

CIRCULAR COMMUNICATION TO COMMISSIONERS
AND CONTRACTING GOVERNMENTS
IWC.CCG.356

Communications with the Secretariat

I attach a table that indicates the way we currently communicate with each country. It also provides contact details for Commissioners, Contracting Governments and others to whom circulars are sent for information. To make sure that the information we have is up-to-date and to help us be as efficient as possible in communicating with you, I would be grateful if you could:

1. Check that the persons listed for your country and their contact details (addressee, address, phone, fax, email) are correct, and inform us of any necessary revisions;
2. Check that the mode by which communications are sent (email/fax/post) and the number of copies requested is correct, and inform us of any necessary revisions. Communication by email is preferred whenever possible.

Regarding 2 above, I would like to draw your attention to the Finance and Administration Committee recommendation (endorsed by the Commission at IWC/55) that '*Commissioners and Contracting governments which still request Circulars and documents in hard copy be asked to review whether this is still necessary and, if it is, to reduce to the minimum the number of copies they have requested*'. This recommendation was made to contribute to the Secretariat's effort to reduce expenditure on postage and telecommunications.

I would be grateful to receive your responses by **11 August 2003**.

Dr. Nicky Grandy
Secretary to the Commission