

NAMMCO ANNUAL MEETING 33

MEETING OF THE COUNCIL

24–26 March 2026

Hotel Hans Egede, Nuuk, Greenland

DOCUMENT 17a	Proposed amendments to committees' RoPs
Agenda item(s)	3.5
Submitted by	Secretariat
Action requested	<ul style="list-style-type: none"> • Take note • Decide whether the proposed amendments can be implemented
Background/content	<p>The Secretariat proposes amending the Rules of Procedure (RoPs) of all committees to standardise and harmonise their content, ensuring consistent language and format across all documents. The revision also seeks to incorporate necessary updates reflecting procedural changes over time and to enhance clarity in the interpretation and application of the rules.</p> <p>The amendments would not alter the fundamental substance of the Rules of Procedure.</p> <p>This document presents an overview of the proposed amendments.</p>

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1 LIST OF DOCUMENTS AFFECTED BY THE PROPOSED AMENDMENTS

The proposed amendments affect the Rules of Procedure (RoPs) of all NAMMCO committees. The six documents subject to these amendments are listed below (in alphabetical order).

- RoPs-Committee on Hunting Methods (CHM)
- RoPs-Committee on Inspection and Observation (CIO)
- RoPs-Council
- RoPs-Finance and Administration Committee (FAC)
- RoPs-Management Committees
- RoPs-Scientific-Committee (SC)

The RoPs with the proposed amendments as tracked changes can be found in document NAMMCO/33/17b.

2 PROPOSED GENERAL AMENDMENTS

The following general amendments may affect only one document, but in most cases, they affect more than one. They are set out in list form to promote clarity and concision.

- The term ‘Contracting’ would be removed from ‘Contracting Parties’ to keep only ‘Parties’.
- ‘Member countries’ or ‘NAMMCO member countries’ would be updated to ‘Parties’.
- ‘General Secretary’ would be updated to ‘Secretary General’.
- ‘Organisation’ would be updated to ‘Commission’.
- ‘Councillor’ would be amended to ‘Commissioner’ (re: Council RoPs).
- “Data Manager” would be replaced by ‘staff’ (re: SC RoPs).
- ‘Secretary’ would be replaced by ‘Secretariat’.
- Distinction between ‘advice’ and recommendation’: Advice to countries would be reserved to the MCs and the Council, other bodies would provide recommendations.
- It would be made clear that Chair and Vice-Chair refer to countries, not individuals (re: Council RoPs).
- References to “Annual Report” of the Commission would be removed, as this is no longer relevant. NAMMCO no longer produces such annual reports.
- It would be clarified that provisional agendas of meetings shall be developed by the Chair 'with the support of the Secretariat' (re: SC RoPs). Furthermore, it would be standardised that comments and suggestions for the revision of these agendas shall reach the Chair no less than 16 days prior to a meeting.
- When a recurrent term is used, its acronym would appear after the term has been written once in full, with the acronym in parenthesis (Eg., Rules of Procedure (RoPs)).
- Other minor changes would consist of adjustments to refine and clarify the wording and would not alter the fundamental substance of the Rules of Procedure (Eg., *the title of section 4 in the RoPs of the CHM would be changed from ‘Meetings’ to ‘Preparation for meetings’*).
- Certain changes would involve reordering items to improve clarity and ensure consistency across all the Rules of Procedure. This may affect the order of appearance of sections to ensure consistency throughout all RoPs.
- Certain amendments would consist of formatting adjustments to promote standardisation throughout all the Rules of Procedure (Eg., *each new section would start with a numbering starting at one*).

3 PROPOSED SPECIFIC AMENDMENTS

3.1 ROPS OF THE CHM

3.1.1 Section 2 (Membership), current point 1

It would be added that “the appointment of representatives is permanent or until the Party withdraws the nomination. Each Party shall notify the Secretariat as soon as possible of any changes in membership”. This would also be clarified in other RoPs (E.g., CIO).

3.1.2 Section 2 (Membership), current point 2

The RoPs already states that the Chair and Vice-Chair shall each serve for two years, after which time they may be re-elected. It would be added: ‘provided that they do not serve for more than four consecutive years in each office’.

3.1.3 Section 4 (currently ‘Meetings’), current point 1

It would be added that the Committee shall meet ‘according to the workplan endorsed by the Council’ and ‘at least’ once a year, rather than only once a year.

3.1.4 Section 4 (currently ‘Meetings’), current point 3

It would be written that information documents shall preferably become available ‘as soon as possible in advance of the meeting’ instead of ‘by the end of the first day of the meeting’. Other minor clarifications would be made.

3.1.5 Section 5 (Report), current point 1

The following would be added: ‘Main recommendations and conclusions shall be formulated by the Secretariat and the Chair for consideration before the end of the Committee meeting’. It would be clarified that a draft report shall be presented at the end of the Committee meeting applies to in-person meetings. A distinction would be added for shorter or online meetings: ‘the draft report shall be adopted via correspondence’.

3.1.6 Section 5 (Report), current point 2

Regarding how the report is made available, the following would be removed: ‘to anyone who so wishes, according to guidelines approved by the Council’, and it would be added that the report would be made available ‘on the NAMMCO website no earlier than one week after they have been released to the Council’.

3.2 ROPS OF THE CIO

3.2.1 Amendments in various sections

The amendments appearing in some section would mirror the RoPs of the CHM.

3.3 ROPS OF THE COUNCIL

3.3.1 Section 2 (Decisions), current point 2

It would be specified that votes would be made in the English alphabetical order ‘of the names of the Parties’.

3.3.2 Section 5 (Observers), current point 22

The following sentence would be moved at the beginning of the point to include all procedures to be followed: 'The Council will decide on such status in accordance with Article 8 of the Agreement and the following procedures'.

3.3.3 Section 11 (Reports and documents), current point 38

This paragraph would be removed, as this is no longer relevant. It is in relation to the Annual Report, which is no longer published.

3.4 ROPS OF THE FAC

3.4.1 Section Report, current point 10

It would be added that 'the report shall preferably be finalised within two weeks of the conclusion of the meeting'.

3.5 ROPS OF THE MCS

3.5.1 Section 3 (Chair and Vice-Chair)

This section would be modified to align with that of the Council RoPs.

3.5.2 Section 4 (currently Meetings), addition of a new point (It would become point 1)

The following would be added: 'Each Party shall notify the Secretariat as far as possible in advance of any meeting of the names of its representatives, alternates, experts and advisers who will attend'.

3.5.3 Section 4 (currently Meetings), current point 1e

The wording would be adjusted to improve clarity and to align with the same paragraph in the CHM RoPs.

3.5.4 Section 6 (Reports), current point 1

It would be added that once the final report reaches the members of the Council, they would have one week to provide comments.

3.6 ROPS OF THE SC

3.6.1 Section 1 (Terms of reference), current point 1

The word 'advice' would be changed to 'recommendations' in the entire paragraph. This would also be amendment accordingly in other sections, if necessary.

3.6.2 Section 2 (Membership), current point 1

The following would be added: 'Each Party shall notify the Secretariat as soon as possible of any changes in membership.'

3.6.3 Section 2 (Membership), current point 2

To make it consistent with some of the other RoPs, it would be added that the Chair and Vice-Chair can serve for a maximum of two consecutive years, i.e. six years for this specific committee. The idea of having a maximum of two consecutive terms would also be added to other RoPs, if necessary.

3.6.4 Section 4 (currently Organisation)

The name of the section would be changed from 'Organisation' to 'Working procedures'.

3.6.5 Section 4 (currently Organisation), current point 4

The wording would be slightly modified for clarity.

3.6.6 Section 4 (currently Organisation), current point 6

It would be added that the SC Report would be considered strictly confidential 'until a week after its distribution to the Council'. This would also be clarified in other RoPs, if necessary.

3.6.7 Section 6 (Data availability), current point 1

Regarding how the reports of the Working Groups and other scientific papers are to be made available, the following would be removed: 'subject to approval by the Council'.

3.6.8 Section 6 (Data availability), current point 2

The wording would be adjusted for clarity and more precision.

3.6.9 Section Responsibilities associated with WG meetings

When a Working Group is not a member of the SC, the following would be added at the beginning of the section: 'In such cases, an SC member with relevant expertise shall be appointed Convenor of the WG, who will represent the WG during deliberations of the SC'. This is currently the paragraph at the end of the section and the wording is different.

Prior to meeting

Minor amendments would be made for clarity and more precision.

During meeting

It would be added that WG members submit a summary report when 'lengthy interventions' are made.

A distinction would be made between in-person meetings and online meetings regarding the process to follow to accept the draft report.

The following would be added: 'Working Group reports should include an executive summary aimed at a lay audience. The WG Chair is responsible for ensuring that the executive summary accurately reflects the main report.'

3.6.10 Section Explanations, note 4

Regarding data quality check, it would be added that a WG may 'require that a relevant expert be present at the assessment'.