



RULES OF PROCEDURE FOR THE NAMMCO SCIENTIFIC COMMITTEE

I. Terms of Reference

1. The Scientific Committee shall provide scientific advice to the Council on such matters that are referred to it, and ensure that this advice is based on the best available scientific findings at any given time. This includes review and evaluation of data on stock identity, biological parameters, stock size, catch history and other information necessary for conducting an assessment of the species or stock in question and for providing advice on catch limits and conservation.
2. The Committee may make proposals to the Council concerning any scientific tasks to be included in its future work.

II. Membership

1. Each Contracting Party shall nominate up to three scientists as members of the Scientific Committee. The appointment is permanent or until the Contracting Party nominates new member(s) to the Committee. Each member of the Committee shall have one vote when procedural or organisational matters are being dealt with.
2. The Scientific Committee shall elect by majority vote from amongst its members a Chairman and a Vice-Chairman. The Chairman and Vice-Chairman shall serve for two years, after which they may be re-elected. The terms of office of the Chairman and Vice-Chairman shall begin at the conclusion of the NAMMCO Council meeting for the year in which they are elected.
3. If for any reason the Chairman is unable to complete his term of office, the Committee shall elect a new Chairman at its next regular meeting. If needed, the Chairman of the Council may call for postal elections of the Chairman and Vice-Chairman of the Scientific Committee.
4. The General Secretary and the Scientific Secretary of the NAMMCO Secretariat shall be *ex officio* non-voting members of the Scientific Committee.
5. The Scientific Committee may, on an *ad hoc* basis and subject to the approval of the Council, nominate experts to participate in meetings of the Committee as *ex officio* non-voting members. Any such nomination of experts must reach the Secretary of NAMMCO no later than 30 days before the start of the meeting in question.

III. Observers

1. Canada and the Russian Federation shall be invited to send one (1) observer each to annual meetings of the Scientific Committee.
2. Other organisations may be invited to send observers to annual meetings of the Scientific Committee, subject to the approval of the Committee and the Council.

3. Participation of observers in the deliberations of the Scientific Committee will be at the discretion of the Chairman

IV. Organisation

1. The Scientific Committee is responsible for collecting and compiling the necessary information for providing scientific advice. While avoiding duplication of work being carried out elsewhere, the Committee decides where and how this information is to be obtained. If the Committee considers it necessary to consult information not available in the published literature or in the possession of any of the Parties, any co-operation in this field with external authorities shall be undertaken by the Scientific Committee Chairman through the Secretary of NAMMCO.
2. The Scientific Committee may establish designated Working Groups on clearly defined subjects related to the work needed to be carried out for dissemination of the required scientific advice.
3. The Scientific Committee decides the terms of reference of the Working Groups, their provisional agenda, membership, Chairmen and dates of meetings, and makes proposals to the Council on invitation of external experts or observers.
4. Attendance of invited external experts at working group meetings may be funded by NAMMCO.
5. The Working Groups report their findings in writing to the Scientific Committee according to their terms of reference.
6. The Scientific Committee shall report its findings in writing to the Council within two weeks after concluding its deliberations. The contents of the report shall be considered strictly confidential prior to that. The Report of the Scientific Committee shall include an Executive Summary. The Chairman seeks to have all views expressed on substantive matters during the deliberations in the Committee made clear in its report and the wording approved by the Committee before the end of its meeting or by correspondence if agreed by the Committee. Approval of the report requires consensus among the Committee members.

V. Meetings

1. The Scientific Committee shall meet at least annually, at least 14 weeks prior to the regular meetings of the Council, unless otherwise decided by the Committee or the Council. Intersessional meetings may be held when judged necessary by the majority of the Scientific Committee and/or the Council so decides.
2. A provisional agenda for all Scientific Committee meetings shall be developed by the Chairman and distributed to the members of the Committee no later than 30 days prior to the meeting in question. Comments or suggestions for revision of the provisional agenda shall reach the Chairman no less than 10 days prior to that meeting.
3. The Chairman 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 start of each meeting. This may involve compilation of published information and invitation to members, Parties, Working Group Chairmen or external experts to submit and present scientific papers at the meetings. Any scientist may submit scientific paper(s) for consideration by the Committee and Working Groups, as appropriate.

4. Each Party having information on the biology of marine mammals relevant for NAMMCO management objectives, including research and statistical material on catches of relevant species or stocks, shall briefly report on such information at the relevant meetings of the Scientific Committee or its Working Groups.
5. The Scientific Committee, in consultation with the Secretariat of NAMMCO, shall make proposals for contract studies to be conducted on specific agenda items to be dealt with at meetings of the Scientific Committee or its Working Groups.
6. The Secretariat of NAMMCO may, with the concurrence of the Committee, set technical guidelines for the preparation, format and presentation of all meeting documents, including type and format of data on catches that each Party reports with respect to any relevant catch operation.
7. Titles of meeting documents outlined in V.3.-5. above shall, if possible, reach the Secretariat of NAMMCO no less than 10 days in advance of the meeting in question and be distributed to the members of the Committee/Working Group prior to the meeting. All documents registered before the end of the first day of the meeting shall be considered Primary Documents for consideration at the meeting.
8. English shall be the official language of the Scientific Committee and all primary documents shall be written in English. The Chairman can give exemptions from this general rule after consultation with other Committee members and the Secretary of NAMMCO.

VI. Data Availability

1. The Report of the Scientific Committee and the reports of the Committee's Working Groups shall be made available by the Secretariat to anyone that so wishes, according to guidelines set by the Scientific Committee and after they have been dealt with by the Council. Such guidelines are subject to approval by the Council and are included as Annex 1. The Scientific Committee shall aim to have all key scientific papers relevant to its work published in a recognised international scientific journal.
2. Unpublished scientific papers submitted to the Scientific Committee or its Working Groups shall be available only to the Scientific Committee and the relevant Working Group(s). Such papers will not be further distributed or cited without the express permission of the primary author.
3. The Secretariat of NAMMCO may, with the concurrence of the Scientific Committee and the Council, require that statistical material and computing programs for use in evaluation of the status of stocks or for calculations of catch limits, such as detailed catch and abundance data, be submitted in advance to the Secretariat in an electronic data storage medium, for validation and preparation prior to the meeting. Submitted statistical material or other raw data shall only be released from the Secretariat subject to approval of the scientist or Party submitting the data.

VII. Amendments of Rules

Proposals for amendment of these rules of procedure shall reach the Secretariat not less than 60 days prior to the Council meeting at which the matter is to be discussed. The Secretariat shall inform the Contracting Parties about these proposals not less than 30 days prior to that meeting.

**GUIDELINES FOR THE RELEASE OF DOCUMENTS
BY THE SCIENTIFIC COMMITTEE**

1. Documents for meetings of the Scientific Committee and subsidiary Working Groups shall be made available to Committee or Working Group members and observers in advance of the meeting if possible, or on the first day of the meeting.
2. Reports of subsidiary Working Groups shall be given to the Scientific Committee as soon as they are completed and accepted by the Working Group.
3. The Report of the Scientific Committee will not be distributed outside of the Scientific Committee until it has been dealt with by the Council.
4. Subject to (3.), the Report of the Scientific Committee will be distributed by the Secretariat to international government organisations, observer and other governments, non-government organisations, researchers and other interested parties according to a distribution list maintained at the Secretariat.
5. Subject to (3.), the Report of the Scientific Committee will be given to any organisation or individual on request. The Secretariat reserves the right to charge for printing and distribution.
6. Subject to (3.), a summary of the Report of the Scientific Committee will be published on the NAMMCO internet site.
7. Subject to (3.), the full Report of the Scientific Committee will be published on the NAMMCO internet site.
8. The full Report of the Scientific Committee, including the reports of subsidiary Working Groups, will be published in the NAMMCO Annual Report.
9. Unpublished scientific papers submitted to the Scientific Committee or its Working Groups shall be available only to the Scientific Committee and the relevant Working Group(s). Such papers will not be further distributed or cited without the express permission of the primary author.