

23 September 2024

## IOTC CIRCULAR 2024-49

Dear Madam / Sir

### INVITATION TO THE 27<sup>TH</sup> SESSION OF THE IOTC SCIENTIFIC COMMITTEE

I have the honour to extend to you an invitation to participate in the 27<sup>th</sup> Session of the Scientific Committee, which will be held from 2 to 6 December 2024, in Cape Town, South Africa (Location to be decided).

The [20<sup>th</sup> Working Party on Data Collection and Statistics](#) will also be held in Cape Town at a location to be confirmed (26 – 30 November – see webpage for registration for the WPDCS).

#### Credentials

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

#### Meeting Participation fund (for developing IOTC Contracting Party Members only)

The participation of one representative from developing Members of the IOTC may be supported through the IOTC Meeting Participation Fund (MPF). The applications for the MPF, must be received by the IOTC Secretariat ([iotc-secretariat@fao.org](mailto:iotc-secretariat@fao.org)) no later than 45 days before the start of the meeting (the dates are indicated below). NOTE – this 45-day deadline will be strictly enforced.

Applications must include:

- i) Official nomination letter with request of support signed by the director of fisheries or any other relevant authority.
- ii) Letter of credentials (see Rule X.3 of the IOTC rules of procedure)
- iii) Contact details of the nominee and a copy of his/her passport
- iv) CPC National Report.

The 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 (2023) for the IOTC Secretariat to consider late applications.

#### Contracting Parties & Cooperating Non-contracting Parties (CPCs)

Rule III.1 of the IOTC Rules of Procedure states: “Such Letter of Credentials shall conform to the standard set out in Appendix I.” Please also refer to [IOTC Circular 2021-49](#) on the content of Credentials.

The Credentials are requested to be sent no later than 15 days before each meeting to [iotc-secretariat@fao.org](mailto:iotc-secretariat@fao.org). Only credentialed individuals will be admitted into the physical meeting or receive a Zoom link to join the meeting virtually.

#### Invited Experts and Observers

IOTC Observers and Invited Experts are also requested to submit a similar Letter of Credentials indicating who will 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](mailto:iotc-secretariat@fao.org).

#### 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

## Calendar of important dates

Scientific Committee: 2-6 December	
18 October	Meeting Participation Fund applications due
2 November	Deadline for Submission of document titles.
17 November	Submission of full documents and National reports.
2 – 6 December	Scientific Committee meeting in a hybrid format.

## Further information

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

Yours sincerely



Dr Toshihide Kitakado  
Chairperson, Scientific committee