



**NORTH ATLANTIC MARINE MAMMAL COMMISSION**

**TWENTY FOURTH MEETING OF THE COUNCIL**

**10 - 11 February 2016, Grand Hotel, Oslo, Norway**

**DOCUMENT 22      PROCEDURES & RULES FOR OBSERVERS  
ATTENDING NAMMCO MEETINGS**

**Submitted by:      Finance and Administration Committee**

The Finance and Administration Committee (FAC)

- **Considering** that it would be beneficial for NAMMCO to have Procedures & Rules for Observers attending NAMMCO Meetings
- **Recommends** therefore Council to
  - Make proposals for amendment to the text if desired,
  - Adopt the present Procedures and Rules for Observers

## **PROCEDURES & RULES FOR NAMMCO MEETINGS OBSERVERS**

As set out in the NAMMCO Agreement Article 8

*“The Council may agree to admit observers to meetings of the Commission when such admission is consistent with the objective set out in Article 2<sup>1</sup> of the NAMMCO Agreement.”*

Observer status at NAMMCO is open to:

- non-contracting governments
- inter-governmental and inter-parliamentary organizations, global and regional; and
- non-governmental organizations (NGOs)

The Council of NAMMCO accredits observers to NAMMCO meetings. Observer status continues for such time as consensus exists among Contracting Parties.

Any observer that engages in activities which are at odds with the NAMMCO Agreement or with the Rules of Procedure of Council may have his/her status as an observer suspended.

A list of observers is available on the NAMMCO website.

### **1. CONDITION FOR ATTENDANCE BY OBSERVERS**

#### **1.1 Meetings of the Council**

The Council may, in accordance with Article 8 of the Agreement on Cooperation in Research, Conservation and Management of Marine Mammals in the North Atlantic [NAMMCO Agreement], invite non-contracting governments and inter-governmental and inter-parliamentary organisations, global and regional, to participate as observers to its meeting. Non-Governmental Organisations may apply for observer status at the meetings of the Council.

Admission is governed by the Rules of Procedure of the Council

#### **1.2 Meeting of the Finance and administration Committee**

Attendance of observers shall not be permitted at the meetings of the Committee.

#### **1.3 Meetings of other Committees**

Attendance of accredited observers shall not be permitted at the meetings of a Committee unless otherwise decided by the majority of the Committee.

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<sup>1</sup> The objective of the Commission shall be to contribute through regional consultation and cooperation to the conservation, rational management and study of marine mammals in the North Atlantic.

## **2. GUIDELINES FOR MEETINGS OF THE COMMISSION**

### **2.1 Invitation & Registration**

The Chair of Council and the Chairs of Committees and subsidiary bodies should invite observers to the meeting no later than 60 days and 15 days in advance, respectively.

The Chair and the Secretariat may determine a limited number of observers in respective delegations, due to logistic consideration.

Registration to attend meetings should be done in accordance with the procedure outlined by the different bodies as appropriate.

### **2.2 Cost**

Observers are responsible for all costs associated with their attendance at any meeting of the Commission.

### **2.3 Documents**

Observers admitted to a meeting of the Commission shall be sent or otherwise receive the same documentation generally available to Contracting Parties and their delegations, except those documents deemed confidential by a Contracting Party or the Secretariat.

## **3. ROLE OF OBSERVERS**

Observers invited to participate to a meeting of the Commission may, at the discretion of the Chair,

- make statements,
- present written statements,
- distribute relevant documents through the Secretariat,
- provide views on the issues under discussion,
- submit written statements at Ministerial meetings,
- engage in other activities as appropriate and as approved by the Chair.

Observers invited to participate to a meeting of the Commission may not

- vote,
- use flash photography and visual or sound recording devices to record meeting proceedings, except during the Opening Procedures of the Council meeting, provided that such recording is carried out unobtrusively and without disturbance to the meeting.
- comment publicly, issue press release or other information to the media on agenda items under discussion, while NAMMCO Council bodies are in session.

If one Contracting Parties so request, particular agenda items of Management Committees, or parts thereof, shall be limited to delegates representing Contracting Parties.

#### **4. APPLICATION FOR OBSERVER STATUS FROM NGOS**

a) Applications for observer status from NGO's shall be sent to the Secretariat no later than 90 days before the next Council meeting. Applicants for observer status shall provide information on the role, functions and operations of their organisation and other information necessary for the Council to assess the application, including the name of the person who will represent the organisation and his/her status within that organisation. The decision will be made no later than 30 days prior to the meeting.

The Council will decide on such status in accordance with Article 8 of the Agreement and the following procedures:

b) Once an NGO is admitted as observer to the Council, their status shall continue for such time as no objection from any Contracting Party is raised on the matter, and the NGO is represented by an official accredited member of that organisation.

c) Any Contracting Party may request information referred to under a) at any time from an observer.

#### **5. CODE OF CONDUCT FOR NGOS AND COMPLAINS PROCEDURE**

The Commission welcomes the attendance of NGOs at its meetings but such attendance carries certain responsibilities. It is the duty of each NGO to behave with due and proper respect for the meeting proceedings and to all Contracting Parties and other governments attending NAMMCO meetings and to abide by this code of conduct. Disruptive behaviour and/or failure to conform to this code of conduct may result in removal from the meeting and revocation of observer status, at the discretion of the Chair.

A copy of this code of conduct will be issued to each NGO observer at the beginning of each meeting.

##### **5.1 Accreditation**

Any NGO with observer status to NAMMCO that has not communicated with the Secretariat or attended at least one meeting of the Commission in the previous three years will lose its accreditation but may reapply in writing to the Secretariat.

##### **5.2 Mobile telephones**

Mobile telephones shall be switched off or put in 'silent' mode before entry of the observer into the meeting room.

##### **5.3 Communication**

The observers admitted to a meeting of the Commission may not

- issue comments on social medias on agenda items under discussion during any meetings,
- issue comments on social medias upon personal interactions and conversations during events outside of the formal meeting sessions that defame any participating organization or person, or cause serious offence to any government.

#### **5.4 Documents**

Quotations from, or use of draft NAMMCO documents is prohibited. Rule of Procedure regarding confidentiality of reports of meetings of NAMMCO committees and subsidiary bodies must be respected.

Only official meeting documents submitted by Contracting Parties or prepared by the Secretariat, as well as Opening Statements from Observers will be made available/distributed through by the Secretariat, who is solely responsible for such distribution. NGOs may, however, make ‘for information’ documents available to participants using tables designated for this purpose. Such documents must indicate which organization is responsible for them. Documents that do not meet this requirement will be removed by the Secretariat.

Those NGOs distributing ‘for-information’ documents are responsible for their content. These documents shall not contain statements that defame any participating organization or person, or cause serious offence to any government.

#### **5.5 Complaints**

Any participant who has a complaint should submit a written complaint to the Secretary, who will try to resolve the problem with the parties concerned. If this fails, the Secretary will report the matter to the Council for decision-making.

### **6. CONFIDENTIALITY OF DOCUMENTS**

In this context, ‘confidential’ means that reporting of discussions, conclusions and recommendations is prohibited. This applies equally to Committee members, invited participants and observers.

Reports shall be made available to Commissioners, Contracting Parties and accredited observers at the same time.

Confidentiality of reports of meetings of Council, committees and subsidiary bodies is defined in the RoP of each specific bodies.

### **7. OBSERVERS AT NAMMCO**

#### **Six non-contracting governments:**

1. Canada
2. Denmark
3. Japan
4. Russian Federation
5. St. Lucia
6. USA

#### **Sixteen Inter-Governmental and Inter-Parliamentary Organizations:**

1. Agreement on the Conservation of Small Cetaceans of the Baltic and North Seas (ASCOBANS)

2. Agreement on the Conservation of Cetaceans of the Black and Mediterranean Seas (ACCOBAMS)
3. Arctic Council (AC)
4. Bonn Convention (CMS)
5. Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
6. European Union
7. Food and Agriculture Organisation (FAO) Fisheries Department
8. International Council for the Exploration of the Sea (ICES)
9. International Whaling Commission (IWC)
10. Northwest Atlantic Fisheries Organisation (NAFO)
11. Northeast Atlantic Fisheries Commission (NEAFC)
12. North Atlantic Salmon Conservation Organization (NASCO)
13. Nordic Council of Ministers (NCM)
14. Nordic Council (NC)
15. OSPAR Commission (OSPAR)
16. South East Atlantic Fisheries Organisation (SEAFO)

**Eight Non-Governmental Organizations:**

1. Association of Traditional Marine Mammal Hunters of Chukotka (ATMMHC)
2. European Bureau for Conservation & Development (EBCD)
3. IWMC- World Conservation Trust (IWMC)
4. Inuit Circumpolar Conference (ICC), Greenland and International
5. Inuvialuit Game Council
6. World Conservation Union (IUCN)
7. International Workgroup for Indigenous Affairs (IWGIA)
8. Nunavut Tunngavik Inc. (NTI)