

CIRCULAR COMMUNICATION TO COMMISSIONERS
AND CONTRACTING GOVERNMENTS
IWC.CCG.853

Draft Agenda and Information on the 62nd Annual Meeting, Agadir, Morocco

This circular communication:

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

Further to Circular Communication IWC.ALL.144 of 18 January 2010, the Secretariat has worked with the Advisory Committee to develop the schedule of meetings for the Commission's sub-groups in the period 15 – 18 June. Please therefore find attached the full schedule of meetings (Annex A).

2. Draft Agenda

The draft agenda for the Annual Commission Meeting, 21-25 June 2010 is attached. It has been developed on the basis of decisions and recommendations made at the 61st 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 20 June.
- No document numbers are indicated. This will be done for the Annotated Provisional 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) Conservation Committee;
- b) Aboriginal Subsistence Whaling Sub-committee;
- c) Infractions Sub-committee;
- d) Whale Killing Methods and Associated Welfare Issues Working Group;
- e) Finance and Administration Committee.

These sub-group agenda have been prepared taking into account decisions and recommendations made by the groups and/or the Commission last year. A draft agenda for the discussions on the future of IWC scheduled for 16 and 17 June 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 9 April 2010. Additions to any of the agendas should be accompanied with annotations. Fully annotated agendas will then be prepared and circulated to you by 22 April (i.e. 60 days in advance of the meeting).

3. Presentations to Plenary

Should Contracting Governments wish to make presentations (including power point presentations) in Agadir, 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 will be required for the presentation. Please also inform the Secretariat regarding what, if any, audio/visual equipment will be needed.

4. Submission of Documents

4.1 Schedule amendments, recommendations under Article VI, Resolutions and Rules

Last year the Commission adopted the following amendments to its Rules of Procedure with respect to the timing of submissions of certain documents (changes shown in bold italics):

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, 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.

R. Amendment of Rules

R.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.

Consequently, proposed Schedule amendments, recommendations under Article VI, draft Resolutions and amendments to the Rules of Procedure and Rules of Debate should be submitted to the Secretariat by **Monday 19 April** so that they can be made available to the whole Commission by 22 April (i.e. 60 days before the meeting).

4.2 Other

In addition and to helping 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 **9 April**. For each document, please provide a title and indicate clearly to which meeting and agenda item it applies.
- b) Submit document(s) other than those addressed in 4.1 above to the Secretariat, preferably electronically, as early as possible **but by 10 May**, i.e. 6 weeks prior to the Annual Meeting. Documents should be prepared in 10pt font using single line spacing. 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.

Respecting these deadlines will help 'reduce surprises' – something the Commission has agreed would be beneficial to its operation.

It is hoped that governments will respect the **10 May** deadline and that it will not be necessary for them to submit documents at the meeting itself. However, should this be necessary, governments are requested to submit an electronic copy to the Secretariat who will assign a document number and prepare copies. (Governments are not asked to bring bulk copies with them to the meeting.)

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.

5. 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, including 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 21 June)** 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.

6. 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 **3 May** (Annex B).

Information on delegation sizes for the Commission and its other sub-groups should be returned by **10 May** (Annex C).

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.

7. 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.

Important note: Letters of credentials **MUST** indicate:

- who is the Commissioner;
- who are Alternate Commissioners (if any);
- who is the Head of Delegation to the Scientific Committee and the names of Alternates (if any).

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

8. Reference Materials

The Secretariat will make available recent Annual Reports and meeting documents at the 62nd 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 **10 May**.

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

Date	Action Requested
9 April	<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
19 April	<ul style="list-style-type: none">• proposed Schedule amendments, recommendations under Article VI, draft Resolutions and amendments to the Rules of Procedure and Rules of Debate
3 May	<ul style="list-style-type: none">• delegation numbers for the Scientific Committee meeting
10 May	<ul style="list-style-type: none">• submission of other 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
21 June	<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 62nd Annual Meeting in Agadir.

Dr. Nicky Grandy
Secretary to the Commission

Annex A

Schedule of Meetings during the 62nd Annual Meeting, Agadir, Morocco, 2010

Day no.			Date	Activity		
1.	Thursday	27	May	Set-up (and pre-meeting of the Scientific Committee on 28 and 29 May ¹)		
2.	Friday	28	May			
3.	Saturday	29	May			
4.	Sunday	30	May	Scientific Committee (13 days)		
5.	Monday	31	May			
6.	Tuesday	1	June			
7.	Wednesday	2	June			
8.	Thursday	3	June			
9.	Friday	4	June			
10.	Saturday	5	June			
11.	Sunday	6	June			
12.	Monday	7	June			
13.	Tuesday	8	June			
14.	Wednesday	9	June			
15.	Thursday	10	June			
16.	Friday	11	June			
17.	Saturday	12	June	Scientific Committee Convenors Meeting		
18.	Sunday	13	June	Preparation of Scientific Committee Report		
19.	Monday	14	June	Preparation of Scientific Committee Report		
				<i>Morning</i>		<i>Afternoon</i>
20.	Tuesday	15	June	CC		WKM
						BSC
21.	Wednesday	16	June	ASW		INF
						Discussions on Future IWC
22.	Thursday	17	June	Discussions on the future of IWC		
23.	Friday	18	June	F&A		Preparation and review of sub-group reports/document translation
24.	Saturday	19	June	review of sub-group reports/document translation		
25.	Sunday	20	June	Private meeting of Commissioners		
26.	Monday	21	June	62nd Annual Commission Meeting		
27.	Tuesday	22	June			
28.	Wednesday	23	June			
29.	Thursday	24	June			
30.	Friday	25	June			

- CC Conservation Committee
WKM Working Group on Whale Killing Methods and Associated Welfare Issues
ASW Aboriginal Subsistence Whaling Sub-committee
INF Infractions Sub-committee
BSC Budgetary Sub-committee (not open to GO/IGO/NGO observers)
F&A Finance and Administration Committee (not open to GO/IGO/NGO observers)

¹ i.e. a pre-meeting of the RMP and IA Sub-committees

Annex B

**62nd ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION,
Agadir, Morocco May/June 2010**

PROVISIONAL NUMBERS ATTENDING THE SCIENTIFIC COMMITTEE

Government of:.....

Committee	Date:	No. in delegation
Scientific Committee	30 May – 11 June 2010	

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 3 MAY 2010
(fax: +44-1223-232876; Email: Julie.Creek@iwcoffice.org)

Annex C

**62nd ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION,
Agadir, Morocco May/June 2010**

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

Government of:.....

Committee	No. in delegation
Conservation Committee (CC)	
Aboriginal Subsistence Whaling Sub-committee (ASW)	
Infractions Sub-committee (INF)	
Whale Killing Methods and Associated Welfare Issues Working Group (WKMAWI)	
Finance and Advisory Committee (F&A)	
62 nd 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	15	June	CC	WKM BSC
Wednesday	16	June	ASW	INF Discussions on Future IWC
Thursday	17	June	Discussions on the future of IWC	
Friday	18	June	F&A	Preparation and review of sub-group reports/document translation
Saturday	19	June	review of sub-group reports/document translation	
Sunday	20	June	Private meeting of Commissioners	
Monday	21	June	62nd Annual Commission Meeting	
Tuesday	22	June		
Wednesday	23	June		
Thursday	24	June		
Friday	25	June		

- CC Conservation Committee
- WKM Working Group on Whale Killing Methods and Associated Welfare Issues
- ASW Aboriginal Subsistence Whaling Sub-committee
- INF Infractions Sub-committee
- BSC Budgetary Sub-committee (not open to GO/IGO/NGO observers)
- F&A Finance and Administration Committee (not open to GO/IGO/NGO observers)

**PLEASE RETURN TO JULIE CREEK AT IWC BY 10 MAY 2010
(fax: +44-1223-232876; Email: Julie.Creek@iwcoffice.org)**

62nd ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION

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)**