

## 67<sup>th</sup> Meeting of the International Whaling Commission

### FINANCE AND ADMINISTRATION SUB-COMMITTEE

09.00-17:00 Hrs Saturday 8 September 2018 at the Costao do Santinho Resort, Florianopolis, Brazil

#### DRAFT AGENDA and annotations

#### 1. INTRODUCTORY ITEMS

- 1.1 Appointment of Chair [Ryan Wulff, USA, is proposed]
- 1.2 Appointment of Rapporteur
- 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 Report 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 the years when the Commission does not meet. This item allows the Secretary to make a report.*

##### 3.2 Meetings of the Commission

###### 3.2.1 Guidance for Hosting Meetings of the Commission and Scientific Committee

*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. This item allows for discussion of the revised guidance by the F&A Committee.*

###### 3.2.2 Results of the feedback survey from IWC66

*This item will allow the Secretariat to report on the feedback survey conducted at the end of IWC66.*

##### 3.3 Guidance on the utilisation of the General Fund and Meeting Fund

*At its meeting in Shimonoseki, Japan, in September 2017, the Bureau requested that guidelines be developed for the allocation of funds from the General and Meeting Funds.*

##### 3.4 Report on the implementation of the Governments of Limited Means Fund

*Following the introduction of a voluntary fund to support the participation of Governments of Limited Means in Commission business, this item will report on progress, including voluntary contributions, as well as how the fund has been accessed to date and any further developments required.*

##### 3.5 Organisational Risk Management and Currency Strategy

*At IWC66, the Finance and Administration Committee discussed the impact of currency risks on Commission finances and the Secretariat was asked to develop an Organisational Risk Management and Currency Strategy. The document provided will be the framework for this.*

### 3.6 Memoranda of Understanding

*This item seeks the Committee's views on the proposed terms of the Memorandum of Understanding (MoU) between IWC and the UNEP Caribbean Environment Programme, as well as to agree the process for approving future MOUs.*

### 3.7 Use of the IWC's website

*Update on the use of the IWC website and other online platforms to facilitate intersessional dialogue.*

### 3.8 IWC Headquarters Requirements

*This item will update the Committee on the condition of the IWC headquarters building.*

## 4. INTERSESSIONAL WORKING GROUPS

### 4.1 Report of the Standing Working Group for Operational Effectiveness

*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 group has continued to progress its aims during the subsequent period and this item allows the working group to make its report.*

### 4.2 Report of the Intersessional Correspondence Group for Strengthening Financing

*At IWC62 in 2010, the Commission endorsed the recommendation of the F&A Committee that it convene a small group to find ways to support 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.*

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

*At IWC66, the Committee endorsed a proposal from the Scientific Committee to update its Rules of Procedure in relation to Invited Participants (IPs). This item allows consideration of this and other proposed changes to the Scientific Committee's Rules of Procedure.*

### 4.4 Relevant recommendations from the Conservation Committee

*This agenda item will provide the Committee with an opportunity to discuss changes to Commission Rules of Procedure or Financial Regulations as recommended by the Conservation Committee.*

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

*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. This item allows the Committee to discuss and comment on the report of the independent reviewers.*

## 6. PROPOSED RESOLUTIONS

*This item allows for discussion of any proposed Resolutions which may require the input of the F & A Committee.*

## 7. FORMULA FOR CALCULATING CONTRIBUTIONS AND RELATED MATTERS

*This is a standing agenda item which provides an opportunity for discussion on the formula for calculating financial contributions.*

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

*These matters have previously been discussed by the Budgetary Sub-Committee at its meeting on Thursday 6 September. This item includes the financial documents required to be presented under financial regulations D1 and D2.*

### 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 Report of the Budgetary Sub-Committee

#### 8.2.2 Discussion of recommendations from other Committees with financial, human or other resource implications

#### 8.2.3 F&A Committee Discussions and Recommendations

### 8.3 Scientific Committee Future Workplan, Research Budget Request and Prior Year Spending

#### 8.3.1 Report of the Budgetary Sub-Committee

#### 8.3.2 F&A Committee Discussions and Recommendations

### 8.4 Budgetary Sub-Committee Operations

## 9. DATE AND PLACE FOR FORTHCOMING MEETINGS

*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.*

*The Scientific Committee retains its annual schedule and will meet next in May 2019 in Nairobi, Kenya, and at a similar time in 2020.*

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

## 10. BUREAU MEMBERSHIP

*The Bureau is constituted under Rule of Procedure M.9. which also describes its membership. This item allows for discussion and nomination of members for the 2-year period to the next Commission meeting.*

## 11. ADOPTION OF THE 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 (*Rule of Procedure 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.