



International Oil Pollution
Compensation Funds

Agenda Item 1	IOPC/OCT19/AGN	
Date	31 July 2019	
Original	English	
1992 Fund Assembly	92A24	●
1992 Fund Executive Committee	92EC73	●
Supplementary Fund Assembly	SA16	●

PROVISIONAL AGENDA FOR THE OCTOBER 2019 SESSIONS OF THE IOPC FUNDS' GOVERNING BODIES

*Monday, 28 October to Thursday, 31 October 2019
to be held at 4 Albert Embankment, London, SE1 7SR*

1 **Introduction**

Please find attached a provisional timetable and agenda for the sessions of the IOPC Funds' governing bodies to be held on Monday, 28 October to Thursday, 31 October 2019. Information about the submission of documents, the presentation of credentials and notifications, and registration for the meeting is provided below. The following sessions will be held:

1992 Fund Assembly	Twenty-fourth session	92A24
1992 Fund Executive Committee	Seventy-third session	92EC73
Supplementary Fund Assembly	Sixteenth session	SA16

All sessions will commence at 9.30 am on Monday, 28 October and may continue until Thursday, 31 October.

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 Chairs, 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 the meeting.

2 **Availability of meeting documents**

Delegates are able to access and download meeting documents online via the Document Services section of the website (<http://documentservices.iopcfunds.org>). **Printed copies of meeting documents are only available from the Secretariat upon request in advance of the meeting.** Delegates who register their e-mail 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, 27 September 2019**. Documents should be submitted via e-mail 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 sessions of each of the following governing bodies for representatives, alternates and other persons designated by governments and organisations to attend the meeting:

	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 addressed to the Director of the IOPC Funds (i.e. not to the Secretary-General of the International Maritime Organization (IMO)) and must be submitted online via the online registration system, by post, fax or e-mail in advance of the opening of the meeting and preferably not later than **Friday, 18 October 2019**.

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.

5 Registration

In order to obtain access to the sessions 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 meeting, i.e. by **Friday, 18 October 2019**, via the online registration system within the Document Services section of the website (<http://documentservices.iopcfunds.org>). **Only those delegates who have registered online will appear on the list of participants to the meeting.**

Delegates are requested to arrive early on the first day of the meeting to allow time to confirm registration, with registration services provided from 8.00 am. Delegates who do not register online in

advance will need to do so on arrival, in addition to providing evidence of their authorisation to attend the meeting. During peak time on 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 meeting 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 28 October	
AM	Procedural matters Overview Incidents involving the IOPC Funds
PM	Incidents involving the IOPC Funds (continued) Compensation matters
Tuesday 29 October	
AM	Compensation matters (continued)
PM	Financial reporting
Evening	Reception
Wednesday 30 October	
AM	Financial policies and procedures Secretariat and administrative matters
PM	Treaty matters Budgetary matters Other matters
Thursday 31 October	
PM	Adoption of the Record of Decisions

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

* * *



International Oil Pollution
Compensation Funds

Agenda Item 1	IOPC/OCT19/1/1	
Date	31 July 2019	
Original	English	
1992 Fund Assembly	92A24	●
1992 Fund Executive Committee	92EC73	●
Supplementary Fund Assembly	SA16	●

PROVISIONAL AGENDA OF THE OCTOBER 2019 SESSIONS OF THE IOPC FUNDS' GOVERNING BODIES

Twenty-fourth session of the 1992 Fund Assembly (92A24)
Seventy-third session of the 1992 Fund Executive Committee (92EC73)
Sixteenth session of the Supplementary Fund Assembly (SA16)

to be held at 4 Albert Embankment, London, SE1 7SR
from Monday, 28 October 2019, 9.30 am, to Thursday, 31 October 2019

Agenda item		Governing body*		
		92A	92EC	SA
1	<p><u>Procedural matters</u></p> <p>Including:</p> <p>Adoption of the Agenda</p> <p>Examination of credentials/participation</p>	● ●	● ●	● ●
2	<p><u>Overview</u></p> <p>Including:</p> <p>Report of the Director</p>	●		●
3	<p><u>Incidents involving the IOPC Funds</u></p> <p>Including:</p> <p>Individual incidents</p>		●	●

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

Agenda item		Governing body*		
		92A	92EC	SA
4	<p><u>Compensation matters</u></p> <p>Including:</p> <p>Report of the 1992 Fund Executive Committee on its 71st and 72nd sessions</p> <p>Election of the members of the Executive Committee</p> <p>STOPIA and TOPIA</p>	<p>•</p> <p>•</p> <p>•</p>		<p>•</p>
5	<p><u>Financial reporting</u></p> <p>Including:</p> <p>Submission of oil reports</p> <p>Report on contributions</p> <p>Report on investments</p> <p>Report of the joint Investment Advisory Body</p> <p>Report of the joint Audit Body</p> <p>Financial Statements and Auditor's Report and Opinion</p>	<p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p>		<p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p>
6	<p><u>Financial policies and procedures</u></p> <p>Including:</p> <p>Appointment of the External Auditor</p>	<p>•</p>		<p>•</p>
7	<p><u>Secretariat and administrative matters</u></p> <p>Including:</p> <p>Secretariat matters</p> <p>Headquarters agreement</p> <p>Appointment of members and substitute members of the Appeals Board</p> <p>Information Services</p> <p>The European Union General Data Protection Regulation (GDPR)</p>	<p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p>		<p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p>
8	<p><u>Treaty matters</u></p> <p>Including:</p> <p>Status of the 1992 Fund Convention and the Supplementary Fund Protocol</p> <p>2010 HNS Convention</p> <p>Review of the 1992 Civil Liability and Fund Conventions</p>	<p>•</p> <p>•</p> <p>•</p>		<p>•</p>

Agenda item		Governing body*		
		92A	92EC	SA
9	<p><u>Budgetary matters</u></p> <p>Including:</p> <p style="padding-left: 40px;">Budgets for 2020 and assessment of contributions to the General Funds (1992 and Supplementary Funds)</p> <p style="padding-left: 40px;">Assessment of contributions to Major Claims Funds (1992 Fund) and Claims Funds (Supplementary Fund)</p>	•		•
10	<p><u>Other matters</u></p> <p>Including:</p> <p style="padding-left: 40px;">Future sessions</p> <p style="padding-left: 40px;">Any other business</p>	•	•	•
11	<u>Adoption of the Record of Decisions</u>	•	•	•