

Report of the Scientific Committee

Bled, Slovenia, 24 April-6 May 2018

Annex W Draft Amendments to SC Rules of Procedure

**This report is presented as it was at SC/67b.
There may be further editorial changes (e.g. updated references, tables, figures)
made before publication.**

**International Whaling Commission
Bled, Slovenia, 2018**

Annex W

Draft Amendments to SC Rules of Procedure

Proposal from the Scientific Committee

CURRENT RULES OF PROCEDURE AND PROPOSED CHANGES

[Key changes: (1) **added text**; (2) ~~deleted text~~.]

This document contains a number of proposed changes to the Scientific Committee Rules of Procedure for its consideration and endorsement. Changes are meant to clarify some procedure, to align RoPs with the most current Scientific Committee practices and to cross-reference relevant Commission RoPs and Financial Regulations, which apply to the Scientific Committee as well. Part of these changes were discussed last year and agreed upon in principle.

1. Scientific Committee Rule A on ‘Membership and Observers’: National Delegates

There are a few Commission’s and Financial Regulations rules that are relevant to Rule A.1 of the Scientific Committee Rules of Procedure. Here we propose: (a) an addition to cross-reference them aligns our RoPs to the latest version of Financial Rules of the Commission; (b) a factual correction to Rule A.3; and (c) a clarification on the type of existing members, also in relation to the election of the Committee vice-chair.

A. Membership and Observers: *full members, ex-officio members, Observers and Invited Participants*

1. The Scientific Committee shall be composed of scientists nominated by the Commissioner of each Contracting Government which indicates that it wishes to be represented on that Committee. Commissioners shall identify the head of delegation and any alternate(s) when making nominations to the Scientific Committee. **These are the only voting members (full members). Representatives from Contracting Governments that received a grant from the Voluntary Assistance Fund, shall be considered national delegates. See also Commission’s RoP A.1, A.2, D.1(a) and Financial Regulations’ rule C1(f).** [This text could be added as a Footnote to keep the rule easy to read and easy to amend if anything factual changes]. The Secretary of the Commission and relevant members of the Secretariat shall be *ex-officio* non-voting members of the Scientific Committee.

2. The Scientific Committee recognises that representatives of Inter-Governmental Organisations - **Observers** - with particular relevance to the work of the Scientific Committee may also participate as non-voting members, subject to the agreement of the Chair of the Committee acting according to such policy as the Commission may decide.

3. Further to paragraph 2 above the ~~World~~ **International Union for Conservation of Nature Union** (IUCN) shall have similar status in the Scientific Committee.

Note, an ‘*ex officio* member’ is a member of a body who is part of it by virtue of holding another office.

2. Scientific Committee Rule A on ‘Membership and Observers’: Invited Participants

Some amendments are proposed to Rule A.6 to clarify the process of selection of Invited Participants. as follow:

A.6. The Chair of the Committee, acting according to such policy as the Commission or the Scientific Committee may decide, may invite qualified scientists **or experts in technical matters relevant to the Committee’s Agenda** not nominated by a Commissioner to participate ~~by invitation or otherwise~~ in committee meetings as non-voting contributors. They may present and discuss documents and papers for consideration by the Scientific Committee, participate on sub-committees **and working groups**, and they shall receive all Committee documents and papers.

(a) Convenors[footnote: ***In practice, Convenors and Co-convenors are selected by the Chair and Vice-Chair of the Scientific Committee in consultation with the Head of Science***] will submit suggestions for Invited Participants (including the period of time they would like them to attend **and a reference to the relevant group/s where they are expected to focus their expertise**) to the Chair (copied to the ~~Secretariat~~ **Head of Science**) not less than four months before the meeting in question. The Convenors will base their suggestions on the priorities and initial agenda identified by the Committee and Commission at the previous meeting. The Chair may also consider offers from suitably qualified scientists to contribute to priority items on the Committee’s agenda if they submit such an offer to the Secretariat not less than four months before the meeting in question, providing information on the contribution they believe that they can make. ~~Within two weeks of this~~ **Three and a half months before the relevant meeting**, the Chair, in consultation with the Convenors and Secretariat, will develop a list of invitees. **This ‘four months’ provision may be waived by the Chair in special circumstances.**

(b) The Secretary will then promptly issue a letter of invitation to those potential Invited Participants suggested by the Chair and Convenors. That letter will state that there may be financial support available, although invitees will be encouraged to find their own support. Invitees who wish to be considered for travel and subsistence will be asked to **fill a template on key aspects of their travel and return it** ~~submit an estimated~~ **airfare (incl. travel to and from the airport) to the Secretariat, within 2 weeks of receiving an invitation letter. Under certain circumstances (e.g. the absence of a potential participant from their institute), the Secretariat will determine the likely airfare.**

(c) At the same time as (b), **all Contracting governments will be advised of all invitations.** ~~a letter will be sent to the governments of the country where the scientist is domiciled for the primary purpose of enquiring whether that Government would be prepared to pay for the scientist’s participation. If it is, the scientist is no longer an Invited Participant but becomes a national delegate.~~

(~~ed~~) At least three months before the meeting, the Secretariat will supply the Chair with a list of participants and the estimated expenditure for each, based on (1) the estimated airfare, (2) the period of time the Chair has indicated the IP should be present and (3) a daily ~~subsistence rate based on the estimated~~ **actual cost of the hotel deemed most suitable by the Secretary and Chair.** [The following text has been lifted from the footnote] **Invited participants who choose to stay at cheaper hotel accommodation will receive the actual rate for their accommodation hotel plus the same daily allowance”, plus (4) an appropriate daily subsistence allowance set by the Secretariat.**

~~At the same time as (e), a provisional list of the proposed Invited Participants will be circulated to Commissioners, with a final list attached to the Report of the Scientific Committee.~~

~~(d) The Chair will review the estimated total cost for all suggested participants against the money available in the Commission's budget. Should there be insufficient funds, the Chair, in consultation with the Secretariat and Convenors where necessary, will decide on the basis of the identified priorities, which participants should be offered financial support and the period of the meeting for which that support will be provided. Invited Participants without IWC support, and those not supported for the full period, may attend the remainder of the meeting at their own expense. **Any invitee who subsequently attends the same meeting as an Invited Participant who has obtained financial support from elsewhere, or as a delegate nominated by a Contracting Government under rule A1, will not be eligible for financial support from the Scientific Committee budget.**~~

~~(ef) At least two months before the meeting, the Secretary will send out formal confirmation of the invitations to all the selected scientists, in accordance with the Commission's Guidelines, indicating where appropriate that financial support will be given and the nature of that support. **The letter of invitation to Invited Participants will also include the following language:**~~

~~**Under the Committee's Rules of Procedure, Invited Participants may present and discuss papers, and participate in meetings (including those of subgroups). They are entitled to access all Committee documents and papers. They may participate fully in discussions pertaining to their area of expertise. However, discussions of Scientific Committee procedures and policies are in principle limited to Scientific Committee members nominated by Contracting governments. Such issues will be identified by the Chair of the Committee during discussions. Invited Participants are also urged to use their discretion as regards their involvement in the formulation of potentially controversial recommendations to the Commission; the Chair may at his/her discretion rule them out of order.**~~ [Note: This text is the full ex-paragraph (g) lifted up from below]

~~(fg) In exceptional circumstances, the Chair, in consultation with the Convenors and Secretariat, may waive **all** the above time restrictions.~~

~~(g) The letter of invitation to Invited Participants will include the following ideas:~~

~~**Under the Committee's Rules of Procedure, Invited Participants may present and discuss papers, and participate in meetings (including those of subgroups). They are entitled to receive all Committee documents and papers. They may participate fully in discussions pertaining to their area of expertise. However, discussions of Scientific Committee procedures and policies are in principle limited to Committee members nominated by member governments. Such issues will be identified by the Chair of the Committee during discussions. Invited Participants are also urged to use their discretion as regards their involvement in the formulation of potentially controversial recommendations to the Commission; the Chair may at his/her discretion rule them out of order.**~~

~~(h) After an Invited Participant has his/her participation confirmed through the procedures set up above, a Contracting Government may grant this person national delegate status, thereby entitling him/her to full participation in Committee proceedings.~~

3. Scientific Committee Rule A on 'Membership and Observers': Local Scientists

This amendment to SC Rule A.7 is proposed to align the finalisation of the Local Scientists list with that of the Invited Participants, helping logistics.

7. A small number of interested local-scientists may be permitted to observe at meetings of the Scientific Committee on application to, and at the discretion of, the Chair. Such scientists should be connected with the local Universities, other scientific institutions or organisations, and should provide the Chair with a note of their scientific qualifications and relevant experience at the time of their application. **For logistic reasons, requests should be sent at least two months before the annual meeting.**

4. Scientific Committee Rule B.1 on 'Agenda'

This amendment to SC Rule B.1 is proposed to align it with the current practice, which reflects the biennial cycle of the Commission.

B. Agenda *and workplan*

1. ~~In years when the Commission meets, the~~ initial agenda *and workplan* for the Committee meeting of the following *biennium year* shall be developed by the Committee prior to adjournment ~~each year, for the Commission's approval.~~ The agenda should identify, as far as possible, key issues to be discussed *in the next biennium at the next meeting* and specific papers on issues should be requested by the Committee as appropriate. **In years when the Commission does not meet, the Committee shall develop its initial agenda and workplan for the following year based on the progress made.**

5. Scientific Committee Rule C.1, C.4 and C.5 on 'Organisation'

This amendment to SC Rule C.1 is proposed to align it with the current practice and SC Rule C.4 and tidy up the text. In fact, there were three so-called 'standing' sub-groups (i.e. AWMP, E, SM). The distinction between a working group and a sub-committee should be clarified at some point, possibly at the Commission level. At present, the Chair is entitled to create only sub-committees (C.4). This year, in fact we have "promoted" two working groups to sub-committees (HIM, E).

C. Organisation

1. The Scientific Committee shall include standing sub-committees and working groups by area or species, or other subject, and ~~a standing sub-group~~ ~~committee~~ on small cetaceans, *aboriginal whaling management procedure and environmental concerns*. The *Chair of the Committee, assisted by the Convenors group, shall may create* ~~decide at each meeting on~~ *sub-group* ~~committees as appropriate for the coming year based on the biennial workplan.~~

[...]

4. ~~The Chair may appoint other sub-committees as appropriate.~~

5. The Committee shall elect from among its *voting members (Full members)* a Chair and Vice-Chair who will normally serve for a period of three years. They shall take office at the conclusion of the *annual meeting at which they are elected*. The Vice-Chair shall act for the Chair in his/her absence. ~~The election process shall be undertaken by the heads of national delegations who shall consult widely before nominating candidates.~~ ²[Footnote: ²The Commission's Rule of Procedure on voting rights (rule E.2) also applies to the Scientific Committee]. ~~The Vice-~~

Chair will become Chair at the end of his/her term (unless he/she declines), and a new Vice-Chair will then be elected. If the Vice-Chair declines to become Chair, then a new Chair must also be elected. ~~If the election of the Chair or Vice Chair is not by consensus, a vote shall be conducted by the Secretary and verified by the current Chair. A simple majority shall be decisive. In cases where a vote is tied, the Chair shall have the casting vote. If requested by a head of delegation, the vote shall proceed by secret ballot. In these circumstances, the results shall only be reported in terms of which nominee received the most votes, and the vote counts shall not be reported or retained.~~

6. The election process shall be undertaken by the heads of national delegations who shall consult widely before nominating candidates³[Footnote: ³The Commission's Rule of Procedure on voting rights (rule E.2) also applies to the Scientific Committee]. The Chair shall facilitate the process. If the election of the Chair or Vice-Chair is not by consensus, a vote shall be conducted by the Secretary and verified by the current Chair. A simple majority shall be decisive. In cases where a vote is tied, the Chair shall have the casting vote. If requested by a head of delegation or the Chair, the vote shall proceed by secret ballot. In these circumstances, the results shall only be reported in terms of which nominee received the most votes, and the vote counts shall not be reported or retained.

6. Commission's Rule I on the Chair of the Scientific Committee

This amendment to Commission's Rule I is proposed to align it with current practices.

1. The Chair of the Scientific Committee ~~may~~*usually* attends meetings of the Commission and Technical Committee in an *ex officio* capacity without vote, at the invitation of the Chair of the Commission or Technical Committee respectively in order to represent the views of the Scientific Committee.

7. Commission's Rule M.5 on Report of the Scientific Committee

This amendment to Commission's Rule M.5 is proposed to set a more realistic deadline for the SC report.

5. The report of the Scientific Committee should be completed and made available to all Commissioners and posted on the Commission's public web site ~~by the opening date of the Biennial Commission Meeting or within 1421 days of the conclusion of the Scientific Committee meeting, whichever is the sooner.~~

8. Financial Regulations on Research Fund and other voluntary research funds (i.e. Voluntary Fund for Small Cetaceans Research and Conservation and Voluntary Research Fund on Southern Ocean Research Partnership)

The following are totally new proposed amendments to align the Commission and Committees Rules of Procedure to relatively recent developments (i.e. procedures on the Voluntary Fund for Small Cetaceans Research and Conservation and Voluntary Research Fund on Southern Ocean Research Partnership, which were already agreed working practices, endorsed by the Commission). It also looks at gaining some throughout the Committee's approaches on how to handle contingency funds. Finally, an amendment proposes to lose the option of unsolicited research proposal.

8.1 Amendments to Financial Regulations Rule C on General Financial Arrangements and Scientific Committee Rule G

In relation to the Research Fund, we propose some amendments to the Financial Regulations of the Commission, including an amended version of Appendix 1 (Small Cetaceans voluntary fund) and a new Appendix for the SORP fund. For consistency, the option of a discretionary contingency fund is added to the Small Cetaceans voluntary fund and the Research Fund. The General Financial Arrangements of the Committee are also amended: additions to Rule G and one new Rules (I) to inscribe the Scientific Committee Handbook into our RoP. Finally, we propose to delete the Rule G.2 General Financial Arrangements of the Committee on unsolicited proposals.

C. General Financial Arrangements [of Financial Regulations]

1. There shall be established a Research Fund, a General Fund, a Voluntary Fund for Small Cetaceans *Research and Conservation*, a Voluntary Fund for Aboriginal Subsistence Whaling, ~~and~~ a Voluntary Conservation Fund, *a Voluntary Research Fund on Southern Ocean Research Partnership*, ~~and~~ a Voluntary Assistance Fund to facilitate Contracting Governments in Capacity to Pay Groups 1 and 2 that are not EU Member States or members of the Organisation for Economic Cooperation and Development, (hereinafter eligible Groups 1 and 2 Governments), to Participate fully in the Work of the Commission (the Voluntary Assistance Fund).

(a) The Research Fund shall be credited with voluntary contributions and any such monies as the Commission may allocate for research and scientific investigation and charged with specific expenditure of this nature. The Research Fund shall have a balanced distribution among activities, defined according to conservation priorities and the work of the Commission, including small cetaceans. *The details of the Research Fund are given under Scientific Committee Rules of Procedure G and in the Handbook of the Scientific Committee.*

(b) The General Fund shall, subject to the establishment of any other funds that the Commission may determine, be credited or charged with all other income and expenditure.

(c) The details of the Voluntary Fund for Small Cetaceans *Research and Conservation* are given in Appendix 1.

The General Fund shall be credited or debited with the balance on the Commission's Income and Expenditure Account at the end of each financial year.

(d) The details of *the administration of funding from* the Voluntary Fund for Aboriginal Subsistence Whaling are given in Appendix 2.

(e) The details of the Voluntary Conservation Fund are given in Appendix 3.

(f) The details of the administration of funding from the Voluntary Research Fund on Southern Ocean Research Partnership in Appendix 4.

~~(g)~~ The details of the administration of funding from the Voluntary Assistance Fund to facilitate eligible Groups 1 and 2 Governments to Participate fully in the Work of the Commission are given in Appendix 4.5.

[...]

G. Financial Support for Research Proposals [of the Scientific Committee Rules of Procedure]

1. The Scientific Committee shall identify research needs.

~~2. It shall consider unsolicited research proposals seeking financial support from the Commission to address these needs. A sub-committee shall be established to review and rank research proposals received 4 months in advance of the Annual Meeting and shall make recommendations to the full Committee.~~

3. The Scientific Committee shall recommend priority research proposals for Commission financial support as it judges best meet Commission priorities as communicated in the Scientific Committee's workplan. *Details of the procedure agreed to identify priorities is given in the Handbook of the Scientific Committee*[footnote: *See Rule I*].

In years when the Commission meets, the Committee shall develop and include in its report an overall budget summary with a short summary of the objectives of each proposed item for funding. In the alternate years, in light of progress made, the Chair, Vice-Chair, Head of Science and Secretary shall present the actual situation of all completed activities and provide to the Scientific Committee a plan to include all identified priorities of the second year.

5. *The Scientific Committee Chair, Vice-Chair, and the Head of Science, in consultation with the Secretary shall be able to allocate a discretionary amount of not more than 10% of the total budget of the Research Fund, per budget period, in order to ensure the smooth running of approved projects. All discretionary allocations shall be consistent with the priorities of the IWC as proposed by the Scientific Committee and endorsed by the Commission. All allocations shall be reported in written by the Scientific Committee Chair to the Committee at its next meeting.*

I. Working practices of the Scientific Committee

1. *The Scientific Committee shall regularly consider its working practices, known as the Handbook of the Scientific Committee, and revise them as necessary.*

2. *In years when the Commission meets, a revised version of the Scientific Committee Handbook shall be submitted to the Commission for its consideration at the same time as the report of the Scientific Committee.*

Appendix 1

VOLUNTARY FUND FOR SMALL CETACEANS RESEARCH AND CONSERVATION

Purpose

The Commission decided at its 46th Annual Meeting in 1994 to establish an IWC voluntary fund to allow for the participation from developing countries in future small cetacean work and requested the Secretary to make arrangements for the creation of such a fund whereby contributions in cash and in kind can be registered and utilised by the Commission. *In 2009, the purpose of this fund was extended to support high priority research that improves conservation outcomes for populations of small cetaceans, particularly those that are threatened or especially vulnerable to human activities.*

Contributions

The Commission has called on Contracting Governments and non-contracting Governments, intergovernmental organisations and other entities as appropriate, in particular those most interested in scientific research on small cetaceans, to contribute to the IWC voluntary fund for small cetaceans **research and conservation**.

Acceptance of contributions from entities other than Governments will be subject to the Commission's procedures for voluntary contributions. Where funds or support in kind are to be made available through the Voluntary Fund, the donation will *be* registered and administered by the Secretariat in accordance with Commission procedures.

The Secretariat will notify all members of the Commission on receipt of such voluntary contributions.

Where expenditure is incurred using these voluntary funds the Secretariat will inform the donors of their utilisation.

Distribution of Funds

1. Recognising that there are differences of view on the legal competence of the Commission in relation to small cetaceans, but aware of the need to promote the development of increased participation by developing countries, the following primary forms of disbursement will be supported in accordance with the purpose of the Voluntary Fund:

(a) provision of support for attendance of invited participants at meetings of the Scientific Committee;

(b) provision of support for research in areas, species or populations or research methodology in small cetacean work identified as of direct interest or priority in the advice provided by the Scientific Committee to the Commission; **particularly, to support high priority research that improves conservation outcomes for populations of small cetaceans, particularly those that are threatened or especially vulnerable to human activities;**

(c) other small cetacean work in developing countries that may be identified from time to time by the Commission and in consultation with intergovernmental agencies as requiring, or likely to benefit from support through the Fund.

2. Where expenditure is proposed in support of invited participants, the following will apply:

(a) invited participants will be selected through consultation between the Chair of the Scientific Committee, the Convenor of the appropriate sub-committee and the ~~Secretary~~ **Head of Science at the IWC Secretariat**.

~~(b) the government of the country where the scientists work will be advised of the invitation and asked if it can provide financial support.~~

3. Where expenditure involves research activity, the following will apply:

~~(a) the normal procedures for review of proposals and recommendations by the Scientific Committee will be followed;~~

~~(b) appropriate procedures for reporting of progress and outcomes will be applied and the work reviewed;~~

~~(c) the Secretariat shall solicit the involvement, as appropriate, of governments in the regions where the research activity is undertaken.~~

(a) an Assessment Panel shall be established by the Chair and vice-Chair of the Scientific Committee, in consultation with the Head of Science, at the beginning of his/her term.

(b) the Assessment Panel shall consist of the Chair and vice-Chair of the Scientific Committee, the Convenor of the Sub-committee on Small Cetaceans, the Head of Science at the IWC Secretariat, and a number of competent members of the Scientific Committee who provide a wide geographical scope and relevant expertise.

(c) in years where sufficient funds are gathered the following process shall be followed:

(i) the Secretariat shall advertise a call for proposals on the official website and through a Circular Communication, which shall include detailed information on deadlines, review process (including criteria), administrative process;

(ii) all full proposals meeting the minimum administrative requirements shall be sent by the Secretariat to the Assessment Panel, which produce a report with its recommendations for funding, with the rationale behind each recommendation;

(iii) all projects recommended by the Assessment Panel shall be considered by the Sub-committee on Small Cetaceans at the Annual meeting of the Scientific Committee and then by the full Scientific Committee when discussing its budget;

(iv) recommended proposals shall be included in the Scientific Committee's budget, as given in its report to the Commission under the heading of a specific request to the Voluntary Research Fund for Small Cetaceans;

- (v) *these recommendations shall be presented to the Budgetary sub-committee and endorsed when the Commission approves the overall budget;*
 - (vi) *after final approval by the Commission, the Secretariat develops grant contracts specifying deliverables and timelines for the project leaders; funds shall be provided in accordance with the agreed schedule.*
- (d) *an Assessment Panel shall be able to allocate a discretionary amount of not more than £10,000, per budget period, in order to ensure the smooth running of approved projects. Any such requests will be discussed and agreed by the Assessment Panel in advance of an allocation being made. All discretionary allocations shall be consistent with the priorities of the sub-committees on Small Cetaceans and the IWC as endorsed by the Scientific Committee and Commission. All allocations shall be reported in written by the Assessment Panel chair to the Scientific Committee at its next meeting.*

Appendix 4

VOLUNTARY RESEARCH FUND ON SOUTHERN OCEAN RESEARCH PARTNERSHIP

Purpose

The Southern Ocean Research Partnership (IWC-SORP) is an integrated, collaborative consortium for non-lethal whale research, which aims to maximise conservation outcomes for Southern Ocean whales through an understanding of the post-exploitation status, health, dynamics and environmental linkages of their populations, and the threats they face. The partnership maintains an integrated and responsive relationship with the Scientific Committee and its priorities. IWC-SORP was endorsed by the Scientific Committee of the IWC at its Annual Meeting in June 2009. The SORP Research Fund was established in 2010 (Annex R; IWC/SC/62).

Contributions

The Commission has called on Contracting Governments and non-contracting Governments, intergovernmental organisations and other entities as appropriate, in particular those most interested in this partnership, to contribute to this voluntary fund.

Acceptance of contributions from entities other than Governments will be subject to the Commission's procedures for voluntary contributions. Where funds or support in kind are to be made available through the Voluntary Fund, the donation will be registered and administered by the Secretariat in accordance with Commission procedures.

The Secretariat will notify all members of the Commission on receipt of such voluntary contributions.

Where expenditure is incurred using these voluntary funds the Secretariat will inform the donors of their utilisation.

Distribution of Funds

Where expenditure involves research activity, the following will apply:

(a) *an IWC-SORP Scientific Steering Committee (IWC-SORP SSC) is established as advisory body for all processes and activities related to SORP* [NOTE: this is a different task compare to the one that this group has now];

(b) *the SORP SSC is composed of a representative, with technical expertise, nominated by each member nation of the Partnership, as well as the Convenor of the Southern Hemisphere sub-committee, the Chair of the Scientific Committee, the IWC Head of Science, the IWC-SORP Secretariat and the CCAMLR observer to IWC Scientific Committee. At the discretion of the IWC-SORP SSC, additional representatives from Partnership members, as well as interested parties are welcome to attend and participate in meetings of this Committee;*

(c) *in years when sufficient funds are gathered the following process will be followed* [NOTE: This following section contains agreed adjustments to the existing evaluation procedure to select for fund IWC-SORP project proposals (see Annex W; IWC 2017) which aim to help avoiding conflict of interest]:

(i) *IWC-SORP Assessment Panel shall comprise the following Scientific Committee members: (a) Chair of the Scientific Committee (leading the Assessment process); (b) Vice Chair of the Scientific Committee; (c) IWC Head of Science (IWC Secretariat); (d) Current Convenor of the SH sub-committee; (e) Two to three ex-Convenors of the SH sub-committee; (f) A representative from the IWC-SORP Secretariat; (g) Chair and Vice-chair of the IWC-SORP Scientific Steering Committee; (h) Additional members deemed necessary by the SC Chair to facilitate the assessment of proposals. These assessors will be drawn from the Scientific Committee.*

(ii) *the IWC and SORP Secretariats shall advertise a call for proposals on their official websites and through a Circular Communication, which shall include detailed information on deadlines, review process (including criteria) and administrative requirements;*

(iii) *all full proposals meeting the minimum administrative requirements (i.e. prepared in accordance with the IWC Scientific Committee pro forma) shall be sent by the Secretariat to the IWC-SORP Assessment Panel;*

(iv) *the IWC-SORP Assessment Panel shall carry out an evaluation of all proposals, which shall include a determination of how well the proposals align with IWC-SORP objectives, any other criteria specified in the Call for Proposals and shall consider any conditions associated with voluntary contributions as specified by donors. The IWC-SORP Assessment Panel may suggest improvements to proposals where they believe this is appropriate.*

(v) *upon receipt of a final proposal(s) (revised if necessary), the IWC-SORP Assessment Panel shall provide its written report to the Scientific Committee for consideration at its next annual meeting. For each proposal, this shall include: (a) a short summary of the proposal and its associated budget; (b) a summary of the final evaluations made by the IWC-SORP Assessment Panel, including comments on how well it aligns with IWC-SORP objectives and recommendations as to whether funding should be fully, partially or not supported;*

(vi) *the Scientific Committee shall consider these funding recommendations when discussing its budget; following consideration (and potential revision) by the Committee, approved requests shall be added to the Scientific Committee budget as a specific request to the IWC-SORP Research Fund and included in its Report;*

(vii) *the Scientific Committee recommendations shall be presented to the Budgetary sub-committee and endorsed when the Commission approves the overall budget;*

(viii) *after final approval by the Commission, the IWC Secretariat, with the assistance of the SORP Secretariat, shall develop grant contracts specifying deliverables and timelines for the project leaders; funds shall be provided in accordance with the agreed schedule.*

(d) *the IWC-SORP SSC shall be able to allocate a discretionary amount of not more than £15,000, per budget period, in order to ensure the smooth running of approved projects. Any such requests shall be discussed and agreed by the IWC-SORP SSC in advance of an allocation being made. All discretionary allocations shall be consistent with the objectives of IWC-SORP and the IWC as endorsed by the Scientific Committee and Commission. All allocations shall be reported in written by the SORP SSC chair to the Scientific Committee at its next meeting.*