



Circular Communication to Commissioners, Contracting Governments and  
Members of the Scientific Committee  
**IWC.ALL.363**

**SC68B Scientific Committee and Other Meetings, Cambridge, UK:  
Registration, meeting documents and additional information**

Please find below the timetable for the meetings of the Scientific Committee (SC), Conservation Committee Planning Group (CCPG), Joint Conservation Committee-Scientific Committee Working Group (CC-SC), Bureau and Working Group on Operational Effectiveness (WG-OE).

**Timetable and Location for all meetings:**

Meeting	Dates	Location
SC Pre-Meetings:		
Ecosystem Functioning Workshop	6-9 May	<a href="#">Holiday Inn</a>
E Noise	10-11 May	Tbc
ASI Abundance	11 May	Red House
Guiana dolphin	11 May	Red House
SC Plenary Days 1 and 2	12-13 May	<a href="#">Guildhall</a>
SC Sub Groups	14-20 May	<a href="#">Guildhall</a>
SC Tentative rest day	21 May	
SC Plenary	22-24 May	<a href="#">Guildhall</a>
SC Convenors' meeting	Morning of 25 May	<a href="#">Holiday Inn</a>
CCPG – Conservation Committee Planning Group meeting	Morning of 25 May	Red House
Joint CC-SC Meeting	Afternoon of 25 May	<a href="#">Holiday Inn</a>
Bureau meeting	Evening of 25 May	Red House
WG-OE – Working Group on Operational Effectiveness meeting	26 May	<a href="#">Holiday Inn</a>

## Scientific Committee Meeting

### *Draft Scientific Committee Agenda*

Robert Suydam, Chair of the Scientific Committee, has asked that a draft agenda for SC68B be circulated to members of the Scientific Committee and Invited Participants. The agenda has been developed by the Chair and Convenors in light of the Workplan agreed at SC68A and the relevant Resolutions and Schedule Amendment made by the Commission at its 2018 Meeting. The draft agenda is attached to this Circular Communication.

Any comments on this draft agenda or proposals for additions should reach the Chair ([robert.suydam@north-slope.org](mailto:robert.suydam@north-slope.org)) by **Friday 14 February**. The Chair will take these into account when developing the draft annotated agenda that he will circulate well ahead of the official date of **14 March 2020**.

For your information the list of intersessional correspondence groups which will report to SC68B is available as [Annex T](#) of the 2019 Scientific Committee Report.

### *SC Registration*

Delegates for SC68B must, in the first instance, register online on the IWC portal via the link <https://portal.iwc.int/> (a simple sign-in procedure is required). Note that if you have not logged into the Portal since last year, you will need to change your password via the 'forgot your password' link on the login page. Full registration instructions are available on the website meeting page at <https://iwc.int/sc68b>.

As part of the process you will be required to upload a photo for your ID badge – for security reasons can you please ensure this photo is a good likeness and was taken in the last 12 months. Failure to upload a photo prior to your arrival may delay your access to the meeting.

The Secretariat office will be open at the Guildhall, Cambridge, for badge collection from **09.00 on Tuesday 12 May**. Badges will also be distributed to participants during the pre-meetings. A memory stick containing Primary papers received by the submission deadline will be available if one was requested at online Registration.

For technical assistance with the online registration process please contact [it.support@iwc.int](mailto:it.support@iwc.int). For general enquires on meeting attendance, please contact [julie.creek@iwc.int](mailto:julie.creek@iwc.int).

### *Lodging*

The following rates have been negotiated for this event:

- **Option 1** – [Holiday Inn](#), Impington - £129 per night B&B (this is near the Red House - bus shuttles to be provided to and from the Guildhall and Invited Participants will be based here). Call +441223 582453 or email [reservations@hicambridge.co.uk](mailto:reservations@hicambridge.co.uk) (quoting International Whaling Commission-WHA)
- **Option 2** – [University Arms](#), Cambridge Centre - £172 per night B&B (short walking distance from Guildhall) [Please click here to book.](#)
- **Option 3** – [Hotel Ibis Cambridge Central Station](#) - £129 per night B&B (£139 double occupancy) (15-20 minute walk from Guildhall). To book, email [H8548-OM1@accor.com](mailto:H8548-OM1@accor.com) or [H8548-FO@accor.com](mailto:H8548-FO@accor.com) quoting 640181 as a reference number. Note: full payment is required 28 days before booking date.

If you do not stay at one of these options, please indicate your accommodation on your registration form.

### *Travel & Accommodation*

Please check with your local advisory service for relevant vaccinations and travel restrictions and ensure you have the appropriate insurances and travel documentation in place before you travel. For more information on the UK please visit <https://travelhealthpro.org.uk/country/234/united-kingdom>.

**NOTE:** Cambridge has 3-pin UK-style electricity sockets (240V) - please bring the appropriate adapters for your devices. The Secretariat does not provide these.

### **Visas**

Entry visas may be required for the UK – visit <https://www.gov.uk/apply-to-come-to-the-uk> to check your country's eligibility status and for further information. UK visas can be applied for at <https://www.gov.uk/standard-visitor-visa>.

**NOTE:** If you require a visa to enter the UK, please submit your application as soon as possible because UK visa processing can take up to 3 months. Supporting documentation is very important for each application: a personalised letter of invitation including sponsorship details is essential. Please contact [secretariat@iwc.int](mailto:secretariat@iwc.int) as soon as possible to request the formal letter of invitation and for other information.

### **SC Meeting Documents**

Early submission of documents is strongly encouraged. The submission deadline for SC68B Primary papers is **Tuesday 5 May 2020, seven days before the start of the meeting**. *Exceptional* cases for later papers will be evaluated by the Chair, Vice-Chair and Head of Science in light of their importance to the agenda. Please submit your Primary papers (i.e. papers not previously published or in press or submitted to other fora) online via the link at <http://iwc.int/sc68b>. Document numbers will be assigned by the Secretariat. For help with the submission of Primary papers, please contact [documents@iwc.int](mailto:documents@iwc.int).

All Primary papers **must strictly** be of relevance to the topics identified in the draft agenda for the meeting. Papers deemed not relevant by the Chair in consultation with the Convenors will not be accepted; if in any doubt at all please submit your proposed document title and a short summary of what it will contain to the relevant Convenor before you write the paper.

If you have a paper that you believe is particularly relevant but has been previously published, is in press or has been submitted to other fora, choose the ForInfo category on the submission page. It is **your responsibility** to ensure that any permissions from the publishers for making these papers available to the meeting participants are met. Please supply full reference details for these documents by including this in the 'title' box when uploading (including where possible a web access address). ForInfo papers do not form part of the official document archive of the meeting.

The report of the 2019 SC68A Kenya meeting is available at the IWC archive ( <https://archive.iwc.int/?r=9570>). It will be available at the SC68B meeting in *Journal of Cetacean Research and Management*, Supplement 21.

Copies of all Primary meeting papers will be freely available for download online via the link at <https://iwc.int/sc68b> (log in is required, access will not be restricted) from the first week of April onwards. All Primary papers will be archived on the IWC website at close of meeting.

During the meeting, draft reports and working papers will be circulated to participants only. Please note that only working papers included in the final agreed Report of the Meeting will form part of the official meeting record.

### **Progress Reports**

Delegations are reminded of the requirement to provide a National Progress Report. This is an important and integral requirement and any delegation requiring assistance should contact [it.support@iwc.int](mailto:it.support@iwc.int). A separate, more detailed, Circular Communication regarding this requirement will follow.

### **SC Invited Participants**

Information regarding IPs will be provided at a later date.

### **SC Remote Participation (Zoom) & Presentations**

All remote participation and audio/visual presentations need to be approved by the Convenors and the Chair of the SC. Participation needs to be notified to the IWC AV team ([av@iwc.int](mailto:av@iwc.int)) at least 24 hours before the scheduled meeting. More information can be found at <https://iwc.int/sc68b>.

### **Other information**

All of the Commission's publications (including published meeting reports) and archived papers from past meetings, are available on the IWC website <https://iwc.int>.

Any Committee member with programs, data or other software not already held by the IWC Secretariat that they might wish to use during the course of the meeting should either send them to the Secretariat ([it.support@iwc.int](mailto:it.support@iwc.int)) in advance or bring them on memory sticks. This will avoid the need to type material into the computers or in de-bugging programs.

Participants are reminded that software used for the provision of management advice must be made available well in advance of the meeting.

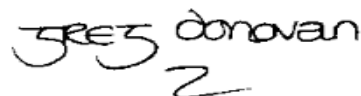
***Other Meetings***

Information on the other meetings (CCPG, CC-SC, Bureau and WG-OE) will follow.

We look forward to your participation in these important meetings, and in due course to welcoming participants to the City of Cambridge, UK.



Dr Rebecca Lent  
Executive Secretary



Greg Donovan  
Head of Science

*c.c. Accredited observers to the IWC*