

RULES OF PROCEDURE FOR THE ADMINISTRATION OF THE IOTC MEETING PARTICIPATION FUND

(adopted by the Commission at its 17th session in 2013)

1) Definitions

Developing CPC, is any Member or Cooperating non-Contracting Party that was under the categories of “Low” or “Middle” income, according to the criteria used in the most recent calculation of the contributions (see Annex of the IOTC Financial Regulations).

The **Selection Panel**, in the case of Working Parties, is composed by the Chair of the scientific body concerned, the Chair of the Scientific Committee, or their delegates, and the Secretariat.

Non-scientific meetings are regular and special Sessions of the Commission, including Sessions of the Compliance Committee and the Standing Committee on Administration and Finance, and other non-scientific subsidiary bodies of the Commission.

2) Eligibility criteria

Meeting Participation Fund for IOTC Working Parties and technical workshops

- Any nominated scientist from a developing CPC, submitting a complete application before the set deadline, including a working paper or document relevant to the subject of the meeting, is eligible to benefit from the IOTC Meeting Participation Fund. Priority will be given to scientists from least developed countries.
- Delegates from Members of the Commission which are in arrears in the payment of its financial contributions to the Commission are not eligible to benefit from the IOTC Meeting Participation Fund if the amount of its arrears equals or exceeds the amount of the contributions due from it for the two preceding calendar years.

Meeting Participation Fund for IOTC Scientific Committee Sessions

- Any delegate from a developing CPC of IOTC, submitting a complete application before the set deadline, including the National Report and an official Letter of Credentials, is eligible to benefit from the IOTC Meeting Participation Fund. Priority will be given to delegates from least developed countries.
- Delegates from Members of the Commission which are in arrears in the payment of its financial contributions to the Commission are not be eligible to benefit from the IOTC Meeting Participation Fund if the amount of its arrears equals or exceeds the amount of the contributions due from it for the two preceding calendar years.

Meeting Participation Fund for Sessions of the Commission (including Compliance Committee and Standing Committee on Administration and Finance) and other non-scientific meetings

- Any delegate from a developing CPC of IOTC submitting an application before the set deadline, including the relevant reports (if applicable) and an official Letter of Credentials, is eligible to benefit from the IOTC Meeting Participation Fund. Priority will be given to delegates from least developed countries CPCs.
- If CPCs have access to other sources of funding, such as the Assistance Fund from Part VII of the UNFSA¹, they are encouraged to make use of these funds.
- Delegates from Members of the Commission which are in arrears in the payment of its financial contributions to the Commission are not be eligible to benefit from the IOTC Meeting Participation Fund if the amount of its arrears equals or exceeds the amount of the contributions due from it for the two preceding calendar years.

¹ UNFSA refers to the Agreement for the implementation of the provisions of the Convention of 10 December 1982 relating to the conservation and management of straddling fish stocks and highly migratory fish stocks.

Meeting Participation Fund for Chairs and Vice-Chairs from IOTC developing coastal states

- Any Chair or Vice-Chair from a developing CPC, submitting a complete application before the set deadline, including a working paper relevant to the subject of the meeting, is eligible to benefit from the IOTC Meeting Participation Fund.
- Either the Chair or Vice-Chair from a developing CPC, submitting a complete application before the set deadline, and presenting a meeting report to a Committee, is eligible to benefit from the IOTC Meeting Participation Fund.
- The same rules for document provision to the relevant subsidiary body of the Commission shall apply to Chairs and Vice-Chairs funded by the MPF.

3) Application for support to attend Working Parties and technical workshops

As the main goal of the MPF is to increase the participation of scientists of developing CPCs to scientific meetings of IOTC, and in line with paragraph 6 of the Resolution 10/05, applications to the MPF should only be considered if the applicant intends to produce and present a working paper, relevant to the work of the working party that he or she wishes to attend. Guidelines for the preparation of such a document are provided in Annex A.

Timeline for the selection of Meeting Participation Fund recipients for working parties and workshop

	Action Item	Responsibility	Due date
1	Circular to CPCs and message distributed through the IOTC relevant mailing lists calling for applications to the MPF. The call for applications will include terms and conditions and timeline for the selection of MPF recipients.	Secretariat	No later than 90 days prior to the commencement of the meeting.
2	Deadline for submissions of application, including: - Official nomination letter with request of support signed by the director of fisheries or any other relevant authority; - Contact details of the nominee and a copy of his/her passport - Abstract of the scientific paper or document to be presented at the meeting.	MPF applicants	No later than 45 days prior to the meeting.
3	The Secretariat to: (i) Review applications to determine those who meet eligibility criteria; (ii) Offer non-eligible applicants an additional three-day period to complete the application	Secretariat	Within 2 days of the due date for applications (Step 2 above), or earlier.
4	The Secretariat to distribute the list of complete applications to the Selection Panel	Secretariat	3 days after step 3 (no later than 40 days before the meeting)
5	The Selection Panel to review the list of complete applications within five days to assess the relevance of the document to the subject of the meeting.	Selection Panel	5 days after step 4 (no later than 35 days before the meeting)
6	The Secretariat to issue an invitation to successful applicants, and commence travel arrangements.	Secretariat	1 day after step 5 (no later than 34 days before the meeting)
7	Documents by applicants to be submitted and published in the relevant IOTC meeting webpage.	Secretariat	No later than 15 days before the meeting.

4) Application for support to attend Scientific Committee

The template for the preparation of the National Report (an eligibility requirement for applicants for the Scientific Committee) can be downloaded from the IOTC website or be obtained through the Secretariat.

Timeline for the selection of Meeting Participation Fund recipients for the Scientific Committee.

	Action Item	Responsibility	Due date
1	Circular to CPC's and message distributed through the relevant IOTC mailing lists calling for applications to the MPF. The call for applications will include terms and conditions and the timeline for the selection of MPF recipients.	Secretariat	No later than 90 days prior to the commencement of the SC meeting.
2	Deadline for submissions of application, including: - Official nomination letter with request of support signed by the	MPF applicants	No later than 45 days prior to the meeting.

	director of fisheries or any other relevant authority. - Letter of credentials (see Rule X.3 of the IOTC rules of procedure) - Contact details of the nominee and a copy of his/her passport - CPC National Report.		
3	The Secretariat to: (i) Review applications to determine those who meet eligibility criteria; (ii) Offer non-eligible applicants an additional three-day period to complete the application	Secretariat	Within 2 days of the due date for applications (Step 2 above), or earlier.
4	The Secretariat to issue an invitation to successful applicants, and commence the travel arrangements.	Secretariat	3 days after step 3 (no later than 40 days before the meeting)

5) Application for support to attend non-scientific meetings

As per Resolution 10/05, para.7., it is mandatory for funded participants “to present reports relevant to the meeting in question”. In the case of the Compliance Committee, SCAF and Commission meetings, the relevant report is the Report of Implementation (as described in Article X, para. 2 of the IOTC Agreement) and, therefore, applications to the MPF should only be considered if the CPC of the applicant has submitted its Report of Implementation.

When the Compliance Committee and the SCAF meetings are held in conjunction with the regular Sessions of the Commission, only one participant from each CPC will be supported from the MPF.

Timeline for the selection of Meeting Participation Fund recipients for non-scientific meeting, in particular Commission meeting.

	Action Item	Responsibility	Due date
1	Circular to CPCs for applications to the MPF. The call for applications will include terms and conditions and timeline for the selection of MPF recipients.	Secretariat	No later than 90 days prior to the commencement of the Commission meeting.
2	Deadline for submissions of application, including: - Official nomination letter with request of support. - Letter of credentials (see Rule X.3 of the IOTC rules of procedure) - Contact details of the nominee and a copy of his/her passport - CPC Report of Implementation.	MPF applicants	No later than 60 days prior to the Commission meeting.
3	The Secretariat to: (i) Review applications to determine those who meet eligibility criteria; (ii) Offer non-eligible applicants an additional three-day period to complete the application	Secretariat	Within 2 days of the due date for applications (Step 2 above), or earlier.
4	The Secretariat to issue an invitation to successful applicants, and commence travel arrangements.	Secretariat	3 days after step 2 (no later than 45 days before the meeting)

ANNEX A (of the Rules of Procedure for the MPF)
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 follow the guidelines below:

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–SC13–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.