



International Oil Pollution
Compensation Funds

Reference	IOPC/2021/Circ.9
Date	25 October 2021
1992 Fund Assembly	●
Supplementary Fund Assembly	●

Practical information for the November 2021 meeting 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*

The November 2021 meeting of the IOPC Funds' governing bodies will be held remotely via the e-conferencing platform KUDO, as originally planned. However, the election of the next Director will take place in person by roll call during dedicated private meetings.

In order to facilitate the full participation of delegations at all relevant sessions, representatives are invited to note the following important practical information.

- Only those delegates who have registered and submitted credentials in advance will be sent a link and joining instructions to the virtual meeting. **Links to the meeting will be sent on Thursday, 28 October 2021.** To register, please visit [IOPC FUNDS | Meeting Registration](#). Credentials may be submitted at the time of registration or by email to conference@iopcfunds.org.
- Delegates **planning on visiting the IMO building** during the meeting **are kindly requested to indicate this at the time of registering**. Alternatively, representatives planning to attend may email conference@iopcfunds.org.
- As a precautionary measure aimed at containing the spread of COVID-19, **a maximum of two delegates per Member State will be permitted in the main hall** at any one time.
- An **onboarding session** for the KUDO platform and for the purpose of connectivity testing will be held **on Friday, 29 October 2021**. **Links to that session will be sent** to all registered participants **on Wednesday, 27 October 2021**.
- On **Sunday, 31 October 2021, the clocks go back an hour** in the United Kingdom to UTC (GMT). The meeting will commence at 11 am UTC on Monday, 1 November 2021.
- Delegates attending the plenary meeting in the main hall in person should arrive early to allow time to confirm registration and to pass through security, and should have suitable identification to hand. The Secretariat will be available to facilitate admission from 9.30 am each day. Delegates **will be required to log in via KUDO** and should bring a personal device and headset in order to join the meeting
- **Delegates attending the private meeting** at 12.45 pm on Tuesday, 2 November 2021, **are strongly recommended to arrive early**, ideally in time for the plenary session beforehand, to avoid long queues at the security desk. Those attending the private meetings for the purpose of the election, should be seated

in the main hall no later than 2.20 pm, **will still be required to log in via KUDO** and should bring a personal device and headset in order to join the meeting.

- **Delegates are urged to clearly enter their Member State or the observer delegation they represent in their display name at the time of logging into the KUDO platform**, prior to joining the meeting (MEMBER STATE/OBSERVER DELEGATION First name SURNAME). Anyone not clearly identifiable as an accredited 1992 Fund Member State representative may be removed from the private meeting.

For any queries relating to the meeting, please contact conference@iopcfunds.org.
