



**Guidelines  
for Chairs of  
ICES Committees and Expert Groups**

**Version 2003-2**



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# 1 Introduction

The purpose of these Guidelines is to describe the duties and responsibilities of Chairs of the ICES Science and Advisory Committees, and their supporting Expert Groups (Working Groups, Study Groups, Planning Groups and Workshops). It describes necessary tasks and working procedures, and provides advice concerning the organization and completion of tasks (including the conduct of meetings) in order to facilitate the work of the Council<sup>1</sup>.

The Guidelines also outline the function and composition of the Science and Advisory Committees and their Expert Groups.

The Committees addressed in these documents are the ICES Science and Advisory Committees. Chair's duties, responsibilities, and working procedures are always evolving for a number of reasons, requiring the regular revision of these Guidelines. Chairs will be informed directly by the Secretariat of any such change, pending production of revised Guidelines.

The Science and Advisory Committees are established under **Rule 28** of the Council's Rules of Procedure. All Rules of Procedure referred to in these Guidelines are listed at the end.

Currently there are seven Science Committees (Fisheries Technology, Oceanography, Resource Management, Marine Habitat, Mariculture, Living Resources, and Baltic) and three Advisory Committees (Advisory Committee on Fisheries Management, Advisory Committee on Ecosystems, and Advisory Committee on the Marine Environment). The Committees are overseen by two executive Committees, the Consultative Committee and the Management Committee for the Advisory Process.

A formalised description of the role and duties of all Chairs is provided in **Rule of Procedure 30**. Chairs are urged to read the relevant sections and apply the information as appropriate.

## 2 Expert Groups (Working Groups, Study Groups, Planning Groups, Workshops)

### 2.1 Function and Establishment

Expert Groups have constituted a vitally important part of the Council's operating procedures for many years. They form the main mechanism by which the many items of the Council's work programme are planned, coordinated, conducted, appraised, and reported on for subsequent consideration by the Science, Advisory, or Consultative Committees and by the Council at Statutory Meetings. There are about 100 Expert Groups presently in existence, some of which may be sponsored jointly with other international organisations (e.g., IOC, NAFO, FAO, EIFAC, HELCOM, OSPAR).

There are five types of Expert Groups (Working Group, Study Group, Steering Group, Planning Group and Workshop). There are no precise definitions concerning these Groups, but the following definitions can serve as a general guidance in determining the type of Expert Group.

A **Working Group** is a group of experts which is established by Council Resolution, and each meeting of the Group is approved by Council Resolution. Most Working Groups meet annually to undertake specific tasks within their terms of reference, and their longevity varies from several to many years. If no meeting is planned for a particular year then a draft resolution describing planned activities by correspondence must be presented to Council. Otherwise, the Group will be dissolved.

A **Study Group** is a group of experts which is established to undertake a specific task during a period not exceeding more than three meetings. Otherwise the conditions as described above for Working Groups apply.

A **Steering Group** is usually a group of named or designated experts to undertake specific defined tasks either on a one-time or continuing basis.

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<sup>1</sup> Although the word "Council" is frequently used as a shortened version of the "International Council for the Exploration of the Sea", in many contexts it denotes the Delegates which are the decision-making body of the Council.

A **Planning Group** is a group of experts which is established to undertake the planning and execution of field work or other joint activity. Its purpose and period of operation is similar to that of a Study Group.

A **Workshop**, as its name suggests, is a one-off activity designed to address a very specific, often expert, topic. Workshops normally consist of a series of presentations from which conclusions are drawn with regard to the specific questions being addressed.

## 2.2 Membership

The membership of all Expert Groups is strictly by nomination from Delegates, except for Workshops where anyone may participate. Chairs of Workshops are, however, advised to ensure that the Secretariat is informed of the contact details of all participants.

Thus, Expert Group members are experts appointed by the Member Countries, which also bear the cost of their attendance at meetings. All Member Countries are entitled to appoint members to each Expert Group and to change them as they wish (unless decided otherwise by the Council, there is no specified limit to their numbers). National Delegates are required to notify the Secretariat of the names and contact details (particularly e-mail address) of the members (and changes in them). A current listing of the names and addresses of members of each Expert Group is maintained by the Secretariat who provide lists, in electronic form, of all Expert Group members for each country, to all Delegates at the time of the Statutory Meeting for review and amendment.

Lists of members are provided to each Chair immediately following any change in membership notified by Delegates. This will normally occur early in the year, shortly after revised listings have been received from Delegates.

In cases where the Chair of an Expert Group wishes to invite an expert who is not affiliated to an ICES Member Country, and therefore cannot be appointed by a national Delegate, this should be requested through the General Secretary. Such requests will normally be granted apart from requests related to participation in the Expert Groups of the Advisory Committee on Fishery Management. Unless decided otherwise by the Council, ICES does not bear the cost of the attendance of such experts.

Chairs should be proactive in ensuring the best spread of expertise in their Groups in order to carry out their tasks effectively. However Chairs are not permitted to make personal invitations directly to individual scientists. Instead, Chairs may request either of the Delegates of that person's country to nominate the person to the Expert Group at national expense. It is up to the Delegate(s), of course, to decide if such request can or should be granted. The list of current ICES Delegates is available on the ICES web site at <http://www.ices.dk/aboutus/delegates.asp>.

If someone attends an Expert Group meeting who is not a member of the Group, or who is not a representative of a member of the Group, that person must be advised to seek formal nomination to the Group, preferably before the end of the meeting. The Secretariat must be informed immediately of any participant who is not a nominated member. It is, of course, acceptable for employees of the host institute to attend meetings with the approval of the Chair.

## 2.3 Appointment of Chair/Co-Chairs

The Chair/Co-Chairs of Expert Groups are officially appointed by the Council. In each case, the proposed Chair is normally identified in the relevant draft resolution from the parent Committee. An Expert Group does not have the authority to choose or change its own Chair, but it is free to propose a change and to recommend a choice in its report to its parent Committee. Similarly, a parent Committee does not have the authority to appoint a Chair for one of its Expert Groups. However, unless there is sufficient reason to do otherwise, the Council respects the Committee's recommendations. If necessary, the President is empowered to appoint, on behalf of the Council, a new or interim Chair.

The Consultative Committee requires that the period of tenure of Expert Group Chairs should be reviewed after **three meetings** of the Group. In no circumstances may the period of tenure exceed six years.

The Chair must, of course, be a duly appointed member of the Expert Group.

## **2.4 Responsibilities and Functions of the Chair of an Expert Group**

The main responsibility of an Expert Group Chair is to ensure that the specific tasks assigned to the Group in the relevant Council resolution (printed each year in the ICES Annual Report) are carried out. This involves:

- a) making plans for the specified meeting(s) of the Group, including the preparation of an agenda and work schedule in consultation with the other members;
- b) chairing the meeting;
- c) overseeing the preparation of the Group's report to its parent Committee and ensuring that it is submitted to the Secretariat according to the date specified in the Council Resolution for the meeting for processing, and distribution to the relevant Advisory Committee (if necessary), and the ensuing Statutory Meeting.
- d) Preparing draft resolutions.

It is recognized that individual Chairs may prefer to handle their responsibilities and perform their work in slightly different ways. However, Chairs should keep in mind the following suggestions regarding the preparation for and conduct of their meetings, as this may ensure a satisfactory completion of their tasks and responsibilities.

### **2.4.1 Before the meeting**

- a) The Secretariat will provide a copy of the relevant Council Resolution and Supporting Information following the Statutory Meeting. You will also be provided with a timetable of all Expert Group meetings (normally Doc. GEN:6) which will list the meeting details. This document will also inform you of the parent Committee, and the Secretariat contact who will support the Group. Any requests for changes to your Resolution (such as changes in dates and place for the meeting) must be addressed to the General Secretary and must be supported by clear explanation for the change. Changes can only be implemented with the approval of the General Secretary
- b) An E-mail (copied to the Secretariat) should be sent to all members of the Group well in advance of the meeting advising them of the date and venue; terms of reference; agenda, start time, work schedule and meeting timetable; instructions/requests for information, data, preliminary analyses, etc. to be assembled and brought to the meeting; work assignments at the meeting; and so on. This should be done as soon as possible after the Chair has received a copy of the Council's Resolutions adopted at the preceding Statutory Meeting and/or any special instructions from the Chair of the Parent Committee.
- c) The Scientific Secretary will advise Chairs of any comments pertaining to their Groups which may be reflected in Committee reports (contained in the Annual Report) or in minutes of meetings of one of the Advisory Committees (which are sent to relevant Chairs).
- d) Particularly in the case of Assessment Working Groups, as much data as possible should be processed and summarized before the meeting to avoid wasting valuable time during the meeting which would be better spent on data analysis, discussion, and report preparation.
- e) For Groups meeting at ICES Headquarters, Chairs should advise the Scientific Secretary several weeks in advance of any special needs for their meetings (e.g., special computer data files to update or create, computer programs to load/compile). Such needs should also be included in the Supporting Information to the relevant Council Resolution.
- f) Formal contacts with other international and intergovernmental organisations with regard to the activities of your Group must first be sanctioned by the General Secretary. Applications for funding based on work conducted by ICES, or on the basis of co-operative ICES activities, should not be directed to funding agencies before seeking the advice of the General Secretary.

### **2.4.2 During the meeting**

- a) A daily work schedule should be established at the beginning of the meeting.
- b) If the meeting is at Headquarters, you are welcome to draft sections of the report on your own laptop, otherwise there are terminals readily available for your use. Details on how to connect your laptop to the Secretariat's

computer network can be accessed at <http://www.ices.dk/informat/Interfacing-Lap.doc>. All draft sections should be clearly identifiable in the computer directory allocated to the Group. An instruction leaflet on how to use the ICES computer system, and other facilities at ICES Headquarters will be provided on arrival. Information about the Secretariat staff responsible for your meeting will also be provided at this time. Some or all of these staff may be present at your opening session in order to introduce themselves and to further explain procedures.

- c) Please ensure that your report is structured in such a way that the results of each term of reference can be easily determined. Avoid using lists within the main document, for instance the list of participants should be in an Annex.
- d) All participants of an Expert Group meeting are expected to share in the responsibility for the contents of the report. This means that the full draft report should be reviewed in plenum and adopted before the end of the meeting. Anyone unable to accept the contents of the report is free to have his/her views reflected in a minority statement contained in the report.
- e) Chairs should ensure that the workload during a meeting is appropriately and equitably distributed among the meeting participants, and that sufficient time is allocated for planning, overseeing and reviewing the work of other members, organizing plenary discussions, summarizing, and drawing conclusions, etc.
- f) An executive summary of the meeting, describing its main conclusions and any important decisions taken, should be placed at the head of the report. This should be limited to no more than 10 points of substance and should not exceed one A4 page.

#### **2.4.3 After the meeting**

- a) All Group reports should be sent electronically to the Secretariat within the deadline given in the Council Resolution. Do not worry about using specific templates as the Secretariat will produce a copy of the final document in the required structure. A report should be as concise as possible, while at the same time providing accurate and complete descriptions of data, assumptions made, methods and analytical procedures used, inputs to relevant analyses, results, conclusions, and recommendations.
- b) All working papers, data and work sheets, computer output, and any other material used, considered, and/or produced by a Group during its meeting and deemed necessary for future use or reference should be deposited with the relevant Scientific Secretary. This material can only be accessed by the Secretariat, Group members, relevant Advisory Committee, or others with the consent of the originators.
- c) The Secretariat will inform the Chair when the report is available for download from the ICES website. For those who do not have good access to the web, a paper copy or CD-ROM of the report can be made available on request.

#### **2.4.4 Meetings by correspondence**

- a) Meetings by correspondence follow exactly the arrangements for normal physical meetings, except that the terms of reference for the Group are fulfilled only by correspondence. This normally places a much greater burden on the Chair who is responsible for polling input from the Group. Advances in communications technologies have significantly facilitated the way groups may interact “by correspondence” and are encouraged

#### **2.4.5 Restrictions in Dissemination of the Report (All Groups)**

Expert Groups may not provide advice on behalf of the Council. The information, results of analyses, or conclusions contained especially in the reports of Working Groups working under the direction of the Advisory Committees cannot be assumed to necessarily represent exactly the final advice prepared by the Advisory Committee. The status of such reports is explained by the following statement which is placed on the front page of each report:

*“This document is a report of an Expert Group of the International Council for the Exploration of the Sea and does not necessarily represent the views of the Council. Therefore, it should not be quoted without consultation with the General Secretary”.*

Until they have been dealt with and approved by the relevant Committee and the Council, the reports of Expert Groups should be treated as internal documents, not for general citation or distribution to outside individuals or bodies. Following its preparation, the Secretariat informs the Expert Group that the report is available on the ICES website. After it has been considered by the relevant Advisory Committee and/or by other Committees at the Statutory Meeting, it can be released to anyone with a legitimate need for it. At this time the report will become accessible from a public part of the ICES website, as well as freely distributed on the Annual CD-ROM of Council Meeting Documents.

#### **2.4.6 Additional Restrictions related to Assessment Working Group Reports**

Assessment Working Groups which, for example, assess the status of commercially important fish stocks, carry out a task which is a necessary prerequisite for management considerations at both the national and international levels. The time schedules involved sometimes require that national authorities must have access to particular Working Group reports prior to their being considered by ACFM in order to prepare for impending internal discussions and/or international negotiations. In such cases, Working Group members from the country or countries in question quite rightly must be permitted to provide access to these reports to competent national authorities, bearing in mind the statement on the front page of these reports. In doing so, however, it must be borne in mind that ACFM may modify a particular assessment prepared by an Expert Group or come to a different conclusion than the Expert Group because of having detected an analytical error of the availability of more recent information. The ACFM report ultimately contains the official Council advice, and the Working Group report can only be viewed as supporting information.

It is the responsibility of Working Group members and their national authorities to avoid the open publication or announcement to the press of a Working Group report or conclusions/recommendations resulting from the report prior to it being considered by ACFM. Furthermore, the public disclosure of any Working Group deliberations by members must be avoided at all times.

### **3 Science Committees**

#### **3.1 Function**

The eight Science Committees are responsible, on behalf of the Council, for the scientific activities of ICES. A core task of all the Science Committees is to plan, guide, and review studies of the biotic and abiotic environment, the natural resources, and the interactions among the biological organisms in the sea. A second core task is to unravel the impacts of human uses of the seas, including exploitation of its living resources, and impacts of climate variability and climate change on marine ecosystems and their components. A third core task is to improve our ability to sample and measure the ocean, what lives in it, and what we put in it. The Science Committees also ensure that appropriate opportunities for internal and external collaboration are identified and that scientific information receives peer review.

#### **3.2 Membership**

Members of the Council’s Science Committees are appointed by national Delegates, and the appointments take effect when they have been communicated to the General Secretary. Each Contracting Party is entitled to no more than two members on each Committee. Appointments are not for a specified period.

For the purpose of participation in a Statutory Meeting, a Committee member may be replaced by a substitute. Appointments of substitutes must be made by national Delegates and communicated to the General Secretary. A substitute can only act as a member during the period of appointment (e.g., for the duration of a Statutory Meeting). Although the substitute may take part in elections (nominate and vote if acting as the “voting” member for the country concerned), the substitute is not eligible to be elected Chair since his/her function as a Committee member will cease at the close of the Statutory Meeting. A Delegate may participate in a meeting or a Committee on which his/her country does not have a member or would otherwise not be represented, appoint himself/herself as a substitute member, and take part in the business of the Committee including election of its Chair.

The Secretariat maintains a current list of the members of each Committee. The Committee Chair is informed whenever a replacement or appointment is communicated by a Delegate to the General Secretary.

### **3.3 Election of Chair**

The procedure concerning the election of Science Committee Chairs is described in various clauses of **Rule 30** of the ICES Rules of Procedure.

The election of Committee Chairs is conducted by the General Secretary.

### **3.4 Responsibilities and Functions of Chair**

The principal responsibilities and functions of the Science Committee Chairs are specified in **Rule 32** of the Rules of Procedure. All Chairs of the Science and Advisory Committees are members of the Council's Consultative Committee. The responsibilities of the Consultative Committee are also outlined in **Rule 25**.

Meetings of the Consultative Committee are held at the time of Statutory Meetings and generally consist of 3–4 sessions. Newly-elected Committee Chairs, although not assuming their duties until 1 January following their election, are encouraged to attend sessions of the Consultative Committee during the Statutory Meeting at which they are elected.

Aside from a Committee Chair's intersessional responsibilities and functions, as outlined above, and commitments associated with the Consultative Committee, an equally important element of the work is that associated with organizing and chairing the Committee's various sessions held at the Statutory Meeting. Information on this is given in Section 6.

Science Committee Chairs also participate in Advisory Committee meetings at Council expense.

## **4 Advisory Committees**

### **4.1 Function**

As with the Science Committees, the Advisory Committees are established in accordance with **Rule 28** of the Rules of Procedure. The title and remit of these Committees is established by Council Resolution.

There are currently three Advisory Committees—the Advisory Committee on Fishery Management (ACFM), the Advisory Committee on the Marine Environment (ACME) and the Advisory Committee on Ecosystems (ACE). Close cooperation between the Advisory Committees is required for harmonizing the advice. This harmonization is supervised by the Management Committee for the Advisory Process (MCAP). MCAP allocates requests for advice among the Advisory Committees and, where necessary, ensures that responses are integrated across their various expertises. The Advisory Committees are supported by various Expert Groups, some of which are parented by one or more of the Science Committees.

The Advisory Committees are responsible, on behalf of the Council, for peer review of scientific information and provision of scientific advice on living resources, their conservation and harvesting, the marine environment, and marine ecosystems. The Advisory Committees rely heavily on scientific input from the Science Committees and their Working Groups as a basis for the scientific advice. The Advisory Committees also play an important role in providing feedback and guidance on information needs and priorities to the Science Committees.

### **4.2 Membership**

The membership of the Advisory Committees currently consists of a Chair, together with *ex officio* the Chair of one or more of the relevant Science Committees, and appointed members from each of the 19 Member Countries. Each Member Country may also have an alternate member. As a result of separate Memoranda of Understanding between the Council and a) the Commission of the European Communities, and b) the Home Governments of the Faroe Islands and Greenland, they are allowed to participate in ACFM meetings in an observer capacity. Other observers, as determined by Council, may be allowed to attend Advisory Committee meetings as appropriate. In

addition, Chairs of Working Groups and Assessment Working Groups whose particular expertise is required, are invited to attend a particular meeting.

#### **4.3 Election of Chair**

As specified in various subsections of **Rule 30** of the Rules of Procedure, the Chairs of MCAP and the Advisory Committees are elected for terms of three years, assume office on 1 January following their elections, and are not eligible for re-election for the next succeeding term.

#### **4.4 Responsibilities and Functions of Chairs**

The functions of the Chairs of the Advisory Committees are outlined in various sub-sections of **Rule 32** of the Rules of Procedure. Their responsibilities also include representing the Council in the relevant meetings of Commissions (or of their subsidiary bodies, if necessary), together with the General Secretary and/or relevant Secretariat Professionals, and presenting and/or explaining the advice provided. When attending such meetings and any Council meetings requiring their presence, they do so at Council expense.

A Chair of an Advisory Committee is expected to work closely with the Secretariat, concerning meeting agendas, minutes, reports, requests for and provision of advice and scientific information, development of Schedules and terms of reference or tasks for relevant Expert Groups, and any other matters pertaining to the Committee.

## **5 Statutory Meetings**

### **5.1 Authorization and Participation**

Article 7 of the ICES Convention specifies that the Council shall meet in ordinary session once a year (Statutory Meeting) and that this session shall be held in Copenhagen, unless the Council decides otherwise. Statutory Meetings in Copenhagen are relatively infrequent as they are often held at Member Country venues in response to invitations.

**Rules 1–3** of the Rules of Procedure specify the participation at Statutory Meetings. Since 1995 the scientific element of the Statutory Meeting has been transferred to the ICES Annual Science Conference (ASC) which is held partly in parallel with, and back-to-back with, the Statutory Meeting. The Annual Science Conference commands a Conference fee for which a discounted rates are available for certain individuals.

The Statutory Meeting consists of a programme of Business Sessions of the Council's various Committees and its Delegates. Participation in most of the Business Sessions is open to officially nominated members only. The Sessions of the Science Committees are, however, not so restricted and anyone registered to participate in the ASC may attend a Science Committee meeting, and contribute to the discussion. For this reason, at least one of the Committee Sessions is scheduled as part of the programme of the ASC.

### **5.2 Responsibilities of Chairs**

#### **5.2.1 Agenda and Timetable**

One of the first tasks of a Committee Chair is to prepare an agenda for the Committee Session. The Secretariat will provide Chairs with a template agenda and timetable some weeks before the meeting with a request to complete this as soon as possible. These Agendas and Timetables are included in the Conference Handbook.

#### **5.2.2 Draft Resolutions**

ICES Council Resolutions (C.Res.) are required for the following activities:

- a) Publication of material at ICES expense (in the *ICES Cooperative Research Report* or *ICES Techniques in Marine Environmental Sciences* series.) (A Category 1 Resolution, e.g., CRes2002/1D01)
- b) Meetings of an Expert Group (including Workshops). (A Category 2 Resolution, e.g., CRes2002/2C02)
- c) Symposia to be organized under the auspices of ICES, or to be co-sponsored by ICES. (Also a Category 2 Resolution)

- d) Requests for joint activities with other international organizations. (A category 3 Resolution e.g., CRes2002/3E02)
- e) Requests for action by the Secretariat. (A category 4 Resolution e.g., CRes2002/4F01)

All Draft Resolutions are sponsored by at least one Committee. The vast majority originate as suggestions and Draft Resolutions formulated in Expert Group Reports. An Expert Group may not change its terms or reference or assigned tasks as defined in a Council Resolution without consultation with the Secretariat. The Scientific Secretaries/Secretariat Professionals are responsible for ensuring that all Draft Resolutions are complete and compiled in a consistent way, including any Supporting Information. Drafts of each Committee's Resolutions are transmitted to all members of each Committee meeting a few weeks prior to the meeting in order to facilitate discussion and approval of them. All Draft Resolutions approved by the Committees are passed on to the Consultative Committee during the Statutory Meeting.

The Consultative Committee may also deliver an interim opinion on any Draft Resolution at its intersessional meeting. If the Consultative Committee fails to approve the Draft Resolution at this stage, Chairs will be informed. Chairs may then be requested to provide a revised Draft Resolution to be considered by the Committee at the Statutory Meeting. The Parent Committee will also consider, amend and approve Draft Resolutions at this time, including those not considered by the Consultative Committee at its intersessional meeting. In order to assist the evaluation process, each Draft Resolution MUST be accompanied by Supporting Information. This information should include comments on priority, scientific justification, relationship to the Strategic Plan, Resources required, etc. A checklist of all the required Supporting Information is attached as Annex R1.

The Consultative Committee is responsible for any final vetting or rejection pending approval by the Council. The resulting Council Resolutions are published by ICES in its Annual Report.

#### **5.2.2.1 Publication of material at ICES expense (Category 1)**

Publication by ICES of material produced by Expert Groups or Committees must be requested through a Council Resolution (although not the Expert Group report itself). Furthermore, any request from a Theme Session at an Annual Science Conference must be directly sponsored by one of the Committees.

Normally a Category 1 Resolution is required for publication in the *ICES Cooperative Research Report* series or the *ICES Techniques in Marine Environmental Sciences* series. The Draft Resolution must include names of editors (CRRs may not have authors) and other details which may have implications with regard to the expense of the publication, for example number of pages, colour prints, attached CD-ROMS, etc. An example of a Draft Resolution for a publication in the *ICES Cooperative Research Report* series is attached as Annex R2.

#### **5.2.2.2 Meetings of Expert Groups and Workshops (Category 2)**

Almost all Draft Resolutions are requests for a future meeting of an existing Expert Group. An example of a typical Draft Resolution is given in Annex R3. All such Resolutions should follow this example as closely as possible. A particularly important element of the Resolution is the "Supporting Information" which provides the information needed to help the Committees and Delegates reach an informed decision on the merits of the Resolution.

#### **5.2.2.3 Symposia to be organized under the auspices of ICES, or co-sponsored by ICES (Category 2)**

Draft Resolutions requesting an ICES Symposium must be presented preferably at least three years before the intended dates of the Symposium. The information required is similar to that for the creation of new Groups, but it must additionally include details of a Scientific Steering Committee to be set up to organize the Symposium. A draft budget for the Symposium should also be provided, together with proposals for co-sponsors. An example of a Resolution requesting a Symposium is attached as Annex R5.

#### **5.2.2.4 Joint Activities with other International Organizations (Category 3)**

Normally, joint activities with other organizations are joint working groups or workshops. In this case, please therefore treat such a Draft Resolution in the same way as for a Category 2 Resolution above. The Draft Resolution should also include details of contacts in the international organization.

#### 5.2.2.5 Requesting action by the Secretariat (Category 4)

This category is for those Resolutions requesting the Secretariat to do something, for example, requesting the General Secretary to write to an organization to encourage it to adopt a new ICES standard for measurement. An example of a Resolution requesting action is attached as Annex R6.

#### 5.2.3 Committee Reports

According to clause (vi) of **Rule 32** of the Rules of Procedure, each Science Committee Chair is, in addition to providing draft Resolutions to the Consultative Committee, also required to provide a record of the Committee's deliberations at its sessions at the Statutory Meeting. These reports are published in the Statutory Meeting Report which is part of the ICES Annual Report.

The reports are intended to serve mainly as a record of the business, scientific discussion, and Draft Resolutions. They should be concise and provide only the essential aspects of the discussions and decisions, not unnecessary details describing the contents of individual Expert Group Reports. The report should be sufficiently informative to be of use to members not in attendance and for later reference. They should contain suggestions and guidance, where needed, about work to be undertaken intersessionally by Committee members.

Since only Advisory Committees are authorized to give scientific advice to Regulatory Commissions or Member Country governments on behalf of the Council, care must be taken when drafting reports to avoid them being interpreted as offering such advice. It must be stressed that only the Council makes decisions and that Committees can only recommend particular actions.

In the case of joint parentage of an Expert Group, the same Expert Group report will be considered by more than one Committee, and parts of the Group's draft resolutions may be adopted by more than one Committee for inclusion in their reports. In such case, the respective Committee Chairs should liaise with each other to avoid including the same material in more than one report. Appropriate cross-references in such cases will generally be sufficient.

Since the reports provide useful background information to the Consultative Committee and to Delegates in their consideration of the various draft resolutions proposed by Committees, it is necessary that draft reports be prepared and submitted to the Secretariat as soon as possible following the completion of a Committee's sessions, but before the end of the Statutory Meeting. Chairs will be notified during the Statutory Meeting of the deadline for submitting their draft reports (normally on the last day of the Annual Science Conference). Following the Statutory Meeting and prior to their being published in the Annual Report, Chairs may make corrections to their draft reports. In addition, the Secretariat will edit the reports as necessary prior to publication.

#### 5.2.4 Conduct of Sessions

One of the most important functions of a Committee Chair is "to preside over meetings of the Committee and regulate their procedure" (**Rule 32**, clause (i) of the Rules of Procedure). The success or failure of a session is often contingent upon the Chair's preparations for and skill in conducting it. The Chair should communicate with Committee members well in advance of the Statutory Meeting in order to explain the objectives for the meeting and to ensure that all members are well prepared.

The Chair should select a Rapporteur to keep (or assist in keeping) a record of the session(s) and to draft (or assist in drafting) the Committee report. Individuals selected to serve as Rapporteurs should be familiar with the subject material and be competent in note-taking and drafting in English. It is suggested that, whenever possible, new people be given such tasks in order to integrate them more quickly into Committee work.

## Annex R1 – Checklist of Supporting Information for Draft Resolutions

|   |  |
|---|--|
| Priority:                               | Explain the priority, do not just say high, low or medium  |
| Scientific Justification:               | Explain in as non-technical a way as possible the purpose of the activity. You could consider this as an annotated agenda for your meeting, if the resolution concerns a meeting.  |
| Relation to Action Plan:                | Point out which part of the Committee's Action Plan of ICES Integrated Action Plan is relevant to this activity. If the activity is not supported by the Action Plan, explain why ICES should support this activity.   |
| Resource Requirements:                  | Explain the human and financial demands on ICES Member Countries and institutes. Note that countries or institutes hosting working groups or any other sort of ICES meeting are expected to do so at their own expense. In addition Chairs are expected to ascertain that the venue they propose for the meeting is available, and at no cost to ICES. |
| Participants:                           | Explain the type and number of participants that are necessary to fulfil specific terms of reference. If you believe the activity requires certain individuals the please identify them.   |
| Secretariat Facilities:                 | Explain only extraordinary demands on the Secretariat that are going beyond any normal support provided by the Secretariat.  |
| Financial:                              | Estimate any direct costs to be charged to ICES to fulfil this task.   |
| Linkages To Advisory Committees:        | Explain any potential use of this work to ACFM/ACME/ACE.   |
| Linkages To other Committees or Groups: | Explain the relevance of this work to any other ICES Science Committee/Group. Justify any potential overlap.   |
| Linkages to other Organisations         | Summarise any relevant activities being pursued in any other organisation. You may suggest co-sponsorships if the activity is very relevant, and if it is likely to enhance to ICES activity.  |
| Secretariat Marginal Cost Share         | This part is normally added by the Secretariat and contains details of how the Secretariat's costs are to be divided between ICES and the Regulatory Commissions   |

## Annex R2 – Example of Draft Resolution for an Ices Internal Publication (Category 1)

The report on the **Effects of Marine Gravel**, edited by Dr A. Inglis (Sweden), as reviewed and approved by the Chair of the Marine Habitat Committee, will be published in the *ICES Cooperative Research Report* series. The estimated number of pages is 85.

### Supporting Information

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| Priority:                               | This has a high priority for various reasons. For example in Ireland there is increased commercial interest in the potential of marine mining which may require the formulation of appropriate regulatory mechanisms and it is intended that this be based on the most recently reviewed scientific studies carried out in this respect.   |
| Scientific Justification:               | The forthcoming ICES Cooperative Research Report represents a synthesis of the most recent scientific work on the ecosystem effects of marine sediment extraction, in the context of the scale of this activity and the legal regime and safeguards that govern it. Canada is developing its first guidelines for the extraction of marine aggregates and has expressed an urgent need for this publication to be provided to industry, government and NGO groups involved in this process |
| Relation to Action Plan:                | The production of publications, especially of high quality, are a fundamental element of the Action Plan   |
| Resource Requirements:                  | Publication of this material as a CRR will cost ca 10,000DKK. The material in the report is fairly straightforward, and therefore no specific additional costs are necessary.  |
| Participants:                           | Some 1 month work is required by the editor to finalise this draft.  |
| Secretariat Facilities:                 | About 1 month of the services of Secretariat Professional and General Staff will be required.  |
| Financial:                              | Publication costs  |
| Linkages To Advisory Committees:        | This product has been endorsed by ACME   |
| Linkages To other Committees or Groups: | None   |
| Linkages to other Organisations         | Both SEBA and IMPACT (OSPAR) are awaiting its publication  |
| Secretariat Marginal Cost Share         | This part is normally added by the Secretariat and contains details of how the Secretariat's costs are to be divided between ICES and the Regulatory Commissions   |

## Annex R3 – Example of an Expert Group Meeting Resolution (Category 2)

The Working Group on Fishing Behaviour [WGFB] (Chair: Dr A. Inglis, Sweden) will meet in Bruges, Belgium from 10–14 April 2000 to:

- a) review and consider recent research into unaccounted mortality in commercial fisheries;
- b) review ongoing work for reducing unintended effects on the seabed and associated communities of fishing operations and gears, including ghost fishing.

### Supporting Information

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| Priority:                               | The current activities of this Group will lead ICES into issues related to the ecosystem affects of fisheries, especially with regard to the application of the Precautionary Approach. Consequently these activities are considered to have a very high priority.   |
| Scientific Justification:               | Term of Reference a)<br>Several countries are conducting or have recently completed significant studies in this area and the subject would benefit from a review of progress and an evaluation of the results obtained. The last review of significant studies occurred in 1996 by the ICES Study Group on Unaccounted Mortalities. A review of more recent work will determine the need for revision and update on planning and methodology for studying this subject.<br>Term of Reference b)<br>All fishing activities have influences that extend beyond removing target species. The approach recommended by FAO is that responsible fisheries technology should achieve management objectives with the minimum side effects and that they should be subject to ongoing review. WGFTFB members and others are currently undertaking a range of research programmes to provide the means to minimise side effects. |
| Relation to Action Plan:                | This Group directly addresses the remit of the Fisheries Technology Committee. Its terms of reference are embodied in Goal 1 which includes “Promoting the development of techniques and protocols for studies of fish and plankton behaviour relative to survey gears”  |
| Resource Requirements:                  | The research programmes which provide the main input to this group are already underway, and resources already committed. The additional resource required to undertake additional activities in the framework of this group is negligible.  |
| Participants:                           | The Group is normally attended by some 20-25 members and guests  |
| Secretariat Facilities:                 | None   |
| Financial:                              | No financial implications  |
| Linkages To Advisory Committees:        | There are no obvious direct linkages with the advisory committees  |
| Linkages To other Committees or Groups: | There is a very close working relationship with all the groups of the Fisheries Technology Committee. It also is of close relevance to the Working Group on Ecosystem Effects of Fisheries.  |
| Linkages to other Organisations         | The work of this group is closely aligned with similar work in FAO and in the Census of Marine Life Programme  |
| Secretariat Marginal Cost Share         | ICES:NASCO 80:20   |

## Annex R4 – Example of a Resolution to establish a new Expert Group (Category 2)

A Working Group on Fishery Systems [WGFS] will be established (Co-Chairs: A. Inglis, Denmark and Dr B. Inglis, Sweden) and will meet at ICES Headquarters from 13–16 June 2000 to:

- a) develop a framework and methodology for the analysis of fishery system performance;
- b) test and refine this framework and methods using designated case studies;
- c) develop a workplan that within 4 years will lead to published protocols for the analysis of fishery system performance;
- d) explore the applicability of frameworks such as the FAO ‘Sustainable Development Reference System’ and guidelines for fishery systems within the ICES region, considering its relevance to an ecosystem approach;

### Supporting Information

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| Priority:  | The work of the Group is essential if ICES is to progress the developments of techniques in fish stock assessment.  |
| Scientific Justification and relation to Action Plan | Action Plan No: 1.2 , 1.10, 2.5<br><br>The work done within WGCOMP and CFEWG has been diverse and has included assessment methodology, evaluation of specific fish stock assessments, broader multispecies and interdisciplinary considerations, performance studies of fisheries systems and studies on the incorporation of economic mechanisms in the fisheries models. The CFEWG has worked by correspondence. The new WGFS will merge the activities of the two groups and focus it on a priority of RMC.<br><br>The case studies should be defined by the Steering Group based on their potential for contributing to methodological development. This will be done by the Chair inviting participants to present case studies and among those offered select a few (about 3) suitable for focusing the meeting on three issues: 1) models of the decision making process leading to implementation of regulations, 2) models of implementation and 3) model of the industry adaptation to regulations. |
| Resource Requirements:                               | No specific resource requirements beyond the need for members to prepare for and participate in the meeting.  |
| Participants:  | These would include scientists working with fisheries management both from an economic, social and biological perspective. Participation is sought from ICES countries and by scientists both from disciplines and scientific circles not normally represented at ICES but also from countries not normally involved with ICES work, e.g. Australia and New Zealand.  |
| Secretariat Facilities:                              | This group is likely to have high demand on the computing resources of the Secretariat, but no additional software/hardware is anticipated beyond that which is currently available.  |
| Financial:   | None specific   |
| Linkages To Advisory Committees:                     | An obvious very close link with ACFM activities   |
| Linkages To other Committees or Groups:              | Methodological issues are within the mandate of this Group but for the purpose of this meeting this issue is not on the agenda. Fish stock assessment methods are referred to the Methods WG that has been set up.  |
| Linkages to other Organisations                      | ICES will seek widened participation for this group including contact with relevant academic and intergovernmental organisations (including FAO, OECD and IIFET) for this meeting.  |
| Secretariat Marginal Cost Share                      | ICES 100%   |

## Annex R5 – Example of a Draft Resolution to hold an ICES organised Symposium (Category 2)

A Symposium on Capelin - What Are They Good For? Biology, Management and the Ecological Role of Capelin will be held during the summer 2000, at Reykjavik, Iceland with Dr H. Vihjalmsson (Iceland) as Convener.

A Scientific Steering Group will be established with members nominated by relevant Working Groups to assist the Convener in planning the Symposium. In consultation with the Convener, the General Secretary will solicit appropriate co-sponsorship.

### Supporting Information

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| Priority:  | Symposia on capelin have hitherto never been seen as a priority, and this one now is not seen as pressingly urgent. As a key element of northern ecosystems, there would appear to be clear advantages of at least one symposia on this topic.   |
| Scientific Justification and relation to Action Plan | Action Plan 1.10<br>In northern marine ecosystems, capelin occupy the dual role of a forage and commercial species. Although the capelin ecosystems in the North Atlantic differ in many respects, each has undergone profound changes in recent years (e.g., dramatic population fluctuations of capelin in the Barents Sea and declines of major predators in both Iceland and Newfoundland). The reasons for these and other variations continue to be investigated and, in many cases, have been the subject of special research projects and symposia. In contrast, while capelin continue to be monitored and studied, it is ironic that as the key element in many northern ecosystems, they have not been the focus of any international symposia. |
| Resource Requirements:                               | There will be significant resource requirements, all of which will be met by the imposition of a Conference Fee.   |
| Participants:  | A wide range of participants from a small number of ICES member countries can be anticipated.  |
| Secretariat Facilities:                              | The Secretariat will be involved as normal in general professional and secretarial support, and the Secretariat as usual should provide direct assistance during the Symposium.  |
| Financial:   | The attendance of one or two Secretariat staff at the Symposium, in addition to the presence of the General secretary/President will place a significant financial burden on the Secretariat (ca 50,000DKK)  |
| Linkages To Advisory Committees:                     | The proposal originates from ACFM  |
| Linkages To other Committees or Groups:              | Support can be anticipated from the Living Resources Committee in particular.  |
| Linkages to other Organisations                      | The topic of this symposium has very close relevance to the interests of PICES who should be invited to co-sponsor the Symposium   |
| Secretariat Marginal Cost Share                      | ICES 100%  |

## Annex R6 – Example of a Draft Resolution requiring Secretariat action (Category 4)

The General Secretary will write to CORE (Consortium for Oceanographic Research and Education) offering ICES co-sponsorship of the Census of Marine Life Workshop on the History of Marine Animal Populations.



### Supporting Information

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|---|--|
| Priority:   | High strategic priority for wider core role of ICES.   |
| Scientific Justification and relation to Action Plan: | <p>Action Plan No 3.2</p> <p>The Census of Marine Life is a programme sponsored by the Sloan Foundation of the USA aims to improve our understanding of the abundance, distribution and trophic relationships of global living marine resources. The programme hopes to estimate the abundance and distribution of fish, cephalopods, siphonophores, and other key planktonic and benthic species, using existing regional and global survey programmes, and possible new programme. Key elements will include the development of new remote sensing, acoustic and sampling techniques, as well as the use of historical data. The programme will establish a baseline of data for comparison with future long-term changes in the oceans, and will also use historical data to assess how the oceans have changed up to now.</p> <p>In addition to regional pilot projects, a specific meeting on the use of historical data, H-MAP (the History of Marine Animal Populations), will be held in February 2000. The principle aim is to increase our understanding of marine ecosystem dynamics through inter-disciplinary studies of historical records of exploitation of marine animals since human predation became important. The workshop will establish a research agenda and organisational structure for H-MAP. ICES could make a major contribution to the historical aspect by identifying which historical data are available, and how they should be assembled and used as a benchmark for assessing the difference between historical times and the present.</p> |
| Resource Requirements:                                | -time for national scientists from regional laboratories (travel will likely be paid for)<br>-meeting facilities in Denmark  |
| Participants:   | N/A  |
| Secretariat Facilities:                               | ICES Secretariat will be required for notification of meeting, production of report. Significant involvement concerning exploitation of ICES fishery databases may evolve. ICES Professional staff should be directly involved in the programme.   |
| Financial:  | No other financial implications.   |
| Linkages To Advisory Committees:                      | In the long term to the ecosystem elements of the work of ACFM and ACME  |
| Linkages To other Committees or Groups:               | Living Resources Committee who sponsor this resolution. Fisheries Technology, Marine Habitat and Oceanography Committees may become involved as contact escalates  |
| Linkages to other Organisations                       | Significant global biological and oceanographic linkages, and with the academic world.   |
| Cost  | ICES 100   |

## Extracts from ICES Rules of Procedure (2002)

| Rule Number | Description   |
|-------------|---|
| <b>1</b>    | Each Contracting Party shall inform the General Secretary in writing of the names of its Delegates on the Council. Delegates shall inform the General Secretary in writing of the names of experts and advisers appointed to attend scientific and business meetings when there is a requirement for <i>pro forma</i> representation.   |
| <b>2</b>    | The Council may invite any Government not party to the Convention and any international or other organisations having objectives related to those of the Council to be represented at its meetings by observers.  |
| <b>3</b>    | <p>(i) Plenary sessions of the Council shall be open to attendance by all Delegates. The Chair of the Consultative Committee and the Chair of the Management Committee for the Advisory Process shall each have the right, <i>ex officio</i>, to attend and address such sessions. Any other person, with the agreement of the Council, may attend and address such sessions.</p> <p>(ii) The General Assembly comprises Delegates, experts, advisers, observers and any other person attending the meeting of the Council with its approval. Any of those present may, unless the Council decides otherwise, address the Assembly.</p>   |
| <b>25</b>   | <p>(i) The Consultative Committee shall: -</p> <p style="margin-left: 40px;">(a) generally oversee</p> <p style="margin-left: 80px;">(1) the scientific interests of the Council and its scientific work;</p> <p style="margin-left: 80px;">(2) the programmes of research organised or coordinated by the Council;</p> <p style="margin-left: 80px;">(3) the arrangements for carrying out the Council's scientific work and the programme of research organised by it;</p> <p style="margin-left: 80px;">(4) the arrangements for discussing all the foregoing matters at the Council's meetings including the organising of special scientific meetings;</p> <p style="margin-left: 40px;">(b) be responsible for advising the Council and the Bureau on all matters mentioned in subparagraph (a),</p> <p style="margin-left: 40px;">(c) give guidance as it may deem necessary to the Committees established according to Rule 28 as to the performance of their functions,</p> <p style="margin-left: 40px;">(d) consider at each ordinary meeting of the Council reports from all the Committees established according to Rule 28 and report thereon to the Council with special reference to any expenditure involved.</p> <p>(ii) The Consultative Committee shall consist of the Chairs of the Committees established according to Rules 26, 27 and 28 together with a Chair elected in accordance with Rule 30 (v). The Consultative Committee shall also elect a Vice-Chair, in accordance with Rule 30 (vi).</p> |
| <b>28</b>   | <p>(i) The Council shall establish or dissolve as many Committees as it deems necessary in order to formulate, carry out and review a co-ordinated scientific programme and advisory function on the oceans, marine ecosystems, living resources and associated human activities. The title and remit for each Committee shall be established by Council Resolution, other than <i>ad hoc</i> Committees established intersessionally under Rule 26 (i).</p> <p>(ii) Such Advisory Committees as may be established by the Council shall be responsible, on behalf of the Council, for providing scientific information and advice to intergovernmental bodies and member Governments. The Advisory Committees may also provide scientific information and advice on such matters as the Council or MCAP may consider relevant.</p>   |
| <b>30</b>   | (i) Committee Chairs shall hold office for a term of three years, and shall assume office on the first day of January next following their election; they shall not be eligible for re-election for the   |

## Extracts from ICES Rules of Procedure (2002)

| Rule Number | Description  |
|-------------|--|
|             | <p>immediately succeeding term.</p> <p>(ii) The Chair of the Finance Committee shall be nominated by the Bureau from among the members of the Committee and appointed by the Council; the Chair of the Finance Committee shall vacate office on ceasing to be a Delegate.</p> <p>(iii) The Chair of the Management Committee for the Advisory Process shall be nominated by the Bureau from among the Delegates and Experts, and appointed by the Council.</p> <p>(iv) The Chairs of the Advisory Committees shall be nominated by the Advisory Committees from among Delegates and Experts, and appointed by the Council.</p> <p>(v) The Chair of the Consultative Committee shall be elected by the Committee from among the Delegates and Experts.</p> <p>(vi) The Consultative Committee and any other Committee authorised to do so by Council Resolution, shall each elect a Vice-Chair from amongst its members. The Vice-Chairs shall vacate office after three years, or on ceasing to be a member of the Committee, whichever occurs first.</p> <p>(vii) If the Chair (or the Vice-Chair) of an Advisory Committee, when elected, is among the members nominated by the Delegations, he/she shall cease to serve in that capacity and the Delegates who nominated him/her shall have the right to nominate another scientist as a member of the Committee.</p> <p>(viii) The Chairs of the Consultative Committee and the Advisory Committees on assuming office shall cease to be Chair of any other Committee of which they are Chair and the Committees concerned shall forthwith elect successors.</p> <p>(ix) If the Chair of the Consultative Committee or the Chair of an Advisory Committee when elected is a Delegate, he/she shall not function as such during the time of his/her Chairship, and the Contracting Party which appointed him/her shall have the right to appoint another person to serve as a Delegate in his/her place.</p> <p>(x) The Chair of each Science Committee, and the Chair of the Publications Committee, shall be elected from amongst the respective members of those Committees, in accordance with Rule 4 (ii) and Rule 5.</p> <p>(xi) If for any reason the Chair of any Committee is unable to complete his/her term of office, or is temporarily unable to act, the President shall nominate an interim Chair who will serve for the remainder of the year, or for such shorter period as may be decided by the President. The Committee shall elect a new Chair at the first opportunity. The interim Chair will be eligible for election as Chair.</p> |
| <b>32</b>   | <p>The functions of Chairs of each of the Committees established according to Rule 28 shall be:</p> <p>(i) to preside over meetings of the Committee and regulate their procedure;</p> <p>(ii) to prepare an agenda for each meeting of the Committee;</p> <p>(iii) to keep in touch with workers who are to carry out the programme of the Committee and to do all in his/her power to ensure that the work undertaken is actually carried out in accordance with the programme and to obtain records thereon;</p> <p>(iv) to draw up from time to time, with the consent of the Committee, a general review of the work done and results achieved together with an examination of the position reached by</p>  |

## Extracts from ICES Rules of Procedure (2002)

| Rule Number | Description   |
|-------------|---|
|             | investigations within the Committee's ambit;  |
| (v)         | to draw up from time to time, for the consideration of the Committee, memoranda expressing his/her views on the main problems affecting the Committee's remit and the methods of treating them; |
| (vi)        | to provide records of the annual meetings of his/her Committee and prepare draft Resolutions for the attention of the Consultative Committee, with appropriate supporting information.          |