

# WPI Setting up the Secretariat

## Overview – Templates for RCGs meeting reports/ other templates



Regional Coordination Group North Atlantic, North Sea & Eastern Arctic  
Regional Coordination Group Baltic

RCG NANSEA AND RCG BALTIC REPORT  
Part I

7 – 11 June 2021  
Virtual Meeting

Supported by



RCG NANSEA AND RCG BALTIC 2021 REPORT - Part I

2

Recommended format for purposes of citation:

RCG NANSEA RCG Baltic 2021. Regional Coordination Group North Atlantic, North Sea & Eastern Arctic and Regional Coordination Group Baltic. 2021. Part I Report, 78 pgs. Part II Decisions and Recommendations, 16 pgs. Part III, Intersessional Subgroup (ISSG) 2020-2021 Reports, 350 pgs. (<https://datacollection.jrc.ec.europa.eu/docs/rcg/>)

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## Regional Coordination Group North Atlantic, North Sea & Eastern Arctic Regional Coordination Group Baltic

### RCG NANSEA AND RCG BALTIC REPORT Decision Meeting

20<sup>th</sup> September 2021  
Virtual Meeting

Supported by



### RCG NANSEA AND RCG BALTIC 2021 REPORT – Decision Meeting

Recommended format for purposes of citation:

RCG NANSEA RCG Baltic 2022. Regional Coordination Group North Atlantic, North Sea & Eastern Arctic and Regional Coordination Group Baltic. 2021. Decision Meeting Report, 7 pgs. (<https://datacollection.jrc.ec.europa.eu/docs/rcg/>)

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## Fisheries Data Collection 18<sup>th</sup> Liaison Meeting

Meeting between the Chairs of RCGs, key end users,  
European Commission DG Mare and JRC

**[Draft] Report**

15<sup>th</sup> October 2021



Fisheries Data Collection – 18<sup>th</sup> Liaison Meeting - Report

### EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES  
Fisheries Policy Atlantic, North Sea, Baltic and Outermost Regions  
Unit C.3 – Scientific Advice and Data Collection

### REGIONAL COORDINATION GROUPS For Fisheries Data Collection

Edition support: RCGs' SECRETARIAT



# WPI Setting up the Secretariat

## Document template (with cover)



[DOC\_TITLE]

Document			
Date			
Version			
Author(s)			
Reviewed by		Date	
Final approval		Date	

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[DOC\_TITLE]

### Section I



#### Section I.1

##### I. Section I.1.1



# WPI Setting up the Secretariat

## Minutes template

**[Meeting title/identification]**

**Date** \_\_\_\_\_ **Venue** \_\_\_\_\_

**Time** \_\_\_\_\_

**Attendees**

Name & Surname	Organisation	Role & position (project context)

**Objectives**

- 
- 

**Agenda**

XXXX YYYY →

XXXX ZZZZ →




**Specific issues addressed**

[Issue 1]

I. xxx  
YYYY  
+ ZZZZZZ

[Issue 2]

[Issue 3]

**Agreements and further actions**

- 
- 

Action	Partner/Person in charge	Deadline

The meeting ends by [TIME]

