



International
Whaling
Commission

The Red House
135 Station Road
Impington, Cambridge
CB24 9NP, UK

tel: +44 (0) 1223 233971 | fax: +44 (0) 1223 232876
email: secretariat@iwc.int | web: iwc.int

SB/JAC/31848
27 June 2014

CIRCULAR COMMUNICATION TO COMMISSIONERS AND CONTRACTING GOVERNMENTS
IWC.CCG.1097

Arrangements for the 65th Meeting of the International Whaling Commission

The 65th Meeting of the International Whaling Commission will take place in September 2014 at the kind invitation of the Republic of Slovenia. Commissioners to the IWC previously received an invitation to attend which was mailed on 4 April 2014. All registered observer organisations to the IWC received an invitation to observe on 19 June 2014.

The Chair of the Commission (Jeannine Compton-Antoine, St Lucia) wishes to extend a warm welcome to all delegates who are intending to participate. Commissioners and Contracting Governments are especially encouraged to attend the Sub-committee meetings in addition to the plenary session.

This Circular Communication provides the following information to all participants:

- 1) Conference venue
- 2) Sub-committee and plenary timetable
- 3) Options for accommodation and airport transfers
- 4) The on-line registration system
- 5) The requirement for credentials
- 6) Procedure for documents and submission deadlines
- 7) Procedure for Opening Statements
- 8) Procedure for identification of delegation's point of contact for media enquiries
- 9) Process for obtaining a visa to enter the Republic of Slovenia.

All information is also available at <https://events.iwc.int/index.php/commission/IWC65>

1 Conference venue

The meeting will take place at the conference centre of the Grand Hotel Bernardin:

St. Bernardin Resort
Grand Hotel Bernardin
Obala 2
6320 Portorož
SLOVENIA
T: +386 5 695 10 00
F: +386 5 674 64 11

<http://www.bernardingroup.si/en/bernardin-resort/hotels/grand-hotel-bernardin>

2 Sub-committee and plenary timetable

Meetings will take place according to the following timetable:

	Day	Morning (9.00hrs start)		Afternoon (14.00hrs start)
Sub Committees	Thurs 11 Sept	WKM & AWI	INF	BSC
	Fri 12 Sept	CC		ASW
	Sat 13 Sept	F&A		Bureau
Private Commissioners	Sun 14 Sept	PCOMMS		
Plenary	Mon 15 Sept	Plenary (Four Days) Monday 15 Sept – Thursday 18 Sept		
	Tues 16 Sept			
	Wed 17 Sept			
	Thurs 18 Sept			

Abbreviations:

WKM & AWI	Working Group on Whale Killing Methods and Associated Welfare Concerns
INF	Infractions Sub-committee (expected to commence at 12.00Hrs)
BSC	Budgetary Sub-committee
CC	Conservation Committee
ASW	Aboriginal Subsistence Whaling Sub-committee
F&A	Finance and Administration Committee
PCOMMS	Private Meeting of Commissioners (10.00Hrs start)

3 Options for accommodation and airport transfers

The Bernardin Hotel Group is offering discounted room rates to IWC delegates at the following hotels:

- Grand Hotel Bernardin
- Hotel Histron
- Hotel Vile Park

The Histron and Vile Park are within easy walking distance of the conference venue at the Hotel Bernardin.

All bookings should be made via <http://www.bernardingroup.si/en/bernardin-resort/hotels/grand-hotel-bernardin>. The promotional code for obtaining the IWC discount is IWC14.

The nearest airports to conference venue are :

- Ronchi airport – TRIESTE, Italy: about 50 minutes
- Jože Pučnik airport - LJUBLJANA, Slovenia: about 100 minutes
- Marco Polo airport - VENICE, Italy: about 2 hours

If desired, transfers from any of these airports to the conference venue can be booked through the following company:

Sun-tours d.o.o.
Grand hotel Bernardin
Obala 2 - 6320 Portoroz
Contact person: Boris Rolc
e-mail: suntours@siol.net

Tel: +386- 56 748 510 Fax: +386- 56 746 411
Emergency telephone number: +386-40 710 560

Sun-tours requests that bookings include name, date of arrival, flight number, time of arrival as well as details of the return journey.

4 Online registration

Registration for IWC65 is online at <https://portal.iwc.int/events/register/2> and must be completed for all delegates attending the meeting.

When you first visit the online registration page you will need to login to your account. If you have not previously logged into the IWC portal you may need to create an account or reset your password before you can access meeting registration. After logging in, please ensure your profile is up to date (<https://portal.iwc.int/myprofile>).

If you have any problems registering please contact it.support@iwc.int who will be happy to assist.

Once you have completed the meeting registration process, you will be given a QR code and registration ID. Please print out this information and bring it with you to collect your badges from the Secretariat upon arrival at the conference venue – this information is most important as it will also be used as a security check.

5 Credentials

All delegations and observer organisations are required to supply credentials in accordance with the requirements of the Commission's Rule of Procedure D which states:

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.

.....

(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.

Commissioners (or their alternates) and Heads of Observer delegations must present original copies of credentials at the meeting. Advance notification by fax or email is helpful but will not replace the need to provide original documents.

Letters of Credentials must indicate: (1) who is the Commissioner; (2) who are the Alternate Commissioners (if any); (3) the specific meeting to which the credentials apply (i.e. the 65th Meeting of the International Whaling Commission taking place in 2014); (4) and they must be signed by the Head of State, Head of Government, Minister responsible for Foreign Affairs, Whaling, or Whale Conservation (including on behalf of the Minister), the Head of the Diplomatic Mission accredited to the UK or Slovenia, or the permanent IWC Commissioner.

6 Documents and submission deadlines

IWC65 will be a paper free meeting. All documents must be submitted to the Secretariat and will be made available through the documents section of the meeting website at:

<http://iwc.int/iwc65docs>

Documents proposing Schedule amendments, recommendations under Article VI of the Convention, 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 and also R).

Accordingly, documents containing the full draft text of any proposed Schedule amendment, recommendation under Article VI, Resolution or rule change must be received at the Secretariat by **17.00Hrs UTC on Thursday 17 July 2014** at the latest. Contracting Parties are encouraged to send any documents of this nature to the Secretariat at least 48 hours in advance of this deadline to avoid any possibility of technological difficulties in distribution.

All other documents can be submitted at any stage before or during the meeting. They will be numbered and placed on the meeting website as shown above.

However, Contracting Governments are strongly encouraged to submit documents six weeks in advance of the start of IWC65 (i.e. by Monday 4 August 2014) in order to allow parties the maximum opportunity for review and comment. In addition the Chair will be grateful for advance notification of the intention to submit documents so as to assist in planning the conduct of the meeting.

7 Procedure for Opening Statements

Contracting Governments and observer organisations are welcome to provide opening statements. Time is insufficient during plenary for allowing statements to be read out. Instead, statements should be submitted to the Secretariat no later than 17.00Hrs local time on the first day of the plenary meeting. They will be numbered and placed on the documents section of the meeting website. Following the meeting they will be retained as part of the Commission's archives.

Opening statements should not exceed three pages in length and their content shall be relevant to matters under consideration by the Commission.

8 Procedure for identification of delegation's point of contact for media enquiries

The Secretariat invites delegations attending the Biennial Meeting to provide a point of contact for media enquiries. These contact details will be passed to any registered or local press or media organisation wishing to speak to delegations.

Point of contact information (name and email address) should be sent to kate.wilson@iwc.int

9 Visa applications

Please note that if delegates require a Schengen visa they must contact the IWC Secretariat **as soon as possible** with the information requested in our invitation letter of 4 April 2014 and also given on our website (<https://events.iwc.int/index.php/commission/IWC65>).



Simon Brockington
Executive Secretary

c.c. Intergovernmental Organisation observers to the IWC