

12 December 2023

IOTC CIRCULAR 2023–63

Dear Madam / Sir

CALENDAR OF IOTC MEETINGS IN 2024

The IOTC will hold the below listed meetings in 2024. Further information, including agendas and other documents, will be made available by the IOTC Secretariat via email, Circulars and the IOTC website ([Click here](#)).

Hybrid meetings

Scientific Working Groups and Data Preparatory meetings will be held by videoconference in 2024.

Meetings that have a location nominated will be in-person events and, if technically possible, they will be accessible by videoconference.

Technical Committee on Management Procedures – re. the proposed February meeting

The Commission endorsed convening a virtual TCMP in February 2024 with a special focus on the MSE expected for Skipjack tuna or Swordfish.

Meeting Participation Fund - note prioritisation of eligible members may be required in 2024

The participation of one representative from developing Members of the IOTC to meetings may* be supported through the IOTC Meeting Participation Fund (MPF).

- Applications to participate in science meetings must be received by the IOTC Secretariat (iotc-secretariat@fao.org) no later than 45 days in advance of the meeting.
- Applications to participate in non-scientific meetings must be received by the IOTC Secretariat (iotc-secretariat@fao.org) no later than 60 days in advance of the meeting.

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 for the IOTC Secretariat to consider late applications to the MPF.

*NOTE: Due to the current high costs of travel and given the full calendar of meetings planned for 2024, access to the 2024 MPF budget may have to be prioritised. In accordance with the MPF Rules of Procedure, priority will be given to persons from least developed countries (based on the UN classification [here](#)). Depending on the availability of funds, priority may then be given to eligible Members that have a World Bank classification of 'low'; then to Members that have a World Bank classification 'Middle' as listed in the IOTC table of contributions for 2024 (see Appendix 9 of the S27 Report for WB classifications - [here](#)).

Other eligibility constraints related to the provision of prerequisite documents and the allocation of funding to science and non-science meetings (ROP XVI.5) also apply.

Deadlines for MPF applications are shown on the below calendar.

Credentials

In accordance with Rule III of the IOTC Rules of Procedure (2023), official credentials are required in order to participate in some meetings (refer to the calendar). For your convenience, a draft letter of credentials (from Appendix I of the IOTC Rules of Procedure) is available [here](#).

Only credentialed individuals will receive the Zoom links to join these meetings.

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 in-person and who should receive the Zoom link. 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.

Observers

IOTC Observers are also requested to submit a similar Letter of Credentials indicating who will attend in-person and who should receive the Zoom link. 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

Please register for meetings

Registration for meetings (via the meeting webpage) is important to allow the IOTC Secretariat enough time to plan for numbers and make the necessary arrangements to provide videoconference links. Please register for the meetings on the IOTC website as soon as possible after the meeting page is made available.

Note, registration for meetings requiring credentials does not replace need to provide the formal credential documents.

Voting in a hybrid meeting

Please refer to IOTC Circular 2022-52 [[Click here](#)]. Voting by a show of hands or by a roll call can be facilitated in a hybrid setting when all duly authorised voters are visible (i.e. in the meeting room or on-screen). For these types of votes, the procedures described in Rule X of the IOTC Rules of Procedure shall apply.

Secret ballot votes will be conducted by in-person voting only. Accordingly, only duly authorized persons who are physically present at a meeting of the Commission may cast a secret vote and the procedures described in Rule X of the IOTC Rules of Procedure shall apply. Note, Members that are unable to attend the Session physically, are invited to include a person in their delegation to the Session of the Commission who is physically located in the country where the Session is being held (e.g. someone such as an embassy attaché), for the purpose of casting votes on their behalf.

Yours sincerely



Paul de Bruyn
Executive Secretary

Distribution

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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:** Liberia. **Intergovernmental Organisations, Non-Governmental Organisations. Chairperson IOTC. Copy to:** FAO Headquarters, FAO Representatives to CPCs.

This message has been transmitted by email only

Calendar of 2024 meetings

Meeting	Date	Location	Credentials	MPF deadline
Catch Documentation Scheme Working Group (CDSWG)	12 Feb	Videoconference		N/A
Vessel Monitoring System Working Group (VMSWG)	13 Feb	Videoconference		N/A
Working Party on Implementation of Conservation and Management Measures (WPICMM)	14-16 Feb	Videoconference		N/A
Technical Committee on Management Procedures (TCMP)	19-21 Feb	Videoconference	Yes	N/A
Management Strategy Evaluation Task Force of the Working Party on Methods (WPM)	10-13 Apr	Videoconference		N/A
Working Party on Ecosystems and Bycatch (Data Preparatory meeting) (WPEB)	22-26 Apr	Videoconference		N/A
Compliance Committee (CoC)	5-7 May	Thailand	Yes	6 Mar
Standing Committee on Administration and Finance (SCAF)	8 May	Thailand	Yes	9 Mar
Report adoption: CoC (am) / SCAF (pm)	9 May	Thailand	Yes	N/A
Technical Committee on Management Procedures (TCMP)	10-11 May	Thailand	Yes	26 Mar
Commission (S28)	13-17 May	Thailand	Yes	14 Mar
Ad hoc Working Group on Electronic Monitoring Standards (WGEMS)	5-7 Jun	Videoconference		N/A
Working Group on FADs (WGFAD)	10–11 Jun	Videoconference		N/A
Working Party on Tropical Tunas (Data Preparatory meeting) (WPTT-DP)	12-14 Jun	Videoconference		N/A
Working Party on Neritic Tunas (WPNT)	8-12 Jul	In person tbc		24 May
Working Party on Billfish (WPB)	4-7 Sep	In person tbc		21 Jul
Working Party on Ecosystems and Bycatch (WPEB)	9-13 Sep	In person tbc		26 Jul
Working Group on FADs (WGFAD)	1-4 Oct	Videoconference		N/A
Technical Committee on Allocation Criteria (TCAC)	21-24 Oct	Oman	Yes	22 Aug
Working Party on Methods (WPM)	24-26 Oct	In person tbc		9 Sep
Working Party on Tropical Tunas (WPTT)	28 Oct – 2 Nov	In person tbc		13 Sep
Working Party on Data Collection and Statistics (WPDCS)	26-30 Nov	In person tbc		12 Oct
Scientific Committee (SC)	2-6 Dec	In person tbc	Yes	18 Oct

N/A = not applicable. tbc = to be confirmed.