

Northwest Atlantic Fisheries Organization



**Report of the NAFO *Ad Hoc* Virtual NAFO Website Re-Design Working Group:  
Data Classification (WG-Data) Meeting**

23 June 2020  
via WebEx

NAFO  
Dartmouth, Nova Scotia, Canada  
2020

**Report of the NAFO *Ad Hoc* Virtual NAFO Website Re-Design Working Group:  
Data Classification (WG-Data) Meeting**

23 June 2020  
via WebEx

1.	Opening by the Chair, NAFO Secretariat .....	3
2.	Appointment of Rapporteur .....	3
3.	Adoption of the Agenda .....	3
4.	Documentation Practices and Procedures from other RFMOs .....	3
5.	Posting of Working Papers to the NAFO public website.....	4
6.	Other Business.....	5
7.	Next Steps and/or Recommendations .....	5
8.	Date and Time of Next Meeting.....	5
9.	Adjournment.....	5
	Annex 1. List of Participants.....	6
	Annex 2. Agenda.....	7

**Report of the NAFO *Ad Hoc* Virtual NAFO Website Re-Design Working Group:  
Data Classification (WG-Data) Meeting**

23 June 2020  
via WebEx

**1. Opening by the Chair, NAFO Secretariat**

The meeting was opened at 10:00 hours (Atlantic Daylight Time) on 23 June 2020 with representatives from Canada, Denmark (in respect of the Faroe Islands and Greenland), European Union (EU) and the United States of America (Annex 1).

**2. Appointment of Rapporteur**

The NAFO Secretariat (Lisa LeFort, Senior Executive Assistant) was appointed as Rapporteur.

**3. Adoption of the Agenda**

The agenda was adopted as circulated (Annex 2).

**4. Documentation Practices and Procedures from other RFMOs**

The NAFO Secretariat presented COM WP 20-03 (Revised), a discussion paper outlining the current documentation practices and procedures of other regional fisheries management organizations (RFMOs), which was revised to include submissions from Working Group members to better reflect their experiences when participating in other RFMO meetings.

Of the 17 RFMOs that were contacted:

- One (1) RFMO is in the process of developing a meeting documentation policy;
- Two (2) RFMOs do not publish its meeting documents, such as Working Papers, for the general public in advance of individual meetings;
- Six (6) RFMOs publish its meeting documentation, such as Working Papers, for the general public in advance of individual meetings;
- Seven (7) RFMOs follow a similar policy to NAFO for access to its meeting documentation, such as Working Papers, for the general public in advance of individual meetings; and
- One (1) RFMOs has a hybrid approach to publishing meeting documents, such as Working Papers, for the general public in advance of the individual meeting.

The *Ad hoc* Virtual Working Group agreed that while COM WP 20-03 (Revised) may not be a complete and exhaustive list of documentation practices and procedures from every RFMO, it does provide an accurate glimpse into what is taking place in other RFMOs.

The general feeling is that documentation practices and procedures vary greatly in RFMOs however it appears that many RFMOs, including NAFO, share the common goal of providing greater transparency, whenever possible.

After discussion, the *Ad hoc* Virtual Working Group **agreed** that a hybrid meeting documentation policy could ensure transparency without impeding efficiency.

This hybrid meeting documentation policy could include:

- **Prior to the start of a meeting**, NAFO meeting documentation, such as Working Papers, that is received and deemed open access be made available to the general public on the NAFO website.
- **During the meeting**, NAFO meeting documentation, such as Working Papers, and subsequent revisions be posted on the NAFO Meetings SharePoint.
- **Following the Annual Meeting of NAFO in September**, the majority of meeting documentation, such as Working Papers, that is adopted is converted into a NAFO document and made available to the general public on the NAFO website.

The *Ad hoc* Virtual Working Group **agreed** that feedback from NAFO Bodies, Standing Committees, and Working Groups is required before such a hybrid meeting documentation policy could be developed. This feedback would be sought during upcoming meetings in 2020/2021.

## 5. Posting of Working Papers to the NAFO public website

It was noted that before the *Ad hoc* Virtual Working Group can determine if meeting documentation, such as Working Papers, should be posted to the general public on the NAFO website, NAFO should clearly define what is meant by meeting documentation and what is meant by working papers.

Currently, most meeting documentation consists of:

- Provisional Agenda;
- General meeting information (i.e. venue and travel arrangements);
- Working Papers;
- NAFO Documents; and
- Meeting Reports.

Working Papers are loosely divided into the following categories:

- Proposals by one or more Contracting Party;
- Presentations;
- Summary Documents; and
- Information papers.

The majority of adopted meeting documentation, such as Working Papers, are converted into a NAFO document and made available to the general public on the NAFO website, following the Annual Meeting of NAFO in September.

The NAFO Secretariat presented COM WP 20-04 (Revised), which is a discussion paper of key issues and operational concerns that need to be considered before it can be decided whether NAFO should make working papers publicly available on the NAFO website.

The technological, logistical and policy implications were discussed. One key factor that was identified was that appropriate confidentiality guidelines are required to identify which meeting documentation, such as Working Papers, may be of a confidential nature and should not be posted to the general public on the NAFO website.

For example, Working Papers often are compiled by the NAFO Secretariat and/or multiple Contracting Parties. In these instances, it would be difficult for either the NAFO Secretariat or a single Contracting Party to unilaterally determine which meeting documentation is of a sensitive nature. Development of appropriate confidentiality guidelines would identify which meeting documentation, such as Working Papers, may be of a confidential nature and should not be posted to the general public on the NAFO website.

The *Ad hoc* Virtual Working Group **agreed** that feedback from NAFO Bodies, Standing Committees, and Working Groups is required before appropriate confidentiality guidelines could be developed for NAFO meeting documentation, such as Working Papers. This feedback would be sought during upcoming meetings in 2020/2021.

## 6. Other Business

No other business was discussed under this agenda item.

## 7. Next Steps and/or Recommendations

**The NAFO *Ad Hoc* Virtual NAFO Website Re-Design Working Group: Data Classification (WG-Data) agreed that:**

- a. **Feedback is required from NAFO Bodies, Standing Committees, and Working Groups during upcoming meetings in 2020/2021 regarding two matters (as outlined in COM WP 20-20).**
  - a. **Factors to consider in the development of a hybrid meeting documentation policy, and**
  - b. **Factors to consider in the development of appropriate confidentiality guidelines for NAFO meeting documentation, such as Working Papers.**
- b. **To convene in summer 2021 to review any feedback received from NAFO Bodies, Standing Committees, and Working Groups regarding factors to consider in a hybrid meeting documentation policy as well as factors to consider in the development of appropriate confidentiality guidelines for NAFO meeting documentation, such as Working Papers.**
- c. **To provide an update at the 2021 Annual Meeting of NAFO on development of a documentation policy regarding posting of meeting documentation, such as Working Papers, to the general public on the NAFO website.**

## 8. Date and Time of Next Meeting

The next meeting of the *Ad hoc* Virtual Working Group is to be held in summer 2021.

This timing will allow the Working Group to receive (and review) feedback from NAFO Bodies, Standing Committees and Working Groups.

## 9. Adjournment

The meeting adjourned and the meeting report was adopted by correspondence.

**Annex 1. List of Participants**

<b>CANADA</b>	Milburn, Derrick
<b>DENMARK (IN RESPECT OF THE FAROE ISLANDS AND GREENLAND)</b>	Bork Hansen, Signe
<b>EUROPEAN UNION (EU)</b>	Marot, Laura
<b>UNITED STATES OF AMERICA</b>	Jaburek, Shannah
<b>NAFO SECRETARIAT</b>	Kingston, Fred Goodick, Stan LeFort, Lisa Pacey, Alexis

**Annex 2. Agenda**

1. Opening by the Chair, NAFO Secretariat
2. Appointment of Rapporteur
3. Adoption of the Agenda
4. Documentation Practices and Procedures from other RFMOs
5. Posting of Working Papers to the NAFO public website
6. Any Other Business
7. Next Steps and/or Recommendations
8. Date and Time of Next Meeting
9. Adjournment