

Original: English

**DEADLINES FOR SUBMISSION OF DOCUMENTS TO THE
21st SPECIAL MEETING OF THE COMMISSION**

All documents **SHOULD** be sent by e-mail to camille.manel@iccat.int and miguel.santos@iccat.int. Alternatively documents may be submitted to the ICCAT Reception Desk, where you will be requested to complete a form.

1. Draft Recommendations and Resolutions

In accordance with the information from the Chair contained in document **GEN-008/18**, the deadline for receipt of proposals not dependent on scientific advice is **12 October 2018**, as established by the letter of the Commission Chairman. Proposals and documents received within this deadline will be translated and circulated in advance of the meeting, and will be given priority in discussions. **Proposals which are submitted after the deadline will not be considered at the 2018 meeting**, unless approved by the Chair. Draft proposals dependent on SCRS advice should be submitted to the Secretariat by **5 November 2018**, where possible. The final deadline for receipt of proposals is 11:00 am on **14 November 2018**. Proposals which were deferred from the 2017 meeting or intersessional meetings will not be re-tabled unless resubmitted by the sponsors before the **12 October 2018** deadline, or referred from an intersessional meeting for consideration by the Commission by the Chair of the subsidiary body. All sponsors are requested to submit revisions to proposals already discussed, with the changes clearly marked, as early as possible to the Secretariat to facilitate distribution and discussion of revised text in the three languages. These versions can be requested at the Secretariat Reception or downloaded from the meeting website (link: *WORD DOCUMENTS*) by those authorized to submit documents (if not Head Delegate) on behalf of their delegation. This link provides access to the most recent WORD versions of all draft Recommendations and Resolutions.

2. Changes to the Compliance Tables

The FINAL deadline for receipt of changes to the compliance tables is **18:00 hours on 10 November 2018**. No additional changes can be accepted by the Secretariat after that time. Any later revisions are at the discretion of the Chair of the Compliance Committee, and should be first discussed with him before submission to the Secretariat.

3. Statements

All CPCs and observer delegations may make statements in writing to the Plenary and/or the subsidiary bodies of the Commission, which will be attached to the report. Statements should be brief position statements and limited to one statement per delegation per subsidiary body, and should be clearly headed as a STATEMENT. Statements will be translated after the meeting and attached to the final report.

4. Other meeting documents

CPCs or observer delegations may also submit longer background documents / position papers in support of their statements for distribution. Such documents will be made available in original language only. Paper copies of very long documents will not be distributed, but will be made available through the electrometric document site.

A table outside the meeting room will, as usual, be made available for observer delegations to distribute pamphlets, information papers etc.

In the exceptional case of power point presentations, CPCs are requested to provide the Secretariat with an electronic copy in advance in order to make the text available to the interpreters and to CPCs through the document meeting site.

5. Compliance submissions

Late compliance submissions should be transmitted through the usual channels (info@iccat.int). These will be brought to the attention of the Compliance Committee Chair.