
PROCESS FOR INVOICING AND RECEIVING IOTC CONTRIBUTIONS

PREPARED BY: IOTC SECRETARIAT

PURPOSE

In May 2023, the SCAF20 requested the Secretariat to provide a document describing the process for invoicing and receiving contributions, given such information could provide payment solutions to the current issues being experienced by Members.

This document provides information on the process, using the 2025 contribution, to be approved at S28, as a working example.

PROCESS FOR INVOICING AND RECEIVING THE 2025 CONTRIBUTIONS

The process below outlines the cycle for the IOTC annual contributions. It uses the 2025 contribution cycle as a typical year.

May 2024: SCAF proposes the budget and schedule of contributions (contributions table) for the following year (2025).

May 2024: Commission approves the budget and the schedule of contributions for 2025.

Jun-Aug 2024: Commission Report is approved and published providing the details of the budget and schedule of contributions.

Aug 2024: IOTC financial records are updated to reflect the new budget and contributions due for 2025.

Aug-Sep 2024: The schedule of contributions for 2025 is communicated to the FAO Finance Division and the Call for Funds letters are prepared and sent out.

Each Call for Funds letter contains the information about the 2025 due contribution as well as information about any other outstanding contributions related to the Member. As per FAO procedures, the letters are sent directly to the FAO Permanent Representative for the Member Country and copied to any other office that the FAO Finance Unit has on file.

According to the Annex to the IOTC Financial rules “Contributions shall be due and payable in full as soon as possible and not later than 30 June of the calendar year to which they relate” (30 June 2025 in this particular case). Members are therefore encouraged to pay as soon as possible.

Sep-Dec 2024: Any contributions in arrears received by FAO for the year 2024 or prior years (arrears) are automatically credited to the IOTC account. Any contributions received for 2025 are put “on hold” until January 2025. Receipts for payments are not automatically sent out by FAO but can be requested through the IOTC Secretariat.

Jan 2025: All contributions received for 2025 are credited to the IOTC account.

Jan-Jun 2025: If the overall receipt of contributions for 2025 is low, a circular is sent out by the Secretariat to remind Members to pay contributions as soon as possible.

May 2025: The Contributions received are reported to the SCAF and Commission.

1 July 2025: Any unpaid contributions due for 2025 are now considered to be 1 year in arrears. This information is used to apply such rules as voting rights and participation in the Meeting Participation Fund.

SUGGESTED ACTIONS BY THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE

That the SCAF:

1. **REVIEW** the above information related to the process for invoicing and receiving IOTC contributions
2. **RECOMMEND** improvements to the process, while keeping within FAO rules and procedures.