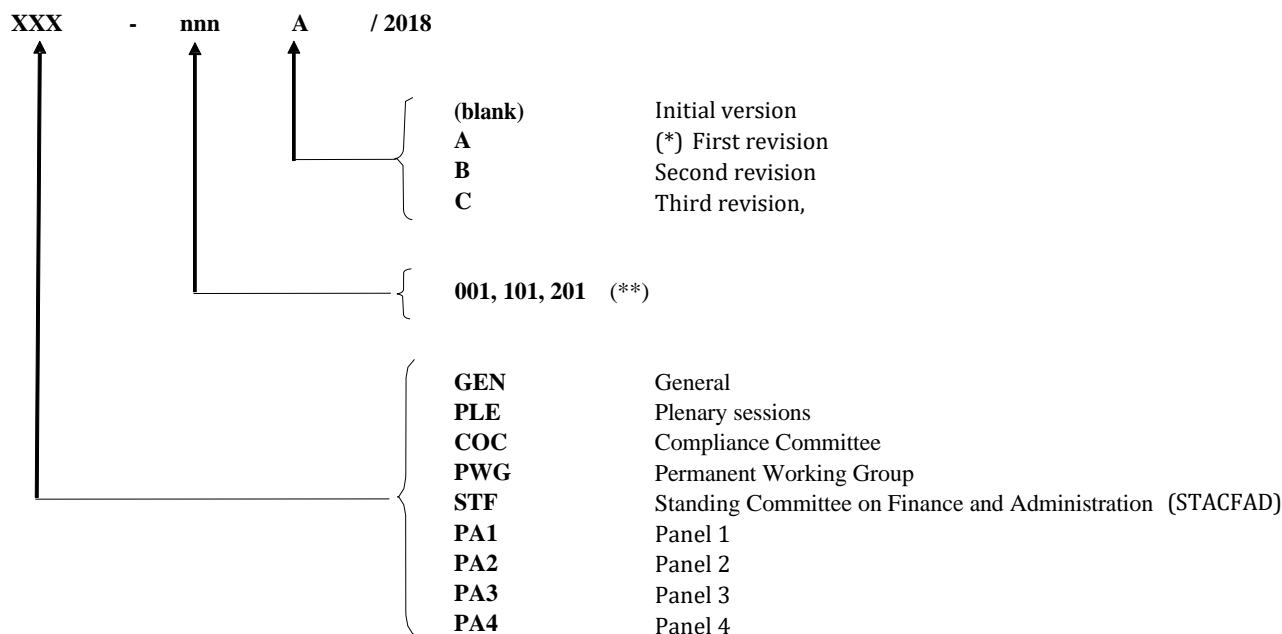


### DOCUMENT NUMBERING

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/2019 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, before **8 November 2019, 14:30 Madrid time** the delegations must provide the Secretariat with the name/s of the person/s authorized to present proposals and/or documents for the meeting. Documents submitted, and changes to previously distributed documents, should be presented at the ICCAT reception desk for registration or sent by e-mail to [camille.manel@iccat.int](mailto:camille.manel@iccat.int) and [miguel.santos@iccat.int](mailto:miguel.santos@iccat.int).

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 (folder) 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 (<https://tinyurl.com/y5bmcfga>). Please **make sure to use the most recent Word version when submitting changes to previously distributed documents**. Accordingly the Secretariat will provide access to a specific folder to all the persons authorized to submit documents (if other than Head Delegate).

In addition, the WORD files of Recommendations and Resolutions adopted between 2016 and 2018 are also available in the folder 2016\_18. 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 [camille.manel@iccat.int](mailto:camille.manel@iccat.int) and [miguel.santos@iccat.int](mailto: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 wishing to present written statements or working papers must do so through the ICCAT Secretariat. Documents with inappropriate content may not be accepted for distribution. The number of statements from each observer delegation to be included in the Biennial Report may be limited. In addition, please be informed that there is a **450 word limit on any statements submitted that are to be translated** or subsequently published in the Commission proceedings. If longer statements are submitted for publication in the report, these must be submitted in the three official languages of ICCAT to the Secretariat.

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, we recall ICCAT Circular #7270/17, dated 4 October. Participants are encouraged to make use of the electronic versions of the documents, available for meetings on the ICCAT web page. Only documents such as Agendas, timetable, internet connection and access to documents, 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 **1 November 2019 (12:00 AM Madrid time)**. No photocopying of these documents will be made after the 16 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, pigeon holes be limited to one per delegation. However, additional copies can be provided upon request and collected at the reception. In such cases, the delegations shall inform the Secretariat the names of the additional person(s) (maximum of two) to receive the hard copies before 21 October 2019.