

**SCIENTIFIC COUNCIL MEETING – JUNE 2007****Proposed Format Changes to the NAFO Meeting Reports and SC Redbook**

by NAFO Secretariat

CURRENT FORMAT:

Currently, meeting reports consist of various contributions from individual scientists which are compiled into one finalized report. These collected works usually contain formatting codes and other background information specific to each user's computer. When the information is compiled these background codes are then added to the master document, often creating difficulty in formatting and increasing overall document size. When the Secretariat formats the complete document, the background codes are cumbersome and create many problems, especially when standardizing documents to a specific format.

The following existing formatting will be maintained:

- The two columns of the species summary reports.
- The bold and italics used for recommendations.
- The inclusion and labeling of figures and tables.
- The overall layout of the sections in the annual compilation i.e. Part A June SC meeting, Part B September Annual meeting, Part C November NIPAG meeting, Part D Miscellaneous, etc.

PROPOSED FORMAT CHANGES:

The Secretariat will continue to compile the document during the meeting as quickly and efficiently as has been done in the past. A completed version of the draft report will be ready for distribution on the final day of the meeting as is usual. After the meeting, however, the Secretariat want to compile the report using the modern formatting features e.g. outline headers, Table of Contents, etc. Immediately following the meeting the Secretariat proposes to apply formatting changes to the final document that will, with a few minor exceptions, make the document appear exactly the same but will significantly reduce time and effort required in future document preparation by the Secretariat.

- Before the report is dispersed to the Chairs and others for final editorial comment, the document will be stripped of its code and templates will be applied. The Chairs will then be able to work on a "cleaned up" copy of the document using the track changes. Comments from various sources can be easily incorporated.
- The most visible change will be the reduction in the use of indentation.
- Appendices, etc. will follow on the next available page, rather than beginning on a right-hand page. This format reduces blank number of pages, and decreases total number of document pages.
- New sections will always begin on a right-hand page.
- By assigning "clean code" it will be possible to generate a correctly paginated Table of Contents.
- To make it easier to locate specific agenda items, a detailed section-specific Table of Contents will be found at the beginning of each section in addition to the full Tables of Contents at the beginning of the document.
- To eliminate the use of subscripts and italics for variables and abbreviations e.g. Blim (not B_{lim}), F (not F), et al. (not *et al.*), e.g. (not *e.g.*), etc.

Examples of the current and proposed format are shown below.

CURRENT FORMAT:

APPENDIX II. REPORT OF STANDING COMMITTEE ON RESEARCH COORDINATION (STACREC)

Chair: Konstantin Gorchinsky

Rapporteur: Chris J. Allen

The Committee met at the Holiday Inn Harbourview, Dartmouth, Nova Scotia during 20 September 2006 to discuss matters pertaining to statistics and research referred to it by the Scientific Council. Representatives attended from Canada, European Union (Germany, Portugal, Spain, and United Kingdom), Russian Federation and United States of America. The SC Coordinator of the NAFO Secretariat was in attendance.

1. Opening

The Chair opened the meeting by welcoming the participants and appointed Chris J. Allen (Canada) as rapporteur. The Provisional Agenda as presented, with the deletion of item 4(b), was **adopted**.

2. Fisheries Statistics

a) Progress Report on Secretariat Activities

i) Acquisition of STATLANT 21 Data

Most Contracting Parties have reported their data on time for the June 2006 Meeting. STACREC continues to reiterate the importance for Contracting Parties to submit STATLANT data in due time to allow Scientific Council to produce stock assessments.

ii) Publication of Statistical Information

The Statistical Bulletin has not been published since January 2002 when the last issue of Volume 49 containing the 1999 data was published. The Bulletin will no longer be published in a paper format, but the data is available on the website. Contracting Parties were requested to provide updated or outstanding data as soon as possible.

3. Research Activities

a) Surveys Planned for 2006 and Early 2007 (SCS Doc. 06/23)

PROPOSED FORMAT:

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The planned surveys are outlined in this document. Participants were asked to please check this document for