

CIRCULAR COMMUNICATION TO COMMISSIONERS
AND CONTRACTING GOVERNMENTS
IWC.CCG.926

Draft Agenda and information on the 63rd Annual Meeting, St. Helier, Jersey, Channel Islands

This communication:

1. Provides the timetable for the various components of the Annual Meeting
2. Circulates the 100 day draft agenda for the Annual Commission Meeting and its sub-groups for review and comment
3. Provides information on document submission and associated deadlines
4. Requests information on delegation numbers and names
5. Requests advance notification for any reference materials the Secretariat will be asked to supply
6. States the procedure for making presentations to the plenary session
7. Reminds Contracting Governments of the need to provide official credentials
8. Provides information on submission of Opening Statements

The table below summarises key deadlines in the run-up to IWC 63. Further details and background to the deadlines are provided in the sections which follow.

Deadline	Action Requested
29 April	<ul style="list-style-type: none"> • Comments returned to Secretariat on the draft agendas for the Annual Commission Meeting and its sub-groups (See paragraph 2 below). • Notification to Secretariat of Contracting Government's intention to submit documents for the meetings of the Commission or its sub-groups (See paragraph 3.1 below).
2 May (4 weeks before SC meeting)	<ul style="list-style-type: none"> • Confirmation of delegation numbers for the Scientific Committee meeting (see paragraph 4 below)
10 May	<ul style="list-style-type: none"> • The full draft text of proposed Schedule amendments, recommendations under Article VI, draft Resolutions and amendments to the Rules of Procedure and Rules of Debate to be sent to the Secretariat for advance circulation to all Contracting Governments (See paragraph 3.2 below).
12 May (60 days before plenary meeting)	<ul style="list-style-type: none"> • Annotated provisional agenda despatched to Contracting Governments
30 May (6 weeks before plenary meeting)	<ul style="list-style-type: none"> • Submission of documents in support of agenda items for the Commission and Sub-group meetings (see paragraph 3.3 below). • Confirmation of delegation numbers, names and contact details (where possible) for the Commission and its sub-groups (see paragraph 4 below) • Requests for any reference materials required at IWC 63 to be received by the Secretariat (see paragraph 5 below)

Before Meeting	<ul style="list-style-type: none"> • Inform Secretariat of intention to make presentations either during or in the margins of the Annual Meeting, and specification of audio/visual equipment requirements (see paragraph 6 below) • Proper written letters of credentials must be provided to the Secretariat in advance of, or at, the meeting (see paragraph 7 below)
11 July	<ul style="list-style-type: none"> • Opening Statements to be submitted to Secretariat no later than 17.00Hrs (see paragraph 8 below)

1) Timetable for Meetings

Circular Communication IWC.ALL.157 of 5 January 2011 presented the timetable for the forthcoming Scientific, Commission and Sub-group meetings. The timetable is provided again for reference at Annex A.

2) Draft Agenda

The draft agenda for the Annual Commission meeting, 11-14 July 2011 is attached to this Communication. It has been developed in consultation with the Advisory Committee on the basis of decisions and recommendations made at IWC 62 in 2010. The draft agenda is being circulated 100 days in advance of the meeting in compliance with Rule of Procedure H.2(d)(i).

Please note the following:

- The items are presented in a similar order to that of previous meetings. The final order may change depending on comments received by Contracting Governments and on the outcome of the meetings of the Commission sub-groups. The Order of Business will be finalised at the Private Commissioners Meeting on 10 July.
- No document numbers are indicated as yet. These will be included on the Annotated Provisional Agenda (due 12 May) once we understand what documents are likely to be submitted by Contracting Governments

Draft agendas for the 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
- f. Budgetary Sub-committee

The sub-group agendas have been prepared in consultation with the Advisory Committee and take into account decisions and recommendations made by the groups and/or the Commission last year.

Please return any comments on either the Commission agenda or the sub-group agendas to the Secretary by **29 April 2011**. Additions to any of the agendas should be accompanied with annotations. Fully annotated agendas will then be prepared and circulated by 12 May (i.e. 60 days in advance of the meeting).

3) Submission of Documents

3.1 *Intention to Submit*

Please indicate your intention to submit documents for consideration at the Commission or sub-group meetings by **29 April**. For each document please provide a title and indicate clearly to which meeting and agenda item it applies.

3.2 *Schedule amendments, recommendations under Article VI, Resolutions and Rules*

As stated in Circular Communication IWC.CCG.924 of 24 March 2011 the Commission has recently changed its rules on the submission of documents dealing with Schedule amendments, recommendations under Article VI, Commission Resolutions and Rules. The relevant rules are as follows with recent changes made in 2009 and 2010 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.

3. Notwithstanding Rules J.1 and J.2, the Commission may adopt Resolutions on any matter that may arise during a meeting only when consensus is achieved.

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, as indicated in IWC.CCG.924 of 24 March, the full draft text of 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 **17.00 on 10 May** so that they can be circulated to Commissioners and Contracting Governments on 12 May.

3.3 Submission of documents other than those covered in 3.2 above

Documents other than those dealing with Schedule amendments, Recommendations, Resolutions and rule changes should be submitted to the Secretariat by email as early as possible but by **30 May 2011** at the latest (i.e. six weeks prior to the start of the annual meeting). The Secretariat will allocate a number to the document and place all non-confidential documents on the meeting section of the website (www.iwcoffice.org). Contracting Governments will be notified where documents are posted.

The 30 May deadline is established Commission practice intended to allow Contracting Governments adequate time to consider papers in advance of the meeting and to help 'reduce surprises'. Should it be necessary to submit documents at the meeting itself the Secretariat will assign a document number and prepare copies in the usual way. Governments are asked **not** to bring bulk copies with them to meetings.

4) Delegation Numbers and Names

I would be grateful for information on the size of delegations taking part in the meetings of the Commission and its sub-groups, including the Scientific Committee, to be submitted by completing the forms provided.

Information on delegation size for the Scientific Committee should be returned by **2 May 2011** using the form at Annex B.

Information on delegation sizes for the Commission and its other sub-groups should be returned by **30 May 2011** using the form at Annex C.

The Secretariat recognises that the makeup of delegations is often confirmed at a late stage. Nevertheless it will assist our preparations greatly if provisional lists of names and contact details can be submitted in advance.

5) Reference Materials

The Secretariat is able to make previous annual reports and other historic meeting documents available for reference at the 63rd Annual Meeting. However, we may have difficulty making documents available quickly if we have not been forewarned. Therefore Contracting Governments should inform the Secretariat of any specific reference requests by **30 May 2011**.

6) Presentations to Plenary

It is normal IWC practice to encourage Contracting Governments to make presentations, including PowerPoint presentations, outside of the formal meeting, e.g. at coffee/lunch breaks or in the evening. If a government considers it essential to make a presentation within the meeting then notice should be provided to the Secretariat well in advance of the meeting. The notice should include an estimate of the length of time required and the nature of any audio-visual equipment needed.

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) Opening Statements

This year, following advice from the Advisory Committee, Opening Statements will be collected and collated as usual and published on-line through the meeting section of the Commission website. Printed copies will not be distributed through delegate's pigeon holes as has been previous practice. This is in accordance with the Secretariat's ongoing drive to reduce paper usage. Individual printed copies of Opening Statements will be available, on request, from the Secretariat.

Other arrangements for Opening Statements, as agreed by the Commission at IWC 54 in 2002, 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 11 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.

Please do not hesitate to contact me if you have any questions. I look forward to seeing you at IWC 63 in Jersey.

Dr. Simon Brockington
Secretary to the Commission

Annex A
Schedule of Meetings for the 63rd Annual Meeting of the IWC in 2011

1) Scientific Committee. Venue: Radisson Blu Hotel, Tromsø, Norway

Day no.		Date		Activity		
				<i>Morning</i>		<i>Afternoon</i>
1.	Friday	27	May	Set-up		
2.	Saturday	28	May	Set-up		
3.	Sunday	29	May	(and pre-meetings of the Scientific Committee on 28 and 29 May ¹)		
4.	Monday	30	May	Introductory Plenary ²		Reading
5.	Tuesday	31	May	Sub-committee introductions		Reading
6.	Wednesday	1	June	Sub-committee meetings (7 days)		
7.	Thursday	2	June			
8.	Friday	3	June			
9.	Saturday	4	June			
10.	Sunday	5	June			
11.	Monday	6	June			
12.	Tuesday	7	June			
13.	Wednesday	8	June	Rest day		
14.	Thursday	9	June	Plenary meeting (3 days)		
15.	Friday	10	June			
16.	Saturday	11	June			
17.	Sunday	12	June	Scientific Committee Convenor's Meeting		

2) Commission and sub-groups. Venue: Hotel de France, Jersey, Channel Islands

Day no.		Date		Activity		
				<i>Morning</i>		<i>Afternoon</i>
1.	Sunday	3	July	Set up		
2.	Monday	4	July	Registration (delegates, observers)		
3.	Tuesday	5	July	ASW	WKM	BSC
4.	Wednesday	6	July	CC		INF
5.	Thursday	7	July	F&A		
6.	Friday	8	July	Report preparation and review		
7.	Saturday	9	July	Document translation and Plenary set-up		
8.	Sunday	10	July	Registration (delegates, observers, press) & Private Commissioner's Meeting		
9.	Monday	11	July	63rd Annual Commission Meeting (4 days)		
10.	Tuesday	12	July			
11.	Wednesday	13	July			
12.	Thursday	14	July			
13.	Friday	15	July	Equipment dismantle (no meetings)		

¹ Possible pre-meetings include: AWMP gray whale *Implementation Review*; Western North Pacific common minke whale *Implementation Review*; Assessment of humpback whale Breeding Stock B

² Including welcome address from Norway

Annex B

IWC/63 Scientific Committee Meeting:
Tromsø, Norway, May/June 2011

PROVISIONAL NUMBERS ATTENDING THE SCIENTIFIC COMMITTEE

Government of:.....

Committee	Date:	No. in delegation
Scientific Committee	30 May – 11 June 2011	

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

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 IWC Secretariat by 2 May
(fax: +44-1223-232876; Email: secretariat@iwcoffice.org)**

Annex C

**63rd ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION,
St. Helier, Jersey, Channel Islands, July 2011**

**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)	
Budgetary Sub-committee (BSC)	
Infractions Sub-committee (INF)	
Whale Killing Methods and Associated Welfare Issues Working Group (WKMAWI)	
Finance and Advisory Committee (F&A)	
63 rd Annual Meeting (plenary)	

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

The timetable for these meetings is given in Annex A.

63rd 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 IWC Secretariat by 30 May
(fax: +44-1223-232876; Email: secretariat@iwcoffice.org)