

42nd Annual Meeting of NAFO

21–25 September 2020
via WebEx

General Organizational Matters

1. Meeting Format

The 42nd Annual Meeting of NAFO will be held via videoconference.

After consultation, the WebEx platform will be used. Contracting Parties that may not be familiar with using the WebEx platform and/or have concerns should contact the NAFO Secretariat as soon as possible.

2. Registration of Delegates

In accordance with the *NAFO Rules of Procedure*, Contracting Parties are requested to notify the Executive Secretary, as far as possible in advance of the meeting, the names of their representatives, alternates, experts and advisers who will attend, specifically:

- Head of Delegation (and alternate Head of Delegation, if applicable) which are those authorized to cast a vote on behalf of the Contracting Party
- Representatives, who are those delegates designated to speak on behalf of the Contracting Party
- Advisers and/or Experts, who are those delegates designated to observe the proceedings on behalf of the Contracting Party

As the meeting will be divided into four (4) WebEx connections running concurrently, Contracting Parties are further requested to notify the Executive Secretary which delegates are designated to participate in each meeting, specifically:

- Commission
- Scientific Council
- STACTIC
- STACFAD

To allow adequate time to create personalized SharePoint accounts and circulate WebEx invitations, we kindly request completed registration forms be returned to the NAFO Secretariat by **Monday, 14 September**. However, late submissions will be accepted to Friday, 18 September.

For your convenience, please find enclosed a registration form in pdf-fillable format (Annex 1).

3. Meetings of the NAFO constituent bodies are scheduled as follows:

Commission: 21-25 September – The Commission will open at 08:00 hrs on 21 September (see Annex 2).

Scientific Council: 21-25 September – Scientific Council will open at 08:00 hrs on 21 September.

Please note, Provisional Timetables will be prepared for each NAFO Body and Standing Committee, in consultation with the respective Chair(s), for the upcoming *42nd Annual Meeting of NAFO*.

4. Meeting Documentation

Meeting documentation, prior to and during the meeting, will be available for registered participants on the NAFO Meetings SharePoint at <https://meetings.nafo.int>.

A personalized username and password are required to access the SharePoint. We ask any Contracting Party requiring log-in details to please contact the NAFO Secretariat by telephone: +1 902 468-5590 Ext. 201 or by e-mail: info@nafo.int.

The advanced distribution of any meeting documentation is encouraged to allow Contracting Parties sufficient time to review prior to the meeting and to focus discussion during the meeting.

Contracting Parties are strongly encouraged to provide meeting documentation by **Monday, 14 September** for inclusion on to the NAFO Meetings SharePoint.

5. Submission of Proposals

NAFO Delegations are encouraged to submit proposals in advance of the Annual Meeting, but **not later than a week prior to the Annual Meeting**. This reflects Rule 4.3 of the Rules of Procedure: Commission “*No order of business shall be the subject of a decision unless the subject matter has been included in the provisional agenda*”.

To allow flexibility, new proposals will not be excluded at the Annual Meeting, but delegates are requested to table any new proposals on new topics not later than the opening of the Commission’s session on **Thursday, 24 September**.

6. NAFO Recordings

The NAFO Secretariat regularly records the plenary session of the Commission. All recordings are securely stored by the Secretariat and used for documentation purposes only.

Annex 1.

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REGISTRATION FORM

Contracting Party: _____

The **HEAD OF DELEGATION**:

DELEGATE NAME	ORGANIZATION/ BUSINESS	EMAIL	ASSIGNED MEETING (COM, SC, STACTIC, STACFAD)

The **HEAD OF DELEGATION (ALTERNATE)**:

DELEGATE NAME	ORGANIZATION/ BUSINESS	EMAIL	ASSIGNED MEETING (COM, SC, STACTIC, STACFAD)

The **REPRESENTATIVES** who are designated to speak on behalf of the Contracting Party:

DELEGATE NAME	ORGANIZATION/ BUSINESS	EMAIL	ASSIGNED MEETING (COM, SC, STACTIC, STACFAD)

The **ADVISERS/EXPERTS** who are designated to observe on behalf of the Contracting Party:

DELEGATE NAME	ORGANIZATION/ BUSINESS	EMAIL	ASSIGNED MEETING (COM, SC, STACTIC, STACFAD)

Completed registration forms may be returned to:

Lisa LeFort, Senior Executive Assistant to the Executive Secretary
Northwest Atlantic Fisheries Organization (NAFO) Secretariat
Tel.: +1 902 468-5590 Ext. 207 or Email: info@nafo.int

Annex 2.

Provisional Timetable 2020 – Meeting of the NAFO Commission*

DATE	TIME	PROPOSED AGENDA ITEM
MONDAY, 21 SEPT.	08:00 – 09:30 hours	<p>Open Agenda Items 01 – 15</p> <ul style="list-style-type: none"> • Agenda Items 02 – 06 – refer to working papers on the SharePoint site • Agenda Item 07 (Admin. Report) – being discussed in STACFAD and Agenda Item 08 (Recruitment of NAFO Executive Secretary for the 2022-2025 term) details of a possible recruitment process are being discussed in STACFAD – defer items to Agenda Item 30 (Report of STACFAD) • Agenda Items 09-10 refer to working papers on the SharePoint site • Possible short discussion on Agenda Items 11 (Guidance to STACFAD); Agenda Item 12 (Guidance to STACTIC) – highlight report of Intersessional Meeting and discuss if there are any further items to forward to STACTIC for discussion at this meeting. Adoption of the intersessional meeting report will take place under Agenda Item 28 (Report of STACTIC) • Agenda Items 13 – 14 refer to working papers on the SharePoint site • Possible short discussion on Agenda Item 15 (Oil and Gas Activities in the NAFO Regulatory Area)
	09:30 – 10:00 hours	BREAK
	Joint Commission-Scientific Council Session Agenda items 16 – 17	
		<ul style="list-style-type: none"> • Agenda Item 16 (Implementation of 2018 Performance Review Panel recommendations) refer to Working Paper on the SharePoint site
	10:00 – 11:00 hours	<ul style="list-style-type: none"> • Agenda Item 17.a (Response of the Scientific Council to the Commission's request for scientific advice)
	11:00 – 11:30 hours	<ul style="list-style-type: none"> • Agenda Item 17.b (Feedback to the Scientific Council regarding the advice and its work during this meeting)

Provisional Timetable 2020 – Meeting of the NAFO Commission*

DATE	TIME	PROPOSED AGENDA ITEM
TUESDAY, 22 SEPT.	08:00 – 10:00 hours	Joint Session (COM-SC) Agenda Items 17.b – 19 <ul style="list-style-type: none"> • Agenda Item 17.b (Feedback to the Scientific Council regarding the advice and its work during this meeting, <i>if more discussion is required</i>) • Agenda Item 17.c (Other issues as determined by the Chairs of the Commission and the Scientific Council, if necessary) • Agenda Item 18 (Meeting Reports and Recommendations of the Joint Commission-Scientific Council Working Groups) • Agenda Item 19 (Formulation of Request to the Scientific Council for Scientific Advice on Management in 2022 and Beyond of Certain Stocks in Subareas 2, 3, 4, 6 and Other Matters) – refer to Working Group as per usual practice – to be kept open until later in the week
	END of Joint Commission-Scientific Council Session	
	10:00 – 10:30 hours	BREAK
	10:30 – 11:30 hours	<ul style="list-style-type: none"> • Agenda Item 20 (Remaining WG-RBMS items) – <i>deferred to 2021</i> • Agenda Item 21 (Management and Technical Measures for Fish Stocks in the Regulatory Area, 2021)
DATE	TIME	PROPOSED AGENDA ITEM
WEDNESDAY, 23 SEPT.	08:00 – 10:00 hours	<ul style="list-style-type: none"> • Agenda Item 21 (Management and Technical Measures for Fish Stocks in the Regulatory Area, 2021, <i>if more discussion is required</i>) • Agenda Item 22 (Management and Technical Measures for Fish Stocks Straddling National Jurisdictions, 2021) • Agenda Item 23 (Other matters pertaining to the Conservation of fish stocks)
	10:00 – 10:30 hours	BREAK
	10:30 – 11:30 hours	<ul style="list-style-type: none"> • Agenda Item 24 (Remaining WG-EAFFM items) – possible further discussion on VME areas • Agenda Item 25 (Other ecosystem considerations) – <i>deferred to 2021</i> • Agenda Item 26 (Remaining CESAG items) – <i>deferred to 2021</i> • Agenda Item 27 (Meeting Report and Recommendations of the Ad hoc Working Group on Bycatches, Discards, and Selectivity (WG-BDS) in the NAFO Regulatory Area, April 2020) • Agenda Items 21 and 22 – (<i>if more discussion is required</i>)

Provisional Timetable 2020 – Meeting of the NAFO Commission*

DATE	TIME	PROPOSED AGENDA ITEM
THURSDAY, 24 SEPT.	08:00 – 09:30 hours	<ul style="list-style-type: none"> • If possible, the draft Commission Request to SC (Agenda Item 18 – Requests to Scientific Council for 2022) be finalized by this day. • Agenda Item 32 (Other business, if required) • Closure of remaining open Agenda Items
	09:30 – 10:00 hours	BREAK
	10:00 – 10:45 hours	<ul style="list-style-type: none"> • Agenda Items 30 – 31 – Report of STACFAD and Adoption of the 2021 Budget and STACFAD recommendations – includes Agenda Item 07 (Admin. Report) and Agenda Item 08 (Recruitment of NAFO Executive Secretary for the 2022-2025 term)
	10:45 – 11:30 hours	<ul style="list-style-type: none"> • Agenda Item 28 – Report from STACTIC • Agenda Item 29 (Other matters pertaining to Conservation and Enforcement Measures)
DATE	TIME	PROPOSED AGENDA ITEM
FRIDAY, 25 SEPT.	08:00 – 10:00 hours	<ul style="list-style-type: none"> • Closure of remaining open Agenda Items
	10:00 – 10:30 hours	BREAK
	10:30 – 11:30 hours	<ul style="list-style-type: none"> • Closing Procedure – Agenda Items 33 (Time and Place of Next Annual Meeting); Agenda Item 34 (Press Release); and Agenda Item 35 (Adjournment)

* Please note, a Provisional Timetable will be prepared for each NAFO Body and Standing Committee, in consultation with the respective Chair(s), for the upcoming 42nd Annual Meeting of NAFO.