

15 April 2024

IOTC CIRCULAR 2024-19

Dear Madam / Sir

INFORMATION FOR PARTICIPANTS TO THE 28TH SESSION OF THE IOTC AND ASSOCIATED MEETINGS

The 28th Session of the IOTC (S28) and the meetings of the Compliance Committee (CoC21), the Standing Committee on Administration and Finance (SCAF21) and the Technical Committee on Management Procedures (TCMP08) are being held at the at the Swissotel Bangkok Ratchada, Thailand during May 2024 ([IOTC Circular 2024-07](#)).

Meeting format

In brief, the format of the meetings will be as follows:

- The CoC, SCAF and TCMP meetings will run from 9 am to 5 pm, Bangkok time. The Commission will run from 9 am to 6 pm Bangkok time.
- Given meeting room size limitations, each observer organisation may only have a maximum of two persons in the meeting room at any one time.
- Access to the meeting online (Zoom) will be by password, and only provided to credentialed individuals.
- Interpretation (French / English) will be available.

Calendar of important dates

Dates	Days	Meeting	Link to documents
5 - 7 May	Sunday to Tuesday	Compliance Committee	CoC21
8 May	Wednesday	Standing Committee on Administration & Finance	SCAF21
9 May	Thursday	Report adoption: CoC (am) then SCAF (pm)	<i>To be posted on the above webpages</i>
10-11 May	Friday-Saturday	Technical Committee on Management Procedures	TCMP08
12 May	Sunday starting 4.30 pm	Heads of Delegations meeting (HOD+1)	<i>To be sent by email</i>
13-17 May	Monday to Friday	Commission	S28

Provisional Agenda for S28

An annotated provisional agenda for S28 (01b) is now available on the [S28 meeting page](#).

Proposals for Conservation and Management Measures

Proposals are now available on the [S28 meeting page](#). Note, several of the CMMs being proposed address common topics. The authors of these CMMs are encouraged to collaborate prior to the start of S28 and attempt to find common ground and begin to amalgamate text.

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

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.

Voting

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](#)].

Further information

Hotels and entry into Thailand

Participants are advised to make their own reservations for accommodation as soon as possible. Internet sites such as booking.com, Expedia, Agoda etc may be useful for your search. Please also make your own arrangements for transport to and from the meeting venue.

In general

Information concerning the Sessions, including the agenda, other meeting documents, and Zoom instructions will be posted on the respective CoC21, SCAF21, TCMP08 and S28 meeting pages.

The Secretariat will post documents as soon as possible before required dates.

The execution of agenda items will be greatly assisted if CPCs consider the matters at hand well before the meeting and, if necessary, reach out (in advance of the meeting) to the Chair, the Secretariat or other delegations regarding any matters they might want to raise and/or discuss.

Yours sincerely



Paul de Bruyn
Executive Secretary