

The Southern Indian Ocean Fisheries Agreement (SIOFA) 6<sup>th</sup> Meeting of the Parties  
01-05 July 2019

Pearle Beach Resort & Spa conference centre, Flic en Flac, Mauritius

MoP6-Doc13

## SIOFA Technical Editing Process

*Relates to agenda item: 13.3*

Proposal ☐ Working Paper ☐ Information Paper ☐ Other Document ☒

## SIOFA SECRETARIAT

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### Background

Meeting Report MoP5, Annex T <http://apsoi.org/node/30> provides guidelines for the SIOFA technical editing process. The aim of this guide is to facilitate standardisation of SIOFA CMMs presentation. These guidelines are applied by the Secretariat to all new and amended CMMs post MoP adoption.

The Secretariat has updated the guidelines to accommodate a new abbreviation introduced in 2018 and presents a standard format to be used for font style, text size, paragraph and sub-paragraph style.

### Action

The MoP are requested to consider the attached suggested updates presented in track changes for adoption.

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## SIOFA Technical Editing Process

- a) Within 20 days of the end of each Meeting of the Parties, the Secretariat will circulate any proposed corrections to new or amended Conservation and Management Measures (CMMs) to all Official Contacts with tracked changes highlighting proposed corrections from the version as adopted at the Meeting of the Parties.
- b) Contracting Parties will be afforded 10 days following circulation of these proposed corrections in paragraph (a) to indicate whether they have an objection to any change to the Secretariat. If anyone Contracting Party objects to any proposed correction, the original text as agreed in the annual meeting will remain.
- c) The Secretariat will circulate the revised CMMs to all Official Contacts, along with a summary of any objections made in accordance with paragraph (b), no later than 40 days following the end of each Meeting of the Parties.

The Meeting of the Parties agreed that corrections should be limited to correcting formatting, typographical and reference errors. This could include updating the name or reference number of CMMs in the text.

The Meeting of the Parties also agreed that the Secretariat can only propose editorial corrections regarding the following items:

- a) The reference number for CMMs should be updated to reflect the year in which the CMM was last revised.
- b) Each CMM should clearly state whether it supersedes any other CMMs in a footnote on the title of the CMM (including where this occurs in relation to reference changes only).
- c) Each CMM should be given a standard short title. This short title should be included in brackets following any reference to a CMM in another CMM.
- d) Cross-references to CMMs should be updated (as necessary) following each Meeting of the Parties.
- e) Immediately before the preambular text, all CMMs should refer to the *“Meeting of the Parties to the Southern Indian Ocean Fisheries Agreement”* rather than *“Contracting Parties to the Southern Indian Ocean Fisheries Agreement.”*
- f) Treaty titles referred to in CMMs, including in the preamble, should be italicised.
- g) References to any Article in the Agreement should use a capital “A.”
- h) The opening words of preambular text should commence with capitalised and italicized letters. The final preambular paragraph (beginning with “adopts”) should also be in bold font.
- i) For consistency with Article 3 of the Agreement, the first reference to the Agreement Area should be referred to as follows: SIOFA Area of Application (the Agreement Area).
- j) All references to ‘Contracting Party’ or “Contracting Parties” should be spelled out in full. References to cooperating non-Contracting Party/Parties, participating fishing entity/entities and cooperating non-participating fishing entity /entities may be abbreviated, or spelled out in full consistent with this sub-paragraph.

- k) State should always be capitalised (but 'flag' or 'port' is not).
- l) Foreign or latine words (eg *mutatis mutandis* or *inter alia*) should always be italicised.
- m) Paragraphs numbered as *bis*, *ter* etc should be renumbered into ordinary numbering style, with all paragraph references updated accordingly.
- n) Contracting Parties, cooperating non-Contracting Parties and participating fishing entities, to be collectively abbreviated to CCPs.
- o) Text font shall be Cambria size 11
- p) Footnote text shall be Cambria size 10
- q) Paragraphs to be aligned 'left' and outline level 'body text'
- r) Subtitles, paragraphs and sub-paragraphs to follow the following standardised format
  - Subtitle in bold**
  - 1. Each numbered paragraph indentation shall be 'hanging' and '0.63 cm' with spacing 'After: 8cm' and 'single line spacing':
    - a. each alphabetic sub-paragraph shall have indentation 'left 1,27 cm', 'hanging', '0.63 cm', with spacing 'After: 0 cm' and 'single line spacing'.
    - i. each roman numeral sub-paragraph shall have 'left 2,25 cm', 'hanging', '0.32 cm', with spacing 'After: 0cm' and 'single line spacing'