



International
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SB/JAC/31654
19 March 2013

CIRCULAR COMMUNICATION TO MEMBERS OF THE SCIENTIFIC COMMITTEE
AND INVITED PARTICIPANTS
IWC.SC.173

SC/65A Scientific Committee Meeting:
Document submission, availability of reference materials and computing arrangements

This Circular Communication addresses the following issues in relation to SC/65A in Jeju Island.:

1. Instructions for registration, document preparation, submission and distribution;
2. Availability of reference materials; and
3. Computing arrangements.

1. Instructions for registration, document preparation, submission and distribution

The instructions for registration, document preparation, submission and distribution are given below and in the Annexes A and B to this circular. Delegate registration and document submission for the SC/56A meeting will be *entirely online* for this year's meeting, via the IWC SC meeting portal at:

<http://events.iwc.int/index.php/scientific/SC65a>

The portal has been successfully trialled at several Scientific Committee workshops. An introduction to the portal is given as Annex B.

There are some major changes to procedures this year. Please read these instructions carefully and take particular note of the various deadlines involved.

Primary papers

As agreed last year, there will be NO paper copies of primary papers distributed and NO delegate pigeonholes at this meeting.

Primary SC/65A papers will thus be available as electronic pdf files only (these will be readily downloadable prior to and during the meeting both via the IWC SC meeting portal and the Scientific Committee section of the website: <http://iwc.int/sc65adocs>). In addition, memory sticks containing pdf files of all primary papers received by 1 June 2013 and where possible the final document submission deadline (3 June 2013) will be available for collection at the Secretariat office by mid-afternoon on the second day of the meeting (4 June 2013).

Chair: Ms Jeannine Compton-Antoine (St. Lucia)

Vice-Chair: Mr Frédéric Chemay (Belgium)

Executive Secretary: Dr Simon Brockington

As last year, there will be limited printing facilities available for delegates' use during the meeting. Participants who wish to have paper copies of any primary documents are advised to bring copies with them where possible.

Draft reports and working papers

Draft reports and working papers produced during the meeting will be distributed by the Secretariat via delivery of paper copies to the meeting rooms or as pdf files via e-mail or secure web/server portal.

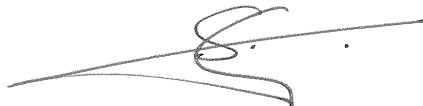
2. Availability of reference materials

The Commission's publications and other papers from past meetings will be available in electronic format only. Scientific Committee members wanting access to other specific reference materials that they themselves are unable to provide should inform the Secretariat of their requirements before **3 May 2013**. Participants are reminded that software that is used for the provision of management advice must be made available by this time.

3. Computing arrangements

There will be several laptops (loaded with Windows 7 and either Office 2010 or Office 2013) available for delegate use in a designated Delegates Computing area. The IWC office standard is the Microsoft Office suite of programs (e.g. Word, Excel, and Access) but we are able to read and translate to/from most common packages. In addition, there will be access to printers in that area for delegates with their own laptops.

Any Committee member with programs, data or other software not already held by the IWC Secretariat that they might wish to use during the course of the meeting should either send them to the Secretariat (sue.burkett@iwcoffice.org) in advance or bring them on memory sticks or CDs. This will ensure that no time will need to be spent in typing material into the computers or in de-bugging programs.



Simon Brockington
Executive Secretary

Annex A

REGISTRATION AND DOCUMENTS FOR THE 2013 ANNUAL MEETING OF THE SCIENTIFIC COMMITTEE

REGISTRATION

Registration for the meeting is via the meeting portal at:

<http://events.iwc.int/index.php/scientific/SC65a>

Note that if you have registered via the portal for a previous workshop then use the same login details which will still be valid; this will speed up your registration process.

An introduction to the portal is given as Annex B.

SUBMISSION OF DOCUMENTS

Given the move to electronic document provision only, it is especially important that papers are submitted in advance of the meeting if at all possible. Papers fall under two categories: primary papers and background (previously known as 'For Info') papers.

Papers **must** be submitted online using the meeting portal (web address as above), via the 'Call for papers' link (see Annex B). Primary papers will be numbered by the Secretariat and will be listed on the IWC website and available as downloadable pdf files. All **primary papers** will remain on the IWC website after SC/65A and form part of the Commission's publicly available archive. Background or 'For Info' papers will be removed after the end of SC/65A.

- Primary papers must be in PDF format and follow the IWC style guide:
<http://iwc.int/styleguide>
- Primary papers should be single-spaced. Do **not** start each table or each figure on a separate page. All pages must be numbered.
- It is especially important that primary papers contains an **Abstract**. Over 200 papers are usually submitted to the Scientific Committee and it is extremely helpful to participants if each paper contains an Abstract.
- Papers considering anything other than priority topics (<http://iwc.int/scientific-committee-reports>) will probably not be discussed at the meeting.
- Papers will be categorised (see Annex C) and numbered by the Secretariat directly on the PDF files.

Background or 'For Info' papers

These are papers that are either published, in press, in review, or have appeared and been 'classified' at other non-IWC meetings (e.g. ICES, NAMMCO, etc.) and are directly relevant to the priority topics.

It is essential that if you wish to submit such documents via the portal:

- You ensure that you have the permission of the primary author of the paper(s).
- You have the permission of the copyright holder to allow us to make the paper available through our meeting portal/website.
- Note that obtaining the above permissions is your responsibility not that of the IWC. If you submit 'For Info' papers we will assume that you have followed the above approach.

Progress reports

All data must be submitted by national co-coordinators through the online database (a separate circular will be sent detailing this). Summary reports will be generated from the database in accordance with the needs of sub-groups or individual members.

DEADLINES FOR DOCUMENT SUBMISSION

(Contact: jessica.rowley@iwc.int)

Item	Description	Deadline
Primary paper details	Inform the Secretariat of primary papers intended for submission: preliminary title, authors and abstract.	4 May
Guaranteed inclusion on memory stick	PDF files of primary papers submitted via the portal – it may not be possible for files submitted after this date to be included on the memory stick	1 June
Final deadline for paper submission	Last date for acceptance of primary papers: must be PDF files submitted via the portal	3 June 6pm

Annex B

GETTING STARTED WITH THE MEETINGS PORTAL (<http://events.iwc.int>)

To choose the Scientific Committee meeting from the meetings portal homepage:

- (1) Under the main heading 'Annual Scientific Committee' click "view conference". Here, under the heading 'Current Conferences' you will find brief information about open workshops.
- (2) Choose the Annual Meeting by either clicking on the name or on 'view conference details' below the relevant photograph.
- (3) Once there you can choose one of the headings under the main heading 'Conference Information' below the photo.
- (4) To attend the Annual Meeting, choose 'Registration'. This will take you to the registration page where you choose 'Register' and follow the instructions on screen.
- (5) To view and/or download meeting documents, choose "Documents". All meeting files will be listed here and you can download them by the link to the right hand side.
- (6) To submit documents, choose "Call for papers". From there follow the instructions on screen. Note that under Document Type you must choose what is termed a 'track' – this can be either 'General Papers' for new submissions (i.e. 'Primary Papers') that have not been published or submitted as a document to another meeting/workshop or 'Background papers' for all other papers (i.e. 'For Info' papers). We will notify you about document numbers once you have submitted and uploaded your document(s).
- (7) To obtain details about the accommodation, choose 'Accommodation' and follow the instructions.

REMEMBER: IF YOU HAVE ANY PROBLEMS CONTACT BRENDAN (brendan.miller@iwc.int).

Annex C

DOCUMENT CATEGORIES (THESE WILL BE ASSIGNED BY THE SECRETARIAT AFTER ONLINE SUBMISSION)

Number	Title	Description
SC/65/ AWMP	Aboriginal Whaling Management Procedure	Papers relevant to the AWMP, the Greenlandic Research programme and aboriginal subsistence whaling by Greenland and St Vincent and The Grenadines
SC/65A/ HIM	Bycatch, ship strikes	Papers mainly relevant to the issue of estimation of bycatch and ship strikes for large whales
SC/65A/ BRG	Bowhead, right and gray whales	Papers relevant to these species, including stocks subject to aboriginal subsistence whaling that are not directly related to the AWMP process (e.g. B-C-B bowhead whales, North Pacific Gray whales)
SC/65A/ E	Environmental Concerns	Papers mainly relevant to environmental concerns including pollution, marine debris, climate change, habitat degradation, etc.
SC/65A/ EM	Ecosystem Modelling	Papers relevant to the Ecosystem Modelling group
SC/65A/ IA	In-depth Assessments	Papers mainly relevant to Antarctic minke whale assessments, North Pacific sei whales, international cruises such as the SOWER and POWER cruises, sperm whales
SC/65A/ IR	Iceland special permit Review	Revised Iceland special permit review papers and response papers
SC/65A/ NPM	Western North Pacific common minke whales	Papers relevant to the <i>Implementation Review</i> of western North Pacific common minke whales
SC/65A/ NAF	North Atlantic fin whales	Papers relevant to the <i>Implementation Review</i> of North Atlantic fin whales
SC/65A/ RMP	Revised Management Procedure	Papers relevant to RMP matters and future <i>Implementations</i> or <i>Implementation Reviews</i> (e.g. western North Pacific Bryde's whales, North Atlantic common minke whales, North Atlantic sei whales)
SC/65A/ SCP	Scientific Committee Procedures	Papers relevant to the working methods of the Scientific Committee including improvements to the review process for Scientific Permits and Sanctuaries
SC/65A/ SD	Stock Definition/DNA	Papers mainly relevant to Stock Definition, including general stock identity issues, TOSSM and those related to the issue of DNA testing
SC/65A/ SH	Southern Hemisphere assessments	Papers mainly relevant to the assessment of Southern Hemisphere humpback and blue whales
SC/65A/ SM	Small Cetaceans	Papers relevant to small cetaceans
SC/65A/ WW	Whalewatching	Papers mainly relevant to whalewatching
SC/65A/ O	Other	Papers that do not fall easily into one of the above categories