

Consideration of the timing and modus operandi of the Conservation Committee and associated meetings

(submitted by the Vice-Chair of the Conservation Committee)

Issue

- The Conservation Committee has a large agenda covering a significant number of important issues related to the conservation and management of cetaceans. With the recent move to biennial Commission meetings, it has become more challenging to progress the work of the Conservation Committee intersessionally.
- Holding annual meetings of the Conservation Committee, in the same manner as the Scientific Committee, has been suggested as a possible way of increasing the Committees ability to deliver. With this in mind, the June 2016 Conservation Committee planning meeting requested consideration be given to options and practical implications for different arrangements of the Conservation Committee and related meetings of the Joint Conservation Committee/Scientific Committee Working Group (CC/SC) and Conservation Committee (CC) Planning Meeting. The Joint Conservation Committee/Scientific Working Group meeting in June 2016 also requested further consideration of its timing and *modus operandi*.
- The Conservation Committee is now asked to:
 - Consider the options and associated implications provided in this paper and recommend the most appropriate one for consideration by the Commission.

Summary of Options

1. There are a number of alternative arrangements for holding meetings of the Conservation Committee and related meetings. The most practical of these have been outlined in Annex 1 of this paper. Of these, four options (below) have been explored in more detail in Table 1. The options outlined assume that the CC agrees to the establishment of a formal planning meeting (see proposed draft TOR IWC/66/CC18).

Option 1 (Biennial CC meeting; standalone planning meetings)

- Commission Year
 - CC meeting prior to Commission meeting, followed by (or preceded by) a single day for a joint CC/SC and a CC planning meeting.
- Non-Commission year
 - A two-day standalone intersessional meeting of the joint SC-CC (1 day) and CC planning meeting.

Option 2 (Biennial CC meeting; planning meetings back to back with the SC)

- CC meeting prior to Commission meeting. Two day meeting back to back with the SC each year for the joint SC/CC (1 day) and CC planning meeting (1 day).

Option 3 (Annual CC meeting; second CC meeting back to back with SC and planning meetings)

- Commission Year
 - CC meeting prior to Commission meeting. Single day back-to-back (before or after) with the annual SC meeting to allow for the joint SC/CC (in morning) and CC planning meeting (in afternoon).
- Non-Commission year
 - CC meeting joined to annual SC meeting (1 day) plus 1 extra day for joint SC/CC in morning and CC planning meeting in afternoon. Either taking place the day before the SC starts; or the day after the convenors meeting.

Option 4 (Annual CC meeting; second CC meeting standalone with time for planning meetings)

- Commission Year
 - CC meeting prior to Commission meeting. One day back-to-back meeting of the joint SC/CC (in morning) and CC planning meeting (in afternoon) following the biennial CC meeting and the SC (2 days total).
- Non-Commission year
 - Standalone CC meeting comprising of: one day conservation committee meeting; one day joint sc-cc meeting; with a half day CC planning pre-meet and a half day CC planning post-meet (3 day meeting over 4 days).

2. The costs provided in Table 1 and Annex 1 are estimates only and based on the costs incurred for meetings of the Commission and Scientific Committee held in Slovenia. Costs outside of European destinations would likely increase with regards Secretariat staff travel and subsistence.

Table 1 – Consideration of four options for future Conservation Committee meeting arrangements.

Arrangement	Detail	Advantages	Disadvantages	Estimated total costs (including cost of current Biennial arrangement)
<p>Option 1</p> <p>Biennial CC meeting plus a single day for a joint CC/SC and a CC planning meeting.</p> <p>In non-Commission years - a two day standalone intersessional meeting of the joint SC-CC and CC planning meetings.</p>	<p>1 day biennial CC meeting (£4370)</p> <p>1 day for joint SC/CC (AM) and CC planning meeting (PM) in Commission year (£4370).</p> <p>1 day for joint SC/CC and 1 day for CC planning meeting in non-Commission year (£7490).</p> <p>Biennial Total: 4 days</p>	<p>Allows for discussion of previous year's SC report and the CC agenda.</p> <p>Allows time to digest the previous year's SC report and make progress on recommendations.</p>	<p>Standalone meeting is costly.</p> <p>By not linking with the SC meeting, the advantage of having SC attendees easily available is lost.</p>	£16,230
<p>Option 2</p> <p>Biennial CC meeting</p> <p>Two days back to back with the SC each year – 1 day joint SC/CC and 1 day CC planning meeting. Taking place the day before the SC starts; or the day after the convenors meeting.</p>	<p>1 day biennial CC meeting (£4370)</p> <p>1 day for joint SC/CC and 1 day for CC planning meeting in non-Commission year (£5690)</p> <p>1 day for joint SC/CC and 1 day for CC planning meeting in Commission year (£5690)</p> <p>Biennial Total: 5 days</p>	<p>Allows for Convenors to engage in discussions and set early direction</p> <p>Allows for new recommendations to be considered immediately.</p> <p>Allows for more regular meetings for a similar cost to a standalone meeting (Option 1).</p>	<p>Convenors would need to attend for longer incurring a cost.</p> <p>Could interfere with the SC pre-meetings or require convenors to attend an additional day (cost implication).</p> <p>Could result in up to a year gap before detailed discussion on how to progress new recommendations.</p> <p>Risk of insufficient attendance to progress work.</p>	£15,750

<p>Option 3</p> <p>Commission Year</p> <ul style="list-style-type: none"> ○ CC meeting (1 day) plus single day back to back with the annual SC meeting to allow for the joint SC/CC (in morning) and CC planning meeting (in afternoon). Either taking place the day before the SC starts; or the day after the convenors meeting. Adds one day to the CC meeting. <p>Non-Commission Year</p> <ul style="list-style-type: none"> ○ Full CC meeting joined to annual SC meeting (1 day) - either taking place the day before the SC starts; or the day after the convenors meeting. 1 additional day for joint SC/CC in morning and CC planning meeting in afternoon (2 days total). 	<p>1 day biennial CC meeting (£4370)</p> <p><i>In Commission year:</i> 1 day for joint SC/CC and CC planning meeting (£3160)</p> <p><i>In non-Commission year:</i> 1 day CC meeting, 1 day joint CC/SC and CC planning meeting (2 days) (£5,690)</p> <p>Biennial Total: 4 days.</p>	<p>Increased control over progress and general delivery by the CC.</p> <p>Allows for closer engagement by SC members in the work of the CC.</p> <p>Allows for new recommendations to be considered immediately and for early direction to be set.</p> <p>SC reports could be reviewed and discussed in detail annually.</p> <p>Costs of holding an annual CC meeting minimised by linking with SC in non-Commission year.</p>	<p>SC Convenors would need to attend for longer incurring a cost.</p> <p>Could interfere with the SC pre-meetings or require convenors to attend an additional day (cost implication).</p> <p>Could result in up to a year gap before detailed discussion on how to progress new recommendations.</p>	<p>£13,220</p>
<p>Option 4</p> <p>Commission Year</p> <ul style="list-style-type: none"> ○ CC meeting (1 day) plus one day back-to-back meeting of the joint SC/CC (in morning) and CC planning meeting (in afternoon) following both the biennial CC meeting and the SC (2 days). <p>Non-Commission year</p>	<p>1 day biennial CC meeting (£4370)</p> <p><i>In Commission year:</i> 1 day for joint SC/CC and CC planning meeting (post CC and repeated post SC (2 days) (£7530)</p> <p><i>In non-Commission year:</i> 1 day CC meeting, 1 day joint</p>	<p>Greater control over progress and general delivery by the CC.</p> <p>SC reports could be reviewed and discussed in detail annually.</p> <p>Opportunity to bring in other meetings/workshops for unused ½ day slots from CC planning meeting.</p>	<p>Adds significant additional expense.</p> <p>Risk of insufficient time to progress work intersessionally in order to justify the meetings.</p>	<p>£24,450</p>

<ul style="list-style-type: none"> ○ Standalone CC meeting comprising of: one day conservation committee meeting; one day joint sc-cc meeting; with a half day CC planning pre-meet and a half day CC planning post-meet (3 day meeting over 4 days). 	<p>CC/SC, 1 day over 2 days for CC planning meeting (3 days spread over 4 days) (£12,550)</p> <p>Biennial Total: 5 full days spread over 6 days in total.</p>			
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Annex 1

Detailed costed options for future Conservation Committee Options

Assumptions:

Base costs:	Bled	Portoroz	
accommodation	£105	£110 per head per night	100 delegates
room hire	£1,100	£2,250 per day	50 mics
AV	£500	£500 per day	standard presentation setup
staff travel	£300	£300 per head	6 sec staff
staff expenses	£50	£50 per head per night	no security
			2 day meeting requires 3 nights accommodation

	Days	Accommodation	Room Hire	AV	Staff travel	Staff expenses	Annual Total
Options if biennial Meetings of the CC are maintained							
<i>Basic cost of a biennial CC meeting (based on Portoroz costs)</i>	1	£1,320	£2,250	£500	£0	£300	£4,370
(OPTION 1) An additional day during Commission meetings (based on Portoroz costs) to accommodate a one day meeting of the joint SC-CC and CC planning meetings directly before or after the CC.	1	£1,320	£2,250	£500	£0	£300	£4,370
(OPTION 1) A two day standalone intersessional meeting of the joint SC-CC and conservation planning meetings .Requires 2 days total.	2	£1,890	£2,200	£1,000	£1,800	£600	£7,490
Single day back to back with the annual SC meeting – (joint SC/CC in morning, conservation committee planning meeting in afternoon). Either taking place the day before the SC starts; or the day after the convenors meeting. Adds one extra day to the existing meeting length.	1	£1,260	£1,100	£500	0	£300	£3,160
(OPTION 2) Two days back to back with the SC each year – 1 day joint SC/CC and 1 day CC planning meeting. Either taking place the day before the SC starts; or the day after the convenors meeting. Adds two extra days to the existing meeting length.	2	£1,890	£2,200	£1,000	£0	£600	£5,690

Days	Accommodation	Room Hire	AV	Staff travel	Staff expenses	Annual Total
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Options for moving to Annual Meetings of the CC

This requires the selection of one option from the non-commission year and one from the commission year

IN A NON-COMMISSION YEAR

(OPTION 3) Full CC meeting joined to annual SC meeting (1 day) - either taking place the day before the SC starts; or the day after the convenors meeting. 1 additional day for joint SC/CC in morning and CC planning meeting in afternoon (2 days total).

2	£1,890	£2,200	£1,000	£0	£600	£5,690
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(OPTION 4) Standalone CC meeting comprising of: one day conservation committee meeting; one day joint sc-cc meeting; with a half day conservation planning pre-meet and a half day conservation planning post-meet (3 day meeting over 4 days).

4	£3,150	£4,400	£2,000	£1,800	£1,200	£12,550
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Full CC meeting in non-commission year joined to annual SC meeting plus 1 extra day for joint SC/CC and 1 extra day for the CC planning meeting. Either taking place before the SC starts; or the day after the convenors meeting. Adds three extra days to the existing meeting length.

3	£2,520	£3,300	£1,500	£0	£900	£8,220
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IN A COMMISSION YEAR

(OPTION 4) One day back-to-back meeting of the joint SC/CC (in morning) and CC planning meeting (in afternoon) following both the biennial CC meeting and the SC (2 days total). Either taking place the day before the SC or CC starts; or the day after the SC convenors meeting. Adds one day to each of the meetings (two days in total).

2	£2,580	£3,350	£1,000	£0	£600	£7,530
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Two days back to back with the annual SC meeting and one day with the annual Conservation Committee meeting. Allows for full day meetings of the joint SC/CC and conservation committee planning meeting either the day before the SC starts; or the day after the convenors meeting and a single day before or following the CC. Adds two days to the SC and one day to the CC (three days in total).

3	£3,210	£4,450	£1,500	£0	£900	£10,060
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(OPTION 3) Single day back to back with the annual SC meeting to allow for the joint SC/CC (in morning) and CC planning meeting (in afternoon). Either taking place the day before the SC starts; or the day after the convenors meeting. Adds one day to the meeting.

1	£1,260	£1,100	£500	£0	£300	£3,160
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Two days back to back with the SC – 1 day joint SC/CC and 1 day conservation committee planning meeting. Either taking place the day before the SC starts; or the day after the convenors meeting. Adds two extra days to the existing meeting length.

Days	Accommodation	Room Hire	AV	Staff travel	Staff expenses	Annual Total
2	£1,890	£2,200	£1,000	£0	£600	£5,690