

CIRCULAR COMMUNICATION TO COMMISSIONERS  
AND CONTRACTING GOVERNMENTS  
IWC.CCG.237

**Various reminders regarding IWC/54**

**Deadlines**

- Please note the following deadlines (Circular IWC.CCG.222 of 7 February explains these further).

Date	Action Requested
28 March	<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 (see Circular IWC.CCG.222 of 7 February)</li> </ul> <p><i>Please provide this information as soon as possible if you have not already done so.</i></p>
8 April	<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 (<i>please indicate clearly to which meeting and agenda item each document applies</i>)</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 if you 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>

**Documents**

- As last year, we kindly request that delegates ***BRING COPIES OF DOCUMENTS MADE AVAILABLE IN ADVANCE WITH THEM TO THE MEETING.*** We do not intend to provide extra copies of pre-circulated documents in Shimonoseki on a routine basis.

**Opening Statements**

- As indicated in Circular IWC.CCG.221 of 7 February, the Secretariat intends to set a firm deadline for all Opening Statements. ***This will be 17.00 on the first day of the meeting, i.e. Monday 20 May.*** As last year, the statements will be collated and copied together, rather than copying and distributing them individually. If Opening Statements are not with the Secretariat by this time, then the Secretariat will not copy and distribute them as formal meeting documents. Please submit them as an electronic copy or good top paper copy. Electronic submission on diskette, CD or email is the preferred option.

**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. *Please ensure that the Commissioner and any Alternates are clearly identified in the credentials.*
- Fax or email notifications will not be accepted as the formal credentials, although advance notification by these means is helpful.

**Venue for IWC/56 in 2004**

- As of 5 April, no formal offers to host the Annual Meeting in 2004 have been received, but offers will be welcome up to the meeting.

Dr. Nicky Grandy  
Secretary to the Commission