



INTERNATIONAL  
WHALING COMMISSION

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Circular Communication to Commissioners. Contracting Governments and  
Members of the Scientific Committee  
**IWC.ALL.293**

**Transitional Arrangements for IWC Secretariat pending appointment  
of a new Executive Secretary**

Circular Communication IWC.ALL.289 of 7 April 2017 announced the resignation of the IWC Executive Secretary, Dr Simon Brockington. This Circular outlines the arrangements for the transition period between Simon's departure on 30 June 2017 and the arrival of his successor which is expected in late 2017 or early 2018 depending on any notice period that may be needed.

The Secretariat's Management Team has worked with the Bureau to identify the key issues likely to require attention of a Secretary during the period, and propose a way of managing the work within existing resources. Inevitably, this is an evolving situation and subject to amendment as issues evolve over time. In summary, three key actions are proposed:

- The Secretariat Communications Officer, Kate Wilson, will take on the role of Interim Secretary, providing support to the Chair, Vice Chair and wider Commission and handling the coordinating and administrative aspects of the role. Much of the communications work programme will have to be postponed for the time being, but the Secretariat will try to keep up with key and ongoing aspects as far as possible.
- The Secretariat Management Team will maintain a collective, strategic support of the Commission and Secretariat work programme, ensuring things are on track and identifying problems;
- A member of the Secretariat will be identified to lead in supporting each of the Commission's Committees and Working Groups. Much of this work happens already but arrangements will be formalised where they are not already.

As at present, any Contracting Government or Observer Organisation wishing to contact the Secretariat should continue to use [secretariat@iwc.int](mailto:secretariat@iwc.int). This email address is monitored constantly and will be forwarded to the correct department.

The IWC has not previously needed to consider interim arrangements nor the temporary appointment of an Interim Secretary. Consequently, these proposals represent a departure from normal procedures and as such, I would like to ask for confirmation that they are supported by the Commission. A silence procedure will be used, meaning no response will be taken as support for the proposals outlined above, including the appointment of Kate Wilson as an Interim Secretary effective from the date of Simon's departure which will be on 30 June 2017.

Contracting Governments are asked to contact me via the Secretariat within two weeks, i.e. by close of business on **Friday 23 June 2017** to raise any concerns with the above proposals.

A handwritten signature in black ink, consisting of four characters: '森', '下', '文', and '二'. The signature is written in a cursive style.

Joji Morishita  
Chair, International Whaling Commission

*c.c. Accredited observers to the IWC*