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COORDINATING WORKING PARTY ON FISHERY STATISTICS

Intersessional Meetings of Aquaculture and Fisheries Subject Groups – Joint Session

Seventh Meeting of the Aquaculture Subject Group (AS) and Twenty-eighth meeting of the Fisheries Subject (FS)

2 – 5 November 2021

Coordinating Working Party on Fishery Statistics Rules of Procedure

Author: Secretariat

Executive Summary

The revised rules of procedures of CWP were endorsed by correspondence after CWP 26th session in 2019.

COORDINATING WORKING PARTY ON FISHERY STATISTICS

RULES OF PROCEDURE

(The current version of the Rules of Procedure was endorsed by correspondence after the CWP 26th session, Rome, 15 - 18 May 2019)

1. SESSIONS. Unless contrary to the views of the majority or participating organizations, the interval between successive sessions of the Coordinating Working Party on Fishery Statistics (CWP) shall not exceed three years. The Working Party shall meet on announcement by the CWP Secretary who shall respect the wishes of the majority of participating organizations. The announcement shall generally be made at least six months before the session starts.
2. AGENDA. A provisional agenda for each session shall be prepared by the CWP Secretary in collaboration with the secretariats of the participating organizations. The first item on the provisional agenda should be the adoption of the agenda. The provisional agenda shall be distributed with the announcement of the session.
3. NOMINATION OF EXPERTS. Participating organizations should notify the CWP Secretary of the names and affiliations of their nominated experts before the session.
4. DOCUMENTATION. Documents for each session should be made available to all participating organizations and nominated experts at least two weeks before the session. Each participating organization shall be responsible for the timely distribution of its documents in accordance with the mailing list supplied by the CWP Secretary.
5. OFFICERS. At the start of the session, the Chair or Vice- Chair appointed at the previous session shall call the session to order. In their absence, the CWP Secretary will call the session to order. Following adoption of the agenda, the Working Party shall elect a Chair and Vice-Chair from among its members; they shall remain in office until the election of the new Chair and new Vice-Chair at the next session. The outgoing Chair and Vice-Chair shall be eligible for re-election.
6. EXPENSES. The expenses incurred by experts attending session of the Working Party shall be borne by the nominating organization or as otherwise arranged between the experts and the respective nominating organization.
7. WORKING LANGUAGE. English shall be the working language of the Working Party.
8. DECISION STAGES. In making decisions on documents such as Standards, Rules of Procedures, Meeting report, the Working Party may 'approve', or 'endorse'. 'Approval' qualifies a mature stage of the concerned document, which might still require some finalization or for which no quorum in voting could be reached; 'endorsement' qualifies a final stage of the concerned document.

9. VOTING. A majority of the participating organization shall constitute a quorum at any session. Each participating organization is entitled to one vote. Decision of the Working Party shall be taken by a simple majority of votes cast by those present at the session, or by a simple majority of votes of all the participating organizations by correspondence, if it selects to do so. When necessary, the Chair may exercise a casting vote.
10. REPORTS. At each session the Working Party shall adopt a report of the session which will include *inter alia* all decisions and recommendations. The report shall be made available by the CWP Secretary to the participating organization and nominated experts, and to other individuals or organizations as requested by the Working Party. FAO should make the report available as widely as possible.
11. MONITORING OF RECOMMENDATIONS AND DECISIONS. Although recommendations and decisions of the Working Party are not binding on participating organizations, the Working Party shall monitor and report on the implementation of recommendations and decisions.
12. REGIONAL OR SUBJECT GROUP. The Working Party may establish regional or subject groups as are required for its effective functioning. The Working Party should determine purpose, composition and a leader of each group (with the term terminating no later than at the end of following session). Groups shall deliver report of activities and recommendations, and the proposal of terms of reference and work plans for the next term if necessary, to the session for its consideration, decision and adoption.
13. AD-HOC TASK GROUP. The Working Party may establish during the session ad-hoc Task Group to study and recommend on specific technical matters pertaining to the purpose and mission of the CWP activities. The Working Party should determine terms and composition of each ad-hoc Task Group with its term terminating no later than at the end of following session.
14. ADDITIONAL SUPPORTING ACTIVITIES. During the inter-sessional period, the Working Party may arrange activities including *inter alia* holding informal preparatory meeting, holding meetings of regional or subject groups, preparation of working papers, and communication by correspondence. Upon proposal of a Member or on its own initiative, the CWP secretary may propose a specific activity with the goal to support the on-going CWP agenda tasks. The CWP Secretary in consultation with the Chair shall notify the Members of the objectives of the activity and mobilize their participation on a voluntary basis. The activity shall be deemed established based on a majority vote by correspondence, and reported to the session for consideration.
15. INTERSESSIONAL ACTIVITIES. The Working Party may arrange intersessional activities including *inter alia* holding informal preparatory meeting, holding meetings of regional or subject groups, preparation of working papers, and communication by correspondence.
16. SUSPENSION OF THE RULES OF PROCEDURE. Suspension of the Rules of Procedure may be adopted by the Working Party by a two thirds majority of the votes cast, provided that 24 hours' notice of the proposal for the suspension had been delivered to the Working Party.

17. AMENDMENT TO THE RULES OF PROCEDURE. Amendments to the Rules of Procedure may be adopted by the Working Party by a two thirds majority of the participating organizations provided that three months notice of the proposal for the suspension had been delivered to all participating organizations. An amendment shall come into force unless any objection is received by the CWP Secretary from any participating organization within three months of being adopted.
18. NEW PARTICIPATING ORGANIZATIONS. An intergovernmental organization having competence in fishery or aquaculture statistics may become a participating organization of the Working Party if it is so decided by a two thirds majority of the participating organizations provided that three months notice of the proposed admission had been delivered to all participating organizations.
19. WITHDRAWAL OF PARTICIPATING ORGANIZATIONS. Any participating organization may withdraw from the Working Party by notifying its intention to the CWP Secretary who will inform other participating organizations. If a participating organization does not provide any experts for two consecutive sessions without notification, it will be deemed to have withdrawn. The CWP Secretary shall communicate with such organization and shall announce its withdrawal upon the receipt of the confirmation from the withdrawing organization or absence of response up to the designated date.