



International Oil Pollution
Compensation Funds

Reference	IOPC/2021/Circ.7
Date	2 September 2021
1992 Fund Assembly	●
Supplementary Fund Assembly	●

Invitation to the November 2021 meeting of the IOPC Funds governing bodies

*Monday, 1 November to Friday, 5 November 2021
to be held remotely via KUDO*

The Director has the honour to invite representatives of 1992 Fund Member States, Supplementary Fund Member States and States and Organisations holding observer status with the IOPC Funds to the November 2021 meeting of the IOPC Funds' governing bodies.

The following sessions will be convened: the 26th session of the 1992 Fund Assembly, the 77th session of the 1992 Fund Executive Committee and the 18th session of the Supplementary Fund Assembly.

The meeting will be held remotely via KUDO from Monday, 1 November 2021 to Friday, 5 November 2021, and the working hours for each day will be from 11.00 am to 2.00 pm (UTC)^{<1>}. Quorum for each of the governing bodies is established at the opening of the sessions on Monday at 11.00 am and, therefore, delegates are requested to be logged into KUDO by that time.

The meeting is currently planned as a fully remote meeting via KUDO. Should there be any developments that affect the modality of the meeting, delegates will be informed via the usual channels closer to the time.

Please find attached document IOPC/NOV21/1/1 which contains a provisional timetable and agenda, together with important procedural information. Annex I of that document contains information on the presentation of credentials and notifications, and registration for the meeting. Annex II lists all of the Member States, as well as States and Organisations holding observer status with the IOPC Funds, who are invited to attend the sessions.

<1> Please note that the United Kingdom's daylight saving time ends on Sunday, 31 October 2021, whereby the clocks are set back by one hour to Greenwich Mean Time (GMT), which is the equivalent to Coordinated Universal Time (UTC).



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Agenda Item 1	IOPC/NOV21/1/1	
Date	2 September 2021	
Original	English	
1992 Fund Assembly	92A26	●
1992 Fund Executive Committee	92EC77	●
Supplementary Fund Assembly	SA18	●

PROVISIONAL AGENDA FOR THE NOVEMBER 2021 SESSIONS OF THE IOPC FUNDS' GOVERNING BODIES

*Monday, 1 November to Friday, 5 November 2021
to be held remotely via KUDO*

1 **Introduction**

- 1.1 This document contains a provisional timetable and agenda for the November 2021 sessions of the IOPC Funds' governing bodies. The following sessions of the governing bodies will be convened:

1992 Fund Assembly	Twenty-sixth session	92A26
1992 Fund Executive Committee	Seventy-seventh session	92EC77
Supplementary Fund Assembly	Eighteenth session	SA18

- 1.2 The meeting will be held remotely via KUDO from Monday, 1 November 2021 to Friday, 5 November 2021. The working hours each day will be from 11.00 am to 2.00 pm (UTC)^{<1>}, with one 15-minute break. Quorum for each of the governing bodies is established at the opening of the sessions on Monday at 11.00 am and, therefore, delegates are requested to be logged into KUDO by that time.
- 1.3 The meeting is currently planned as a fully remote meeting via KUDO. Should there be any developments that affect the modality of the meeting, delegates will be informed via the usual channels closer to the time.
- 1.4 Important information about the presentation of credentials and notifications, and registration for the virtual meeting is provided at Annex I. Please note that only those delegates who have registered and submitted credentials in advance of the meeting will be sent a link and joining instructions to the virtual meeting. Further details on technical recommendations for participating in the virtual meeting will be issued in document IOPC/NOV21/1/4.
- 1.5 Since a vote will take place to elect the next Director during the November 2021 meeting, it is important that Member States submit their credentials by the recommended deadline of Friday, 15 October. Delegates are reminded that, delegations whose credentials are not submitted in time for review by the Credentials Committee or are not in order will not be entitled to participate in

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the vote. Further details of the specific requirements for credentials for this particular meeting are set out in Annex I.

- 1.6 A list of Member States, observer States and intergovernmental and non-governmental organisations which hold observer status with the IOPC Funds is provided at Annex II.
- 1.7 The Director, in consultation with the Chairs, has prepared a provisional timetable and agenda found below. It should, however, be noted that the timetable and agenda are for guidance only and subject to change at short notice. Delegations are, therefore, strongly encouraged to be present throughout the meeting.

2 Provisional Agenda and timetable

Date/time (UTC)	Subject/Agenda item
Monday, 1 November 2021	
11.00 am – 12.30 pm	<ul style="list-style-type: none"> • Adoption of the Agenda (item 1) • Examination of credentials (item 1) • Temporary suspension of the Rules of Procedure (item 1) • Appointment of the Director – Procedures (item 7)
<i>BREAK</i>	
12.45 pm – 2.00 pm	<ul style="list-style-type: none"> • Report of the Director (item 2) • Incidents involving the IOPC Funds (item 3)
Tuesday, 2 November 2021	
11.00 am – 12.30 pm	<ul style="list-style-type: none"> • Interim Report of the Credentials Committee (item 1) • Incidents involving the IOPC Funds (continued) (item 3)
<i>BREAK</i>	
12.45 pm – 2.00 pm	<ul style="list-style-type: none"> • Appointment of the Director – Candidate presentations (item 7) (Closed session – 1992 Fund Member States only)
Wednesday, 3 November 2021	
11.00 am – 12.30 pm	<ul style="list-style-type: none"> • Results of ballot 1 for the election of the Director (item 7) • Compensation matters (item 4) • Financial Reporting (item 5)
<i>BREAK</i>	
12.45 pm – 2.00 pm	<ul style="list-style-type: none"> • Financial policies and procedures (item 6) • Secretariat and administrative matters (continued) (item 7)

Date/time (UTC)	Subject/Agenda item
Thursday, 4 November 2021	
11.00 am – 12.30 pm	<ul style="list-style-type: none"> • Results of ballot 2 (if required) for the election of the Director (item 7) • Treaty matters (item 8)
<i>BREAK</i>	
12.45 pm – 2.00 pm	<ul style="list-style-type: none"> • Budgetary matters (item 9) • Any other business (item 10)
Friday, 5 November 2021	
11.00 am – 12.30 pm	<ul style="list-style-type: none"> • Results of ballot 3 (if required) for the election of the Director (item 7) • Appointment of the Director – Oath of the Director Elect (item 7)
<i>BREAK</i>	
12.45 pm – 2.00 pm	<ul style="list-style-type: none"> • Report of the Credentials Committee (item 1) • Adoption of the Record of Decisions (item 11)

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

3 Availability of meeting documents

Delegates are able to access and download meeting documents online via the Document Services section of the website (documentservices.iopcfunds.org). 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.

4 Submission of documents

- 4.1 Documents prepared by delegations should be submitted to the Secretariat by **Friday, 1 October 2021**. Documents should be submitted via email to conference@iopcfunds.org.
- 4.2 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.

KEY DATES TO ADD TO YOUR DIARY	
Friday, 1 October 2021	Deadline to submit documents (see paragraphs 4.1–4.2)
Friday, 15 October 2021	Deadline to submit credentials (see Annex I) and register to the meeting (see Annex II)

ANNEX I

INFORMATION ON CREDENTIALS AND REGISTRATION TO THE NOVEMBER 2021 MEETING OF THE IOPC FUNDS' GOVERNING BODIES

1 Credentials and notifications

- 1.1 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 ^{<1>}	Other 1992 Fund Member States, States and organisations with observer status
Supplementary Fund Assembly	Supplementary Fund Member States	States and organisations with observer status

- 1.2 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)).
- 1.3 Detailed guidance in respect of the form and content of credentials and notifications is given in circular IOPC/2015/Circ.4 which is available on the Document Services 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.

2 Credentials for remote sessions

- 2.1 Following the process noted by the governing bodies at their first remote meeting in December 2020, for practical reasons, it is very important that delegations submit credentials via the online registration system or by email in advance of the meeting, and no later than **Friday, 15 October 2021**.
- 2.2 The Secretariat will do all it can to facilitate participation of delegations who submit credentials up to the opening day of the sessions, however, late submissions may lead to delays in providing links to access the KUDO platform on time for the opening of the sessions.
- 2.3 Since a vote will take place to elect the next Director during the November 2021 meeting, it is important that Member States submit their credentials by the recommended deadline of Friday, 15 October. **Delegates are reminded that any delegation whose credentials are not submitted in time for review by the Credentials Committee or are not in order will not be entitled to participate in the vote.**
- 2.4 In addition, it is also requested that, where known, the credentials letter specifies the member of the delegation assigned to vote in the election. A second person may be indicated as a substitute should the need arise. Alternatively, for flexibility, the State may indicate that all members of the delegation

<1> The current members of the Executive Committee are listed at Annex II.

are accredited to vote in the election. If no member or members are specified, however, it will be understood that all members are indeed accredited to vote. Please note only one vote may be cast per Member State.

3 **Credentials checklist**

- 3.1 In order to minimise delays in your registration to the meeting and to ensure that your delegation is eligible to vote in the appointment of the Director, please use the following checklist to ensure your delegation’s credentials are in order. For full instructions, please refer to circular IOPC/2015/Circ.4.

IOPC Funds credentials checklist	
Before submitting credentials, please check that:	
<input type="checkbox"/>	They are provided in either English, French or Spanish <i>An official translation of the original may be provided by one of the delegates whose name is listed in the credentials</i>
<input type="checkbox"/>	They list the full and correct dates of the meeting <i>1–5 November 2021</i>
<input type="checkbox"/>	They are signed by an appropriate person of authority <i>Head of State, Head of Government, Minister for Foreign Affairs, the Ambassador or High Commissioner, or a person authorised by the Government to issue credentials. A letter from the appropriate person of authority appointing the person authorised to issue the credentials should also be submitted.</i>
<input type="checkbox"/>	They are addressed to the Director of the IOPC Funds
<input type="checkbox"/>	They contain the correct address of the IOPC Funds <i>4 Albert Embankment, London, SE1 7SR</i>
<input type="checkbox"/>	They indicate whether a specific member of the delegation and a substitute are accredited to cast a vote in the election of the Director or whether all members of the delegation are accredited to vote.
<input type="checkbox"/>	They are submitted electronically via email or at the time of online registration documentservices.iopcfunds.org/meeting-registration conference@iopcfunds.org
<input type="checkbox"/>	They are submitted by the recommended deadline of Friday, 15 October 2021

4 **Registration**

- 4.1 The registration of delegates for remote sessions will be the same as for physical sessions, that is, by completing the online meeting registration form in the Document Services section of the website: documentservices.iopcfunds.org/meeting-registration.
- 4.2 In order to obtain access to the sessions of the IOPC Funds governing bodies, delegates should register directly with the IOPC Funds Secretariat (and NOT the IMO) by **Friday, 15 October 2021**, via the online registration system.

- 4.3 Only those delegates who have registered online will be sent a link to the remote sessions and appear on the list of participants to the meeting. The Secretariat will do all it can to facilitate participation of delegations who register after Friday, 15 October, however, late registrations may lead to delays in providing links to access the KUDO platform on time for the opening of the sessions.
- 4.4 Registered delegates are requested to ensure that the following email address is added to their address book or allowed by their mailbox spam filters so notifications are not missed: no-reply@iopcfunds.org.

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ANNEX II

LIST OF MEMBER STATES, OBSERVER STATES AND INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANISATIONS WHICH HOLD OBSERVER STATUS WITH THE IOPC FUNDS

1992 Fund Executive Committee Members		
Canada	Italy	Netherlands
Ecuador	Liberia	Philippines
Germany	Malaysia	Republic of Korea
Ghana	Marshall Islands	Spain
India	Morocco	Thailand

Other 1992 Fund Member States		
Albania	Greece	Poland
Algeria	Grenada	Portugal
Angola	Guinea	Qatar
Antigua and Barbuda	Guyana	Russian Federation
Argentina	Hungary	Saint Kitts and Nevis
Australia	Iceland	Saint Lucia
Bahamas (the)	Iran (Islamic Republic of)	Saint Vincent and the Grenadines
Bahrain	Ireland	Samoa
Barbados	Israel	Senegal
Belgium	Jamaica	Serbia
Belize	Japan	Seychelles
Benin	Kenya	Sierra Leone
Brunei Darussalam	Kiribati	Singapore
Bulgaria	Latvia	Slovakia
Cabo Verde	Lithuania	Slovenia
Cambodia	Luxembourg	South Africa
Cameroon	Madagascar	Sri Lanka
China ^{<1>}	Maldives	Sweden
Colombia	Malta	Switzerland
Comoros	Mauritania	Syrian Arab Republic
Congo (the)	Mauritius	Tonga
Cook Islands	Mexico	Trinidad and Tobago
Côte d'Ivoire	Monaco	Tunisia
Croatia	Montenegro	Turkey
Cyprus	Mozambique	Tuvalu
Denmark	Namibia	United Arab Emirates
Djibouti	Nauru	United Kingdom
Dominica	New Zealand	United Republic of Tanzania
Dominican Republic	Nicaragua	Uruguay
Estonia	Nigeria	Vanuatu
Fiji	Niue	Venezuela (Bolivarian Republic of)
Finland	Norway	
France	Oman	
Gabon	Palau	
Gambia (the)	Panama	
Georgia	Papua New Guinea	

<1>

The 1992 Fund Convention applies to the Hong Kong Special Administrative Region only.

Supplementary Fund Member States

Australia	Greece	Norway
Barbados	Hungary	Poland
Belgium	Ireland	Portugal
Canada	Italy	Republic of Korea
Congo (the)	Japan	Slovakia
Croatia	Latvia	Slovenia
Denmark	Lithuania	Spain
Estonia	Montenegro	Sweden
Finland	Morocco	Turkey
France	Netherlands	United Kingdom
Germany	New Zealand	

1992 Fund and Supplementary Fund observer States

Bolivia (Plurinational State of)	Egypt	Pakistan
Brazil	Guatemala	Peru
Chile	Honduras	San Marino
Costa Rica	Indonesia	Saudi Arabia
Democratic People's Republic of Korea	Kuwait	Ukraine
	Lebanon	United States

Intergovernmental organisations having observer status with the IOPC Funds

Baltic Marine Environment Protection Commission (Helsinki Commission)
Central Commission for the Navigation of the Rhine (CCNR)
European Commission
International Institute for the Unification of Private Law (UNIDROIT)
International Maritime Organization (IMO)
Maritime Organisation of West and Central Africa (MOWCA)
Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC)
United Nations (UN)
United Nations Environment Programme (UNEP)

Non-governmental organisations having observer status with the IOPC Funds

BIMCO
Cedre
Comité Maritime International (CMI)
Conference of Peripheral Maritime Regions (CPMR)
European Chemical Industry Council (CEFIC)
Iberoamerican Maritime Law Institute (IIDM)
International Association of Classification Societies Ltd (IACS)
International Chamber of Shipping (ICS)
International Group of P&I Associations
International Salvage Union (ISU)
International Spill Control Organization (ISCO)
International Union of Marine Insurance (IUMI)
INTERTANKO
ITOPF
Oil Companies International Marine Forum (OCIMF)
Sea Alarm Foundation (Sea Alarm)
World LPG Association (WLPGA)