

SC-06-23

6th Meeting of the SIOFA Scientific Committee (SC6)

22-25 March 2021

(online)

Recommendation for formal Scientific Committee Circulars

Relates to agenda item: 14.2

Working paper ☒ Info paper ☐

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Abstract

A range of formal communication between the Chairpersons of the Scientific Committee, Working Group Chairs, SIOFA Secretariat, Heads of Delegations to the Scientific Committee, and Observers are required each year to distribute provisional and final meetings agendas, communicate formal meeting arrangements, and convey relevant information and reports to the Secretariat, Chairpersons, and Heads of Delegations to the Scientific Committee. This paper recommends that the distribution of this, as well as information that Scientific Committee Heads of Delegations wish to communicate to other participants, be formalised using Scientific Committee Circulars (SC-Circulars), SC-Circulars will be coordinated by the SIOFA Secretariat and summarised on the SIOFA website using a similar mechanism to the current SIOFA Circulars.

Recommendations *(proposals and working papers only)*

1. That the Scientific Committee request that the SIOFA Secretariat to implement a new formal circular, named SIOFA SC-Circulars, for formal communications between the Secretariat, Chairperson of the Scientific Committee and its Working Groups, Heads of Delegations to the Scientific Committee and its Working Groups, and official Scientific Committee Observers.
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Introduction

A range of formal communication between the Chairpersons of the Scientific Committee, Working Group Chairs, SIOFA Secretariat, Heads of Delegations to the Scientific Committee, and Observers are required each year to distribute provisional and final meetings agendas, communicate formal meeting arrangements, and convey relevant information and reports between the Secretariat, Chairpersons, and Heads of Delegations to the Scientific Committee.

This process is currently done via emails and letters between the Scientific Committee Chairperson, Chairs of the scientific Working Groups, the SIOFA Secretariate, Head of Delegations to the Scientific Committee, and Observers. A repository of these emails and formal communications is not available on the website for delegations to the various meetings to view or reference in future communications. In addition, some communications are made as SIOFA Circulars that also include Official Contacts of the Meeting of Parties who are not necessarily concerned by the technical subjects of the Scientific Committee.

This paper recommends that SIOFA introduce a mechanism to enable these communications between the Chairpersons of the Scientific Committee, Working Group Chairs, SIOFA Secretariat, Heads of Delegations to the Scientific Committee, and Observers to the Scientific Committee be formalised and recorded on the SIOFA website as Scientific Committee Circulars (and labelled SC-Circulars for brevity).

The SC-Circulars would become a formal mechanism to communicate between Scientific Committee Chairperson, Chairs of the scientific Working Groups, the SIOFA Secretariate, Heads of Delegations to the Scientific Committee, and Observers, and would be subject to the following procedures:

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 YYYY 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.

Summary

The communication of information pertinent to the Scientific Committee may be improved by the introduction of a formal mechanism to communicate relevant information between the Scientific Committee Chairperson, Chairs of the scientific Working Groups, the SIOFA Secretariate, Heads of Delegations to the Scientific Committee, and Observers.

This paper recommends that the distribution of information pertinent to the Scientific Committee be formalised using Scientific Committee Circulars (SC-Circulars), implemented by the SIOFA Secretariat, and summarised on the SIOFA website using a similar mechanism to the current SIOFA Circular series.