



International
Whaling
Commission

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CIRCULAR COMMUNICATION TO COMMISSIONERS
AND CONTRACTING GOVERNMENTS
IWC.CCG.1002

Draft Agenda and information on the 64th Annual Meeting, Panama

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. Provides instructions on how to pre-register
6. Requests advance notification for any reference materials the Secretariat will be asked to supply
7. States the procedure for making presentations to the plenary session
8. Reminds Contracting Governments of the need to provide official credentials
9. Provides information on submission of Opening Statements

The table below summarises key deadlines in the run-up to IWC/64. Further details and background to the deadlines are provided in the sections which follow.

Deadline	Action Requested
Friday 20 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).
14 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)
17.00 Hrs 3 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 below).
3 May (60 days before plenary meeting)	<ul style="list-style-type: none">• Annotated provisional agenda despatched by Secretary to Contracting Governments
21 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 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 6 below)

4 June	<ul style="list-style-type: none"> Confirmation of delegation numbers for the Commission and its other sub-groups (see paragraph 4 below)
Before Meeting	<ul style="list-style-type: none"> All delegates must pre-register using the on-line system (paragraph 5 below) 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 7 below) Proper written letters of credentials must be provided to the Secretariat in advance of, or at, the meeting (see paragraph 8 below)
11 July	<ul style="list-style-type: none"> Opening Statements to be submitted to Secretariat no later than 17.00Hrs (see paragraph 9 below)

1) Timetable for Meetings

Circular Communication IWC.ALL.168 of 11 October 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, 2-6 July 2012 is attached to this Communication. It has been developed on the basis of decisions and recommendations made at IWC/63 in 2011. 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:

- Aside from any specific changes requested by the Commission at its last annual meeting the items are presented in a similar general order to that of previous meetings. The final order may change depending on comments received from Contracting Governments and on the outcome of the meetings of the Commission sub-groups. The Order of Business will be discussed at the Private Commissioners Meeting on Sunday 1 July and the final Order of Business will be adopted by the Commission plenary under Agenda Item 3.
- No document numbers are indicated as yet. These will be included on the Annotated Provisional Agenda (due 3 May 2012) 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 (listed in the order in which they will meet):

- Whale Killing Methods and Associated Welfare Issues Working Group
- Infractions Sub-committee
- Budgetary Sub-committee
- Conservation Committee
- Aboriginal Subsistence Whaling Sub-committee
- Observer Working Group
- Finance and Administration Committee

The sub-group agendas 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 **Friday 20 April 2012**. Additions to any of the agenda items should be accompanied with annotations.

Any proposals for amendments to the Schedule of the ICRW(1946) should be submitted as a separate document (prior to the 60 deadline – see Section 3 below) rather than as annotations to the Agenda.

Fully annotated provisional agendas will then be prepared and circulated by Thursday 3 May 2012 (i.e. 60 days in advance of the meeting).

3) Submission of Documents

Documents proposing Schedule amendments, recommendations under Article VI, Resolutions or changes to the Commission's Rules of Procedure and Financial Regulations must be circulated to the Commission 60 days in advance of the meeting (See Rule of Procedure J.1, J.2, J.3 and also Rule R.).

Accordingly, documents containing the **full draft text** of any proposed Schedule amendment, recommendation under Article VI, Resolution or rule changes must be received by the Secretariat by **17.00 Hrs on Thursday 3 May** at the latest. Contracting Parties are encouraged to send any documents of this nature to the Secretariat substantially in advance of the deadline in order to avoid any technological difficulties in distribution.

Other documents can be submitted to the Secretariat at any stage before or during the meeting where they will be numbered and placed on the meeting website (excepting documents relating to the F&A Committee or Budgetary Sub-committee which are considered confidential and will be distributed by email circulation).

However, Contracting Governments are strongly encouraged to submit documents six weeks prior to the start of the Annual Meeting (i.e. by **Monday 21 May**) in order to allow other parties maximum opportunity for review and comment. In addition, the Secretariat would be grateful for advance notification of the intention to submit documents so as to assist the Chair in planning the conduct of the meeting.

4) Advance Notification of Delegation Numbers and Names

I would be grateful for advance notification on the size of delegations taking part in the meetings of the Commission and its sub-groups, including the Scientific Committee, to be provided by completing the forms provided. This will allow us to ensure adequate seating arrangements.

Information on delegation size for the Scientific Committee should be returned by **Monday 14 May 2012** using the form at Annex B.

Information on delegation sizes for the Commission and its other sub-groups should be returned by **Monday 4 June 2012** 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) Registration Procedure

All delegates need to pre-register using the on-line registration system. This will allow us to ensure we hold correct details for each delegate, decrease the time required to issue meeting identification cards and will also permit electronic distribution of documents.

The registration system is now open - please visit <http://www.formdesk.com/IWC/natdelreg12> to enter your details.

When you first visit the online registration page, please register as a new visitor. You will be asked to enter contact details. These can be amended at a later date should the need arise.

You will also be asked to choose a username and password during this initial registration, which you will need to use to login again at the same page to make any changes. If you forget your password, there is an option to have it sent to you by email. If you have any problems registering please contact webmaster@iwcoffice.org who will guide you through the process.

6) Reference Materials

The Secretariat is able to make previous annual reports and other historic meeting documents available for reference at the 64th Annual Meeting. However, we may have difficulty making specific documents available quickly if we have not been forewarned. Therefore Contracting Governments should inform the Secretariat of any specific reference requests by **28 May 2012**.

7) 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 also the nature of any audio-visual equipment needed (both hardware and software) to ensure no technological problems arise.

8) Credentials

Proper written credentials must be provided 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);

- the specific meeting to which they apply (i.e. the 64th Annual Meeting of the IWC in 2012)
- and must also be signed by the Head of State, Head of Government, Minister responsible for Foreign Affairs, Whaling, or Whaling Conservation (including on behalf of the Minister), the Head of the Diplomatic Mission accredited to the UK or to Panama, or the permanent IWC Commissioner.

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

9) Opening Statements

Opening Statements will be collected by the Secretariat 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 2 July)** who will allocate document numbers and place on the meeting website.
- (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 64 in Panama.



Simon Brockington
Secretary to the Commission

Annex A
Schedule of Meetings for the 64th Annual Meeting of the IWC in 2012
Venue: Hotel El Panamá, Panama City

Date			Meeting		
Saturday	9	June	Venue Set-up		
Sunday	10	June	(and pre-meeting on Marine Renewable Energy Developments and Cetaceans)		
Monday	11	June	Scientific Committee Opening Plenary	Reading	
Tuesday	12	June	Sub-committee introductions	Reading	
Wednesday	13	June	Scientific Sub-committee Meetings (Seven Days)		
Thursday	14	June			
Friday	15	June			
Saturday	16	June			
Sunday	17	June			
Monday	18	June			
Tuesday	19	June			
Wednesday	20	June	Possible Rest Day		
Thursday	21	June	Scientific Committee Plenary (Three Days)		
Friday	22	June			
Saturday	23	June			
Sunday	24	June	Scientific Committee Convenors' Meeting & Registration (delegates, observers)		
Monday	25	June	WKM&AWI	INF	BSC
Tuesday	26	June	CC		
Wednesday	27	June	ASW	OBS	
Thursday	28	June	F&A		
Friday	29	June	Committee Report Preparation		
Saturday	30	June	Committee Report Translation		
Sunday	1	July	Private Meeting of Commissioners		
Monday	2	July	64 th Annual Commission Meeting (Five Days)		
Tuesday	3	July			
Wednesday	4	July			
Thursday	5	July			
Friday	6	July			

Committees and Working Groups to include:

INF	Infractions Sub-committee
WKM&AWI	Working Group Whale Killing Methods and Associated Welfare Issues
ASW	Sub-committee on Aboriginal Subsistence Whaling
CC	Conservation Committee
BSC	Budgetary Sub-Committee
F&A	Finance and Administration Committee
OBS	Working Group to consider the role of observers at meetings of the Commission ¹

¹ The establishment of this group was requested through Resolution 2011-1

Annex B
IWC/64 Scientific Committee Meeting:
Panama City, June 2012

PROVISIONAL NUMBERS ATTENDING THE SCIENTIFIC COMMITTEE

Government of:.....

Committee	Date:	No. in delegation
Scientific Committee	11 - 23 June 2012	

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:
Name:	
Address:	
	Tel:
	Fax:
	Email:

Please complete as many sheets as necessary and return to IWC Secretariat by 14 May
(fax: +44-1223-232876; Email: secretariat@iwcoffice.org)

Annex C
64th ANNUAL MEETING OF THE INTERNATIONAL WHALING COMMISSION,
Panama City, June-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)	
Working Group to consider the role of observers at meetings of the Commission (OBS)	
64th 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.

64th 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:
Name:	
Address:	
	Tel:
	Fax:
	Email:

**Please complete as many sheets as necessary and return to IWC Secretariat by 4 June
(fax: +44-1223-232876; Email: secretariat@iwcoffice.org)**