



Guidelines for the selection of Meeting Participation Fund recipients to IOTC meetings

Background

In 2010, the Commission adopted Resolution 10/05 *On the establishment of a meeting participation fund for developing IOTC Members and non-Contracting Cooperating Parties (CPCs)*. The resolution makes provisions for the creation of a fund to help scientists and other representatives from IOTC Members and Cooperating non-Contracting Parties (CPCs) who are developing States to attend and/or contribute to the work of the Commission, the Scientific Committee and its Working Parties.

The Resolution states that: *the Secretary shall establish a process for notifying CPCs annually of the level of available funds in the MPF, and provide a timeline and describe the format for the submission of applications for assistance.* (Res 10/05, para 4).

The Resolution also states that: *“The Fund would be utilized, as a first priority, to support the participation of scientists from developing CPCs in scientific meetings of the IOTC, including Working Parties. Those eligible scientists may submit an application for assistance from the Fund. Applicants will be selected by a panel including the Chair of the scientific body concerned, the Secretariat and the Chair of the Scientific Committee, in accordance with the process established in 4 above. Priority will be given to those applicants that will contribute a scientific document on a subject of interest to the meeting they wish to attend. The decision by the Panel shall also take into account the size of the fund and the need for cost-effectiveness. Consideration of applications shall also include an assessment of whether any alternative sources of assistance are available.* (Res. 10/05, para 6).

1) The guidelines for applications to the Meeting Participation Fund, including formatting and content of meeting papers, are provided at Appendix A.

2) Timeline for the selection of Meeting Participation Fund recipients:

STEP	Action Item	Responsibility	Due date	Example (WPTT & WPEB)
1	The Secretariat to distribute an IOTC Circular to CPC's that contains a call for applications to the Meeting Participation Fund. The call for applications will include the minimum requirements and timeline for the selection of MPF recipients.	Secretariat	No later than 90 days prior to the commencement of the meeting.	20 July, 2011
2	Deadline for applications = 30 days prior to the meeting. (60 days for a Commission meeting)	MPF applicants	30 days prior to the meeting. (60 days for a Commission meeting)	≤ 16 September, 2011
3	The Secretariat to: (i) carry out an initial review of all applications to determine if they are meet the application minimum requirements; (ii) establish a short list of applications that meet the minimum requirements; (iii) to contact applicants whose application does not meet the minimum standards, informing applicants that they have a further 3 days to revise their application to meet the minimum standards.	Secretariat	Within 2 days of the due date for applications (Step 2 above), or earlier.	≤ 18 September, 2011
4	The Secretariat to distribute the shortlist, which would include any revised applications that are considered to meet the minimum requirements, with the complete applications to the Selection Panel.	Secretariat	5 days after step 3	≤ 21 September, 2011
5	The Selection Panel (consisting of the Chair of the scientific body concerned, the Secretariat and the Chair of the Scientific Committee, or their delegates), to review the short list of applications within 5 days of receiving the shortlist with applications.	Selection Panel	5 days after step 4	26 September, 2011
6	Successful applicant papers to be published to the relevant IOTC meeting page. The Secretariat to commence the travel process, no later than	Secretariat	No later than 15 days before the meeting.	≤ 30 September, 2011

	15 days before the meeting.			
7	Working Party meeting	Participants	-	16 October, 2011

APPENDIX A

Guidelines for the preparation of papers as part of the Meeting Participation Fund application Process

As stated in para. 6 of the Resolution “*Priority will be given to those applicants that will contribute a scientific document on a subject of interest to the meeting they wish to attend*”.

The working document to be prepared by the applicant to the Meeting Participation Fund should be:

FOR A SESSION OF THE COMMISSION, the working document to be submitted should be:

- a Report of Implementation following the template produce by the Secretariat which is sent through an IOTC Circular at least 90 days before the Session. Please note that the deadline for submitting the Report of Implementation is 60 days before the Session.

FOR A SESSION OF THE SCIENTIFIC COMMITTEE, the document to be submitted should be:

- a National Report following the guidelines adopted by the Scientific Committee at its thirteenth Session (IOTC–2010–SC–R, Appendix VI). Please note that the deadline for submitting the National Report is 30 days before the Session of the Scientific Committee.

FOR A WORKING PARTY OR ANY OTHER *AD HOC* WORKSHOP, the working document to be submitted should relate specifically to the topic of interest of the meeting, and should be:

- a document related to the biology (*e.g.* growth, genetic, *etc...*) of one particular species, or group of species, under the mandate of the Working Party the applicant wishes to attend, or
- a document on the fisheries targeting one particular species, or group of species, under the mandate of the Working Party the applicant wishes to attend. This should include a description of the fleet, gear used, fishing zones, data collection system and its short comings, related research, relevant legislation, socio-economic issues and fisheries statistics such as nominal catch, catch and effort, length frequency, CPUEs, *etc...*, or
- a document describing an analysis conducted for one particular species under the mandate of the Working Party the applicant wishes to attend such as a CPUE standardization, a stock assessment, *etc...*, or
- any other specific document requested by the chair of the Working Party the applicant wishes to attend and endorsed by the chair of the Scientific Committee and the Executive Secretary.