

**Process for Review of external Documents
including possible non-compliances of Members**
(adopted at the Twenty-Sixth Annual Meeting: 17 October 2019)

In order to provide Members with an opportunity to review external papers which include possible non-compliances of Members prior to CCSBT meetings and to correct errors of fact, the following processes shall be applied:

1. Any external papers which include possible non-compliances of Members to be considered by CCSBT meetings must so indicate and be received by the Secretariat at least 45 days prior to the meeting to which such papers are submitted.
2. Such paper(s) shall be developed based on reasonable ground for believing that those potential non-compliances have reasonable and reliable evidence without relying on mere speculation or anecdotal information.
3. When a paper is received by the Secretariat it will be circulated to Members at least 45 days prior to the CCSBT meetings.
4. Once the paper(s) are circulated, Members will have 20 days to consider the paper(s) and provide the Secretariat with their initial response to the paper(s). That response should consider any errors of fact, and any other matters they wish the meeting to be aware of. If the compliance case refers to a vessel, the vessel information shall not become public if a Member so requests until the EC decides on how to deal with it.
5. Should Members identify errors of fact, these will need to be detailed and depending on the number of Members identifying errors of fact, either dealt with bilaterally (between that Member and the authors), or if needed, multilaterally with the Secretariat being the liaison point between Members and the author(s) of the report. The author(s) will be required to return the revised paper(s) no later than 15 days prior to the meeting to the Secretariat for circulation among Members.
6. The revised paper(s) will be discussed at the CCSBT meetings. During discussions at CCSBT meetings, if a Member demonstrates that the revised paper(s) still contain errors of fact, and if consensus is reached, the paper(s) shall be withdrawn, unless those errors are corrected.

External paper means any paper other than that submitted and endorsed by a Member, CNM, or the Secretariat.