



International Oil Pollution
Compensation Funds

Reference	IOPC/2021/Circ.8
Date	8 October 2021
1992 Fund Assembly	●
Supplementary Fund Assembly	●

Invitation to the November 2021 meeting of the IOPC Funds governing bodies – Revised working hours and agenda

*Monday, 1 November to Friday, 5 November 2021
to be held remotely via KUDO and partly in person for the purpose of
the ballot procedure for the appointment of the next Director*

Representatives of 1992 Fund Member States, Supplementary Fund Member States and States and Organisations holding observer status with the IOPC Funds have been invited to the November 2021 meeting of the IOPC Funds' governing bodies as set out circular IOPC/2021/Circ.7, which also contained a provisional agenda and timetable for the meeting.

It was stated in that circular that the meeting was, at that time, planned as a fully remote meeting via KUDO but that should there be any developments that affect the modality of the meeting, delegates would be informed.

Since the publication of circular IOPC/2021/Circ.7 restrictions relating to the COVID-19 pandemic within the United Kingdom have been lifted and the International Maritime Organization (IMO) Secretariat has informed the Director that delegations will now be permitted in the main conference hall. This will enable the ballot procedure for the appointment of the next Director at the November 2021 meeting to take place in person, by roll call, within the main hall, in accordance with established practice, which was the preferred option of the 1992 Fund Assembly, as decided in March 2021.

At the time of issuance of this circular, there are no restrictions as to the number of delegates allowed to be present in the building. However, to ensure safety of those present in the main hall, as a precautionary measure aimed at containing the spread of COVID-19, a maximum of two delegates per Member State are invited to attend the private meetings to vote in person by secret ballot, by roll call. Only delegates registered via the online meeting registration form and with valid credentials will be allowed to cast a ballot. Full details relating to the procedures for the appointment of the Director can be found in document IOPC/NOV21/7/2/1.

Whilst delegations may be physically present in the hall, the meeting will still take place via KUDO as planned. The change in format for the ballot procedure has nevertheless required the working hours and provisional agenda for the meeting to be revised, and the Director wishes to inform all representatives of the updated schedule as set out in the attached document IOPC/NOV21/1/1/1.

That document also contains important information on the presentation of credentials and notifications, registration for the meeting and the requirement to inform the Secretariat in advance of anyone planning to attend the meeting in person, including for the purpose of casting a vote in the ballot for the appointment of the Director.



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Agenda Item 1	IOPC/NOV21/1/1/1	
Date	8 October 2021	
Original	English	
1992 Fund Assembly	92A26	●
1992 Fund Executive Committee	92EC77	●
Supplementary Fund Assembly	SA18	●

REVISED 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 and partly in person for the purpose of
the ballot procedure for the appointment of the next Director*

1 Introduction

- 1.1 A change in format for the ballot procedure for the appointment of the next Director has required the working hours and provisional agenda for the November 2021 sessions of the IOPC Funds' governing bodies to be revised.
- 1.2 The meeting will still be held remotely via the KUDO platform as originally planned, however, delegations will now be permitted in the main conference hall in the IMO building and, therefore, the vote will take place by secret ballot in person, by roll call, in a separate private meeting at which only representatives of 1992 Fund Member States are in attendance, as decided by the IOPC Funds' governing bodies in March 2021. It is possible that more than one ballot will be required and, therefore, several private meetings will likely take place.
- 1.3 The Director, in consultation with the Chairs, has prepared a revised provisional timetable and agenda dividing the week into plenary sessions and private meetings, as set out in section 3. It should, however, be noted that the timetable and agenda remain for guidance only and are subject to change at short notice. Delegations are, therefore, strongly encouraged to be present throughout the meeting.
- 1.4 Important information on the attendance of private meetings for the in-person ballot is set out in section 2 below.
- 1.5 Full details relating to the procedures for the appointment of the Director can be found in document IOPC/NOV21/7/2/1.

2 Attendance of private meetings for the in-person ballot

- 2.1 1992 Fund Member States are invited to send up to **two representatives** from their accredited delegation to attend the private meetings to vote in person by secret ballot, by roll call.
- 2.2 In addition, representatives of Member States will be issued a link to attend those meetings remotely. However, it will not be possible to vote online.
- 2.3 Anyone planning to travel to London in order to participate in the vote will need to respect all rules related to travel and visas in place in the United Kingdom at the time. Such information can be found on the UK Government website: www.gov.uk.

- 2.4 For those delegations who are unable or prefer not to travel to London, in July 2021, the Administrative Council agreed that any State without official representation in London at the time of the election could accredit to their delegation a trusted agent (such as a member of a London law firm or other agency), not accredited to another delegation, for the purpose of casting their ballots. In such cases, this person must be included in the credentials. It is also requested that, where known, the credentials letter specifies the member of the delegation assigned to vote in the election.
- 2.5 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 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.
- 2.6 For security purposes, all representatives who are planning on visiting the IMO building, either for the purpose of following the sessions via KUDO from the main hall or in order to vote in the election, must indicate this at the time of registering for the meeting. Alternatively, representatives planning to attend may email conference@iopcfunds.org.
- 2.7 Full details regarding credentials requirements for remote meetings can be found in document IOPC/NOV21/1/1. It should be noted in particular that, 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 and register online for the meeting by the recommended deadline of Friday, 15 October. To register online visit documentservices.iopcfunds.org/meeting-registration.
- 2.8 **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.** Furthermore, late registrations may lead to delays in providing links to access the KUDO platform on time for the opening of the sessions.

3 Revised provisional agenda and timetable

Monday, 1 November 2021		<i>All times in UTC</i>
11.00 am – 12.30 pm	Plenary	
	<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	Plenary	
	<ul style="list-style-type: none"> • Interim Report of the Credentials Committee (item 1) • Incidents involving the IOPC Funds (continued) (item 3) • Compensation matters (item 4) 	
<i>BREAK</i>		
12.45 pm – 2.00 pm	Private meeting – 1992 Fund Member States only	
	<ul style="list-style-type: none"> • Appointment of the Director – Candidate presentations (item 7) 	
<i>BREAK</i>		
2.30 pm – 3.30 pm	<ul style="list-style-type: none"> • Appointment of the Director – Ballot 1 	
Wednesday, 3 November 2021		
11.00 am – 12.30 pm	Plenary	
	<ul style="list-style-type: none"> • Results of ballot 1 for the election of the Director (item 7) • Financial Reporting (item 5) 	
<i>BREAK</i>		
12.45 pm – 2.00 pm	<ul style="list-style-type: none"> • Financial Reporting (continued) (item 5) • Financial policies and procedures (item 6) 	
<i>BREAK</i>		
2.30 pm – 3.30 pm	Private meeting – 1992 Fund Member States only	
	<ul style="list-style-type: none"> • Appointment of the Director – Ballot 2 (if required) 	
Thursday, 4 November 2021		
11.00 am – 12.30 pm	Plenary	
	<ul style="list-style-type: none"> • Results of ballot 2 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) • Other matters (item 10) 	
<i>BREAK</i>		
2.30 pm – 3.30 pm	Private meeting – 1992 Fund Member States only	
	<ul style="list-style-type: none"> • Appointment of the Director – Ballot 3 (if required) 	
Friday, 5 November 2021		
11.00 am – 11.15 am	Private meeting – 1992 Fund Member States only	
	<ul style="list-style-type: none"> • Appointment of the Director – Contract of Director-Elect (item 7) 	
11.15 am – 12.30 pm	Plenary	
	<ul style="list-style-type: none"> • Results of ballot 3 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) 	