



INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION  
COMMISSION OCÉANOGRAPHIQUE INTERGOUVERNEMENTALE  
COMISIÓN OCEANOGRÁFICA INTERGUBERNAMENTAL  
МЕЖПРАВИТЕЛЬСТВЕННАЯ ОКЕАНОГРАФИЧЕСКАЯ КОМИССИЯ

اللجنة الدولية الحكومية لعلوم المحيطات

政府间海洋学委员会

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**IOC Circular Letter No 2973**  
(Available in English and French)

IOC/VR/XY  
8 November 2023

To : IOC National Official Coordinating Bodies for Liaison with IOC

C.c. : Permanent Delegates / Observer Missions to UNESCO of IOC Member States  
National Commissions for UNESCO of IOC Member States

**Subject: Reporting on in-kind contributions for calendar year 2023**

The purpose of this communication is to remind that, in accordance with Resolution EC-55/2 and IOC Resolution [A-32/4](#) part III.B, reports on in-kind contributions provided in calendar year 2023 need to be submitted to the Secretariat by 20 January 2024 at the latest, following the methodology set out in document [IOC/EC-55/5.1.Doc\(2\)](#).

Please note that your submission may take the form of a letter or an email addressed to the IOC Executive Secretary ([v.ryabinin@unesco.org](mailto:v.ryabinin@unesco.org), cc: [k.yvinec@unesco.org](mailto:k.yvinec@unesco.org)) and contain, as a minimum, the following information: Contributor Country; Contributor Institution; Purpose of the contribution; Amount; Currency.

The amount should correspond to the in-kind contribution provided between 1st January and 31st December 2023. Amounts declared in currencies other than US dollar will be converted by the Secretariat at the United Nations Operational Rate of Exchange applicable to financial reports for the period.

Yours sincerely,

*[signed]*

Vladimir Ryabinin  
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