



## TWENTY EIGHTH MEETING OF THE COUNCIL

17 - 19 March 2020

Oslo, Norway

<b>DOCUMENT 18</b>	<b>PROPOSED CHANGES TO ROPS REGARDING DEADLINES FOR SUBMITTING MEETING DOCUMENTS</b>
<b>Submitted by</b>	<b>Finance and Administration Committee</b>
<b>Action requested</b>	Review proposal Make suggestions for changes Decide on further action
<b>Background</b>	<p>The NAMMCO Rules of Procedure (RoP), except those of the Management Committees, do not set deadlines for circulating key documents in advance of a meeting. FAC is concerned that late circulation of documents may prevent an informed discussion and thus may undermine the quality of the work performed. FAC thus recommends the inclusion of deadlines and that these be the same for all committees.</p> <p>FAC agreed to recommend to Council the following wording, and that it be included in the different RoPs of NAMMCO bodies as suitable:</p> <p><i>“As a general rule, all meeting documents to be discussed at any meeting of NAMMCO (Council and subsidiary bodies including Working Groups and Expert Groups) shall be made available through the Secretariat at the latest 15 days before the meeting. Information documents shall preferably become available by the end of the first day of the meeting.”</i></p> <p>This document collates the changes made to the different RoPs (only presenting the relevant paragraphs), which need to be reviewed by the Council.</p> <p>According to the RoPs of the different NAMMCO bodies, <i>“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 [Done on 09 January 2020]. 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. [16 February 2020].</i></p>

## 1. PROPOSED CHANGES TO THE ROP OF THE COUNCIL

### IV Preparation for meetings

13. Each Contracting Party shall notify the Secretary as far as possible in advance of any meeting of the names of its representatives, alternates, experts and advisers who will attend.

14. A provisional agenda for each annual or special meeting of the Council shall be prepared by the Secretary, in consultation with Chairman, and be dispatched by the Secretary to all Contracting Parties, their representatives, and invited observers, not less than 60 days before the date fixed for the opening of the meeting.

15. Any member of the Council may propose supplementary items by informing the Secretary thereof no later than 30 days before the meeting.

16. The Secretary shall prepare the draft agenda for the meeting, including the supplementary items, and transmit it to all Contracting Parties, their representatives, and invited observers, no later than 15 days before the meeting along with explanatory memoranda.

17. [As a general rule, all meeting documents to be discussed at any meeting of NAMMCO \(Council and subsidiary bodies including Working Groups and Expert Groups\) shall be made available through the Secretariat at the latest 15 days before the meeting. Information documents shall preferably become available by the end of the first day of the meeting.](#)

~~18.~~ 17. The Secretary shall make all necessary arrangements for meetings of the Council.

~~19.~~ 18. No order of business shall be the subject of a decision unless the subject matter has been included in the draft agenda.

~~20.~~ 19. The Council shall adopt the final agenda of the meeting at the opening session of its meeting.

[paragraph numbering changing also in subsequent paragraphs]

## 2. PROPOSED CHANGES TO THE ROP OF THE FINANCE & ADMINISTRATION COMMITTEE

### Meetings

7. The Committee shall meet at least once a year, 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.

8. 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 Chairman no less than 10 days prior to that meeting.

9. The Chairman shall, in consultation with other members of the Committee and the Secretary of NAMMCO, seek to ensure that key documentation of relevance to the provisional agenda is available at the beginning of each meeting. [As a general rule, all meeting documents to be discussed at any meeting of NAMMCO \(Council and subsidiary bodies including Working Groups and Expert Groups\) shall be made available through the Secretariat at the latest 15 days before the meeting. Information documents shall preferably become available by the end of the first day of the meeting.](#)

### 3. PROPOSED CHANGES TO THE ROP OF THE MANAGEMENT COMMITTEES

#### 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.

[e\) As a general rule, all meeting documents to be discussed at any meeting of NAMMCO \(Council and subsidiary bodies including Working Groups and Expert Groups\) shall be made available through the Secretariat at the latest 15 days before the meeting. Information documents shall preferably become available by the end of the first day of the meeting.](#)

2. The Secretary shall make all necessary arrangements for meetings of the Committee.

### 4. PROPOSED CHANGES TO THE ROP OF THE SCIENTIFIC COMMITTEE

#### V Meetings

1. The Scientific Committee shall meet at least annually, preferably prior to the regular meetings of the Council, unless otherwise decided by the Council. Intersessional meetings may be held when judged necessary by the majority of the Scientific Committee and the Council so decides.

2. A provisional agenda for all Scientific Committee meetings shall be developed by the Chairman and distributed to the members of the Committee no later than 30 days prior to the meeting in question. Comments or suggestions for revision of the provisional agenda shall reach the Chairman no less than 10 days prior to that meeting.

3. The Chairman shall, in consultation with other members of the Committee and the Secretary of NAMMCO, seek to ensure that key documentation of relevance to the provisional agenda is available at the start of each meeting. This may involve compilation of published information and invitation to members, Parties, Working Group Chairmen or external experts to submit and present scientific papers at the meetings. Any scientist may submit scientific paper(s) for consideration by the Committee and Working Groups, as appropriate.

4. Each Party having information on the biology of marine mammals relevant for NAMMCO 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 Scientific Committee or its Working Groups.

5. The Scientific Committee, in consultation with the Secretary of NAMMCO, shall make proposals of Contract Studies to be conducted on specific agenda items to be dealt with at meetings of the Scientific Committee or its Working Groups.

6. The Secretary of NAMMCO 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. ~~Titles of meeting documents outlined in V.3.5. above shall, if possible, reach the Secretariat of NAMMCO no less than 10 days in advance of the meeting in question and be distributed to the members of the Committee/Working Group prior to the meeting. All documents registered before the end of the first day of the meeting shall be considered Primary Documents for consideration at the meeting.~~ [As a general rule, all meeting documents to be discussed at any meeting of NAMMCO \(Council and subsidiary bodies including Working Groups and Expert Groups\) shall be made available through the Secretariat at the latest 15 days before the meeting. Information documents shall preferably become available by the end of the first day of the meeting.](#)

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

## 5. PROPOSED CHANGES TO THE ROP OF THE COMMITTEE ON HUNTING METHODS

### 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 Chairman of the Council.
2. A provisional agenda for the Committee shall be compiled by the Chairman 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 Chairman no less than 10 days prior to that meeting.
3. The Chairman shall, in consultation with other members of the Committee and the Secretary of NAMMCO, seek to ensure that key documentation of relevance to the provisional agenda is available at the ~~beginning~~ [As a general rule, all meeting documents to be discussed at any meeting of NAMMCO \(Council and subsidiary bodies including Working Groups and Expert Groups\) shall be made available through the Secretariat at the latest 15 days before the meeting. Information documents shall preferably become available by the end of the first day of the meeting.](#)
4. For all meetings 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.

## 6. PROPOSED CHANGES TO THE ROP OF THE COMMITTEE ON INSPECTION AND OBSERVATION

### 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. As a general rule, all meeting documents to be discussed at any meeting of NAMMCO (Council and subsidiary bodies including Working Groups and Expert Groups) shall be made available through the Secretariat at the latest 15 days before the meeting. Information documents shall preferably become available by the end of the first day of the 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.

## 7. COUNCIL WORKING GROUP ON BY-CATCH, ENTANGLEMENT AND LIVE STRANDINGS

The Council Working Group on BYCELS does not have Rule of Procedure, therefore Paragraph VII.29 (likely becoming 30) of the Rules of Procedure of the Council applies:

*In the absence of specific Rules of Procedure approved by the Council for its committees and subsidiary bodies, the rules set out in sections I – IV, X and XI of the Rules of Procedure for the Council shall apply, mutatis mutandis, as appropriate.*