

Draft Agenda

IWC Bureau Meeting

1-2 October 2019

Venue: City Hotel, Ljubljana, Slovenia

Day 1 – Tuesday 1 October

1. Welcome from Chair: 9:00-9:15

The Chair will welcome Bureau members in the room and on the remote connection, while noting that this meeting is convened in accordance with Commission's Rule of Procedure B4¹.

2. Appointment of Rapporteur: 9:15-9:20

The Secretariat staff will serve as rapporteurs.

3. Adoption of Agenda: 9:20-9:30

The Secretary developed the draft agenda in consultation with the Chair and circulated it for comment 60 days prior to the meeting (i.e. on 1 August 2019). Comments received were incorporated with the guidance of the IWC Chair. To ensure transparency, the agenda is made available to all Commission members and observers.

A list of documents is attached to this agenda in Annex A.

4. Minutes from last meeting: 9:30-9:45

The Secretariat prepared summary notes of Bureau meeting(s) in April 2019 in the Red House. These are available [here](#).

5. Update from the Executive Secretary: 9:45-10:30

The Executive Secretary will provide an update on the draft Four-Year Strategic Plan for the Secretariat, options for the Red House, financial situation and other Secretariat issues relevant to the Bureau discussions.

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

a. Introduction: 10:30-10:45

Chair and Bureau role in tracking progress of committees and sub-groups (Chair)

b. Review of information drawn from the database of Recommendations: 10:45-11:30

Update by Secretariat on documenting and tracking progress on Commission recommendations using the Database of Recommendations. One issue the Bureau should discuss is further clarification of which SC Recommendations might be implemented prior to adoption of the SC report by the full Commission.

¹ 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.

c. Scientific Committee main outcomes from SC68A 11:30-12:00

Chair and Vice-Chair of SC Robert Suydam (US) and Alex Zerbini (Brazil) will provide a brief overview and report from SC68A. Robert or Alex can join by video-conference as needed (10 and 9-hr time difference resp).

d. Conservation Committee updates – 12:00 – 12:30

Update from Chair of CC Lorenzo Rojas-Bracho (Mexico) by video-conference (9-hr time difference) and/or and Vice-Chair Rosie Carpenter (UK), primarily focused on the outcome of the CCPG meeting in London on 19 July 2019.

Lunch Break 12:30-14:00

e. Other sub-committees and working groups – 14:00-14:30

The Secretariat will provide brief updates from other IWC subsidiary bodies as appropriate.

f. Engaging with other organisations - 14:30-15:30

The Secretariat will provide an update on its efforts to strengthen collaboration with other organisations, including the Secretariat hosting the BLG meeting (September 2019), meetings with CMS, and the IWC's engagement in the process to develop the post-2020 framework on biodiversity at meeting in Bern in June 2019 (see Circular IWC.CCG.1353).

Coffee Break 15:30-16:00

g. Governance Review and WG-OE meeting: 16:00 – 18:00

Update from WGOE Co-Chair Gemma Harper (UK). Review of the Co-Chairs' report of the Workshop (which will be issued to the entire Commission membership/observers in August) plus any updates. Possible video conference with Co-Chair Lisa Phelps (USA) (6-hr time difference).

Some of the elements relevant to the Bureau include a call for staggered membership of the Bureau, more transparency (agenda of Bureau meetings and documents) and drafting the Terms of Reference. Whilst a template for Terms of Reference was not developed at the WG-OE meeting, the Secretariat will prepare draft Terms of Reference for this Bureau meeting.

The Bureau can discuss the active outreach that will be necessary once the draft WG-OE report/plan is ready for review by the Commission members and observers (during the period of January – May 2020). This will include translation into French and Spanish, targeted outreach by Bureau members and WG-OE members to ensure review and engagement by a broad range of members. The WG-OE identified options for such outreach and noted that the Bureau, which is considered balanced in its composition, can also engage in outreach.

18:00 - Adjourn for the Day – wrap-up, logistics for following day

Day 2 - Wednesday 2 October: Reconvene at 9:00

h. Finance and Administration Committee and its sub-groups: 9:00 – 11:00

Update from F&A Chair Ryan Wulff (US) and report from BSC (by video- conference from Canberra, 10-hr time difference). Under this agenda item, there will be a discussion about the financial situation of the IWC as we head into the end of 2019, and review the options for the budget for the Biennial period 2021-2022.

- i. Presentation by BSC Chair on budget options for consideration at IWC68.
- ii. Discussion of a possible 4-year strategy for the Commission budget.
- iii. Other financial issues

The Bureau will also take note of the provisional statement for the current financial year and review the second half of the two-year budget.

The F&A should also address non-member government participation in SC and Commission meetings.

Tea Break: 11:00- 11:30

7. Preparations for SC68B and IWC68: 11:30 -12:00 - Chair and Secretariat reports

a. Update on SC68B Cambridge and options for SC69A

Discussion will include logistics for the SC68B meeting in Cambridge and options for SC69A (no offer to host thus far).

b. Update on preparations for IWC68 in 2020

- (i) Logistics for Portoroz, 25 September – 2 October 2020.*
- (ii) Discussion of possible agenda items for IWC68.*
- (iii) Discussion of possibly modifying the order of the meeting/agenda along the lines of some of the examples from other IGOs.*
- (iv) Discussion of having legal advisor for meeting procedure issues to advise the Chair.*

Lunch Break: 12:30 – 14:00

8. Plans for May 2020 Bureau meeting in Cambridge – IWC Chair: 14:00- 15:00

- 1. Timing relative to the SC, CC: having the Bureau meeting early in the SC window may facilitate providing input on the draft WG-OE implementation plan that will be submitted to IWC68.*
- 2. Addressing WG-OE*
- 3. Budgetary discussions*
- 4. Other Bureau agenda items for May 2020 and beyond (Portoroz Sept/Oct 2020)*

9. Any other Business: 15:00-16:00

- a) Report from the Vice-Chair on the African Countries' meeting in Rabat in January 2019.*
- b) Other business*
- c) Wrap-up, agreement on follow-up action, and closing statements.*