World Meteorological Organization	**Intergovernmental Oceanographic Commission (of UNESCO)**

JOINT WMO-IOC TECHNICAL COMMISSION FOR OCEANOGRAPHY AND MARINE METEOROLOGY (JCOMM)		**JCOMM-4/INF. 2**
	Submitted by:	WMO Secretary-General and UNESCO/IOC Executive Secretary
FOURTH SESSION	Date:	19.3.2012
Yeosu, Republic of Korea	Original Language:	English
23 to 31 May 2012	Status:	Draft1

REVISED PROCEDURES FOR THE SESSION AND DOCUMENTATION

1.   Responding to WMO Member and IOC Member State concern over the cost and efficiency of constituent body / primary subsidiary body meetings, slightly revised procedures for the conduct of the session and the documentation will be used as a test at JCOMM-4.

Plenary sessions

2.   It is proposed that the technical work of the session for the intergovernmental portion of JCOMM-4 (28-31 May 2012) take place in plenary sessions, chaired by the co-president. The Commission may wish to appoint additional experts to support the co-president as chairperson for specific technical agenda items.

3.   This differs from past practice, when the technical work of the session took place in working committees meeting in sequence. In practice, it is anticipated that this change should simplify procedures and increase efficiency without affecting the work of the Commission.

Session documentation prepared ahead of the session

4.   Conforming to past practice, the session documentation will come in three series:

- JCOMM-4/DOC. _, the *supporting session documents*, containing a summary of the agenda item, draft text for inclusion in the general summary (final report) of JCOMM-4, and draft recommendations and resolutions, translated into six languages,

- JCOMM-4/INF. _, *information documents* about the arrangements for the session, in English and French,

- JCOMM-4/BM _, *background material documents*, with additional background material that may be of interest to the Commission, in English only.

5.   With a view to improving assessment of the implementation of the work of Technical Commissions against the Organization's requirements and plans, WMO Executive Council's Task Team on Continuous Improvement recently developed a procedure for improved documentation. This procedure is adopted on an experimental basis for JCOMM-4.

- Categories and status of the supporting session documents will be simplified. Instead of JCOMM-4/DOC. → JCOMM-4/WP. → JCOMM-4/PINK. …, the "status" together with the "date" of each supporting session document will indicate the status; the "DRAFT 1" (status) will be published before the session, and will be updated upon the discussions and decisions until the "FINAL ADOPTED" (status) document is agreed by the Commission. See paragraphs 7 to 12 for further explanation.

- The cover page will give the usual document information in the header (Meeting title, date of preparation, language, status, etc.), and will contain the general summary of the document, including; 1) the priorities related to the Expected Result (prepared by the relevant Groups and Teams); and, 2) a summary of the Decisions/Actions required.

- Appendix A to the document will be the Draft Text for Inclusion in the Final Report. The text will lead to decisions, implementation actions, request for a new action by the WMO Secretary-General and/or IOC Executive Secretary, or adoption of a Resolution/Recommendation. Draft Recommendations and/or Resolutions may be added as following Appendices.

- The Text will maximize the use of hyperlinks to precedent publications and online information at the WMO and IOC websites (including http://www.jcomm.info), avoiding duplication and reproduction.

- Progress/Activity reports containing more of the descriptive material may be produced as background material documents (JCOMM-4/BM _).

- The Co-president's Report may be used to carry the more important descriptive material (in a condensed form) that in previous documentation style is found in the "Draft Text for Inclusion".

6. Supporting session documents will therefore be published as the 'DRAFT 1' version before the session (series JCOMM-4/DOC. _ DRAFT 1), and will be available for download at:

   http://www.jcomm.info/jcomm4doc

Comment period on supporting session documents posted on the session website

7. Member/Member State representatives will be invited to comment on the supporting session documents (JCOMM-4/DOC. _ DRAFT 1) before the session, starting in early April. In order to promote dialogue, these comments will be visible to other members of the Commission, after moderation by the secretariat. Comments should propose exact alternate wording. This will allow delegations who are not able to travel to the session to have input into the work of the Commission, and allow needed corrections and revisions to the documentation ahead of the session, increasing its efficiency and reducing lengthy discussion at the session. The commenting period will close on Friday 4 May 2012. If needed, the secretariat will prepare the 'DRAFT 2' version (or later version if necessary) of the supporting session document for examination at the session.

8. The comment system will be online, integrated into the JCOMM-4 website: From www.jcomm.info/jcomm4doc, you can click on hyperlink for the document, and then clicking on the "Comment here" link when available. Alternatively these comments can be e-mailed to Forest Collins (f.collins@unesco.org).

Technical work of the session and documentation flow

9. The technical work of the session will proceed by agenda item according to the agreed timetable (draft in JCOMM-4/INF. 3). Work will be based on the supporting session documents, starting in their DRAFT 1 form (if no comments were received) or the most up-to-date DRAFT version (as generated in response to comments received). Based on the discussion by session delegates, the chair of the session will then recommend:

- if there is consensus on the draft text for inclusion in the general summary of JCOMM-4, that the document is adopted, becoming 'JCOMM-4/DOC. _ FINAL ADOPTED'

- or if changes are needed, that the secretariat prepare a DRAFT N+1 version based on delegate input, to be re-examined by the session when ready.

10.   When a DRAFT N+1 version is examined by the session, the chair of the session will again either recommend that the document becomes the 'FINAL ADOPTED' version, or exceptionally if needed, is again prepared by the secretariat with delegate input in DRAFT N+2 form.

11.   The collection of the 'FINAL ADOPTED' papers constitutes the final report of the session.

12.   Participants in the session are reminded that the general summary of JCOMM-4 will only contain synthesis background material and consensus decisions. Individual Member/Member State statements of accomplishments or requirements will not be reflected in the summary report, and are discouraged from the floor during the session. However, should delegates wish to provide such statements in written form to the secretariat, they will be compiled, unedited and un-translated, into an annex of the JCOMM-4 summary report.

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