



Circular Communication to Commissioners and Contracting Governments
IWC.CCG.1296

Conservation Committee Planning Group Meeting, 7 May 2018 at 09.30 hrs

At IWC66 in October 2016 the Commission endorsed a recommendation to establish a Conservation Committee Planning Group, tasked with helping set the agenda for the biennial Conservation Committee meeting and progression of the Conservation Committee's work plan in the intersessional period. The Terms of Reference for this Planning Group are attached as Annex 1.

The next meeting of the Conservation Committee Planning Group will take place in Bled, Slovenia, on Monday 7 May 2018 at 09.30 am.

Meeting Agenda

A draft annotated agenda for this meeting, developed by the Chair and Vice-Chair of the Conservation Committee is attached to this Circular.

Any comments on the draft agenda should be sent to the IWC Secretariat (secretariat@iwc.int) by **Friday 23 March**.

Meeting attendance

The Terms of Reference for the Planning Group note that the group is intended to be small and focused and does not replace a full meeting of the Conservation Committee. Attendance is not restricted but may be limited by available space. It will primarily be composed of the Chair and Vice-Chair of the Conservation Committee, Chairs of the Committee's Standing Working Groups, and nominees from Contracting Governments. Additional expertise will be invited as appropriate to the agenda by the Chair and Vice-Chair of the Conservation Committee.

Anyone wishing to attend the Planning Group meeting should inform the IWC Secretariat (secretariat@iwc.int) and the Chair of the Conservation Committee by **Friday 13 April 2018**. In addition, and to ensure that a meeting room of sufficient size can be arranged, all participants must register via the IWC portal at <https://portal.iwc.int/e/ccpg2018>.

Dr Rebecca Lent
Executive Secretary

c.c. Accredited observers to the IWC

Annex 1. Terms of Reference for Conservation Committee Planning Group

The Conservation Committee Planning Group is tasked with helping set the agenda for the biennial Conservation Committee meeting and progression of the Conservation Committees work plan in the intersessional period.

It will:

- Consider the Committee's progress since the last meeting of the Committee, in particular with regards to intersessional work, and support continued effective delivery of its work.
- Identify key discussions, priorities and deliverables for inclusion on the agenda of the next meeting of the Committee.
- Support the Chair in preparing for Conservation Committee meetings.
- Provide an additional opportunity for discussing the strategic development of the Conservation Committee, particularly with regards it's outward facing strategic plan, strategic development of priorities, engagement with other organisations, and funding.

Membership

The group is intended to be small and focused and does not replace a full meeting of the Conservation Committee. Attendance is not restricted but may be limited by available space. It will primarily be composed of the Chair and vice-chair of the Conservation Committee, Chairs of the Committee's standing working groups, and nominees from contracted governments. Additional expertise will be invited as appropriate to the agenda by the Chair and Vice-Chair of the Conservation Committee. The meeting will be Chaired by the Chair of the Conservation Committee.

Timings

The Conservation Committee planning meeting should meet at least annually and where possible in conjunction with meetings of the Scientific and/or Conservation Committee to ensure best use of resources.