

CIRCULAR COMMUNICATION TO COMMISSIONERS, CONTRACTING GOVERNMENTS AND
MEMBERS OF THE SCIENTIFIC COMMITTEE
IWC.ALL.164

Revised Rules of Procedure and Financial Regulations incorporating changes agreed at IWC/63

Please find enclosed revised Rules of Procedure and Financial Regulations that incorporate the changes adopted by the Commission at IWC/63 as part Resolution 2011-1 on Improving the Effectiveness of Operations within the IWC.

The revised Rules of Procedure and Financial Regulations will be published in due course in the Annual Report, along with the Chair's Report of the 63rd Annual Meeting. They will also be placed on the Commission's website.

The following changes were made to the Rules of Procedure:

- The addition of a second paragraph A.2 so as to permit the establishment of an additional means of communication between the Chair and Secretary of the Commission and Contracting Governments.
- The addition of text to paragraph E which *inter alia* states that a decision of the Commission, whether by consensus or vote, is not deemed adopted until the text of the decision has been provided to all members of the Commission, or provided electronically, and then approved by the Commission.
- A change to paragraph E.2(a) to ensure consistency with a new paragraph E.5 of the Financial Regulations (see below).
- An addition to paragraph E.2(b) governing when a new Contracting Government must pay its financial contribution in order to exercise its right to vote.
- An additional paragraph H.2(h) giving the Secretary responsibility to maintain the Commission's public website.
- An additional paragraph M.4 (b) stating that any ad hoc committee, sub-committee or working group established to provide scientific advice shall report to the Scientific Committee.

- A change to paragraph M.5 stating that the report of the Scientific Committee shall be posted on the Commission's public website either by the opening of the Annual Commission meeting or within 14 days of the conclusion of the Scientific Committee meeting, whichever is the sooner.
- An additional paragraph O.2 stating that the text of Commission decisions adopted either at meetings or by post shall be placed on the Commission's public website in all working languages within 14 days of the conclusion of the meeting.
- A modification to paragraph P.2 stating that the Chair's report of the most recent Annual Commission meeting will be posted on the Commission's public website in English within two months of the end of the meeting, and in other working languages as soon as possible thereafter.
- An additional paragraph P.3 governing the distribution and publication of individual and circular communications from the Chair or Secretary to Contracting Governments.
- A modification to paragraph Q.4 governing the archiving of meeting documents on the Commission's public website.

The following changes were made to the Financial Regulations

- An addition to paragraph C.5 stating that the most recent audited financial statements and the audit report shall be submitted to the Annual Meeting and posted on the Commission's public website by the opening of the Annual Meeting.
- A modification to paragraph E.2 stating that payment of annual financial contributions shall be by bank transfer from an account belonging to the Contracting Government or to a state institution of that Government.
- A change to assist clarity for paragraph E.3.
- An additional paragraph E.5 covering the procedure for paying and receiving membership dues.

The amendments are shown in *bold italics*.

Simon Brockington
Secretary to the Commission

c.c. Intergovernmental Organisation observers to the IWC