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Food and Agriculture  
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Объединенных Наций

Organización de las  
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Alimentación y la Agricultura

منظمة  
الأمم المتحدة  
للإغذية والزراعة

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# COMMITTEE ON FISHERIES

## Thirty-sixth Session

Rome, 8–12 July 2024

### NOTE ON THE WORKING METHOD OF THE COMMITTEE ON FISHERIES

#### I. Introduction

1. The Secretariat has consulted with members of the Steering Committee of the 36th Session of the Committee on Fisheries on the modalities of the forthcoming session. The outcome of these consultations is reflected in the procedures outlined in this document.

#### II. Conduct of debate

2. All meetings of the Session will be conducted in a hybrid modality with both physical presence in FAO headquarters and attendance through the Zoom videoconferencing platform, ensuring participation of all Members on an equal footing.

3. Members and Observers of the Committee attending the Session virtually will be granted equal accessibility and capability inside the Zoom meeting platform. They will be able to address the Committee by requesting the floor using the “raise hand” function in the Zoom platform.

4. The draft conclusions of the agenda items will be displayed to all Members and Observers of the Committee. The conclusions will also be visible on dedicated screens in the meeting room for participants attending the meeting in person.

5. The meetings of the Drafting Committee will be held in a hybrid modality.

#### III. Written Correspondence Procedure

6. The following items on the Agenda of the Committee shall be addressed through a Written Correspondence Procedure:

- **Item 9** Integrated water resources management in fisheries and aquaculture
- **Item 15** Multi-year Programme of Work (MYPOW) of the Committee

7. The Written Correspondence Procedure aims to allow more time during the discussions of the Committee in Plenary and to allow the Committee to address all items on its Agenda in a timely manner.

8. Under this procedure, Members will be asked to submit any comments and questions in writing to the Secretariat and will be provided with written responses where applicable.

9. Members are invited to submit written inputs to [FAO-COFI@fao.org](mailto:FAO-COFI@fao.org). All inputs received will be published on the website of the 36th Session of the Committee on Fisheries. The Secretariat will provide written responses, where necessary, which will be made available ahead of the Committee's discussion in Plenary.

10. The Chairperson of the Committee will draft summary conclusions for the agenda items considered through the Written Correspondence Procedure on the basis of this written exchange. The Committee will address these draft conclusions at a Plenary meeting of the Committee as indicated in the Timetable (COFI/2024/INF/1). As per the established practice of the Written Correspondence Procedure, the sovereign right of Members to discuss agenda items in Plenary meetings is not strained.

#### **IV. Reports and Records**

11. The Draft Report for Adoption will be prepared by the Drafting Committee of the Session and will be circulated to the Members of the Committee as soon as possible before the adoption of the report, as per established practice.

12. The Report of the Session will be communicated as per Rule VI.2 of the Rules of Procedure of the Committee.

#### **V. Other Matters**

13. All documents for the Session are prepared and disseminated by the Secretariat, as per established practice, in all six languages of the Organization.

14. Brief oral introductions to agenda items may be delivered in Plenary, at the opening of any agenda item, including on any new developments since the publication of the working documents.

15. Interventions by Members will be limited to a maximum of three minutes, and regional group statements will be limited to a maximum of five minutes. The Chairperson of the Committee will enforce such time management.

16. The time zone applicable to the Session Timetable will be Central European Summer Time (UTC +2). The meetings of the Session will be scheduled from 9.30 to 12.00 hours in the morning, from 14.30 to 17.00 hours in the afternoon, and from Monday to Friday,<sup>1</sup> 8–12 July 2024 and, if necessary, from 17.30 to 20.00 hours on Tuesday, Wednesday and Thursday 9–11 July 2024.

17. The Drafting Committee of the Session will convene its meeting after the conclusion of the afternoon sessions on Tuesday, Wednesday and/or Thursday, 9–11 July 2024, subject to the schedules of the plenary sessions as described above.

18. Simultaneous interpretation in all six languages of the Organization will be provided for all Plenary meetings of the Session and of the Drafting Committee.

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<sup>1</sup> The session on Friday morning is reserved for an extra session of the Drafting Committee and/or 1st meeting of the COFI 37 Bureau (BM 1), as appropriate.