

 <p><b>INTERNATIONAL OIL POLLUTION COMPENSATION FUNDS</b></p>	<b>Agenda item: 6</b>	IOPC/OCT10/6/1	
	Original: ENGLISH	30 September 2010	
	1992 Fund Assembly	<b>92A15</b>	•
	1992 Fund Executive Committee	<b>92EC49</b>	
	Supplementary Fund Assembly	<b>SA6</b>	•
1971 Fund Administrative Council	<b>71AC25</b>	•	

## MEASURES ENCOURAGING THE SUBMISSION OF OIL REPORTS

### DEVELOPMENT OF AN ONLINE REPORTING SYSTEM

#### Note by the Director

<b>Summary:</b>	Information is provided on measures to encourage prompt and accurate submission of oil reports by Member States. Preliminary results of a trial of a prototype online reporting system for contributing oil are described, together with the Director's considerations on this matter.
<b>Action to be taken:</b>	<p><u>1992 Fund Assembly:</u></p> <p>Approve the continuation of the trial as set out in paragraph 4.1.</p> <p><u>Supplementary Fund Assembly and 1971 Fund Administrative Council:</u></p> <p>Information to be noted.</p>

#### **1 Introduction**

- 1.1 At their October 2009 sessions, the governing bodies noted the situation with regard to the development of the online oil reporting system, and a number of States volunteered to submit oil reports for 2009 using the new prototype online system. Information about the trial of the system is set out below, together with the Director's considerations on this matter.
- 1.2 Information on other measures taken or planned to encourage the submission of oil reports is also included.

#### **2 Trial of an online oil reporting system**

- 2.1 In June 2009, a presentation of a design for an online oil reporting system was given by the Secretariat during the 5th session of the 1992 Fund Administrative Council, acting on behalf of the 1992 Fund Assembly, in June 2009, showing how the system would operate and setting out the advantages for Member States and contributors over the existing paper-based system (document 92FUND/A/ES.14/5). The Secretariat was keen to ensure that the new online system was user-friendly and reflected the needs of both Member States and contributors. Suggestions were invited from delegates in respect of features that would be useful.
- 2.2 At that same session, the 1992 Fund Administrative Council noted that the Secretariat intended to complete the development of a prototype version of the system, which would initially be available in English only, by the end of 2009, and that any delegates who would like to be involved in the development of the trial system were invited to contact the Secretariat.

- 2.3 The 1992 Fund Administrative Council further noted that, once the initial development had been completed, it was hoped that a small number of volunteer States would be willing to trial the system during 2010. It was noted that the trial would run in parallel with the existing paper-based system, with the aim of ensuring that the online system worked correctly and was easy to use, and that any necessary changes to the Internal and Financial Regulations would then be proposed, probably during 2010. It was also noted that the system would eventually be made available for use by all States in all official languages, ie English, French and Spanish.
- 2.4 The 1992 Fund Administrative Council instructed the Director to continue the development of the online oil reporting system, taking into account the concerns and suggestions expressed by delegations, with a view to running a trial of a prototype system in 2010, and implementing the system as soon as possible thereafter.
- 2.5 Following the June 2009 meeting, a technical specification was drawn up and a contract was awarded to Dorset Software Ltd to undertake the development of the system.
- 2.6 The trial commenced in March 2010 with the issuing of invitations to nine volunteer Member States to submit reports on contributing oil received in 2009 using the new online system.

### **3 Results of trial**

- 3.1 The trial involved a total of 50 contributors from the following nine Member States:

Bahamas	Malaysia
Canada	Marshall Islands
China (HKSAR)	New Zealand
Germany	Turkey
Italy	

- 3.2 In order to protect confidential information entered into the system, an industry-standard, two-phase security system was adopted. This required all users to download a software 'key' in order to access the trial reporting system. Once this phase had been successfully negotiated, users then logged in to the prototype system using an id and password supplied by the Secretariat. This procedure caused a number of difficulties for contributors and States. In particular, company policy prevented some contributors from downloading the software key to more than one PC in their organisation. Other problems resulted from the rejection of email containing the software key by spam filters and, since the 'key' was person-specific, from changes in personnel during the trial. As a result of these difficulties, extensive assistance from the Secretariat was necessary before some users were able to access the trial system.
- 3.3 So far, online reports have been received from three of the nine States. Two further States have received online reports from contributors but have been unable to submit them, and the four remaining States have been unable to complete the trial to date. The Secretariat is continuing in its efforts to assist the States and contributors involved, and to gather feedback from the trial.
- 3.4 Feedback from those States and contributors that accessed the trial system successfully was generally positive. The procedure for entering and submitting reports was found to be simple and easy to use. One State, with nine contributors, reported that using the trial system to submit oil reports was a faster method than the paper system. Another mentioned that the system was self-explanatory, well structured and user-friendly. Several reported that certain contributors were unable to participate in the trial owing to company policy on downloading software, mentioned above. A number of other minor problems were also reported.

#### **4 Director's considerations**

- 4.1 In light of the incomplete data received thus far, the Director is of the view that the trial should continue until sufficient feedback has been received from all States participating in the trial.
- 4.2 Following the completion of the trial, and after detailed analysis of the feedback, a proposal for future development of the system will be prepared for consideration by the governing bodies at a future session.

#### **5 Other measures encouraging the submission of oil reports**

- 5.1 During 2010, a series of regional lunch meetings for London-based representatives of both Member States and non-Member States have been hosted by the Secretariat at the IOPC Funds' London office. These lunch meetings have provided an opportunity for the Secretariat to discuss issues relating to oil reports directly with representatives of Member States, and will be continued in 2011.
- 5.2 A further measure agreed by the governing bodies in October 2005 (document 92FUND/A.10/37, paragraph 15.7) was a decision that, when electing Chairmen and Vice-Chairmen of various Fund bodies, account should be taken of whether the States whose nationals are considered for election have fulfilled their obligations to submit oil reports.
- 5.3 In addition, the Director was instructed by the governing bodies in October 2005 to prepare an information document describing the approach adopted by certain States which have established efficient procedures for compiling the necessary information and submitting their reports (document 92FUND/A.10/37, paragraph 15.7). In October 2006, the Director reported that he had invited seven Member States which had established efficient procedures for compiling the necessary information and submitting oil reports to provide the Secretariat with details of their procedures. In June 2007, based on the responses received, the Director submitted an information document to assist States in setting up procedures for the submission of oil reports (cf documents 92FUND/A.ES.12/4 and 92FUND/AC.3/A/ES.12/14, paragraph 4.1). Following feedback received at that session, the Director has plans to prepare a similar document aimed at assisting contributors, rather than governments, to establish procedures for the submission of oil reports. It is proposed that this information document will be made available in 2011.
- 5.4 At their October 2008 session, the 1992 Fund Assembly adopted a new policy proposal submitted by the Audit Body on the deferment of compensation payments in States which have outstanding oil reports, and instructed the Director to prepare, in consultation with the Chairman of the 1992 Fund Assembly, a circular containing the policy decision (document 92FUND/A.12/12/2). Circular 92FUND/Circ.63, 'Outstanding Oil Reports and Deferment of Compensation Payments: New 1992 Fund Policy', was issued to all Member States in January 2009 and can be found on the IOPC Funds' website ([www.iopcfund.org](http://www.iopcfund.org)).

#### **6 Action to be taken**

##### **6.1 1992 Fund Assembly**

The 1992 Fund Assembly is invited:

- (a) to take note of the information contained in this document; and
- (b) to approve the continuation of the trial as set out in paragraph 4.1.

##### **6.2 Supplementary Fund Assembly and 1971 Fund Administrative Council**

The Supplementary Fund Assembly and the 1971 Fund Administrative Council are invited to take note of the information contained in this document.

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