

**Draft Bureau Meeting**

**4 March 2024**

**10:00 – 12:00 London**

Held virtually

[Zoom link](#)

**1. Opening of the meeting by the Chair**

1.1. Welcome from the Chair

**2. Review and Adoption of the Agenda** and adoption of minutes from previous meeting [[DOCUMENT](#) – Bureau Minutes [BUR/2403/02/02](#)]

**3. Appointment of Rapporteur**

**4. Status of Financial contributions** [[DOCUMENT](#) – Update on Contributions [BUR/2403/04/01](#)] also see [IWC website](#)

**5. Updates from the Scientific Committee**

5.1. Work underway for SC69B

**6. Preparations for IWC69**

6.1. Venue and host arrangements [[DOCUMENT](#) - Secretariat Updates [BUR/2403/07/01](#)]

6.2. Confirmation of arrangements for virtual Sub-Committees including ASW in-person meeting [see [IWC.CCG.1585](#)]

6.3. IWC69 Draft Outline Agenda [[DOCUMENT](#) – IWC69 Draft Outline Agenda [BUR/2403/06.3/01](#)]

6.4. F&A Update

6.4.1. Budget

6.4.2. WG-OE - Update from Co-chair on progress made on priority items arising from IWC68  
[[DOCUMENT](#) – WGOE Updates and timeline [BUR/2403/06.4.2/01](#)]

6.5. ASW Update

**7. Secretariat updates** [[DOCUMENT](#) - Secretariat Updates [BUR/2403/07/01](#)]

**8. Date of next Bureau meeting**

**9. AOB**