

# Delegates Handbook

The Handbook should be read in association with the  
ICES Convention of 1964 and the Rules of Procedure

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**ICES**

International Council for  
the Exploration of the Sea

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Conseil International pour  
l'Exploration de la Mer

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## 1 INTRODUCTION

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The purpose of the *Delegates' Handbook* is to describe duties and responsibilities of Delegates of Contracting Parties of the International Council for the Exploration of the Sea (ICES). It is intended that the guidelines and information contained herein should assist Delegates in fulfilling their obligations and at the same time help to ensure a more effective, efficient, and timely administration of all aspects of the Council's programme of activities.

The material contained in this *Handbook* is based on various Articles of the [1964 ICES Convention](#) [cited as Article X (Y)], [the Host Agreement with the Government of Denmark](#), [the 2002 Copenhagen Declaration](#), [the Council's Rules of Procedure](#), the Council's Financial Rules, Council Resolutions, as well as on practices which have, over time, become accepted as part of the Council's operating procedures.

The ICES Secretariat provides the administrative, secretarial, and technical services for the Council and all its subsidiary bodies (Committees, Expert/Working/Study/Planning/Steering Groups, Workshops, Symposia, etc.). An overview of ICES Secretariat staff is available online: <http://ices.dk/explore-us/who-we-are/Pages/Staff-list.aspx>

## 2 ROLE OF DELEGATES

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Each Member Country appoints two National Delegates (see Section 3) who are their country's principal representative to, and spokespersons at, the Council. Each Member Country's Delegates, and the Delegates from the other Contracting Parties, constitute the highest decision and policy-making body in ICES. In addition to representing the Contracting Party's interests in the Council<sup>1</sup>, Delegates are also responsible for overseeing and coordinating, all ICES related work and activities in their own country and for promoting the interests and programmes of the Council at national levels.

## 3 APPOINTMENT OF DELEGATES

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According to Article 6(1):

*Each Contracting Party shall be represented at the Council by not more than two Delegates.*

There are no Council guidelines concerning the selection, or qualifications, of Delegates. Delegates may be the directors of the principal marine research institutes involved in Council related work, high-ranking officials in the relevant ministries, professors of marine science in academic institutions, or other individuals authorised to act on behalf of the Contracting Party. While there are no guidelines for this process, Member Countries are encouraged to select their two Delegates in a way that gives the broadest possible coverage of the ICES framework, to the extent allowed by their national policies and priorities.

Delegates may be appointed at any time. Rule 1 specifies that:

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<sup>1</sup> Strictly speaking, the term "Council" denotes the Delegates as a body. It is frequently used, however, as a shortened version of "International Council for the Exploration of the Sea".

*Each Contracting Party shall inform the General Secretary in writing of the names of its Delegates on the Council. Delegates shall inform the General Secretary in writing of the names of experts and advisers appointed to attend scientific and business meetings when there is a requirement for pro forma representation.*

Written notification of the appointment of a new Delegate should be sent to the General Secretary by either the other Delegate (if one exists) or a responsible government official. There are no Council guidelines governing the number of years that an individual may serve as a Delegate.

## **4 COUNCIL DUTIES AND RESPONSIBILITIES**

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### **4.1 Council Meetings**

The Council meets in Copenhagen in late October, unless the Council decides otherwise (Article 7). Extraordinary sessions of the Council may be called by the Bureau in connection with the Annual Science Conference. A Council meeting can be called at any time on the request of at least one-third of the Contracting Parties.

Article 6(2) specifies that:

*A delegate who is not present at a meeting of the Council may be replaced by a substitute who shall have all the powers of the delegate for that meeting.*

The General Secretary should be given advance written notification of the attendance of a substitute at a Council meeting by the Delegate in question, or another authorised official of the Contracting Party.

### **4.2 Decisions at Meetings**

As members of the Council's highest decision and policymaking body, Delegates are responsible for:

- electing, from among themselves, a President, a first Vice President, and five additional Vice Presidents [Article 10(1)];
- drawing up or changing the ICES Rules of Procedure [Article 9(1)];
- appointing a General Secretary [Article 13(1)];
- approving the Council Budgets [Article 14(2)];
- inviting non-member governments and other organisations having objectives related to those of the Council to be represented by observers at its meetings (Rule 2);
- approving the attendance of other persons to Council meetings (Rule 3 i and ii);
- appointing, from among themselves, members and the Chair of the Finance Committee (Rule 24 iii, Rule 30 ii);
- appointing the Chairs and Vice Chairs of ACOM and SCICOM, following a selection by a recruitment panel (Chair), or by the Committee (vice-chairs) and appointed by the Council (Rules 30 i and iii);
- agreeing rules for the governance and management of SCICOM (rule 25 iii) and ACOM (Rule 26 ii) by Council resolution;

- taking action based on the reports from the Chairs of ACOM and SCICOM on the performance of the respective programmes (Resolution: Proposal for the Reform of the ICES Science Programme CM 2008 Del-05);
- taking action on any other matters relating to the work, activities, and interests of the Council.

### 4.3 Conduct of Meetings

Plenary sessions of the Council (Delegates meetings) and meetings of the Bureau are chaired by the President (or, if the President is unavailable, by the First Vice President). Such meetings are open to attendance by Delegates, the Chairs of the Science Committee and the Advisory Committee, the General Secretary and others authorised by the Council (e.g. and other Secretariat staff members as necessary, and observers from member states and partner commissions etc.) [Rule 3(i), Rule 15 (iii)]. Delegates may attend business sessions of subordinate bodies of the Council, such as the Bureau and Finance Committee. They may also designate individuals to attend Council meetings and business sessions of subordinate bodies of the Council. The General Secretary shall be informed in advance of the intention of delegates or their designee to attend such sessions. The Chair of the Council or of business sessions of subordinate bodies may limit attendance if necessary because of limitations of space or if the subject matter of the session is deemed to be sensitive and requires confidentiality. Delegates, or their designee, may address the sessions of the subordinate bodies of Council that they attend, at the discretion of the Chair, without the right to vote.

The President is responsible for maintaining good order and ensuring compliance with the Rules of Procedure, including deciding any questions of order raised subject to the right of any Delegate to request that any such rulings be put to a vote [Rule 9(iii)]. Although the Rules of Procedure provide no additional guidance for the conduct of meetings, except for voting, they are generally conducted following accepted parliamentary procedures. Participants wishing to speak must obtain the permission of the President. People should be addressed or referred to by their official position (e.g., "Mr [or Madame] President", "the Delegate of .....", "the Chair of the Science Committee", etc.), not by their name.

English and French are the working languages of the Council [Article 9(1)]. In practice, English is primarily used.

### 4.4 Voting

When voting is required at plenary sessions in the course of conducting Council business, each Contracting Party is permitted one vote [Article 8(1) and Rule 4(i)]. This single vote may be cast by either Delegate.

Council voting procedures are described in Articles 8(2) and 14(2) and Rules 4–7.

### 4.5 Offices and Other Positions

Delegates are eligible for election to the posts of President, First Vice-President, and five additional Vice-Presidents [Article 10(1)]. The President and Vice-Presidents together constitute the Bureau of the Council [Article 11(1)]. The Chair of the Science Committee and the Chair of the Advisory Committee are *ex officio* members of the Bureau, without the right to vote [Rule 31]. The terms of office of all elective posts in ICES are of three years' duration. The terms of Bureau and the Finance Committee members commence on the first day of November following their election [Article 10(2)], but the

SCICOM and ACOM Chairs and Vice-Chairs begin their three-year term on 1 January following their election [Rule 30 (i)]. While in office, the President ceases to be a Delegate [Article 10(3)], whereas a Vice President continues to be a Delegate, except when acting as President [Rule 12(iii)].

If a Vice President ceases to be a Delegate, he/she must vacate the office [Rule 11(iii)]. If a member of the Finance Committee ceases to be a Delegate, he/she must vacate that post [Rule 24 (iii)].

Delegates may be asked to serve on the Finance Committee or on any *ad hoc* committees that the Council may establish.

, Delegates are eligible to serve as Chairs of Expert/Working/Study/Planning/Steering Groups or Workshops or Conveners of Symposia. Delegates may also serve as members of the Science or Advisory Committee or Working/ Study/ Planning/ Steering Groups.

## 5 NATIONAL DUTIES AND RESPONSIBILITIES

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### 5.1 Intersessional Activities

- attending, or designating individuals to attend business sessions of subordinate bodies of the Council, such as the Bureau and Finance Committee.
- appointing national representatives to the Advisory Committee (ACOM) and Science Committee (SCICOM), respectively.
- appointing national members to Expert Groups, Working Groups, Review Groups, Advice Drafting groups, etc.
- voting in cases of urgency between meetings by post or by electronic means (Rule 6).

### 5.2 National Focal Point for Council Matters

Delegates, as the Council's principal decision and policy makers and Member Country representatives, are expected to serve as national focal points for all Council-related matters. In this capacity, they should maintain an overview and ensure proper coordination of all work, activities, meeting participation etc., associated with the Council in their countries. Further elaboration of their duties and responsibilities in this regard is contained in the following paragraphs.

### 5.3 National Nomination of Members of Committees, Working Groups, Study Groups, Planning Groups, Steering Groups, etc.

There is no restriction on the number of people that a Member Country may have on any of the Expert/Working/ Study/ Planning/ Steering / Drafting Groups, unless specifically indicated by the Council Resolution which established the group. It is the responsibility of the national Delegates to coordinate the selection of the individuals from their countries to be members of these various Committees and Groups, and to notify the General Secretary/Secretariat accordingly

In the case of the Advisory Committee and the Science Committee, each Member Country is permitted to nominate one member and one or several alternates (Guidelines for ICES Groups<sup>2</sup>).

Member Countries are permitted to change their memberships of Committees and Groups at any time. Changes to Member Country nominations of experts can be reviewed and updated via an online portal known as the Delegate dashboard – which provides access to our database known as the Resource Coordination Tool (RCT). Each member country is provided with login and password. The Delegates Dashboard User Guide is available via sharepoint: [http://community.ices.dk/Committees/nominations/RCT\\_user\\_guide/Delegate\\_Dashboard\\_User\\_Guide.pptx](http://community.ices.dk/Committees/nominations/RCT_user_guide/Delegate_Dashboard_User_Guide.pptx)

The specific policies governing participants and observers in ICES expert groups can be found on ICES website (<http://www.ices.dk/community/get-involved/Pages/Observers.aspx>).

#### 5.4 National Compliance with Council Resolutions and Other Actions

Delegates are responsible for ensuring, to the extent possible, national compliance with relevant Council Resolutions and other actions approved by the Council. Article 5 specifies that:

*The Contracting Parties undertake to furnish to the Council information which will contribute to the purposes of this Convention and can reasonably be made available and, wherever possible, to assist in carrying out the programmes of research coordinated by the Council.*

This may involve the collection, preparation, and reporting of statistics or other information for Council purposes; conduct of specific scientific studies; initiation of and participation in cooperative research programmes; dissemination of scientific advice and information; support of and participation in meetings of Council Expert/Working/Study/Planning/Steering Groups; and so on.

#### 5.5 Availability of National Resources in Support of Council Activities

When Council Resolutions are adopted which require national support and participation, it is implied that Delegates will ensure, to the extent possible, that necessary financial, human and facility resources are made available at the national level. This involves ensuring that adequate travel funds are provided to send the necessary representatives to the (Statutory) Council Meeting/Annual Science Conference and meetings of relevant Council Expert/Working/Study/ Planning Groups, particularly when a national expert serves as Chair of a Committee or Group, except in cases where Council funds are used to cover such expenses. Article 14(1) points out that:

*Each Contracting Party shall pay the expenses of the delegates, experts and advisers appointed to it, except in so far as the Council may otherwise determine.*

Rule 21 identifies the exceptions for which the Council pays travel expenses:

(i) *The Council shall pay the travelling and subsistence expenses incurred by the President and the Chairs of the Science Committee and of the Advisory Committee in attending meetings of the Council or the Bureau or when engaged on the business of the Council.*

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<sup>2</sup> [http://ices.dk/explore-us/Documents/Guidelines\\_for\\_ICES\\_Groups.pdf](http://ices.dk/explore-us/Documents/Guidelines_for_ICES_Groups.pdf)

(ii) *The travelling and subsistence expenses of the Vice-Presidents incurred in attending meetings of the Bureau other than those held in conjunction with ordinary meetings of the Council shall be paid by the Council.*

(iii) *The Council may pay the travelling and subsistence expenses of any person appointed by it to perform duties on behalf of the Council.*

(iv) *Travelling and subsistence expenses paid by the Council shall be calculated in accordance with a scale approved by the Council.*

By virtue of Rule 21(iii), the Council pays the travel and *per diem* expenses of

- members of the Science Committee and of the Advisory Committee when they participate in the main meetings of those Committees;
- members attending meetings of any *ad hoc* Council committee or group for which the payment of such expenses has been authorized by the Council.

The Council does not pay for members to take part in the Science Committee meetings nor the meetings of the Advisory Committee that are organised in conjunction with the Annual Science Conference.

In addition to ensuring that adequate travel funds are provided to send the necessary representatives to the Annual Science Conference, Delegates must also ensure that relevant national resources are made available to fulfil commitments to collect, prepare, and report statistics or other information for Council purposes. For example, to conduct specific scientific studies; to initiate and participate in cooperative research programmes; to disseminate scientific advice and information, and so on.

## 5.6 Payment of National Contributions to Council Budgets

At each Council Meeting, a Proposed Budget for the forthcoming Financial Year (1 January–31 December) and a Forecast Budget for the subsequent Financial Year are approved [Rules 17 and 18]. In approving a Forecast Budget, the amounts to be contributed by Contracting Parties for that Financial Year on the basis of the Council's scale of contributions are established and cannot be changed [Rule 18(ii)].

The contributions of Contracting Parties in respect of any financial year should be paid on the 22 July preceding its commencement, but not later than 30 days after the beginning of the financial year. A request for payment of the national contributions for the forthcoming Financial Year is sent to Contracting Parties and Delegates in early summer. It is the responsibility of Delegates to establish and maintain liaison with their competent national financial authorities to ensure that contributions are paid on the due date of 22 July, or before January 31 of the following year.

## 5.7 Promotion of the Council and its Activities

Delegates are expected and encouraged to do all within their power to promote the interests and programmes of the Council in their countries. Such support can, and should be, by both word (written or spoken) and action. As national advocates for the Council, Delegates can enhance scientific, governmental, and public interest in and support of the Council and its activities. Opportunities for useful publicity should be pursued, and Delegates are expected to circulate to the relevant news media in their countries information provided to them for such purposes by the Council and/or Secretariat.

## 6 ASC and STATUTORY MEETINGS

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### 6.1 Authorisation and Participation

Article 7 specifies that the Council shall meet in ordinary session once a year (Statutory Meeting) and that this session shall be held in Copenhagen unless the Council decides otherwise. Rules 1–3 outline the Council's policy on participation at Statutory Meetings. In addition to Delegates, experts, and advisers from Member Countries, there is provision for observers and guests. In the Council's terminology, an observer is a person representing an organisation having observer status and cooperative relations with ICES, and a guest is a person who is present in his/her personal capacity. Invitations to observers at the Statutory Meeting are issued by the General Secretary on behalf of the President and Council, in accordance with Council policy.

Business meetings of the Council may also be held in connection with the Annual Science Conference. The ICES Annual Science Conference (ASC) is a conference open to anyone (subject to payment of a registration fee) and is held in ICES member countries on invitation by these countries.

### 6.2 Organization

The Annual Science Conference includes business sessions of the Council's Science Committee, and Advisory Committee. In addition there may be meetings of the Bureau, Delegates, Finance Committee, and any *ad hoc* groups which the Council may establish and schedule to meet. Business meetings normally occur immediately before and after the Annual Science Conference at the same location. In addition, some sessions are held in parallel with the Annual Science Conference.

The Annual Science Conference usually consists of a formal opening and closing session, an Open Lecture, two or three invited Plenary Lectures and several Theme Sessions addressing the scientific interests of ICES. The Conference opens with a General Assembly at which a government representative(s) of the host country delivers a welcoming speech, followed by the Open Lecture which is usually delivered by an eminent scientist. The programme for the Annual Science Conference is approved by the Science Committee in the preceding year. Participants in the Annual Science Conference are required to pay a registration fee.

The call for papers and posters, as well as instructions for submitting titles, abstracts and contributions is provided on the ICES website, [www.ices.dk](http://www.ices.dk). It is also widely distributed, to the marine science community in general.

## 7 Projects

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### **Policy for involvement of ICES in external Projects**

The ICES Secretariat is responsive to requests from member states' institutions to support specific tasks of joint project proposals. ICES will work with any successful research project from within the ICES community, should the consortium so wish. ICES is not actively seeking to directly or indirectly become a project partner of consortia applying for research tenders.

The ICES secretariat will be transparent about its association with a particular applicant, so that other applicants have an equal opportunity to associate ICES with their applications. The Bureau will be informed of ICES participation in such projects at an early stage according to the project decision tree. Delegates can access information about current project participation here (<https://groupnet.ices.dk/InfoforDelegates/Meeting%20documents/Forms/AllItems.aspx>).

More information on ICES project policy can be found at:

<http://www.ices.dk/explore-us/projects/Pages/ICES-Project-Policy.aspx>