



**GENERAL FISHERIES COMMISSION
FOR THE MEDITERRANEAN
COMMISSION GÉNÉRALE DES PÊCHES
POUR LA MÉDITERRANÉE**



GENERAL FISHERIES COMMISSION FOR THE MEDITERRANEAN

First Session of the Committee on Administration and Finance

Athens, Greece, 14-17 April 2010

**DUTIES AND RESPONSIBILITIES OF A SCIENTIFIC EDITOR
WITHIN THE SECRETARIAT**

Duties and responsibilities

The Commission has four official languages (Arabic, English, French and Spanish), and its publications are produced mostly in English and French. Since 2009, the Arabic is also a working language but only for the annual session of the Commission. Under the overall guidance of GFCM's Executive Secretary, the Editor's main responsibility will be to oversee the preparation of all the publications produced by GFCM. These consist of:

- Annual Reports of the Commission. These contain Commission meeting proceedings, reports of technical subsidiary bodies such as the Scientific Advisory Committee (SAC) and The Committee on Aquaculture (CAQ), National Reports prepared by Commission Members, and administrative reports.
- The GFCM "Studies and Reviews" publications": This is a GFCM publication written by scientists associated with GFCM and by Consultants.
- Documents and books produced by Secretariat staff. These generally contain summaries of statistics or other relevant information produced in support of the various Working Groups. The Secretariat produces about 25 working documents annually, including the Compendium of GFCM's Decisions.

The position also includes responsibility for follow up on the notifications of decisions to the Members.

Other duties may be assigned by the Executive Secretary if the need arises.

Specific duties will include:

- Provide editorial review of meeting reports.
- Provide editorial review of scientific documents.
- Liaise directly with authors regarding requirements and revisions to documents.
- Strengthen quality-control mechanisms for scientific publications.
- Review and maintain layout standards for the publications.
- Coordinate the adoption of meeting reports by correspondence.
- Coordinate peer-review of selected scientific documents.
- Coordinate the translation of publications and meeting documents.
- Coordinate the copying and distribution of documents.
- Maintain a bibliographic database of GFCM publications and documents, including the preparation of inputs to regional databases.
- Prepare XML versions of the summaries of stock status reports for web-based publishing in the Fishery Resources Monitoring System (FIGIS-FIRMS)
- Maintain current publications in electronic form
- Develop efficient electronic publication options for GFCM documents.
- Perform the tasks related to maintaining and elevating the quality of the Commission's publications, as assigned.

Essential qualifications

- High degree of XXXX with fluent knowledge of Marine Science.
- Excellent written and verbal communication skills.
- Experience with editing and collation of publications and/or reports according to FAO/GFCM style.
- Experience with word-processing software, formatting and layout tools.
- Familiarity with the terminology used in fisheries research and management.
- Excellent working knowledge of English and French.
- Ability to work under pressure and to work effectively and harmoniously with people of different national and cultural backgrounds.

Other desirable qualifications

- Knowledge of Internet publishing.
- Good knowledge of International and Regional Organizations responsible of fisheries and in particular GFCM regulations and protocols.