respect to the study, appraisal, and exchange of scientific information and views relating to the fisheries of the Convention Area, including environmental and ecological factors affecting these fisheries; and

ii) provide scientific advice as required, in accordance with the provisions of Article VI(c) and VI(d) of the Convention.

with the provisions of Article VI(c) and VI(d) of the Convention.

(b) The Standing Committee on Research Coordination which shall

- i) develop and recommend to the Council policies and procedures for the collection, compilation, and dissemination of statistical and sampling information on the living resources and fisheries of the Convention Area and environmental information from oceanographic investigations;
- ii) coordinate the compilation and maintenance of statistics and records and their dissemination, including liaison with coastal states in the Convention Area;
- iii) coordinate the planning and execution of international cooperative research in cooperation with coastal states in the Convention Area; and
- iv) encourage and promote cooperation among the Contracting Parties in scientific research designed to fill gaps in knowledge pertaining to matters identified by the Standing Committee on Fisheries Science.

(b) The Standing Committee on Research Coordination which shall:

- (i) develop and recommend to the Scientific Council policies and procedures for the collection, compilation, and dissemination of statistical and sampling information on the living resources and fisheries of the Convention Area and environmental information from oceanographic investigations;
- (ii) coordinate the compilation and maintenance of statistics and records and their dissemination, including liaison with coastal states in the Convention Area;
- (iii) coordinate the planning and execution of international cooperative research in cooperation with coastal states in the Convention Area; and
- (iv) encourage and promote cooperation among the Contracting Parties in scientific research designed to fill gaps in knowledge pertaining to matters identified by the Standing Committee on Fisheries Science.

(c) The Standing Committee on Publications which shall

- i) develop, coordinate, and keep under review the publication and editorial policy and procedures of the Scientific Council and make recommendations to the Scientific Council on these matters; and
- ii) be composed of the Vice-Chairman of the Scientific Council, who shall be the Chairman, and of five other members appointed by the Scientific Council for a period of two years; the Executive Secretary shall be an *ex officio* member of the Committee.

3.2 There shall be an Executive Committee of the Scientific Council, composed of the Chairman and Vice-Chairman of the Scientific Council and the Chairmen of the Standing Committees. The Executive Secretary shall be an *ex officio* member of the Executive Committee. This Committee shall keep under general review the planning and execution of the Scientific Council's program and ensure that the Scientific Council's organization effectively and efficiently meets the needs of the scientific program, facilitate coordination with other organizations, and provide advice to the Chairman of the Scientific Council on

(a) the timetable for the work of the Committees and Working Groups, and

(b) input by the Scientific Council to the work of the General Council.

(c) The Standing Committee on Publications which shall:

- (i) develop, coordinate and keep under review the publication and editorial policy and procedures of the Scientific Council and make recommendations thereto on these matters; and
- (ii) be chaired by the Vice-Chairman, and consist of five other members appointed by the Scientific Council.

5.2 Except as provided in paragraph 5.1, each Standing Committee shall consist of scientists, one from each Contracting Party, who may be assisted by experts and advisers, and have a Chairman who shall be elected by the Scientific Council, in accordance with the provisions of Article X, paragraph 2, to serve for two years. The Executive Secretary shall be an *ex officio* member, without vote.

5.3 There shall be an Executive Committee, composed of the Chairman and Vice-Chairman of the Scientific Council and the Chairmen of the Standing Committees. The Executive Secretary shall be an *ex officio* member of the Executive Committee. This Committee shall keep under general review the planning and execution of the Scientific Council's program and ensure that the Scientific Council's organization effectively and efficiently meets the needs of the scientific program, facilitate coordination with other organizations, and provide advice to the Chairman of the Scientific

Council on

(a) the timetable for the work of the Committees and Working

Groups, and

(b) input by the Scientific Council to the work of the General Council.

3.3 The Scientific Council may establish such other standing or *ad hoc* committees or *ad hoc* working groups as it considers necessary.

5.4 The Scientific Council may establish such other subsidiary bodies as required.

5.5 Except as provided in these Rules, each subsidiary body shall establish its own Rules of Procedure.

SECRETARIAT

Rule 4

4.1 The Executive Secretary shall be responsible for providing advice and assistance to the Scientific Council on matters relating to the preparation for, functioning of, and reporting on all meetings of the Scientific Council, and such services as are required by the Scientific Council, its Committees, and Working Groups for the performance of their duties and functions.

Rule 6

6.1 The Scientific Council and its subsidiary bodies shall, in the exercise of their functions and duties, use the services of the Secretariat.

6.2 The Executive Secretary shall prepare and transmit the provisional agendas in accordance with Rule 4.1.

6.3 The Executive Secretary shall receive the credentials of representatives and observers at annual and special meetings and report thereon to the Scientific Council as required.

CHAIRMAN AND VICE-CHAIRMAN

Rule 5

5.1 The Chairman and Vice-Chairman shall take office at the conclusion of the annual meeting at which they were elected.

5.2 The powers and duties of the Chairman shall be

- (a) to declare the opening and closing of each meeting of the Scientific Council;
- (b) to preside over the proceedings of the sessions of the Scientific Council;
- (c) to rule on points of order;
- (d) to arrange for the appointment of *ad hoc* committees and working groups as required by the Scientific Council;
- (e) to sign, on behalf of the Scientific Council, a report of the proceedings of each annual or other meeting of the Scientific Council, for transmission to Contracting Parties, representatives, and others concerned, as the authoritative record of what took place; and
- (f) to act as Chairman of the Executive Committee.

Rule 3

3.1 The Chairman and Vice-Chairman shall take office at the conclusion of the annual meeting at which they are elected.

3.2 The powers and duties of the Chairman shall be:

- (a) to declare the opening and closing of each meeting;
- (b) to preside at meetings;
- (c) to rule on points of order, subject to the right of any representative to request that any ruling of the Chairman shall be submitted to the Scientific Council for decision by vote;
- (d) to call for and announce the results of votes, under Article X, paragraph 2;
- (e) to determine, after consultation with the Executive Secretary, the provisional agenda for the annual and special meetings;
- (f) to arrange for the appointment of the members of subsidiary bodies as required;
- (g) to sign a report of the proceedings of each meeting of the Scientific Council, for transmission to Contracting Parties, their representatives, and others concerned;
- (h) generally, to make such decisions and give such directions to the Executive Secretary as will ensure, especially in the interval between meetings, that the business of the Scientific Council is carried out efficiently and in accordance with the decisions; and

- (i) to act as Chairman of the Executive Committee.
- 3.3 The powers and duties of the Vice-Chairman shall be:
 - (a) to exercise the powers and duties prescribed for the Chairman when he is unable to act; and
 - (b) to act as Chairman of the Publications Committee.

- 5.3 The powers and duties of the Vice-Chairman shall be
 - (a) to exercise the powers and duties prescribed for the Chairman when he is unable to act;
 - (b) to act as Chairman of the Publications Committee; and
 - (c) to undertake such other duties as may be required.

- 3.4 If the office of the Chairman is vacated, the Vice-Chairman shall become Chairman for the balance of the term.
- 3.5 The Chairman, or Vice-Chairman when acting as Chairman, shall not vote under Article X, paragraph 2, and another representative of his delegation shall exercise this function.
- 3.6 If the offices of the Chairman and Vice-Chairman are vacated, the Chairman of the Standing Committee on Fisheries Science shall exercise the powers and duties prescribed for the Chairman, and the first order of business at the next meeting shall be the election of a Chairman and Vice-Chairman for the balance of the term.

- 5.4 If the office of the Chairman is vacated, the Vice-Chairman shall become Chairman for the unexpired balance of the term.

VOTING

Rule 6

Rule 2

- 6.1 Voting, in accordance with Article X of the Convention, shall be taken by show of hands, by roll call in alphabetical order of the names of the Contracting Party or by ballot, as determined by the Chairman.
- 6.2 Between meetings of the Scientific Council, or in emergency, a vote may be taken by mail, or other means of communication.

- 2.1 Observers, experts and advisers may address plenary or subsidiary body meetings, but shall not be entitled to vote under Article X, paragraph 2.
- 2.2 At meetings of the subsidiary bodies, decisions under Article X, paragraph 2, shall be taken by a majority of votes of all members of the relevant subsidiary body, present and casting affirmative or negative votes, provided that no vote shall be taken unless

there is a quorum of at least two-thirds of all members of the relevant subsidiary body.

2.3 Votes, in accordance with Article X, paragraph 2, shall be taken by a show of hands, by roll call, in the English alphabetical order of the names of the Contracting Parties, or by ballot, as determined by the Chairman.

2.4 In the case of an emergency between meetings, a vote may be taken by mail or other means of communication.

RECORDS OF PROCEEDINGS OF THE SCIENTIFIC COUNCIL AND ITS COMMITTEES

Rule 7

7.1 Summary records of each plenary and committee session shall be drafted and distributed as soon as possible to session participants.

7.2 As soon as possible after each meeting of the Council, copies of all summary records and reports, including resolutions, recommendations, and other decisions adopted by the Scientific Council shall be transmitted by the Executive Secretary to the Contracting Parties and invited participants.

7.3 An annual report containing the proceedings of each meeting of the Scientific Council, together with reports of committees, shall be prepared by the Chairman, in consultation with the Executive Secretary, and published.

RECORDS AND REPORTS

Rule 8

8.1 Summary records of each plenary and other session shall be drafted and distributed as soon as possible to the participants by the Executive Secretary.

8.2 Summary minutes of the proceedings of the meetings of all subsidiary bodies shall be furnished to the Scientific Council by the Executive Secretary.

8.3 Summary records, reports, resolutions, recommendations, and other decisions adopted shall be transmitted as soon as possible after each meeting to the Contracting Parties, their representatives, and observers, by the Executive Secretary.

8.4 An annual report containing the proceedings of each meeting of the Scientific Council, together with reports of all subsidiary bodies, and such other information as considered desirable, shall be prepared by the Chairman, in consultation with the Executive Secretary, and published.

FINANCIAL

Rule 8

8.1 The Scientific Council shall not incur any expenditure, except in accordance with a budget approved by General Council.

Rule 9

The Scientific Council shall not incur any expenditure except in accordance with a budget approved by the General Council.

AMENDMENT TO THE RULES OF PROCEDURE

Rule 9

9.1 These Rules of Procedure may be amended at any time by the Scientific Council, in accordance with Article X of the Convention.

LANGUAGE

Rule 7

English shall be the official and working language of the Scientific Council and its subsidiary bodies, but, if desired, any other language may be used, on condition that persons doing so will provide interpreters. All official publications and communications of the Scientific Council shall be in English.