

**RULES OF PROCEDURE FOR THE SCIENTIFIC JOINT WORKING GROUP (JWG)  
OF THE  
NORTH ATLANTIC MARINE MAMMAL COMMISSION (NAMMCO)  
AND THE  
JOINT CANADA GREENLAND COMMISSION ON NARWHAL AND BELUGA (JCNB)**

*Adopted NAMMCO 24 – February 2016*

**I. Terms of Reference**

1. The JWG shall provide scientific advice to the Councils of NAMMCO and the JCNB on such matters that are referred to it, and ensure that this advice is based on the best available scientific findings at any given time. This includes review and evaluation of data on stock identity, biological parameters, stock size, catch history and other information necessary for conducting an assessment of the species or stock in question and for providing advice on catch limits and conservation.
2. The JWG may make proposals to NAMMCO and the JCNB concerning any scientific tasks to be included in its future work.

**II. Membership**

1. Each Party (<sup>1</sup>Member Country/<sup>2</sup>Organization) shall nominate scientists and other specialists as members of the JWG. These members may serve until otherwise notified, and may vote on scientific matters where a decision is required. However, when procedural or organizational matters are being dealt with, each Party shall have one vote.
2. The JWG shall be jointly chaired by two Chairs: one representing the interests of the JCNB and the other of NAMMCO. These chairs shall be appointed by the two organizations respectively, and they may serve for two meetings, after which they may be re-appointed.
3. If for any reason a Chair is unable to complete his/her term of office, a new Chair shall be appointed by JCNB or NAMMCO.
4. Each party on an ad-hoc basis may nominate other experts to participate in meetings of the Committee as *ex officio* non-voting members. Any such nomination of experts must reach the relevant party (Secretary of NAMMCO or the JCNB Commissioners) no later than 30 days before the start of the meeting in question. Requests within 30 days of the meeting will be forwarded to the NAMMCO and JCNB Councils at the discretion of the co-Chairs.

**III. Observers**

1. Attendance of observers shall not be permitted at the meetings of the JWG unless otherwise decided by the Chairs after consultation with members of the JWG and notification to the Councils of NAMMCO and the JCNB Commissioners. Observers may not vote, but may contribute to the meeting if so allowed by the Chairs. Observers must regard all matters discussed as confidential until the final approved reports from the JWG meetings are publicly available.

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<sup>1</sup> Canada and Greenland

<sup>2</sup> NAMMCO

#### **IV. Organization**

1. The JWG is responsible for collecting and compiling the necessary information for providing scientific advice. While avoiding duplication of work being carried out elsewhere, the JWG decides where and how this information is to be obtained. If the JWG considers it necessary to consult information not available in the published literature or in the possession of any of the Members, any cooperation in this field with external authorities shall be undertaken by the JWG Chairs in consultation with NAMMCO and the JCNB Commissioners.
2. The JWG may establish designated Working Groups and Workshops on clearly defined subjects related to the work needed to be carried out for dissemination of the required scientific advice.
4. The Working Groups and Workshops report their findings in writing to the JWG according to their terms of reference.
5. The JWG reports its findings in writing to the Scientific Committee of NAMMCO and the JCNB within eight weeks after the conclusion of its deliberations. The contents of the report shall be considered strictly confidential until released by either NAMMCO or JCNB. The Chairs seek to have all views expressed on substantive matters during the deliberations of the JWG made clear in its report and the wording approved by the members before the end of its meeting. Minor edits may be approved by correspondence. Approval of the report requires consensus among the members.

#### **V. Meetings**

1. The JWG shall meet as required in order to provide updates on scientific advice to NAMMCO and the JCNB for management.
2. A provisional agenda for JWG meetings shall be developed by the Chairs and distributed to the members no later than 30 days prior to the meeting in question. Comments or suggestions for revision of the provisional agenda should reach the Chairs no less than 10 days prior to that meeting.
3. The Chairs in consultation with members of the JWG should ensure that key documents are available at the meeting. In addition, where necessary, Chairs can request NAMMCO or the JCNB to provide information necessary for decisions. This may involve compilation of published information and invitation to members, Parties, Working Group Chairs or external experts to submit and present scientific papers at the meetings. Any scientist may submit scientific paper(s) for consideration by the JWG, as appropriate.
4. Each Party having information on the biology of marine mammals relevant for management objectives, including research and statistical material on catches of relevant species or stocks, shall briefly report on such information at the relevant meetings of the JWG.
5. The JWG may make proposals for Contract Studies to be conducted on specific agenda items to be dealt with at its meetings. These will be coordinated by the Secretariat of NAMMCO in correspondence with the JCNB Commissioners.
6. The Secretary of NAMMCO, in correspondence with the JCNB Commissioners, may, with the concurrence of the Committee, set technical guidelines for the preparation, format and presentation of all meeting documents, including type and format of data on catches that each Party reports with respect to any relevant catch operation.

7. Meeting documents outlined in V.3.-5. above shall reach the Secretariat of NAMMCO no less than 10 days in advance of the meeting in question and be distributed within 7 days of the meeting. All documents available 7 days prior to the meeting shall be considered Primary Documents for consideration at the meeting. Later documents can be included at the discretion of the Chairs.

8. English shall be the official language of the JWG and all primary documents shall be written in English. The Chairs can give exemptions from this general rule after consultation with other members and the Secretary of NAMMCO and JCNB Commissioners.

## **VI. Data Availability**

1. The reports of the JWG and any subsidiary Working Groups and Workshops, and other scientific papers presented to the JWG shall be made available by the NAMMCO Secretariat, in correspondence with JCNB Commissioners to anyone whom so wishes, subject to approval by the Councils of NAMMCO and the JCNB.

2. The Secretariat of NAMMCO may, with the concurrence of the Councils of NAMMCO and the JCNB Commissioners, require that statistical material and computing programmes for use in evaluation of the status of stocks or for calculations of catch limits, such as detailed catch and abundance data, be submitted in advance to the Secretariat of NAMMCO in an electronic data storage medium, for validation and review. Submitted statistical material or other raw data shall only be released from the Secretariat of NAMMCO subject to approval of the scientist or Party submitting the data.

## **VII. Amendments of Rules**

1. Proposals for amendment of these Rules of Procedure shall reach the Chairs of the JWG not less than 60 days prior to the JWG meeting at which the matter is to be discussed. The Rules of Procedures must be approved by the Council of NAMMCO and JCNB.