



NAMMCO ANNUAL MEETING 31

19–21 March 2024

Hotel Reykjavík Grand, Reykjavík, Iceland

MEETING OF THE COUNCIL

DOCUMENT 17	Proposal for an amendment to the terms used in the RoPs of the Council and the Committees towards a gender-neutral language.
Submitted by	Secretariat
Action requested	Consider adopting a gender-neutral standardisation of the RoPs of the Council and the Committees, where needed.
Background/content	<p>Gender-neutral terms have been used in recent years by the Secretariat in official documents and reports, as in any types of documentation.</p> <p>However, older documents like the RoPs of the Council and the Committees (except the newest ones) do not use gender-neutral terms. As an example, the terms Chairman and Vice-Chairman are used instead of Chair and Vice-Chair.</p> <p>The Secretariat therefore proposes to replace the non-gender-neutral terms to gender-neutral terms in the RoPs. The amendment would be strictly limited to changing the words and no other modifications would be made.</p> <p>As an example, the RoPs for the Committee on Hunting Methods is provided in Appendix 1 below, with the changes proposed and, as it is usually done, with the indication in the sub-title of the character of the changes performed and the date when the changes were accepted by the Council.</p> <p><i>According to the RoPs of the different NAMMCO bodies, proposals for Amendments to ROPs need to reach the Chair of the Council 60 days prior to the Council meeting (deadline 18 January: done through email to the Chair with copy to the HODs on 15 January 2024) and the Parties 30 days prior the Council meeting (deadline 18 February: done by providing the HoDs with the proposal on 7 February, as a document to their meeting on 13-14 February, where the proposal was also discussed.</i></p>



Appendix 1

RULES OF PROCEDURE FOR THE COMMITTEE ON HUNTING METHODS

Adopted NAMMCO 4 – February 1994.

Amended NAMMCO 8 – September 1998; NAMMCO 24 – February 2016; NAMMCO 25 – April 2017; NAMMCO 28 // Council-HoDs meeting – March 2020 (deadline for circulation of meeting documents); [NAMMCO 31 // March 2024 \(vocabulary change to gender-neutral terms\)](#);

I Terms of Reference

1. The Committee shall, upon request from the Council or individual member countries, provide advice on hunting methods for those species of marine mammals relevant to NAMMCO member countries. The Committee shall ensure that such advice is based on the best available scientific findings, technological developments and traditional knowledge, with due consideration given to safety requirements, animal welfare, efficiency in hunting gears and efficiency of utilization.
2. 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.
3. 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 in the Committee and have one vote regardless of number of national representatives.
2. The Committee shall elect from among its members a **Chairman** and a **Vice-Chairman**, 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 on Hunting Methods 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~~man~~ of the Council.
2. A provisional agenda for the Committee shall be compiled by the Chair~~man~~ 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~~man~~ no less than 10 days prior to that meeting.
3. The Chair~~man~~ 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 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 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.

V Report

1. A draft report shall be presented for consideration before the end of the Committee meeting. The final report of each meeting shall be prepared by the Secretariat as required by the Committee and 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 on Hunting Methods 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 Hunting Method. 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~~man~~ of the Council not less than 60 days prior to the Council meeting at which the matter is to be discussed. The Chair~~man~~ 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.