

11 March 2024

IOTC CIRCULAR 2024–13

MATTERS RELATING TO THE 28TH SESSION OF THE IOTC (S28) – 60 DAYS PRIOR

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Dear Sir/Madam

1. Meeting format — in person

The 28th Session of the Commission and associated meetings will be held at the Swissotel Bangkok Ratchada, Thailand [[click here for information on this hotel](#)].

Note: The meetings will allow for both physical participation and participation by videoconference. However, given meeting room size limitations, each observer organisation may only have a maximum of two persons in the meeting room at any one time.

Note: Voting in a hybrid meeting

Voting 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 this type of vote, the procedures described in Rule X of the IOTC Rules of Procedure shall apply.

However, secret ballots 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. This person must be listed as the head of delegation or alternate on the letter of credentials to enable them to vote.

Important: to avoid issues relating to decision-making and voting in particular, Members are strongly encouraged to draft their letters of credentials using the template provided in Appendix I of the IOTC Rules of Procedure [[click here](#)].

Distribution

IOTC Contracting Parties: Australia, Bangladesh, China, Comoros, 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

2. Provisional Agenda

In accordance with Rule IV of the IOTC Rules of Procedure (2014), the provisional agenda for the 28th Session of the Commission (IOTC-2024-S28-01a) is now available on the S28 meeting page [\[click here\]](#).

Members are invited to send any comments and proposals for additional items to be included in the Provisional Agenda, no later than 10 April 2024, so that an agreed Agenda may be circulated not less than 30 days before the Session.

The Chairperson will negotiate any changes to the agenda directly with Heads of Delegations, as required.

The agendas for the Compliance Committee, the Standing committee on Administration and Finance and the Technical Committee on Management Procedures have also been posted on their respective meeting webpages. Click [\[CoC\]](#) [\[SCAF\]](#) [\[TCMP\]](#).

3. Reminder on Conservation and Management Measure proposals — deadline 13 April 2024

In accordance with the procedure agreed upon by the Commission in 2011, only those proposals for new or revised Conservation or Management Measures received thirty (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 13 April 2024, Seychelles time.

To further improve coordination in development process of proposals for new and/or revised CMMs to be considered at the Sessions of the Commission, Contracting Parties are encouraged to submit a provisional title, indicate Contracting Party sponsorship and a focal point for a proposal (including the email address of the focal point) well before the 30-day mark. The Secretariat will post these on the [S28 meeting page - click here](#) so that Contracting Parties are provided with an opportunity to identify proposals being developed, and as appropriate, cooperate in the development of proposals prior to the Session in which they are to be discussed. This step aims to avoid duplication and assist in achieving consensus on contentious matters before the Session, thereby improving efficiency during Plenary.

4. Budget and contribution estimates for 2025

In accordance with Regulation III of the IOTC Financial Regulations, estimates of the 2025 budget and schedule of contributions reflecting the 2025 Programme of Work are now available in document IOTC-2024-SCAF21-08 on the SCAF21 meeting page [\[click here\]](#).

5. Credentials

In accordance with Rule III of the IOTC Rules of Procedure, official credentials are required in order to participate in all the above meetings. Importantly, the letter of credentials shall conform with the draft letter provided in Appendix I of the IOTC Rules of Procedure [\[click here\]](#).

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

Credentials should be submitted to the Secretariat ASAP, but no later than 15 days before each meeting to iotc-secretariat@fao.org. Credentials for MPF applicants are required earlier.

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 person. It is important to duly authorise the alternate as shown in Appendix I, paragraph 3.

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 person.

6. Observers and requests for observer status

The list of pre-approved observers to the IOTC can be found [\[here\]](#). The following organisation has recently requested to participate as observer and is yet to be approved:

- Oceana [\[click here\]](#)

In accordance with Rule XIV of the IOTC Rules of Procedure, Contracting Parties of the Commission are asked to consider this request. Unless any objections are received within 30 days of the date of the notification Circular, the IOTC Secretariat will consider that approval has been granted for the Executive Secretary to issue an invitation to the Observer to attend IOTC meetings accordingly.

7. Further information

Information concerning the meeting location and Sessions, including the agendas and other meeting documents will be communicated by the IOTC Secretariat in the coming weeks via Circulars and the IOTC website meeting pages [\[click here\]](#).

Yours sincerely

A handwritten signature in blue ink, appearing to read 'P. de Bruyn', with a long, sweeping underline.

Paul de Bruyn
Executive Secretary