

## New instructions for SC document submission and distribution

The Scientific Committee agreed last year (IWC/54/4 Item 22.3.3) to try to reduce the amount of waste paper created at meetings. The current practice is that all Committee members receive every primary paper; in addition to the large amount of copying this entails, it also results in a very large amount of unwanted documents.

### New initiative

Using the Scientific Committee website, participants will be asked to sign-up in advance for the sub-committees they plan to attend and, more specifically, the categories of papers they require. The number of copies made by the Secretariat will therefore be based on the responses.

**Participants MUST sign-up in advance in order to receive papers via the pigeonholes at the start of the meeting. The forms are being tested at present. It should be up and running by mid-April; you will be informed when it is.**

Please remember that you will be able to obtain copies of specific documents from categories you have not signed up for at the meeting on request (although not necessarily immediately). Alternatively, we will send you pdf files of any paper after the meeting. If this system is to achieve its aim of saving paper and energy, please **only** sign up for those categories that you feel you will need **at the meeting itself**.

In previous years, papers received by the Secretariat before the meeting were made available in advance via an e-mail circular. This year, papers received in advance will be listed on the SC website and available as downloadable pdf files. Participants who do not want their papers on the website should state this upon submission to the Secretariat; some papers may then be circulated by e-mail.

### DEADLINES FOR DOCUMENT SUBMISSION AND WEBSITE SIGN-UP

Item	Description	Deadline
Paper details	Inform the Secretariat of papers intended for submission: preliminary title, authors and abstract.	<b>16 April</b>
Sub-committee sign-up (via SC website)	Participants should sign-up for each sub-committee they plan to attend and which document categories they require. Address details and contact numbers should be checked.	<b>9 May</b>
Website papers	Papers received by the Secretariat before this date will be downloadable from the SC website (unless specified otherwise). Please submit your papers as pdf files if possible.	<b>9 May</b>
Copying	This is the final deadline for papers to be copied by the Secretariat. <b>After 16 May, participants must bring the required number of copies with them to the meeting.</b>	<b>16 May</b>

### DOCUMENT CATEGORIES

SC/55/NAM	North Atlantic common minke whales	Papers relevant to the RMP <i>Implementation Review</i> of North Atlantic minke whales (pre-meeting meeting)
SC/55/IST	<i>Implementation Simulation Trials</i>	Papers relevant to the RMP <i>Implementation Simulation Trials</i> for North Pacific common minke whales and Bryde's whales
SC/55/RMP	Revised Management Procedure	Papers relevant to general RMP matters
SC/55/AWMP	Aboriginal Whaling Management Procedure	Papers mainly relevant to the AWMP, the Greenlandic Research programme and aboriginal subsistence whaling by Greenland and St Vincent and The Grenadines
SC/55/BC	Bycatch	Papers mainly relevant to the issue of estimation of bycatch
SC/55/BRG	Bowhead, right and gray whales	Papers relevant to these species, including aboriginal subsistence whaling
SC/55/IA	In-depth Assessments	Papers mainly relevant to Antarctic minke whale assessments, SOWER cruises, IWC-DESS.
SC/55/SH	Southern Hemisphere	Papers mainly relevant to the assessment of Southern Hemisphere

	assessments	humpback and blue whales.
SC/55/SD	Stock Definition/DNA	Papers mainly relevant to Agenda Item 11, including both general stock identity issues and those related to the issue of DNA testing (Item 15)
SC/55/E	Environmental Concerns	Papers mainly relevant to environmental concerns (Item 12)
SC/55/SM	Small Cetaceans	Papers mainly relevant to small cetaceans (Item 13)
SC/55/WW	Whalewatching	Papers mainly relevant to whalewatching (Item 14)
SC/55/SCP	Scientific Committee process	Papers relevant to the working methods of the Scientific Committee including improvements to the review process for Scientific Permits and Sanctuaries
SC/55/O	Other	This category is for papers that do not fall easily into one of the above categories.
For Info	Information documents	This category is for papers that are either published, in press, in review, or have appeared and been 'classified' at other non-IWC meetings (e.g. ICES, NAMMCO etc.). PLEASE NOTE: These papers will not be circulated to all participants but three complete sets will be available for consultation. Limited circulation of some documents may occur in Berlin at the request of sub-committee chairs.