

**Bureau Meeting
2 October 2023
Held by Zoom
20h00 – 23h00 London**

Zoom link: *tbd*

1. Opening of the meeting by the Chair
 - 1.1 Welcome from the Chair
 - 1.2 Words of thanks to outgoing Executive Secretary
2. Review and Adoption of the Agenda and adoption of minutes from previous meeting
3. Appointment of Rapporteur
4. Financial contributions – see Secretariat paper
 - 4.1 Current status
 - 4.2 Voluntary funds
5. Updates from the Scientific Committee
 - 5.1 Work underway for SC69B
 - 5.1.1 IP list to be completed by December 2023
 - 5.2 Budget issues
 - 5.2.1 Status of SC Meeting budget
 - 5.2.2 Voluntary contributions for SC69B
 - 5.2.3 Savings measures in place for SC69B
6. Preparations for IWC69 - see Secretariat Updates paper
 - 6.1 Venue
 - 6.2 Format- number of days and sequencing
 - 6.3 Budget
 - 6.4 WG-OE
 - 6.4.1 Update from Co-chair
 - 6.4.2 Review of the RoP and Financial Regulations
7. Other Secretariat updates- see Secretariat Updates paper
8. AOB
 - 8.1 Responding to correspondence from member countries

Date of next Bureau meeting – early 2024?

Documents: Secretariat paper for the Bureau meeting; Correspondence from member countries; Update on contributions.