

CIRCULAR COMMUNICATION TO COMMISSIONERS
AND CONTRACTING GOVERNMENTS
IWC.CCG.385

Draft Agenda and Information on the 56th Annual Meeting

This circular:

1. includes draft agenda for the Annual Commission Meeting and its sub-groups for review and comment;
2. describes the Chair's intentions regarding presentations that Contracting Governments wish to make to the plenary session;
3. provides information on deadlines for the submission of documents by Contracting Governments for any of the above meetings;
4. provides instructions on the format and submission deadline for Opening Statements;
5. requests information on delegation numbers and names;
6. reminds Contracting Governments of the need to provide official credentials; and
7. requests notification of reference materials to be supplied by the Secretariat.

A summary of the various deadlines involved is provided at the end of this letter.

1. Draft Agenda

The draft agenda for the Annual Commission Meeting, 19-22 July 2004 is attached. It has been developed in consultation with the Chair of the Commission and the Advisory Committee on the basis of decisions and recommendations made at the 55th Annual Meeting. The draft agenda is being circulated 100 days in advance of the meeting in accordance with Rule of Procedure H.2(d)(i). Please note the following:

- The items are in the order in which we think it would be useful to have them addressed at the meeting. The final order may change depending on the comments received from Contracting Governments, on the outcome of the meetings of the Commission's sub-groups and on discussions at the private Commissioners' meeting on Sunday 18 July.
- Some explanatory text has been included where it was thought useful to either indicate why particular issues are on the draft agenda or the placement of a particular item.
- No document numbers are indicated. This will be done for the Provisional Annotated Agenda once we have a clearer idea of what documents will be submitted by Contracting Governments.

Draft agenda for meetings of the following Commission sub-groups are also attached:

- a) Infractions Sub-committee
- b) Aboriginal Subsistence Whaling Sub-committee
- c) Conservation Committee
- d) Finance and Administration Committee.

These sub-group agenda have also been prepared in consultation with the Chair and Advisory Committee taking into account decisions and recommendations made by the groups or the Commission last year. A draft agenda for the private Commissioners' meeting on the RMS will be forwarded in due course. The draft agenda for the Budgetary Sub-committee is not included since this group is already 'in session'.

I would be grateful if you could review the draft agenda and forward any comments and additions to me by 7 May 2004. Additions to any of the agendas should be accompanied with annotations. Fully annotated agendas will then be prepared and circulated to you by 20 May (i.e. 60 days in advance of the meeting).

2. Presentations to Plenary

Should Contracting Governments wish to make presentations (including power point presentations) in Sorrento, the Chair would like to encourage these governments to make these presentations outside the formal meeting (e.g. in coffee/lunch breaks or in the evening). If a government considers it essential to make a presentation within the meeting, the Chair kindly asks these governments to notify him and the Secretariat as soon as possible and well in advance of the meeting, indicating how much time they would require for the presentation. Please also inform the Secretariat regarding what, if any, audio/visual equipment will be needed.

3. Submission of Documents

To help with agenda planning and scheduling of the meetings of the Commission and its sub-groups, I would be grateful if you could:

- a) indicate your intention to submit documents for consideration by the Commission or its sub-groups by **7 May**. For each document, please provide a title and indicate clearly to which meeting and agenda item it applies.
- b) submit the document(s) to the Secretariat, preferably electronically, as early as possible **but by 7 June**, i.e. 6 weeks prior to the Annual Meeting. The Secretariat will then place them on the IWC website (www.iwcoffice.org) - with the exception of confidential documents - and/or post/email them, as appropriate. Contracting Governments will be notified when documents are posted on the website.

Regarding deadlines for the submission of documents, I draw your attention to agreements at IWC/54 and reinforced at last year's Annual Meeting (see section 19.1.2 of Chair's Report). It is hoped that governments will respect the **7 June** deadline. However, documents submitted up to 4 weeks in advance, i.e. by 14 June, will also be circulated before the meetings. Documents submitted to the Secretariat after this time will only be distributed at the meeting itself. It is hoped that it will not be necessary for governments to submit documents at the meeting itself. However, should this be necessary governments are requested to submit a diskette, CD or good top paper copy to the Secretariat who will assign a document number and prepare the copies. (Governments are not asked to bring bulk copies with them to the meeting.) Where paper copies of documents are submitted, these should be single-spaced and double sided, and preferably on A4 size paper (210 x 297mm) or equivalent.

Notice regarding extensive documents: At IWC/54, the Commission agreed that the submission of extensive documents including large amounts of graphic material should be avoided as far as possible. However the Commission did recognise that, from time to time, a Contracting Government will wish to provide a thorough explanation of its position on one or more issues relevant to the work of the Commission. While such documents may be lengthy, available in a full publication format and contain photographs or other material not suitable for reproduction by the means normally available to the Secretariat, it was agreed that Governments should not be discouraged from providing such material. Where a Contracting Government determines that it is important to submit such a document it is suggested that the Contracting Government:

- include the official IWC reference number obtained from the Secretariat on the cover of the document;
- provides copies of the full document to other Contracting Governments and any other meeting participants, either directly or, through the Secretariat.

The Commission agreed that extensive documents should be provided no less than 6 weeks before the start of the meeting.

4. Opening Statements

The arrangements for the receipt and distribution of Opening Statements, as agreed by the Commission at IWC/54, are as follows:

- (1) Opening Statements should be no more than three pages in length, contain no graphics (although use of logos is acceptable) or photographs and be suitable for photocopying in black and white. They may not be in the format of glossy-type brochures or booklets.
- (2) The content of 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. (There is no intention that the Secretariat should conduct ex-ante reviews of such statements.)
- (3) Opening Statements should be submitted as an electronic or good paper copy. Electronic submission on diskette, CD or by email is the preferred option
- (4) Opening Statements must be submitted to the Secretariat no later than **17.00 on the first day of the plenary meeting, i.e. Monday 19 July** who will allocate document numbers. The 'statements' will be collated and copied together, rather than copying and distributing them individually.
- (5) Documents not conforming to these conditions will not be included as Opening Statements in the formal meeting documentation.

The conditions described above do not, of course, preclude Commissioners from having statements addressing particular issues distributed as meeting documents.

5. Delegation Numbers and Names

I would be grateful if you could provide information on the size of your delegations taking part in the meetings of the Commission and its sub-groups, including the Scientific Committee by completing the forms attached.

Information on delegation size for the Scientific Committee should be returned by **1 June**.

Information on delegation sizes for the Commission and its other sub-groups should be returned by **7 June**.

We recognise that the final composition of delegations can often be determined only at a late stage. Nevertheless, it will help our administrative preparations greatly if provisional lists of names and contact details can also be submitted in advance. A format for providing these details is also attached.

6. Credentials

It is important that proper written credentials are forwarded to the Secretariat in advance of, or are presented at, the meeting as set out in Rule of Procedure D.

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 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.

Note that in addition to indicating the Commissioner and any Alternates, credentials should also indicate the head of the national delegation to the Scientific Committee and any alternates (Rule D.1.(a)).

Fax or email notifications will not be accepted as the formal credentials, although advance notification by these means is helpful.

7. Reference Materials

The Secretariat will make available recent Annual Reports and meeting documents at the 56th Annual Meeting. However, we may have difficulty in obtaining quickly other items during the course of the meeting unless we have been forewarned. I would be grateful, therefore, if you could inform the Secretariat of any specific reference materials that you will require but will be unable to bring yourself well before the meeting, but by **7 June**.

A summary of the deadlines for the various actions requested above is summarised in the table below:

Date	Action Requested
7 May	<ul style="list-style-type: none">• comments on the draft agendas for the Annual Commission Meeting and its sub-groups• notification of intention to submit documents for the meeting of the Commission and its sub-groups
1 June	<ul style="list-style-type: none">• delegation numbers for the Scientific Committee meeting
7 June	<ul style="list-style-type: none">• submission of documents in support of agenda items for the meeting of the Commission and its sub-groups• delegation numbers and names and contact details (where possible) for the Commission and its sub-groups• notification of specific reference material to be provided by the Secretariat.
Before meeting	<ul style="list-style-type: none">• inform Chair and Secretariat of wish to make a presentation either in the Annual Commission Meeting or within the margins of the meeting, including audio/visual equipment required
19 July	<ul style="list-style-type: none">• Opening Statements to be submitted to the Secretariat no later than 17.00

Please do not hesitate to contact me if you have any questions. I look forward to seeing you at the 56th Annual Meeting in Sorrento.

Dr. Nicky Grandy
Secretary to the Commission

**56th ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION,
Sorrento, Italy, June/July 2004**

PROVISIONAL NUMBERS ATTENDING THE SCIENTIFIC COMMITTEE

Government of:.....

Committee	Date:	No. in delegation
Scientific Committee	Tuesday 29 June – Saturday 10 July	

To the extent possible, please provide names and full contact details for delegates to the Scientific Committee.

PLEASE RETURN TO JULIE CREEK AT IWC BY 1 JUNE 2004
(fax: +44-1223-232876; Email: Julie.Creek@iwcoffice.org)

**56th ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION,
Sorrento, Italy, June/July 2004**

**PROVISIONAL NUMBERS ATTENDING THE MEETINGS OF THE COMMISSION
AND ITS SUB-GROUPS**

Government of:.....

Committee	No. in delegation
Infractions Sub-committee (INF)	
Aboriginal Subsistence Whaling Sub-committee (ASW)	
Conservation Committee (CC)	
Finance and Advisory Committee (F&A)	
56 th Annual Meeting (plenary)	

To the extent possible, please also provide names and contact details for each delegate

The timetable for these meetings is shown below:

		<i>Morning</i>	<i>Afternoon</i>
Tuesday	13 July	Set-up and registration for Commission sub-groups	BS-C
Wednesday	14 July	ASW	CC
Thursday	15 July	INF	CC
Friday	16 July	F&A	RMS 1
Saturday	17 July	F&A	RMS 2
Sunday	18 July	Review sub-group reports	
Monday	19 July	Registration	Private Commissioners' meeting
Tuesday	20 July	56th Annual Meeting	
Wednesday	21 July		
Thursday	22 July		
Friday	23 July		

- BS-C Budgetary Sub-committee (not open to observers)
- ASW Aboriginal Subsistence Whaling Sub-committee
- CC Conservation Committee
- INF Infractions Sub-committee
- RMS 1 Chair's small group on the RMS (not open to observers)
- RMS 2 Private Commissioners' meeting on the RMS (not open to observers)
- F&A Finance and Administration Sub-committee (not open to observers)

**PLEASE RETURN TO JULIE CREEK AT IWC BY 7 JUNE 2004
(fax: +44-1223-232876; Email: Julie.Creek@iwcoffice.org)**

**56th ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION,
Sorrento, Italy, June/July 2004**

NAMES AND CONTACT DETAILS OF DELEGATES

Government:.....

Meeting (indicate either Scientific Committee or Commission):.....

Name:	
Address:	
	Tel:
	Fax:
	Email:
Name:	
Address:	
	Tel:
	Fax:
	Email:
Name:	
Address:	
	Tel:
	Fax:
	Email:
Name:	
Address:	
	Tel:
	Fax:
	Email:

**Please complete as many sheets as necessary and return to Julie Creek at IWC
(fax: +44-1223-232876; Email: Julie.Creek@iwcoffice.org)**