



## **RULES OF PROCEDURE FOR THE COMMITTEE ON INSPECTION AND OBSERVATION**

*Adopted NAMMCO 22 – February 2014. Amended: NAMMCO 24 – February 2016, NAMMCO 25 – April 2017, NAMMCO 28 // Council-HoDs meeting – March 2020, Council-HoDs meeting May 2022.*

### **I Terms of Reference**

1. The Committee shall, upon request from the Council, individual member countries or the Secretariat provide advice on the NAMMCO Observation Scheme for the hunting of marine mammals.

The Committee shall provide advice on national inspection schemes upon request from the Council or from member countries pertaining to their own inspection schemes.

2. The Committee shall function as a standing review body to monitor the implementation of the NAMMCO Observation 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 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.

## **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 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.