



09 December 2016

IPHC CIRCULAR 2016-002

Dear Commissioners,

SUBJECT: LETTER OF CREDENTIALS FOR THE 93rd SESSION OF THE IPHC ANNUAL MEETING (AM093)

In accordance with Rules 2 and 3 of the IPHC Rules of Procedure (2014), which state:

Rule 2 – Representation

- 1. The Commission shall be composed of not more than six Commissioners, three from each of the Contracting Parties, pursuant to Article III, Paragraph 1 of the Convention. Commissioners shall be appointed through the national process of the Contracting Party they represent, and they shall serve as long a term and be reappointed as many times as the Contracting Party decides.*
- 2. The Contracting Parties shall provide documentation of Commissioner appointments, which the Executive Director shall keep on file.*

Rule 3 – Advisors to the Commission

- 1. Each Contracting Party may appoint Scientific and Financial Advisors and/or other experts to assist its Commissioners in their areas of expertise. Except at such meetings as the Commission shall decide otherwise, Commissioners may be accompanied by one or more of these advisors and experts.*

I would like to take this opportunity to request an official *Letter of Credentials* from each Contracting Party of Commission, detailing the names and positions for each Member of your delegation to the upcoming AM093. The aim is to better accommodate your delegates at the Session and to ensure the official record of the meeting is accurate.

To assist you and simplify the process, a suggested format is attached to this Circular for your potential use ([Attachment I](#)).

Yours sincerely

Dr. David T. Wilson

Executive Director, IPHC

Attachments:

- [Attachment I](#): Template – Letter of Credentials

ATTACHMENT I
Letter of Credentials

Dear IPHC Executive Director,

Upon instructions of [...relevant authority...] I wish to inform you that [... name of the IPHC Contracting Party...] will participate in the 93rd Session of the International Pacific Halibut Commission (IPHC) Annual Meeting (AM093) and will be represented by the following delegation:

Commissioners

[..Title and Name...] – Lead Commissioner

[..Title and Name...] – Commissioner

[..Title and Name...] – Commissioner

Advisors

[..Title and Name...] – Scientific Advisor

[..Title and Name...] – Financial Advisor

[..Title and Name...] – Legal Advisor

[..Title and Name...] –Other.... Advisor

[Title and Name], Lead Commissioner or, in his/her absence, either of the two other Commissioners, is authorized to fully take part in the proceedings of the Session and take, on behalf of the [... name of the IPHC Contracting Party...], any action or any decision required in relation with this Session.

.....Signature.....

[on behalf of]