

Réf.: 2021-07-28-1/SIOFA- SCC

Wellington, Tuesday 28th July 2021

## SC- CIRCULAR n° 2021-04

**SUBJECT: 2022 meetings of SERAWG, PEAWG, and SCIENTIFIC COMMITTEE**

Dear Heads of Delegation of the Scientific Committee,

Dear Colleagues

At the 2021 meeting of MoP, it was agreed that the 2022 meetings of SERAWG, PEAWG, and Scientific Committee would be held as virtual meetings for **SERAWG4 from 28 February to 4 March 2022, PAEWG4 from 7 to 11 March 2022**, and the **Scientific Committee (SC7) from 21 to 25 March 2022** (para 230, MoP8 report). The meetings of SERAWG4, PAEWG4 and SC7 will each be five days and be held by videoconference.

I invite all delegations to note these dates when planning and developing papers for consideration at the 2022 meetings of the Scientific Working Groups and Scientific Committee. The timetables of development of agendas and document submission for these meetings, as specified by the SIOFA Rules of Procedure and at MoP8, are given in Table 1 below.

Sincerely yours,



Alistair DUNN

Chairperson of the Scientific Committee  
SIOFA/APSOI

**Table 1: Dates and deadlines for the distribution of meeting agendas, submission and distribution of documents, and meetings for SERAWG4, PAEWG4, and SC7**

| Process   | Responsibility          | Required notice (days) | Reference (RoP=Rules of Procedure) | SERAWG4          | PAEWG4           | SC7              |
|---|-------------------------|------------------------|------------------------------------|------------------|------------------|------------------|
| Invite delegates to the meetings                      | Exec Sec                | 60                     | RoP: Part V, rule 10, para. 1      | Thu, 30 Dec 2021 | Thu, 06 Jan 2022 | Thu, 20 Jan 2022 |
| Send Provisional Agenda to delegates                  | Exec Sec/SC & WG Chairs | 60                     | RoP: Part V, rule 10, para. 2      | Thu, 30 Dec 2021 | Thu, 06 Jan 2022 | Thu, 20 Jan 2022 |
| Submission of supplementary items by CCPs             | SC HoDs                 | 50                     | RoP: Part V, rule 10, para. 4      | Sun, 09 Jan 2022 | Sun, 16 Jan 2022 | Sun, 30 Jan 2022 |
| Send revised Provisional Agenda to delegates          | Exec Sec/SC & WG Chairs | 40                     | RoP: Part V, rule 10, para. 4      | Wed, 19 Jan 2022 | Wed, 26 Jan 2022 | Wed, 09 Feb 2022 |
| Submission of WG Proposals to Secretariat             | SC HoDs                 | 30                     | RoP: Part V, rule 10, para. 5      | Sat, 29 Jan 2022 | Sat, 05 Feb 2022 | Sat, 19 Feb 2022 |
| Send WG Proposals to SC HoDs                          | Exec Sec/SC & WG Chairs | 25                     | RoP: Part V, rule 10, para. 5      | Thu, 03 Feb 2022 | Thu, 10 Feb 2022 | Thu, 24 Feb 2022 |
| Submission of WG documents (that are not proposals)   | SC HoDs                 | 14                     | RoP: Part V, rule 10, para. 6      | Mon, 14 Feb 2022 | Mon, 21 Feb 2022 | Mon, 07 Mar 2022 |
| Send WG documents (that are not proposals) to SC HoDs | Exec Sec/SC & WG Chairs | 10                     | RoP: Part V, rule 10, para. 6      | Fri, 18 Feb 2022 | Fri, 25 Feb 2022 | Fri, 11 Mar 2022 |
| Meeting start date                                    | SC & WG Chairs          |                        | MoP8 2021, para 230                | Mon, 28 Feb 2022 | Mon, 07 Mar 2022 | Mon, 21 Mar 2022 |
| Meeting end date                                      | SC & WG Chairs          |                        | MoP8 2021, para 230                | Fri, 04 Mar 2022 | Fri, 11 Mar 2022 | Fri, 25 Mar 2022 |
| Preliminary report target                             | Exec Sec/SC & WG Chairs |                        |                                    | Wed, 09 Mar 2022 | Wed, 16 Mar 2022 | Wed, 30 Mar 2022 |
| Final report deadline for submission to MoP9          | SC Chair                | 30                     | RoP: Part V, rule 10, para. 5      | Sat, 04 Jun 2022 | Sat, 04 Jun 2022 | Sat, 04 Jun 2022 |
| Report considered at MoP9                             | SC & WG Chairs          |                        | MoP8 2021, para 229                | 04-08 Jul 2022   | 04-08 Jul 2022   | 04-08 Jul 2022   |