

**IWC Bureau Meeting – 24 & 25 April 2019  
at the Red House, Cambridge.**

Attending in person: Andrej Bibic (IWC Chair), Katja Piskur, **(Slovenia)**  
Josefina Bunge, Miguel Iniguez, **(Argentina)**  
Horace Walters, **(St Lucia)**  
Gemma Harper (Co-chair of Operational Effectiveness Working Group), Jamie Rendell  
(Vice-chair of Conservation Committee), **(UK)**  
Ryan Wulff (Acting US Commissioner, Chair of Finance & Administration Committee),  
Carolyn Gruber, **(USA)**  
Rebecca Lent, Kate Wilson, **(Secretariat)**

Attending by phone: Emmanuel Mantey Mensah, **(Ghana)**

Receiving translated  
summary reports: Amadou Diallo (IWC Vice-chair), **(Guinea)**

*The Chair of the Scientific Committee, Co-chair of the Working Group on Operational Effectiveness, Chair of the Budgetary Sub-committee, and members of the Secretariat were present either in person or via teleconference for specific agenda items, as noted in the Minutes below.*

### **1. Welcome from the Chair**

The Chair welcomed everyone to the Red House and noted that this meeting is convened in accordance with the Commission's Rule of Procedure B4<sup>1</sup>. The Chair reminded the group that the role of the Bureau is to provide advice to the Chair and the Secretariat, and to oversee the work programme of the Commission during the intersessional period. It was also noted that this is an extraordinary meeting and does not aim to complete all the business of the Bureau in a non-Commission year. The scheduled meeting of the Bureau will take place in October in Slovenia as planned.

The Chair also highlighted that in line with the RoP P.2, notwithstanding cost, the report of the Bureau meeting should be translated into French and Spanish.

### **2. Appointment of Rapporteur**

It was agreed that the Secretariat would serve as rapporteur.

### **3. Adoption of Agenda**

The agenda was adopted with no amendments.

### **4. Minutes from last meeting**

The Minutes of the series of Bureau meetings held during IWC67 were adopted and are available [here](#).

### **5. Brief update from the Executive Secretary**

At IWC67, Resolution 2018-1 set out the next steps for handling the Governance Review and included Annex B which gave the Secretariat a mandate to implement a series of measures.

The Executive Secretary gave a brief summary focusing on three priority areas which were identified and agreed on by all staff: a comprehensive staffing review; a review of IT structure and resources; and staff training and development. More information on this is provided under item 6d below.

The Financial Statement was also summarised. The Bureau noted that size of deficit was lower than expected. The forecast deficit had been reduced substantially due to several Secretariat maternity leaves of absence, and deferral of maintenance work. The Bureau also noted the new presentation of the Financial Statements, consistent in style with other IWC publications and designed to improve transparency and showcase some of the IWC's recent work. It is hoped that this will be useful in future fundraising efforts, and will be given to potential donor organisations.

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<sup>1</sup> Rule of Procedure B.4: The Bureau shall meet in those years in which the Commission does not meet and shall otherwise meet as required to fulfil its functions in accordance with Rule M.9.

## **6. Progress on Commission intersessional work and updates by Committee/Sub-Committee**

### **a. Introduction**

The IWC Chair highlighted the role played by the Bureau in tracking intersessional progress across its wide range of Sub-Committees and Working Groups, and drew attention to the Database of Recommendations as a fundamental tool in this work. The Chair thanked all who created it and the Government of the UK for their support in this project.

### **b. Review of the Database of Recommendations**

The Secretariat presented the Database of Recommendations. The database was established in response to a recommendation from the Joint Scientific Committee/Conservation Committee Working Group which highlighted the need for a system and process to systematically capture and track recommendations across the different bodies of the Commission. This was initially focused on conservation-related recommendations and subsequently broadened to capture all recommendations to the Commission.

A pilot version of the database was presented and endorsed at the Commission meeting in September 2018. The Secretariat was asked to populate this, facilitate its use, and begin work to integrate it into standard working practices.

The database is now operational and has been populated with recommendations from IWC67, including the 2018 and 2017 reports of the Scientific Committee. The Bureau noted that volunteers/volunteer organisations could be sought to help with historical data input and to help test the database in due course. Input of historical data would form a valuable part of the IWC record but is particularly dependent on volunteer support.

The next steps are to begin integrating the database into routine working practice within the sub-groups of the Commission, and to make it publicly accessible via the IWC website as soon as possible. The Bureau noted that a number of opportunities to discuss integration and raise awareness are approaching soon: meetings of the Scientific Committee (SC), Working Group on Operational Effectiveness (WG-OE) and Conservation Committee Planning Group (CCPG). The Secretariat also highlighted how useful the database is for internal Secretariat work planning, and explained that an import tool was being developed to make it easy and quick for chairs, convenors and others to add information to the database. It is hoped this tool will be piloted at the SC meeting next month.

The Bureau thanked the Secretariat for its work on the Database and noted that it was extremely valuable for the Secretariat and the Commission, and also for other organisations, agreeing that an awareness raising exercise would be important when the database is ready to launch publicly. It was agreed that the Secretariat should give an update on the database at the next Bureau meeting in October.

### **c. Scientific Committee and its sub-groups**

The Chair of the SC joined the Bureau meeting by teleconference, explaining that the number of participants currently registered to attend the 2019 meeting is relatively low. This is not uncommon at this point in the meeting cycle and additional registrations are expected over the coming days/weeks. Security has been a factor in decisions on attendance for some participants. This is being addressed through tailoring the agenda and increased use of video conferencing. Nevertheless, the SC Chair highlighted that some agenda items may be partially or entirely postponed until the 2020 meeting.

It was confirmed that discussions were ongoing over the recent changes within IWC including the financial situation and the departure of Japan. A number of updates have been made to financial management at the SC in order to increase clarity, reduce IWC liability and track the progress of projects and contracts.

The Government of Japan has made clear to the SC leadership that it will participate in future IWC and SC meetings as an observer. Clarity is required over what information the Government of Japan will provide to the SC in future, and the SC Chair highlighted four key issues on which information from Japan and guidance from the Commission would be welcome: special permits; Revised Management Procedure (RMP); IWC-POWER research cruises; and provision of catch statistics. The SC Chair indicated that a paper was under preparation on this issue for presentation and discussion at the SC meeting in Nairobi.

The Bureau stressed that the Commission was the decision making body, and whilst the Bureau could provide guidance on administrative issues (for example whether SC rule changes were needed to allow an observer organisation to submit particular types of information) it would not be possible to answer substantial questions on policy or future SC priorities until the Commission meeting in 2020. It was agreed that it would be helpful for the SC to provide a paper to the Bureau after this SC year's meeting, having sought views from both Japan and other members of the SC. This paper could clarify the specific issues on which Commission guidance would be needed by the SC. The Bureau could help by reviewing a draft of this document at its October meeting.

The SC Chair also summarised changes to the structure of the SC: a new *Implementation Reviews* and Simulation Trials (IST) group has been formed, reflecting the fact that the Aboriginal Whaling Management Procedure (AWMP) work was largely concluded at IWC67 and so this group has disbanded. *Implementation Reviews* will still be required for both Aboriginal Subsistence Whaling and RMP and so these two groups have been merged into the new group. Further work is also planned to streamline the SC agenda in line with the biennial Commission meeting cycle.

#### **d. Governance Review and WG-OE meeting**

The Co-chair of the OEWG highlighted two Circular Communications issued in the last few days – the first covering logistical information and the second requesting feedback on the Governance Review Report recommendations, as well as any suggestions for additional recommendations and views on how these should be prioritised.

The importance of now moving from recommendations to implementation was stressed by the Bureau. It was noted that membership of the WG-OE remains open and it was important to ensure political and geographical representation across the IWC. Membership would remain open until the end of April.

It was anticipated that the first day of the July workshop would be used to clarify and prioritise recommendations made in the Governance Review. The first day would also include a presentation on the Database of Recommendations and discussion on how this might be used to support delivery of Governance Review recommendations. The second day would draw on the previous day's prioritisation exercise to develop an implementation plan.

It was flagged that a second meeting of the WG-OE could be held in 2020, ahead of IWC68 and the 60-day deadline for papers, if needed.

It was agreed that the Bureau had a role to play in helping the WG-OE shape attendance at the meeting(s) to ensure a size and breadth that could work towards consensus proposals and consensus decisions at IWC68.

The Secretariat was also encouraged to continue with reforms as set out in their Annex B to Resolution 2018-1 and the Bureau agreed that a short explanation of key actions undertaken so far would be helpful. This discussion would also confirm that the Secretariat is working within its existing mandate.

**Staffing Plan:** a contract tender exercise had been undertaken and proved that independent consultants would be prohibitively expensive. The Bureau agreed that the Secretariat was best-placed to analyse its own structure although independent scrutiny remained an important element and could be provided by the Bureau or a small group of Bureau members. The Bureau agreed it is important to think in generic terms about how the Secretariat could best structure itself to support the Commission, and then consider how any changes might be implemented and over what timeframe.

It was confirmed that the Executive Secretary has the mandate to undertake this work and that it could move ahead in conjunction with support from both the Bureau and WG-OE, and as part of the WG-OE implementation package. An activity-based costing exercise was one aspect of the work which would give the Secretariat and the Commission a much clearer idea of the financial and human resources involved in each of the Secretariat's activities and workstreams.

**IT Review:** the Bureau supported the work undertaken by the Secretariat to analyse best practice in comparable organisations, which led to the recent recruitment of an IT Support Officer on a temporary basis. The Bureau stressed that the IT function underpins the work of everyone involved in the Commission, not just the Secretariat. The Secretariat noted that prior to the end of the initial six-month contract period, it would assess whether the arrangement was meeting its objectives and whether it could be continued.

**Training and Development:** the Bureau noted that the recent Change Management training had been the first training received for 50% of Secretariat staff, and agreed that a positive approach to lifelong learning

opportunities was the most valuable way to deliver training. Bureau members offered to share their experiences and literature with the Secretariat where this would be useful. The Bureau also noted that the Secretariat had strengthened its resilience and flexibility in covering three maternity leaves and increasing use of remote working, particularly during meetings.

**Access to IWC Documents:** the Secretariat acknowledged that accessing documents is not as easy as it could be. To address this a new, multi-disciplinary Secretariat group had been established to develop a long-term strategic approach, re-assessing our requirements, analysing management of documents in comparable organisations and agreeing a preferred solution for handling both current meeting documents and archive documents. The Secretariat stressed that the previous 'bolt-on' approach had minimised costs and a long-term integrated solution is likely to require additional funding.

**Social media:** the Secretariat reported that the initial Twitter activity on bycatch and whale watching had not developed into a platform for criticism of the IWC and the Bureau agreed it was appropriate to broaden out the subject matter and make greater use of Twitter. The Secretariat will select material using the Guidelines and Principles developed for use of the IWC website (attached below at Annex).

**Red House:** the Secretariat reported that the Red House warehouse is considered by consultants to have reached the end of its life. There are no cheap options for refurbishment due to asbestos within the fabric of the building. Two options have been developed (and were on display in the Bureau meeting room). The first is a reworking of the existing structure priced at £1.3M. The second is a two storey new building priced at £2.7M. The existing Red House buildings and plot has been valued at £1.3-1.4M, if sold as a whole, and at approximately £0.5-0.55M if only the Red House is sold.

The Bureau discussed a range of options including financing a new building on the site of the warehouse by the sale of the Red House, building a new meeting space which could generate rental revenue from use by other organisations, selling the entire plot and buying or renting more modern premises. It was noted that the core business of the IWC is whale conservation and management, and other tasks related to building management risked diverting the Commission from its mission and would require Secretariat staff time as well as financial investment. The longevity of the Organisation was raised as a matter for consideration.

It was agreed that the Secretariat will develop a fully costed options paper to be presented to the October meeting of the Bureau, and that the Secretariat would work in parallel with the WG-OE with the aim of submitting a detailed proposal to IWC68 in 2020.

**Strategic Plan:** the Secretariat has committed to providing the WG-OE with a draft strategic plan for the Secretariat. It was agreed that the timeframe of this should be four years to synchronise with the biennial meeting cycle.

The Co-Chair of the WG-OE also reminded the Bureau that the Code of Conduct for Observers had been referred to WG-OE. It was noted that some comparable organisations did already operate such codes and agreed that Bureau members would provide the WG-OE with some examples. This would inform their decision on whether one was required at IWC and if so, what shape it might take. This will be discussed at the WG-OE meeting in July.

#### **e. Conservation Committee and its sub-groups**

The Vice-chair of the Conservation Committee (CC) provided an update, confirming that a CCPG meeting is planned for 19 July (immediately after the WG-OE) and the agenda is under development now.

The work of the CC is aligned with its Strategic Plan which was endorsed by the Commission at IWC66. CC Working Methods were agreed at IWC67 and are now available online, and work is ongoing to improve the process and value of voluntary conservation reports.

A range of current key topics were highlighted. These included bycatch, Conservation Management Plans (CMPs), ship strikes and whale watching. The Whale Watching Handbook has been flagged at a number of recent events and it was agreed that the Secretariat would re-circulate the Powerpoint presentation to Bureau members to assist with outreach.

Amongst a number of other events highlighted were a joint workshop on Ship Strikes, held recently with IUCN and ACCOBAMS, and joint CC/SC workshops on marine debris and anthropogenic noise planned for 2019 and 2020 respectively.

#### **f. Other Sub-Committees and Working Groups**

The Secretariat provided an update on the work of the Whale Killing Methods and Welfare Issues Working Group (WKM&WI) where progress has been made on both the entanglement response and strandings initiatives. This includes a combined training workshop in Chile/Peru and four entanglement apprenticeships (from Peru and Norway) joining the Technical Advisor in Provincetown this Summer.

The Strandings Co-ordinator contract has been extended with thanks to the Government of the UK for their financial support. Amongst many other things, this will enable the Co-ordinator to attend strandings symposiums in Taiwan and Durban, helping to extend the global reach and impact of the IWC strandings programme. Progress is also being made by the UK on the Cetacean Welfare Assessment Tool which will be presented to the SC and then Commission. A process for allocating money from the voluntary welfare fund will also be developed by and proposed to the Commission at IWC68.

The Bureau agreed that it was helpful to find ways of measuring and publicising success for initiatives such as the entanglement response programme.

The Secretariat provided an update on the Aboriginal Subsistence Whaling Sub-Committee, with thanks to the US Government for potentially providing an intern to undertake a survey of indigenous rights instruments as part of work to engage more closely with other organisations. Work is also planned to support Russian Federation efforts to understand the 'stinky whale' phenomenon, and to hold a workshop on its hunt welfare issues. The Bureau noted that the Governance Review Report had recommended improvements to the representation of hunting groups within the IWC and this would be considered by the WG-OE.

#### **g. Engaging other organisations**

The Secretariat gave a wide-ranging summary of engagement with other organisations. This included delivering an opening statement and interventions at the Conference of the Parties (CoP) for the Convention for Biological Diversity last November; strengthened engagement with the Food and Agriculture Organisation, a range of Regional Fisheries Management Organisations and Network (RSN). The Secretariat is also exploring opportunities for increasing collaboration with the Convention for the Conservation of Antarctic Marine Living Resources, including a joint workshop on ecosystem modelling. Work also continues with the International Maritime Organisation on ship strikes and underwater noise, and the Secretariat is discussing the scope to work on areas of shared interest with the North Atlantic Marine Mammal Commission. Collaboration with the Convention on Migratory Species is ongoing.

The Bureau also noted the new opportunities to engage that were offered by holding the SC and related meetings in Africa, with the Indian Ocean Tuna Commission (IOTC) and West Indian Ocean Marine Science Association (WIOMSA) both able to send participants for the first time.

The Secretariat has also attended the Biodiversity Liaison Group (BLG) for the first time, and engaged with a range of BLG processes. The IWC has been offered the opportunity to send a delegation to work on early development of the new, post-2020 targets and submit a chapter to their preparatory document.

The Bureau agreed that it was an excellent opportunity and an important piece of work. The Bureau noted the need to balance IWC political and geographical interests, as well as the domestic priorities of any IWC representatives, and agreed that it would be appropriate for the Chair of the IWC and Chair or Vice-chair of the Scientific Committee to attend with the Secretariat also present. Attendance is of course subject to individuals' availability and own approvals processes. Once attendees have been established it will also be important to communicate the attendance and rationale to the Commission.

The Bureau also noted that this year's CoP for the United Nations Framework on Climate Change is billed as 'the Blue CoP'. It will be the first time that ocean issues are the focus of this forum and IWC should consider how best to engage.

#### **h. Finance and Administration Committee and its sub-groups**

## i) **Financial Implications and options for addressing the budget in 2020 and beyond**

The Chair of the Budgetary Sub-committee (BSC) joined the meeting by teleconference and reported on the status of 2020 budget.

The departure of Japan as a member of the Commission necessitates a recalculation of distribution of the budget across the remaining membership. The BSC Chair reminded Bureau members that funding contributions were based on a system of 'shares.' Shares are allocated to governments according to the size of their delegation at Commission meetings, and any whaling activity. Governments are then divided into four groups, determined by their capacity to pay (based on World Bank data) with smaller economies paying proportionately less than larger ones.

The value of these shares is liable to fluctuate during the course of the two year budget period due to several factors, one of which is whether any member governments join or leave the organisation, spreading the agreed budget amongst a larger or smaller number of countries.

The Government of Japan has been the biggest contributor to the IWC and so their departure creates a relatively large percentage increase in the cost of shares, but in actual terms, this will equate to between c.£295 and c.£10,000 depending on the Capacity to Pay Group.

The BSC Chair stressed that other approaches to address the budgetary shortfall had been considered and ruled out due to complexity, for example the difficulty involved in changing the budget that was agreed at IWC67, and obtaining agreement intersessionally on where any cuts should be made – which would have to be achieved via a postal vote.

It was emphasised that a number of member countries in the Buenos Aires Group had made representations that the impact of any increase in member contributions would be very difficult to absorb. The Bureau acknowledged that this would not be easy but agreed with the advice of the BSC Chair that it would be better to adopt a 'business as usual' approach to handling Japan's departure and work strategically with the WG-OE on longer term solutions to budgetary issues.

The Bureau also clarified that the Financial Regulations created scope for some flexibility:

- Rule E2 enabled members to elect to delay paying any re-calculated increase until the end of the relevant financial year (i.e. 31 December 2020).
- Rule F2 allows countries to carry forward a debt of under £500 without loss of voting rights.

The Bureau stressed the need to be transparent, explaining the proposed approach to all member governments and ensuring all are forewarned about the increase in the cost of shares. It was agreed that the BSC Paper to the Bureau would be summarised with the covering Circular which accompanies the Bureau Minutes, following the same approach used to alert members to the difficult financial situation discussed at the 2017 Bureau meeting. It was important to ensure that this paper is translated into Spanish and French so all members have access to the same information.

### **Long Term Budgetary Issues**

The Commission had not been able to resolve the long-term deficit budget situation at IWC67 and this remains a priority for the long-term viability of the Commission.

The BSC is developing a workplan, working closely with the WG-OE whose meeting in July 2019 will be pivotal to developing a BSC paper for discussion at the October 2019 Bureau meeting, with a final proposal to the Bureau by May 2020 and thereafter to the Commission at IWC68.

The aim of this paper is to explore and propose potential savings measures in order to balance future budgets. It was acknowledged that these are difficult discussions to hold remotely. Discussion with the chairs of sub-committees and working groups will be vital to success. It was agreed that the 2020 SC meeting may offer an opportunity for face-to-face meetings with a number of key stakeholders

The Bureau acknowledged the challenging intersection between the WG-OE and BSC processes and the tight timescale that both groups are working towards. The importance of ensuring that the right people are able to attend the WG-OE meeting in July was stressed.

The importance of outreach and engagement was also emphasised. Early dialogue and sharing of information are vital to build understanding and consensus ahead of IWC68, if the Commission is to avoid a repeat of the budgetary decision at the September 2018 meeting.

#### **ii) Changing membership on the BSC**

The Chair of the Finance and Administration Committee (F&A) clarified that the two highest paying members of the Commission are permanent members of the BSC. Japan's departure means that these governments will be the US and UK from July 1 2019. It was also agreed that it would be helpful to clarify Terms of Reference and the roles of the BSC Chair and Vice Chair.

#### **iii) Non-Member Government Participation**

The Chair of F&A clarified that Rule of Procedure C2 allows non-member observers at all meetings of the Commission except the Bureau, Private Commissioners Meetings, and F&A closed sessions.

The observer fee for each individual observer from a non-member country is currently £835 and would be payable prior to a meeting of the Commission.

It was also clarified that scientists who were neither member government delegates nor Invited Participants could potentially attend the SC if they had submitted a request in writing to the SC Chair 60 days prior to the meeting, or received an invitation to attend a particular meeting from the SC.

It was agreed that this should be made clear to the Government of Japan prior to the 2020 meeting of the SC, to ensure confusion over the rules and timescales does not cause unnecessary problems.

#### **iv) Other Financial Issues**

##### **Update on Financial Contributions**

Financial Regulation E4 requires that the Bureau is updated on financial contributions. The Secretariat noted that 43% of total contributions owed have so far been collected for 2019 compared to 45% in 2018. Suspended votes and bad debts are currently at their lowest level in recent memory, although bad debt provision has been maintained at a high level to reflect current levels of uncertainty.

##### **Fundraising**

The financial information available on the IWC website has been developed to further increase clarity and transparency. The Secretariat has developed a Funding Concept Note and agreed fundraising priorities of bycatch, stranding, entanglement and CMPs. Recent experiences have emphasised the inefficiency of a piecemeal approach, with significant resources invested in small returns. Subject to resources, a fundraising plan is being developed which focuses on long-term funding proposals.

## **7. Preparation for SC68A, SC68B and IWC68**

**SC68A:** The Secretariat outlined actions taken to reinforce security arrangements for the 2019 SC meeting in Nairobi. Following the January terrorist attack, an additional risk assessment report was commissioned by the Secretariat. This was shared with the venue, the Government of Kenya and its security agencies, all of whom were thanked for their responsive and committed approach. A number of additional measures are now in place, all delegates will receive security advice at the start of the meeting, and all are advised to stay at the venue which is a large campus-style hotel with ample facilities.

The Bureau acknowledged that the location had created challenges and did not underestimate the efforts involved in addressing them, stressing also the significance of holding the SC meeting in an African country and hoping for a productive and inclusive meeting.

**SC68B:** the Secretariat confirmed that the key venues were now booked in Cambridge, UK, and the balance of savings on Secretariat travel against the relatively high cost of Cambridge means that overall costs were likely to be similar to Bled. A number of concerns had been raised about the difficulty obtaining a UK visa and the Government of the UK agreed to identify a contact in the relevant government department who could assist if

needed. It was agreed that it was important to provide information early and allow plenty of time for delegates to make arrangements.

**SC69A:** Initial bids are due by May 2019 and final bids by September 2019. The Government of Antigua and Barbuda have expressed an interest in hosting but if no formal offers are received by the end of May, the Secretariat will identify a reference venue. The FAO, Rome, has already been identified and this will be reassessed against concerns expressed by some delegates. The Bureau agreed that a call for hosts would also be issued at the end of May if no offers are received.

**IWC68 2020:** the Commission will return to the Grand Hotel Bernardin, Portorož, Slovenia, and contracts will be signed as soon as the length of the meeting is finalised.

With no ASW quota discussions, an anticipated reduction in discussion on special permits, and the extremely short infractions discussion at IWC67, the Bureau agreed that there might be scope to reduce the meeting length by one day, with a potential cost saving of approximately £30,000. It was noted however that some sub-committees (notably CC) are already struggling to compress busy agendas into short timeslots and so the following provisional timetable will be proposed to the Commission:

Fri 25 <sup>th</sup> Sept	09:00-13:00	BSC
	14:00-18:00	ASW and WKM&WI
Sat 26 <sup>th</sup> Sept	09:00-18:00	CC
Sun 27 <sup>th</sup> Sept	09:00-15:00	F&A
	16:00-18:00	Private Commissioners' Meeting
Mon 28 <sup>th</sup> – Fri 2 <sup>nd</sup> Oct	09:00-18:00	Plenary including Infractions

The possibility of shortening the plenary session was also discussed and rejected. It was agreed that this was attempted in 2014 and had proved very challenging. The Bureau also noted that small group evening discussions were an important part of efforts to achieve consensus and a shorter plenary would also reduce these opportunities.

It was agreed that the dates should be made available soon via a Circular Communication and the IWC website for planning purposes. The proposed timetable should also be publicised, accompanied by a rationale based on this discussion.

The Bureau also stressed the importance of Commissioners attending sub-committees as well as the Plenary session, and including this message in the Circular to announce meeting dates.

## 8. Plans for 1-2 October 2019 Bureau meeting in Slovenia – IWC Chair

The Government of Slovenia confirmed that a venue had been identified in Ljubljana that would provide a meeting room and accommodation.

The Bureau agreed the following agenda items:

- Agenda for IWC68 and agenda for SC 2020.
- Provisional financial statements for 2019 and review of the remainder of two year budget.
- Rotation of Bureau membership post-IWC68, maintaining geographical and political balance.
- Demonstration of Database of Recommendations.
- Red House options paper.
- Potentially something from the WG-OE on the role of the Bureau and/or progress more generally.
- Secretariat paper on Guidelines for the Bureau (see below).

### Any other Business

It was agreed that the two different versions of the Bureau procedures should be reconciled into a single document, consistent with the Rules of Procedure. The Secretariat will produce a draft for discussion at the October Bureau meeting. It was noted that these should be consistent with any standard template for Terms of

Reference (ToRs) that might be produced by the WG-OE in response to the Governance Review recommendation that all groups should have standardised ToRs.

It was confirmed that the minutes of the meeting would be circulated to Bureau members and the final version should be available via Circular Communication and the IWC website within two months.

The Chair thanked everyone for a productive two days and closed the meeting at 14.30.

## **ANNEX**

### **GUIDANCE ON THE USE OF THE IWC WEBSITE**

#### **General Principles**

The objective of the IWC website is to improve public understanding and increase transparency of the work of the IWC.

It does this by recording factually and neutrally, the business of the Commission.

The website should cater for different audiences by dividing content into three levels: introductory, intermediate and practitioner.

Wherever possible, images should be incorporated onto web pages, to support the text and enhance presentation.

#### **Practical Guidance**

The Secretariat is responsible for maintaining, developing and updating the IWC website in line with the principles above.

Members of the Commission are invited to provide or suggest content, all of which will be edited by the Secretariat to ensure coherence of style and format across the site as a whole.

Work that has been clearly endorsed by the Commission should be recorded on the website in as timely a fashion as resources allow.

Work that has not received this endorsement should be considered on a case-by-case basis, and referred by the Secretariat to the IWC Chair and/or Vice Chair.