

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

1. Definitions

ICCAT Contracting Parties which are developing States shall be considered those CPCs which are classified under Groups B, C or D, in accordance with the criteria used in the contributions calculation (Article 4 – Provision of Funds, of the ICCAT Financial Regulations).

2. Eligibility criteria

Participation in ICCAT scientific meetings

Applications shall be selected in accordance with the protocol established by the Standing Committee on Research and Statistics (Addendum 2 to Appendix 7 to the 2011 SCRS Report).

Any delegate of a developing CPC shall submit a completed application by the deadline set, including a detailed description of the contribution by the applicant to the meeting. After obtaining the approval of the rapporteurs of the Species Groups involved and/or the SCRS Chair, the Secretariat shall carry out the necessary procedures for financing the travel.

Procedure

1. The Secretariat shall publish the travel form by invitation 90 days in advance of the commencement of the meeting.
2. MPF applicants shall send the duly completed form, including an official letter of nomination for the request for assistance signed by the Head Delegate, as well as the contact details of the candidate and a copy of the person's passport 45 days in advance.
3. The Secretariat shall review the applications to determine those which meet the eligibility criteria and shall offer a period of 5 additional days to those applicants who have not sent all the information required.
4. The Secretariat shall send an invitation to the candidates selected (30 days in advance of the commencement of the meeting).

Participation in ICCAT non-scientific meetings

All applications shall be selected for attendance at a single meeting by one participant per Contracting Party, and shall be subject to the approval of the Commission Chair, the STACFAD Chair and the Executive Secretary and, in the case of subsidiary bodies, of the Chair of the meeting for which funding is being sought.

Any delegate of a developing CPC shall submit a completed application by the established deadline.

Procedure

1. The Secretariat shall publish the travel form by invitation 90 days in advance of the commencement of the meeting.
2. MPF applicants shall send the duly completed form, including an official letter of nomination for the request for assistance signed by the Head Delegate, as well as the contact details of the candidate and a copy of the person's passport 60 days in advance.

3. The Secretariat shall review the applications to determine those which meet the eligibility criteria and shall offer a period of 5 additional days to those applicants who have not sent all the information required.
4. The Secretariat shall send an invitation to the candidates selected (45 days in advance of the commencement of the meeting).