



ASSEMBLY
12th session
Agenda item 15

92FUND/A.12/14
1 October 2007
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ASSEMBLY
3rd session
Agenda item 14

SUPPFUND/A.3/12

ADMINISTRATIVE COUNCIL
22nd session
Agenda item 13

71FUND/AC.22/11

DOCUMENTS FOR MEETINGS

Note by the Director

Summary:	Based on the feedback received at the June meeting of the 1992 Fund Administrative Council, this document makes a number of concrete proposals for improving the structure and content of documents for meetings.
Action to be taken:	Consider whether to adopt changes to the structure and content of incident-related documents and Records of Decisions as proposed by the Director in paragraphs 2.2 and 2.4 respectively.

1 Introduction

- 1.1 At its 12th extraordinary session in June 2007, the Administrative Council, acting on behalf of the Assembly, considered a document submitted by the Director dealing with the structure and content of documents for meetings (document 92FUND/A/ES.12/11).
- 1.2 The Administrative Council noted the Director's observation that the length of documents and Records of Decisions has continued to increase over recent years, which has led to an increased workload both for delegates in preparing for meetings and for the Secretariat in producing these documents (document 92FUND/AC.3/A/ES.12/14, paragraphs 11.1.1-11.1.7).
- 1.3 The Administrative Council also noted that the Secretariat devoted considerable effort to providing comprehensive documentation for meetings in order to enable the governing bodies to make informed decisions but acknowledged that it was important to ensure that the information provided was appropriate and that it was presented in as clear and accessible a format as possible. It also acknowledged that improvements to the structure and content of documents could have significant benefits, in terms of the time required not only for delegates to prepare for meetings but also for the Secretariat to produce and translate documents, with the result that documents could be made available to delegates earlier in all three languages. It was noted that shorter documents would also reduce the costs of production and translation.
- 1.4 The Administrative Council invited the Secretariat to submit a concrete proposal in the form of a document for consideration at the October 2007 session of the governing bodies, taking into account the discussion at that session (document 92FUND/AC.3/A/ES.12/14, paragraph 11.1.8).

2 Director's consideration

Incident-related documents

- 2.1 Incident-related documents are written in such a way that the documents are self-standing, to the extent possible, so that delegates do not need to consult documents from previous sessions or other sources of information. However, this has the effect that the documents are usually relatively long and key issues can be difficult to identify since they are contained in the body of the document. In addition, it is difficult to obtain an overview of the current status of the incident without reading the whole document.
- 2.2 The Director therefore proposes the following changes to incident-related documents:
- Both the amount and structure of the information currently provided in the summary box would be developed so as to be sufficient to enable the majority of delegates to take a view on the decisions to be taken, with more detailed information available in the body of the document for those that require it. References to paragraph numbers within the document would be provided in the summary to facilitate this and longer documents (eg five pages or more) would have a table of contents. The summary box would be structured in the form of: objective of document, developments/issues, recommendations, as appropriate, depending on the content of the document.
 - A standardised summary would be provided at the start of each incident document, giving basic factual information about the incident, similar to that currently provided in Annexes XXII and XXIII of the 2006 Annual Report. An overview of the development of the claims (ie the amounts claimed, assessed and paid) in comparison with the amounts available under the Conventions would also be provided. An example of the proposed information is provided in the Annex.
 - As appropriate, the length of documents would be significantly reduced by simply referring to information which is contained in previous documents or in other sources of information, such as the Annual Report, rather than quoting it verbatim.
 - To the extent possible, the text of the documents would also be structured in a standard way so that new information and developments would be easier for delegates to identify.

Other documents (ie not incident-related)

- 2.3 The Director does not propose to make any changes to other types of documents, ie not incident-related ones, at the current time.

Records of Decisions

- 2.4 As regards the Records of Decisions, the Director proposes the following:
- the Records of Decisions would be structured so that each topic was presented as follows: Background, Debate, Decision.
 - as regards Background, there would be no repetition of information which was contained in the documents but simply a relatively short reference to the location of the background information, eg in the form 'The Executive Committee discussed the Director's proposal to ..., as set out in document ...'. The Records of Decisions would therefore no longer be self-standing, but would have to be read in conjunction with the relevant meeting documents.

- as regards Debate and Decision, the Records of Decisions would only contain the key points from the discussion by the governing bodies and a list of the decisions made.

Future actions

- 2.5 The Director expects that, if adopted, the changes proposed in this document would bring about a significant improvement in the usefulness of documents. However, he proposes to review the impact of the changes after an appropriate period of time.
- 2.6 At that time, the Director will give further consideration to the following possibilities:
- changes to not incident-related documents,
 - providing electronic links in PDF versions of documents in order to facilitate referring to previous documents or to other sources of information,
 - whether the Records of Decisions for the three Funds could be organised in such a way that the repetition between them could be reduced or eliminated.

3 Action to be taken by the governing bodies

The governing bodies are invited:

- (a) to take note of the information contained in this document;
- (b) to consider whether to adopt changes to the structure and content of incident-related documents and Records of Decisions as proposed by the Director in paragraphs 2.2 and 2.4 respectively; and
- (c) to give the Director such instructions as they may deem appropriate.

ANNEX

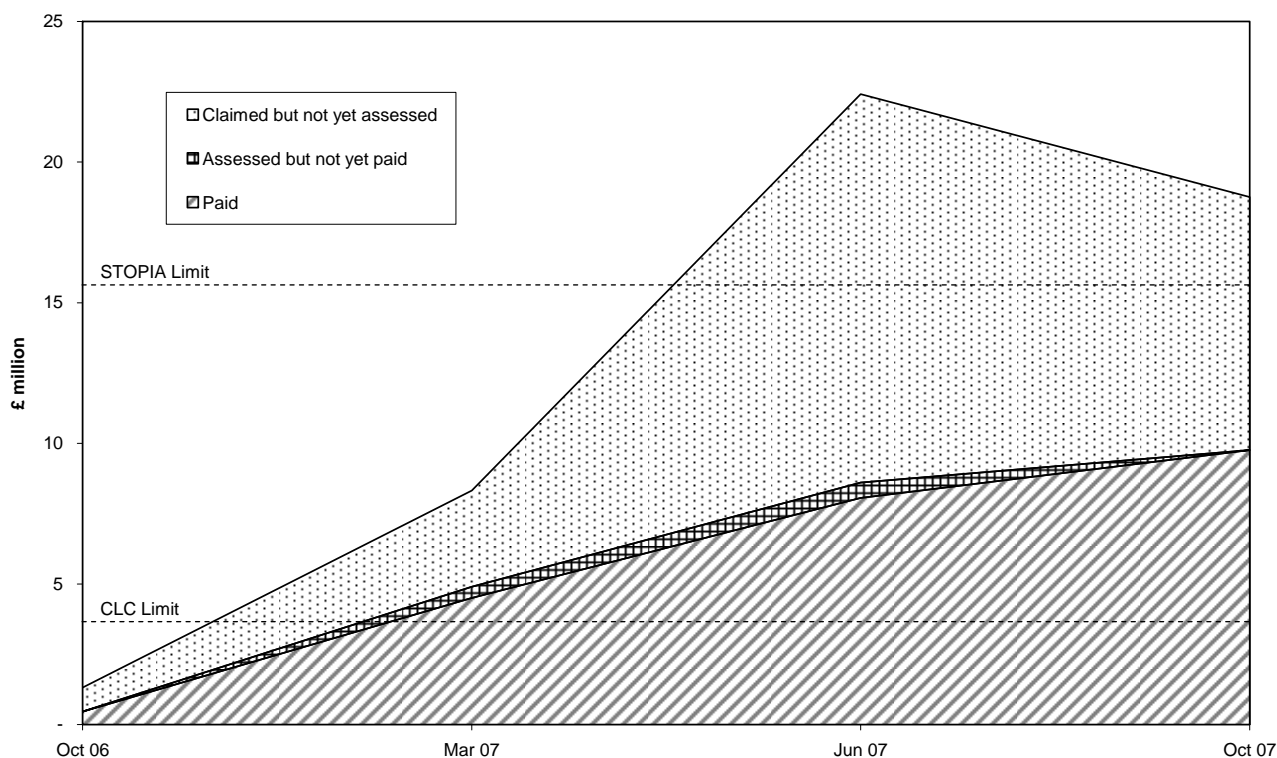
Example of additional information to be provided in incident-related documents

NB ALL DATA FOR ILLUSTRATION ONLY

1 Summary of incident

Ship	<i>Solar 1</i>		
Date of incident	11.8.06		
Place of incident	Guimaras Straits, the Philippines		
Cause of incident	Sinking		
Quantity of oil spilled	Approx. 2 000 tonnes of industrial fuel oil		
Area affected	Guimaras Island and Iloilo Province, the Philippines		
Flag State of ship	Philippines		
Gross tonnage (GT)	998 GT		
P&I insurer	Shipowners' Mutual Protection and Indemnity Association (Luxembourg)		
CLC Limit	£3.6 million		
STOPIA/TOPIA applicable	Yes - STOPIA Limit £15.8 million		
Compensation (£ million):	Claimed but not yet assessed	Assessed but not yet paid	Paid
Property damage	-	-	0.02
Clean-up/preventive measures	4.70	-	7.75
Fisheries	4.10	-	1.93
Tourism	-	-	0.02
Miscellaneous	0.20	-	0.03
TOTAL	9.00	-	9.76
Notes:	Further claims are expected.		

2 Development of claims



£ million	Oct 06	Mar 07	Jun 07	Oct 07
Claimed but not yet assessed	0.85	3.42	13.81	9.00
Assessed but not yet paid	-	0.40	0.55	-
Paid	0.46	4.50	8.06	9.76