

19 February 2018

IOTC CIRCULAR 2018–07

Dear Madam / Sir

INVITATION TO THE 22ND SESSION OF THE INDIAN OCEAN TUNA COMMISSION (S22) AND ASSOCIATED MEETINGS

I have the honour to extend to you an invitation to participate in the 22nd Session of the Commission, which will be held at the [Windsor Suites Hotel](#), Bangkok, Thailand, from the 21–25 May 2018.

The 15th Session of the Compliance Committee, the 15th Session of the Standing Committee on Administration and Finance and the 2nd Session of the Technical Committee on Management Procedures will also be held in conjunction with the Commission meeting. Session dates are given below.

This suite of meetings is being hosted by the Government of the Kingdom of Thailand.

Further information concerning the Sessions, including agendas and other meeting documents, will be communicated by the IOTC Secretariat in the coming weeks via Circulars and the IOTC website.

Meeting location and registration

All meetings will be held in the Petch-Pailin meeting room of the Windsor Suites Hotel in Bangkok.

Registration for the meetings is essential so as to allow the IOTC Secretariat sufficient time to make the necessary arrangements. Please register for the meetings on the IOTC website no later than 15 days before the respective sessions. The registration deadlines and links to the registration sites are provided below

Credentials

In accordance with Rule III of the IOTC Rules of Procedure (2014), official credentials are required in order to participate in the meetings of the Compliance Committee, Standing Committee on Administration and Finance, and the Commission. For your convenience, a draft letter of credentials (from Appendix I of the IOTC Rules of Procedure, 2014) is available [here](#).

Please note, only those who are listed on a Letter of Credentials will be permitted to attend the Sessions.

Contracting Parties & Cooperating Non-contracting Parties (CPCs)

Each CPC is requested to provide a letter of credentials signed by the appropriate Authority indicating who will attend the meeting and in what capacity, no later than 15 days before the above meetings to iotc-secretariat@fao.org and a hard copy at the commencement of the meeting.

Invited Experts and Observers

Delegates wishing to attend the meeting as Invited Experts or pre-approved IOTC Observers are also requested to submit a similar Letter of Credentials, no later than 15 days before the Session to iotc-secretariat@fao.org and a hard copy at the commencement of the Session.

Distribution

IOTC Contracting Parties: Australia, China, Comoros, Eritrea, European Union, France (Territories), Guinea, India, Indonesia, Iran (Islamic Rep of), Japan, Kenya, Rep. of Korea, Madagascar, Malaysia, Maldives, Mauritius, Mozambique, Oman, Pakistan, Philippines, Seychelles, Sierra Leone, Somalia, South Africa, Sri Lanka, Sudan, United Rep. of Tanzania, Thailand, United Kingdom (OT), Yemen. **Cooperating Non-Contracting Parties:** Bangladesh, Liberia, Senegal. **Intergovernmental Organisations, Non-Governmental Organisations.** Chairperson IOTC. **Copy to:** FAO Headquarters, FAO Representatives to CPCs.

This message has been transmitted by email only

Proposals for Conservation and Management Measures:

In accordance with the procedure agreed upon by the Commission in 2011, only those proposals for new or revised Conservation or Management Measures received thirty (30) days before the Session, at the latest, will be considered by the Commission. Thus, all proposals must be received by the IOTC Secretariat before midnight on 20 April 2018, Seychelles time.

Meeting Participation fund (for developing IOTC Contracting Parties Members only)

The participation of one representative from developing Members of the IOTC may be supported through the IOTC Meeting Participation Fund. The applications for the IOTC Meeting Participation Fund, must be received by the IOTC Secretariat (iotc-secretariat@fao.org) no later than 21 March 2018.

Applications must include:

- i) an official nomination letter;
- ii) the contact details of the nominee (with a copy of his/her passport).

Rules of procedure for the administration of the IOTC Meeting Participation Fund as well as guidelines for applying to the MPF can be found in Appendix VIII of the IOTC Rules of Procedure. Click [here](#). Please be reminded that there is no provision in the IOTC Rules of Procedure (2014) for the IOTC Secretariat to consider late applications to the MPF.

Calendar of important dates (2018)

Deadline for Meeting Participation Fund applications		
21 March		All Meeting Participation Fund applications must be received by the IOTC Secretariat before midnight on 21 March 2018, Seychelles time
Deadline for submission of proposals for Conservation and management measures		
20 April		All proposals for Conservation and Management Measures must be received by the IOTC Secretariat before midnight on 20 April 2018, Seychelles time.
Deadline for registration and credentials		
27 April		Final date for registration and receiving credentials for the Compliance Committee – Register here
30 April		Final date for registration and receiving credentials for Standing Committee on Administration and Finance – Register here
1 May		Final date for registration and receiving credentials for Technical Committee on Management Procedures – Register here
5 May		22 nd Session of the Commission (5 days) – Register here
Sessions (9 am to 5 pm)		
13-15 May	Sunday to Tuesday	Compliance Committee (3 days)
16 May	Wednesday	Standing Committee on Administration and Finance (1 day)
17 May	Thursday	Adoption of the Compliance Committee report (half day, am) Adoption of the SCAF report (half day, pm)
18-19 May	Friday and Saturday	Technical Committee on Management Procedures (2 days)
20 May	Sunday	Heads of Delegation meeting: 5 to 6 pm (to be confirmed)
21-25 May	Monday to Friday.	Commission meeting (5 days)

Information on the host country

An information document, providing details on logistical aspects of the venue and local conditions, will be made available on the meeting webpage in the near future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Riley Kim', followed by a horizontal line.

Riley Jung-re Kim (Ms)
IOTC Vice-Chairperson and Chair for S22

Attachments:

- None