

CIRCULAR COMMUNICATION TO COMMISSIONERS, CONTRACTING GOVERNMENTS
AND MEMBERS OF THE SCIENTIFIC COMMITTEE
IWC.ALL.61

55th Annual and Associated Meetings, Berlin, Germany, May/June 2003

This Circular provides information on:

1. the venue and the timetable for meetings;
2. hotel booking arrangements;
3. delegation offices.

1. Meeting venue and timetable

The 55th Annual Meeting will be held at the:

Estrel Hotel
Sonnenallee 225
12057 Berlin
Germany

Tel: +49 30 68 31-22522
Fax: +49 30 68 31-2345
Email: hotel@estrel.com
Website: www.estrel.com

The timetable for the meetings of the Scientific Committee, the Commission's sub-groups and the Commission is attached. It is based on the provisional schedule agreed by the Commission at IWC/54 in Shimonoseki (IWC/54/51).

The Scientific Committee will meet from Monday 26 May to Friday 6 June 2003. It will be preceded by a 2-day meeting of the North Atlantic Minke Whale Assessment Group on 24 and 25 May.

A three-day workshop on whale killing methods and associated welfare issues will be held from Saturday 7 June to Monday 9 June. The workshop outcome will be reported directly to the Commission.

The Commission sub-groups will meet between Tuesday 10 June and Friday 13 June, with Saturday 14 June set aside for finalising reports. For IWC/55 the Commission agreed that the only sub-groups that needed to meet were:

- (1) the Budgetary Sub-committee;
- (2) the RMS Working Group;
- (3) the Aboriginal Subsistence Whaling Sub-committee;
- (4) the Infractions Committee; and
- (5) the Finance and Administration Committee.

However, during the private intersessional meeting of Commissioners on the RMS in Cambridge in October 2002, it was agreed to replace the RMS Working Group meeting with another meeting of Commissioners to discuss the RMS in private. The private Commissioners' meeting on the RMS will take place on Thursday 12 June and Friday 13 June (morning only). The timetable initially proposed in document IWC/54/51 has therefore been revised in consultation with the Advisory Committee. So that the RMS meeting could be scheduled later in the week (the preference expressed by a number of Commissioners at the Cambridge meeting) it has been necessary to split the meeting of the Finance and Administration Committee into two sessions. The first session will be held during the afternoon of Wednesday 11 June and will deal with administrative issues. The second session will be held during the afternoon of Friday 13 June and will deal with finance and budget issues. In this way, the F&A Committee will be able to take any budgetary implications of the RMS discussions into consideration.

The Annual Commission Meeting will take place from Monday 16 to Thursday 19 June.

2. Hotel booking arrangements

Arrangements for booking bedrooms at the Estrel are being handled by MKI Travel and Conference Management Inc. of Ottawa. All enquiries for bedroom accommodation should be addressed to MKI, ideally through their website at: www.mkitravel.com/conference/iwc55/index.html.

Attached to this circular (and included as hard copy of the postal version) is a brief description of accommodation available and a booking form. Alternatively, a secure form through which bookings may be made online is available on MKI's website.

3. Delegation offices

The hotel is currently holding a number of meeting rooms suitable for use as delegation offices/hospitality rooms. Any delegation wishing to book such a room should contact Jacqueline Dvorak at the Estrel as soon as possible (Tel: +49 30 6831 22566 or j.dvorak@estrelccom).

Dr. Nicky Grandy
Secretary to the Commission

Schedule of Meetings during the 55th Annual Meeting, Berlin, Germany, 2003

Saturday	24 May 2003	Scientific Committee pre-meeting of				
Sunday	25 May 2003	North Atlantic Minke Whale Assessment Group				
Monday until	26 May 2003	Scientific Committee				
Friday	6 June 2003					
Saturday	7 June 2003	Scientific Committee Convenors Meeting				WKM workshop
Sunday	8 June 2003	Preparation of Scientific Committee Report				
Monday	9 June 2003	Set-up and registration for Commission sub-groups				
		<i>Morning</i>		<i>Afternoon</i>		<i>Evening</i>
Tuesday	10 June 2003	BS-C		INF	BS-C	
Wednesday	11 June 2003	AS		F&A (Administration issues)		
Thursday	12 June 2003	Private Commissioners' meeting on the RMS				Review BS-C report
Friday	13 June 2003	Private Commissioners' meeting on the RMS (cont)		F&A (Finance & Budget)		
Saturday	14 June 2003	Review sub-group reports				Review BS-C report
Sunday	15 June 2003	Registration			Private Commissioners' meeting	
Monday	16 June 2003	55th Annual Meeting				
Tuesday	17 June 2003					
Wednesday	18 June 2003					
Thursday	19 June 2003					

- BS-C Budgetary Sub-committee (not open to observers)
 INF Infractions Sub-committee
 AS Aboriginal Subsistence Whaling Sub-committee
 F&A Finance and Administration Sub-committee (not open to observers)