



INTERNATIONAL
OIL POLLUTION
COMPENSATION
FUNDS

Agenda item: 1	IOPC/OCT09/1/3	
Original: ENGLISH	18 August 2009	
1992 Fund Assembly	92A14	•
1992 Fund Executive Committee	92EC46	•
Supplementary Fund Assembly	SA5	•
1971 Fund Administrative Council	71AC24	•

ORGANISATION OF MEETINGS

EXPLANATION OF CHANGES TO MEETING ARRANGEMENTS

Note by the Director

Summary:	An explanation of the changes to meeting arrangements is given.
Action to be taken:	<u>1992 Fund Assembly, Supplementary Fund Assembly and 1971 Fund Administrative Council:</u> Consider whether the changes to meeting arrangements have improved the efficiency of the running of the meetings and decide whether to continue to hold simultaneous sessions of the governing bodies in the future. <u>1992 Fund Executive Committee:</u> Information to be noted.

1 **Introduction**

In accordance with a number of decisions made in June 2009 by the 1992 Fund Administrative Council, acting on behalf of the 1992 Fund Assembly, a number of changes have been made to the arrangements for meetings of the IOPC Funds' governing bodies (cf document 92FUND/AC.5/A/ES.14/9, section 4). These changes include, *inter alia*, the introduction of a unified document numbering system, a unified agenda (document IOPC/OCT09/1/1) and the holding of simultaneous sessions of the governing bodies. This document contains explanations of these changes and invites the governing bodies to consider whether these changes have improved the running of the meetings.

2 **Unified system of documents**

- 2.1 The 1992 Fund Administrative Council instructed the Secretariat, in consultation with the relevant Chairmen, to develop a new system for numbering documents, with the aim of issuing one set of documents for meetings of the IOPC Funds from October 2009, and to develop a unified agenda and Record of Decisions, with the aim of implementing this system for the October 2009 sessions (document 92FUND/AC.5/A/ES.14/9, paragraph 4.17).

New system for numbering documents

- 2.2 Under the previous system for numbering meeting documents, each Fund had its own set of documents with unique numbers. However, many of the documents were joint and so a document had up to three separate numbers. For reasons of efficiency, the Secretariat issued joint documents whenever possible, ie whenever there was a considerable overlap between the issues to be considered by each Fund, even if the considerations in respect of each Fund and/or the decisions to be taken were not identical. However, this system was confusing as careful attention had to be paid to both the title and the number of the document, since there were many documents which were joint but also some

(for example, on the budget and assessment of contributions) which were not and where the title was similar for each Fund but the content was different.

- 2.3 The Secretariat has therefore, in consultation with the relevant Chairmen, developed a new system for numbering documents, so that from October 2009 only one set of documents for meetings of the IOPC Funds will be issued. Every document is now an IOPC Funds document, as opposed to, for example, being a 1971 Fund Administrative Council document or a joint 1992 Fund Assembly/Supplementary Fund Assembly document. However, each document is clearly marked on the cover page to show which of the governing bodies the document applies to.
- 2.4 The cover page of each document has a header box, which gives the agenda item, the document number and shows which of the sessions of the governing bodies the document applies to. An example can be seen on the cover page of this document.
- 2.5 An example of a typical new document number is IOPC/OCT09/1/3 (this document), which is composed as follows:

IOPC	IOPC Funds
/OCT09	Month and year of meeting
/1	Number of agenda item
/3	Subject within agenda item. Additional documents on this subject would be numbered either 3/1, 3/2, etc, (if the documents contain information on a separate but related topic, are by a different author, eg a Member State, or relate to different Funds) or 3/Add.1, 3/Add.2 etc (if the document provides supplementary information on the subject covered in the main document).

Unified agenda

- 2.6 Document IOPC/OCT09/1/1 contains a unified agenda for the October 2009 meetings of the IOPC Funds governing bodies. The agenda is now presented in tabular form and the various subjects to be dealt with have been grouped under a number of general headings, leading to a smaller number of agenda items than previously. The table contains a column for each session of the governing bodies to be held during the October 2009 meeting and the governing bodies to which each subject applies are clearly marked. This information corresponds to the information given on the cover page of each document (cf paragraph 2.4 above). It was decided not to include annotations in the agenda, as it was considered that, in practice, the annotations added relatively little value. It is hoped that this unified agenda will be simpler for delegates to follow and will provide a clearer overview of how the meeting will be run.

Unified Record of Decisions

- 2.7 As instructed by the 1992 Fund Administrative Council (document 92FUND/AC.5/A/ES.14/9, paragraph 4.17), the Secretariat is also developing a unified Record of Decisions, which will remove much of the duplication which was inevitable in the case of separate Records of Decisions. It will also bring together discussion of related issues, such as decisions on levies of contributions, which are currently spread across the separate Records of Decisions. The Secretariat will ensure that this is done in such a way that it is absolutely clear to which governing bodies information and decisions apply, in order to avoid any legal uncertainty. It will be essential to continue to distinguish carefully between, for example, 'The governing bodies decided...' and 'The 1992 Fund Assembly decided.../The Supplementary Fund Assembly noted...', which has of course always been done in the existing system, but in the separate Records of Decisions rather than in a unified Record of Decisions. It will also be essential to mark clearly which sections of the Record of Decisions apply to which governing body, so that there cannot be any confusion about this at the time when the Record of Decisions is adopted by each governing body.

Documents on incidents

- 2.8 As instructed, the Secretariat will continue to produce documents in respect of incidents where developments have taken place but where no decisions are required, but will try to ensure that these documents are as concise as possible. Such documents will only be presented orally during the meeting if the Director feels it is important, otherwise such documents will not be presented orally and will only be debated if one or more delegations make an intervention in respect of the incident (cf document 92FUND/AC.5/A/ES.14/9, paragraph 4.9).

3 Simultaneous sessions of the governing bodies

- 3.1 As instructed, simultaneous sessions of the 1992 Fund Assembly, the 1971 Fund Administrative Council and the Supplementary Fund Assembly in respect of administrative matters will be held in October 2009 on a trial basis (document 92FUND/AC.5/A/ES.14/9, paragraph 4.13). The session of the 1992 Fund Executive Committee will continue to be held separately, except in respect of procedural matters, such as the appointment of the Credentials Committee.
- 3.2 These will not be joint sessions of the type that have been held in the past for issues of a 'ceremonial' nature, such as the retirement of the previous Director, but individual sessions which take place at overlapping times. The relevant Chairmen will always be on the podium when an issue relevant to their respective governing body is being considered, but will not necessarily leave the podium whilst an issue that is not relevant to that governing body is being considered. Documents will normally be presented only once in respect of all governing bodies, although some issues, such as the budget, will require a separate introduction and decision-making for each Fund. Issues concerning only one governing body will be chaired by the relevant Chairman in the normal way. For issues concerning more than one governing body, the discussion will be led by one of the Chairmen, who would be chosen by agreement amongst them but will normally be the 1992 Fund Assembly Chairman. At the end of the discussion, each Chairman will sum up the decision made for his/her respective governing body. This will allow for the common situation where the actions required by each Fund are different. Each governing body will thus retain its full autonomy and decision-making powers, whilst enabling the meeting as a whole to be run in a more efficient manner.

4 Action to be taken1992 Fund Assembly, Supplementary Fund Assembly and 1971 Fund Administrative Council

- 4.1 The 1992 Fund Assembly, the Supplementary Fund Assembly and the 1971 Fund Administrative Council are invited to:
- (a) Consider whether the changes to meeting arrangements have improved the efficiency of the running of the meetings; and
 - (b) Decide whether to continue to hold simultaneous sessions of the governing bodies in the future.

1992 Fund Executive Committee

- 4.2 The 1992 Fund Executive Committee is invited to take note of the information in this document.
-