

Structure and Format of Regional Cruise Report

Scientists from the Co-operatives Cruises should provide guidance to the three Chief Scientists on how the Regional Cruise Report to be handled. In particular, it is foreseen that the scientists from the Pollution Group should provide further explanation to the Chief Scientists on the water chemistry data.

The expected outputs from this session are agreement on the format of the regional report, as well as a time line for actions leading up to the delivery of the final report. It would be most helpful and efficient if a Table of Contents or annotated outline could be produced and agreed on for the format of the regional report. The Chief Scientists should leave the meeting with a clear understanding and agreement on how the regional report should be written.

FORMAT OF REPORT

It is suggested that the regional report be presented as a scientific document.

One suggestion for the structure is presented below in the form of a simple "Table of Contents."

- 1 Abstract / Executive Summary
- 2 Introduction / Background
- 3 Materials and Methods
 - 3.1 Plankton
 - 3.2 Benthos
 - 3.3 Seawater & sediment chemistry
- 4 Results
- 5 Discussion
- 6 Conclusions
- 7 Annexes
- 8 Acknowledgements

Other issues to consider:

- How should the "Discussion" chapter discuss the results in an integrated manner, rather than in sections?
- How many reports are needed? If more than one, how should the reports be separated?
- Title of the report

WRITING PROCEDURE AND PUBLICATION

The Chief Scientists should agree among themselves how to distribute the writing tasks. The PMO will serve as overall editor. Additional editors are welcome on a voluntary basis.

Participants should also agree on how the Regional Cruise Report should be published and distributed.

NEXT STEPS

An agreed schedule should be devised, listing the milestones leading up to the development of the final Regional Cruise Report. A schedule is proposed in the table below.

<u>Milestone</u>	<u>Deadline</u>
Gather all data	Jun-09
Examine data and start writing	June - Aug 09
1st draft report submitted to PMO	11-Sep-09
Editing & revising-1	11 Sep 09 to 30 Sep 09
Final Report submitted to PMO	30-Oct-09
Editing & revising-2	1 Nov 09 to 1 Dec 09
Final report acceptance and payment	15-Dec-09