

Report of the Finance and Administration Committee

Thursday 28 June 2012, Panama City, Panama

Note: Appendix 4 contains revisions to the draft rule changes proposed by the Intersessional Group on Biennial Meetings and Bureau. The draft rule changes will *inter alia* implement the Commission's move to biennial meetings and will establish a Bureau.

1. INTRODUCTORY ITEMS

1.1 Appointment of Chair

Donna Petrachenko (Australia) was appointed as Chair of the Committee. She noted that attendance at the Finance and Administration (F&A) Committee was limited to delegates and that observers were not permitted to attend.

The list of participants is given as Appendix 1.

1.2 Appointment of Rapporteurs

Simon Brockington and Cherry Allison of the Secretariat agreed to act as rapporteurs with assistance from Allison Reed (USA).

1.3 Review of documents

The documents available to the Committee are listed in Appendix 2.

2. ADOPTION OF AGENDA

The adopted agenda is given as Appendix 3.

3. ADMINISTRATIVE MATTERS

3.1 Annual Meeting Arrangements and Procedures

3.1.1 Need for a Technical Committee

The Chair reminded the Committee that no provision had been made for a Technical Committee to meet at Annual Meetings since IWC/51 in 1999. However last year, as in previous years, the Commission had agreed to keep the need for a Technical Committee under review. The Chair noted that the need for a Technical Committee may be further discussed as part of the development of measures required to support a move to biennial meetings. She proposed to return to this issue after discussion on Item 3.1.3, however no further discussion took place.

3.1.2 Report of the Intersessional Group on Quorum

Following discussions on the proposed South Atlantic Sanctuary at IWC/63 in 2011 the Commission agreed to establish an Intersessional Group on Quorum (the IG-Q) to consider the interpretation of its rules relating to quorum. The Chair of the IGQ, Gerard van Bohemen (New Zealand), introduced the draft recommendations from the IGQ as outlined in IWC/2012/IGQ 3. The Chair of the IGQ noted that most of the members of the IGQ viewed quorum as a continuing requirement that must apply throughout a meeting, and in particular must apply at the point of decision-making. However one member had suggested that quorum should be determined at the beginning of the meeting or session and be deemed to continue for the remainder of that session. The IGQ had also addressed the question of whether countries with voting rights suspended under Rule of Procedure E.2 should be counted towards the quorum.

IWC/2012/IGQ 3 made the following proposal to clarify Rule of Procedure B.1 relating to how the quorum requirement should be applied at the point of decision making:

The presence in the room of Attendance by a majority of the members of the Commission shall constitute a quorum, ***which shall be required for any decision to be taken. The Chair will announce prior to each vote if a quorum is present. If participants choose to leave after the announcement, or do not participate in the vote, the quorum shall be considered to remain.***

Additionally, in responding to IWC/2012/IGQ 2, one member had proposed a further clarification to the above draft change which included placement of part of the text under Rule F dealing with duties of the Chair:

B.1 *The presence in the room of Attendance* by a majority of the members of the Commission shall constitute a quorum ***which shall apply to all types of Commission business including the opening and adjournment of all sessions of a meeting, proceeding with the debate and decision making, whether by vote or by consensus.***

F.2. (c) *to announce prior to each vote if a quorum is present. If members of the Commission choose to leave after the announcement, or do not participate in the vote, the quorum shall be considered to remain. The Chair shall also* ~~to~~ call for votes and ~~to~~ announce the result of the vote to the Commission.

IWC/2012/IGQ 3 contained one further proposal relating to the application of quorum at the point of decision making which allowed quorum to be determined at the start of the session:

The presence at the start of the session of Attendance by a majority of the members of the Commission shall constitute a quorum, ***which shall be required for any decision to be taken. The Chair will announce prior to each vote if a quorum is present. If participants choose to leave after the announcement, or do not participate in the vote, the quorum shall be considered to remain.***

Additionally, the IGQ had also considered whether countries whose voting rights were suspended under Rule E.2 should be counted towards quorum. There was an almost even division of views within the IGQ on this issue.

South Africa asked whether the second proposed amendment to B1 would require a quorum to be present to adjourn the meeting. The F&A Committee **noted** that clarification was required on this point.

Japan, New Zealand, Switzerland, Australia, the USA, Iceland, Norway, the Russian Federation and others indicated a preference for option 1 (that quorum be ongoing but especially determined at point of decision), while the United Kingdom, Germany and Monaco indicated a preference for option 2 (that quorum be determined at the start of the session). Costa Rica indicated a preference for some combination of the first and second options. In elaborating a preference for option 2, the UK illustrated how such flexibility would assist with situations in which late night negotiations occurred. Argentina and Mexico considered that the current rules did not need amendment but that the overall quorum issues should be addressed at the private Commissioners meeting on 1 July 2012.

The Russian Federation raised the issue of intersessional or special meetings and how quorum should be considered in those situations. It suggested that once the need for an intersessional meeting was established it would be useful for the Commission to ascertain which countries would attend so as to determine if there would be a quorum present.

The Committee then discussed whether the suspension of voting rights should be considered when calculating quorum. IWC/2012/IGQ 3 recognised the even division of opinion on this issue amongst the members of the intersessional group.

Mexico noted that in principle the proposal to exclude countries with suspended voting rights from the quorum was a fair one, but noted its concern that there were a number of countries unable to pay on time because of difference in timing of financial years. Germany and the United Kingdom supported excluding countries with suspended voting rights from the quorum and said Rule B.1 should be amended to reflect this using text contained in Annex B to IWC/2012/IGQ 3. Japan introduced IWC/64/F&A 13 which illustrated the low number of Contracting Parties who would have formed the quorum at IWC/63 if quorum had been linked to voting rights, and stated its strong preference not to link voting rights to quorum. The purpose of quorum was to ensure the broad participation of the Commission, so linking voting rights to quorum would effectively limit the active participation of delegations, especially from developing countries.

Conclusion

The Chair remarked on the growing consensus around the first proposed change to Rule (B1), but noted some Contracting Governments showing preference for other options. The Chair also recalled South Africa's question about whether or not quorum would be needed to adjourn a meeting, and also recognised that there was no consensus on linking voting rights to quorum. The Chair **concluded** that a summary of the discussion would be provided to inform the further deliberations at the private Commissioners meeting on 1 July 2012.

3.1.3 Report of the Intersessional Group on Biennial Meetings and Establishment of a Bureau

The 2011 meeting of the F&A Committee noted the widespread support for moving to biennial Commission meetings. Consequently a small Intersessional Group on Biennial Meetings and Establishment of a Bureau (the IG-BB) was convened to prepare a series of actions to enable the Commission to meet every two years from 2012 onwards. The intersessional group worked by correspondence and produced four documents (IG-BB 1-4) for the F&A Committee's consideration. The IG-BB also met in person on the day before the F&A Committee to further refine its proposals.

The USA introduced the final recommendations from the IG-BB which were as follows:

- The IG-BB **recommended** that the F&A Committee make the following **recommendations** to the Commission regarding its meeting schedule:
- **The Commission will move to a biennial meeting schedule after the 64th Annual Meeting so that the Commission will meet next in 2014.**
 - The Scientific Committee **recommended** that 6 year aboriginal subsistence whaling strike limits are safe for the next block.
 - The Budgetary Sub-Committee **recommended** to the F&A Committee an option for a 2-year budget.
- **The Scientific Committee of the Commission shall continue to meet on an annual basis**, in the May/June timeframe. Other than the Scientific Committee's annual meetings, the normal practice of the Commission is to hold Committee and subsidiary body meetings prior to the meeting of the Commission. This does not preclude intersessional work of subsidiary bodies from continuing.
 - The Commission endorsed an F&A recommendation at IWC/63 to hold the Commission meeting approximately [at least] 100 days following the close of the Scientific Committee meeting.
- **The Commission will establish a Bureau to replace the Advisory Committee.** It shall be comprised of the Chair of the Commission, the Vice-Chair of the Commission, the Chair of the Finance and Administration Committee, and four commissioners representing a range of views and regional interests. The host government for the next meeting of the Commission will serve in an *ex officio* capacity. The Secretary will attend the Bureau meetings in an *ex officio* capacity.
- The Chair of the Commission will serve as the Chair of the Bureau and may call upon Chairs of other of the Commission's subsidiary bodies to participate in Bureau discussions, as appropriate. The Bureau will not be open to observers.
- The Bureau will support the work of the Commission by providing advice to the Chair of the Commission and the Secretariat on work ongoing under the Convention, especially at times when the Commission is not in session. To this end, the Bureau will:
 - Provide advice to the Chair and Secretariat on implementing Commission decisions;
 - Assist and advise the Secretariat on administrative and financial matters between meetings of the Commission;
 - Assist in the preparation for meetings of the Commission and Subsidiary Bodies;
 - Review progress of work of the Committees;
 - Provide support to the Chair during meetings of the Commission, as may be requested by the Chair.

- The Bureau's mandate is to assist with process management. It would not be a decision-making forum, and shall not deal with substantive or policy matters under the Convention. The Bureau may consider issues related to financial or administrative tasks within the scope of the Finance and Administration Committee, but only in the context of making recommendations to that Committee.

Australia thanked the IG-BB for their work and noted that in the run up to IWC/64 there had been extensive work undertaken by a number of the Commission's Committees, Sub-committees, Working Groups and intersessional groups that had been helpful to advancing the Commission's overall work programme. It noted that there would be expectation for the intersessional work to continue but that there was no need to state this explicitly in the IG-BB's recommendations. France supported the IG-BB's recommendations, and stated that the need for intersessional work would be decided on a case by case basis.

Mexico and Guinea requested that the membership of the Bureau also reflect the geographic and regional membership of Contracting Parties.

The Chair then **requested** that the proposals and draft rule changes developed by the IG-BB be further refined in the light of the F&A Committee's discussions. The USA, Japan and St Lucia completed this task after the meeting and the refined draft rule changes, which include the formation of a Bureau, are provided at Appendix 4 **for discussion and endorsement by the Commission.**

3.1.4 Report of the Working Group on the Role of Observers at Meetings of the Commission

The Chair introduced IWC/64/Rep 7 which contained the recommendations of the Working Group on the Role of Observers which had met the previous day. The working group recommended that the thirty minute period for hearing NGO spoken interventions should be a base time allowance for IWC/64. Furthermore, the group recognised that the Chair would need to exercise discretion so as to allow the debate to flow smoothly, and therefore the group recommended that the NGO interventions would be specific to subjects that would be identified in advance through discussions between the Chair and NGOs. The group also recommended that the Chair should work to find a balance of representation in NGO interventions, and recognised that this representation should include both thematic and geographical contexts.

In recognition of a request made by a host government, the group also recommended that some flexibility be allowed in the implementation of the above proposal for involvement of NGOs. In particular, the group recommended that the 30 minute allowance should be considered as a minimum which could be slightly expanded upon as the meeting moves forward within the overall time allowance for the meeting as the Chair sees fit.

Norway stressed its preference for the thematic aspect to over-ride geographical contexts in selecting observer organisation interventions. Norway, Iceland, Sweden and Guinea stated that the Commission should aim for a total of 30 minutes of interventions.

Argentina, Chile, Mexico and the Netherlands agreed with the Working Group's proposal that the minimum amount of time should be 30 minutes, and also agreed that geographic distribution and balance of observer organisations must be considered when calling observers to speak. They stressed that observers should be able to determine those agenda items on which they wished to intervene, and that the total number items should not be limited to three or four as proposed. The United Kingdom stressed the importance of the Chair's discretion in terms of how, when and for how long interventions from observers would be heard. The USA supported the interventions from Norway and Argentina. Australia, the USA and New Zealand considered that the 30 minute proposal should be a minimum with interventions heard at the Chair's discretion. France also stressed the role of the Chair in managing the time allotted for observer interventions.

Denmark and St Vincent and the Grenadines supported the thematic context as the overriding consideration for achieving balance and noted that the distribution of NGOs is based more on thematic contexts than geographical. Denmark also noted that the rule of thumb should be for 30 minutes and not be framed as a minimum as this would also require a maximum. Denmark also emphasized the code of conduct, and the obligation of the Chair to ensure the observers did not target specific countries or groups of countries.

Japan supported the points raised by Norway, Iceland, Sweden and Denmark and noted the importance of participation of civil society when time allowed, although priority had to be given to Contracting Governments. Japan indicated that the 30

minutes minimum could be slightly expanded as recommended by the Working Group and the overall time allowance should be at the Chair's discretion.

Monaco supported enhanced observer participation and acknowledged the interest in a code of conduct encouraging constructive interventions. Monaco further indicated that it was comfortable with thematic balance as a logical entry point, but stressed that 30 minutes over 5 days of plenary was unsatisfactory as it showed no progress. In Monaco's view, observers should be given at 5% of total meeting time.

Conclusion

The Chair summarised the discussions which indicated that the minimum total time for NGO interventions was to be 30 minutes, and that although 30 minutes over 5 days is a short period of time that primacy must be given to contracting parties. It would also be at the discretion of the Chair how to use the time, or to show some additional flexibility. The Chair said that a summary of the discussions under this Item will be brought to the private Commissioners meeting on 1 July 2012.

3.2 Website

3.2.1 Maintenance and Expansion

The Secretary introduced the pre-launch version of the new IWC website which was available for review at <http://demo.iwcoffice.org>. The website had been re-designed to improve navigation and ensure clearer communication through use of a new font and colour scheme. Recognising the request in Resolution 2011-1 for meeting documents to be included on the website as an archive, the new site included: (1) scanned copies of Annual Reports dating back to IWC 1; (2) scanned copies of Chair's Reports dating to 1955 and (3) an archive of all meeting documents dating back to 2006. When launched, the website will be moved to a .int (international) domain address. The Secretariat indicated their intention to further develop the website post launch, and invited comments to help prioritise future work.

Monaco congratulated the Secretariat for modernising the website and enquired whether it was possible to include a search function so as to allow past Chair's and Annual reports to be searched. The Secretary indicated that the scanned documents were images only rather than character recognition scans, and so the search function available through the new website would be unable to search the reports. The Secretary noted that character recognition scans of the reports were available upon request to the Secretariat, but that the quality of character recognition meant that these scans could not be relied upon as the authoritative records of the meetings. South Africa asked if it was possible to have access to scans of the verbatim records, and the Secretary remarked that this would be a large task and his initial intention was to complete the archive of meeting documents first.

Mexico, Australia and Spain congratulated the Secretariat on the appearance of the new site and requested the addition of text describing the structure of the Commission and how it related to its operations and general functioning. The Secretary indicated this would be a priority for further development post-launch.

3.2.2 Translation

The Secretary reported through document IWC/64/F&A 9 that translation of the 17 most popular pages on the old website had been undertaken into French and Spanish. Noting the budgetary constraints in increasing the level of translation France, Spain and Guinea requested the Secretariat to include a financial provision for translation into future budget proposals. Japan acknowledged the need for translation but also recognised the constrained nature of the budget.

The Chair expressed thanks to the Secretariat for the overall work on the website, brought forward Monaco's suggestion that the number of pages to be translated should be raised to 20, and suggested that proposals to allow further translation should be included in the budget subject to financial constraints.

3.3 Report of the Working Group on Provision of Assistance to Governments with Limited Means to Participate in the Commission's work

The Secretariat introduced document IWC/2012/WGAGLM 3 which contained proposals developed by the Working Group on Provision of Assistance to Governments of Limited Means to participate in the Commission's work (WG-AGLM). The group's recommendations included the establishment of a voluntary assistance fund, although the group had not been able to fully agree the purpose for which the funds should be disbursed. It had agreed that Group One countries should be eligible for assistance with priority being given to those with least GNI where available funds were insufficient to support all Group One countries. Assistance could also be extended to Group Two countries where resources allowed. Different opinions were expressed on whether suspension of vote should affect prioritisation for funding. The WG-AGLM had

developed a draft Resolution to establish the voluntary fund within the IWC which drew on the model used by the Inter-American Tropical Tuna Commission through their Resolution C-11-11. The Secretary noted that the draft Resolution required sponsorship from a Contracting Government.

The USA, Australia, Japan, Argentina and the UK supported the establishment of a voluntary assistance fund and expressed interest in participating in a Working Group to develop the wording of the Resolution to ensure compatibility with Article III.5 of the Convention.

Conclusion

The Chair recognised that the general consensus was for the establishment of a voluntary assistance fund and the Working Group should recommend a procedure as to how the decision is made on disbursement of funds. Work would also need to take place on the compatibility of the Resolution text with Article III.5. Any country interested in sponsoring the Resolution should identify itself to the Working Group.

3.4 Review of the work of the Technical Adviser assigned to the Secretariat

The Secretariat thanked the USA for proposing the secondment in 2011 (IWC/63/F&A10) of a technical expert to work on issues related to reducing conflicts with cetaceans, focusing primarily large whale entanglement and ship strikes (IWC/63/F&A 10), which had been proposed by Australia, Norway and the USA (IWC/63/WKM&AWI 8). The Commission recognized the importance of these issues to whale welfare, conservation and human safety. All short term initiatives in IWC/64/F&A6 had been accomplished and reported through a number of documents including: (1) the report of the Provincetown Workshop (IWC/64/WKM&AWI Rep1) and (2) the resulting capacity building reported in IWC/64/WKM&AWI 11. These documents recommended the formation of an expert group under the auspices of the IWC to represent every active National Entanglement Response Network in the world. Progress was also made on most long term and additional initiatives; in particular IWC/64/CC13 detailed progress on ship strikes. Further information is being gathered for a potential IWC workshop on the prevention of large whale entanglement.

Argentina, Mexico, the Dominican Republic, Ecuador and other member governments thanked David Mattila for his work, and also thanked the USA for supporting the financial costs of his secondment to the Secretariat. While the USA was unable to guarantee the extension of David's secondment to the Secretariat at the current time, especially given the potential of the Commission moving to biennial meetings, the USA indicated it is looking to facilitate David's continued work if that is acceptable to the Commission.

The Chair recorded the F&A Committee's **great appreciation** for the progress made through David Mattila's secondment, and looked forward to a positive response from the USA for the continuation of his work.

4. OPERATIONAL EFFECTIVENESS

At IWC/63 the Commission adopted Resolution 2011-1 which *inter alia* resolved to include the effectiveness of the operations of the IWC as a regular item on the Commission's agenda so as to ensure the Commission's rules and procedures are kept up to date with international good practice, and to address any specific problems or issues arising in the operation of the Commission.

The USA, supported by Australia and the UK, stated it was pleased that this agenda item is now part of the Commission's work. The USA noted that it is helpful for the Commission to periodically review how it is operating, not only to ensure fiscal responsibility, but also to ensure the Commission is meeting its mandate to conserve and manage the world's whale populations. The USA noted that as the Commission is moving toward biennial meetings that this could be considered as part of a move to increase operational effectiveness. The USA further suggested that the Commission develop a forward looking work programme to assist development of further improvements to operational effectiveness.

Conclusion

The Chair noted that if a decision is made to move to biennial meetings then intersessional work could be undertaken to further improve the operation of the Commission. The move to setting up a Bureau could be seen as part of improving operational effectiveness and links to the next agenda item 'Cost-Saving Measures'.

5. COST-SAVING MEASURES

The Secretary introduced document IWC/64/F&A 11 which focused on reduction of freight charges and increased use of electronic documents at Annual Meetings of the Scientific Committee and Commission. A review of expenditure in 2011 suggested that the cost of maintaining a paper based infrastructure for the meetings was approximately £77K (5% of IWC core budget). Particular costs arose from packing and airfreight of the pigeon holes, pre-prepared documents and the hire of high volume copiers.

This year the Scientific Committee had agreed to receive primary documents in future in electronic format only and the Commission was invited to explore similar measures. The Committee **agreed** to the suggestion by the Secretary that for Commission meetings all documents would be placed on the web-site and any documents received close to or during the meeting would be distributed via tables at the back of the room instead of through the pigeon holes. Savings in airfreight charges for pigeon holes are estimated at £5-10K.

Japan supported the cost-saving measures and the move to the use of electronic documents but requested that the date that each document was added to the web-site be clearly indicated. The Secretary noted that document dates were stamped at the foot of each page, and agreed to also place the date on website. The Chair commented that internet connections must be reliable at any meeting venue if paper documents are not available. South Africa suggested that if intersessional work is done electronically rather than meeting in person then additional cost-savings could be made. The USA supported the move to electronic documents.

Conclusion

The Chair suggested that 'Operational Effectiveness and Cost-Saving Measures' should be a combined agenda item and the USA **agreed** to convene a Working Group to meet intersessionally for continued discussions on this item.

6. FORMULA FOR CALCULATING CONTRIBUTIONS AND RELATED MATTERS

The formula for calculating financial contributions (otherwise known as the Interim Measure) has been in place for several years. The Chair of the BSC referred to the BSC's recommendation that the F&A Committee should now adopt the formula for calculating contributions, and that the word 'interim' be removed from its name. The F&A Committee **endorsed** this recommendation.

7. REPORT OF THE INTERSESSIONAL CORRESPONDENCE GROUP ON STRENGTHENING IWC FINANCING

The Chair of the Intersessional Correspondence Group on Strengthening IWC Financing (ICGSF), Nicola Clarke (UK), introduced document IWC/64/F&A 3 which contained a series of 11 recommendations to support the shared goal of rebuilding and maintaining healthy whale populations and inject budget discipline to ensure rigorous financial practices in how the IWC conducts its business. The first three recommendations had been developed to improve accounting transparency and assist IWC decision-making. The remaining recommendations were aimed at: (1) creating the environment for funding; (2) establishing an eligibility and approvals process for projects; and (3) establishing a dedicated fund to receive external donations. The Chair of the ICGSF stated the group's intention to further develop this work in the intersessional period with a view to presenting it and a Resolution to IWC/65 on the establishment of a dedicated fund.

The USA supported the work of the ICGSF and thanked Australia for their funding contribution which had been used to hire an expert to help explore external funding opportunities. It supported the recommendations, and noted that some (on financial reporting) had already started to be implemented by the Secretariat. Australia thanked the Chair and agreed with the recommendations in IWC/64/F&A 3. Mexico indicated its desire to support the proposed project dealing with entanglement and suggested it should be renamed as dealing with mitigation of by-catch.

Conclusion

The Chair recognised that this is a way forward for the Commission, especially in difficult financial times, thanked the UK for the leadership shown, and looked forward to further work, on this issue.

8. FINANCIAL STATEMENTS, BUDGETS AND OTHER MATTERS ADDRESSED BY THE BUDGETARY SUB-COMMITTEE

8.1 Review of the provisional financial statement 2011/2012

8.1.1 Report of the Budgetary Sub-committee

The Chair referred to the BSC's recommendation that the F&A Committee take note of the provision financial statement for the current financial year 2011/12 and approve it subject to audit. In conveying this recommendation the BSC Chair drew attention to the number of new Contracting Governments who had not paid their financial contributions this year, and noted that the calculation of the provision for unpaid contributions was based on all countries who had paid in the previous financial year (2010/2011) also paying in this financial year (2011/2012). The Secretary noted that if any of these Contracting Governments failed to pay it would create overspend which would negatively affect the size of the Commission's general reserve.

The F&A Committee **recommended** that the Commission adopt the provisional financial statement for 2011/2012 subject to audit after the close of the financial year.

The F&A Committee also agreed to the BSC's **recommendation** that a standing item be added to the BSC agenda to report the length of time served by the Commission's auditor, and to re-confirm their appointment for the following annual or biennial period as appropriate.

8.1.2 Secretary's report on the collection of financial contributions

The Secretary introduced IWC/64/F&A 10 which indicated that total debts of £547,000 were still outstanding from 21 Contracting Governments. This figure was higher than in previous years, and the Secretary repeated the statement made by the Chair of the BSC at Item 8.1.1 that any additional Governments who failed to pay this year as compared to last year would create a situation of overspend which would negatively affect the size of the general fund at the end of the 2011/2012 financial year.

The F&A Committee agreed to the BSC's **recommendation** that the Secretary will present a review of the Financial Regulations to the next BSC meeting outlining any additional measures that can be taken to assist Contracting Governments in arrears of payments to pay their outstanding dues.

8.1.3 Correspondence from the Government of Uruguay

The Secretary referred to document IWC/64/F&A 8 which was a letter from the Government of Uruguay explaining their intention to pay their outstanding financial contributions in full in October. Noting that the Secretariat had subsequently received a preliminary advice that Uruguay was expecting to pay its dues ahead of the Annual Meeting the Chair suggested that this matter be deferred to the private meeting of Commissioners on 1 July 2012, by which time Uruguay may have been able to clear its outstanding debt.

8.2 Consideration of future budgets

The F&A Committee **agreed** with the BSC's **recommendation** that the future budget scenarios contained in document IWC/64/7 be adopted by the Commission, with the choice of Option 1 or 2 being determined according to whether the Commission decides to move to a biennial meeting cycle.

The F&A Committee also **agreed** with the BSC's **recommendation** that the NGO observer fee be raised to £565 for the first observer and £280 for each additional observer if the next meeting is held in 2013, and to £580 for the first observer and £285 for the second observer if the next meeting is held in 2014. The BSC recommended that press fees should be raised to £75 (2013) and £80 (2014).

8.3 Changes to the timing of the Commission's financial year in light of the decision to separate meetings of the Scientific Committee and Commission

At IWC/63 in 2011 the Commission adopted a recommendation from the F&A Committee to separate the meetings of the Scientific Committee and Commission by a period of 100 days or longer, with the best time for the Scientific Committee meeting being in late May and early June. In future years this is likely to lead to the Commission needing to approve a budget for a financial year which has already commenced.

The Chair of the BSC reviewed the Committee's discussions on this issue, and **recommended** that the Commission should change its financial year from the current timing of 1 September-31 August to 1 January-31 December. The BSC further **agreed** that the Secretary would provide a series of options for allowing individual Contracting Governments to pay the charge associated with the four month bridging period, and that this should include the option to spread the charge over a series of future years.

The Chair of the BSC also **recommended** that the Secretary should continue to operate the Commission's finances at a level of expenditure consistent with the previous financial year during the two month period in either 2013 or 2014 after the end of the agreed budget period and prior to the next Commission meeting.

The F&A Committee **endorsed** these recommendations from the Budgetary Sub-committee.

8.4 Budgetary Sub-committee Operations

8.4.1 Membership and open seats

The Chair of the BSC reported that there were two open seats on the Sub-committee, and urged Contracting Governments to consider coming forwards.

8.5 Recommendation from the ASW Sub-committee

The Chair **noted** a recommendation from the ASW Sub-committee for the Commission to consider establishing a voluntary fund at IWC/65 to support work associated with the management of aboriginal subsistence whaling.

9. DATE AND PLACE OF FORTHCOMING MEETINGS

The Secretariat referred to document IWC/64/F&A 7 which outlined the initial arrangements for next meetings, and confirmed that the Secretariat had recently sent out a Circular Communication inviting Contracting Governments to consider offering to host either the next Scientific Committee or Commission meeting or both. The Chair recognised the difficulty in offering to host given the uncertainty around the date of the next Commission meeting and hoped that offers would come forward during the Commission plenary.

10. PERSONNEL MATTERS OF THE SECRETARIAT

Several Contracting Governments raised the question of how to arrange future recruitment to the Secretariat and recognised it may be useful to provide guidance so as to ensure retention of corporate knowledge and to take advantage of opportunities for the Secretariat to internationalise itself. After discussion, the F&A Committee **recommended** that the future recruitment policy could be decided either by a Bureau (should one be established through the move to biennial meetings) or developed through a dedicated working group established for the purpose.

11. CHAIR OF THE F&A COMMITTEE

The Chair reminded the Committee that her three year term of appointment will expire at the end of the Commission's 64th Annual Meeting and requested nominations for candidates to take over the Chair's role. In response the UK requested the current Chair (Donna Petrachenko, Australia) to consider serving for an additional period of time. The Chair thanked the UK for this suggestion, and noted that the final decision on Chair of the F&A Committee would be made during the Commission plenary.

12. ADOPTION OF REPORT

The report was adopted 'by post' on **2 July 2012**.

Appendix 1**LIST OF PARTICIPANTS****Argentina**

Miguel Iniguez
Victor Marzari

Australia

Pam Eiser
Stephanie Ierino
Peter Komidar
Donna Petrachenko (Chair)
Chris Schweitzer
Victoria Wadley
Alexia Wellbelove

Austria

Andrea Nouak

Chile

Barbara Galletti

Colombia

Lilian Florez Gonzalez

Costa Rica

Eugenia Arguedas
Ricardo Meneses

Denmark

Ole Samsing
Gitte Hundahl
Amalie Jessen
Nette Levermann

Dominican Republic

Peter Sanchez

Ecuador

Gustavo Iturralde
Jorge Samaniego

France

Martine Bigan
Jean-Philippe Gavois

Germany

Walter Duebner
Lutz Fredrichen

Ghana

Mike Akyeampong

Guinea, Rep. of

Amadou Telivel Diallo

Iceland

Johann Gudmundsson
Asta Einarsdottir
Gisli Vikingsson

Italy

Plinio Conte
Caterina Fortuna
Francesca Granata

Japan

Kenji Kagawa
Shinji Hiruma
Toshihide Kitakado
Tomio Miyashita
Akiko Muramoto
Takaaki Sakamoto
Akima Umezawa

Korea, Rep. of

Du Hae An
Yong-Rock An

Mexico

Lorenzo Rojas-Bracho
Yolanda Alaniz

Netherlands

Peter Bos

Monaco

Frederic Briand

New Zealand

Gerard van Bohemen
Karena Lyons

Norway

Ole David Stenseth
Einar Tallaksen
Hild Ynnesdal

Palau, Rep. of

Vic Uherbelau

Panama

Tomas Guardia

Russian Federation

Valentin Ilyashenko
Olga Etylina

St. Lucia

Jeannine Compton-Antoine

St. Vincent

Raymond Ryan

South Africa

Herman Oosthuizen
Ed Couzens

Spain

Carmen Asencio

Sweden

Bo Fernholm

Switzerland

Martin Krebs

UK

Nigel Gooding
Nicola Clarke
James Gray
Jenny Lonsdale
Anju Sharda
Mark Simmonds
Jolon Thomson

USA

Melissa Andersen
Keith Benes
Robert Brownell
Doug DeMaster
Roger Eckert
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Taryn Kiekow
Lisa Phelps
Allison Reed
Ryan Wulff

SC Chair

Debra Palka

IWC Secretariat

Simon Brockington
Cherry Allison
Sandra Holdsworth
David Mattila

Appendix 2

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 - 2 List of Documents
 - 3 Intersessional Correspondence group on Strengthening IWC Financing
 - 4 Submission to the Intersessional Correspondence Group on Strengthening IWC Financing regarding segmented financial reporting (Secretariat)
 - 5 Elections to the Advisory Committee (Secretariat)
 - 6 Overview of the work of the technical adviser assigned to the Secretariat in order
To assist with reducing conflicts between cetaceans and marine resource users:
October-May 2012
 - 7 Arrangements for Next Meetings
 - 8 Letter from Uruguay (Secretariat)
 - 9 New IWC Website (Secretariat)
 - 10 Secretary's Report on the Collection of Financial Contributions for 2011-2012 (Secretariat)
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- IWC/64/6 Financial Statements 2011-2012
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AGENDA

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TERMS OF REFERENCE

The Finance and Administration Committee shall advise the Commission on expenditure, budgets, scale of contributions, Financial Regulations, staff questions, and other such matters as the Commission may refer to it from time to time (Rules of Procedure, Rule M.8).

ADMISSION OF OBSERVERS

Rule of Procedure C.2

Observers accredited in accordance with Rule [of procedure] C.1.(a) and (b) are admitted to all meetings of the Commission and Technical Committee, and to any meetings of subsidiary groups of the Commission and Technical Committee, except the Commissioners-only meetings and the meetings of the Finance and Administration Committee.

Appendix 4

Draft changes to the IWC’s Rules of Procedure

**Rules of Procedure
and
Financial Regulations**

As amended by the Commission at its 63rd Annual Meeting, July 2011, and with proposed changes to establish a Bureau and move to biennial Commission meetings

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Rules of Procedure

A. Representation

1. A Government party to the International Convention for the Regulation of Whaling, 1946 (hereafter referred to as the Convention) shall have the right to appoint one Commissioner and shall furnish the Secretary of the Commission with the name of its Commissioner and his/her designation and notify the Secretary promptly of any changes in the appointment. The Secretary shall inform other Commissioners of such appointment.
2. In addition to the Commissioner, each Contracting Government is invited to establish an additional means of communication between the Chair and Secretary of the Commission and that Government by designating an Alternate Commissioner or by creating a focal or contact point (which could be an e-mail address). The details shall be communicated to the Secretary through recognised diplomatic channels. Contact details of the Commissioner, Alternate Commissioner or the focal or contact point shall also be posted on the Commission's public web site.

B. Meetings

1. The Commission shall hold a regular **Annual Biennial** Meeting in such place as the Commission may determine. Any Contracting Government desiring to extend an invitation to the Commission to meet in that country shall give formal notice two years in advance. A formal offer should include:
 - (a) which meetings it covers, i.e. Scientific Committee, Commission sub-groups, **Annual Biennial** Commission meeting;
 - (b) a proposed time window within which the meeting will take place; and
 - (c) a timetable for finalising details of the exact timing and location of the meeting.

Attendance by a majority of the members of the Commission shall constitute a quorum. Special Meetings of the Commission may be called at the direction of the Chair after consultation with the Contracting Governments and Commissioners.

2. Before the end of each **Annual Biennial** Meeting, the Commission shall decide on: (1) the length of the **Annual next Biennial** Commission Meeting and associated meetings ~~the following year~~; and (2) which of the Commission's sub-groups need to meet. **Other than the Scientific Committee's annual meetings, the normal practice of the Commission is to hold committee and subsidiary body meetings prior to the meeting of the Commission. This does not preclude the intersessional work of subsidiary bodies from continuing.**

C. Observers

1. (a) Any Government not a party to the Convention or any intergovernmental organisation may be represented at meetings of the Commission by an observer or observers, if such non-party government or intergovernmental organisation has previously attended any meeting of the Commission, or if it submits its request in writing to the Commission 60 days prior to the start of the meeting, or if the Commission issues an invitation to attend.
- (b) Any non-governmental organisation which expresses an interest in matters covered by the Convention, may be accredited as an observer. Requests for accreditation must be submitted in writing to the Commission 60 days prior to the start of the meeting and the Commission may issue an invitation with respect to such request. Such submissions shall include the standard application form for non-governmental organisations which will be provided by the Secretariat. These applications shall remain available for review by Contracting Governments.

Once a non-governmental organisation has been accredited through the application process above, it will remain accredited until the Commission decides otherwise.

Observers from each non-governmental organisation will be allowed seating in the meeting. However, seating limitations may require that the number of observers from each non-governmental organisation be

limited. The Secretariat will notify accredited non-governmental organisations of any seating limitations in advance of the meeting.

(c) The Commission shall levy a registration fee and determine rules of conduct, and may define other conditions for the attendance of observers accredited in accordance with Rule C.1.(a) and (b). The registration fee will ~~be treated as an annual fee covering cover~~ attendance at the **Annual Biennial Commission Meeting** to which it relates and any other meeting of the Commission or its subsidiary groups as provided in Rule C.2 in the interval before the next **Biennial Commission Meeting Annual Meeting**.

2. Observers accredited in accordance with Rule C.1.(a) and (b) are admitted to all meetings of the Commission and the Technical Committee, and to any meetings of subsidiary groups of the Commission and the Technical Committee, except the Commissioners-only meetings, **Meetings of the Bureau** and the meetings of the Finance and Administration Committee.

D. Credentials

1.
 - (a) The names of all representatives of member and non-member governments and observer organisations 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. For member governments, the notification shall indicate the Commissioner, his/her alternate(s) and advisers, and the head of the national delegation to the Scientific Committee and any alternate(s) as appropriate.
The written notification shall be made by governments or the heads of organisations as the case may be. In this context, 'governments' means the Head of State, the Head of Government, the Minister of Foreign Affairs (including: on behalf of the Minister of Foreign Affairs), the Minister responsible for whaling or whale conservation (including: on behalf of this Minister), the Head of the Diplomatic Mission accredited to the seat of the Commission or to the host country of the meeting in question, or the Commissioner appointed under Rule A.1.
 - (b) Credentials for a Commissioner appointed for the duration of a meeting must be issued as in D.1(a). Thereafter, until the end of the meeting in question, that Commissioner assumes all the powers of a Commissioner appointed under A.1., including that of issuing credentials for his/her delegation.
 - (c) In the case of members of delegations who will attend the **Annual Biennial 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.
 - (d) The Secretary, or his/her representative, shall report on the received notifications at the beginning of a meeting.
 - (e) In case of any doubt as to the authenticity of notification or in case of apparent delay in their delivery, the Chair 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.

E. Decision-making

A decision of the Commission taken at a meeting, whether by consensus or by vote, is not deemed adopted until the text has either been provided to all Members of the Commission, or presented to them by electronic means, and then approved by the Commission. The text will also be made simultaneously available to all other accredited participants. The text shall normally be distributed or presented in English and conveyed in the other working languages by oral interpretation. This rule applies both to decisions of the kinds specified in Rule J, and to other decisions of the Commission, except those relating only to the conduct of the current meeting. If the text of a proposed decision is amended, the revised text shall be distributed or presented in accordance with this rule. The authentic text of any such decision shall be the English version.

The Commission shall make every effort to reach its decisions by consensus. If all efforts to reach consensus have been exhausted and no agreement reached, the following Rules of Procedure shall apply:

1. Each Commissioner shall have the right to vote at Plenary Meetings of the Commission and in his/her absence his/her deputy or alternate shall have such right. Experts and advisers may address Plenary Meetings of the Commission but shall not be entitled to vote. They may vote at the meetings of any committee to which they have been appointed, provided that when such vote is taken, representatives of any Contracting Government shall only exercise one vote.

2. (a) The right to vote of representatives of any Contracting Government shall be suspended automatically when the annual payment of a Contracting Government including any interest due has not been received by the Commission by the earliest of these dates:

- 3 months following the due date prescribed in Regulation E.2 of the Financial Regulations; or
- the day before the first day of the next *Annual Biennial* or Special Meeting of the Commission if such a meeting is held within 3 months following the due date; or
- in the case of a vote by postal or other means, the date upon which votes must be received if this falls within 3 months following the due date.

This suspension of voting rights applies until payment is received by the Commission.

(b) The Commissioner of a new Contracting Government shall not exercise the right to vote either at meetings or by postal or other means: (i) until 30 days after the date of adherence, although they may participate fully in discussions of the Commission; and (ii) unless the Commission has received the Government's financial contribution or part contribution for the year prescribed in Financial Regulation E.3. the day before the first day of the *Annual Biennial* or Special Meeting concerned.

3. (a) Where a vote is taken on any matter before the Commission, a simple majority of those casting an affirmative or negative vote shall be decisive, except that a three-fourths majority of those casting an affirmative or negative vote shall be required for action in pursuance of Article V of the Convention.

(b) Action in pursuance of Article V shall contain the text of the regulations proposed to amend the Schedule. A proposal that does not contain such regulatory text does not constitute an amendment to the Schedule and therefore requires only a simple majority vote. A proposal that does not contain such regulatory text to revise the Schedule but would commit the Commission to amend the Schedule in the future can neither be put to a vote nor adopted.

(c) At meetings of committees appointed by the Commission, a simple majority of those casting an affirmative or negative vote shall also be decisive. The committee shall report to the Commission if the decision has been arrived at as a result of the vote.

(d) Votes shall be taken by show of hands, or by roll call, as in the opinion of the Chair, appears to be most suitable. The election of the Chair, Vice-Chair, the appointment of the Secretary of the Commission, and the selection of IWC *Annual Biennial* Meeting venues shall, upon request by a Commissioner, all proceed by secret ballot.

4. Between meetings of the Commission or in the case of emergency, a vote of the Commissioners may be taken by post, or other means of communication in which case the necessary simple, or where required three-fourths majority, shall be of the total number of Contracting Governments whose right to vote has not been suspended under paragraph 2.

F. Chair

1. The Chair of the Commission shall be elected from time to time from among the Commissioners and shall take office at the conclusion of the *Annual Biennial* Meeting at which he/she is elected. The Chair shall serve for a period of ~~three~~ *four* years and shall not be eligible for re-election as Chair until

a further period of ~~three~~ *four* years has elapsed. The Chair shall, however, remain in office until a successor is elected.

2. The duties of the Chair shall be:

- (a) to preside at all meetings of the Commission *and Bureau*;
- (b) to decide all questions of order raised at meetings of the Commission, subject to the right of any Commissioner to appeal against any ruling of the Chair.
- (c) to call for votes and to announce the result of the vote to the Commission;
- (d) to develop, with appropriate consultation, draft agenda for meetings of the Commission *and Bureau*.
 - (i) for ~~Annual~~ *Biennial* Meetings:
 - in consultation with the ~~Secretary~~, *Secretary and the Bureau* to develop a draft agenda based on decisions and recommendations made at the previous ~~Annual~~ *Biennial* Meeting for circulation to all Contracting Governments and Commissioners for review and comment not less than 100 days in advance of the meeting;
 - on the basis of comments and proposals received from Contracting Governments and Commissioners under (d)(i) above, to develop with the Secretary, an annotated provisional agenda for circulation to all Contracting Governments not less than 60 days in advance of the meeting;
 - (ii) for Special Meetings, the two-stage procedure described in (i) above will be followed whenever practicable, recognising that Rule of Procedure J.1 still applies with respect to any item of business involving amendment of the Schedule or recommendations under Article VI of the Convention.
- (e) to sign, on behalf of the Commission, a report of the proceedings of each ~~annual biennial~~ or other meeting of the Commission *and Bureau*, for transmission to Contracting Governments and others concerned as an authoritative record of what transpired;
- (f) generally, to make such decisions and give such directions to the Secretary as will ensure, especially in the interval between the meetings of the Commission, that the business of the Commission is carried out efficiently and in accordance with its decision.

G. Vice-Chair

1. The Vice-Chair of the Commission shall be elected from time to time from among the Commissioners and shall preside at meetings of the Commission *and Bureau*, or between them, in the absence or in the event of the Chair being unable to act. He/she shall on those occasions exercise the powers and duties prescribed for the Chair. The Vice-Chair shall be elected for a period of ~~three~~ *four* years and shall not be eligible for re-election as Vice-Chair until a further period of ~~three~~ *four* years has elapsed. He/she shall, however, remain in office until a successor is elected.

H. Secretary

1. The Commission shall appoint a Secretary and shall designate staff positions to be filled through appointments made by the Secretary. The Commission shall fix the terms of employment, rate of remuneration including tax assessment and superannuation and travelling expenses for the members of the Secretariat.
2. The Secretary is the executive officer of the Commission and shall:
 - (a) be responsible to the Commission for the control and supervision of the staff and management of its office and for the receipt and disbursement of all monies received by the Commission;

- (b) make arrangements for all meetings of the Commission, *and* its committees and *the Bureau and* provide necessary secretarial assistance;
- (c) prepare and submit to the Chair a draft of the Commission's budget for each *two year period* and shall subsequently submit the budget to all Contracting Governments and Commissioners as early as possible before the *Annual Biennial* Meeting;
- (d) despatch by the most expeditious means available:
 - (i) a draft agenda for the *Annual Biennial* Commission Meeting to all Contracting Governments and Commissioners 100 days in advance of the meeting for comment and any additions with annotations they wish to propose;
 - (ii) an annotated provisional agenda to all Contracting Governments and Commissioners not less than 60 days in advance of the *Annual Biennial* Commission Meeting. Included in the annotations should be a brief description of each item, and in so far as possible, documentation relevant to agenda items should be referred to in the annotation and sent to member nations at the earliest possible date;
- (e) receive, tabulate and publish notifications and other information required by the Convention in such form and manner as may be prescribed by the Commission;
- (f) perform such other functions as may be assigned to him/her by the Commission or its Chair;
- (g) where appropriate, provide copies or availability to a copy of reports of the Commission including reports of Observers under the International Observer Scheme, upon request after such reports have been considered by the Commission.
- (h) maintain the Commission's public web site, which shall be continuously accessible to the extent possible subject to maintenance requirements and technical constraints.

I. Chair of Scientific Committee

1. The Chair of the Scientific Committee may attend meetings of the Commission and Technical Committee in an *ex officio* capacity without vote, at the invitation of the Chair of the Commission or Technical Committee respectively in order to represent the views of the Scientific Committee.

J. Schedule amendments, recommendations under Article VI and Resolutions

1. No item of business which involves amendment of the Schedule to the Convention, recommendations under Article VI of the Convention, or Resolutions of the Commission, shall be the subject of decisive action by the Commission unless the full draft text has been circulated to the Commissioners at least 60 days in advance of the meeting at which the matter is to be discussed.
2. Notwithstanding the advance notice requirements for draft Resolutions in Rule J.1, at the recommendation of the Chair in consultation with the ~~Advisory Committee~~ *Bureau*, the Commission may decide to consider urgent draft Resolutions which arise after the 60 day deadline where there have been important developments that warrant action in the Commission. The full draft text of any such Resolution must be circulated to all Commissioners prior to the opening of the meeting at which the draft Resolution is to be considered.
3. Notwithstanding Rules J.1 and J.2, the Commission may adopt Resolutions on any matter that may arise during a meeting only when consensus is achieved.

K. Financial

1. The financial year of the Commission shall be from 1st September to 31st August.
2. Any request to Contracting Governments for financial contributions shall be accompanied by a statement of the Commission's expenditure for the appropriate year, actual or estimated.

3. Annual payments and other financial contributions by Contracting Governments shall be made payable to the Commission and shall be in pounds sterling.

L. Offices

1. The seat of the Commission shall be located in the United Kingdom.

M. Committees

1. The Commission shall establish a Scientific Committee, a Technical Committee and a Finance and Administration Committee. Commissioners shall notify their desire to be represented on the Scientific, Technical and Finance and Administration Committees 28 days prior to the meetings, and shall designate the approximate size of their delegations.
2. The Chair may constitute such *ad hoc* committees as may be necessary from time to time, with similar arrangements for notification of the numbers of participants as in paragraph 1 above where appropriate. Each committee shall elect its Chair. The Secretary shall furnish appropriate secretarial services to each committee.
3. Sub-committees and working groups may be designated by the Commission to consider technical issues as appropriate, and each will report to the Technical Committee or the plenary session of the Commission as the Commission may decide.
4. (a) The Scientific Committee shall review the current scientific and statistical information with respect to whales and whaling, shall review current scientific research programmes of Governments, other international organisations or of private organisations, shall review the scientific permits and scientific programmes for which Contracting Governments plan to issue scientific permits, shall consider such additional matters as may be referred to it by the Commission or by the Chair of the Commission, and shall submit reports and recommendations to the Commission.

(b) Any *ad hoc* committee, sub-committee or working group established to provide scientific advice shall report to the Scientific Committee, which shall review the report of such committee, sub-committee or working group, and, as appropriate, make its own recommendations on the subject matter.
5. The report of the Scientific Committee should be completed and made available to all Commissioners and posted on the Commission's public web site by the opening date of the **Annual Biennial** Commission Meeting or within 14 days of the conclusion of the Scientific Committee meeting, whichever is the sooner.
6. The Secretary shall be an *ex officio* member of the Scientific Committee without vote.
7. The Technical Committee shall, as directed by the Commission or the Chair of the Commission, prepare reports and make recommendations on:
 - (a) Management principles, categories, criteria and definitions, taking into account the recommendations of the Scientific Committee, as a means of helping the Commission to deal with management issues as they arise;
 - (b) technical and practical options for implementation of conservation measures based on Scientific Committee advice;
 - (c) the implementation of decisions taken by the Commission through resolutions and through Schedule provisions;
 - (d) Commission agenda items assigned to it;
 - (e) any other matters.

8. The Finance and Administration Committee shall advise the Commission on expenditure, budgets, scale of contributions, financial regulations, staff questions, and such other matters as the Commission may refer to it from time to time.
9. ~~The Commission shall establish an Advisory Committee. This Committee shall comprise the Chair, Vice-Chair, Chair of the Finance and Administration Committee, Secretary and two Commissioners to broadly represent the interests within the IWC forum. The appointment of the Commissioners shall be for two years on alternative years.~~

~~The role of the Committee shall be to assist and advise the Secretariat on administrative matters upon request by the Secretariat or agreement in the Commission. The Committee is not a decision-making forum and shall not deal with policy matters or administrative matters that are within the scope of the Finance and Administration Committee other than making recommendations to this Committee.~~

~~The Commission shall establish a Bureau. It shall be comprised of the Chair of the Commission, the Vice-Chair of the Commission, the Chair of the Finance and Administration Committee, and four commissioners representing a range of views, including regional interests. The host government for the next meeting of the Commission will serve in an ex officio capacity. The Secretary will support the meeting. The appointment of Commissioners shall be for two years.~~

~~The Chair of the Commission will serve as the Chair of the Bureau and may call upon Chairs of the Commission's subsidiary bodies to participate in Bureau discussions, as appropriate.~~

~~The Bureau will support the work of the Commission by providing advice to the Chair of the Commission and the Secretariat on work ongoing under the Convention, especially at times when the Commission is not in session. To this end, the Bureau will:~~

- ~~• Provide advice to the Chair and Secretariat on implementing Commission decisions;~~
- ~~• Assist and advise the Secretariat on administrative and financial matters between meetings of the Commission;~~
- ~~• Assist in the preparation for meetings of the Commission and Subsidiary Bodies;~~
- ~~• Review progress of work of the Committees;~~
- ~~• Provide support to the Chair during meetings of the Commission, as may be requested by the Chair.~~

~~The Bureau's mandate is to assist with process management. It is not a decision-making forum, and shall not deal with substantive or policy matters under the Convention. The Bureau may consider issues related to financial or administrative tasks within the scope of the Finance and Administration Committee, but only in the context of making recommendations to that Committee.~~

N. Languages of the Commission

1. English shall be the official language of the Commission. English, French and Spanish shall be the working languages of the Commission. Commissioners may speak in any other language, if desired, it being understood that Commissioners doing so will provide their own interpreters. All official publications and communications of the Commission shall be in English. Agreed publications shall be available in English, French and Spanish¹.

O. Records of Meetings

1. The proceedings of the meetings of the Commission, ~~and those of~~ its committees ~~and the Bureau~~ shall be recorded in summary form.

¹ As agreed at IWC 59 in Anchorage in 2007: i.e. simultaneous interpretation in French and Spanish in IWC Plenary and private meetings of Commissioners, and translation into French and Spanish of: (1) Resolutions and Schedule amendments; (2) the Chair's ~~summary~~ reports of ~~annual biennial~~ meetings ~~and meetings of the Bureau~~; (3) Annotated Provisional Agendas; and (4) summaries of the Scientific Committee and working group reports. Ann. Rep. Int. Whaling Comm. 2007: 56-57.

2. The text of each Commission decision adopted at a meeting in accordance with Rule E, or by post, shall be placed on the Commission's public web site in all working languages within 14 days of the conclusion of the meeting or adoption of the decision by post.

P. Reports and communications

1. Commissioners should arrange for reports on the subject of whaling published in their own countries to be sent to the Commission for record purposes.
2. The Chair's Report of the most recent *Annual Biennial* Commission Meeting shall be posted on the Commission's public web site in English within two months of the end of the meeting and in the other working languages as soon as possible thereafter. It shall be published in the Annual Report of the year just completed.
3. All individual and circular communications from the Chair or Secretary to Contracting Governments shall be sent to both the Commissioner appointed under Rule A.1. and to his/her Alternate designated or to the focal or contact point created under Rule A.2. They should also be sent to all accredited intergovernmental observers. All circular communications from the Chair or Secretary to Contracting Governments shall be posted on the Commission's public web site on despatch, unless the Chair, after consulting with the ~~Advisory Committee~~ *Bureau*, deems that a confidential communication is warranted (applicable only for staff issues, infraction cases and information provided by contracting Governments with a request that it remain confidential), in which case the communication should be sent to the Contracting Governments alone. A list of dates and subject titles of such confidential communications shall be presented to the next *Annual Biennial* Meeting *and to the Bureau in years when the Commission does not meet*.

Q. Commission Documents

1. Reports of meetings of all committees, sub-committees and working groups of the Commission are confidential (i.e. reporting of discussions, conclusions and recommendations made during a meeting is prohibited) until the opening plenary session of the Commission meeting to which they are submitted, or in the case of intersessional meetings, until after they have been dispatched by the Secretary to Contracting Governments and Commissioners. This applies equally to member governments and observers. Such reports, with the exception of the report of the Finance and Administration Committee, shall be distributed to Commissioners, Contracting Governments and accredited observers at the same time. Procedures applying to the Scientific Committee are contained in its Rules of Procedure E.5.(a) and E.5.(b).
2. Any document submitted to the Commission for distribution to Commissioners, Contracting Governments or members of the Scientific Committee is considered to be in the public domain unless it is designated by the author or government submitting it to be restricted². Such restriction is automatically lifted when the report of the meeting to which it is submitted becomes publicly available under 1. above.
3. Observers admitted under Rule of Procedure C.1.(a) and (b) may submit Opening Statements which will be included in the official documentation of the *Annual Biennial* or other Meeting concerned. They shall be presented in the format and the quantities determined by the Secretariat for meeting documentation.

The content of the Opening Statements shall be relevant to matters under consideration by the Commission, and shall be in the form of views and comments made to the Commission in general rather than directed to any individual or group of Contracting Governments.³

² This does not prevent Contracting Governments from consulting as they see fit on such documents providing confidentiality is maintained as described in Rule of Procedure Q.1.

³ [There is no intention that the Secretariat should conduct advance or *ex-ante* reviews of such statements.]

4. All meeting documents shall be included in the Commission's archives in the form in which they were considered at the meeting. All such documents dating from 2011 onwards, and also earlier years where feasible, shall be archived on the Commission's public web site in an accessible fashion by year and category of document.

R. Amendment of Rules

1. These Rules of Procedure and the Rules of Debate may be amended from time to time by a simple majority of the Commissioners voting, but the full draft text of any proposed amendment shall be circulated to the Commissioners at least 60 days in advance of the meeting at which the matter is to be discussed.

FINANCIAL REGULATIONS

A. Applicability

1. These regulations shall govern the financial administration of the International Whaling Commission.
2. They shall become effective as from the date decided by the Commission and shall be read with and in addition to the Rules of Procedure. They may be amended in the same way as provided under Rule R.1 of the Rules of Procedure in respect of those Rules.
3. In case of doubt as to the interpretation and application of any of these regulations, the Chair is authorised to give a ruling.

B. Financial Year

1. The financial year of the Commission shall be from 1st September to 31st August (Rules of Procedure, Rule K.1).

C. General Financial Arrangements

1. There shall be established a Research Fund and a General Fund, and a Voluntary Fund for Small Cetaceans.
 - (a) The Research Fund shall be credited with voluntary contributions and any such monies as the Commission may allocate for research and scientific investigation and charged with specific expenditure of this nature.
 - (b) The General Fund shall, subject to the establishment of any other funds that the Commission may determine, be credited or charged with all other income and expenditure.
 - (c) The details of the Voluntary Fund for Small Cetaceans are given in Appendix 1.

The General Fund shall be credited or debited with the balance on the Commission's Income and Expenditure Account at the end of each financial year.

2. Subject to the restrictions and limitations of the following paragraphs, the Commission may accept funds from outside the regular contributions of Contracting Governments.
 - (a) The Commission may accept such funds to carry out programmes or activities decided upon by the Commission and/or to advance programmes and activities which are consistent with the objectives and provisions of the Convention.
 - (b) The Commission shall not accept external funds from any of the following:
 - (i) Sources that are known, through evidence available to the Commission, to have been involved in illegal activities, or activities contrary to the provisions of the Convention;
 - (ii) Individual companies directly involved in legal commercial whaling under the Convention;
 - (iii) Organisations which have deliberately brought the Commission into public disrepute.

3. Monies in any of the Funds that are not expected to be required for disbursement within a reasonable period may be invested in appropriate Government or similar loans by the Secretary in consultation with the Chair.

4. The Secretary shall:

- (a) establish detailed financial procedures and accounting records as are necessary to ensure effective financial administration and control and the exercise of economy;
- (b) deposit and maintain the funds of the Commission in an account in the name of the Commission in a bank to be approved by the Chair;
- (c) cause all payments to be made on the basis of supporting vouchers and other documents which ensure that the services or goods have been received, and that payment has not previously been made;
- (d) designate the officers of the Secretariat who may receive monies, incur obligations and make payments on behalf of the Commission;

(e) authorise the writing off of losses of cash, stores and other assets and submit a statement of such amounts written off to the Commission and the auditors with the annual accounts.

5. The accounts of the Commission shall be audited annually by a firm of qualified accountants selected by the Commission. The auditors shall certify that the financial statements are in accord with the books and records of the Commission, that the financial transactions reflected in them have been in accordance with the rules and regulations and that the monies on deposit and in hand have been verified. The most recent audited financial statements and the audit report shall be submitted to the **Annual Biennial Meeting or to the Bureau in years when the Commission does not meet** and posted on the Commission's public website by the opening of the **Annual Biennial Meeting or Meeting of the Bureau**.

D. Yearly Statements

1. At each **Annual Biennial Meeting**, there shall be laid before the Commission two financial statements:

(a) a provisional statement dealing with the actual and estimated expenditure and income in respect of the current financial year;

(b) the budget estimate of expenditure and income for the ensuing **two** year including the estimated amount of the individual annual payment to be requested of each Contracting Government **for each of the ensuing two years**.

(c) in years when no Biennial Commission Meeting is held the provisional statement for the current financial year identified in Regulation D.1.(a) shall be laid before the Meeting of the Bureau.

(d) in years when no Biennial Commission Meeting is held the Bureau shall review the second half of the two year budget.

Expenditure and income shall be shown under appropriate sub-heads accompanied by such explanations as the Commission may determine.

2. The two financial statements identified in Regulation D.1 shall be despatched by the most expeditious means available to each Contracting Government and each Commissioner not less than 60 days in advance of the **Annual Biennial Commission Meeting**. They shall require the Commission's approval after having been referred to the Finance and Administration Committee for consideration and recommendations. A copy of the final accounts **for each year** shall be sent to all Contracting Governments after they have been audited.

In years when the Commission does not meet, the provisional financial statement for the current year shall be made available to each Contracting Government and each Commissioner not less than 60 days in advance of the Meeting of the Bureau.

3. Supplementary estimates may be submitted to the Commission, as and when may be deemed necessary, in a form consistent with the Annual Estimates. Any supplementary estimate shall require the approval of the Commission after being referred to the Finance and Administration Committee for consideration and recommendation.

E. Contributions

1. As soon as the Commission has approved the budget for any year, the Secretary shall send a copy thereof to each Contracting Government (in compliance with Rules of Procedure, Rule K.2), and shall request it to remit its annual payment.

2. Payment shall be in pounds sterling, drafts being made payable to the International Whaling Commission and shall be payable within 90 days of the said request from the Secretary or by the following 28 February, the "due date" whichever is the later. It shall be open to any Contracting Government to postpone the payment of any increased portion of the amount which shall be payable in full by the following 31 August, which then becomes the "due date". Payment shall be by bank transfer from an account belonging to the Contracting Government or to a state institution of that Government.

3. New Contracting Governments whose adherence to the Convention becomes effective during the first six months of any financial year shall be liable to pay the full amount of the annual payment for that year, but only half that amount if their adherence falls within the second half of the financial year. The due date for the first payment by new Contracting Governments shall be defined as 6 months from the date of adherence to the Convention or before the first day of any ~~Annual or Special~~ Meeting of the Commission ~~or Bureau~~ in which it participates, whichever is the earlier.

Subsequent annual payments shall be paid in accordance with Financial Regulation E.2.

4. The Secretary shall report at each **Annual Biennial Meeting and Meeting of the Bureau** the position as regards the collection of annual payments. **The report shall also be sent to all Commissioners including those who are not members of the Bureau before the beginning of the Bureau Meeting in the year when the Commission does not meet.**

5. For the purpose of application of Rule of Procedure E.2, payments of membership dues shall only count as having been received by the Commission when the funds have been credited to the Commission's account unless the payment has been made and the Commission is satisfied that the delay in receipt is due to circumstances beyond the control of the Contracting Government.

F. Arrears of Contributions

1. If a Contracting Government's annual payments have not been received by the Commission within 12 months of the due date referred to under Regulation E.2 compound interest shall be added on the anniversary of that day and each subsequent anniversary thereafter at the rate of 2% above the base rate quoted by the Commission's bankers on the day. The interest, calculated to the nearest pound, shall be payable in respect of complete years and continue to be payable in respect of any outstanding balance until such time as the amount in arrears, including interest, is settled in full.

2. If a Contracting Government's annual payments, including any interest due⁴, have not been received by the Commission by the earliest of these dates:

3 months following the due date; or

the day before the first day of the next **Annual Biennial** or Special Meeting of the Commission, ~~or Meeting of the Bureau~~ if such a meeting is held within 3 months following the due date; or, in the case of a vote by postal or other means, the date upon which votes must be received if this falls within 3 months following the due date, the right to vote of the Contracting Government concerned shall be suspended as provided under Rule E.2 of the Rules of Procedure.

3. Any interest paid by a Contracting Government to the Commission in respect of late annual payments shall be credited to the General Fund.

4. Any payment to the Commission by a Contracting Government in arrears with annual payments shall be used to pay off debts to the Commission, including interest due, in the order in which they were incurred.

5. If a Contracting Government's annual payments, including any interest due, have not been received by the Commission in respect of a period of 3 financial years;

(a) no further annual contribution will be charged;

⁴ A short-term concession of up to 500 pounds sterling will be given to any Contracting Government to take account of remittances sent to cover annual payments, including any interest due, that fall short of the balance owing by up to that amount. This concession is to allow for variations in bank charges and exchange rate that might otherwise reduce the value of the remittance to a lower value than intended in pounds sterling and so leave a Contracting Government with a balance of annual payments, including any interest due outstanding. This short term concession will enable a Contracting Government to maintain its right to vote. Any Contracting Government with a balance outstanding above 500 pounds sterling will not be entitled to the short-term concession and its right to vote shall be suspended. The shortfall of up to 500 pounds sterling allowed by the concession shall then be carried forward to the next financial year as part of the balance of annual payments, including any interest due to the Commission.

- (b) interest will continue to be applied annually in accordance with Financial Regulation F.1.;
- (c) the provisions of this Regulation apply to the Contracting Government for as long as the provisions of Financial Regulations F.1. and F.2. remain in effect for that Government;
- (d) the Contracting Government concerned will be entitled to attend Commission Meetings on payment of a fee per delegate at the same level as Non-Member Government observers;
- (e) the provisions of this Regulation and of Financial Regulations F.1. and F.2. will cease to have effect for a Contracting Government if it makes a payment of 2 years outstanding contributions and provides an undertaking to pay the balance of arrears and the interest within a further 2 years;
- (f) interest applied to arrears in accordance with this Regulation will accrue indefinitely except that, if a Government withdraws from the Convention, no further charges shall accrue after the date upon which the withdrawal takes effect.

6. Unless the Commission decides otherwise, a Government which adheres to the Convention without having paid to the Commission any financial obligations incurred prior to its adherence shall, with effect from the date of adherence, be subject to all the penalties prescribed by the Rules of Procedure and Financial Regulations relating to arrears of financial contributions and interest thereon. The penalties shall remain in force until the arrears, including any newly-charged interest, have been paid in full.

Appendix 1

VOLUNTARY FUND FOR SMALL CETACEANS

Purpose

The Commission decided at its 46th Annual Meeting in 1994 to establish an IWC voluntary fund to allow for the participation from developing countries in future small cetacean work and requested the Secretary to make arrangements for the creation of such a fund whereby contributions in cash and in kind can be registered and utilised by the Commission.

Contributions

The Commission has called on Contracting Governments and non-contracting Governments, intergovernmental organisations and other entities as appropriate, in particular those most interested in scientific research on small cetaceans, to contribute to the IWC voluntary fund for small cetaceans.

Acceptance of contributions from entities other than Governments will be subject to the Commission's procedures for voluntary contributions. Where funds or support in kind are to be made available through the Voluntary Fund, the donation will be registered and administered by the Secretariat in accordance with Commission procedures.

The Secretariat will notify all members of the Commission on receipt of such voluntary contributions.

Where expenditure is incurred using these voluntary funds the Secretariat will inform the donors of their utilisation.

Distribution of Funds

1. Recognising that there are differences of view on the legal competence of the Commission in relation to small cetaceans, but aware of the need to promote the development of increased participation by developing countries, the following primary forms of disbursement will be supported in accordance with the purpose of the Voluntary Fund:

- (a) provision of support for attendance of invited participants at meetings of the Scientific Committee;
- (b) provision of support for research in areas, species or populations or research methodology in small cetacean work identified as of direct interest or priority in the advice provided by the Scientific Committee to the Commission;
- (c) other small cetacean work in developing countries that may be identified from time to time by the Commission and in consultation with intergovernmental agencies as requiring, or likely to benefit from support through the Fund.

2. Where expenditure is proposed in support of invited participants, the following will apply:

- (a) invited participants will be selected through consultation between the Chair of the Scientific Committee, the Convenor of the appropriate sub-committee and the Secretary;
- (b) the government of the country where the scientists work will be advised of the invitation and asked if it can provide financial support.

3. Where expenditure involves research activity, the following will apply:

- (a) the normal procedures for review of proposals and recommendations by the Scientific Committee will be followed;
- (b) appropriate procedures for reporting of progress and outcomes will be applied and the work reviewed;
- (c) the Secretariat shall solicit the involvement, as appropriate, of governments in the regions where the research activity is undertaken.

RULES OF DEBATE

A. Right to Speak

1. The Chair shall call upon speakers in the order in which they signify their desire to speak.
2. A Commissioner or Observer may speak only if called upon by the Chair, who may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
3. A speaker shall not be interrupted except on a point of order. He/she may, however, with the permission of the Chair, give way during his/her speech to allow any other Commissioner to request elucidation on a particular point in that speech.
4. The Chair of a committee or working group may be accorded precedence for the purpose of explaining the conclusion arrived at by his/her committee or group.

B. Submission of Motions

1. Proposals and amendments shall normally be introduced in writing in the working language of the meeting and shall be submitted to the Secretariat which shall circulate copies to all delegations in the session. As a general rule, no proposal shall be discussed at any plenary session unless copies of it have been circulated to all delegations normally no later than 6pm, or earlier if so determined by the Chair in consultation with the Commissioners, on the day preceding the plenary session. The presiding officer may, however, permit the discussion and consideration of amendments, or motions, as to procedure, even though such amendments, or motions have not been circulated previously.

C. Procedural Motions

1. During the discussion of any matter, a Commissioner may rise to a point of order, and the point of order shall be immediately decided by the Chair in accordance with these Rules of Procedure. A Commissioner may appeal against any ruling of the Chair. The appeal shall be immediately put to the vote and the question voted upon shall be stated as: Shall the decision of the Chair be overturned? The Chair's ruling shall stand unless a majority of the Commissioners present and voting otherwise decide. A Commissioner rising to a point of order may not speak on the substance of the matter under discussion.
2. The following motions shall have precedence in the following order over all other proposals or motions before the Commission:
 - (a) to adjourn the session;
 - (b) to adjourn the debate on the particular subject or question under discussion;
 - (c) to close the debate on the particular subject or question under discussion.
3. Notwithstanding anything in these Rules, the Chair may suspend the meeting for a brief period at any time in order to allow informal discussions aimed at reaching consensus consistent with Rule E of the Rules of Procedure.

D. Arrangements for Debate

1. The Commission may, in a proposal by the Chair or by a Commissioner, limit the time to be allowed to each speaker and the number of times the members of a delegation may speak on any question. When the debate is subject to such limits, and a speaker has spoken for his allotted time, the Chair shall call him/her to order without delay.
2. During the course of a debate the Chair may announce the list of speakers, and with the consent of the Commission, declare the list closed. The Chair may, however, accord the right of reply to any Commissioner if a speech delivered after he/she has declared the list closed makes this desirable.
3. During the discussion of any matter, a Commissioner may move the adjournment of the debate on the particular subject or question under discussion. In addition to the proposer of the motion, a Commissioner may speak in favour of, and two Commissioners may speak against the motion, after which the motion shall immediately be put to the vote. The Chair may limit the time to be allowed to speakers under this rule.
4. A Commissioner may at any time move the closure of the debate on the particular subject or question under discussion, whether or not any other Commissioner has signified the wish to speak. Permission to speak on the motion for the closure of the debate shall be accorded only to two Commissioners wishing to speak against the motion, after which the motion shall immediately be put to the vote. The Chair may limit the time to be allowed to speakers under this rule.

E. Procedure for Voting on Motions and Amendments

1. A Commissioner may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the request of such division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be accorded only to two Commissioners wishing to speak in favour of, and two Commissioners wishing to speak against, the motion. If the motion for division is carried, those parts of the proposal or amendments which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.
2. When the amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Commission shall first vote on the last amendment moved and then on the next to last, and so on until all amendments have been put to the vote. When, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.
3. If two or more proposals relate to the same question, the Commission shall, unless it otherwise decides, vote on the proposals in the order in which they have been submitted. The Commission may, after voting on a proposal, decide whether to vote on the next proposal.

RULES OF PROCEDURE OF THE TECHNICAL COMMITTEE

A. Participation

1. Membership shall consist of those member nations that elect to be represented on the Technical Committee. Delegations shall consist of Commissioners, or their nominees, who may be accompanied by technical experts.
2. The Secretary of the Commission or a deputy shall be an *ex officio* non-voting member of the Committee.
3. Observers may attend Committee meetings in accordance with the Rules of the Commission.

B. Organisation

1. Normally the Vice-Chair of the Commission is the Chair of the Technical Committee. Otherwise the Chair shall be elected from among the members of the Committee.
2. A provisional agenda for the Technical Committee and each sub-committee and working group shall be prepared by the Technical Committee Chair with the assistance of the Secretary. After agreement by the Chair of the Commission they shall be distributed to Commissioners 30 days in advance of the **Annual Biennial Meeting**.

C. Meetings

1. The **Annual Meeting of the Technical Committee** shall be held between the Scientific Committee and Commission meetings with reasonable overlap of meetings as appropriate to agenda requirements. Special meetings may be held as agreed by the Commission or the Chair of the Commission.
2. Rules of conduct for observers shall conform with rules established by the Commission for meetings of all committees and plenary sessions.

D. Reports

1. Reports and recommendations shall, as far as possible, be developed on the basis of consensus. However, if a consensus is not achievable, the committee, sub-committee or working group shall report the different views expressed. The Chair or any national delegation may request a vote on any issue. Resulting recommendations shall be based on a simple majority of those nations casting an affirmative or negative vote.
2. Documents on which recommendations are based should be available on demand immediately following each committee, sub-committee or working group meeting.
3. Technical papers produced for the Commission may be reviewed by the Committee for publication by the Commission.

RULES OF PROCEDURE OF THE SCIENTIFIC COMMITTEE

The Scientific Committee, established in accordance with the Commission's Rule of Procedure M.1, has the general terms of reference defined in Rule of Procedure M.4.

In this regard, the DUTIES of the Scientific Committee, can be seen as a progression from the scientific investigation of whales and their environment, leading to assessment of the status of the whale stocks and the impact of catches upon them, and then to provision of management advice on the regulation of whaling. This can be defined in the following terms for the Scientific Committee to:

Encourage, recommend, or if necessary, organise studies and investigations related to whales and whaling [Convention Article IV.1(a)]

Collect and analyse statistical information concerning the current condition and trend of whale stocks and the effects of whaling activities on them [Article IV.1 (b)]

Study, appraise, and disseminate information concerning methods of maintaining and increasing the population of whale stocks [Article IV.1 (c)]

Provide scientific findings on which amendments to the Schedule shall be based to carry out the objectives of the Convention and to provide for the conservation, development and optimum utilization of the whale resources [Article V.2 (a) and (b)]

Publish reports of its activities and findings [Article IV.2]

In addition, specific FUNCTIONS of the Scientific Committee are to:

Receive, review and comment on Special Permits issued for scientific research [Article VIII.3 and Schedule paragraph 30]

Review research programmes of Contracting Governments and other bodies [Rule of Procedure M.4]

SPECIFIC TOPICS of current concern to the Commission include:

Comprehensive Assessment of whale stocks [*Rep. int. Whal. Commn* 34:30]

Implementation of the Revised Management Procedure [*Rep. int. Whal. Commn* 45:43]

Assessment of stocks subject to aboriginal subsistence whaling [Schedule paragraph 13(b)]

Development of the Aboriginal Subsistence Whaling Management Procedure [*Rep. int. Whal. Commn* 45:42-3]

Effects of environmental change on cetaceans [*Rep. int. Whal. Commn* 43:39-40; 44:35; 45:49]

Scientific aspects of whale sanctuaries [*Rep. int. Whal. Commn* 33:21-2; 45:63]

Scientific aspects of small cetaceans [*Rep. int. Whal. Commn* 41:48; 42:48; 43:51; 45:41]

Scientific aspects of whalewatching [*Rep. int. Whal. Commn* 45:49-50]

A. Membership and Observers

1. The Scientific Committee shall be composed of scientists nominated by the Commissioner of each Contracting Government which indicates that it wishes to be represented on that Committee. Commissioners shall identify the head of delegation and any alternate(s) when making nominations to the Scientific Committee. The Secretary of the Commission and relevant members of the Secretariat shall be *ex-officio* non-voting members of the Scientific Committee.

2. The Scientific Committee recognises that representatives of Inter-Governmental Organisations with particular relevance to the work of the Scientific Committee may also participate as non-voting members, subject to the agreement of the Chair of the Committee acting according to such policy as the Commission may decide.

3. Further to paragraph 2 above the World Conservation Union (IUCN) shall have similar status in the Scientific Committee.

4. Non-member governments may be represented by observers at meetings of the Scientific Committee, subject to the arrangements given in Rule C.1(a) of the Commission's Rules of Procedure.

5. Any non-governmental organisation sending an accredited observer to a meeting of the Commission may nominate a scientifically qualified observer to be present at meetings of the Scientific Committee. Any such nomination must reach the Secretary not less than 60 days before the start of the meeting in question and must specify the scientific qualifications and relevant experience of the nominee. The Chair of the Scientific Committee shall decide upon the acceptability of any nomination but may reject it only after consultation with the Chair and Vice-Chair of the Commission. Observers admitted under this rule shall not participate in discussions but the papers and documents of the Scientific Committee shall be made available to them at the same time as to members of the Committee.

6. The Chair of the Committee, acting according to such policy as the Commission or the Scientific Committee may decide, may invite qualified scientists not nominated by a Commissioner to participate by invitation or otherwise in committee meetings as non-voting contributors. They may present and discuss documents and papers for consideration by the Scientific Committee, participate on sub-committees, and they shall receive all Committee documents and papers.

(a) Convenors will submit suggestions for Invited Participants (including the period of time they would like them to attend) to the Chair (copied to the Secretariat) not less than four months before the meeting in question. The Convenors will base their suggestions on the priorities and initial agenda identified by the Committee and Commission at the previous meeting. The Chair may also consider offers from suitably qualified scientists to contribute to priority items on the Committee's agenda if they submit such an offer to the Secretariat not less than four months before the meeting in question, providing information on the contribution they believe that they can make. Within two weeks of this, the Chair, in consultation with the Convenors and Secretariat, will develop a list of invitees.

(b) The Secretary will then promptly issue a letter of invitation to those potential Invited Participants suggested by the Chair and Convenors. That letter will state that there may be financial support available, although invitees will be encouraged to find their own support. Invitees who wish to be considered for travel and subsistence will be asked to submit an estimated airfare (incl. travel to and from the airport) to the Secretariat, within 2 weeks. Under certain circumstances (e.g. the absence of a potential participant from their institute), the Secretariat will determine the likely airfare.

At the same time as (b) a letter will be sent to the government of the country where the scientist is domiciled for the primary purpose of enquiring whether that Government would be prepared to pay for the scientist's participation. If it is, the scientist is no longer an Invited Participant but becomes a national delegate.

(c) At least three months before the meeting, the Secretariat will supply the Chair with a list of participants and the estimated expenditure for each, based on (1) the estimated airfare, (2) the period of time the Chair has indicated the IP should be present and (3) a daily subsistence rate based on the actual cost of the hotel deemed most suitable by the Secretary and Chair⁵, plus an appropriate daily allowance.

At the same time as (c) a provisional list of the proposed Invited Participants will be circulated to Commissioners, with a final list attached to the Report of the Scientific Committee.

(d) The Chair will review the estimated total cost for all suggested participants against the money available in the Commission's budget. Should there be insufficient funds, the Chair, in consultation with the Secretariat and Convenors where necessary, will decide on the basis of the identified priorities, which participants should be offered financial support and the period of the meeting for which that support will be provided. Invited Participants without IWC support, and those not supported for the full period, may attend the remainder of the meeting at their own expense.

(e) At least two months before the meeting, the Secretary will send out formal confirmation of the invitations to all the selected scientists, in accordance with the Commission's Guidelines, indicating where appropriate that financial support will be given and the nature of that support.

(f) In exceptional circumstances, the Chair, in consultation with the Convenors and Secretariat, may waive the above time restrictions.

(g) The letter of invitation to Invited Participants will include the following ideas:
Under the Committee's Rules of Procedure, Invited Participants may present and discuss papers, and participate in meetings (including those of subgroups). They are entitled to receive all Committee documents and papers. They may participate fully in discussions pertaining to their area of expertise. However, discussions of Scientific Committee procedures and policies are in principle limited to Committee members nominated by member governments. Such issues will be identified by the Chair of the Committee during discussions. Invited Participants are also urged to use their discretion as regards their involvement in the formulation of potentially controversial recommendations to the Commission; the Chair may at his/her discretion rule them out of order.

⁵ [Invited participants who choose to stay at a cheaper hotel will receive the actual rate for their hotel plus the same daily allowance.]

(h) After an Invited Participant has his/her participation confirmed through the procedures set up above, a Contracting Government may grant this person national delegate status, thereby entitling him/her to full participation in Committee proceedings, without prejudice to funding arrangements previously agreed upon to support the attendance of the scientist in question.

7. A small number of interested local scientists may be permitted to observe at meetings of the Scientific Committee on application to, and at the discretion of, the Chair. Such scientists should be connected with the local Universities, other scientific institutions or organisations, and should provide the Chair with a note of their scientific qualifications and relevant experience at the time of their application.

B. Agenda

1. The initial agenda for the Committee meeting of the following year shall be developed by the Committee prior to adjournment each year. The agenda should identify, as far as possible, key issues to be discussed at the next meeting and specific papers on issues should be requested by the Committee as appropriate.

2. The provisional agenda for the Committee meeting shall be circulated for comment 60 days prior to the Annual Meeting of the Committee. Comments will normally be considered for incorporation into the draft agenda presented to the opening plenary only if received by the Chair 21 days prior to the beginning of the Annual Meeting.

C. Organisation

1. The Scientific Committee shall include standing sub-committees and working groups by area or species, or other subject, and a standing sub-committee on small cetaceans. The Committee shall decide at each meeting on sub-committees for the coming year.

2. The sub-committees and working groups shall prepare the basic documents on the identification, status and trends of stocks, including biological parameters, and related matters as necessary, for the early consideration of the full Committee.

3. The sub-committees, except for the sub-committee on small cetaceans, shall concentrate their efforts on stocks of large cetaceans, particularly those which are currently exploited or for which exploitation is under consideration, or for which there is concern over their status, but they may examine matters relevant to all cetaceans where appropriate.

4. The Chair may appoint other sub-committees as appropriate.

5. The Committee shall elect from among its members a Chair and Vice-Chair who will normally serve for a period of three years. They shall take office at the conclusion of the annual meeting at which they are elected. The Vice-Chair shall act for the Chair in his/her absence.

The election process shall be undertaken by the heads of national delegations who shall consult widely before nominating candidates⁶. The Vice-Chair will become Chair at the end of his/her term (unless he/she declines), and a new Vice-Chair will then be elected. If the Vice-Chair declines to become Chair, then a new Chair must also be elected. If the election of the Chair or Vice-Chair is not by consensus, a vote shall be conducted by the Secretary and verified by the current Chair. A simple majority shall be decisive. In cases where a vote is tied, the Chair shall have the casting vote. If requested by a head of delegation, the vote shall proceed by secret ballot. In these circumstances, the results shall only be reported in terms of which nominee received the most votes, and the vote counts shall not be reported or retained.

D. Meetings

1. Meetings of the Scientific Committee as used in these rules include all meetings of subgroups of the Committee, e.g. sub-committees, working groups, workshops, etc.

2. The Scientific Committee shall meet prior to the *Annual Biennial* Meeting of the Commission ~~or in years when the Commission does not meet, the Scientific Committee shall meet prior to the meeting of the Bureau~~. Special meetings of the Scientific Committee or its subgroups may be held as agreed by the Commission or the Chair of the Commission.

⁶ The Commission's Rule of Procedure on voting rights (rule E.2) also applies to the Scientific Committee.

3. The Scientific Committee will organise its work in accordance with a schedule determined by the Chair with the advice of a group comprising sub-committee/working group chairs and relevant members of the Secretariat.

E. Scientific Papers and Documents

The following documents and papers will be considered by the Scientific Committee for discussion and inclusion in its report to the Commission:

1. Progress Reports. Each nation having information on the biology of cetaceans, cetacean research, the taking of cetaceans, or other matters it deems appropriate should prepare a brief progress report following in the format agreed by the Committee.

2. Special Reports. The Committee may request special reports as necessary on matters to be considered by the Committee for the following year.

3. Sub-committee Reports. Reports of the sub-committees or working groups shall be included as annexes to the Report to the Commission. Recommendations contained therein shall be subject to modification by the full Committee before inclusion in its Report.

4. Scientific and Working Papers.

(a) Any scientist may submit a scientific paper for consideration by the Committee. The format and submission procedure shall be in accordance with guidelines established by the Secretariat with the concurrence of the Committee. Papers published elsewhere may be distributed to Committee members for information as relevant to specific topics under consideration.

(b) Scientific papers will be considered for discussion and inclusion in the papers of the Committee only if the paper is received by the Secretariat on or by the first day of the annual Committee meeting, intersessional meeting or any sub-group. Exceptions to this rule can be granted by the Chair of the Committee where there are exceptional extenuating circumstances.

(c) Working papers will be distributed for discussion only if prior permission is given by the Chair of the committee or relevant sub-group. They will be archived only if they are appended to the meeting report.

(d) The Scientific Committee may receive and consider unpublished scientific documents from non-members of the Committee (including observers) and may invite them to introduce their documents at a meeting of the Committee provided that they are received under the same conditions (with regard to timing etc.) that apply to members.

5. Publication of Scientific Papers and Reports.

(a) Scientific papers and reports considered by the Committee that are not already published shall be included in the Commission's archives in the form in which they were considered by the Committee or its sub-committees. Papers submitted to meetings shall be available on request at the same time as the report of the meeting concerned (see (b) below).

(b) The report of the Annual Meeting of the Scientific Committee shall be distributed to *all Commissioners in accordance with the Commission's Rule of Procedure M.5. ~~no later than the beginning of the opening plenary of the Annual Commission Meeting and is confidential until this time.~~*

Reports of intersessional Workshops or Special Committee Meetings are confidential until they have been dispatched by the Secretary to the full Committee, Commissioners and Contracting Governments.

Reports of intersessional Steering Groups or Sub-committees are confidential until they have been discussed by the Scientific Committee, normally at an Annual Meeting.

In this context, 'confidential' means that reporting of discussions, conclusions and recommendations is prohibited. This applies equally to Scientific Committee members, invited participants and observers. Reports shall be distributed to Commissioners, Contracting Governments and accredited observers at the same time.

The Scientific Committee should identify the category of any intersessional meetings at the time they are recommended.

(c) Scientific papers and reports (revised as necessary) may be considered for publication by the Commission. Papers shall be subject to peer review before publication. Papers submitted shall follow the Guidelines for Authors published by the Commission.

F. Review of Scientific Permits

1. When proposed scientific permits are sent to the Secretariat before they are issued by national governments the Scientific Committee shall review the scientific aspects of the proposed research at its annual meeting, or during a special meeting called for that purpose and comment on them to the Commission.
2. The review process shall take into account guidelines issued by the Commission.
3. The proposed permits and supporting documents should include specifics as to the objectives of the research, number, sex, size, and stock of the animals to be taken, opportunities for participation in the research by scientists of other nations, and the possible effect on conservation of the stock resulting from granting the permits.
4. Preliminary results of any research resulting from the permits should be made available for the next meeting of the Scientific Committee as part of the national progress report or as a special report, paper or series of papers.

G. Financial Support for Research Proposals

1. The Scientific Committee shall identify research needs.
2. It shall consider unsolicited research proposals seeking financial support from the Commission to address these needs. A sub-committee shall be established to review and rank research proposals received 4 months in advance of the Annual Meeting and shall make recommendations to the full Committee.
3. The Scientific Committee shall recommend in priority order those research proposals for Commission financial support as it judges best meet its objectives.

H. Availability of data

The Scientific Committee shall work with the Secretariat to ensure that catch and scientific data that the Commission holds are archived and accessible using modern computer data handling techniques. Access to such data shall be subject to the following rules.

1. Information identified in Section VI of the Schedule that shall be notified or forwarded to the IWC or other body designated under Article VII of the Convention.

This information is available on request through the Secretariat to any interested persons with a legitimate claim relative to the aims and purposes of the Convention⁷.

2. Information and reports provided where possible under Section VI of the Schedule.

When such information is forwarded to the IWC a covering letter should make it clear that the information or report is being made available, and it should identify the pertinent Schedule paragraph under which the information or report is being submitted.

Information made available to the IWC under this provision is accessible to accredited persons as defined under 4. below, and additionally to other interested persons subject to the agreement of the government submitting the information or report.

Such information already held by the Commission is not regarded as having been forwarded until such clarification of its status is received from the government concerned.

3. Information neither required nor requested under the Schedule but which has been or might be made available to the Commission on a voluntary basis.

⁷ [The Government of Norway notes that for reasons of domestic legislation it is only able to agree that data it provides under this paragraph are made available to accredited persons.]

This information is of a substantially different status from the previous two types. It can be further divided into two categories:

(a) Information collected under International Schemes.

(i) Data from the IWC sponsored projects.

(ii) Data from the International Marking Scheme.

(iii) Data obtained from international collaborative activities which are offered by the sponsors and accepted as contributions to the Comprehensive Assessment, or proposed by the Scientific Committee itself.

Information collected as the result of IWC sponsored activities and/or on a collaborative basis with other organisations, governments, institutions or individuals is available within those contributing bodies either immediately, or, after mutual agreement between the IWC and the relevant body/person, after a suitable time interval to allow 'first use' rights to the primary contributors.

(b) Information collected under national programmes, or other than in (a).

Information in this category is likely to be provided by governments under special conditions and would hence be subject to some degree of restriction of access. This information can only be held under the following conditions:

(i) A minimum level of access should be that such data could be used by accredited persons during the Scientific Committee meetings using validated techniques or methods agreed by the Scientific Committee. After the meeting, at the request of the Scientific Committee, such data could be accessed by the Secretariat for use with previously specified techniques or validated programs. Information thus made available to accredited persons should not be passed on to third parties but governments might be asked to consider making such records more widely available or accessible.

(ii) The restrictions should be specified at the time the information is provided and these should be the only restrictions.

(iii) Restrictions on access should not discriminate amongst accredited persons.

(iv) All information held should be documented (i.e. described) so that accredited persons know what is held, along with stated restrictions on the access to it and the procedures needed to obtain permission for access.

4. Accredited persons

Accredited persons are those scientists defined under sections A.1, 2, 3 and 6 of the Rules of Procedure of the Scientific Committee. Invited participants are also considered as 'accredited' during the intersessional period following the meeting which they attend.

Appendix 5

PROVISIONAL FINANCIAL STATEMENT 2011-2012

Income and Expenditure Account

	Approved Budget		Projected Out-turn		Note
	£	£	£	£	
Income					
Contracting Government contributions		1,679,000		1,650,750	1
Interest on overdue financial contributions		0		9,100	2
Voluntary contributions		2,000		469,150	3
Sales of publications		15,000		15,000	4
Sales of sponsored publications		500		110	5
Observers' registration fees		51,500		51,400	6
UK taxes recoverable		26,300		26,200	7
Staff assessments		166,750		167,000	8
Interest receivable		3,000		3,000	9
Sundry income		<u>0</u>		<u>500</u>	
		1,944,050		2,392,210	
Expenditure					
Secretariat	1,105,500		1,085,430		Table 1A
Publications	31,750		39,350		10
Annual meetings	383,000		384,030		11+Tbl5
Other meetings	42,150		42,100		12
Research expenditure	324,950		255,530		13+Tbl4A
Small cetaceans	1,050		174,200		14+Tbl3A
Southern Ocean Research Partnership	0		124,420		Tbl 6A
Conservation Management Plan	0		2,810		Tbl 7
Operations	0		0		Tbl 8
Other work	0		68,770		Tbl 9
Grey Whale Tagging	0		392,140		Tbl 10
	<u>1,888,400</u>		<u>2,568,760</u>		
Provisions					
Unpaid interest & overdue contributions	59,700		62,330		15
Severance Pay Provision	-27,000		11,410		Tbl 5
Provn for other doubtful debts	<u>22,950</u>		<u>0</u>		16
		<u>1,944,050</u>		<u>2,642,500</u>	
Surplus/Deficit (-) for the year <i>before</i> transfers		0		-250,290	
Net Transfers to / (from) the Income & Expenditure Account					
Sponsored Publications Fund		(520)		7,480	Tbl 2
Research Fund		(1,660)		(69,470)	Tbl 4
Small Cetaceans Fund		(52)		109,510	Tbl 3
Annual Meeting Fund		0		1,030	Tbl 5
Southern Ocean Research Partnership		0		104,260	Tbl 6
Conservation Management Plan		0		2,760	Tbl 7
Operations Fund		0		0	Tbl 8
Other Work Fund		0		11,730	Tbl9
Gray Whale Tagging Fund		0		64,800	Tbl 10
Surplus/Deficit (-) for the year <i>after</i> transfers		<u>-2,230</u>		<u>-18,180</u>	Tbl 12

Appendix 6

Option One: Annual Meetings. Proposed Budget for 2012-13 and 2013-14

	Current Budget	Proposed Budget	Forecast Budget
INCOME: continuing operations	2011-2012	2012-2013	2013-2014
Contributions from member governments	1,679,000	1,693,472	1,707,451
Interest on overdue financial contributions	0	8,000	8,000
Voluntary Contributions	-	-	-
Sales of publications	15,000	10,000	9,000
Sales of sponsored publications	500	300	300
Observers' registration fees	51,500	43,000	43,000
UK taxes recoverable	26,300	24,000	24,000
Staff assessments	166,750	175,463	180,727
Interest receivable	3,000	5,000	5,000
Sundry income	0	250	250
Total Income	1,942,050	1,959,485	1,977,728
EXPENDITURE			
Secretariat	1,105,500	1,103,935	1,124,178
Publications	31,750	15,600	11,600
Annual meetings	383,000	374,500	374,500
Other meetings	42,150	42,150	42,150
Research expenditure	324,950	315,800	315,800
	1,887,350	1,851,985	1,868,228
Provision made for:			
Cancelled Financial Contributions	22,950	23,500	23,500
Severance Pay Provision	-27,000	24,000	26,000
Provision for doubtful debts	59,700	60,000	60,000
	55,650	107,500	109,500
Surplus / (-) deficit for the year	-950	0	0

ANALYSIS OF EXPENDITURE**SECRETARIAT**

	2011-2012	2012-2013	2013-2014
Salaries, national insurance and allowances	722,900	747,109	769,492
Retirement and other benefit schemes	151,300	141,806	146,826
Travelling expenses	10,250	9,100	9,100
Office rent, heating and maintenance	102,300	102,460	112,460
Insurance	4,200	5,200	5,700
Postage and telecommunications	22,200	18,000	12,000
Office equipment and consumables	52,850	53,760	25,600
Professional fees	22,600	15,000	15,000
Training and Recruitment	7,800	4,000	4,000
Photocopying	2,950	4,500	21,000
Sundry	6,150	3,000	3,000

1,105,500	1,103,935	1,124,178
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PUBLICATIONS

Annual Report	7,650	2,500	2,500
Journal Cetacean Research and Management	24,100	13,000	9,000
Sponsored publications	0	100	100
	31,750	15,600	11,600

	Current Budget	Proposed Budget	Forecast Budget
	2011-2012	2012-2013	2013-2014
Operating Costs ⁸	1,943,000	1,957,485	1,977,728
Operating Costs x 50% (Target Level)	971,500	979,743	988,864
General Fund	953,883	953,883	953,883
General Fund /Target Level (as a %)	98.2%	97.4%	96.5%

⁸ Operating costs are calculated as total expenditure plus the cost of all provisions.

Option Two: Biennial Meetings. Proposed Budget for 2012-14

	Current Budget	Two year budget, annual invoicing	
INCOME: continuing operations	2011-2012	2012-2013	2013-2014
Contributions from member governments	1,679,000	1,623,972	1,637,951
Interest on overdue financial contributions	0	8,000	8,000
Voluntary Contributions	-	-	-
Sales of publications	15,000	10,000	9,000
Sales of sponsored publications	500	300	300
Observers' registration fees	51,500	0	43,000
UK taxes recoverable	26,300	24,000	24,000
Staff assessments	166,750	175,463	180,727
Interest receivable	3,000	5,000	5,000
Sundry income	0	250	250
Total Income	1,942,050	1,846,985	1,908,228
EXPENDITURE			
Secretariat	1,105,500	1,103,935	1,124,178
Publications	31,750	15,600	11,600
Annual meetings	383,000	262,000	305,000
Other meetings	42,150	42,150	42,150
Research expenditure	324,950	315,800	315,800
	1,887,350	1,739,485	1,798,728
Provision made for:			
Cancelled Financial Contributions	22,950	23,500	23,500
Severance Pay Provision	-27,000	24,000	26,000
Provision for doubtful debts	59,700	60,000	60,000
	55,650	107,500	109,500
Surplus / (-) deficit for the year	-950	0	0

ANALYSIS OF EXPENDITURE**SECRETARIAT**

	2011-2012	2012-2013	2013-2014
Salaries, national insurance and allowances	722,900	747,109	769,492
Retirement and other benefit schemes	151,300	141,806	146,826
Travelling expenses	10,250	9,100	9,100
Office rent, heating and maintenance	102,300	102,460	112,460
Insurance	4,200	5,200	5,700
Postage and telecommunications	22,200	18,000	12,000
Office equipment and consumables	52,850	53,760	25,600
Professional fees	22,600	15,000	15,000
Training and Recruitment	7,800	4,000	4,000
Photocopying	2,950	4,500	21,000
Sundry	6,150	3,000	3,000
	<u>1,105,500</u>	<u>1,103,935</u>	<u>1,124,178</u>

PUBLICATIONS

Annual Report	7,650	2,500	2,500
Journal Cetacean Research and Management	24,100	13,000	9,000
Sponsored publications	0	100	100
	<u>31,750</u>	<u>15,600</u>	<u>11,600</u>

	Current Budget	Proposed Budget	Forecast Budget
	2011-2012	2012-2013	2013-2014
Operating Costs ⁹	1,943,000	1,957,485	1,977,728
Operating Costs x 50% (Target Level)	971,500	979,743	988,864
General Fund	953,883	953,883	953,883
General Fund /Target Level (as a %)	98.2%	97.4%	96.5%

⁹ Operating costs are calculated as total expenditure plus the cost of all provisions.

Appendix 7**SCIENTIFIC COMMITTEE'S RECOMMENDED BUDGET FOR THE 2012/2013 INTERSESSIONAL PERIOD**

Budget requests for 2012/2013 Scientific Committee intersessional period. Note that in addition, there are budget requests for two additional separate funds (small cetaceans and SORP).

Title	Agenda Item	Full (£)	Reduced (£)
(1) Development of an operating model for West Greenland humpback and bowhead whales	8. AWMP	5,000	5,000
(2) Workshop on development of SLAs for Greenlandic hunts	8. AWMP	8,000	8,000
(3) AWMP developers funds	8. AWMP	3,000	3,000
(4) Ship strike database coordinator	7.8 Ship strikes	10,000	8,000
(5) Right whale survey off of South Africa	10.5 SH right whales	21,730	21,730
(6) Genomic diversity and phylogenetic relationships among right whales	10.6 N Pacific right whales	7,000	0
(7) Photographic matching of gray whales	9.2 E Pacific gray whales	9,000	9,000
(8) Contribution to the preparation of the State of the Cetacean Environment Report (SOCER)	12.1 SOCER	3,000	3,000
(9) Pre-meeting workshop on assessing the impacts of marine debris	12.8 Habitat related issues	20,500	20,500
(10) Develop simulations of Southern Hemisphere minke line transect data	10.1 Antarctic minke whales	9,000	5,000
(11) IWC-POWER cruise for summer 2013	10.8.1 IWC-POWER cruise	60,754	60,754
(12) Preparation for the application of the statistical catch-at-age assessment method for Southern hemisphere minke whales	10.1 Antarctic minke whales	4,000	4,000
(13) "Second" intersessional workshop on the <i>Implementation Review</i> for wNP common minke whales	6.3 N Pacific common minke whale Implementation Review	20,000	18,500
(14) Essential computing for RMP/NPM and AWMP	22. Data processing and computing needs	25,000	25,000
(15) MSYR review workshop	5.1 MSY rates review	5,000	5,000
(16) Review and guidelines for model-based and design-based line transect abundance estimates	5.7 Abundance estimates	5,000	5,000
(17) Modeling of Southern Hemisphere humpback whale populations	10.2 SH humpback whales	3,000	3,000
(18) Antarctic humpback whale catalogue	10.1 Antarctic minke whales	15,000	13,000
(19) Photo matching of Antarctic blue whales	10.3 SH blue whales	3,000	3,000
(20) Southern Hemisphere blue whale catalogue 2012/13	10.3 SH blue whales	3,000	3,000
(21) Expert workshop for final review of Iceland's Special Permit programme on common minke whales	17.1 Review of existing scientific permits	30,000	24,000
(22) Whale watching guidelines and operator training in Oman	10.7 Arabian Sea humpback whales	3,500	3,500
(23) Invited Participants (IP's) funds	All	64,000	64,000
TOTAL		337,484	314,984

Appendix 8

CURRENT AND FUTURE MEMBERSHIP OF THE BUDGETARY SUB-COMMITTEE

	Term membership (years)	of	Current membership 2011-12	Future membership 2012-13	Future membership 2013-14
Group 1	3		Guinea (1)	Guinea (2)	Guinea (3)
			Guinea Bissau (1)	Guinea Bissau (2)	Guinea Bissau (3)
Group 2	3		San Marino (1)	San Marino (2)	San Marino (3)
			Russian Federation (1)	Russian Federation (2)	Russian Federation (3)
Group 3	3		Iceland (2)	Iceland (3)	Norway (1)
			New Zealand (1)	New Zealand (2)	New Zealand (3)
Group 4	3		UK (1)	UK (2)	UK (3)
			Japan	Japan	Japan
			USA	USA	USA
Open Seats	2		Vacant	Vacant	Vacant
			Vacant	Vacant	Vacant
Chair	3		Martin Krebs (1) (Switzerland)	Martin Krebs (2) (Switzerland)	Martin Krebs (3) (Switzerland)
Vice-Chair	3		Elizabeth Phelps (1) (USA)	Elizabeth Phelps (2) (USA)	Elizabeth Phelps (3) (USA)