

29 April 2025

IOTC CIRCULAR 2025–17

Dear Madam / Sir

INVITATION TO THE 15TH MEETING OF THE TECHNICAL COMMITTEE ON ALLOCATION CRITERIA 14 – 17 JULY 2025

I have the honour to extend to you an invitation to participate in the upcoming 15th meeting of the Technical Committee on Allocation Criteria (TCAC15).

The meeting will be held in Zanzibar, Tanzania at the [Golden Tulip Zanzibar Airport Hotel & Spa](#), which is located close to the Abeid Amani Karume International Airport.

Meeting will be held in a hybrid format

The meeting will allow for physical participation and participation by videoconference.

Please note, the numbers of people able to participate in-person are yet to be ascertained and will depend on the venue size. You will be advised of any restrictions as soon as possible.

Meeting Participation fund (for developing Contracting Party Members only)

The participation of one representative from developing contracting parties 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) no later than 60 days before the start of the meeting (i.e. 15 May 2025). NOTE – this 60-day deadline will be strictly enforced.

Applications must include:

- i) an official nomination letter
- ii) the contact details of the nominee (with a copy of his/her passport).

The rules of procedure for the administration of the MPF 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.

Credentials

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

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. Only credentialed individuals will receive a Zoom link to join the meetings.

Invited Experts and Observers

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

This message has been transmitted by email only

IOTC Observers and Invited Experts are also requested to submit a similar Letter of Credentials. 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.

Calendar of important dates for TCAC15

Dates	TCAC15	Who	Notes
15 May 2025	Deadline for receiving applications for the Meeting Participation Fund	Eligible CPs	60 days before the meeting
14 June 2025	Provisional agenda posted on the TCAC15 web page	Secretariat / Chair	30 days before the meeting
29 June	Deadline for receiving Credentials	All	15 days before the meeting
14 July	Opening of the meeting	All	

Further information

Information concerning the meeting, including the agenda and other meeting documents will be posted on the IOTC website at the TCAC15 meeting page [\[click here\]](#).

Yours sincerely

Quentin Hanich



TCAC Chairperson