

10 March 2020

IOTC CIRCULAR 2020–12

Dear Madam / Sir

INVITATION TO THE 24TH SESSION OF THE INDIAN OCEAN TUNA COMMISSION (S24) AND ASSOCIATED MEETINGS (COC17, SCAF17, TCMP04) — 90 DAYS PRIOR

I have the honour to extend to you an invitation to participate in the 24th Session of the Commission, which will be held at the [Hotel Inaya Putri, Nusa Dua](#), Bali, Indonesia, from 31 May to 12 June 2020.

The 17th Session of the Compliance Committee, the 17th Session of the Standing Committee on Administration and Finance and the 4th 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 Indonesia, Ministry of Marine Affairs and Fisheries.

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 at the Hotel Inaya Putri.

Registration for the meetings is essential to allow the IOTC Secretariat enough time to make the necessary arrangements. Please register for the meetings on the IOTC website no later than 15 days before the respective meetings.

Coronavirus

As the spread of the Coronavirus–COVID19 intensifies, the Secretariat and our colleagues in Indonesia will continue to assess the risks to the meetings going ahead as planned. If the situation worsens and the meetings become untenable, I will seek advice from Members on alternative meeting options.

Credentials

In accordance with Rule III of the IOTC Rules of Procedure (2014), official credentials are required in order to participate in the meetings. 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

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 meeting. New observers are required to apply for observer status at least 60 days before the annual session.

Distribution

IOTC Contracting Parties: Australia, Bangladesh, China, Comoros, Eritrea, European Union, France (Territories), 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 ("BIOT"), Yemen. **Cooperating Non-Contracting Parties:** 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 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 9 May 2020, Seychelles time.

Furthermore, in accordance with Resolution 16/10, Contracting Parties are encouraged to submit a provisional title, Contracting Party sponsorship and a focal point for the proposal (including the email address of the focal point), a minimum of 60 days prior to each annual Session (i.e. 9 April 2020) so that all Contracting Parties are provided with an opportunity to identify proposals being developed by other CPCs, and as appropriate, cooperate in the development of proposals prior to the Session in which they are to be discussed.

Proposals to amend the IOTC Rules of Procedure:

In accordance with Rule XVII of the IOTC Rules of Procedure, any proposals to amend the ROP must be distributed at least 60 days before the session of the commission. To this end, any such proposals should be received at the Secretariat by 9 April 2020 (to allow for translation).

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

The participation of representatives 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 the dates indicated below. NOTE – these dates will be strictly enforced.

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 Meetings and important dates

Meeting	Dates	Days	Deadline for MPF ¹	Deadline for Credentials
Compliance Committee (CoC17)	31 May-2 June	Sunday - Tuesday	16 April	16 May
Standing Committee on Administration and Finance (SCAF17)	3 June	Wednesday	19 April	19 May
Adoption of the CoC17 report (half day) Adoption of the SCAF17 report (half day)	4 June (am) 4 June (pm)	Thursday	-	-
Technical Committee on Management Procedures (TCMP04)	5-6 June	Friday-Saturday	21 April	21 May
Commission (S24)	8-12 June	Monday-Friday	24 April	24 may

¹ All Meeting Participation Fund applications must be received by the IOTC Secretariat before midnight, Seychelles time

Information on the host country

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

Yours sincerely



Ms Susan Imende
IOTC Chairperson

Attachments:

- none