

**A preliminary exploration of the possibilities and implications of less frequent meetings of the Commission and its subsidiary groups**  
(prepared by the Secretariat)

**1. Introduction**

At IWC/56 in Sorrento last year, the Commission adopted Resolution 2004-7 on the Frequency of Meetings of the International Whaling Commission<sup>1</sup>, i.e.:

AWARE that the Rules of Procedure of the International Whaling Commission (IWC) provide for a regular Annual Meeting of the Commission, and that the positions of Chair and Vice-Chair of the IWC shall serve for a period of three years;

NOTING that other international Conventions dealing with fisheries, species, biodiversity and the environment organise their affairs very effectively on the basis of biennial or triennial meetings;

CONCERNED that the costs of the annual meetings of the IWC are increasing from year to year;

NOTING that many Contracting Parties, especially from developing countries, have difficulty in meeting the high costs of attending annual meetings of the Commission;

NOW THEREFORE THE COMMISSION HEREBY DECIDES:

That the principle of meetings of the IWC being held less frequently than regular Annual Meetings be explored;

That, in applying this principle, the intention should be to avoid holding more frequent inter-sessionary meetings as a counter-balancing measure;

That a working group be established by the Commission to investigate and make recommendations on the implications of less frequent meetings of the IWC;

That, in its deliberations, the working group should have particular regard to the implications of less frequent meetings for the term of office of the Chair and Vice-Chair of the Commission; for the work of the other Committees of the IWC; and, with specific regard to the deliberations of the Scientific Committee, that the group should examine whether the current pattern of holding annual meetings should be maintained in the initial years of the new arrangements at least;

That the working group should report to IWC 57 in Ulsan, Republic of Korea.

In response to Resolution 2004-7, a letter inviting Contracting Governments to join the Working Group was circulated on 5 August 2004 (Circular Communication IWC.CCG.421). Argentina, Germany, Ireland, Peru, Kenya, Spain, Tuvalu, Chile, Norway and the Republic of Korea indicated their wish to join the group. As the Commissioner for Ireland had been the principle proponent of the Resolution, the Secretariat, after consultation with the Commission Chair, invited him to convene the group with support from the Secretariat. He agreed. Subsequently during discussions between the Commissioner for Ireland and the Secretariat, it was also agreed that as a starting point it would be useful to pull together the following background information for consideration by the Working Group:

- a review of those activities (if any) that are required by the Convention, the Schedule and/or the Rules of Procedure and Financial Regulations to be done on an annual basis;
- an overview of the frequency of meetings of the principle decision-making and subsidiary bodies of selected Conventions and the extent of the intersessional activities of these Conventions.

Unfortunately due the other commitments, the Secretariat has been unable to develop this background information in time to send it to the Working Group for review prior to the F&A Committee meeting at IWC/57 in Ulsan. This paper is therefore a preliminary exploration by the Secretariat in response to Resolution 2004-7 and could form part of the basis for future discussions of the Working Group.

***Action required: The F&A Committee is invited to review and comment on the document and to develop recommendations, as appropriate, to the Commission on any further work or actions required.***

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<sup>1</sup> The need for Annual Meetings has been discussed on previous occasions, the last being at IWC/52 in 2000. Based on a report (IWC/52/15) prepared by the Secretary for that meeting, the Chair of the F&A Committee concluded 'that continuation of annual IWC meetings appeared desirable, and suggested that meetings conducted every two years may not result in significant savings because of all the outstanding issues that were not addressed during the off-years' (IWC/52/9). The Commission noted that the F&A Committee had accepted the view of its Chairman there appeared to be broad support for the continuation of Annual Meetings.

## **2. Meeting structure of other Conventions**

An overview of the organizational structure and frequency of meetings of the decision-making and subsidiary bodies of selected Conventions is provided in Annex 2. The Conventions reviewed are:

- Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES);
- Convention on Biodiversity (CBD);
- Convention on Migratory Species (CMS);
- Convention on Wetlands (Ramsar);
- Convention on the Conservation of Antarctic Marine Living Resources (CCAMLR)
- Inter-American Tropical Tuna Commission (IATTC); and
- International Convention for the Conservation of Atlantic Tunas (ICCAT).

CITES, CBD, CMS and Ramsar were selected as their principle decision-making bodies (Conference of Parties – COP) meet at intervals of 2 or 3 years, depending on the organization. CCAMLR, IATTC and ICCAT were selected as, like IWC, they are involved with conservation and management of marine resources. The information provided in Annex 1 has been taken from the websites of the organizations and from personal communication with their Secretariats.

### Conventions whose decision-making bodies meet at intervals of greater than one year

Although the COPs of CITES, CBD, CMS and Ramsar meet at intervals of more than one year, all four organizations have sizeable subsidiary bodies (some are open to all Parties, some have restricted membership) that meet between COPs, with a number meeting on at least an annual basis. CITES, CMS and Ramsar have Standing Committees that guide the implementation of their Conventions between COPs. The CBD has a Bureau that provides guidance to the Executive Secretary during the intersessional period. These Standing Committees and Bureau are not open to all Parties; rather members are Parties representing different geographic regions. The budgets of CITES, CMS and Ramsar, whose COPs meet every 3 years, are developed on a 3-year cycle with financial contributions from Parties due on an annual basis. The CBD operates on a 2-year budgetary cycle, but with contributions due on an annual basis.

CITES reports that it has reduced the frequency of its COPs and subsidiary bodies in response to a call within the UN system to reduce the number of international meetings and notes that this move reduces costs and the workload of Parties and the Secretariat. The disadvantage of meeting less frequently is that decisions on new listings, quota decisions and such like have to wait longer). CBD, who moved from annual meetings to biannual meetings in 2002, commented that cost for Parties was one of the considerations in changing meeting frequency.

### Conventions whose decision-making bodies meet on an annual basis

CCAMLR, IATTC and ICCAT have organizational structures similar to IWC, with meetings of their Commissions and most subsidiary bodies taking place on an annual basis. Most subsidiary bodies meet in conjunction with the respective Commissions. As indicated above, all three organizations are responsible for the conservation and management of marine resources. While IATTC and ICCAT are moving towards setting management measures (including TACs) on a multi-annual basis, they indicated that the nature of their work currently necessitates annual meetings (one reason being because the multi-year measures will not be over the same period for all species). In fact the ICCAT Commission used to meet every two years until 1997, but has met annually since then. CCAMLR explained that the main reason for its annual cycle is because its approach to managing the Antarctic marine ecosystem is precautionary and much of its work is in its infancy.

## **3. Implications/considerations if IWC meetings held less frequently**

The activities that are required by the Convention, the Schedule and/or the Rules of Procedure and Financial Regulations to be done on an annual basis are identified in the tables in Annex 2 together with a comment on the implications if meetings were no longer to be held annually. The Terms of Reference of the Commission's sub-groups are given in Annex 3.

There is nothing in the Convention that requires the Commission to meet annually. The requirement for annual meetings is written in Rule of Procedure B.1 and therefore could be changed by simple majority.

The only provision in the Schedule requiring action by the Commission on an annual basis is the review of the quotas for the taking of bowhead whales from the Bering-Chukchi-Beaufort Seas stock and the Eastern stock of gray whales in the North Pacific (sub-paragraphs 13(b)(1)(ii) and 13(b)(2)(ii). The Schedule does not require annual reviews for the aboriginal hunts of fin and minke whales off Greenland or humpback whales off St. Vincent and The Grenadines, although this is done in practice. If the Commission were no longer to meet on an annual basis, consideration would need to be given to mechanisms for the review of aboriginal subsistence catch limits. The SLAs that are being developed as part of the management procedure for aboriginal subsistence

whaling will, when implemented, set quotas for a 5-year period thus reducing the need to review them annually. However, the 5-year periods may not be concurrent for all the hunts, thus meeting every 5 years would not be an option. Review of catch limits by the Commission by correspondence would be difficult. Similar considerations would arise should the Commission decide to set commercial whaling catch limits other than zero using the RMP. From the point of view of the work of the Scientific Committee, it would not be practical if *Implementation Reviews* and *Implementations* of all catch limits for aboriginal subsistence whaling (and possibly in the future commercial whaling) occurred at the same meeting.

The Schedule also requires that proposed special permits are reviewed and commented on by the Scientific Committee at Annual Meetings when possible. The Schedule does allow for review by correspondence, but if the Scientific Committee were no longer to meet annually, then this provision would need to be revised.

The Commission's Rules of Procedure and Financial Regulations refer to a number of activities that are currently required on an annual basis. Most of these would require relatively minor editorial changes should there be a decision for the Commission to no longer meet on an annual basis. Consideration would, however, need to be given to how the Commission's budget was developed and managed. As noted above, those Conventions mentioned that have meetings of their decision-making bodies at intervals of 2-3 years, have a budget cycle of 2-3 years (as determined by the interval between Conferences of Parties), but with financial contributions being due on an annual basis. Lengthening the period between Commission meetings would have implications on the duration of office of the Chair and Vice-Chair. Currently it is usually the case that the Vice Chair becomes Chair, implying a 6-year commitment from those involved. If the Commission met every two years, then it might be acceptable for the period of office to be 4 years, giving a commitment of 8 years. However it is unlikely that government officials could commitment to anything longer (and 8 years may already be too long). Whether the period between Commission meetings was to be 2 or 3 years, consideration could be given to having the term be equal to the period between meetings, recognising that this would mean a new Chair and Vice-Chair at every main Commission meeting. Like other Conventions whose decision-making bodies meet at intervals of more than one year, if the IWC Commission was to meet on a less-frequent basis, there may be a need to establish a Standing Committee, Bureau or other body that would be able to guide the implementation of the Convention between meetings.

The Rules of Procedure for the Scientific Committee require a certain number of activities on an annual basis, dealing mainly with organization and running of its meetings and appointment of its Chair and Vice-Chair. These could all be revised given simple majority support. Lengthening the period between meetings of the Scientific Committee would have the same implications on the term of office for its officers as would lengthening the period between meetings of the Commission have on its Chair and Vice-Chair – thus leading to the need for the same considerations. The work programme of the Scientific Committee is currently agreed by the Commission on an annual basis. The present workload of the Scientific Committee is such that it requires a number of intersessional workshops and/or pre-meetings for it to complete its work. The iterative nature of much of its work requires continuity and regular review of the work of the sub-groups by the full Committee to allow progress to be made.

Given the terms of reference for the Commissions other sub-groups (e.g. Infractions Sub-committee, Aboriginal Subsistence Whaling Sub-committee, Working Group on Whale Killing Methods and Associated Animal Welfare Issues) there are no particular implications should the Commission decide that they meet on a less frequent basis than annually.

# Annex 1

## Convention on International Trade in Endangered Species of Wild Flora and Fauna – CITES

	Function	Membership	Meeting frequency & duration
<b>Conf. of Parties (COP)</b>	<ul style="list-style-type: none"> <li>To review the implementation of the Convention. They provide the occasion for Parties to: <ul style="list-style-type: none"> <li>review progress in the conservation of species included in the Appendices and consider (and where appropriate adopt) proposals to amend the lists of species in Appendices I and II</li> <li>consider discussion documents/reports from the Parties, permanent committees, Secretariat and working groups</li> <li>recommend measures to improve the effectiveness of the Convention</li> <li>make provisions (including the adoption of a budget) necessary to allow the Secretariat to function properly.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Open to all 167 Parties</li> </ul>	<ul style="list-style-type: none"> <li>Convention says meetings to be held biannually unless the COP decides otherwise. In practice they were held every 2.5 years, but now will be held every 3 years<sup>2</sup>.</li> <li>Meetings last for about 2 weeks and are usually hosted by one of the Parties</li> <li>Now have 3-year budget cycle with the COP in the middle year. Contributions are due annually.</li> </ul>
<b>Principle subsidiary bodies:</b>			
Standing Committee	<ul style="list-style-type: none"> <li>Provides policy guidance to the Secretariat concerning the implementation of the Convention and oversees the management of the Secretariat's budget. It also co-ordinates and oversees, where required, the work of other committees and working groups, carries out tasks given to it by the COP; and drafts resolutions for consideration by the COP.</li> </ul>	<ul style="list-style-type: none"> <li>Members are Parties representing each of the six major geographical regions (Africa, Asia, Europe, North America, Central and South America and the Caribbean, and Oceania) weighted according to the number of Parties within the region.</li> <li>Also includes a representative from the Depositary Government (Switzerland), the Party that hosted the previous meeting of the COP and the Party that will host the next COP.</li> <li>Membership is reviewed at every regular meeting of the COP.</li> <li>All Parties that are not members can attend as observers.</li> </ul>	<ul style="list-style-type: none"> <li>Has reduced from 3 to 2 meetings intersessionally between COPs.</li> <li>7 days (including half day for Finance Sub-committee</li> </ul>

<sup>2</sup> The CITES Secretariat report that meeting every 2.5 and now every 3 years saves money, reduces the workload of Parties and the Secretariat and follows the call within the UN system to reduce the number of international meetings. At the last COP, CITES also reduced the number of meetings of permanent committees (Standing Committee, Animals Committee and Plants Committee from three to two intersessionally for the same reasons (although cost was probably the driver). Disadvantages are merely related to less opportunity to adapt to changing conservation requirements (i.e. new listings, quota decisions etc. have to wait longer). At the last COP, CITES also agreed that all meetings of the COP and Standing Committee will be held in Geneva, for which the budget will contain the necessary provisions. If a country proposes to host the COP, it would have to pay the difference between their venue and Geneva (mainly Secretariat staff travel and per diems).

**Convention on International Trade in Endangered Species of Wild Flora and Fauna – CITES (cont)**

	Function	Membership	Meeting frequency & duration
Animals Committee	<ul style="list-style-type: none"> <li>• Provide technical support to decision-making about species that are (or might become) subject to CITES trade controls.</li> <li>• Report to the COP at its meetings.</li> <li>• They undertake periodic reviews of species to ensure appropriate categorisation in the CITES Appendices, advise when certain species are subject to unsustainable trade and recommend remedial action, draft resolutions for consideration by the COP, and perform other functions entrusted to them by the COP or Standing Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Members are individuals from the six major geographical regions.</li> <li>• Members are elected at each COP, with the number of representatives weighted according to the number of Parties within the region and according to the regional distribution of biodiversity.</li> <li>• Any Party may be represented as an observer.</li> </ul>	<ul style="list-style-type: none"> <li>• Has reduced from 3 to 2 meetings of each Committee intersessionally between COPs.</li> <li>• The Committees meet back-to-back for nearly 2 weeks with a joint meeting for 1-2 days in the middle.</li> <li>• Location alternates between Geneva and elsewhere.</li> </ul>
Plants Committee			
Nomenclature Committee	<ul style="list-style-type: none"> <li>• Recommends standard names to animal for plant species to the level of subspecies or botanical variety.</li> <li>• Reviews CITES Appendices routinely to ensure correct use of zoological and botanical nomenclature.</li> <li>• Proposes new or updated names to the COP for adoption.</li> <li>• Verifies that changes in names used to refer to species do not cause changes in the scope of protection of the taxon concerned.</li> </ul>	<ul style="list-style-type: none"> <li>• Membership is voluntary.</li> <li>• Comprises one zoologist and one botanist appointed by the COP who work with other experts to fulfil the Committee's role.</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings usually held in parallel with meetings of the Animals and Plants Committees.</li> </ul>

**Convention on Biodiversity (CBD)**

	Function	Membership	Meeting frequency & duration
<b>Conf. of Parties (COP)</b>	<ul style="list-style-type: none"> <li>Is the governing body of the Convention and advances implementation of the Convention through the decisions it takes at its periodic meetings</li> </ul>	<ul style="list-style-type: none"> <li>Open to all 188 Parties and observers</li> </ul>	<ul style="list-style-type: none"> <li>Since 2000 every 2 years. Meets for around 11 days. Was annual between 1994 and 2000</li> <li>The change to a 2-yr frequency was based on two considerations: (1) the Convention was moving away from policy development to implementation at the national level – it was felt that the COP had provided Parties with an important body of guidance to facilitate such a transition. The COP could therefore meet less frequently; (2) annual meetings had substantial financial implications for Parties. The increase in intersessional activities is not due to the move to COP meetings every 2 years, but mainly due to the number of new issues the COP is required to address.</li> <li>Convention operates on a 2-yr budget. Financial contributions are due on 1 January every calendar year.</li> </ul>
<b>Subsidiary bodies:</b>			
Bureau	<ul style="list-style-type: none"> <li>The Bureau of the COP provides guidance to the Executive Secretary on preparations for meetings and use of financial resources between COPs.</li> </ul>	<ul style="list-style-type: none"> <li>consists of a President and ten Vice-Presidents elected by the COP from amongst representatives of the Parties, two from each of the five UN regional groups of States.</li> </ul>	<ul style="list-style-type: none"> <li><i>No information</i></li> </ul>
Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA)	<ul style="list-style-type: none"> <li>Provides assessments of the status of biological and of the types of measures taken in accordance with the provisions of the Convention; and responds to questions that the COP may put to the body.</li> <li>A limited number of <i>ad hoc</i> technical expert groups on specific priority issues may be established as required under the SBSTTA for a limited duration.</li> </ul>	<ul style="list-style-type: none"> <li>Open to all 188 Parties and observers</li> </ul>	<ul style="list-style-type: none"> <li>Meets twice during the intersessional period between COPs.</li> <li>Has met 10 times from 1995.</li> <li>Meets for 5 days</li> </ul>
Working Group on Traditional Knowledge, Innovations and Practices	<ul style="list-style-type: none"> <li>Specifically addresses implementation of Article 8(j) and related provisions of the Convention regarding traditional knowledge, innovations and practices</li> </ul>	<ul style="list-style-type: none"> <li>Open to all 188 Parties and observers</li> </ul>	<ul style="list-style-type: none"> <li>Meets once during the intersessional period between COPs</li> <li>Has met 3 times to date. Fourth meeting is scheduled for February 2006</li> </ul>

**Convention on Biodiversity (CBD) (cont.)**

	Function	Membership	Meeting frequency & duration
Working Group on Access to Genetic Resources and Benefit-sharing (ABS)	<ul style="list-style-type: none"> <li>At its 5<sup>th</sup> meeting in 2000, the COP decided to establish an <i>Ad hoc</i> Open-ended Working Group on Access to Genetic Resources and Benefit-sharing</li> </ul>	<ul style="list-style-type: none"> <li>Open to all 188 Parties and observers</li> </ul>	<ul style="list-style-type: none"> <li>Initially met once during the intersessional period between COPs. But COP in February 2004 decided that it should meet twice between COP7 and 8</li> <li>Has met 3 times up to Feb 2005. Fourth meeting scheduled for February 2006</li> </ul>
Ad Hoc Technical Expert Group meetings, Liaison Group meetings and workshops	<ul style="list-style-type: none"> <li>The Conference of Parties also from time to time mandates the Executive Secretary to convene Ad Hoc Technical Expert Group meetings, Liaison Group meetings and workshops to address key technical issues.</li> </ul>	<ul style="list-style-type: none"> <li>Participation in such meetings and workshops is limited to selected experts nominated by Parties, Governments and relevant international organisations</li> </ul>	<ul style="list-style-type: none"> <li>Depends on the mandate provided by the COP</li> </ul>

### Convention on Migratory Species (CMS)

	Function	Membership	Meeting frequency & duration
<b>Conf. of Parties (COP)</b>	<ul style="list-style-type: none"> <li>Reviews the Convention's implementation, adopts budgets, resolutions and recommendations, amends Appendix I and II<sup>3</sup> and decides on priorities for future CMS activities.</li> <li>The Convention encourages range States to conclude global or regional Agreements and therefore CMS acts as a framework Convention. (<u>Note that</u> in relation to cetaceans, Agreements include ASCOBANS<sup>4</sup> and ACCOBAMS<sup>5</sup>. ASCOBANS has its own Meeting of Parties every 3 years and an Advisory Committee that meets at least annually. ACCOBAMS also has a Meeting of Parties every 3 years and a Scientific Committee that meets annually.)</li> </ul>	<ul style="list-style-type: none"> <li>Open to all Parties (as of 1 June 2005 there are 90 Parties)</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years (as laid down in Convention). Each COP agrees a budget and annual contributions due from the Parties for the next 3 years.</li> <li>4-5 days</li> </ul>
<b>Subsidiary bodies:</b>			
Standing Committee	<ul style="list-style-type: none"> <li>Provides policy and administrative guidance between regular meetings of the COP particularly on general policy as well as on operational and financial issues. (Is able to make decisions)</li> </ul>	<ul style="list-style-type: none"> <li>Consists of representatives of every global region (Africa – 2 members and 2 alternate members, Asia – 1 member and 1 alternate, America and the Caribbean – 1 member and 1 alternate, Europe – 2 members and 2 alternates, Oceania – 1 member and 1 alternate), the Depositary and a delegate representing the country that plans to host the next COP.</li> </ul>	<ul style="list-style-type: none"> <li>At least annually</li> <li>2-3 days</li> </ul>
Scientific Council	<ul style="list-style-type: none"> <li>Advises the COP and the Secretariat on scientific matters and priorities for research and conservation.</li> </ul>	<ul style="list-style-type: none"> <li>Each Party is entitled to appoint a qualified expert as a member and an alternate to attend in their absence.</li> <li>In addition, the Convention provides for the appointment of a limited number of qualified individuals – appointed councillors – recognised in their field or region and who participate as experts not as governmental representatives.</li> <li>Currently there are 70 Councillors of whom 6 are appointed as experts.</li> </ul>	<ul style="list-style-type: none"> <li>1 meeting immediately before the COP and the other meeting between COPs</li> <li>Generally 3-5 days</li> </ul>
Regional and other meetings	<ul style="list-style-type: none"> <li>CMS sponsors and organises occasional regional and other meetings to raise awareness about the Convention, increase membership and provide a solid basis for the Convention's implementation.</li> </ul>		

<sup>3</sup> CMS Appendix I lists migratory species threatened with extinction. Appendix II lists migratory species that need for would significantly benefit from international co-operation.

<sup>4</sup> Agreement on Small Cetaceans of the Baltic and North Sea

<sup>5</sup> Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and contiguous Atlantic Area



**Ramsar – The Convention on Wetlands.** The Convention on Wetlands provides the framework for national action and international co-operation for the conservation and wise use of wetlands and their resources.

	Function	Membership	Meeting frequency & duration
<b>Conf. of Parties (COP)</b>	<ul style="list-style-type: none"> <li>To promote policies and technical guidelines for further application of the Convention</li> </ul>	<ul style="list-style-type: none"> <li>All Parties (145 as of April 2005)</li> </ul>	<ul style="list-style-type: none"> <li>every 3 years – there is a 3-year budgetary cycle with financial contributions due annually</li> <li>9 days</li> </ul>
<b>Subsidiary bodies:</b>			
Standing Committee	<ul style="list-style-type: none"> <li>Guides the Convention between meetings of the COP</li> </ul>	<ul style="list-style-type: none"> <li>Members chosen on a proportional basis from the six Ramsar regions (i.e. Africa, Asia, Europe, Neotropics, North America, Oceania), plus the host of the most recent COP and the host to the next one. Also has permanent observers that currently include the Netherlands (host to Wetlands International), Switzerland (host to the Ramsar Secretariat), Birdlife International, IUCN, Wetlands International and WWF International.</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> <li>3-5 days</li> </ul>
Scientific and Technical Review Panel (STRP)	<ul style="list-style-type: none"> <li>Provides scientific and technical guidance to the COP, the Standing Committee and the Secretariat.</li> <li>Has a 3-year work plan built around the priority tasks determined by the Standing Committee, which are based on requests from the COP.</li> </ul>	<ul style="list-style-type: none"> <li>Its individual members (15 at present) are elected by the Standing Committee (based on nominations from the Parties) on the same regionally-proportionate basis as used for the Standing Committee. Individuals serve in their own capacities as experts and not as country representatives.</li> <li>In addition, there are: <ul style="list-style-type: none"> <li>delegates from the four international organisation partners (Birdlife International, IUCN, Wetlands International and WWF International);</li> <li>representatives of the 18 subsidiary bodies of other Multilateral Environmental Agreements, NGOs and associations are invited to participate as required by the nature of the tasks under study.</li> </ul> </li> </ul> <p><u>Note:</u> this structure will be reviewed at the next COP in November 2005 and may well be changed to quite a different structure aimed at providing strategic advice quickly.</p>	<ul style="list-style-type: none"> <li>meets twice in plenary during the 3-year period between COPs. The first takes place no later than six months after the COP, and the second meeting approximately nine months prior to the next COP.</li> <li>3-4 days</li> </ul>
STRP Expert Working Groups	<ul style="list-style-type: none"> <li>assist the STRP</li> <li>The number of groups varies, depending on the issues under review</li> </ul>	<ul style="list-style-type: none"> <li>Membership is decided on the basis of available experts, with consultation with Contracting Parties if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>As and when needed, usually largely by electronic means</li> </ul>
Other groups, meetings and workshops	<ul style="list-style-type: none"> <li>There are no special groups established, but it is possible to establish ad-hoc groups to deal with special issues.</li> </ul>		

**Convention on the Conservation of Antarctic Marine Living Resources – CCAMLR**

	Function	Membership	Meeting frequency & duration
<b>Commission</b>	<ul style="list-style-type: none"> <li>Is the governing body of the Convention</li> <li>Reviews the implementation of the Convention and decides, <i>inter alia</i>, on harvesting levels and other conservation management measures.</li> </ul> <p>The CCAMLR Secretariat has explained that the main reason for an annual cycle is because CCAMLR's approach to managing the Antarctic marine ecosystem is precautionary, and much of its work is in its infancy and under development. An annual cycle of meetings allows Working Groups, the Scientific Committee and the Commission to, <i>inter alia</i>:</p> <ul style="list-style-type: none"> <li>Consider new fishery, biological and environmental data</li> <li>Consider developments in IUU fishing</li> <li>Update the stock assessments</li> <li>Review the development of assessment and ecosystem models</li> <li>Review the development of management procedures</li> <li>Re-assess the new and exploratory fisheries</li> <li>Review and update Conservation Measures</li> <li>Develop our capacity for monitoring, control and surveillance</li> <li>Review the Commission's budget and Secretariat requirements</li> <li>Minimise the risk of potentially irreversible changes to the marine ecosystem</li> </ul>	All members of the Commission (24 as of April 2005) and invited observers	<ul style="list-style-type: none"> <li>Annually</li> <li>~12 days</li> <li>in Hobart</li> </ul>
<b>Subsidiary bodies:</b>			
Standing Committee on Administration and Finance	<ul style="list-style-type: none"> <li>advises the Commission on matters of an administrative and financial nature as requested by the Commission including an examination of financial statements and budgets</li> </ul>	All members of the Commission and invited observers	<ul style="list-style-type: none"> <li>meets annually during the period of the Commission meeting</li> <li>1-2 days</li> <li>in Hobart</li> </ul>
Standing Committee on Implementation and Compliance	<p>Its duties include:</p> <ul style="list-style-type: none"> <li>reviews and assesses Parties' implementation of, and compliance with, the Commission's conservation and management measures (and also for non-Contracting Parties that have agreed to apply such measures)</li> <li>reviews and analyses information pertaining to activities of Parties and non-Contracting Parties that undermine the objectives of the Convention (particularly IUU) and recommends actions to be taken by the Commission to prevent, deter and eliminate such activities</li> <li>review operation of and recommend priorities of and improvements to, the System of Inspection and, in association with the Scientific Committee, as appropriate, the Scheme of International Scientific Observation</li> <li>report to the Commission on its activities and recommendations.</li> </ul>	All members of the and invited observers	<ul style="list-style-type: none"> <li>usually meets during period of the Commission meeting</li> <li>3-4 days</li> <li>in Hobart</li> </ul>

**Convention on the Conservation of Antarctic Marine Living Resources – CCAMLR (cont.)**

	Function	Membership	Meeting frequency & duration
Scientific Committee	<ul style="list-style-type: none"> <li>conducts activities as directed by the Commission in pursuance of the Convention's objectives</li> <li>provides a forum for consultation and co-operation on the collection, study and exchange of information necessary for the Commission to exercise its functions</li> <li>advises the Commission on harvesting levels and other management measures</li> </ul>	All members of the and invited observers	<ul style="list-style-type: none"> <li>Annually</li> <li>5 days during period of the Commission meeting in Hobart</li> </ul>
Working Group on Ecosystem Management	<ul style="list-style-type: none"> <li>assists Scientific Committee in formulating scientific advice</li> <li>reports directly to the Scientific Committee</li> </ul>	All members of the Scientific Committee	<ul style="list-style-type: none"> <li>usually annually</li> <li>14 days</li> <li>Site remote from Hobart</li> </ul>
Working Group on Fish Stock Assessment (FSA)	<ul style="list-style-type: none"> <li>assists Scientific Committee in formulating scientific advice</li> <li>reports directly to the Scientific Committee</li> </ul>	All members of the Scientific Committee	<ul style="list-style-type: none"> <li>usually annually</li> <li>14 days in Hobart</li> </ul>
Other groups, meetings & workshops	Working group on Incidental Mortality Associated with Fishing	All members of the Scientific Committee	<ul style="list-style-type: none"> <li>10 days with FSA</li> </ul>
	Sub-group on Assessment Methods	All members of the Scientific Committee	<ul style="list-style-type: none"> <li>5 days with EMM</li> </ul>
	Advisory Sub-group on Protected Areas	All members of the Scientific Committee	<ul style="list-style-type: none"> <li>1 day with EMM &amp; 4 days alone (in 2005)</li> </ul>

**Inter-American Tropical Tuna Commission – IATTC** - is responsible for the conservation and management of fisheries for tunas and other species taken by tuna-fishing vessels in the eastern Pacific Ocean (EPO). (NB Table does not include subsidiary meetings that are solely related to AIDCP - Agreement on the International Dolphin Conservation Program)

	Function	Membership	Meeting frequency & duration
<b>Commission</b>	<ul style="list-style-type: none"> <li>is the main decision-making body</li> <li>its principal duties are:               <ol style="list-style-type: none"> <li>to study the biology of the tropical tunas, tuna baitfish, and other kinds of fish taken by tuna vessels in the EPO and the effects of fishing and natural factors upon them; and</li> <li>to recommend appropriate conservation measures, when necessary, so that these stocks of fish can be maintained at levels which will afford the maximum sustainable catches. Until 2004, management measures were set annually. In 2004, the Conservation Resolution established measures (for three species) intended to be in place for three years, although it did allow for a review of these measures in 2005.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>all Parties (14 as of April 2005)</li> </ul>	<ul style="list-style-type: none"> <li>Annually, although in some years (e.g. 1999, 2000 and 2003) it has met twice in one year. The IATTC Secretariat believes that even though management measures are now being developed for 3-year periods, Annual Meetings will still be necessary for the foreseeable future. The Commission will review other species in 2005 and at different times in the future. Other issues to be addressed include the annual budget, capacity, bycatch, etc.</li> <li>4-5 days</li> </ul>
<b>Subsidiary bodies:</b>			
Permanent Working Group on Compliance	<ul style="list-style-type: none"> <li><i>Inter alia</i>: to review and monitor compliance with IATTC conservation and management measures; to recommend means of promoting compatibility among the national fisheries management measures of members; and to recommend to the Commission appropriate measures for addressing matters related to compliance with fisheries management measures.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Annual</li> <li>1 day during period of main Commission meeting</li> </ul>
Permanent Working Group on Fleet Capacity	<ul style="list-style-type: none"> <li>Development of a Regional Plan of (Fleet) Capacity</li> <li>Development of measures to manage fleet capacity to be recommended to the Commission</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>As required. This year there will be a 1-day meeting during the annual meetings. The previous meeting was in February 2004 (2 days)</li> </ul>
Joint Working Group on Fishing by Non-Parties	<ul style="list-style-type: none"> <li>To address the matter of fishing in the region by vessels under the jurisdiction of non-Parties to either the AIDCP or IATTC</li> </ul>	<ul style="list-style-type: none"> <li>All IATTC and AIDCP Parties</li> </ul>	<ul style="list-style-type: none"> <li>Annual</li> <li>1 day during period of main Commission mtg</li> </ul>
Working Group on Stock Assessment	<ul style="list-style-type: none"> <li>To review the staff's assessment of the stocks of species covered by the Convention</li> </ul>	<ul style="list-style-type: none"> <li>Scientists with expertise in stock assessment, particularly those from members and tuna fisheries management organisations</li> </ul>	<ul style="list-style-type: none"> <li>Annual for 5 days about 1 month before the Annual Meeting – and preceded by a 2-day Working Group meeting on data</li> </ul>
Bycatch Working Group	<ul style="list-style-type: none"> <li>To examine means of mitigating the effects on the fishery on associated or dependent species and to make recommendations to the Commission</li> </ul>	<ul style="list-style-type: none"> <li>All Parties</li> </ul>	<ul style="list-style-type: none"> <li>As required. Last meeting was in Jan 2004 for 3 days.</li> </ul>

**International Convention for the Conservation of Atlantic Tunas – ICCAT**

	Function	Membership	Meeting frequency & duration
<b>Commission</b>	<ul style="list-style-type: none"> <li>is the main decision-making body and carries out the objectives of the Convention</li> <li>ICCAT: <ul style="list-style-type: none"> <li>compiles fishery statistics from its members and from all entities fishing for these species in the Atlantic Ocean</li> <li>coordinates research, including stock assessment, on behalf of its members,</li> <li>develops scientific-based management advice. Management plans, including TAC (total allowable catch) allocations, are set for some of the major species; these plans are usually multi-annual – usually 4-6 year periods and in the intervening years, these species are not usually revisited. Thus although the Commission meets annually, it does not revisit the same issues every year.</li> <li>provides a mechanism for contracting parties to agree on management measures</li> <li>produces relevant publications.</li> </ul> </li> </ul>	All Parties (40 including the European Commission as of April 2005)	The Commission met every 2 years until 1977. Since 1978 it has met annually, alternating Regular Meetings and Special Meetings every other year.
<b>Subsidiary bodies:</b>			
Standing Committee on Finance & Administration	<ul style="list-style-type: none"> <li>Advises the Commission on matters relating to the Secretariat, on the budget of the Commission, on the time and place of Commission meetings, on publications of the Commission and on such other matters as may be referred to it by the Commission</li> <li>The financial period of the Commission is the two calendar years following the date of its regular meeting. Financial contributions by individual Contracting Parties are calculated on an annual basis to take into account changes, <i>inter alia</i>, in the number of Parties or their membership in Panels.</li> </ul>	Open to all Parties	Meets annually
Standing Committee on Research and Statistics	<ul style="list-style-type: none"> <li>The SCRS is responsible for developing and recommending to the Commission all policy and procedures for the collection, compilation, analysis and dissemination of fishery statistics. It is the SCRS's task to ensure that the Commission has available at all times the most complete and current statistics concerning fishing activities in the Convention area as well as biological information on the stocks that are fished. The SCRS also coordinates various national research activities, develops plans for special international cooperative research programs, carries out stock assessments, and advises the Commission on the need for specific conservation and management measures.</li> <li>It's programme is broadly in synchrony with the Commission's management timeframe; species are assessed only when new TACs will be set.</li> </ul>	Open to all Parties	Meets annually
	<b>Sub-committee on Statistics</b> – oversees the process of data acquisition and analysis that is carried out by the Secretariat and the various stock assessment groups.	Open to all Parties	Meets annually
	<b>Sub-committee on Bycatch</b> - Guides research and analytical activities related to by-catch, especially of sharks. It also recommends methodological adaptations to the national statistical data collection systems in order to better quantify bycatch and coordinates data gathering and cooperation with other fishery organizations on by-catch issues.	Open to all Parties	Meets annually

**International Convention for the Conservation of Atlantic Tunas – ICCAT (cont.)**

	Function	Membership	Meeting frequency & duration
Standing Committee on Research and Statistics (cont.)	<b>Sub-committee on Environment</b> - The Sub-Committee's immediate concern is that of oceanographic forcing on tuna biology and fisheries, rather than on technical or multispecies interactions. The Sub-committee was created to better understand the mechanisms of the food chain, to manage tuna resources more efficiently, and to improve fishing efficiency.	Open to all Parties	Meets annually
	<b>Species Groups</b> – There are several species groups that review available fishery and research information for the species of interest to the Commission. They carry out stock assessments and present their results and draft recommendations to the SCRS.	Open to all Parties	Full meetings only when requested by the Commission – usually at the end of a multi-annual management period  Short meetings annually to review recent statistics and research
	<b>Other Working Groups</b> – These include: <ul style="list-style-type: none"> <li>• Joint GFCM-ICCAT Ad Hoc Working Group on large pelagic fishes in the Mediterranean (examines fishery and research issues of common interest to ICCAT and the General Fisheries Commission for the Mediterranean)</li> <li>• Stock Assessment Methods Working Group (considers procedures for more effective analysis and reporting)</li> <li>• Ad hoc Working Group on SCRS organisation</li> </ul>	Open to all Parties	Meet only when requested by the SCRS or the Commission
Panels	A number of Panels are responsible for keeping under review the species, group of species, or geographic area under its purview, and for collecting scientific and other information relating thereto. Based on investigations from the SCRS, Panels may propose to the Commission recommendations for joint action by the Contracting Parties. <ul style="list-style-type: none"> <li>• Panel 1: Tropical tunas (yellowfin, bigeye and skipjack)</li> <li>• Panel 2: Northern temperate tunas (albacore and Atlantic bluefin)</li> <li>• Panel 3: Southern temperate tunas (albacore and southern bluefin)</li> <li>• Panel 4: other species (swordfish, billfishes, small tunas)</li> </ul>	Parties decide which Panels they want to join. Financial contributions take into account Panel membership for each Party.	Meet annually. Priority is given to species for which new conservation and management measures are considered.
Conservation and Management Measures Compliance Committee	<ul style="list-style-type: none"> <li>• Reviews all aspects of compliance with ICCAT conservation and management measures in the ICCAT Convention Area, with particular reference to compliance with such measures by ICCAT Contracting Parties</li> </ul>	Open to all Parties	Meets annually

**International Convention for the Conservation of Atlantic Tunas – ICCAT (cont.)**

	Function	Membership	Meeting frequency & duration
Permanent Working for the Improvement of ICCAT Statistics and Conservation Measures	<ul style="list-style-type: none"> <li>Obtains, compiles and reviews all available information on the fishing activities of non-Contracting Parties, for species under the purview of ICCAT, including details on the type, flag and name of vessels and reported or estimated catches by species and area</li> </ul>	Open to all Parties	Meets annually
Other groups, meetings and workshops	<p><b>Working Group on Integrated Monitoring Measures</b></p> <ul style="list-style-type: none"> <li>Develops integrated monitoring measures in accordance with applicable international law</li> </ul> <p><b>Working Group to Develop Integrated and Coordinated Atlantic Bluefin Tuna Management Strategies</b></p> <ul style="list-style-type: none"> <li>Evaluates available biological information relevant to the issue of stock structure and mixing, and develops operational options for implementing alternative approaches for managing mixed populations of Atlantic bluefin tuna</li> </ul>	Open to all Parties	Meet only when requested by the Commission.

**Annex 2. IWC activities required annually by the Convention, Schedule and/or Rules of Procedure or mention of Annual Meeting and implications if meetings are no longer held annually**

		<b>Comment in the case that meetings would no longer be held annually</b>
<b>Convention</b>	<b>Article VIII – whaling under special permit</b> '3. Each Contracting Government shall transmit to such body as may be designated by the Commission, in so far as practicable, and <b>at intervals of not more than one year</b> , scientific information available to that Government with respect to whales and whaling, including the results of research conducted pursuant to paragraph 1 of this Article and to Article IV.'	This Article can be fulfilled without the need for an Annual Meeting. Information provided by Contracting Governments could simply be circulated by correspondence.
<b>Schedule</b>	<b>Section III. Capture, Paragraph 13 re aboriginal subsistence whaling</b> Sub-paragraphs 13.(b) (1)(ii) and 13.(b)(2) (ii) require, respectively, that the quotas for the taking of bowhead whales from the Bering-Chukchi-Beaufort Seas stock and the Eastern stock of gray whales in the North Pacific <b>'shall be reviewed annually by the Commission in light of the advice of the Scientific Committee'</b> .  <u>Note:</u> The Schedule does not require annual reviews for the aboriginal hunts of fin and minke whales off Greenland or humpback whales off St. Vincent and The Grenadines, although this is done in practice.  Section VI. Information Required, paragraph 30 re proposed scientific permits  'Proposed permits shall be reviewed and commented on by the Scientific Committee <b>at Annual Meetings when possible</b> . When permits would be granted prior to the next Annual Meeting, the Secretary shall send the proposed permits to members of the Scientific Committee by mail for their comment and review.....'	Consideration would need to be given to mechanisms for the review of aboriginal subsistence catch limits. The <i>SLAs</i> that are being developed as part of the management procedure for aboriginal subsistence whaling will, when implemented, set quotas for a 5-year period thus reducing the need to review them annually. However, the 5-year periods may not be concurrent for all the hunts. Review by the Commission by correspondence would be difficult.  The Schedule already allows for review by correspondence. However, this paragraph would need to be amended if meetings were no longer held annually.
<b>Commission Rules of Procedure</b>	<b>B. Meetings</b> 1. The Commission shall hold a <b>regular Annual Meeting</b> ..... 2. <b>Before the end of each Annual Meeting</b> , the Commission shall decide on: (1) the length of the Annual Commission Meeting and associated meetings the following year; and (2) which of the Commission's sub-groups need to meet.  <b>C. Observers</b> 1. (c) The Commission shall levy a registration fee and determine rules of conduct, and may define other conditions for the attendance of observers..... <b>The registration fee will be treated as an annual fee covering attendance at the Annual Meeting</b> to which it relates and any other meeting of the Commission or its subsidiary groups as provided in Rule C.2 in the interval before the next <b>Annual Meeting</b> .  <b>D. Credentials</b> 1.(c) In the case of members of delegations who will attend the <b>Annual Commission Meeting</b> and its associated meetings, the notification may be made en bloc by submitting a list of the members who will attend any of these meetings	The current requirement for Annual Meetings is driven by Rule of Procedure B.1 rather than the Convention or Schedule. A change to meeting frequency would therefore require only a simple majority.  There are no important implications of a change in meeting frequency. Presumably the registration fee would be treated as a fee covering attendance at the Commission meeting to which it relates and any other meetings in the period before the next Commission meeting. Only minor revision to this rule would be required.  Only minor revision to this rule would be required.



		<b>Comment in the case that meetings would no longer be held annually</b>
<b>Commission Rules of Procedure (cont.)</b>	<b>E. Decision-making</b> '2. (a) The right to vote of representatives of any Contracting Government whose annual payments including any interest due have not been received by the Commission within 3 months of the due date prescribed in Regulation E.2 of the Financial Regulations or by the day before <b>the first day of the next Annual</b> or Special Meeting of the Commission following the due date, or, in the case of a vote by postal or other means, by the date upon which votes must be received, whichever date occurs first, shall be automatically suspended until payment is received by the Commission, unless the Commission decides otherwise.'	Presumably even if the Commission no longer met annually, financial contributions would continue to be paid annually. In this case only minor revision of this Rule of Procedure would be needed.
	3. (d) Votes shall be taken by show of hands, or by roll call, as in the opinion of the Chair, appears to be most suitable. The election of the Chair, Vice-Chair, the appointment of the Secretary of the Commission, and <b>the selection of IWC Annual Meeting venues</b> shall, upon request by a Commissioner, all proceed by secret ballot.	Only a minor editorial change would be necessary.
	<b>F. Chair</b> 1. The Chair of the Commission shall be elected from time to time from among the Commissioners <b>and shall take office at the conclusion of the Annual Meeting</b> at which he/she is elected. The Chair shall serve for a period of three years and shall not be eligible for re-election as Chair until a further period of three years has elapsed. The Chair shall, however, remain in office until a successor is elected.	Lengthening the period between Commission meetings has implications on the duration of office of the Chair and Vice Chair. Currently it is usually the case that the Vice Chair becomes Chair, implying a 6-year commitment from those involved. If the Commission met every two years, then it might be acceptable for the period of office to be 4 years, giving a commitment of 8 years. However it is unlikely that government officials could commitment to anything longer. In either case, consideration could be given to having the term be equal to the period between meetings, recognising that this would mean a new Chair and Vice-Chair at every main Commission meeting.
	2. The duties of the Chair shall be:  (d) to develop, with appropriate consultation, draft agenda for meetings of the Commission.  (i) <b>for Annual Meetings:</b> <ul style="list-style-type: none"> <li>in consultation with the Secretary, to develop a draft agenda based on decisions and recommendations made at the previous Annual Meeting for circulation to all Contracting Governments and Commissioners for review and comment not less than 100 days in advance of the meeting;</li> <li>on the basis of comments and proposals received from Contracting Governments and Commissioners under d(i) above, to develop with the Secretary, an annotated provisional agenda for circulation to all Contracting Governments not less than 60 days in advance of the meeting;</li> </ul>	
	(e) to sign, on behalf of the Commission, a report of the proceedings of each annual or other meeting of the Commission, for transmission to Contracting Governments and others concerned as an authoritative record of what transpired;	Only a minor editorial change would be necessary.

		<b>Comment in the case that meetings would no longer be held annually</b>
<b>Commission Rules of Procedure (cont.)</b>	<b>H. Secretary</b> 2. The Secretary is the executive officer of the Commission and shall:..... (c) prepare and submit to the Chair a draft of the Commission's budget for each year and shall subsequently submit the budget to all Contracting Governments and Commissioners <b>as early as possible before the Annual Meeting</b> ;	Only a minor editorial changes would be necessary. Revision to M.5 would depend on the frequency of Scientific Committee meetings.
	(d) despatch by the most expeditious means available:	
	(i) <b>a draft agenda for the Annual Commission Meeting</b> to all Contracting Governments and Commissioners 100 days in advance of the meeting for comment and any additions with annotations they wish to propose;	
	(ii) an annotated provisional agenda to all Contracting Governments and Commissioners not less than <b>60 days in advance of the Annual Commission Meeting</b> . Included in the annotations should be a brief description of each item, and in so far as possible, documentation relevant to agenda items should be referred to in the annotation and sent to member nations at the earliest possible date;	
	<b>M. Committees</b> 5. The preliminary report of the Scientific Committee should be completed and available to all Commissioners by the opening date of the Annual Commission Meeting.	
	<b>P. Reports</b> 2. The Chair's Report of the most recent Annual Commission Meeting <b>shall be published in the Annual Report</b> of the year just completed.	
<b>Financial Regulations</b>	<b>Q. Commission Documents</b> 3. Observers admitted under Rule of Procedure C.1.(a) and (b) may submit Opening Statements which will be included <b>in the official documentation of the Annual</b> or other Meeting concerned. They shall be presented in the format and the quantities determined by the Secretariat for meeting documentation.	This could continue to be done on an annual basis.
	<b>C. General Financial Arrangements</b> 5. The accounts of the Commission <b>shall be audited annually</b> by a firm of qualified accountants selected by the Commission.	
	<b>D. Yearly Statements</b> 1. At each <b>Annual Meeting</b> , there shall be laid before the Commission two financial statements:  (a) a provisional statement dealing with the actual and estimated expenditure and income in respect of the current financial year;  (b) the budget estimate of expenditure and income for the ensuing year including the estimated amount of the individual annual payment to be requested of each Contracting Government.  Expenditure and income shall be shown under appropriate sub-heads accompanied by such explanations as the Commission may determine.	

		<b>Comment in the case that meetings would no longer be held annually</b>
<b>Financial Regulations (cont.)</b>	<p>2. The two financial statements identified in Regulation D.1 shall be despatched by the most expeditious means available to each Contracting Government and each Commissioner not less than <b>60 days in advance of the Annual Commission Meeting</b>.</p> <p>They shall require the Commission's approval after having been referred to the Finance and Administration Committee for consideration and recommendations. A copy of the final accounts shall be sent to all Contracting Governments after they have been audited.</p>	Amendments will depend on what is decided regarding rule D.1.
	<p>3. Supplementary estimates may be submitted to the Commission, as and when may be deemed necessary, in a form consistent with the <b>Annual Estimates</b>. Any supplementary estimate shall require the approval of the Commission after being referred to the Finance and Administration Committee for consideration and recommendation.</p>	Amendments will depend on what is decided regarding rule D.1.
	<b>E. Contributions</b>	
	<p>3. New Contracting Governments whose adherence to the Convention becomes effective during the first six months of any financial year shall be liable to pay the full amount of the annual payment for that year, but only half that amount if their adherence falls within the second half of the financial year. The due date for the first payment by new Contracting Governments shall be defined as 6 months from the date of adherence to the Convention <b>or before the first day of its participation in any Annual</b> or Special Meeting of the Commission whichever is the earlier.</p> <p>Subsequent <b>annual payments</b> shall be paid in accordance with Financial Regulation E.2.</p>	If financial contributions remain payable annually, then only minor editorial changes would be needed to this rule to reflect the change in meeting frequency.
	<p>4. The Secretary shall report at each Annual Meeting the position as regards the collection of annual payments.</p>	For years in which a meeting is not held, the status of payment of contributions could be done by correspondence.
	<b>F. Arrears of Contributions</b>	
	<p>2. If a Contracting Government's <b>annual payments</b>, including any interest due, have not been received by the Commission within 3 months of the due date or by the day before the first day of the next <b>Annual</b> or Special Meeting of the Commission following the due date, or, in the case of a vote by postal or other means, by the date upon which votes must be received, whichever date occurs first, the right to vote of the Contracting Government concerned shall be suspended as provided under Rule E.2 of the Rules of Procedure.</p>	If financial contributions remain payable annually, then only minor editorial changes would be needed to this rule to reflect any change in meeting frequency.

		<b>Comment in the case that meetings would no longer be held annually</b>
<b>Technical Committee Rules of Procedure</b>	<b>C. Meetings</b> 1. The <b>Annual Meeting</b> shall be held between the Scientific Committee and Commission meetings with reasonable overlap of meetings as appropriate to agenda requirements. Special meetings may be held as agreed by the Commission or the Chair of the Commission.	Only minor editorial changes would be needed to this rule to reflect any change in meeting frequency. (Note that the Commission does not believe that the Technical Committee needs to meet. It is keeping this situation under review.)
<b>Scientific Committee Rules of Procedure</b>	<b>B. Agenda</b> 1. The initial agenda for the Committee meeting of the following year shall be developed by the Committee prior to adjournment <b>each year</b> . The agenda should identify, as far as possible, key issues to be discussed at the next meeting and specific papers on issues should be requested by the Committee as appropriate.  2. The provisional agenda for the Committee meeting shall be circulated for comment 60 days prior to the <b>Annual Meeting of the Committee</b> . Comments will normally be considered for incorporation into the draft agenda presented to the opening plenary only if received by the Chair 21 days prior to the beginning of the Annual Meeting.	Only minor editorial changes would be needed to this rule to reflect any change in meeting frequency.
	<b>C. Organisation</b> 1. The Scientific Committee shall include standing sub-committees and working groups by area or species, or other subject, and a standing sub-committee on small cetaceans. The Committee shall decide at each meeting on sub-committees for the coming year.	Only minor editorial changes would be needed to this rule to reflect any change in meeting frequency.
	5. The Committee shall elect from among its 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.....	The same situation applies to the Chair and Vice Chair of the Scientific Committee as to the Chair and Vice Chair of the Commission (see comments above).
	<b>D. Meetings</b> 2. The Scientific Committee shall meet prior to the Annual Meeting of the Commission. Special meetings of the Scientific Committee or its subgroups may be held as agreed by the Commission or the Chair of the Commission.	Revision would be needed to reflect any change in meeting frequency of the Commission and/or the Scientific Committee.

<b>Scientific Committee Rules of Procedure (cont.)</b>	<b>E. Scientific Papers and Documents</b> The following documents and papers will be considered by the Scientific Committee for discussion and inclusion in its report to the Commission: 1. Progress Reports..... 2. Special Reports..... 3. Sub-committee reports..... 4. Scientific and Working Papers..... 5. Publication of Scientific Papers and Reports.  (b) <b>The report of the Annual Meeting</b> of the Scientific Committee shall be distributed to the Commission no later than the beginning of the opening plenary of the Annual Commission Meeting and is confidential until this time. Reports of intersessional Workshops or Special Committee Meetings are confidential until they have been dispatched by the Secretary to the full Committee, Commissioners and Contracting Governments. Reports of intersessional Steering Groups or Sub-committees are confidential until they have been discussed by the Scientific Committee, normally at an Annual Meeting. .....	Revision would be needed to reflect any change in meeting frequency of the Commission and/or the Scientific Committee.
	<b>F. Review of Scientific Permits</b> 1. When proposed scientific permits are sent to the Secretariat before they are issued by national governments the Scientific Committee shall review the scientific aspects of the proposed research at its <b>annual meeting</b> , or during a special meeting called for that purpose and comment on them to the Commission.	As indicated above, the Schedule provides for review of Special Permits by correspondence if necessary. This rule could be amended to reflect this.
	<b>G. Financial Support for Research Proposals</b> 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 <b>Annual Meeting</b> and shall make recommendations to the full Committee. .....	If the Scientific Committee was to cease to meet on an annual basis, consideration would need to be given as to how unsolicited research proposals should be dealt with. Currently there is no funding available for such proposals. Consequently this is probably not a particularly important issue.

**Annex 3**  
**Terms of Reference for Commission sub-groups**

**Scientific Committee**

The Scientific Committee, established in accordance with the Commission's Rule of Procedure M.1, has the general terms of reference defined in Rule of Procedure M.4.

'M4. The Scientific Committee shall review the current scientific and statistical information with respect to whales and whaling, shall review current scientific research programmes of Governments, other international organisations or of private organisations, shall review the scientific permits and scientific programmes for which Contracting Governments plan to issue scientific permits, shall consider such additional matters as may be referred to it by the Commission or by the Chair of the Commission, and shall submit reports and recommendations to the Commission.'

In this regard, the DUTIES of the Scientific Committee, can be seen as a progression from the scientific investigation of whales and their environment, leading to assessment of the status of the whale stocks and the impact of catches upon them, and then to provision of management advice on the regulation of whaling. This can be defined in the following terms for the Scientific Committee to:

- Encourage, recommend, or if necessary, organise studies and investigations related to whales and whaling [Convention Article IV.1(a)]
- Collect and analyse statistical information concerning the current condition and trend of whale stocks and the effects of whaling activities on them [Article IV.1 (b)]
- Study, appraise, and disseminate information concerning methods of maintaining and increasing the population of whale stocks [Article IV.1 (c)]
- Provide scientific findings on which amendments to the Schedule shall be based to carry out the objectives of the Convention and to provide for the conservation, development and optimum utilization of the whale resources [Article V.2 (a) and (b)]
- Publish reports of its activities and findings [Article IV.2]

In addition, specific FUNCTIONS of the Scientific Committee are to:

- Receive, review and comment on Special Permits issued for scientific research [Article VIII.3 and Schedule paragraph 30]
- Review research programmes of Contracting Governments and other bodies [Rule of Procedure M.4]

SPECIFIC TOPICS of current concern to the Commission include:

- Comprehensive Assessment of whale stocks [*Rep. int. Whal. Commn* 34:30]
- Implementation of the Revised Management Procedure [*Rep. int. Whal. Commn* 45:43]
- Assessment of stocks subject to aboriginal subsistence whaling [Schedule paragraph 13(b)]
- Development of the Aboriginal Subsistence Whaling Management Procedure [*Rep. int. Whal. Commn* 45:42-3]
- Effects of environmental change on cetaceans [*Rep. int. Whal. Commn* 43:39-40; 44:35; 45:49]
- Scientific aspects of whale sanctuaries [*Rep. int. Whal. Commn* 33:21-2; 45:63]
- Scientific aspects of small cetaceans [*Rep. int. Whal. Commn* 41:48; 42:48; 43:51; 45:41]
- Scientific aspects of whalewatching [*Rep. int. Whal. Commn* 45:49-50]

**Technical Committee** (*Rules of Procedure, Rule M.7*)

The Technical Committee shall, as directed by the Commission or the Chair of the Commission, prepare reports and make recommendations on:

- (a) Management principles, categories, criteria and definitions, taking into account the recommendations of the Scientific Committee, as a means of helping the Commission to deal with management issues as they arise;
- (b) technical and practical options for implementation of conservation measures based on Scientific Committee advice;
- (c) the implementation of decisions taken by the Commission through resolutions and through Schedule provisions;
- (d) Commission agenda items assigned to it;
- (e) any other matters.

### **Finance and Administration Committee**

The Finance and Administration Committee shall advise the Commission on expenditure, budgets, scale of contributions, Financial Regulations, staff questions, and such other matters as the Commission may refer to it from time to time (*Rules of Procedure, Rule M.8*).

### **Budgetary Sub-committee**

At its 51<sup>st</sup> Annual Meeting in Grenada in 1999 the Commission agreed to establish a Budgetary Sub-Committee of the Finance & Administration Committee to carry out a review of income and expenditures, and to forward budgets to the F&A Committee for further review, thereby expediting the process.

### **Conservation Committee**

Through Resolution 2003-1 that established the Conservation Committee at IWC/55 in Berlin (*Chair's Report of the 55<sup>th</sup> Annual Meeting*), the Commission entrusted the Conservation Committee with:

- (1) The preparation and recommendation to the Commission of its future Conservation Agenda, taking full account of this Resolution;
- (2) The implementation of those items in the Agenda that the Commission may refer to it and
- (3) Making recommendations to the Commission in order to maintain and update the Conservation Agenda on a continuing basis.

### **Aboriginal Subsistence Whaling Sub-committee**

The terms of reference of the Aboriginal Subsistence Whaling Sub-committee are to consider relevant information and documentation from the Scientific Committee, and to consider nutritional, subsistence and cultural needs relating to aboriginal subsistence whaling and the use of whales taken for such purposes, and to provide advice on the dependence of aboriginal communities on specific whale stocks to the Commission for its consideration and determination of appropriate management measures (*Rep. int. Whal. Commn 48: 31*).

### **Infractions Sub-committee**

The Infractions Sub-committee considers matters and documents relating to the International Observer Scheme and Infractions insofar as they involve monitoring of compliance with the Schedule and penalties for infractions thereof (*Rep. int. Whal. Commn 29: 22*).

### **RMS Working Group**

#### Terms of Reference given at IWC/56:

Resolution 2004-6 indicated that the RMS Working Group will have the following responsibilities:

1. To complete work on the RMS package, with the goal of having a finalized RMS text ready for consideration, including for possible adoption, at IWC 57, and/or to identify any outstanding policy and technical issues.
2. To take account of delegates' comments at IWC 56, as well as written submissions from delegates.
3. To provide guidance to, and to review the work of, the Small Drafting Group.

RMS WG to be open to observers.

#### Previous Terms of Reference:

The Working Group's terms of reference, as specified in IWC Resolution 1994-5, include completion of work on:

- i) an effective inspection and observation scheme;
- ii) arrangements to ensure that total catches over time are within the limits set under the Revised Management Scheme; and
- iii) incorporation into the Schedule of the specification of the Revised Management Procedure and all other elements of the Revised Management Scheme.

### **Working Group on Whale Killing Methods and Associated Animal Welfare Issues**

The Working Group is established to review information and documentation available with a view to advice the Commission on whale killing methods and associated welfare issues (*Chairman's Report of the 52<sup>nd</sup> Annual Meeting*).

### **Contributions Sub-committee and Contributions Task Force**

The Commission agreed to establish a Contributions Sub-committee at its 51<sup>st</sup> Annual Meeting in Grenada in 1999 to look at options and issues raised by a proposal from Antigua and Barbuda for a reassessment of membership contributions. Antigua and Barbuda had suggested that consideration be given to developing a system more in line with that used by the UN and similar organisations. No formal Terms of Reference were agreed. At IWC/52, the F&A Committee established a Contributions Task Force charged with developing a revised set of principles to guide the IWC in developing an alternative contributions formula.