**Input paper: [[1]](#footnote-1)** PAP56-3.1.1

**Input paper for the following Committee(s):** **Purpose of paper:**

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**Agenda item** [[2]](#footnote-2) 3.1

**Author(s)/Submitter(s)** Secretariat

Credentials, participation, numbering etc.   
in IALA committees and subsidiary bodies as an IGO

# Summary

This paper provides a detailed overview of the concept and application of credentials in international organizations, with a specific focus on their role and requirements within the IMO and IALA. It explains the purpose of credentials as official documents that authorize representatives to act on behalf of Member States during organizational proceedings by highlighting the entities and meetings where credentials are mandatory.

The discussion distinguishes the differing requirements across various organs, such as the IMO Assembly and Committees and IALA’s General Assembly, Council, and subsidiary bodies. It also outlines the procedures for participation in these entities, including the communication protocols for representatives and the registration methods for committee involvement.

Additionally, the paper describes the systematic approach to numbering meetings, assemblies and documents within IALA, ensuring clarity and consistency as the organization transitions under the framework of the Convention. This numbering system is applied across General Assemblies, Council meetings, Committees, and official documents.

# Discussion

## Credentials

In the context of international organizations, credentials refer to official documents that certify a representative’s authority to act on behalf of a Member State during meetings, negotiations, assemblies, or conferences. These credentials are typically submitted to the organization’s secretariat to confirm that the person or delegation has been duly authorized to participate in proceedings.

Credentials are normally signed by the Head of State, the Prime Minister or the Minister of Foreign Affairs.

IMO (and all other UN agencies) have rules for credentials, but they are only required for organs that will take votes on treaties under their cognizance, or will conduct elections. At IMO the Assembly, Council, the MSC, MEPC, LEG and FAL Committees all require credentials. The TCC Committee does not require credentials because it has no treaties under its cognizance, and the rule is waived for the election of their officers.

In IALA only the General Assembly has cognizance over a treaty (the Convention) and they conduct elections, which is not the case for Council or other organs or subsidiary bodies.

Credentials are required for full participation in the General Assembly in accordance with the draft General Regulations Article 3.9, but not required for participation in other organs or subsidiary bodies in IALA.

To participate in Council, Member States should communicate in writing to the Secretariat the name of the participant representing the Member State in accordance with the draft General Regulation Article 7.12.

To participate in Committees or subsidiary bodies the Member Sate, Associate Member or Affiliate Member should advise the Secretariat by the means of online registration in accordance with the draft General Regulation Article 11.5.

## Participation

General Assembly shall consist of Member States (voting). Attendance shall be open to Associate Members and Affiliate Members (Convention Article 7.2).

Council shall consist of the President and the Vice President and twenty-three other Member States (voting) (Convention Article 8.2). Any member State not represented on the Council may participate (Convention Article 8.7). Council members may invite Affiliate Members to participate (Convention Article 8.9).

Note: Associate Members cannot participate in Council.

Committees and subsidiary bodies shall facilitate sharing of expertise and experience amongst Member States, Associate Members and Affiliate Members (Convention Article 9.2(c).

## Numbering.

The General Assembly in Singapore will be numbered GA01. Then GA02 etc.

The Affiliate Industrial Members General Assembly in Singapore will be numbered AIMGA01

The first Council after the General Assembly will be numbered C01. Then C02 etc.

The Committees and subsidiary bodies will keep the present numbering. Meetings in the spring of 2025 will be VTS 57, DTEC 4, ARM 20, ENG 20, LAP 28 and PAP 55.

The Conferences and Symposia also continue with the same numbering. The next events will be the 27th conference and the 15th Symposium.

The numbering of IALA documents remains the same. The footer referring to the Association will remain on the documents created by the Association. The documents approved by the council after the convention has entered into force will have the new footer but nothing else will change.

# Action requested of the Committee

The PAP is requested to:

1. Note the contents of this input paper.

1. Input document number, to be assigned by the Committee Secretary [↑](#footnote-ref-1)
2. Leave open if uncertain [↑](#footnote-ref-2)