

CIRCULAR COMMUNICATION TO COMMISSIONERS
AND CONTRACTING GOVERNMENTS
IWC.CCG.164

Information on the 53rd Annual Meeting, London, July 2001

This circular:

- a) includes draft agendas for the Annual Commission Meeting and its sub-groups for review and comment;
- b) provides information on deadlines for the submission of documents by Contracting Governments for any of the above meetings;
- c) requests information on delegation numbers and names;
- d) reminds Contracting Governments of the need to provide official credentials; and
- e) requests notification of reference materials to be supplied by the Secretariat.

Items a) and b) above take account of the changes to Annual Meeting preparations and procedures proposed in Circular Communication IWC.CCG.154 of 27 February 2001.

Draft Agendas

The draft agenda for the Annual Commission Meeting, 23-27 July is attached. It has been developed in consultation with the Chairman of the Commission and the Advisory Committee on the basis of decisions and recommendations made at the 52nd Annual Meeting and subsequent developments. The draft agenda is being circulated 100 days in advance of the meeting in accordance with Rule of Procedure H.2(d)(i). Please note the following:

- The items are in the order in which we think it would be useful to have them addressed at the meeting. The final order may change depending on the comments received from Contracting Governments and on the outcome of the meetings of the Commission's sub-groups.
- Some explanatory text is provided where it was thought useful to indicate why particular issues are included.
- The usual agenda item 'Comprehensive Assessment' has disappeared. Issues relating to the Revised Management Procedure are included under item 8 on the Revised Management Scheme, since the RMP is part of the RMS. 'Whale stocks' now have their own agenda item (item 5).
- Regarding financial and administrative issues: 'Administrative Matters', traditionally placed after 'Financial Statements and Budgets', is now placed before the financial items in case any of the discussions on administrative issues have financial implications. There is a separate agenda item on the formula for calculating member contributions.
- No document numbers are indicated. This will be done for the Provisional Annotated Agenda once we have a clearer idea of what documents will be submitted by Contracting Governments.

Draft agendas for meetings of the following Commission sub-groups are also attached:

1. Whale Killing Methods and Associated Welfare Issues Working Group
2. Aboriginal Subsistence Whaling Sub-committee
3. Infractions Sub-committee
4. Contributions Sub-committee
5. Finance and Advisory Committee.

These sub-group agendas have been prepared in consultation with Convenors (where they exist) taking into account decisions and recommendations made by the groups or the Commission last year. Please note that the draft agenda for the meeting of the Revised Management Scheme Working Group will follow in due course. The draft agenda for the Budgetary Sub-committee is not included since this group is already 'in session'.

I would be grateful if you could review the draft agendas and forward any comments and additions to me by 14 May 2001. Additions to any of the agendas should be accompanied with annotations. Fully annotated agendas will then be prepared and circulated to you by 24 May (i.e. 60 days in advance of the meeting).

Submission of Documents

To help with agenda planning and scheduling of the meetings of the Commission and its sub-groups, I would be grateful if you could:

1. indicate your intention to submit documents for consideration by the Commission or its sub-groups (except for the RMS Working Group) by **14 May**. For each document, please provide a title and indicate clearly to which meeting and agenda item it applies.
2. submit the document(s) to the Secretariat, preferably electronically, as early as possible **but by 13 June**, i.e. 5 weeks before the meetings. The Secretariat will then circulate them promptly to all Contracting Governments and observers, as appropriate.

It is hoped that governments will respect this 5-week deadline. However, documents submitted up to 3 weeks in advance, i.e. by 27 June, will also be circulated before the meetings. Documents submitted to the Secretariat after this time will only be distributed at the meeting itself.

It is also hoped that it will not be necessary for governments to submit documents at the meeting itself. However, should this be necessary, please note that on a trial basis, governments are not being asked to bring 350 copies with them to the meeting. Instead, please submit a diskette, CD or good top paper copy to the Secretariat who will assign a document number and prepare the copies.

Where paper copies of documents are submitted, these should be single-spaced and double sided, and preferably on A4 size paper (210 x 297mm) or equivalent.

Please note that the above details do not apply to Scientific Committee documents or to Opening Statements for the Annual Commission Meeting. Instructions on submission of these documents will be dealt with by separate Circular Communications.

Delegation Numbers and Names

I would be grateful if you could provide information on the size of your delegations taking part in the meetings of the Commission and its sub-groups, including the Scientific Committee by completing the forms attached.

Information on delegation size for the Scientific Committee should be returned by **6 June**.

Information on delegation sizes for the Commission and its other sub-groups should be returned by **13 June**.

We recognise that the final composition of delegations can often be determined only at a late stage. Nevertheless, it will help our administrative preparations greatly if provisional lists of names and contact details can also be submitted in advance. A format for providing these details is also attached.

Credentials

It is important that proper written credentials are forwarded to the Secretariat in advance of, or are presented at, the meeting as set out in Rule of Procedure D.

D. Credentials

1.(a) The names and status of all participants, advisers and observers to any meeting of the Commission or Committees, as specified in the Rules of Procedure of the Commission, Technical and Scientific Committees, shall be notified to the Secretary in writing before their participation and/or attendance at each meeting. The written notification shall be made by governments or the authority appointed by them or the heads of organisations as the case may be.

(b) In the case of members of delegations who will attend the Annual Commission Meeting and its associated meetings, the notification may be made *en bloc* by submitting a list of the members who will attend any of these meetings.

(c) The Secretary, or his representative, shall report on the received notifications at the beginning of a meeting.

(d) In case of any doubt as to the authenticity of notification or in case of apparent delay in their delivery, the Chairman of the meeting shall convene an *ad hoc* group of no more than one representative from any Contracting Government present to decide upon the question of participation in the meeting.

Fax or email notifications will not be accepted as the formal credentials, although advance notification by these means is helpful.

Reference Materials

The Secretariat will make available recent Annual Reports and meeting documents at the 53rd Annual Meeting. However, we may have difficulty in obtaining quickly other items during the course of the meeting unless we have been forewarned. I would be grateful, therefore, if you could inform the Secretariat of any specific reference materials that you will require but will be unable to bring yourself well before the meeting, but by **13 June**.

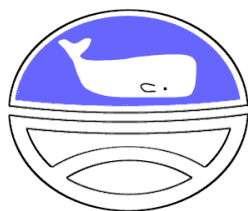
A summary of the deadlines for the various actions requested above is summarised in the following table:

Date	Action Requested
14 May 2001	<ul style="list-style-type: none">• comments on the draft agendas for the Annual Commission Meeting and its sub-groups• notification of intention to submit documents for the meeting of the Commission and its sub-groups
6 June 2001	<ul style="list-style-type: none">• delegation numbers and names and contact details (where possible) for the Scientific Committee meeting
13 June	<ul style="list-style-type: none">• submission of documents in support of agenda items for the meeting of the Commission and its sub-groups• delegation numbers and names and contact details (where possible) for the Commission and its sub-groups• notification of specific reference material to be provided by the Secretariat.

Please do not hesitate to contact me if you have any questions. I look forward to seeing you at the 53rd Annual Meeting in London.

Yours sincerely,

Dr. Nicky Grandy
Secretary to the Commission



**53rd ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION,
London, UK, July 2001**

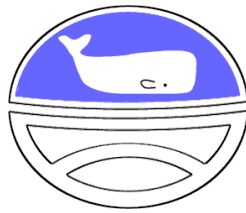
Provisional numbers attending the Scientific Committee

Government of:

Committee	Date:	No. in delegation
Scientific Committee	Wednesday 4 July – Monday 6 July	

To the extent possible, please provide names and full contact details for delegates to the Scientific Committee.

PLEASE RETURN TO JULIE CREEK AT IWC BY 6 JUNE 2001
(fax: +44-1223-232876; Email: Julie.Creek@iwcoffice.org)



**53rd ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION,
London, UK, July 2001**

**Provisional numbers attending the meetings of the Commission
and its Sub-Groups**

Government of:

Committee	No. in delegation
Whale Killing Methods and Associated Welfare Issues Working Group (WKM)	
Revised Management Scheme Working Group (RMS)	
Contributions Sub-committee (Contributions)	
Aboriginal Subsistence Whaling Sub-committee (ASW)	
Infractions Sub-committee (INF)	
Finance and Advisory Committee (F&A)	

The timetable for these meetings is shown below:

	Morning	Afternoon	Evening
Wednesday 18 July	WKM RMS	RMS	Contributions
Thursday 19 July	ASW		RMS
Friday 20 July	INF F&A	F&A	
Saturday 21 July	Review reports from Working Groups and Sub-committees		
Sunday 22 July			
Monday 23 July – Friday 27 July	Annual Commission Meeting		

To the extent possible, please also provide names and contact details for each delegate

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**53rd ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION
London, UK, July 2001**

Names and contact details of delegates

Government:.....

Meeting (indicate either 'Scientific Committee' or 'Commission and sub-groups'):
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Name:	
Address:	
	Tel:
	Fax:
	Email:
Name:	
Address:	
	Tel:
	Fax:
	Email:
Name:	
Address:	
	Tel:
	Fax:
	Email:
Name:	
Address:	
	Tel:
	Fax:
	Email:

**Please complete as many sheets as necessary and return to Julie Creek at IWC
(fax: +44-1223-232876; Email: Julie.Creek@iwcoffice.org)**