

CIRCULAR COMMUNICATION TO COMMISSIONERS  
AND CONTRACTING GOVERNMENTS  
IWC.CCG.222

**Draft Agenda and Information on the 54<sup>th</sup> Annual Meeting, Shimonoseki, May 2002**

This circular:

- a) includes draft agenda for the Annual Commission Meeting and its sub-groups for review and comment;
- b) describes the Chair's intentions regarding: (i) any presentations that Contracting Governments wish to make to the plenary session; and (b) the introduction of Schedule amendments that have been proposed on previous occasions;
- c) provides information on deadlines for the submission of documents by Contracting Governments for any of the above meetings;
- d) requests information on delegation numbers and names;
- e) reminds Contracting Governments of the need to provide official credentials; and
- f) requests notification of reference materials to be supplied by the Secretariat.

A summary of the various deadlines involved is provided at the end of this letter.

**Draft Agenda**

The draft agenda for the Annual Commission Meeting, 20 - 24 May 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 53<sup>rd</sup> Annual Meeting. 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 has been included where it was thought useful to indicate why particular issues are included.
- As for IWC/53, there is no agenda item titled 'Comprehensive Assessment'. Issues related 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' again have their own item (item 4).
- 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 agenda for meetings of the following Commission sub-groups are also attached:

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

These sub-group agenda have been prepared in consultation with the Chairman, Advisory Committee and proposed Convenors taking into account decisions and recommendations made by the groups or the Commission last year. Please note that it will not be possible to prepare a draft agenda for the meeting of the Revised Management Scheme Working Group until after the second meeting of the RMS Expert Drafting Group taking place at the end of February/beginning of March. 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 agenda and forward any comments and additions to me by 8 March 2002.** Additions to any of the agendas should be accompanied with annotations. Fully annotated agendas will then be prepared and circulated to you by 21 March (i.e. 60 days in advance of the meeting).

#### **Plenary presentations and introductions to proposed Schedule amendments**

Should Contracting Governments wish to make presentations (including power point presentations) in Shimonoseki, the Chair would like to encourage these governments to make these presentations outside the formal meeting (e.g. in coffee/lunch breaks or in the evening). If a government considers it essential to make a presentation within the meeting, the Chair: (1) asks that these governments consult with him well in advance of the meeting; and (2) notes that he intends to limit such presentations to 10 minutes.

It would be most helpful if governments wishing to make presentations, either within or outside the meeting, could also let the Secretariat know as early as possible. Please also indicate what, if any, audio/visual equipment will be needed.

Please note that for Schedule amendments that have been proposed on previous occasions, the Chair intends to introduce and summarise the Commission's discussions on each item to date and then indicate that in the following discussions, he will only entertain new points from Contracting Governments.

#### **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 **8 March**. 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 8 April**, i.e. 5 weeks before the meetings. The Secretariat will then place them on the IWC website ([www.iwcoffice.org](http://www.iwcoffice.org)) - with the exception of confidential documents - and/or post/email them, as appropriate. Please note that a separate Circular will address distribution of documents by the Secretariat.

It is hoped that governments will respect this 5-week deadline. However, documents submitted up to 4 weeks in advance, i.e. by 15 April, 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 and as happened last year, governments are not being asked to bring bulk 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 request does not include Opening Statements. Instructions on submission of Opening Statements will be dealt with by a separate Circular Communication.

### **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 **28 March**.

Information on delegation sizes for the Commission and its other sub-groups should be returned by **8 April**.

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/her 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 54<sup>th</sup> 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 28 March.

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

<b>Date</b>	<b>Action Requested</b>
8 March 2002	<ul style="list-style-type: none"><li>• comments on the draft agendas for the Annual Commission Meeting and its sub-groups</li><li>• notification of intention to submit documents for the meeting of the Commission and its sub-groups</li></ul>
28 March 2002	<ul style="list-style-type: none"><li>• delegation numbers for the Scientific Committee meeting</li><li>• notification of specific reference material to be provided by the Secretariat.</li></ul>
8 April 2002	<ul style="list-style-type: none"><li>• submission of documents in support of agenda items for the meeting of the Commission and its sub-groups</li><li>• delegation numbers and names and contact details (where possible) for the Commission and its sub-groups</li></ul>
Before meeting	<ul style="list-style-type: none"><li>• inform Secretariat of wish to make a presentation either in the Annual Commission Meeting or within the margins of the meeting, including audio/visual equipment required</li></ul>

Please do not hesitate to contact me if you have any questions. I look forward to seeing you at the 54<sup>th</sup> Annual Meeting in Shimonoseki.

Dr. Nicky Grandy  
Secretary to the Commission

c.c. Non-member Government Observers (for information)

**54<sup>th</sup> ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION,  
Shimonoseki, Japan, April/May 2002**

**PROVISIONAL NUMBERS ATTENDING THE SCIENTIFIC COMMITTEE**

**Government of:**.....

<b>Committee</b>	<b>Date:</b>	<b>No. in delegation</b>
Scientific Committee	Saturday 27 April – Thursday 9 May	

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 28 MARCH 2002**  
(fax: +44-1223-232876; Email: [Julie.Creek@iwcoffice.org](mailto:Julie.Creek@iwcoffice.org))

**54<sup>TH</sup> ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION,  
Shimonoseki, Japan, May 2002**

**PROVISIONAL NUMBERS ATTENDING THE MEETINGS OF THE COMMISSION  
AND ITS SUB-GROUPS**

**Government of:**.....

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

The timetable for these meetings is shown below:

		Morning		Afternoon		Evening	
Monday	13-May	BS-C		RMS			
Tuesday	14-May		AS		Review CTF report	Review BS-C report	
Wednesday	15-May		RMS		CS-C		
Thursday	16-May		WKM	Review AS report	Review CS-C report		
Friday	17-May	INF			F&A		
Saturday	18-May	Review WKM report	Review RMS report	Review INF report	Review F&A report		
Sunday	19-May		Registration		Commissioners' meeting		
Monday to Friday	20-24 May		54 <sup>th</sup> Annual Meeting				

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

**PLEASE RETURN TO JULIE CREEK AT IWC BY 8 APRIL  
(fax: +44-1223-232876; Email: Julie.Creek@iwcoffice.org)**

**54<sup>th</sup> ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION  
Shimonoseki, Japan, April/May 2002**

**NAMES AND CONTACT DETAILS OF DELEGATES**

**Government:**.....  
**Meeting (indicate either Scientific Committee or Commission):**.....

<b>Name:</b>	
<b>Address:</b>	
	Tel:
	Fax:
	Email:
<b>Name:</b>	
<b>Address:</b>	
	Tel:
	Fax:
	Email:
<b>Name:</b>	
<b>Address:</b>	
	Tel:
	Fax:
	Email:
<b>Name:</b>	
<b>Address:</b>	
	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)**