

16 September 2021

IOTC CIRCULAR

2021-49

Dear Madam / Sir

REMINDER ON THE CONTENT OF IOTC CREDENTIALS

I would like to remind Contracting Parties, Cooperating Non-contracting Parties, Observers and Invited Experts about the Commission's requirements related to Credentials.

Rule III of the IOTC Rules of Procedure (2014), states:

At each Session the Executive Secretary shall receive the Letter of Credentials of each delegation issued by, or on behalf of, the Head of state, the head of government, the minister for foreign affairs or the minister concerned, indicating clearly the head of delegation and the alternate, as well as the list of advisors and experts who will be part of the delegation. Such Letter of Credentials shall conform to the standard set out in Appendix I. The Executive Secretary shall report to the Commission the Letter of Credentials received and recommendations for any action if required.

For your convenience, the standard proforma for a letter of credentials (Appendix I of the IOTC Rules of Procedure, 2014) is available [here](#).

Presenting credentials that conform to the standard is fundamental for gaining access to a meeting room and (for Members) being able to cast a valid vote. Moreover, it is essential that the credentials contain the following two paragraphs:

First paragraph. *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):*

Note, it is important to indicate which person is the Head of Delegation, which person is the Alternate, and which persons are the experts and advisors to the delegation.

Second paragraph. *[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.*

Note, the inclusion of this second paragraph is central to an alternate being duly authorised to vote.

The Credentials are to be signed on behalf of, the Head of state, the head of government, the minister for foreign affairs or the minister concerned.

Presenting credentials at least 15 days before a meeting will enable the Secretariat to respond timeously to those delegations whose credentials do not meet the requirements, so they can be revised before a meeting starts.

The current practice in IOTC is that Credentials are mandatory for the meetings of the Technical Committee on Management Procedures (TCMP); the Technical Committee on Allocation Criteria (TCAC), the Standing Committee on

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, Somalia, South Africa, Sri Lanka, Sudan, United Rep. of Tanzania, Thailand, United Kingdom, Yemen. **Cooperating Non-Contracting Parties:** Senegal. **Intergovernmental Organisations, Non-Governmental Organisations.** **Chairperson IOTC.** **Copy to:** FAO Headquarters, FAO Representatives to CPCs.

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Administration and Finance (SCAF), the Compliance Committee (CoC), and the Commission. Credentials are not required for working parties and working groups as participants attend in an individual capacity.

In summary:

1. Credentials are mandatory for the meetings of the TCMP, TCAC, SCAF, CoC, and the Commission.
2. Presenting credentials that conform to the standard set out in the Appendix I of the IOTC Rules of Procedure is fundamental for gaining access to a meeting room and being able to cast a valid vote
3. Credentials need to include a delegation list and a statement of authorisation (para 1 and 2 above)
4. Credentials are to be signed on behalf of, the Head of state, the head of government, the minister for foreign affairs or the minister concerned.
5. Present credentials at least 15 days before a meeting so the Secretariat has time to respond to those delegations whose credentials do not meet the requirements.
6. Credentials are not required for working parties and working groups.

Thank you for your attention on this important matter.

Yours sincerely



Christopher O'Brien
Executive Secretary