



North Pacific Fisheries Commission

**Original Version: COM03/July 2017**

**Previous Version: COM07/March 2023**

**Current Version: COM08/April 2024**

## **NPFC Document Policy**

**Abstract.** *This policy is intended to ensure a common system is employed to classify documents submitted to, or developed by, the NPFC and its subsidiary bodies. It establishes approaches for providing access to NPFC meeting documents by accredited observers. It describes document requirements, includes examples which can be used as templates and provides guidelines for submission of NPFC documents.*

### **TYPES OF NPFC DOCUMENTS**

**Working Papers (WP)** are documents generated by the Members or the Secretariat for consideration and discussion by the Members.

**Information Papers (IP)** are submitted by the Members and present information which may be useful for the Commission, does not require discussion, but may provide background for WPs.

**Observer Papers (OP)** are Information Papers submitted by Observers.

**Meeting Information Papers (MIP)** provide organizational support to participants, i.e. agenda, schedule, meeting venue etc.

**Reference Documents (RD)** include key NPFC documents relevant to the meeting (Convention, Rules of Procedure, CMMs etc.)

**Meeting Reports** (spelled out with the acronym of the meeting/workshop before wording, e.g., SSC PS01 Report/WS VME01 Report) summarize results of the meetings of the Commission and its subsidiaries.

**Annual Reports (AR)** are generated by the Members and describe how the Member of the Commission has implemented the conservation and management measures and monitoring, control and surveillance and enforcement procedures adopted by the Commission.

**Compliance Monitoring Reports (CMR)** are reports from the Secretariat on the assessment of Member's compliance with CMMs (confidential until approved).

**Other documents** are papers issued on an irregular basis and do not meet the above descriptions.

## **REQUIREMENTS FOR NPFC DOCUMENTS**

All documents submitted to or developed by the NPFC and its subsidiaries shall include header (NPFC+logo), document number (appendix 1), page numbers, title, and, if appropriate, author(s) and affiliation. Specific requirements to different types of documents are as follows:

**Working Paper** shall have an abstract. It also *may* have cover page and citation that is strongly recommended for scientific papers which have not yet been published. Citation format:  
“Author(s). Year. Title. Document number. # pp. (number of pages) Available at <http://www.npfc.int> (appendix 2)

**Meeting Report** shall have cover page and citation. Citation format: “NPFC or its subsidiary. Year. Title. Document number. # pp. (number of pages). Available at <http://www.npfc.int>” (appendix 3)

**Annual Report** shall have cover page and citation. Citation format: “Member. Year. Title. Document number. # pp. (number of pages). Available at <http://www.npfc.int>”. (appendix 4).

**Compliance Monitoring Report** *may* have cover page and citation, if necessary. Citation format: “Member. Year. Title. Document number. # pp. (number of pages). Available at <http://www.npfc.int>”

**Reference Documents/Papers, Meeting Info Papers, Information Papers, Observer Papers** and other NPFC documents do not have specific requirements but shall follow common rules for numbering and content for all documents noted above.

## **GUIDELINES FOR SUBMISSION OF NPFC DOCUMENTS**

### *Submission*

NPFC Documents must be prepared in English in electronic form and submitted to the Secretariat by email through the Commission's point of contact in each Member.

All text, tables, and figures must be embedded in the file.

#### *Document number*

The Secretariat will assign a document number to completed documents in the order they are received. If a document is revised, the Secretariat will add “Rev.#” in the end of document number and previous versions will be retained.

#### *Citation*

In case the document is not citable, insert one or any following sentences under the document number:

NOT TO BE CITED, or NOT TO BE CITED WITHOUT PERMISSION OF THE ISSUING AGENCY, and/or NOT TO BE DISTRIBUTED WITHOUT AUTHORIZATION OF THE ISSUING AGENCY.

#### *Uploading of Meeting Documents on the Website*

Before meetings of the Commission and its subsidiary bodies, the Secretariat will upload submitted documents to the Meetings page of the NPFC website which will be accessible for Members, CNCs, Observers and the public, unless the author of the document directs that the document remain solely available to NPFC Members. After the adoption of documents at meetings of the Commission and its subsidiary bodies, documents will be posted and will be available to the public under the meeting page of the NPFC website. Notwithstanding these provisions, documents determined to contain sensitive information in accordance with the NPFC Data Sharing and Data Security Protocol shall remain solely available to NPFC Members.

#### *Deadlines*

The Secretariat encourages the Members to follow deadlines for submission of documents as per Rules of Procedure to give others enough time for consideration and, therefore, make the Commission meetings more effective and productive.

<b>Document type</b>	<b>Deadline</b>	<b>Clause of the NPFC Rules of Procedure</b>
<i>Documents from the Members</i>		
Annual report	End of February	8.5

Compliance Monitoring Report	End of February	CMS CMM
Working Paper	30 days before the opening of the meeting	5.7.2
Working Paper (subsidiary bodies, 45 days <sup>1</sup> )	14 days before the opening of the meeting (except where meetings are coincidental)	5.7.3
<i>Documents from the Secretariat</i>		
Draft Provisional Agenda	90 days before the Meeting	5.1.1
Provisional Agenda	60 days before the Meeting	5.1.2
Meeting Papers	At least 14 days prior to the applicable Meeting	5.7.1.

Members, CNCPs and Observers are encouraged to submit meeting documents with as much advance notice as possible.

Documents submitted during the meeting will not be discussed at the meeting. They will be labeled as Information Papers for consideration by the Members. Members may, however, decide to reconsider them as Working Papers for full discussion.

### **MEETING DOCUMENTS AVAILABILITY**

The Secretariat provides participants with the Meeting Information Papers on-line and limited printed copies will be available at meeting registration. This document package includes Provisional Agenda, Annotated Indicative Agenda, and Meeting Information.

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<sup>1</sup> For documents or proposals that require the input of subsidiary bodies, and the meeting of such subsidiary body concluded within 45 days of the opening of a regular Commission meeting

Secretariat will provide access to documents through the website for Members, CNCPs, Observers and the public in advance of the meeting and in comparable timeframes. This access will take into account the appropriate confidentiality requirements.

Hard copy of other documents will not be available at the meeting unless a Member makes a request for up to two copies 14 days prior to the meeting. Participants must either download the documents from the website to their own devices, or bring their own hard copy to the meeting.

## NUMBERING FOR NPFC MEETING DOCUMENTS

The following is proposed for an official numbering scheme for NPFC meetings. These are based on the numbering scheme of the PrepCon and other RFMOs.

### 1. NPFC meetings

#### Reference Documents

Be referred by name only.

#### Meeting Info Papers

NPFC – year – COM+# mtg – MIP# (Rev. # if needed) – title

e.g., NPFC-2016-COM##-MIP01

#### Working Papers

NPFC – year – COM+# mtg – WP# (Rev. # if needed)

#### Information Papers

NPFC – year – COM+# mtg – IP# (Rev. # if needed)

#### Observer Papers

NPFC – year – COM+# mtg – OP# (Rev. # if needed)

#### Meeting Report

NPFC – year – COM+# mtg – Report (draft/final)

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### 2. Annual Reports

NPFC-year-AR Member-(  
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### Compliance Monitoring Report Summary

NPFC-year-CMR



North Pacific Fisheries Commission

Appendix 2

NPFC-2016-SC01-WP01 (Rev. 1)

## **Summary for the stock assessment of chub mackerel (Pacific stock) in 2015**

by Ryuji Yukami

Stock Assessment Group, National Research Institute of Fisheries Science, Fisheries Research  
Agency, Japan

March 2016

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### **This paper may be cited in the following manner:**

Yukami R. 2016. Summary for the stock assessment of chub mackerel (Pacific stock) in 2015.  
NPFC-2016-SC01-WP01 (Rev 1). 6 pp. (Available at [www.npfc.int](http://www.npfc.int))

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NPFC-2016-SSC PS01-Final Report

## **1st meeting of the Small Scientific Committee on Pacific Saury REPORT**

20-22 April 2016

May 2016

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**This paper may be cited in the following manner:**

Small Scientific Committee on Pacific Saury. 2016. Meeting Report. NPFC-2016-SSC PS01-Final Report. 21 pp. (Available at [www.npfc.int](http://www.npfc.int))

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NPFC-2016-AR Canada

## **Annual Report for 2015**

by Canada

February 2016

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**This paper may be cited in the following manner:**

Canada. 2016. Annual Report for 2015. NPFC-2016-AR Canada (Rev 4). 10 pp.

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