

NJG/JAC/29594

15 January 2003

CIRCULAR COMMUNICATION TO COMMISSIONERS
AND CONTRACTING GOVERNMENTS
IWC.CCG.299

Venue for IWC/57 in 2005

I am writing to remind you that the venue of IWC's 57th Annual Meeting in 2005 should be decided at our meeting this year in Berlin.

According to Rule of Procedure B.1, 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 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.

Ideally, formal invitations or, possibly expressions of interest in making an invitation, would be notified to me in time for them to be included in the Annotated Provisional Agenda that will be distributed not less than 60 days prior to the next Annual Meeting. That means they should be received here no later than Monday 14 April 2003.

If any Contracting Government is interested in hosting the 2005 meeting, the Secretariat would be pleased to provide further details to assist in the decision-making process (e.g. budget and costs). The optimum timing for Annual Meetings is during the period early May to mid-June.

Dr. Nicky Grandy
Secretary to the Commission