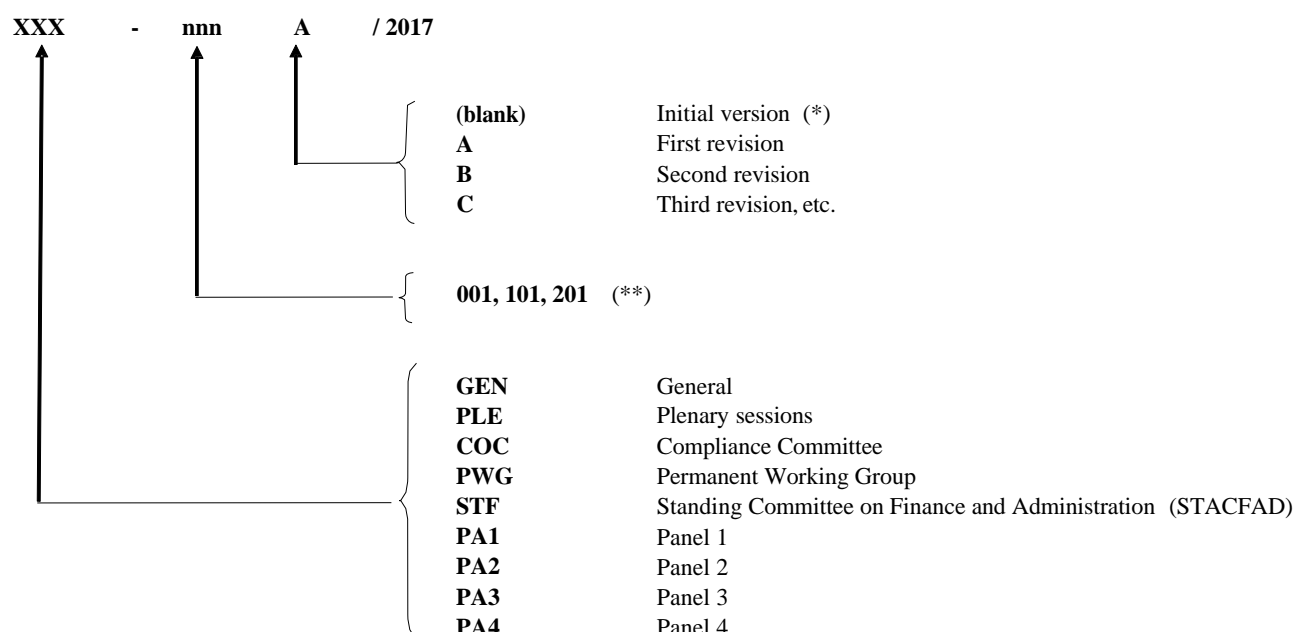


Original: Spanish/English

DOCUMENT NUMBERING

The Secretariat assigns numbers to documents using the following codes:



* A version is considered as an initial version until it is distributed for the first time.

**In 2007, a numbering system by groups was established whereby numbers 001-099 correspond to GEN documents; 100-199 to PLE; 200-299 to STF; 300-399 to COC; 400-499 to PWG; 500-599 to PA1; 600-699 to PA2; 700-799 to PA3; and 800-899 to PA4.

Example: PLE-101B/2017 would be the second revision (version **B**) of the document with the serial number **101**, which is destined mainly for the plenary sessions (**PLE**).

For logistical purposes, at the start of the meeting the delegations must provide the Secretariat with the name/s of the person/s authorized to present proposals and/or documents for the meeting. To present documents to the meeting, the Delegations are kindly asked to request a form at the Secretariat Reception and to complete Section A (example below) of the form.

SECTION A (DELEGATE)

Submission Date:

Document Title:

Author:

Submitted by:

Confidential ☐

For Session:

- ☐ PLE
- ☐ PWG
- ☐ COC
- ☐ PA1
- ☐ PA2
- ☐ PA3
- ☐ PA4
- ☐ STF
- ☐ SCI
- ☐ GEN

This is for:

- ☐ Draft Executive Summary
- ☐ Draft Executive Recommendation
- ☐ Draft Report
- ☐ Statement
- ☐ Proposed changes to any of the above
- ☐ Other (Note in comments)

Distribution for:

- ☐ Distribution to all Delegates
- ☐ Distribution for Chair/Rapporteur
- ☐ Hold without translation
- ☐ Translate and hold
- ☐ Other (Note in comments)

Notes:

No documents will be circulated unless this procedure is followed.

The revised versions of documents should be provided by the same delegations that have presented these documents. The Secretariat shall only take note of and include the changes that have been made during the final adoption.

In order to facilitate the translation work and avoid possible errors, Delegations are asked to work on and include changes to the last versions distributed during the meeting; these versions can be requested at the Secretariat Reception or downloaded from the meeting website (click WORD DOCS or use <https://goo.gl/mzwzgg>) by those authorized to submit documents (if not Head Delegate) on behalf of their delegation. This folder contains the most recent WORD versions of all draft Recommendations and Resolutions which must be used for submission of further amendments.

In addition, the WORD files of Recommendations and Resolutions adopted between 2014 and 2016 are also available in the folder 2014_16. Please use these files with the track-changes tool enabled for submission of any amendments to them. Other documents will also be made available upon request by e-mail to driss.meski@iccat.int and miguel.santos@iccat.int.

With regard to statements that are presented at the meeting, at the recent Commission meetings some observers submitted texts in a format and structure that differed from what could be considered a statement. It is recalled that there are other channels for the submission of such type of information and Delegates are encouraged to adjust the content to a statement format. Observers are also reminded that although there is no limit to the number of statements presented during the meeting, the Secretariat reserves the right to select the statements to be translated and included in the Commission's report when there are a large number of statements submitted by observers.

In the 2010 meeting, the Commission decided to limit the number of paper copies of documents, with the exception of draft recommendations and resolutions. With this objective, please recall ICCAT Circular #7275/17, dated 4 October. Participants are encouraged to make use of the electronic versions of the documents on the ICCAT web page. Only documents such as Agendas, Timetables, information on Internet connection and document access, the Chair's letter and other relevant documents will be distributed in hardcopies to all participants in the meeting. Other more extensive documents such as Reports of the intersessional meetings, SCRS Report, etc., shall only be provided upon specific request before the **8 November 2017 (12:00 AM Madrid time)**. No photocopying of these documents will be made after the 12 November.

To assist in document distribution, delegations are kindly requested to provide the Secretariat, before the meeting, with the name of the Head of Delegation, as well as the names of up to two delegates who should receive a printed version of the documents. Accordingly, there will be one pigeon hole per delegation unless specifically requested (up to a maximum of 3). In such cases, the delegations shall inform the Secretariat of the names of the additional person(s) that wish to receive hard copies before 27 October.