



## **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; NAMMCO 33 – March 2026 (alignment of language used between all RoPs and update to suit recent practices).*

### **I Terms of Reference**

1. The Committee shall, upon request from the Council, individual member countries or the Secretariat provide recommendations on the NAMMCO Observation Scheme for the hunting of marine mammals.
2. The Committee shall provide advice on national inspection schemes upon request from the Council or from member countries pertaining to their own inspection schemes.
3. 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.
4. 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.
5. Non-member governments with observer status in NAMMCO may request advice from the Committee through the Council.

### **II Membership**

1. Each Party shall be represented by up to two Committee members and have one vote regardless of the number of national representatives. 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.
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, provided that they do not serve for more than four consecutive years in each office.
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 Preparation for meetings**

1. The Committee shall meet according to the workplan endorsed by the Council and 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.
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 16 days prior to that meeting.
3. The Chair shall, in consultation with other members of the Committee and the Secretariat, seek to ensure that key documentation of relevance to the provisional agenda is available at the meeting. As specified in the RoPs of the Council, all meeting documents to be discussed at any meeting shall be made available through the Secretariat at the latest 15 days before the meeting. Information documents shall preferably become available as soon as possible in advance 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 made public should be made 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. In the case of in person meetings, a draft report shall be presented for consideration before the end of the Committee meeting. In the case of shorter or online meetings, the draft report shall be adopted via correspondence. The final report of each meeting shall be prepared by the Secretariat as required by the Committee and transmitted to 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 on the NAMMCO website no earlier than one week after they have been released to 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 NAMMCO 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.