

12 March 2026

## IOTC CIRCULAR 2026–13

### MATTERS RELATING TO THE 30<sup>TH</sup> SESSION OF THE IOTC (S30) – 60 DAYS PRIOR

1. MEETING FORMAT
2. PROVISIONAL AGENDA
3. REMINDER ON CONSERVATION AND MANAGEMENT MEASURES PROPOSALS
4. BUDGET & CONTRIBUTION ESTIMATES FOR 2027
5. CREDENTIALS
6. OBSERVERS AND REQUESTS FOR OBSERVER STATUS
7. FURTHER INFORMATION

Dear Sir/Madam

#### 1. Meeting format — in person

The 30<sup>th</sup> Session of the Commission and associated meetings will be held at the at the Barceló Nasandhura Malé, Maldives [[click here for the location of the hotel](#)] and [[here](#)] for information on nearby hotels.

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, Panama. **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 (2025), the provisional agenda for the 30th Session of the Commission (IOTC-2026-S30-01a) is now available on the S30 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 6 April 2026, 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 11 April 2026

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 11 April 2026, Seychelles time. It is however noted that Paragraph 4 of Resolution 24/10 states:

*"Contracting Parties shall submit their CMM proposals to the IOTC Executive Secretary at least 30 days before the annual Session of the Commission, **except for proposals based on recommendations of the IOTC Compliance Committee and the IOTC Standing Committee on Administration and Finance**. Proposals received after the deadline shall be considered by the Commission only if agreed by the Commission".*

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 [S30 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 2027

In accordance with Regulation III of the IOTC Financial Regulations, estimates of the 2027 budget and schedule of contributions reflecting the 2027 Programme of Work are now available in document IOTC-2026-SCAF23-08 on the SCAF23 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](mailto: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](#)].

## 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 be 'PB', with a long, sweeping underline that extends to the right.

Paul de Bruyn  
Executive Secretary