

CIRCULAR COMMUNICATION TO COMMISSIONERS  
AND CONTRACTING GOVERNMENTS  
IWC.CCG.578

**Information requested from Contracting Governments interested in hosting the IWC Secretariat**

Attached to this Circular Communication is a questionnaire requesting information from Contracting Governments that are interested in hosting the IWC Secretariat. It has been developed by the Secretariat in consultation with the Advisory Committee.

**If your Government is interested in hosting the IWC Secretariat, please provide the information requested in the questionnaire to the Secretariat by 31 December 2006.**

Return of responses by this date will provide time for the Secretariat to seek any necessary clarifications from those making offers and allow for circulation of offers to all Contracting Governments well before the 59<sup>th</sup> Annual Meeting in Anchorage to give ample time for review.

The following paragraphs provide:

- a brief background to recent discussions regarding possible relocation of the IWC Secretariat;
- information on how the questionnaire was developed; and
- the Chair's suggested approach to dealing with any offers from Contracting Governments.

The Chair will be pleased to receive comments on his suggested approach to dealing with any offers from Contracting Governments and asks that these be sent to him via the Secretariat by **31 December 2006**.

**Background**

For several years, the Secretariat has, at the request of the Commission, been exploring alternatives to its current office accommodation (The Red House), including the possibility of relocation to another country. At IWC/56, the Commission: (1) acknowledged that rent of the Red House represented approximately 4% of the total budget and was therefore not an excessive cost; and (2) recognised the need to retain expertise within the Secretariat that would be lost if it were moved away from the Cambridge area. The Secretariat was therefore requested to explore alternatives in the Cambridge area for discussion at IWC/57 (BSC/2005/04). At IWC/57, noting that the current lease on The Red House expires in March 2009, the Commission expressed considerable interest in the Commission purchasing its own office and asked the Secretariat to develop a more comprehensive picture for review at IWC/58 (e.g., identification of all costs, timing of events, cash flows). In St. Kitts and Nevis the focus of discussions changed. Some countries considered it premature to take a decision on whether to purchase a property before the option of negotiating a more favourable Headquarters Agreement with the UK Government had been explored, and it was also suggested that approaches to other governments willing to host the IWC Secretariat would be worthwhile. The Commission therefore agreed that the Secretariat should work with the Advisory Committee to develop a questionnaire for circulation to all Contracting Governments in September inviting interested governments to identify what they would be prepared to offer to host the Secretariat in their country (e.g. by way of office accommodation, other facilities, financial support, etc).

### **Developing the questionnaire**

In developing the questionnaire, consideration was given to the approaches used by other conventions/intergovernmental organisations when establishing/re-locating their secretariats. As few IGOs of a similar size to IWC have re-located their established secretariats in recent years the focus was on the procedures used by recently-agreed conventions for establishing their permanent secretariats (e.g. within the last 15 years), i.e.: (a) Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (PIC); (b) Stockholm Convention on Persistent Organic Pollutants (POPs); (c) UN Convention to Combat Desertification (UNCCD); (d) UN Framework Convention on Climate Change (UNFCCC); and (e) Convention on Biodiversity (CBD).

In the case of the PIC, POPs, UNCCD and UNFCCC Conventions, the information requested from governments interested in hosting the secretariats was quite detailed, specific and almost identical. In the case of CBD, the information requested was less specific but covered similar areas.

Contact was also made with two long-established intergovernmental commodity organisations that took decisions to relocate their permanent Secretariats away from London, i.e. the International Cocoa Organization (ICCO) and the International Lead and Zinc Study Group (ILZSG). The ICCO decided in May 2002 to re-locate its Headquarters to Abidjan in the Côte d'Ivoire, although it has not yet moved. The ILZSG relocated to Lisbon, Portugal in December 2005 following a decision to bring together the secretariats of ILZSG, the International Nickel Study Group (INSG) and the International Copper Study Group (ICSG) under one Secretary-General in a common office. In neither case were governments requested to provide specific information (i.e. they did not use questionnaires).

The Advisory Committee agreed that the information requested from Contracting Governments interested in hosting the Secretariat should be sufficiently explicit and detailed to enable comparisons to be made among any offers received. For this reason, it was decided to follow the approach used by the PIC, POPs, UNCCD and UNFCCC Conventions. The information requested in the attached questionnaire is very similar to that sought by these organisations.

### **The Chair's suggested approach to dealing with any offers**

Bill Hogarth, Chair of the Commission, suggests that if any offer(s) to host the Secretariat is/are received and the Commission confirms that it wishes to pursue the possibility of relocating the Secretariat, it will be necessary for the Commission to also (at least):

- (1) discuss/identify/set a realistic timescale for any relocation;
- (2) decide on a mechanism for choosing between offers, including keeping the Secretariat in the UK;
  - any decision should be informed by a comparative analysis of the offers, including costs of relocation, operating costs (including salaries – which are approx. 40% of the total budget, cost of living) etc. and a comparison with the *status quo*;
  - preferably any decision would be taken by consensus, but if this could not be achieved, a mechanism for voting on the different offers would need to be agreed (this is particularly relevant if there are more than two options for Secretariat location);
- (3) consider whether all current members of the Secretariat staff would be offered relocation or whether this would apply only to certain grades/positions, and if the latter, how these would be determined;
- (4) develop/agree terms of relocation for Secretariat staff;
- (5) develop/agree terms of redundancy for current Secretariat staff who either do not wish to relocate or who are not offered relocation.

Given these other considerations, the Chair believes that it would be most efficient to first address items (1) to (5) in a small group that could report to the F&A Committee who would then make recommendations to Plenary for decision-making. The 'small group' would be appointed by the Commission but should include the Secretariat.

Although the Commission agreed at IWC/58 that offers to host the Secretariat should be received prior to IWC/59, there was no discussion of when any decision to relocate the Secretariat (or not) would be taken. Given the significant implications of such a step both for the organisation and its employees, the Chair believes it would be premature to take a decision at IWC/59 in May next year. Rather, if the Commission agrees to pursue the possibility of relocating the Secretariat, the Chair suggests that it would be more prudent to establish the small group mentioned above at IWC/59 (including terms of reference) with a view to taking a decision at IWC/60 in 2008.

If your government wishes to offer to host the IWC Secretariat, please provide the information requested in the questionnaire to the Secretariat by **31 December 2006**. Comments on the Chair's suggested approach to dealing with any offers should also be submitted by this date.

Dr Nicky Grandy  
Secretary to the Commission

## Questionnaire:

### Information requested from Contracting Governments interested in hosting the IWC Secretariat

Please provide information to the IWC Secretariat (email: [Secretariat@iwcoffice.org](mailto:Secretariat@iwcoffice.org);  
fax: +44 (0)1223 232876) to arrive by 31 December 2006

<b>Legal framework</b>	
1.	Please outline the privileges and immunities which would be conferred on the Secretariat and its staff members.
2.	Please indicate if it is contemplated to negotiate a Headquarters Agreement.
3.	Please outline the rules, including any restrictions, applicable to the employment of dependents of staff members.
<b>Features of the office site and related financial issues</b>	
4.	Please describe the main features of the building or buildings which you would place at the disposal of the Secretariat and whether there is any scope for expansion. The description should include area of usable office space (square metres), facilities for conferences and availability of general services (security, maintenance, etc.). A description of the current office accommodation of the Red House is provided in Appendix 1 to provide information on current requirements.
5.	Please indicate when the building or buildings which you would place at the disposal of the Secretariat would be available.
6.	On what basis would the facilities described in 4 above be placed at the disposal of the Secretariat: (a) ownership to be conferred on the secretariat (through donation or purchase)? (b) Government would retain ownership, but no rent would be paid by the secretariat? (c) Government would retain ownership, and a rent would be paid by the secretariat; in this case, what would be the level of rent foreseen?
7.	Who would be responsible for payment of: (a) major maintenance to the office facilities (for example, structural repairs)? (b) normal maintenance (for example, security, cleaning, minor alterations and repairs)? (c) utilities (telecommunications, water, electricity)?
8.	Is there an expiry date for any of the arrangements described in 6 and 7 above? If so, what would they be and what arrangements would then be put in place?
9.	Would the facilities be furnished and equipped by the host Government and, if so, to what extent?
<b>Local facilities and conditions</b>	
10.	Please provide a description of: (a) diplomatic representation in the host city; (b) presence of international organisations; (c) presence of relevant scientific institutions; (d) availability of international conference facilities, particularly those suitable for holding the IWC Annual Meeting in its current format, and the conditions for their use (free of charge, rent, etc.); Information on current meeting requirements is included in Appendix 2; (e) access to qualified conference servicing staff, e.g. interpreters, translators. (f) international transport facilities and their proximity to the office facilities at the disposal of the permanent secretariat;

	<ul style="list-style-type: none"> <li>(g) local transport facilities and their proximity to the office facilities at the disposal of the permanent secretariat;</li> <li>(h) local availability of trained personnel for possible employment in the Secretariat taking account of language and other skills;</li> <li>(i) health facilities and access to them by staff members of the Secretariat;</li> <li>(j) availability of suitable housing, including information on prices and vacancy rate and the proximity of this housing to the office facilities at the disposal of the permanent secretariat;</li> <li>(k) availability of schools at all levels, including those providing classes in languages other than the local language;</li> <li>(l) facilities for the transfer of funds to and from foreign countries for the Secretariat and its staff members;</li> <li>(m) the time needed for processing entry requirements.</li> </ul>
<b>Other relevant information</b>	
11.	<p>Please identify any additional contributions to be made by the host Government to meet the operating costs of the Secretariat or to defray conference-servicing expenses. These contributions must be divided into contributions that:</p> <ul style="list-style-type: none"> <li>(a) are not earmarked (i.e. are provided to the secretariat without any restrictions placed on their expenditure by the host country);</li> <li>(b) are earmarked for certain purposes, together with an explanation of the nature of the restrictions.</li> </ul>
12.	Please provide information on potential synergies from co-operation and co-ordination with other relevant international organizations in the proposed location.
13.	You are welcome to provide any other information that you may deem relevant.

## **Appendix 1**

### **Current office accommodation and storage facilities at The Red House**

The Secretariat's current leased property (The Red House) comprises:

- office accommodation for 17 members of staff with an approximate area of 221 m<sup>2</sup> (including a kitchen/dining area used at lunch times, but not including corridors and cloakrooms);
- a meeting room (approximately 70 m<sup>2</sup>)
- ancillary storage (warehouse) of approx. 260m<sup>2</sup> (total area of the warehouse is supposed to be 331 m<sup>2</sup>)
- car park with space for approximately 14 cars

## Appendix 2

### Summary of current requirements for Annual Meetings of IWC

#### 1. Meeting duration, timing and numbers

The requirements for the International Whaling Commission's Annual and immediately associated meetings are likely to be as follows:

Part of Meeting	Days	Comment
1. The Annual Meeting of the Scientific Committee <i>(attendance - 160-220 scientists)</i>	13	(including 1 rest day) Note that is not unusual for small specialist working groups of the Scientific Committee to be convened for 2-3 days <b>in advance or in addition to</b> the Annual Meeting of the Scientific Committee
2. Meetings of Working Groups and Committees <i>(attendance - approx 250 people - Government delegates &amp; observer groups but no media/press)</i>	5/6	
3. Commission Meeting <i>(attendance - 350-400 people - has been as high as 500 - Government delegates, observer groups and media/press)</i>	4/5	
Overall time	22-24	A period of 1-2 days needs to be allowed before the start of the meeting for installing and testing equipment and setting up the Secretariat office and computer facilities.

The optimum timing for the series of meeting is the months of May or June but the period may fall anywhere between early May and late July.

To give some indication of the reasoning behind the desired room sizes shown on the next pages, the approximate attendance at the most recent IWC Annual Meetings was;

	2006 (St. Kitts and Nevis)	2005 (Ulsan)	2004 (Sorrento)	2003 (Berlin)	2002 (Shimonoseki)
Scientific Committee					
Plenary	180 +	190 +	220 +	180 +	170 +
Sub-committees	100 +	100 +	100 +	100 +	80 +
	60 +	60 +	70 +	70 +	50 +
	50 +	50 +	50 +	40+	40 +
Commission Sub-Groups	160+	200 +	240 +	120+	90 +
Commission Plenary Sessions					
National delegations	320 +	310 +	260 +	250 +	240 +
Observers	122 +	75 +	100 +	95 +	90 +
Media	79 +	150 +	50 +	50 +	200 +

The numbers attending the Scientific Committee and the Commission Sub-Groups fluctuates somewhat between years, depending to some extent on location of the meeting. Numbers attending the Commission Plenary tend to increase year on year with the increasing number of Contracting Governments.

## 2. Detail of room functions and requirements

- A. Secretariat Office(s) (minimum area 250m<sup>2</sup>)  
To accommodate the Secretariat general office (reception, administration, document control, word-processing, computing etc).
- A1 Xerox/storage room (minimum area 100m<sup>2</sup>)  
A separate but nearby room/area for the large photocopying equipment allowing for the fact that this equipment generates both heat and noise. Considerable quantities of paper, equipment and empty transit boxes have also to be stored in or near this area.
- A<sup>2</sup> Office accommodation (minimum area 3 x 50m<sup>2</sup>)  
For the Secretary, Head of Science and Computing Manager. Ideally personal offices would be available but an acceptable alternative would be a separate room or rooms to an equivalent floor area. This facility must be in close proximity to and telephone contact with the Secretariat General Office.
- B. Room/area for Document distribution and refreshments. (minimum area 400m<sup>2</sup>)
- C. Meeting room (minimum area 250m<sup>2</sup>)  
For up to 100 (top table with sprigs) equipped with an appropriate number of microphones and loudspeakers.
- D. Meeting room (minimum area 600m<sup>2</sup>)  
For 220 + delegates (top table with sprigs) equipped with an appropriate number of microphones and loudspeakers.
- E. Meeting room (minimum area 200m<sup>2</sup>)  
For up to 70 (top table with sprigs) equipped with an appropriate number of microphones and loudspeakers.
- F. Conference room (minimum area 900 m<sup>2</sup>)  
Capable of seating up to 320 + delegates on the basis of at least three delegates per member country seated at tables each with a microphone with further seating behind for additional delegates; plus up to 150 observers and ~ 80 Media representatives. The Media are permitted to film and record Commission plenary sessions and so the room must also be capable of accommodating a number of TV crews (normally operating from fixed positions). Provision for live internet broadcasting may also have to be accommodated.
- At IWC/56 in Sorrento in 2004, the Commission decided that facilities should be provided for simultaneous interpretation for two languages (French and Spanish). The room must therefore be capable of accommodating two interpreter's booths appropriately located. For IWC/59, the USA has agreed to provide a third booth for use by Japan.
- G. Offices/Room(s) for Chairman of the Scientific Committee and Chairman of the Commission (50-100 m<sup>2</sup>) (Room A2 could be used if necessary)
- H. Delegate computing/word-processing room(s) or areas (minimum area 100m<sup>2</sup> - depends on level of facilities provided)



- J. Private Commissioners' Meeting Room (minimum area 250m<sup>2</sup>)  
To accommodate up to 150 persons (top table with sprigs).

At IWC/56 in Sorrento in 2004, the Commission decided that facilities should be provided for simultaneous interpretation for two languages (French and Spanish) during private meetings of Commissioners. The room must therefore be capable of accommodating two interpreter's booths appropriately located.

- K. Media facilities (minimum area 200m<sup>2</sup>)

In addition to having access to the main meeting room (F above), the Media require a room to provide a working area with desks/tables etc. which they can equip (by their own arrangement and at their own cost) with telephone, fax, email and internet facilities. A further area in the same room or close by needs to be available where Media can conduct TV and radio interviews.

- L. Additionally a number (up to 10) delegations and observer groups require space for offices, meeting rooms and hospitality rooms. This is a growing trend.

**Indication of when the various rooms are needed (i.e. shaded areas)**

Room function	Room Key	Preferred size (m <sup>2</sup> )	Scientific Committee	Committees & working groups	Commission meeting (Plenary)
			Weeks 1&2	Week 3	Week 4
<b>Secretariat &amp; General</b>					
Secretariat staff office	A	250			
Xerox	A <sup>1</sup>	100			
Head of Science/SC Chair office	A <sup>2</sup>	50			
Other small office(s)	A <sup>2</sup>	3 of x 50			
Pigeon holes	B				
Tea & coffee area	B	3/400			
Delegate computing	H	100			
Office of Chair of Commission	G	50	Not needed		
<b>Scientific Committee</b>					
Plenary/sub-committee room (220+)	D	600		Not needed	
Sub-committee room (up to 100 people)	C	250		Not needed	
Sub-committee room (up to 70 people)	E	200		Not needed	
Breakout room (up to 10 people? – could use convenors room)	G?	50-100		Not needed	
Convenors room (up to 20 people, boardroom style)	G?	100		Not needed	
<b>Committees &amp; Working Groups</b>					
Meeting room (for 160+?)	D	600	Not needed		Not needed
<b>Commission</b>					
Plenary meeting room (for 260 delegates + observers + Media)	F	900	Not needed		
Private Commissioners meeting room (up to 150)	J	250	Not needed		
Media	K	200	Not needed		
Or -					
<b>Delegation offices (L)</b>			Not needed		