**9th Meeting of the Parties (MoP9)**

**Reunion Island, 4–8 July 2022**

**MOP-09-03**

**Template for reporting intersessional decisions**

The SIOFA Secretariat

Submitted 09/06/2022

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| **Document type** | administrative paper [ ] working paper [x] information paper [ ]  |
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| **Abstract** |
| As requested in paragraph 22 of the Report of the 8th Meeting of the Parties, the Secretariat has developed a standardised template for reporting intersessional decisions. The template includes information on how many CCPs took part in the decision, an aggregation of the CCP’s replies, and the outcome of the decision.  |
| **Recommendations**  |
| * The MoP to consider the template and to provide feedback
* The MoP to approve the template that will be adopted by the Secretariat
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**Background**

In line with Rule 13 of SIOFA’s Rules of Procedures, the Meeting of the Parties may take decisions intersessionally by electronic means (e.g., email, secure website) or by other means of communication in accordance with this Rule.

According to paragraph 10 of Rule 13, at the end of the decision period the Executive Secretary shall promptly inform Official Contacts of the outcome of the process. If any explanations of views are received, these shall also be transmitted to all Official Contacts. In accordance with Rule 12(4) of the Rules of Procedure, if the decision is adopted, it shall be binding ninety (90) calendar days after the date of transmittal, unless otherwise specified in the decision.

Consistent with article 8 of the Agreement, intersessional decisions adopted by the Meeting of the Parties on matters of substance shall be taken by consensus and intersessional decisions on other matters shall be taken by a simple majority.

As requested in paragraph 22 of the Report of the 8th Meeting of the Parties, the Secretariat has developed a standardised template for reporting intersessional decisions. The template includes information on how many CCPs took part in the decision, an aggregation of the CCP’s replies, and the outcome of the decision.

**TEMPLATE FOR REPORTING INTERSESSIONAL DECISIONS**

**SIOFA Circular no. XX**

**Subject: Outcome of Intersessional Decision 20XX-XX[[3]](#footnote-3) (title of intersessional decision)**

Dear Official Contacts,

Please find below the outcome of the Intersessional Decision 20XX-XX,. A summary of responses received may be found in **Table 2**.

Text of the Intersessional Decision:

**Table 1. Decision summary**

|  |  |
| --- | --- |
| Intersessional Decision No. |  |
| Status *(substantive matter or other matter)* |  |
| Deadline *(standard, extended or shortened, with explanations)* |  |
|  |  |

**Table 2. Summary of results**

|  |  |
| --- | --- |
| Positive Responses Received |  |
| Negative Responses Received |  |
| Abstentions |  |
| Quorum achieved? (*Yes or No*) |  |
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Due to the responses received, the following intersessional decision has been **adopted/rejected[[4]](#footnote-4)**.

Yours sincerely,

Thierry Clot

Executive Secretary

SIOFA/APSOI

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2. Documents available only to members invited to closed sessions as per SIOFA RoP 20. [↑](#footnote-ref-2)
3. Intersessional Decisions shall be labelled based on the following format: Year-interssesional decision number (in Roman Numerals) [↑](#footnote-ref-3)
4. In line with Rule 13.11 of the SIOFA Rules of Procedure, a proposal that has been rejected by intersessional decision shall not be reconsidered until the following Meeting of the Parties [↑](#footnote-ref-4)