Original: English

DRAFT GUIDELINES FOR SUBMISSION OF PROPOSALS

Submitted by Japan

Rationale for the submission

1. During the past meetings, several CPCs acknowledged problems regarding submission of proposals.

    Examples are:

    (1) It is not always clear whether the presented proposal is a totally new proposal or a proposal to amend existing documents (e.g., a Recommendation).

    (2) When a proposal for amendment is first submitted or is further amended during the meeting, some CPCs use track changes while other CPCs do not (i.e., all the proposed amendments have been already incorporated). In the latter case, it is very difficult for CPCs to identify where the proposal was modified and, therefore, what is being proposed as amendments from previous versions.

    (3) During the meeting, a proposal is frequently amended based on informal discussions. In some cases when the new version of the proposal is circulated to all CPCs, it has already incorporated previously proposed amendments (shown in the previous versions) and indicates only additional proposed amendments based on the informal discussions. In these cases, participants who were not involved in the informal discussions have difficulties in tracking all the proposed amendments and comparing them to the original version.

    (4) A new version is produced whenever a new co-sponsor is added even when there is no amendment in the text of the proposal. This should be avoided in order to save considerable amounts of paper and cut resource consumption.

2. Japan would like to offer draft guidelines for this purpose as attached for consideration at the 2017 Annual meeting. The guidelines may be adopted as a part of the Rules of Procedure.

Draft Guidelines for Submission of Proposals

1.   Title of the proposal

(a) When a CPC submits a proposal that is not based on existing Recommendations, or any other type of document, it should indicate "(a new proposal)" at the end of the title.

e.g., Draft Recommendation on Deployment of Robot Observers on board Fishing Vessels (a new proposal)

(b) When a CPC submits a proposal to amend an existing Recommendation, or any other type of document, it should indicate in the title which existing document it proposes to amend.

e.g., Draft Recommendation to Amend Rec. 17-01 on Deployment of Robot Observers on board Fishing Vessels

(c) A proposal that was presented at a previous meeting but not adopted should indicate "previously discussed but not adopted" in addition to either "a new proposal" or "amendment".

e.g., Draft Recommendation to Amend Rec. 17-01 on Deployment of Robot Observers on board Fishing Vessels (a new proposal, previously discussed but not adopted as PWG-101A/2018)

2. Addition of new co-sponsors

When a proposal is amended only to add new co-sponsors, the Secretariat should upload the revised version on the server, while retaining any amendments to the text that have been proposed but not yet agreed. The Secretariat should announce the availability of the revised proposal to the meeting participants, but not print it out for distribution unless there is no Wi-Fi access at the meeting location.

3. Upload of MS Word file

To facilitate understanding of the changes that have been made from the previous version(s) of the circulated proposal, an MS Word file of the corresponding version should also be uploaded on the meeting document server indicating the proposed amendments using track changes, if possible. [1]

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[1] Japan was originally planning to propose that track changes (i.e., use of underlines for addition and strike-through lines for deletion) be used for any new version to indicate proposed changes. However, it was pointed out that this would cause great difficulties for translators for their translation as the syntax of three official languages may not necessarily be the same. Accordingly, as the second best solution, Japan proposes that MS Word files be uploaded. If the proposal is originally written in English, it would be possible to upload a file showing all the track changes, but may not be possible in its French and Spanish versions. In this case, a clean version can be uploaded for French and Spanish and readers may want to use the compare function of MS Word if they want to know differences between the two different versions.