

SIOFA SCIENTIFIC COMMITTEE REPORT TERMINOLOGY***Level 1: From the Scientific Committee to the Meeting of Parties:***

RECOMMENDED, RECOMMENDATION: Any conclusion or request for an action to be undertaken, from the Scientific Committee to the Meeting of Parties, which is to be formally provided to the Meeting of Parties for its consideration/endorsement. The intention is that the Meeting of Parties will consider the recommended action for endorsement under its own mandate. Ideally this should be task specific and contain a timeframe for completion.

Level 2: From the Scientific Committee to a Contracting Party, the SIOFA Secretariat, or other body (not the Meeting of Parties) to carry out a specified task:

REQUESTED: This term should only be used by the Scientific Committee if it does not wish to have the request formally adopted/endorsed by the Meeting of Parties. For example, if the Scientific Committee wishes to seek additional input from a Contracting Party on a particular topic, but does not wish to formalise the request beyond the mandate of the Scientific Committee, it may request that a set action be undertaken. Ideally this should be task specific and contain a timeframe for the completion.

Level 3: General terms to be used for consistency:

AGREED: Any point of discussion from a meeting which the Scientific Committee considers to be an agreed course of action covered by its mandate, which has not already been dealt with under Level 1 or level 2 above; a general point of agreement among delegations/participants of a meeting which does not need to be considered/adopted by the Meeting of Parties.

NOTED/NOTING: Any point of discussion from a meeting which the Scientific Committee considers to be important enough to record in a meeting report for future reference.

RECALLED: To bring back from memory, remember decisions taken in the past that still need action or could serve as the basis of new request.

ADOPTED: Any procedural item which the Scientific Committee will use as a guide in their work, such as their Agenda or Terminology Guide.

Any other term: Any other term may be used in addition to the Level 3 terms to highlight to the reader the importance of the relevant paragraph. However, other terms used are considered for explanatory/informational purposes only and shall have no higher rating within the reporting terminology hierarchy than Level 3, described above (e.g. **CONSIDERED; ACKNOWLEDGED/ RECOGNISED; SUGGESTED**).