

IWC/MAY18/CCPG/13

Guidance on drafting Conservation Committee Recommendations

IWC Secretariat



INTERNATIONAL
WHALING COMMISSION

Guidance on language to be used in drafting Conservation Committee recommendations

Submitted by the IWC Secretariat

May 2018

At IWC66 the Commission requested that the Joint Conservation Committee/Scientific Committee (Joint CC/SC WG) work with the existing Scientific Committee process to develop guidelines on the drafting of clear, focused and stand-alone recommendations that highlight rationale/context objectives and actors. It agreed that the emphasis should be based on specific topics and tasks, unless necessarily general (e.g. addressed to the broad scientific community). In addition the guidelines should consider the use of consistent language e.g. when and if to use terms such as urge, endorse, agree, recommend and request.

Current Scientific Committee guidance for drafting recommendations, developed by the SC Chair and Vice-Chair, Head of Science and Convenors is attached in Annex 1.

The Conservation Committee may wish to develop guidance for language used when drafting recommendations. To support this process, the CC Planning Group is asked to consider:

- Whether/how the current SC guidance should be modified to make it relevant to the Conservation Committee
- The need to ensure consistency with the database of recommendations and to help streamline the process for data entry
- What form of recommendation numbering system should be used

ANNEX 1 GUIDANCE ON LANGUAGE IN RECOMMENDATIONS OF THE SCIENTIFIC COMMITTEE

Categories for the blue boxes in the SC report:

Recommends [and may be in conjunction with reiterates]	<i>Specific</i> important actions aimed at targets e.g. <ul style="list-style-type: none">• Commission or its sub-groups (e.g. CC, AWS, WKM&WI)• Contracting Governments within a region or ‘range states’ (should name them unless ‘all’)• Secretariat
Draws attention to/advises	<i>General</i> considerations (e.g. of concern, research areas of importance) or <i>specific</i> advice (e.g. on SC conclusions) should identify targets e.g. <ul style="list-style-type: none">• Commission or its sub-groups (e.g. CC, AWS, WKM&WI)• Contracting Governments within a region or ‘range states’ (should name them unless ‘all’)• IGOs• General scientific community
Encourages	Work that it would be good to be undertaken but is not high enough priority to be considered a recommendation (primarily SC internal use)
Agrees	<i>Internal</i> actions for the Scientific Committee (e.g. Workplan)
Concludes	To be used to highlight that a major piece of work has been completed e.g. <i>Implementation Review, in-depth assessment</i> ; topic

GUIDANCE

How to handle management ‘recommendations’ or ‘advice’ to CG(s), non-members or IGOs?

Options: **‘Recommends** that the Commission **requests**¹ (or *vice-versa*!) Country ‘X’ or Countries ‘X, Y and Z’

[Options: **Recommends** that the Secretariat **requests** IGO X]

Structure of ‘recommendations’²

(1) Must be deemed **high priority**, be focussed and be standalone (i.e. include short explanation as to why it is needed as well as what is needed). NB Workshops should follow these guidelines in their reports and their ‘recommendations’ if deemed high priority by the SC must be brought forward into the main SC report (where not deemed high priority it is possible to ‘encourage’)

(2) Where appropriate (i.e. linked or sequential actions), should have the main introductory chapeau followed by a series of numbered ‘actions’ (NB as appropriate sub-items may have different targets/categories)³

(3) If one or more actions lead to a budget item, cross-reference to proposed budget

(4) Must be identified by a unique code e.g.

SC67aR1; SC67aE1; SC67aC1

If sub-actions SC67aR1.1 etc

(5) Specify the target(s)

(6) Provide time-frame where possible

¹ Note that the Commission may then instruct the Secretariat to write

² Some relevant to the other categories

³ Need to discuss if necessary to specify differences in targets etc for sub-items in report or only database