

66th Meeting of the International Whaling Commission**FINANCE AND ADMINISTRATION COMMITTEE**

09.00 – 13.00 Hrs

Saturday 22 October 2016 Grand Hotel Bernardin, Portorož, Slovenia

PROVISIONAL AGENDA
and annotations

1. INTRODUCTORY ITEMS

- 1.1. Appointment of Chair *[Ryan Wulff, USA, is proposed]*
- 1.2. Appointment of Rapporteurs
- 1.3. Review of documents
- 1.4. Observer participation *[Relevant Rules of Procedure are given at the end of this agenda]*

2. ADOPTION OF AGENDA

3. ADMINISTRATIVE MATTERS

3.1. IWC communications

The Secretariat will report on progress to develop the Commission's external and internal communications capabilities.

3.2. IWC document archiving

The Secretariat will report on continuing work to provide on-line access to the Commission's extensive document archive.

3.3. Reporting of confidential communications

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. This item allows the Secretary to make a report.

3.4. Meeting arrangements

At IWC65 in 2014 the Commission recommended that the Secretariat should conduct a formal review of meeting arrangements in the light of previous procedural changes. This item will allow the Secretariat to report the results of the feedback survey undertaken at the close of IWC65.

4. INTERSESSIONAL WORKING GROUPS

4.1. Report of the Working Group on Operational Effectiveness and Cost Saving Measures

At IWC64 in 2012 the Commission endorsed a recommendation from the F&A Committee to establish a Working Group on Operational Effectiveness and Cost Saving Measures. This working group reported its progress to IWC65 in 2014, and has continued to progress its aims during the subsequent period. This item allows the working group to make its report.

4.2. Report of the Intersessional Correspondence Group on Strengthening IWC Financing

At IWC 62 in 2010 the Commission endorsed a recommendation from the F&A Committee that it convene a small group to examine ways to integrate conservation funding into the overall budget of the IWC. The terms of reference stated the group would 'develop proposals for strengthening the financing of conservation with a view to striking a balance between funding for conservation and funding for management'. At IWC/63 the Commission received the group's first report and agreed that its work should continue subject to updated terms of reference. The correspondence group gave a further progress update at IWC64 in 2012 and IWC65 in 2014 and will report again under this item.

4.3. Report of the Working Group on Providing Options to Governments with Limited Means to Participate in the Commission's work

At IWC65 in 2014 the Commission reconstituted its Working Group on Provision of Assistance to Governments of Limited Means to Participate in the Commission's Work. This item provides an opportunity for the working group to report its progress since 2014.

4.4. Intersessional Working Group on Website Guidance

In March 2015 the IWC Bureau established a Working Group on Website Guidance to provide general principles and practical guidance on the use of the IWC website. The Working Group has completed its work and a report containing a series of recommendations will be available for consideration by the Finance and Administration Committee.

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

4.5.1. Consideration of changes arising from IWC Resolution 2014-4

This item allows the Chair of the Scientific Committee to report the Committee's proposals in relation to changes to its Rules of Procedure initially proposed through Resolution 2014-4. The proposals are provided at Annex R and Section 27.1 on page 106 of IWC/66/Rep01 (2015).

4.5.2. Consideration of changes arising from the Scientific Committee's meeting in 2016

This item allows the Chair of the Scientific Committee to update the Commission on requests to update the Committee's procedures arising from discussions at its 2016 meeting.

5. PROPOSED RESOLUTIONS

This agenda item is included as a place holder to allow discussion on any Resolutions proposed for adoption at IWC66 which may require input or development through the Finance and Administration Committee.

6. FORMULA FOR CALCULATING CONTRIBUTIONS AND RELATED MATTERS

This is a standing agenda item which provides opportunity for discussion on the formula for calculating financial contributions or any other related matters.

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

These matters will have been previously discussed by the Budgetary Sub-committee at its meeting on Thursday 20 October 2016. Two financial statements documents will be available as required under Financial Regulations D.1 and D.2. These are: (1) the provisional statement dealing with actual and estimated income and expenditure for the current financial year, and (2) the budget estimate of income and expenditure for the following biennial period (2017 and 2018).

7.1. Review of the provisional financial statement year ending 31 December 2016

- 7.1.1. Report of the Budgetary Sub-committee
- 7.1.2. Secretary's report on the collection of financial contributions
- 7.1.3. Update on purchase of the Commission's Headquarters Premises in February 2016

7.2. Scientific Committee Future Work Plan and Research Budget

This item will allow the F&A Committee to receive the Budgetary Sub-committees recommendations regarding the Scientific Committee two year plan for 2017 and 2018 and the associated use of the research budget.

- 7.2.1. Report of the Budgetary Sub-committee
- 7.2.2. F&A Committee discussions and recommendations

7.3. Consideration of the proposed budget for 2017 and 2018

This item allows the Finance and Administration Committee to make a recommendation to the Commission in respect of the Commission's budget for 2017 and 2018.

- 7.3.1. Report of the Budgetary Sub-committee,
- 7.3.2. F&A Committee discussions and recommendations

7.4. Budgetary Sub-committee Operations

This item will allow for discussion on the status of membership of the Budgetary Sub-committee and any other relevant matters

8. DATE AND PLACE OF FORTHCOMING MEETINGS

The Commission's biennial schedule means that its next meeting is due in September or October 2018. Rule of Procedure B.1 encourages any Contracting Government desiring to extend an invitation to provide notice two years in advance.

The Scientific Committee retains its annual meeting schedule and is expected to meet next in late May or early June of 2017 and again at a similar time in 2018.

The Secretariat is able to provide detailed information to any Contracting Government considering an offer to host either a Commission or a Scientific Committee meeting.

9. BUREAU MEMBERSHIP

The Bureau is constituted under Rule of Procedure M.9 which also describes its membership. This item allows discussion and nomination of members for the two year period until the next Commission meeting.

10. ADOPTION OF REPORT

The Chair will propose to adopt the report by correspondence.

TERMS OF REFERENCE

The Finance and Administration Committee shall advise 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 (*Rules of Procedure, Rule M.8*).

ADMISSION OF OBSERVERS

Rule of Procedure C.2

2. Observers accredited in accordance with Rule [of procedure] C.1.(a) and (b) are admitted to all meetings of the Commission and the Technical Committee, and to any meetings of Committees and all subsidiary groups of the Commission and the Technical Committee, except the Commissioners-only meetings, meetings of the Bureau and closed meetings of the Finance and Administration Committee.

SPEAKING RIGHTS FOR OBSERVERS*Rule of Procedure C.3*

3. Observers accredited in accordance with rule C.1.(a) and (b) will have speaking rights during Plenary sessions and sessions of Commission subsidiary groups and Committees to which they are admitted to under C.2, in accordance with the Rules of Debate of the Commission. Observers might also submit documents for information to the delegations and observers participating in such sessions, provided these are submitted through the Secretariat at least 48 hours before the session in which they are intended to be made available, and are duly authored or endorsed by the accredited organisation making the submission, which is to be held responsible for its contents.

*Rules of Debate Paragraph A***A. Right to Speak**

1. The Chair shall call upon speakers in the order in which they signify their desire to speak, with the exception of accredited Observers, which should be allowed to speak only after all Commissioners desiring to speak do so. As a general rule, Observers will only be allowed to speak once at each Agenda item under discussion, and at the discretion of the Chair.