

67th Meeting of the International Whaling Commission

FINANCE AND ADMINISTRATION COMMITTEE

Saturday 8 September 2018

Summary of Main Outcomes

Agenda Item	Main outcomes
<p>3. Administrative Matters</p> <p>3.1 Report of Confidential Communications</p> <p>3.2.1 Guidance for Hosting Meetings of the Commission and Scientific Committee</p> <p>3.2.2 Results of the Feedback Survey from IWC 66</p> <p>3.3 Guidance on the Utilisation of the Meeting Fund & General Fund</p> <p>3.4 Report on the Implementation of the Voluntary Assistance Fund for Governments of Limited Means</p> <p>3.5 Organisational Risk Management and Currency Strategy</p> <p>3.6 Memoranda of Understanding</p> <p>3.7 Use of the IWC's website</p>	<ul style="list-style-type: none"> • The Executive Secretary reported that there had been no confidential communications during the intersessional period. • The Committee endorsed the guidance on planning Commission and SC meetings, pending some revisions to the text. • The Committee noted the results of the feedback survey from IWC 66. • The Committee noted the current balances in the General and Meeting Funds and endorsed the guidelines for allocation of funds outlined in IWC/67/FA/07. • The Committee noted the report and suggestions for further initiatives to promote the participation of Governments of Limited Means, also noting limited staff time and resources. • The Committee endorsed the approach to producing an organisational risk management and currency strategy to be considered at IWC 68. • The Committee agreed that the Secretariat should have the flexibility to work on constructive partnerships that did not involve legally binding MoUs. They recommended that the Secretariat be asked to provide an overview of existing collaborations for IWC68 and to propose a strategy for how to proceed with the development of further agreements. In view of the lack of consensus as to whether the Secretariat should enter into the draft MoU in the Annex to IWC/67/FA/10, the Committee forwarded this to the Commission for further consideration in plenary. • The Committee noted progress made in facilitating intersessional communication amongst Commission members and in data protection compliance, acknowledging in particular the increased burden the latter had placed on the Secretariat's IT Officer. It endorsed the Secretariat's proposal for a limited social media presence, namely Twitter feeds on the Whale Watching Handbook and Bycatch Mitigation Initiatives.

<p>3.8 IWC Headquarters Requirements</p>	<ul style="list-style-type: none"> The Committee noted the progress made in refurbishing the Red House and directed the Secretariat to produce an options paper for the development of the Red House to be presented to IWC 68, also noting that emergency repairs may be required.
<p>4. Intersessional Working Groups (WG)</p> <p>4.1 WG on Operational Effectiveness (WG-OE)</p> <p>4.2. Intersessional Correspondence Group on Strengthening IWC Financing</p> <p>4.3 Development of the Scientific Committee’s Rules of Procedure</p> <p>4.4 Proposed Rule of Procedure amendments relevant to Conservation Committee Meetings</p> <p>4.5 Proposed Financial Regulation amendment with respect to the Voluntary Conservation Fund</p>	<ul style="list-style-type: none"> The Committee endorsed the report of the WG-OE and its recommendations, including that the WG-OE be tasked with identifying reforms to institutional and governance arrangements and to develop a costed implementation plan for consideration at IWC 68. The Committee endorsed the report of the ICG-SF and its recommendations, agreeing the Work Plan and revised Terms of Reference, and recommended the adoption of the Code of Ethical Fundraising. The Committee noted the concerns raised about the reliance on voluntary funds for some work areas. The Committee recommended that the Commission adopt the proposed changes to the SC Rules of Procedure, Commission Rules of Procedure and Financial Regulations outlined in IWC/67/FA/02, with the inclusion of some suggested text edits. The Committee endorsed the clarification of the Scientific Committee’s Rules of Procedure as outlined in IWC/67/FA/03. The Committee noted that there were divergent opinions on holding annual CC meetings, especially in relation to the use of core funds but that many were in support of amending the rules of procedure and considering funding options later. Document IWC/67/FA/04, including the recommended changes to the Financial Regulations, was endorsed by the Committee.
<p>5. Discussion of the Report from the Independent Reviewers on the Governance Arrangements of the IWC.</p>	<ul style="list-style-type: none"> The Committee agreed to request the Commission to consider its feedback on the review.
<p>6. Proposed Resolutions and Schedule Amendments</p>	<ul style="list-style-type: none"> Proponents of Resolutions and Schedule Amendments with potential financial or human resource implications were invited to update the Committee as to whether core funds or voluntary funds were being sought. It was agreed to recommend to the Commission that proponents be encouraged to provide an indication of resource implications when submitting future Resolutions and Schedule Amendments
<p>7. Financial Contributions Formula</p>	<ul style="list-style-type: none"> This is a standing item on the Committee’s agenda and no comments were received.
<p>8. Financial Statements, Budgets and Other Matters Addressed by the Budgetary Sub-Committee</p>	

<p>8.1 Review of outturn position for 2016 and 2017 and the forecast outturn for 2018.</p> <p>8.2. Consideration of Proposed Budget for 2019 and 2020</p>	<ul style="list-style-type: none"> • The Committee recommended that the Commission adopt the audited accounts for 2016 and 2017. It noted the auditor's unqualified opinion on these accounts; the expected budget deficit for 2018 and supported the recommended actions to mitigate the overspend and technical accounting solution as proposed by the Secretariat. It supported the BSC recommendation on inflationary increases to Observer and NGO fees, with entry to Media remaining free of charge. • The Committee noted document IWC/67/FA/05 regarding financial contributions and voting status and that its Annexes will be revised daily as necessary during IWC67. • The Committee recommended that the Commission adopt Budget Option 2 as proposed by the Bureau (IWC/67/06) and endorsed by the BSC. This zero real growth option contained an inflationary increase to financial contributions of 2.3% in 2019 and 2.0% in 2020 and requires the SC to adjust its 2019-2020 work programme as set out in document IWC/67/FA/27.
<p>9. Date and Place for Forthcoming Meetings</p>	<ul style="list-style-type: none"> • The Committee discussed opportunities to host forthcoming meetings including the Scientific Committee and Commission Meetings in 2020.
<p>10. Bureau Membership</p>	<ul style="list-style-type: none"> • The Committee discussed the membership of the Bureau. Australia announced that it would be stepping down and nominated the UK to take its place. The Chair of the Commission will step down from the Bureau at the end of this meeting and will be replaced by the Vice-Chair. Therefore, the Vice-Chair position remains open, plus a seat for the next Commission host.
<p>11. Code of Conduct for NGOs</p>	<ul style="list-style-type: none"> • The Committee considered an additional agenda item at the request of the Executive Secretary in relation to potential revisions to the NGO Code of Conduct. • The Committee recommended that the issue be referred to the WG-OE.

Report of the Finance and Administration Committee

Saturday 8 September 2018, Florianopolis, Brazil

1. INTRODUCTORY ITEMS

1. The Finance and Administration Committee advises the Commission on expenditure, budgets, scale of contributions, financial regulations, staff questions and other such matters as the Commission may refer to it from time to time (see Rule of Procedure M.8.)
2. A list of participants is given as Appendix 1.

1.1. Appointment of Chair

3. Ryan Wulff, USA was appointed as Chair.

1.2. Appointment of Rapporteurs

4. Patricia Cremona, Harriet Gillett, Martin Jenkins, Sara Oldfield and Pablo Sinovas were appointed as rapporteurs.

1.3. Review of Documents

5. The list of available documents is given as Appendix 2.

1.4. Observer participation

6. The Chair welcomed observers to the meeting.

2. ADOPTION OF AGENDA

7. The Chair drew attention to IWC/67/FA/GEN/02 Rev1 containing a list of documents for the meeting. A new document, IWC/67/FA/24 *Draft Code of Conduct for NGOs at IWC Meetings and Complaints Procedure*, would be discussed at the end of the meeting. The Chair also clarified that under Agenda item 6 *Proposed Resolutions*, the Committee would only discuss financial and administrative aspects of proposed resolutions.
8. With this amendment and clarification, the Agenda as given in Appendix 3 was adopted.

3. ADMINISTRATIVE MATTERS

3.1. Report of Confidential Communications

9. Rule of Procedure P.3 requires the Secretary to report any confidential communications arising during the preceding year to the Commission, or Bureau in years when the Commission does not meet.
10. The Executive Secretary reported that there had been no confidential communications during the intersessional period.

3.2. Meetings of the Commission

3.2.1. *Guidance for Hosting Meetings of the Commission and Scientific Committee*

11. At its meeting in Shimonoseki, Japan, in September 2017, the Bureau requested that guidance for hosting Commission and Scientific Committee meetings be revised and strengthened. Revised guidance for hosting meetings of the Commission and Scientific Committee was presented by the Secretariat (IWC/67/FA/15, IWC/67/FA/16 and IWC/67/FA/17). The Secretariat noted that there were minor corrections to be made to IWC/67/FA/15 (on p.2 under the recommendations point 4, SC68a should read SC68b and SC68b should read SC69a).
12. Applications from contracting Governments are invited to host the meetings in 2020, 2021 and 2022 – noting that the Rule of Procedure B1 two-year deadline for SC68b in 2020 has passed in May this year. It was proposed that the reference venues or other affordable location for the meetings in 2020 be endorsed if no offers to host are received at this Commission meeting. Guidance for hosting intersessional workshops was sought.
13. USA and Slovenia thanked the Secretariat and stated they had some minor amendments to wording in IWC/67/FA/16 and IWC/67/FA/17.
14. The Chair of the SC suggested that Bled also be considered a reference venue for future SC meetings, noting the excellent logistics and value for money.

15. The Chair **endorsed** the guidance on planning Commission and SC meetings, pending some revisions to the text. An informal drafting group was formed comprising USA, Slovenia and the Secretariat to amend the guidance documents and provide a revised version of the text.

3.2.2. *Results of the feedback survey from IWC66*

16. At IWC 65 in 2014, the Commission recommended that the Secretariat conduct a survey of meeting arrangements in the light of previous procedural changes.
17. The Secretariat reported on the feedback survey conducted at the end of IWC66 (IWC/67/FA/06 *Feedback Survey from IWC/66 – Summary of Results*), including a comparison of results between IWC 66 and IWC 65.
18. The Committee **noted** the results of the feedback survey from IWC 66.

3.3. **Guidance on the utilisation of the Meeting Fund and General Fund**

19. The Secretariat presented document IWC/67/FA/07 which was developed at the request of the Bureau. A target level for each Fund is established together with an authorisation process for when funds may be used. The General Fund consists of the balance of unallocated cash and fixed assets such as the Red House. It was recommended that the target balance for this fund should be maintained at a level which is sufficient to support six months of operational costs. The balance is currently on target, but the situation may change unless strategic action is taken on the budget. The Meeting Fund has been reducing in recent years due to the budget for meetings being insufficient to cover costs. At the end of 2018, the balance is estimated to be circa £90,000 whereas the recommended balance would be £151,000, equivalent to half the cost of a Commission meeting. Advice on replenishment of the Meeting Fund is welcomed.
20. Following a question from Australia the Secretariat confirmed that the forecast 2019-2020 budget included the full amount to cover Commission and SC meetings; it was not anticipated that the Meeting Fund would be called upon if this was agreed. Its replenishment would serve to mitigate against future financial shocks.
21. The Committee **noted** the current balances in the General and Meeting Funds and **endorsed** the guidelines for allocation of funds outlined in IWC/67/FA/07.

3.4. **Report on the implementation of the Voluntary Assistance Fund for Governments of Limited Means**

22. The Voluntary Assistance Fund for Governments of Limited Means was established at IWC 66 by Resolution 2016-6.
23. The Secretariat presented IWC/67/FA/08 which contained an update on the implementation of Resolution 2016-6. It was noted that during the intersessional period, in addition to the amounts added to the fund that were left over from the ‘Future of the IWC’ process, the following contributions to the Fund have been gratefully received by the Commission:

France	€10,000
Netherlands	€10,000
USA	\$25,000

24. The Secretariat confirmed that to date the Fund had supported the participation of five participants at the 2017 SC Meeting, three at the 2018 SC Meeting and four at IWC 67. To date, all eligible applications have been funded. However, a number of applications to attend IWC67 were received after the deadline (60 days before the meeting). Had these applications been received before the deadline, the Fund would have been insufficient to cover them and the Secretariat would have needed to make use of the prioritisation criteria set out in Section 5 of Resolution 2016-6. The Secretariat outlined further means to increase participation, however implementation would depend on resources and available staff time. Advice was sought on how to interpret “in arrears” under the eligibility criteria for applications to the Fund as there was no settled definition of this.
25. Australia, Japan, New Zealand and USA thanked the Secretariat and welcomed the establishment of the Fund, emphasising the need to promote and support participation of Governments of Limited Means.
26. Australia noted that the deadline for applications to attend Commission meetings was before the deadline for submission of papers for the meeting. An eligible applicant might discover that there was an Agenda item of relevance to them too late for them to apply to the fund and therefore consideration should be given to revising this deadline.

27. USA suggested that an approach to dealing with “in arrears” would be to accept applications if the applicant was not in arrears at the closing date for applications for the Voluntary Assistance Funds.
28. New Zealand concurred with the USA’s suggestion, provided that this definition of “in arrears” was only applied to disbursement of the Voluntary Assistance Fund.
29. The Committee **noted** the report and suggestions for further initiatives to promote the participation of Governments of Limited Means and **agreed** that a Contracting Government should be considered eligible for the Voluntary Assistance Fund if it were not in arrears at the time of the closing date for applications and it met the other eligibility criteria in Resolution 2016-6.

3.5. Organisational Risk Management and Currency Strategy

30. Following discussion of the impact of currency risks on Commission finances at IWC 66, the Secretariat had developed a draft framework for an Organisational Risk Management and Currency Strategy, contained in IWC/67/FA/09. An outline of the framework was presented to the Committee by the Secretariat.
31. The Committee **endorsed** the approach outlined in IWC/67/FA/09.

3.6. Memoranda of Understanding

32. The Executive Secretary introduced document IWC/67/FA/10 concerning a proposed Memorandum of Understanding (MoU) between IWC and the UNEP Caribbean Environment Programme, noting that there had been a history of collaboration between IWC, UNEP-CEP-SPAW and the UNEP-administered Cartagena Convention.
33. UNEP Legal, which now administers agreements established with UNEP-administered bodies, had inserted a set of standard and legal clauses into the draft MoU, including a section on dispute settlement (proposed Article 14). The Secretariat had raised concerns with the Bureau regarding the possible legal implications of this for the Commission. The Bureau had advised that if ever invoked, which was unlikely, the settlement process could have legal implications for the IWC as a whole, including all its Contracting Governments, not only the minority formally engaged with SPAW or the Cartagena Convention. The Bureau had decided that full Commission consideration of this issue was needed before proceeding.
34. The Secretariat sought advice on whether to proceed with this MoU and also on how to address similar issues that might arise intersessionally.
35. In view of the possible legal implications, neither New Zealand nor the USA supported IWC entering into the proposed MoU as it currently stood. They believed that the Secretariat should have the mandate to enter into non-binding MoUs and similar agreements intersessionally. New Zealand suggested that an overview of existing agreements of this kind and their implementation be prepared by the Secretariat for IWC68.
36. Switzerland questioned the terms used for UN entities in the draft MoU in the Annex to IWC/67/FA/10. They supported the IWC entering into this MoU if these could be resolved.
37. Monaco questioned the need to enter formal MoUs with regional offices of a given international organisation while informal partnerships could serve the same objective. They suggested the process should be streamlined as much as possible.
38. The Committee **agreed** that the Secretariat should have the flexibility to work on constructive partnerships that did not involve legally binding MoUs. They **recommended** that the Secretariat be asked to provide an overview of existing collaborations for IWC68 and to propose a strategy for how to proceed with the development of further agreements. In view of the lack of consensus as to whether the Secretariat should enter into the draft MoU in the Annex to IWC/67/FA/10, the Committee **forwarded** this to the Commission for their consideration in Plenary.

3.7. Use of the IWC’s website

39. The Secretariat introduced IWC/67/FA/11 drawing attention to three communications issues.
40. To facilitate intersessional communication amongst Commission members, at IWC66, the Commission endorsed IWC/66/FA/10 which included plans to pilot an integrated information sharing and e-mail distribution tool during the 2016-18 intersessional period. Following Secretariat trials, a software package called ‘Microsoft Yammer’ had been selected to conduct informal consultations amongst IWC Contracting Governments and observers on the Government of Japan’s Way Forward initiative. The Way Forward Yammer Group had now achieved a membership of 50. Some minor problems aside, this package had proved useful and the Secretariat proposed continuing to make it available to all the Commission’s sub-groups and working groups.
41. In view of the absence of a Commission social media presence and acknowledging the value of such a presence in raising awareness and broadening engagement, the Secretariat proposed

introducing a Twitter feed on two specific new IWC initiatives, the Whale Watching Handbook and the Bycatch Mitigation Initiative, during the next intersessional period. The impact and effort involved in this would be assessed and reported back to the Commission (or Bureau if appropriate) before any broadening of social media presence were undertaken, either in terms of topics covered or platforms used.

42. The Secretariat had taken steps to comply with the EU General Data Protection Regulation (GDPR), and the UK Data Protection Act 2018, both of which came into force in May 2018, and was on track to meet new legal obligations.
43. Monaco congratulated the Secretariat on its work on these issues and encouraged the promotion via Twitter of excellent IWC products like the Whale Watching Handbook and Bycatch Initiative which will reinforce the visibility of IWC worldwide.
44. The Committee **noted** progress made in facilitating intersessional communication amongst Commission members and in data protection compliance, **acknowledging** in particular the increased burden the latter had placed on the Secretariat's IT Officer. It **endorsed** the Secretariat's proposal for a limited social media presence, namely Twitter feeds on the Whale Watching Handbook and Bycatch Mitigation Initiatives.

3.8. IWC Headquarters Requirements

45. The Commission purchased its Headquarters building (the Red House) in Cambridge, UK in 2016. Repairs and renovations to the building as agreed by the Commission at IWC 66 were carried out in the intersessional period from 2016 to 2018.
46. The Red House is now at maximum staffing capacity, and any increase in staffing would need further investment. Further progress in potential development of the warehouse section of the building had been halted pending the outcomes of the review of the Commission's institutional and governance arrangements. The Secretariat requested guidance as to the level and type of resources required for the future. The Red House is also facing some potentially critical maintenance issues, including the presence of asbestos and the dilapidation of the warehouse section.
47. The Committee **noted** the progress made in refurbishing the Red House and **directed** the Secretariat to produce an options paper for the development of the Red House to be presented to IWC 68, also **noting** that emergency repairs may be required.

4. INTERSESSIONAL WORKING GROUPS

4.1. Report of the Standing Working Group for Operational Effectiveness

48. At IWC64 in 2012, the Commission endorsed a recommendation from the Committee to establish a Working Group on Operational Effectiveness and Cost-Saving Measures (WG-OE). The report of the working group is given as IWC/67/FA/19.
49. The WG-OE Chair, Lisa Phelps (USA), summarised the work of the group, which was open-ended and currently comprised members from Antigua and Barbuda, Argentina, Australia, Chile, Denmark, Japan, New Zealand, United Kingdom and United States. In addition, Animal Welfare Institute, Environmental Investigation Agency and International Fund for Animal Welfare, all accredited observers, had participated in the work of the group during the intersessional period.
50. At IWC 66 the Commission passed Resolution 2016-1 which asked the WG-OE to consider the report of the independent review panel established under that Resolution and submit a proposal to guide the Commission in responding to recommendation in the review panel's report.
51. As reported in IWC/67/FA/19, the WG-OE concluded that the independent review panel's final report satisfied the purpose set out in Resolution 2016-1 to provide recommendations for further reforms of the Commission's institutional and governance arrangements. However, they noted that the views of the review team were in part informed by a stakeholder survey that had had a very low response rate (6.5%) and that the survey might therefore not represent the full balance of Commission views. They also considered that the review might not have fully taken into account ongoing work by the Secretariat, for example in improving information technology and financial management.
52. Members of the WG-OE developed the Draft Resolution on the Response to the Independent Review of the International Whaling Commission (IWC/67/14) and its associated Annexes as a road map to conduct its work for IWC68. The WG-OE had met a few days before the present meeting to discuss ways forward, should the Draft Resolution be adopted. The United Kingdom had offered to serve as Vice Chair of the Group.
53. The WG-OE recommended that the Commission acknowledge receipt of the independent review panel's report, noting that it represents the views of the independent review panel, and recognizing the limitations that arose through the low response rate to the questionnaire and the subsequent

uncertainty around the degree to which the review represents the full range of views within the Commission.

54. The WG-OE further recommended that the Commission task the WG-OE to identify reforms to improve and enhance the effectiveness of the Commission's institutional and governance arrangements and develop an implementation plan, including any budgetary implications, for consideration by the Commission at IWC68.
55. Australia and Japan, as WG-OE members, thanked its Chair for her hard work, and noted that the group had worked in a cooperative and constructive way. Japan reiterated the group's concern regarding the low response rate to the survey.
56. Belgium, Mexico and the Netherlands all supported the WG-OE's conclusions and recommendations in IWC/67/FA/19. Belgium and the Netherlands asked to join the WG-OE.
57. The Committee **endorsed** the report of the WG-OE and its recommendations, including that the WG-OE be tasked with identifying reforms to institutional and governance arrangements and to develop a costed implementation plan for consideration at IWC 68.

4.2. Report of the Intersessional Correspondence Group for Strengthening Financing

58. At IWC62 in 2010, the Commission endorsed the recommendation of the Committee that it convene a small group to find ways to strengthen the financing of supporting the rebuilding and maintenance of healthy whale populations. This group has continued to progress its aims during the subsequent period and this item allows the working group to make its report. The report of the steering group for the Voluntary Conservation Fund was discussed under item 4.5.
59. The Chair of the Intersessional Correspondence Group for Strengthening Finance (Stephanie Langerock, Belgium) introduced the report of the group, IWC/67/FA/13. This included a revised Work Plan and proposed revisions to the group's Terms of Reference. The Chair of the Intersessional Correspondence Group for Strengthening Finance (ICG-SF) highlighted the significant progress made by the IWC in the implementation of the recommendations of the ICG-SF and provided an overview of the main activities undertaken to implement the Work Plan, including the preparation of project templates to support the development of project proposals, as well as a compilation of an initial list of external funding opportunities. The ICG-SF Chair thanked the Governments of France, New Zealand, UK and USA for their contributions to the Voluntary Conservation Fund in the intersessional period.
60. The ICG-SF Chair also presented a proposed Code on Ethical Fundraising, which can be found in IWC/67/FA/14. The document provides guidance to support the Commission in soliciting and accepting funds from external sources. It covers the purpose of the code, guidance on identifying funding needs and funding sources, rules on acceptance of funds, relationships between the IWC and its funders, categories of funding, and the IWC commitment to financial stewardship and governance. The ICG-SF Chair proposed that the code should be reviewed again at IWC 68.
61. Australia, supported by Argentina, Brazil, Mexico, Netherlands and UK thanked Belgium and indicated their support for the document.
62. Switzerland, supported by Japan, expressed concern that an excessive reliance on voluntary funds risked turning the Commission into a 'project agency'. Switzerland stressed the importance of Contracting Governments meeting their core funding contribution obligations.
63. The Committee **endorsed** the report of the ICG-SF and its recommendations, agreeing the Work Plan and revised Terms of Reference, and **recommended** the adoption of the Code of Ethical Fundraising. The Committee **noted** the concerns raised about the reliance on voluntary funds for some work areas.

4.3. Development of the Scientific Committee's Rules of Procedure

64. The Chair of the Scientific Committee introduced proposed changes to the SC Rules of Procedure to clarify the process for adoption and approval of the SC report and its recommendations, as well as clarify aspects regarding the transition of SC Vice-Chair to Chair (IWC/67/FA/02 and IWC/67/FA/03).
65. IWC/67/FA/02 Draft Amendments to Scientific Committee Rules of Procedure includes proposed changes to Rules of Procedure on national delegates, invited participants, local scientists, agenda, organisation, the Chair of the Scientific Committee, and the report of the Scientific Committee. The document also includes proposed amendments to Commission Rules of Procedure and financial regulations on the Research Fund and other voluntary research funds.
66. Australia provided suggested amendments to Appendix 4 of IWC/67/FA/02, as follows:
 - a. Insertion of 'the' at the start of paragraph (i), so it reads "*the IWC-SORP Assessment Panel shall...*"

- b. Insertion of 'IWC' to 'SORP' in paragraph (ii), so it reads "*the IWC and IWC-SORP Secretariats shall...*"
 - c. Insertion of 'the proposal' towards the end of paragraph (v), so it reads, "*whether the proposal should be fully, partially or not supported*".
 - d. Amendments to paragraph (vi), so it reads "the Scientific Committee shall consider the funding recommendations of the IWC-SORP Assessment Panel when discussing its budget; following consideration (and potential revision) by the Committee, approved requests shall be included in the Scientific Committee budget under the heading of a specific request to the IWC-SORP Research Fund and reported to the Commission in its Report;"
 - e. Insertion of 'IWC' to 'SORP' in paragraph (viii), so it reads "*with the assistance of the IWC-SORP Secretariat,...*".
67. Mexico expressed agreement with the changes suggested.
68. The Committee **recommended** that the Commission adopt the proposed changes to the SC Rules of Procedure outlined in IWC/67/FA/02, with the inclusion of Australia's suggested edits.
69. The SC Chair then introduced IWC/67/FA/03, which presents a proposed clarification to the Scientific Committee's Rules of Procedure on the timing of the elections of Scientific Committee Vice-Chair, the transition of Vice-Chair to Chair and their terms in office. In the proposed new formulation, the Scientific Committee officers' terms remains unchanged. The proposed change modifies SC RoP C.5 to clarify when Scientific Committee officers take office to allow the ratification by the Commission of the Scientific Committee report, including the adoption of the new Scientific Committee Vice-Chair in Commission's intersessional years.
70. The Committee **endorsed** the clarification of the Scientific Committee's Rules of Procedure.

4.4. Proposed Rule of Procedure amendments relevant to Conservation Committee Meetings

71. The CC Chair introduced IWC/67/FA/01 Proposal to change the Rules of Procedure to allow for annual meetings of the IWC Conservation Committee including proposed change to Rule of Procedure B.3. He noted that the agenda of the CC is expanding and that maintaining the work programme is becoming increasingly difficult. The CC consensus was that annual meetings were needed.
72. IWC/67/FA/01 therefore included the following proposal: The Committee is invited to: (1) Consider and agree to transmit to the Commission for endorsement the request to allocate a total of £26,000 over the biennium from core funds to allow for the CC to meet in a non-Commission year; (2) Consider and agree to transmit to the Commission the proposed change to Rule B.3 of the Rules of Procedure in order to expand the current provision for annual meetings to the CC in line with Rule R.1 of the Rules of Procedure which requires that any changes to the Rules of Procedure be circulated to Commissioners at least 60 days in advance of the meeting at which the matter is to be discussed.
73. Iceland, supported by Japan, Norway and St Lucia considered that the timing to ask for further funding for additional meetings of the CC was inappropriate, given the current financial situation and need to conserve funds. Iceland, supported by Japan noted that it had not supported establishment of the CC. Japan referred to its proposal in IWC/67/08 *The Way Forward of the IWC* which included establishment of a Sustainable Whaling Committee, and said that if this were agreed, then annual meetings of the CC could be considered and would offer a balanced solution. Norway noted the tension between Contracting Governments when the decision was made to move to biennial meetings, and was concerned that holding annual CC meetings could aggravate the situation.
74. Australia, supported by Argentina, Belgium, Brazil, Chile, Denmark, Germany, Monaco, Netherlands, New Zealand, UK and USA supported annual meetings of the CC. Australia noted two separate issues were involved, which should be decided separately: the principle of annual CC meetings; identification of a source of funds to enable such meetings. Netherlands, supported by Belgium was happy to be included in discussions concerning funding annual CC meetings. Belgium, supported by Chile, New Zealand and the UK considered funding should come from core. The UK noted that, whilst core funding was preferable, voluntary contributions could be utilised to support CC meetings and that this issue could also be considered as part of the governance review process.
75. Centro de Conservación Cetacea noted the need to strengthen the CC and supported introduction of annual meetings.

76. The Committee **noted** that there were clearly divergent opinions on holding annual CC meetings, especially in relation to the use of core funds but that many were in support of amending the rules of procedure and discussing funding later.

4.5. Proposed Financial Regulation amendment with respect to the Voluntary Conservation Fund

77. The Chair of the Steering Group for the Voluntary Conservation Fund (VCF) introduced IWC/67/FA/04 *Report of the Steering Group of the Voluntary Conservation Fund* (including proposed changes to Financial Regulations). She noted that the proposed changes to the Financial Regulations were given in Appendix 3 and these clarified the process for evaluating applications to the fund and allocating funds.
78. Australia, supported by Belgium and Mexico, thanked the Chair of the Steering Group for the VCF for the hard work involved and supported the proposed changes.
79. Document IWC/67/FA/04, including the recommended changes to the Financial Regulations, was **endorsed** by the meeting.

5. DISCUSSION OF THE REPORT FROM THE INDEPENDENT REVIEWERS ON THE GOVERNANCE ARRANGEMENTS OF THE IWC

80. Resolution 2016-1 on Enhancing the Effectiveness of the International Whaling Commission initiated an independent review of the institutional and governance arrangements of the IWC.
81. Professor Fábio Hazin, one of the independent reviewers, was welcomed to the meeting and gave a presentation on the findings of the report, document IWC/67/18.
82. The WG-OE Chair thanked Professor Hazin for his presentation and noted that any comments from the Committee on the review would be helpful for the group.
83. Monaco queried how much of the independent report was based on the survey which received relatively few responses versus other sources of information that were available to them in the Governance Review process. Professor Hazin confirmed that a wide range of views had been sought, including a large number of interviews with stakeholders from across the Commission
84. Ghana expressed their support for the conclusions of the review, stressing the importance of ensuring that budget allocations were aligned with the Commission's priorities.
85. In response to a query from Mexico on how Recommendation 25 (regarding strengthening the intersessional work of the Committee) could be achieved, Professor Hazin indicated that this could be through improved communication and coordination with the BSC intersessionally.
86. The Committee **agreed** to request the Commission to consider the Committee's feedback on the review.

6. PROPOSED RESOLUTIONS AND SCHEDULE AMENDMENTS

87. Draft resolutions and schedule amendments with financial implications were considered by the Committee.
88. With regard to IWC/67/07 *Draft Resolution on Food Security*, Ghana as one of the co-proponents noted that the ad hoc committee proposed in the draft resolution would have resource implications for which voluntary support would be welcome.
89. With regard to IWC/67/11 *Draft Resolution on Ghost Gear entanglement among cetaceans*, Brazil as one of the co-proponents noted their view that most of the actions included in the draft resolution could be dealt with under existing IWC work programmes. They indicated that, for actions that might fall outside of that scope, they would be open to suggestions on how the relevant paragraphs could be revised to clarify that there would be no additional budgetary implications for the Commission.
90. With regard to IWC/67/13 *The Florianopolis Declaration on the Role of the International Whaling Commission in the Conservation and Management of Whales in the 21st Century*, Brazil as one of the co-proponents noted that the actions specified in the proposed Florianopolis Declaration were consistent with many initiatives already being developed by the Commission and would not have additional budgetary implications. They highlighted that some of the proposed actions seek to minimize costs by strengthening cooperation with other relevant organizations and by developing a process to balance the budget of the Commission and its subgroups in order to reflect the interests of the widest possible number of its Contracting Governments.
91. Mexico, as one of the co-proponents of both of the draft resolutions discussed by Brazil (IWC/67/11 and IWC/67/13), noted that they were satisfied with Brazil's explanations regarding the budgetary implications of these draft resolutions.
92. With regard to IWC/67/08 *The Way Forward of the IWC - IWC Reform Proposal*, Japan as the proponent noted that costs associated with the Diplomatic Conference and meetings of the

Sustainable Whaling Committee proposed in the draft resolution would ideally be allocated funds from the Commission's core funds but could potentially be supported through voluntary contributions if necessary.

93. In response to a query from Australia regarding the budget implications of other aspects of the proposed way forwards outlined in IWC/67/08, in particular regarding work required from the SC on RMPs and catch limits, Japan noted their view that substantial work had already been done in this regard and there was not expected to be any additional financial cost. Guinea indicated their support for the proposals outlined in IWC/67/08.
94. With regard to IWC/67/14 *Draft Resolution on the Response to the Independent Review of the International Whaling Commission*, which had already been discussed under item 4.1, the WG-OE Chair indicated that costs associated with intersessional work could be covered by the balance of funds for the governance review, noted that the USA could offer a contribution of USD 10,000 to support the completion of this work, and indicated that the UK had offered to host a meeting.
95. Commenting on this agenda item more generally, the USA expressed their view that consideration of the budget implications of draft resolutions by the Committee was a very useful process. They suggested that the Committee may wish to recommend to the Commission that all future proposals be accompanied by an indication of resource implications. This suggestion was strongly supported by Australia. Japan indicated that they would support this suggestion if it were a recommendation rather than a requirement for proponents, as it may be difficult for proponents to provide this information in some cases.
96. The Committee therefore **agreed** to recommend to the Commission that proponents of draft resolutions be encouraged to provide an indication of resource implications.

7. FINANCIAL CONTRIBUTIONS FORMULA

97. The Chair noted that this is a standing agenda item allowing opportunity for discussion on the formula for calculating financial contributions. There were no issues raised by the Committee in relation to this item.

8. FINANCIAL STATEMENTS, BUDGETS AND OTHER MATTERS ADDRESSED BY THE BUDGETARY SUB-COMMITTEE

98. The report of the Budgetary Sub-Committee (IWC/FA/25) is given as Appendix 4

8.1. Review of outturn position for 2016 and 2017 and the forecast outturn for 2018

8.1.1. Report of the Budgetary Sub-Committee

99. The Chair of the Budgetary Sub-Committee (BSC) reported that the BSC had discussed IWC/67/02 *Financial Statements for the 12 months to December 2016* and IWC/67/03 *Financial Statements for the 12 months to December 2017*. The auditor gave an 'unqualified' opinion on both sets of accounts, stating that they represented a 'true and fair view' of the Commission's financial position.
100. The BSC Chair noted that IWC/67/02 shows that the Commission ended the year 2016 with a surplus of circa GBP 223,000. This surplus was due to a one-off reduction in the Commission's bad debt provision. There was an underlying loss for the year of circa GBP 129,000, which was in line with the budget set for 2016.
101. The BSC Chair noted that IWC/67/03 shows that the Commission ended the year 2017 with a deficit of just under GBP 10,000. The deficit would have been greater had the Executive Secretary post not been held vacant for six months. Recruitment costs for this post were also lower than expected. The Meeting Fund was utilised to cover the overspend on the 2017 SC meeting which also helped to mitigate the deficit.
102. The BSC Chair reported that the forecast outturn for the current financial year (2018), based upon income and expenditure to date and expected activity for the rest of the year, was circa GBP 38,000. Actions to mitigate the overspend were agreed with a technical accounting solution to partially offset this.
103. The BSC recommended to the Committee that fees for NGOs and Observers be increased with inflation and Media fees remain at zero for the biennial period 2019/2020.
104. The Committee **recommended** that the Commission adopt the audited accounts for 2016 and 2017. It **noted** the auditor's unqualified opinion; **noted** the expected budget deficit for 2018 and **supported** the recommended actions to mitigate the overspend; and **supported** the BSC recommendation on Observer, NGO and Media fees.

8.1.2. Secretary's Report on Financial Contributions and Voting Status

105. The Executive Secretary introduced document IWC/67/FA/05 *Report on Financial Contributions and Voting Status*, noting that sixteen Contracting Governments were in arrears. In accordance with Rule of Procedure E.2 and Financial Regulation F.2, if these Governments were to remain in arrears the day before the Plenary session commences (9th September 2018) their vote would be suspended. Vote suspensions will be confirmed via Circular communication on this date. The Chair of the Committee confirmed that voting rights would be restored once cleared funds had been received.
106. The Committee **noted** IWC/67/FA/05 and that its Annexes will be revised daily as necessary during IWC67.

8.2. Consideration of Proposed Budget for 2019 and 2020

8.2.1. Budget Strategy Document

107. The Committee Chair noted that Circulars IWC.CCG.1308 and IWC.CCG.1280 alerted Commissioners to the financial position of the IWC.
108. The Secretariat Head of Finance & HR provided a short presentation regarding the Commission's budget position and outlined the key issues for attention of the Committee. She highlighted the wider economic position of the UK in the intersessional period. Since 2012, when the Commission moved to the biennial meeting cycle, financial contributions had generally been static with some very minor increases. The difference between income and price inflation was increasing. If spending and inflation were to continue at the current rates, the Commission's core cash balances would reach a critical level in four meeting cycles. To tackle an imbalance between income and expenditure, the Commission could either increase its core income by raising contributions, reduce its work programme, or a combination of both.
109. At its meetings in Shimonoseki and subsequently in Bled, the Bureau discussed in detail all of the available options that the Commission could adopt to achieve a balanced budget including the advantages and disadvantages of each. They recognised that there was no 'easy' answer, but after careful consideration, the Bureau agreed to propose two options to the Committee and to the Commission for consideration.
110. Option 1 is to raise contributions by 7.70% in 2019, to correct the imbalance between income and expenditure, followed by a more modest increase in 2020 of 2.36%. This would allow 'business as usual' expenditure to continue at the same rate for the Secretariat, for meetings and for SC research.
111. Option 2 is for Contracting Governments to increase their contributions in line with inflation only, with the difference to be met by asking the SC to adjust its proposed work programme accordingly.
112. Both options represent zero real growth in the Commission's income. If the Commission wished to expand its work programmes, there would need to be either an additional increase in contributions, a reduction in other areas or a combination of both would be required.
113. The F&A Chair as a member of the Bureau explained the outcome of the Bureau's deliberations, recorded in IWC/67/06 *IWC Budget Strategy 2019/2020 - A report from the Bureau*, emphasising that the recommendations were the result of extensive deliberations which had recognised that the issue was unlikely to be resolved solely by raising financial contributions, that the meeting costs needed to be fully covered, and that the Secretariat resources were currently stretched. He reiterated that the Bureau is not a decision-making body and that the options provided are recommendations.
114. The BSC Chair reported that the Bureau's suggested Option 2 was supported by BSC. Consideration would need to be given to the impact of any proposed reduction on the SC work plan as outlined in IWC/67/FA/21. A small group of Commissioners had been formed to consider the SC budget. The group was represented by Argentina, Australia, Belgium, France, Japan, Switzerland and USA. The working group benefited from the participation of the current SC Chair and Vice-Chair, the incoming SC Vice-Chair, as well as the Secretariat Head of Finance & HR.

8.2.2. Discussions and recommendations

115. The Chair of the working group (Doug DeMaster, USA) reported that approximately £67,000 was available to the SC as a surplus from the current biennium to support high priority research in the 2019-2020 biennium. This mitigated some of the impact of the 30% cut in funding. The Chair of the working group stressed that no such mitigation is anticipated after 2020. He further noted that, this year, the SC Convenors Group met to develop the SC research budget and applied the criteria that can be found in the SC Handbook Annex, Chapter 5, Section 5.1.3.1. Revised budget allocations to recommend to the Commission for the next biennium were given in IWC/67/FA/27,

and these supersede the tables in document IWC/67/FA/21. The small working group was supportive of both the process used by the SC to develop this budget and the proposed SC budget for the next biennium.

116. The small working group highlighted that the Chair and Vice-Chair of the SC and the SC Convenors Group should work together with the Secretariat's Head of Finance & HR in future budget setting, in addition to developing and implementing a long-term plan for the sustainability of the SC's finances. To begin that process, the small working group recommended that the Chair and Vice-Chair of the SC and the SC Convenors Group should work together with the Secretariat's Head of Finance & HR to develop a paper for the next Bureau meeting to propose a strategy on how the SC will adapt to the new financial environment.
117. Australia and USA noted that while reducing budgets was not an easy task, they were supportive of the proposal put forward by the small working group.
118. Germany expressed acceptance of the zero real growth approach.
119. In response to a question from Germany, the Secretariat clarified that the SC and Commission meeting costs were budgeted on the basis of two reference venues: IMO in London and FAO in Rome. If a hosting offer from a Contracting Government would result in higher costs, a contribution from the host Contracting Government would be requested.
120. The Committee **recommended** that the Commission adopt Budget Option 2 as proposed by the Bureau and **endorsed** by the BSC. This option contained an inflationary increase to financial contributions of 2.3% in 2019 and 2.0% in 2020 and requires the SC to adjust its 2019-2020 work programme as set out in document IWC/67/FA/27.

9. DATE AND PLACE FOR FORTHCOMING MEETINGS

121. The Chair noted that the biennial schedule of the Commission means that its next meeting is due in September/October 2020. Rule of Procedure B.1. encourages any Contracting Government desiring to extend an invitation to provide notice 2 years in advance.
122. The Secretariat is able to provide detailed information to any Contracting Government considering an offer to host either a Commission or Scientific Committee Meeting.
123. The Chair noted that hosting meetings is a great opportunity and encouraged interested Contracting Governments to discuss details with the Executive Secretary and Technical Manager of the Secretariat. He further noted that in the absence of offers from Contracting Governments to host meetings, the Secretariat would organise them either at one of the reference venues, or other affordable venue.
124. Slovenia offered to host the 2020 Commission meeting in Portorož, if no other Contracting Governments offered, but stressed it would withdraw the offer if others were forthcoming. The Chair thanked Slovenia for this offer.
125. The Scientific Committee retains its annual schedule and will meet next in May 2019 in Nairobi, Kenya. The Committee thanked Kenya for offering to host this meeting. The SC is due to meet at a similar time in 2020 and offers to host this meeting were encouraged.

10. BUREAU MEMBERSHIP

126. The Bureau is constituted under Rule of Procedure M.9. Members at present are Japan (Chair of the Commission), Slovenia (Vice-Chair of the Commission), USA (Chair of F&A) and Argentina, Australia, Ghana and St Lucia.
127. Under the Rule of Procedure M. 9, Members are appointed for two year terms, at a Biennial Meeting.
128. Australia noted that they had served two terms and was now standing down, stressing the importance of new members. They nominated UK in its place.
129. Spain, supported by France, Mexico, UK and USA thanked Australia for its work.
130. Australia nominated the UK as a member, which was supported by Argentina, Austria, Belgium, Brazil, Czech Republic, Denmark, France, Italy, Panama, Mexico, Monaco, New Zealand, Slovenia, Spain and USA. The UK thanked Australia for the nomination and noted the vital role of the Bureau in the effective governance of the IWC.
131. Brazil, supported by Denmark, Mexico, Panama and USA nominated Argentina to continue as a member.
132. Argentina thanked the Contracting Governments which had nominated them, and welcomed the UK to the Bureau.
133. St Lucia noted that they had served for one term, found this a useful learning experience, and were happy to serve for a second term.

134. It was noted that the Commission Chair would be standing down from the Bureau at the end of his term and would be replaced by the current Vice-Chair (Andrej Bibic, Slovenia), making the Vice-Chair seat vacant. There is also a seat available on the Bureau which will be held by the host of the next meeting.

11. CODE OF CONDUCT FOR NGOS

135. The Executive Secretary introduced IWC/67/FA24 *Draft Code of Conduct for NGOs at IWC Meetings and Complaints Procedure*. She noted that this was a late addition to the agenda. Proposed changes to the existing Code were highlighted. She asked if it would be useful to include this in the Rules of Procedure.

136. New Zealand noted that many elements of the Code were Rule of Procedure issues and should be considered in this context, and that the document should be looked at in the context of the governance review, proposing that it is included for consideration by the Working Group on Operational Effectiveness and Cost-Saving Measures (WG-OE).

137. The UK, supported by Argentina, Austria, France, Japan and Mexico, considered the document did not fit with the spirit of encouraging participation from NGOs, thought the terms should apply to all, and agreed with New Zealand's suggestion to include the document for consideration by WG-OE, to be applied to all participants.

138. Japan acknowledged the role of NGOs but noted some had harassed Contracting Governments in the past and such behaviours should be discouraged.

139. Ghana, while appreciating the involvement of NGOs, noted that they do not have the same status as Contracting Governments.

140. Environmental Investigation Agency intervened on behalf of the following NGOs: Animal Welfare Institute, Fundacion Cethus, Whale and Dolphin Conservation, Cetacean Society International, American Cetacean Society, Natural Resources Defense Council, Humane Society International, OceanCare, Eco Benin and Greenpeace. They noted the significant expertise brought to the IWC by NGOs and stated that a Code of Conduct was not necessary and consideration should be given to deleting the requirement for such a code. Should it remain, they supported its application to all participants, or at least making them applicable to all observers. They supported the referral of this issue to the WG-OE and welcomed opportunities for further participation on this matter.

141. The Committee **recommended** that this matter therefore be referred to the WG-OE.

12. ADOPTION OF THE REPORT

142. The meeting closed at 16:30.

Appendix 1

List of participants

Argentina

Miguel Iniguez

Australia

Nick Gales
Mike Double
Frank Lamacchia
Paula Perrett
Adam Clark
Nicola Beynon

Austria

Andrea Nouak

Belgium

Stephanie Langerock
Mark Simmonds

Brazil

Carlos Hugo Suarez Sampaio
Alexandre Zerbini

Chile

Barbara Galletti

Czech Republic

Barbora Hirschova

Denmark

Peter Linde
Amalie Jessen
Lars Witting
Nette Levermann

France

Nadia Deckert
Vincent Ridoux

Germany

Walter Duebner
Nicole Hielscher

Guinea, Republic of

Balla Moussa Keita

Iceland

Stefan Asmundsson
Gisli Vikingsson

Italy

Luca Gangheri
Maria Francesca Granata

Japan

Joji Morishita
Hideki Moronuki
Dan Goodman
Yuki Morita

Italy

Caterina Fortuna

Mexico

Lorenzo Rojas Bracho

Monaco

Frederic Briand

New Zealand

Megan Addis

Liberia

Augustine Manoballah

Netherlands

Anne-Marie Svoboda

New Zealand

Amy Laurensen
Jonathan Martin

Norway

Ole-David Stenseth
Alessandro Astroza

Panama

Lissette Trejos-Lasso

Slovenia

Andrej Bibic

St. Lucia

Horace Walters

Spain

Carmen Asencio

Sweden

Jacob Hagberg

Switzerland

Martin Krebs

UK

Gemma Harper
Jamie Rendell
Catherine Bell

Gerlinde Schaeffer

Jennifer Lonsdale

Lindsay Porter

USA

Ryan Wulff
Robert Suydam
Ryan Wulff
Carolyn Doherty
Lisa Phelps
Roger Eckert
Taryn Kiekow Heimer
Dave Weller
Scott Smullen
Crawford Patkotak
Robert Suydam
Doug DeMaster
Michael Tillman

**Alaska Eskimo Whaling
Commission**

Geof Givens
Bill Hess
Arnold Brower Jr.
Julius Rexford
George Noongwook

Animal Welfare Institute

DJ Schubert
Kate O'Connell

**Centro Conservacion
Ballenas**

Roxana Scheinbarg

Dolphin Connection

Paul Spong
Nancy Azzam

**Environmental Investigation
Agency**

Clare Perry
Daniel Hubbell
Taylor Tench
Juliet Phillips

Fundacion Cethus

Carolina Cassini

Greenpeace

John Frizell

**Humane Society
International**
Claire Bass
Rebecca Regnery

IFAW
Matthew Collis

Makah Indian Tribe
Brian Gruber
Patrick DePoe
Katie Wrubel

OceanCare
Nicolas Entrup
Fabienne McLellan
Rodrigo Garcia

IWC Secretariat
Rebecca Lent
Katie Penfold
Mark Tandy
Kate Wilson
Sarah Ferriss
Sarah Smith

Appendix 2

List of Documents

IWC/67/FA/	01	Proposal for annual meetings of the Conservation Committee including proposed change to Rule of Procedure B.3 (submitted by the Chair and Vice-Chair of the Conservation Committee)	8.2.4
	02	Draft Amendments to Scientific Committee Rules of Procedure (proposal from the Scientific Committee)	4.3
	03	Proposed clarification to the Scientific Committee's Rules of Procedure on the timing of the elections of Scientific Committee Vice-Chair, the transition of Vice-Chair to Chair and their terms in office (Document prepared by Caterina Fortuna [Scientific Committee Chair] and Robert Suydam [Scientific Committee Vice-Chair] in consultation with the Chair and Vice-Chair of the Commission and the Chair of the F&A Committee)	4.3
	04	Report of the Steering Group of the Voluntary Conservation Fund (including proposed changes to Financial Regulations)	4.5
	05	Report on Financial Contributions and Voting Status	8.1.2
	06	Feedback Survey from IWC/66 - Summary of Results	3.2.2
	07	Guidance on the Use of the Meeting Fund and the General Fund	3.3
	08	Supporting Increased Participation of Governments of Limited Means in IWC Work	3.4
	09	Organisational Risk Management Strategy	3.5
	10	Consideration of a Memorandum of Understanding (MOU) between IWC and the UNEP Caribbean Environment Programme	3.6
	11	Communications Issues	3.7
	12	Future Membership of the Budgetary Sub-committee	8.4
	13	Progress Report on the Implementation of IWC Recommendations on Strengthening IWC Financing	4.2
	14	Draft IWC Ethical Fundraising Code	4.2
	15	Guidance for Hosting Meetings of the Commission and Scientific Committee	3.2.1
	16	A Handbook for Governments Wishing to Host the IWC Biennial Commission	3.2.1
	17	A Handbook for Governments Wishing to Host the IWC Annual Scientific Committee Meeting	3.2.1
	18	IWC Headquarters Requirements	3.8
	19 Rev1	Final Report of the Working Group on Operational Effectiveness and Cost-Saving Measures	4.1
	20	Scientific Committee Handbook - Working Methods of the IWC Scientific Committee	4.3
	21	Financial Implications to the Scientific Committee of Meeting in Nairobi in 2019 and Proposed Budget Cuts	8.2.3
	22	Secretariat Comments on the Governance Review Report and next Steps	
	23	Scientific Committee Draft Agenda 2019 and Workplan 2019-2020	8.2.3
	24	Draft Code of Conduct for NGOs at IWC meetings and Complaints Procedure	AOB
	25	Report of the Budgetary Sub-Committee	8
	26	IWC Governance Review - Findings and Recommendations on Financial Issues	
	27	Draft Scientific Committee Table	
Commission Documents			
IWC/67	02	Financial Statements for the 12 Months to 31 December 2016	8.1.1
	03	Financial Statements for the 12 Months to 31 December 2017	8.1.1
	04 Rev1	Commentary on the 2016 and 2017 Commission Accounts	8.1.1
	06	IWC budget strategy – 2019/20	8.1 and 8.2
	18	IWC Review – Final report	5
General Information Documents			
IWC/67/FA/GEN/	01	Agenda	
	02	List of documents	
	03	List of participants – to come	
	04	French translation of Agenda	
	05	Spanish translation of Agenda	

Appendix 3

Agenda

1. INTRODUCTORY ITEMS
 - 1.1 Appointment of Chair
 - 1.2 Appointment of Rapporteur
 - 1.3 Review of Documents
 - 1.4 Observer Participation
2. ADOPTION OF AGENDA
3. ADMINISTRATIVE MATTERS
 - 3.1 Report of Confidential Communications
 - 3.2 Meetings of the Commission
 - 3.2.1 Guidance for Hosting Meetings of the Commission and Scientific Committee
 - 3.2.2 Results of the feedback survey from IWC66
 - 3.3 Guidance on the utilisation of the Meeting Fund and General Fund
 - 3.4 Report on the implementation of the Voluntary Assistance Fund for Governments of Limited Means
 - 3.5 Organisational Risk Management and Currency Strategy
 - 3.6 Memoranda of Understanding
 - 3.7 Use of the IWC's website
 - 3.8 IWC Headquarters Requirements
4. INTERSESSIONAL WORKING GROUPS
 - 4.1 Report of the Standing Working Group for Operational Effectiveness
 - 4.2 Report of the Intersessional Correspondence Group for Strengthening Financing
 - 4.3 Development of the Scientific Committee's Rules of Procedure
 - 4.4 Proposed Rule of Procedure amendments relevant to Conservation Committee Meetings
 - 4.5 Proposed Financial Regulation amendment with respect to the Voluntary Conservation Fund
5. DISCUSSION OF THE REPORT FROM THE INDEPENDENT REVIEWERS ON THE GOVERNANCE ARRANGEMENTS OF THE IWC
6. PROPOSED RESOLUTIONS AND SCHEDULE AMENDMENTS
7. FINANCIAL CONTRIBUTIONS FORMULA
8. FINANCIAL STATEMENTS, BUDGETS AND OTHER MATTERS ADDRESSED BY THE BUDGETARY SUB-COMMITTEE
 - 8.1 Review of outturn position for 2016 and 2017 and the forecast outturn for 2018
 - 8.1.1 Report of the Budgetary Sub-Committee, including:
 - Audited accounts for 2016 and 2017
 - The forecast outturn position for 2018
 - Recommendation in relation to Observer, NGO and Media fees
 - 8.1.2 Secretary's Report on Financial Contributions and Voting Status
 - 8.2 Consideration of Proposed Budget for 2019 and 2020
 - 8.2.1 Budget Strategy Document
 - 8.2.2 Report of the Budgetary Sub-Committee
 - 8.2.3 Scientific Committee Future Workplan, Research Budget Request and Prior Year Spending

- 8.2.4 Discussion of recommendations with financial, human or other resource implications
 - 8.3 F&A Committee Discussions and Recommendations
 - 8.4 Budgetary Sub-Committee Operations
- 9. DATE AND PLACE FOR FORTHCOMING MEETINGS
 - 10. BUREAU MEMBERSHIP
 - 11. ADOPTION OF THE REPORT

Appendix 4

Report of the Budgetary Sub-Committee

[see paper IWC/67/FA25]