

CIRCULAR COMMUNICATION TO COMMISSIONERS, CONTRACTING GOVERNMENTS
AND MEMBERS OF THE SCIENTIFIC COMMITTEE
IWC.ALL.162

Submission of Scientific Progress Reports

Scientific Progress Reports have their origin in Article VIII, Paragraph 3 of the Convention and are formalised in the Rules of Procedure of the Scientific Committee (Rule E.1).

All member nations are urged by the Commission to provide Progress Reports to the Scientific Committee following the most recent guidelines (*Rep. int. Whal. Commn* 48: 292-5). The outline template attached should be used for the report. It is also available from the website: http://www.iwcoffice.org/sci_com/scprogress.htm. General information in the report should cover the intersessional period (or, if a report was not submitted last year, the period since the last report) but statistical information **must** be provided by calendar year or season as explained in the template.

Please note that the template for the reports has been revised in recent years to take account of modifications agreed by the Scientific Committee. It is **essential that this template is followed and please do not alter** the dimensions and attributes of the tables, or change their formatting. Following the template *inter alia* makes the development of the summary tables attached to the Scientific Committee report considerably easier and ensures comparability across progress reports.

Work on the online submission system is nearing completion. A Beta version will have been tested by the Steering Group prior to SC/63 in Tromsø for final consideration by the Scientific Committee before going live for next year.

As in previous years, the Secretariat will reproduce Progress Reports provided that they are **received in the Secretariat by 6 May 2011**. Papers can be submitted either by e-mail (andrea.cooke@iwcoffice.org) or as good quality single-sided, single-spaced top copies. If they are not provided by e-mail, please arrange to bring an electronic version to the meeting (.doc format is preferred). **After 6 May, the required number of copies of the progress reports must be brought to the meeting (contact andrea.cooke@iwcoffice.org) for numbers) otherwise there will be serious delays in arranging for the production of the necessary copies.** They should be supplied printed single spaced, double-sided and preferably on A4 sized paper (210 x 297mm) or equivalent.

Finally, please complete the attached form giving the name and contact details for the persons designated to compile the report and return this to the Secretariat **by 15 April 2011**.

Dr. Simon Brockington
Secretary to the Commission

Submission of Scientific Progress Reports

Contact details

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| GOVERNMENT: | |
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| CONTACT DETAILS FOR PERSON(S) DESIGNATED TO COMPILE THE REPORTS | |
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Comments:

Please return to the Secretariat by 15 April 2011
(Email: Secretariat@iwcoffice.org; Fax: +44 (0)1223 232876)