

**45th ANNUAL MEETING – SEPTEMBER 2023****Update on Data Classification – NAFO Meeting Documentation Policy:
Performance Review Recommendation #26
(Prepared by the NAFO Secretariat)****Preamble**

At the 2022 Annual Meeting of NAFO, the Secretariat presented STACFAD WP 22-09 containing an update on the work completed by the ad Hoc virtual NAFO Website Re-Design Working Group: Data Classification on the implementation of Recommendation #26 of the 2018 NAFO Performance Review.

The meeting report and recommendations of the Ad Hoc virtual Working Group (COM Doc. 22-02) was adopted including a hybrid meeting documentation policy (as detailed below) as an interim measure.

A hybrid meeting documentation policy includes:

- Prior to the start of any NAFO meeting, NAFO meeting documentation that is received and deemed “open access”, such as a working paper, is made available to the general public on the NAFO website and to the meeting participants on the NAFO Meetings SharePoint.
- Prior to the start of any NAFO meeting, NAFO meeting documentation that is received and deemed “restricted”, such as a working paper, is made available only to the meeting participants on the NAFO Meetings SharePoint.
- During the meeting, NAFO meeting documentation, such as working papers and subsequent revisions, is posted on the NAFO Meetings SharePoint, but not made publicly available on the NAFO website. (This is the current practice)
- Following the Annual Meeting of NAFO in September, meeting documentation that is adopted, such as a working paper, is converted into a NAFO document and made available to the general public on the NAFO website with the exception of Working Papers deemed “restricted”. (This is also the current practice)

In terms of guidelines for classification of working documents, an interim measure was adopted that:

- The Contracting Party submitting a Working Paper is responsible to designate that Working Paper as “open access” and made available to the general public on the NAFO website prior to the meeting. If the Contracting Party does not make such a designation, then it will not be made available to the general public on the NAFO website prior to the meeting.

It was agreed that this hybrid meeting documentation policy and guidelines for classification would be reviewed by STACFAD after one year (i.e., at the 2023 Annual Meeting of NAFO).

Work Completed since the 2022 Annual Meeting

Following the 2022 Annual Meeting of NAFO, this hybrid meeting documentation policy was implemented by the NAFO Secretariat.

- There were no concerns and/or questions received from Contracting Parties regarding the classification of meeting documentation.
- There were no instances in which a Contracting Party when submitting a Working Paper designated it as “open access” and be made available to the general public on the NAFO website prior to the meeting.
- For that reason, prior to and during the meeting, all Working Papers were made available to the meeting participants on the NAFO Meetings SharePoint.
- Following the meeting, all Working Papers were migrated to the NAFO Members’ pages.

Proposal

For that reason, the NAFO Secretariat proposes that the hybrid meeting documentation policy and the guidelines for classification of working documents be adopted moving forward.

STACFAD recommends a hybrid meeting documentation policy including:

- **Prior to the start of any NAFO meeting, NAFO meeting documentation that is received and deemed “open access”, such as a working paper, is made available to the general public on the NAFO website and to the meeting participants on the NAFO Meetings SharePoint.**
- **Prior to the start of any NAFO meeting, NAFO meeting documentation that is received and deemed “restricted”, such as a working paper, is made available only to the meeting participants on the NAFO Meetings SharePoint.**
- **During the meeting, NAFO meeting documentation, such as working papers and subsequent revisions, is posted on the NAFO Meetings SharePoint, but not made publicly available on the NAFO website.**
- **Following the Annual Meeting of NAFO in September, meeting documentation that is adopted, such as a working paper, is converted into a NAFO document and made available to the general public on the NAFO website with the exception of Working Papers deemed “restricted”.**

The NAFO Secretariat furthermore proposes that the guidelines for classification of working documents be adopted moving forward.

STACFAD recommends the following guidelines for classification of working documents:

- **The Contracting Party submitting a Working Paper is responsible to designate that Working Paper as “open access” and made available to the general public on the NAFO website prior to the meeting. If the Contracting Party does not make such a designation, then it will not be made available to the general public on the NAFO website prior to the meeting.**