



**RULES OF PROCEDURE
FOR THE COMMITTEE ON INSPECTION AND OBSERVATION**
Adopted NAMMCO 22- February 2014. Revised NAMMCO 24, February 2016 (NAMMCO/24/19)

I Terms of Reference

1. The Committee shall, upon request from the Council, individual member countries or the Secretariat provide advice on the Joint NAMMCO Control Scheme for the hunting of marine mammals.
2. The Committee shall function as a standing review body to monitor the implementation of the Observation Scheme under the Joint NAMMCO Control Scheme for the hunting of marine mammals and provide recommendations for improvements.
3. Members of the Committee may raise specific questions for discussion during meetings of the Committee. The Committee may make proposals to the Council for specific tasks to undertake within its terms of reference.
4. Non-member governments with observer status in NAMMCO may request advice from the Committee through the Council.

II Membership

1. Each NAMMCO member country shall be represented with up to two Committee members.
2. The Committee shall elect from among its members a Chair and a Vice-Chair, who shall each serve for two years, after which time they may be re-elected.
3. The Committee may also seek outside expertise when the Committee considers this to be necessary and appropriate.

III Observers

1. Attendance of accredited observers shall not be permitted at the meetings of the Committee unless otherwise decided by the majority of the Committee and approved by the Council.



IV Meetings

1. The Committee shall meet once a year, preferably prior to the annual meeting of the Council, unless otherwise decided by the Council. Additional meetings may be held when judged necessary by the Committee and approved by the Chair of the Council.
2. A provisional agenda for the Committee shall be compiled by the Chair and distributed to Committee members no later than 30 days prior to the meeting in question. Comments or suggestions for revision of the provisional agenda shall reach the Chair no less than 10 days prior to that meeting.
3. The Chair shall, in consultation with other members of the Committee and the Secretariat of NAMMCO, seek to ensure that key documentation of relevance to the provisional agenda is available at the beginning of each meeting.

V Report

1. Main recommendations and conclusions shall be formulated by the Secretariat and the Chair for consideration before the end of the Committee meeting. A final report of each meeting shall be prepared by the Secretariat for approval by the Committee, reflecting the main deliberations and recommendations to Council. The adopted report shall be transmitted to all members of the Council as soon as possible after the meeting and within a month after the conclusion of the Committee's deliberation.
2. The report of the Committee shall be made available by the Secretariat to anyone who so wishes, according to guidelines approved by the Council.

VI Amendment of Rules

1. Proposals for amendment of these Rules of Procedure shall reach the Chair of the Council not less than 60 days prior to the Council meeting at which the matter is to be discussed. The Chair of the Council shall transmit these proposals through the Secretariat to the Members of the Council not less than 30 days prior to that meeting.