



Rules of Procedure for the 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 organizational 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 three 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 Secretary of NAMMCO and the Data Manager 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. Attendance of observers shall not be permitted at the meetings of the Scientific Committee

unless otherwise decided by the majority of the Committee and approved by the Council.

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 cooperation 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. The Working Groups report their findings in writing to the Scientific committee according to their terms of reference.
5. The Scientific Committee reports its findings in writing to the Council within two weeks after the conclusion of its deliberations. The contents of the report shall be considered strictly confidential prior to that. 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, preferably prior to the regular meetings of the Council, unless otherwise decided by the Council. Intersessional meetings may be held when judged necessary by the majority of the Scientific Committee and 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 Secretary 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 Secretary of NAMMCO, shall make proposals of 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 Secretary 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, the reports of the Committee's Working Groups and other scientific papers presented to the Scientific Committee shall be made available by the Secretariat to anyone that so wishes, according to guidelines set by the Scientific Committee and subject to approval by the Council. The Scientific Committee shall aim to have all key scientific papers relevant to its work published in a recognized international scientific journal.

2. The Secretary 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

1. 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.