

# COMISION INTERAMERICANA DEL ATUN TROPICAL INTER-AMERICAN TROPICAL TUNA COMISSION

8604 La Jolla Shores Drive, La Jolla CA 92037-1508, USA – www.iattc.org  
Tel: (858) 546-7100 – Fax: (858) 546-7133 – Director: Guillermo Compeán

## **DOCUMENT SAC-02-03 (REVISED)**

### **SCIENTIFIC ADVISORY COMMITTEE RULES OF PROCEDURE**

#### **RULE I. GOVERNMENTAL MEMBERS**

- a. The Scientific Advisory Committee ("Committee") shall be composed of a representative of each member of the Commission ("governmental members"), who shall have appropriate scientific expertise, qualifications, or relevant experience in the area of competence of the Committee, and who may be accompanied by up to five experts or advisers.

#### **RULE II. NON-GOVERNMENTAL MEMBERS**

- a. The Commission may invite organizations or individuals with recognized scientific expertise in matters related to the work of the Commission to participate in the work of the Committee. Any such organizations shall designate a representative to the Committee ("non-governmental member"), who shall have the same qualifications as are required for governmental members.
- b. At least 30 days before the regular meeting of the Committee, the Director shall circulate to the member governments for approval a list of proposed non-governmental members, prepared in coordination with the member governments. Candidacies shall be submitted to the Director at least 60 days in advance of the meeting of the Committee, and shall be accompanied by the résumé of the proposed non-governmental member.
- c. The appointment of a non-governmental member is personal. Such members cannot be substituted by an alternate, and may not be accompanied by any another person in the performance of their functions.
- d. With sufficient reasons, the Commission may terminate the service of a non-governmental member before the end of his term. Expressing an opinion is not sufficient grounds for such termination. A non-governmental member whose service is terminated in this manner shall have the right to be informed of these reasons for the termination.
- e. Non-governmental members shall notify the Director, with at least 30 days' notice, if they will not be able to attend a meeting of the Committee.
- f. Non-governmental organizations that have been allowed to participate as observers at the meetings of the Commission in accordance with Annex 2 of the *Convention for the Strengthening of the Inter-American Tropical Tuna Commission Established by the 1949 Convention Between the United States of America and the Republic of Costa Rica* ("Antigua Convention"), may participate as observers at the meetings of the Committee.

### **RULE III. DECISION-TAKING**

- a. The Committee shall strive to adopt its reports and recommendations by consensus<sup>1</sup>. If every effort to achieve consensus has failed, the reports shall so indicate, and shall reflect the majority and minority views. At the request of any member of the Committee, the views of that member on all or any part of the reports shall also be reflected. Unless otherwise specified, all the decisions taken by the Committee at meetings convened in accordance with rule VII.a shall be adopted by consensus of the members present at the meeting in question.
- b. Only governmental members shall have the right to participate in decision-taking. Each governmental member shall have one vote, and that vote may be cast by any authorized delegate of that government.

### **RULE IV. CHAIR**

- a. The Director shall serve as Chair of the Committee, or may delegate this function subject to the approval of the Commission.
- b. After consultation with the governmental members, the Chair shall appoint a rapporteur for each meeting.

### **RULE V. DUTIES OF THE CHAIR**

The Chair shall:

- a. Establish the date and place of the meetings of the Committee, and prepare the agenda for each meeting of the Committee.
- b. Convene additional meetings, in accordance with rule VI.a.
- c. Present at the regular meetings of the Committee the reports, recommendations, and communications of the Commission staff that will be presented at the annual meeting of the Commission.
- d. Direct the debates at the meetings of the Committee, and ensure that all members of the Committee have the opportunity to express their points of view, and that these shall be taken into account when preparing the report of the meeting.
- e. Provide any information required by the Committee in order to carry out its functions and responsibilities, defined in Annex 4 of the Antigua Convention, including, *inter alia*, the research plans, proposals and programs of the Commission, also the assessments, analyses, investigations or other relevant work, as well as the recommendations prepared for the Commission by its scientific staff, and prepare any special reports and documents related to the activities of the SAC.
- f. Carry out any other duties that may be necessary for achieving the objectives of the Committee.

### **RULE VI. MEETINGS**

- a. The Committee shall meet at least once a year ("regular meeting"), preferably before the regular Annual Meeting of the Commission, and at any other time as at least two members of the Commission may consider that a special meeting is necessary, provided that a majority of the members support the request.
- b. Meetings of the Committee will be quorate when two-thirds of the governmental members of the Committee are present, pursuant to Article VIII of the Antigua Convention.
- c. Any cooperating non-member of the IATTC may attend the meetings of the Committee as an observer.

---

<sup>1</sup> "Consensus" means the adoption of a decision without voting and without the expression of any stated objection.

- d. Any government not a member or cooperating non-member of the IATTC may attend meetings of the Committee as an observer if the Commission so approves.
- e. The Chair may invite intergovernmental organizations as observers, with prior notice to the Commission.
- f. Observer delegations shall consist of no more than two people.
- g. Governmental members may submit documents relevant to the work of the Committee for meetings of the Committee. Any such documents will be distributed by the Director to all members of the Committee, and may form part of the official documentation of the meeting if the Committee so decides. Documents may be presented in either of the Commission's two official languages.
- h. Documents shall be submitted to the Director at least 20 days before a meeting of the Committee.

#### **RULE VII. CONFIDENTIALITY**

Unless otherwise agreed, the members of the Committee and observers shall treat as confidential all records of the activities of individual vessels and/or companies to which the Committee has access.

#### **RULE VIII. LANGUAGE**

The official languages of the Committee shall be English and Spanish, and members of the Committee may use either of the two at meetings or in documents and correspondence, and the documents of the Committee shall be prepared in both languages.

#### **RULE IX. AMENDMENTS**

These rules de procedure may be amended if the Commission considers it necessary and in accordance with the decision-taking procedure established in the Antigua Convention.