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La Réunion, Monday 29th March 2021

SC- CIRCULAR n° 2021-02

PROCEDURE FOR SC CIRCULAR

SUBJECT: Procedure for SC CIRCULAR

Dear Scientific Committee Head of Delegation,

Dear Observers and colleagues,

As requested in the S6 Report (para 184), the Secretariat has now introduced SC-Circulars for the distribution of information pertinent to the Scientific Committee. These will be implemented by the SIOFA Secretariat and also be available on the SIOFA website at <http://www.apsoi.org/scientific-committee>

The procedures for SC-Circulars will be:

1. SC-Circulars may be drafted and submitted for communication by the SIOFA Secretariat by the Scientific Committee Chairperson, the chairs of the scientific Working Groups, the SIOFA Secretariate, and Heads of Delegations to the Scientific Committee.
2. SC-Circulars must be forwarded by the SIOFA Secretariat to the Scientific Committee Chairperson, the Chairs of the scientific Working Groups, the SIOFA Secretariate, all Heads of Delegations to the Scientific Committee, and official Observers of Scientific Committee or its Working Groups.
3. Formal notification of agendas, working group meeting reports, and other documents and information pertinent to the Scientific Committees work shall be communicated by SC-Circular.
4. Heads of Delegations to the Scientific Committee may delegate other members of their delegation to also receive the SC-Circulars.
5. Heads of Delegations to the Meeting of Parties may also opt to receive SC-Circulars and may delegate other members of their delegation to receive the SC-Circulars.
6. SC-Circulars will be labelled as "SIOFA SC -Circular YYYY-XX" where YYY is the current year, and XX is a sequential number starting at 01 indicating a unique number for the circular in each year. Minor revisions to circulars may also be issued as revZ, where Z is a sequential number starting from 1.
7. SC-Circulars will be listed on the SIOFA website under the section "Scientific Committee" with the same requirements as the current Circulars.

I encourage you to inform the Secretariat of anyone who you would like to be on the distribution list for SC-Circulars under the above procedures.

Alistair Dunn

SIOFA Scientific Committee Chair