

31 July 2020

IOTC CIRCULAR 2020–31

Dear Madam / Sir

INVITATION TO PARTICIPATE IN THE 2020 IOTC COMPLIANCE COMMITTEE AND STANDING COMMITTEE ON ADMINISTRATION & FINANCE BY CORRESPONDENCE

Due to the COVID-19 pandemic and following consultations between the IOTC Chairperson, the respective Chairs of the Compliance Committee (CoC) and Standing Committee on Administration and Finance (SCAF) and IOTC Members, both the 17th Session of the Compliance Committee and the 17th Session of the Standing Committee on Administration and Finance will be held by correspondence.

The business of the CoC17 will be addressed by 2 October, and the business of the SCAF17 will be addressed by 6 October. The respective processes for these Committees conducting their work are as follows:

Compliance Committee	
2 August	Draft agenda posted on the CoC meeting page (click here).
1 September	Comments from Members on the CoC17 agenda are due.
	Session documents will be available in accordance with the rules of procedure (for most documents, this is 30 days in advance).
	The CoC Chair will negotiate any changes to the agendas directly with Heads of Delegations as required.
16 September	Final agenda for CoC17 posted on the CoC meeting page (click here) (no further amendments to the agenda will be made).
24 September	Credentialed participants will be sent a 'CoC17 comments' document that follows the agenda and contains links to the relevant session documents. The 'CoC17 comments' document will have a comment's section after each agenda item for Heads of Delegations to make any comments in. They will then send the completed document to the Secretariat. The Secretariat will compile the comments before sending them to the Chair for consideration in the drafting of the meeting report.
2 October	Deadline for submitting the 'CoC17 comments' document on the work of the Committee is midnight Seychelles time on 2 October
ASAP	The Secretariat, with Chairs oversight, will draft the CoC17 report and circulate this for adoption by correspondence.
16 October	Proposed time for the adopted CoC17 report to be made available for the Commission (i.e. 2 weeks before the Commission meeting).

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.

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Standing Committee on Administration and Finance	
2 August	Draft agenda posted on the SCAF meeting page (click here).
5 September	Comments from Members on the SCAF17 agenda are due.
	Session documents will be available in accordance with the rules of procedure (for most documents, this is 30 days in advance).
	The SCAF Chair will negotiate any changes to the agendas directly with Heads of Delegations as required.
20 September	Final agenda for SCAF17 posted on the SCAF meeting page (click here) (no further amendments to the agenda will be made).
28 September	Credentialed participants will be sent a 'SCAF17 comments' document that follows the agenda and contains links to the relevant session documents. The 'SCAF17 comments' document will have a comment's section after each agenda item for Heads of Delegations to make any comments in. They will then send the completed document to the Secretariat. The Secretariat will compile the comments before sending them to the Chair for consideration in the drafting of the meeting report.
6 October	Deadline for submitting the 'SCAF17 comments' document on the work of the Committee is midnight Seychelles time on 6 October
ASAP	The Secretariat, with Chairs oversight, will draft the SCAF17 report and circulate this for adoption by correspondence.
16 October	Proposed time for the adopted SCAF17 report to be made available for the Commission (i.e. 2 weeks before the Commission meeting).

Credentials

In accordance with Rule III of the IOTC Rules of Procedure (2014), official credentials are required in order to participate in each committee. 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 sent a 'comments' document. Separate credentials are required to participate in each meeting.

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 receive a 'comments' document. The credentials should also include the email address and contact phone number for each recipient. Credentials are requested no later than 15 days before each meeting to iotc-secretariat@fao.org.

Invited Experts and Observers

IOTC Observers are also requested to submit a similar Letter of Credentials indicating who will receive a 'comments' document. The credentials should also include the email address and contact phone number for each recipient. Credentials are requested no later than 15 days before each meeting to iotc-secretariat@fao.org.

Documents and Information

Session documents will be made available on the respective meeting webpages.

Yours sincerely

A handwritten signature in black ink, appearing to read "C. O'Brien", with a large, stylized loop at the end.

Christopher O'Brien
Executive Secretary