**Letter of Credentials (Contracting Parties & Cooperating Non-contracting Parties (CPCs)):**

Noting that Rule XI.2, Appendix IV, para. 3 of the IOTC Rules of Procedure (2014) states that:

*“The Scientific Committee shall be constituted of scientists; each Member of the Commission shall have the right to appoint a representative and an alternate, if needed, both with suitable scientific qualifications, who may be accompanied by experts and advisers.”*

and pursuant to Rule III of the IOTC Rules of Procedure (2014), 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 Session to [iotc-secretariat@fao.org](mailto:secretariat@fao.org) and a hard copy at the commencement of the Session. The letter of credentials may be drafted as follows (from Appendix I of the IOTC Rules of Procedure (2014)):

**LETTER OF CREDENTIALS**

Dear IOTC Executive Secretary,

Upon instructions of [the Head of state, the head of government, the minister for foreign affairs or the minister concerned] I wish to inform you that [name of IOTC Contracting Party (Member)] will participate in the […Number...] Session of the Indian Ocean Tuna Commission (IOTC) [and/or any Committee of the Commission] and will be represented by the following delegation (or by [Title and Name] if the delegation is constituted by one person):

[Title and Name] – Head of delegation

[Title and Name] – Alternate

[Title and Name] – Expert

[Title and Name] – Adviser

[Title and Name], Head of Delegation or, in his/her absence, the alternate or any other member of the Delegation designated by him/her, is authorised to fully take part in the proceedings of the Session and take, on behalf of the Government (or Authority concerned for Regional Economic Integration Organisation e.g. EU) of [name of IOTC Member], any action or any decision required in relation with this Session.

…..Signature…..

[on behalf of, Head of state, the head of government, the minister for foreign affairs or the minister concerned]

**Letter of Credentials (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](mailto:secretariat@fao.org) and a hard copy at the commencement of the Session.