



**TWENTY FIFTH MEETING OF THE COUNCIL**  
**5 – 6 April 2017, Nuuk, Greenland**

**DOCUMENT 15            PROPOSED AMENDMENTS TO THE ROP FOR THE  
MANAGEMENT COMMITTEE AND COMMITTEE ON  
INSPECTION AND OBSERVATION**

**Submitted by:            FAC**

**Action requested:**

- Review the proposal
- Adopt the present amendments proposed by FAC

**Background to the document:**

The changes proposed mainly deal with the publication and confidentiality of the documents and reports of the subsidiary bodies.

Previous to the meeting, the changes were circulated to Parties according to the current RoP of both committees.



## **RULES OF PROCEDURE FOR THE NAMMCO MANAGEMENT COMMITTEES**

*Adopted NAMMCO 3 – July 1993 and revised NAMMCO 7 – May 1997 as RoP for a general MC.*

*At NAMMCO 16 – February 2007 the common RoP was adopted for both MC's*

*Revised at NAMMCO 24, February 2016 (NAMMCO/24/16)*

### **I Representation**

1. Each member of the Committee shall be represented by not more than three representatives who may be accompanied by experts and advisers.

### **II Taking of Decisions**

1. Each member of the Committee shall have one vote.

2. Decisions of the Committee shall be taken by the unanimous vote of those members present and casting an affirmative vote.

3. Between meetings of the Committee and in case of special necessity to be determined by the Chairman, votes may be taken by mail or by other means of textual communication. The Secretary shall immediately notify the members of the Committee of the results of such votes.

### **III Chairman and Vice-Chairman**

1. The Committee shall elect from among its members a Chairman and a Vice-Chairman, each of whom shall serve for a term of two years and shall be eligible for re-election provided that they do not serve for more than four years in succession in each office. The Chairman and Vice-Chairman shall not be representatives of the same Party.

2. The Chairman and Vice-Chairman shall take office at the conclusion of the meeting at which they have been elected.

3. The Chairman shall have the following powers and responsibilities:

a) to preside at each meeting of the Committee;

b) to sign, on behalf of the Committee, the reports of each meeting of the Committee; and

c) to exercise other powers and responsibilities as provided in these Rules and make such decisions and give such directions to the Secretary as will ensure that the business of the Committee is carried out effectively and in accordance with its decisions.



4. Whenever the Chairman is unable to act, the Vice-Chairman shall assume the powers and responsibilities of the Chairman.

#### **IV Preparation for Meetings**

1.
  - a) The Secretary shall prepare, in consultation with the Chairman, a provisional agenda for each meeting of the Committee and transmit it to all members of the Committee no later than 45 days before the meeting.
  - b) Any member of the Committee may propose supplementary items by informing the Secretary thereof no later than 30 days before the meeting.
  - c) The Secretary shall prepare the draft agenda for the meeting, including the supplementary items, and transmit it to all members of the Committee no later than 15 days before the meeting along with related explanatory memoranda or reports.
  - d) For all meetings of the Committees, the draft agenda, ToRs when relevant, list of participants and the meeting documents that will be published in the Annual Report should be made public and available on the NAMMCO website as soon as they are ready and circulated to the meeting participants.
2. The Secretary shall make all necessary arrangements for meetings of the Committee.

#### **V Observers**

1. The Committee may decide to invite accredited observers to participate in its meetings and may establish the terms and conditions for that participation, in line with the Council Rules of Procedure.

#### **VI Reports**

1. A report of each meeting of the Committee shall be prepared by the Secretary as required by the Committee and shall include any regulatory measures proposed by it, all decisions and recommendations adopted by it and references to all scientific information used or presented at the meeting. A draft report shall be considered by the Committee before the end of the meeting. The Secretary shall transmit the final report to all members of the Council as soon as possible after the meeting and within two weeks after the conclusion of its deliberation. The content of the reports shall be considered confidential prior to their release to the Council.



2. Subsidiary bodies report their findings in writing to the Committee according to their terms of reference and within two weeks after the conclusion of their deliberations. Reports of subsidiary bodies shall be considered confidential until four weeks (excluding July) after being circulated to the Committee and the Council. Thereafter they shall be made public and available on the website. Within a week of the report being circulated to the Committee and the Council, Parties and/or members of the Committee may ask for a review of the report by the Committee. The report shall then remain confidential until it is published together with the report of the Management Committee.

## **VII Amendment of rules**

1. Proposals for amendment of these Rules of Procedure shall reach the Chairman of the Council not less than 60 days prior to the Council meeting at which the matter is to be discussed. The Chairman 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.



**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. ~~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.

4. For all meeting of the Committee and subsidiary bodies, the draft agenda, ToRs when relevant, list of participants and the meeting documents that will be published in the Annual Report should be made public and available on the NAMMCO website as soon as they are ready and circulated to the meeting participants.

## 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~~two weeks after the conclusion of the Committee's deliberation. The content of the reports shall be considered confidential prior to their release to the Council.

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.

3. Subsidiary bodies report their findings in writing to the Committee according to their terms of reference and within two weeks after the conclusion of their deliberations. Reports of subsidiary bodies shall be considered confidential until four weeks (excluding July) after being circulated to the Committee and the Council. Thereafter they shall be made public and available on the website. Within a week of the report being circulated to the Committee and the Council, Parties and/or members of the Committee may ask for a review of the report by the Committee on Inspection and Observation. The report shall then remain confidential until it is published together with the report of that Committee.

## 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.