June 2023







Food and Agriculture Organization of the United Nations Organisation des Nations Unies pour l'alimentation et l'agriculture Продовольственная и сельскохозяйственная организация Объединенных Наций

Organización de las Naciones Unidas para la Agricultura y la Alimentación

### WESTERN CENTRAL ATLANTIC FISHERY COMMISSION (WECAFC)

# TWELFTH (VIRTUAL) SESSION OF THE SCIENTIFIC ADVISORY GROUP (SAG)

#### 19-20 June 2023

Guidance Template for preparation of working group presentations

# General Instructions for Working group presentations and documents to be delivered at SAG XII

For WG reports, the following template is provided as general guidance in preparation of intersessional reports and presentations for the SAG XII meeting. WG presentations should be succinct summaries from the primary WG report providing, a complete recap of the main report including recommendations and intersession work plan. Presentations should be approximately 20 slides and require not more than 30 minutes for delivery. Approximately 15 minutes will be allotted for questions and comments. The template follows below:

# WG conveners Agenda items:

- 8. Moored FAD 1 document including executive summary
- 9. Moored FAD 2 document including executive summary
- 11. to 17. All the individual listed WG

<b>Table of Contents</b>								
Introduction	and	Background						
Objectives								
Main Accomplishments during the Intersession Period by WG								
	3							
Challenges and issues faced duri	ng Intersession Period and steps taken to	mitigate						
Conclusions								

1. In reference to agenda items 8-16 WG Conveners please use the format below for your presentations and documents.

a.	Actions requested from the SAG (Recommendations)				
	Cover note				
	Preamble				
	Recommendation 1				
	Recommendation 2				
	Recommendation x				
b.	Tailored TORs for WG				
c.	Draft WG Work Plan for 2022-2024 Intersession Period for WECAFC/SAG/XII (guidance table 1 follows)				
	,				

Please use the Draft template below as guidance for presenting your 'WG Work plan'.

# Table 1. The [XX] Working Group will carry out the following activities in 2023–2024 period:

Activity	Proposed	Responsible	Status	Group/	Link to Commission Strategic	Priority	Estimated	Notes
	Activity	Entity		Theme	Objective	(low, medium,	cost	
	Timetable					high)		