



International Oil Pollution
Compensation Funds

Agenda Item 1	IOPC/APR17/AGN	
Date	27 January 2017	
Original	English	
1992 Fund Assembly	92AES21	●
1992 Fund Executive Committee	92EC68	●
Supplementary Fund Assembly	SAES5	●

PROVISIONAL AGENDA FOR THE MEETINGS OF THE IOPC FUNDS, 24–28 APRIL 2017

to be held at 4 Albert Embankment, London, SE1 7SR

1 **Introduction**

Please find attached a provisional timetable and agenda for the meetings of the IOPC Funds to be held from 24 to 28 April 2017. Information about the submission of documents, the presentation of credentials and notifications, and registration for the meetings is provided below.

The following meetings will be held during the week of 24 April 2017:

- 1992 Fund Assembly – Twenty-first extraordinary session (92AES21)
- 1992 Fund Executive Committee – Sixty-eighth session (92EC68)
- Supplementary Fund Assembly – Fifth extraordinary session (SAES5)

This year, meetings of the IOPC Funds will take place during the same week as the 104th session of the Legal Committee (LEG) of the International Maritime Organization (IMO). Sessions of the IOPC Funds' governing bodies will commence at 9.30 am on Monday 24 April 2017 and will continue normally until 5.30 pm on Tuesday 25 April 2017, at which time the Chairman will suspend the sessions until Friday 28 April 2017 where the sessions will resume at 10.00 am to adopt the Record of Decisions. The Legal Committee will meet on Wednesday 26 April, Thursday 27 April and during the afternoon of Friday 28 April 2017.

Working hours are normally from 9.30 am to 12.30 pm with a break from 11.00 am to 11.30 am and from 2.30 pm to 5.30 pm with a break from 4 pm to 4.30 pm.

The Director, in consultation with the Chairmen, has prepared the attached provisional timetable. It should however be noted that this timetable is for guidance only and subject to change at short notice. Delegations are therefore strongly encouraged to be present throughout all the meetings.

2 **Availability of meeting documents**

In accordance with the decision of the IOPC Funds' governing bodies at their April 2016 sessions, the IOPC Funds' Secretariat is no longer printing copies of meeting documents and making them available in hard copy at the sessions, unless specifically requested in advance to do so.

Delegates can access and download meeting documents online via the Document Services section of the website (www.iopcfunds.org). In addition, delegates who register their email address

through the website will receive notification of the publication of new documents and will be able to create, save and manage folders of selected documents.

3 Submission of documents

Documents prepared by delegations should be submitted to the Secretariat at least four weeks before the start of the meeting, i.e. by **Friday 24 March 2017**. Documents should be submitted via email to conference@iopcfunds.org.

Once received, documents will be formatted according to the Funds' house style, sent for translation and will be made available with all other documents issued for the meeting. The Secretariat will endeavour to process all submissions as quickly as possible.

4 Credentials and notifications

In accordance with the Rules of Procedure, credentials or notifications are required in respect of each of the following meetings for representatives, alternates and other persons designated by governments and organisations to attend the meetings:

	Credentials	Notifications
1992 Fund Assembly	1992 Fund Member States	States and organisations with observer status
1992 Fund Executive Committee	Members of the 1992 Fund Executive Committee	Other 1992 Fund Member States, States and organisations with observer status
Supplementary Fund Assembly	Supplementary Fund Member States	States and organisations with observer status

Credentials and notifications should be sent to the Director of the IOPC Funds (i.e. not to the Secretary-General of IMO) in advance of the opening of the meetings and preferably not later than **Friday 14 April 2017**.

Delegates are reminded that, in the event of any vote taking place during the sessions, any delegations whose credentials are not in order at the time of the vote will not be entitled to participate in the vote.

Detailed guidance in respect of the form and content of credentials and notifications is given in circular [IOPC/2015/Circ.4](#) and is available on the IOPC Funds' website. In this context, delegates are reminded that if credentials are not issued by the Head of State, the Head of Government, the Minister of Foreign Affairs or the Ambassador/High Commissioner, a letter from the appropriate authority appointing the person authorised to issue the credentials for sessions of the IOPC Funds' governing bodies should be provided to the Director of the IOPC Funds. A new facility has been introduced to the website, enabling delegations to submit credentials via the online registration system should they wish to do so.

5 Registration

In order to obtain access to the meetings of the IOPC Funds' governing bodies, which are held at the IMO building, delegates, including Permanent/Deputy/Alternate Representatives to IMO, should register directly with the IOPC Funds' Secretariat (and NOT the IMO) at least one week before the meetings, i.e. by **Friday 14 April 2017**, using the electronic form available via the

Document Services section of the website at www.iopcfunds.org. **Only those delegates who have registered online will appear on the list of participants to the meetings.**

Delegates are requested to arrive early on the first day of the meetings to allow time to confirm registration, with registration services provided from 8.00 am. Delegates who do not submit the registration form online in advance will need to do so on arrival, in addition to providing evidence of their authorisation to attend the meetings. During peak time on the Monday morning, delegates who have not registered in advance may be required to wait for an online device to become available at the registration desk.

With reference to security procedures at IMO, all delegates are required to carry a specially issued pass to gain access to IMO. Delegates who have previously been issued with a security pass to attend meetings at IMO are requested to bring this pass with them. No representative will be registered without evidence of their authorisation to attend the meeting.

Delegates requiring visas to enter the United Kingdom are advised to submit their visa application to their nearest Visa Application Centre well in advance of the meetings as the time taken by the Home Office to process visas can vary from one country to another. In many countries visa applications can be submitted online. Delegates representing Member States of the IOPC Funds are entitled to an 'exempt status visa' and should apply using the form referenced VAFDIP2 DEC 2008 which is available on the UK Border Agency website (www.ukba.homeoffice.gov.uk). Please note that for the purposes of this application and any supporting Note Verbale, the IOPC Funds should be referred to as the '**International Oil Pollution Compensation Fund (IOPCF)**'.

Delegates who experience any difficulty in obtaining a visa are advised to contact the IOPC Funds' Secretariat as soon as possible so that assistance or advice can be provided.

* * *

PROVISIONAL TIMETABLE

Monday 24 April	
AM	Procedural matters Overview Incidents involving the IOPC Funds
PM	Incidents involving the IOPC Funds (continued) Compensation matters
Tuesday 25 April	
AM	Compensation matters (continued) Financial matters
PM	Treaty matters Secretariat and administrative matters Other matters
Evening:	Reception jointly hosted with the Legal Committee of IMO
Friday 28 April	
AM	Adoption of the Record of Decisions

**Note: This timetable is subject to change at short notice.
Delegations are strongly encouraged to be present throughout all the meetings.**

* * *



International Oil Pollution
Compensation Funds

Agenda Item 1	IOPC/APR17/1/1	
Date	27 January 2017	
Original	English	
1992 Fund Assembly	92AES21	●
1992 Fund Executive Committee	92EC68	●
Supplementary Fund Assembly	SAES5	●

PROVISIONAL AGENDA OF THE APRIL 2017 SESSIONS OF THE IOPC FUNDS GOVERNING BODIES

Twenty-first extraordinary session of the 1992 Fund Assembly (92AES21)
Sixty-eighth session of the 1992 Fund Executive Committee (92EC68)
Fifth extraordinary session of the Supplementary Fund Assembly (SAES5)

to be held at 4 Albert Embankment, London, SE1 7SR
from Monday 24 April 2017, 9.30 am, to Friday 28 April 2017

Agenda item	Governing Body*		
	92AES	92EC	SAES
1 <u>Procedural matters</u> Including: Adoption of the Agenda Examination of credentials/participation	● ●	● ●	● ●
2 <u>Overview</u> Including: Report of the Director (oral)	●		●
3 <u>Incidents involving the IOPC Funds</u> Including: Individual incidents		●	●

* Subject is relevant to one or more of the governing bodies indicated in the table.

Agenda item	Governing Body*		
	92AES	92EC	SAES
<p>4 <u>Compensation matters</u></p> <p>Including:</p> <p>Information for claimants—Guidelines for presenting claims for environmental damage</p> <p>Proposal for an agreement on rates for the use of EMSA's response assets</p> <p>The online claims submission system</p>	<p>•</p> <p>•</p> <p>•</p>		<p>•</p> <p>•</p>
<p>5 <u>Treaty matters</u></p> <p>Including:</p> <p>HNS Convention and HNS Protocol</p>	<p>•</p>		
<p>6 <u>Financial matters</u></p> <p>Including:</p> <p>Review of the working capital of the 1992 Fund</p> <p>Review of the working capital of the Supplementary Fund</p>	<p>•</p>		<p>•</p>
<p>7 <u>Secretariat and administrative matters</u></p> <p>Including:</p> <p>Review of the functioning of the Audit Body</p>	<p>•</p>		<p>•</p>
<p>8 <u>Other matters</u></p> <p>Including:</p> <p>Any other business</p>	<p>•</p>	<p>•</p>	<p>•</p>
<p>9 <u>Adoption of the Record of Decisions</u></p>	<p>•</p>	<p>•</p>	<p>•</p>