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The purpose of these Proceedings is to document the activities and key discussions of the meeting. The Proceedings may include research recommendations, uncertainties, and the rationale for decisions made during the meeting. Proceedings may also document when data, analyses or interpretations were reviewed and rejected on scientific grounds, including the reason(s) for rejection. As such, interpretations and opinions presented in this report individually may be factually incorrect or misleading, but are included to record as faithfully as possible what was considered at the meeting. No statements are to be taken as reflecting the conclusions of the meeting unless they are clearly identified as such. Moreover, further review may result in a change of conclusions where additional information was identified as relevant to the topics being considered, but not available in the timeframe of the meeting. In the rare case when there are formal dissenting views, these are also archived as Annexes to the Proceedings.

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MANDATORY

The Summary will be posted on the CSAS website in HTML format as an introduction to the Proceedings, followed by the link to the full PDF version. Thus, the Summary is mandatory and it should give a brief description of the context of the meeting. For example, the purpose of the meeting, when and where it was held, the range of participation (e.g., DFO science staff, participation from various sectors, external experts), what was accomplished, the key documentation/publications expected from this meeting, etc.

**The Summary must not be more than ½ a page (roughly 400 words).**

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Le sommaire sera affiché en format HTML sur le site web du SCCS en tant qu’introduction au compte rendu et sera suivi par un lien au document complet en format PDF. Le sommaire est donc obligatoire et devrait donner une description brève mais relativement complète du contexte de la réunion. Par exemple, le but de la réunion, le lieu et la date où elle s’est tenue, le niveau de participation (p. ex. personnel des Sciences du MPO, participation de divers secteurs, spécialistes de l’extérieur, etc.), ce qui a été accompli, les documents/publications clés qui devraient résulter de la réunion, etc.

**Le Sommaire de doit pas être plus long qu’une demi page (environ 400 mots).**

# INTRODUCTION

Introduction is not mandatory, but when available, it begins on page 1 and may include instructions given to meeting participants, initial discussions regarding the goal of the meeting (referring to the Terms of Reference) and the agenda, and reference to key meeting material.

# GUIDELINES FOR THE CONTENTS OF A PROCEEDING

Proceedings must include the following:

* The **rationale for decisions made** during the meeting particularly when a dataset, analysis, or other type of information, or an interpretation, conclusion or recommendation was considered thoroughly and rejected and hence might not be mentioned at all in a Science Advisory Report. The Proceedings should document that the issue was considered, and the rationale for rejection. These functions do not require a summary of all arguments presented for each point. Rather a brief summary of the major options considered, the major reasons for rejecting data, analyses, or interpretations, and the key considerations for preferences among alternatives is usually sufficient.
* When applicable, the **names of the rapporteurs** for each section.
* An **overview of the discussions of each of the agenda items** covered. Discussions from the meeting are not to be written verbatim, and no names should be attributed to specific discussion points (i.e., “Person X said…”).
* **Captions** for each of the tables and figures.
* **Terms of reference** are to be included in an appendix, and must be the same version that was posted on the CSAS website.
* The **list of participants** is to be included in an appendix. The list is to include the name of each participant and their affiliation. Other business contact information such as the mailing address, e-mail address, fax and telephone numbers may be added. However, it should not include any personal or residential contact information.

Proceedings **may** also include the following:

* An **abstract of each working paper** presented and/or a summary of each presentation. An agreement must be reached in advance between the presenters and rapporteurs about who will submit the summary. Names of working paper authors or presenters should be included.
* Research **recommendations** and **uncertainties**.
* **Technical material and/or presentations** may also be added in an appendix if appropriate; technical appendices may not require translation.
* The agenda may be included in an appendix, if applicable.

# REFERENCES CITED

Reference citations must follow the [*Guide for the Production of Fisheries and Oceans Canada Reports*](http://www.dfo-mpo.gc.ca/Library/333125.pdf).

References listed in the References Cited section should be publicly available when the report is posted on the website. The only exception is for books or articles that have been accepted for publication (page proof stage or for which there is an acceptance letter). These can be listed followed by the notation “in press”. All others should be included in the text as unpublished data (or unpublished manuscript) and not included in the reference list.

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# APPENDICES

All appendices must be formatted using styles and tables and figures should all have captions.

# TRANSLATION

Proceedings reports for national meetings are translated into both official languages. Those from zonal and regional meetings are also translated, if warranted. Bilingual reports are **no longer** presented in two-column format, but as two separate documents for web accessibility reasons. Please contact your CSA Coordinator to make arrangements for translation and formatting of bilingual reports. Refer to the [*Canadian Science Advisory Secretariat Policy on the translation of documents*](http://www.dfo-mpo.gc.ca/csas-sccs/process-processus/Translation-Traduction-eng.html)on the CSAS website.

# WEB ACCESSIBILITY NOTES

Web accessibility standards are to be used for new documents posted on the CSAS website. (See [Treasury Board Secretariat Standard on Web Accessibility](http://www.tbs-sct.gc.ca/ws-nw/wa-aw/index-eng.asp) for details).

**Please refer to the checklist in the** [**CSAS Publications Toolkit**](http://intra.dfo-mpo.gc.ca/csas-sccs/GuidePol/Templates-Gabarits/Templates-Gabarits-eng.html#Pub) **located on the CSAS Intranet site.**

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