



International Oil Pollution
Compensation Funds

Reference	IOPC/2023/Circ.5
Date	25 July 2023
1992 Fund Assembly	●
Supplementary Fund Assembly	●

Invitation to the November 2023 meeting of the IOPC Funds governing bodies

*Tuesday, 7 November to Friday, 10 November 2023
to be held in person at 4 Albert Embankment, London, SE1 7SR*

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 2023 meeting of the IOPC Funds governing bodies.

The following sessions will be convened on Tuesday, 7 November and may continue until 5.30 pm on Friday, 10 November:

- the 28th session of the 1992 Fund Assembly;
- the 81st session of the 1992 Fund Executive Committee; and
- the 20th session of the Supplementary Fund Assembly.

The meeting will be held in person in the main conference hall of the IMO Headquarters building and will be complemented by a passive streaming service.

An induction course for those Member State representatives who are new to the IOPC Funds will also be held on Monday, 6 November.

Please find attached document IOPC/NOV23/1/1 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. Supporting documentation in respect of some of the agenda items will be circulated in due course.



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Agenda Item 1	IOPC/NOV23/1/1	
Date	25 July 2023	
Original	English	
1992 Fund Assembly	92A28	●
1992 Fund Executive Committee	92EC81	●
Supplementary Fund Assembly	SA20	●

PROVISIONAL AGENDA FOR THE NOVEMBER 2023 SESSIONS OF THE IOPC FUNDS GOVERNING BODIES

*Tuesday, 7 November to Friday, 10 November 2023
to be held in person at 4 Albert Embankment, London, SE1 7SR*

1 Introduction

- 1.1 This document contains a provisional timetable and agenda for the November 2023 sessions of the IOPC Funds governing bodies. The following sessions of the governing bodies will be convened:

1992 Fund Assembly	Twenty-eighth session	92A28
1992 Fund Executive Committee	Eighty-first session	92EC81
Supplementary Fund Assembly	Twentieth session	SA20

- 1.2 The sessions will be held in person in the main conference hall of the IMO Headquarters building. All sessions will commence at 9.30 am on Tuesday, 7 November and may continue until Friday, 10 November. Working hours are normally from 9.30 am to 12.30 pm with a break from 11.00 am to 11.30 am and from 2.30 pm to 5.30 pm with a break from 4 pm to 4.30 pm.
- 1.3 An induction course will be held on Monday, 6 November, which will be open to all interested delegates. However, the course is designed for those who are new to the IOPC Funds or have little prior knowledge of the organisations. Further information about how to register for this course will be circulated nearer the time.
- 1.4 Delegations are kindly invited to join the Director for welcome coffee and pastries from 8.30 am on Tuesday, the opening day of the meeting. Quorum for each of the governing bodies is established at the opening of the sessions at 9.30 am and, therefore, delegates should be seated in the room at that time, in order for their State to be included in the quorum.
- 1.5 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 at all times. A reception will be hosted by the Director at the end of the meeting day on Wednesday, 7 November.
- 1.6 Since a vote will take place to elect members of the joint Audit Body during the November 2023 meeting, it is important that Member States submit their credentials by the deadline of Tuesday, 31 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 the vote, which will be held in person. Further details of the specific requirements for credentials for this particular meeting are set out at Annex I.

- 1.7 To complement the in-person meeting, a streaming service will be provided to allow additional members of delegations to follow the meeting remotely. However, anyone choosing to use this service will not be able to actively participate in the sessions, will not be able to vote and will not be included in the list of participants to the meeting. Only those States represented in person will be considered present and attending the meeting for the purpose of the quorum.
- 1.8 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.

2 Provisional agenda and timetable

Monday 6 November	
AM	Induction Course <i>(Further information about how to register for this course will be circulated nearer the time)</i>
Tuesday 7 November	
Morning	Welcome coffee and pastries
AM	Procedural matters Overview Incidents involving the IOPC Funds
PM	Incidents involving the IOPC Funds (continued) Compensation matters
Wednesday 8 November	
AM	Procedural matters (continued) Financial reporting
PM	Financial policies and procedures Secretariat matters
Evening	Reception
Thursday 9 November	
AM	Election of the members of the joint Audit Body (Vote in person) Treaty matters
PM	Budgetary matters Other matters
Friday 10 November	
PM	Adoption of the Record of Decisions

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, 6 October 2023**. 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	
<i>Friday, 6 October 2023</i>	Deadline to submit documents (see paragraphs 4.1–4.2)
<i>Tuesday, 31 October 2023</i>	Deadline to submit credentials (see Annex I)
<i>Tuesday, 31 October 2023</i>	Deadline to register to the meeting (see Annex I)

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ANNEX I

INFORMATION ON CREDENTIALS AND REGISTRATION TO THE NOVEMBER 2023 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)). Credentials must be submitted online via the online registration system, by post or e-mail. In accordance with the Rules of Procedure of the governing bodies, the deadline to submit credentials is five working days prior to the opening of the sessions, i.e. **Tuesday, 31 October 2023**. This facilitates the work of the Credentials Committee, and allows sufficient time to correct any errors well in advance of the meeting
- 1.3 Since a vote will take place to elect members of the joint Audit Body during the November 2023 meeting, it is important that Member States submit their credentials by the deadline of Tuesday, 31 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.**
- 1.4 Delegations are strongly encouraged to familiarise themselves with the guidance on the required format and content of credentials and notifications, as contained in the recently updated circular on the subject (circular [IOPC/2023/Circ.6](#)) 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.
- 1.5 In order to ensure that the IOPC Funds have the correct contact details for the Heads of Delegations, delegates are urged to inform the Secretariat of any updates or changes to their delegations by emailing conference@iopcfunds.org.

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

2 Credentials checklist

In order to minimise delays in your registration to the meeting, please use the following checklist to ensure your delegation's credentials are in order. For full instructions, please refer to circular [IOPC/2023/Circ.6](#).

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>7 to 10 November 2023</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 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 Tuesday, 31 October 2023

3 Registration

- 3.1 In order to obtain access to the sessions of the IOPC Funds governing bodies, which are held at the IMO building, delegates, including permanent/deputy/alternate representatives to IMO, should register directly with the IOPC Funds Secretariat (and not the IMO) at least one week before the meeting, i.e. by **Tuesday, 31 October 2023**, via the online registration system within the Document Services section of the website (<http://documentservices.iopcfunds.org/meeting-registration>). **Only those delegates who have registered online will appear on the list of participants to the meeting.**
- 3.2 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.
- 3.3 Delegates are requested to arrive early on the first day of the meeting to allow time to confirm registration, with registration services provided from 8.00 am. Delegates who do not register online in advance will need to do so on arrival, in addition to providing evidence of their authorisation to attend the meeting. During peak time on Tuesday morning, delegates who have not registered in advance may be required to wait for an online device to become available at the registration desk.
- 3.4 With reference to security procedures at IMO, all delegates are required to carry a specially issued pass to gain access to IMO. Delegates who have previously been issued with a security pass to attend

meetings at IMO are requested to bring this pass with them. No representative will be admitted without evidence of their authorisation to attend the meeting.

- 3.5 Delegates requiring visas to enter the United Kingdom are advised to submit their visa application to their nearest Visa Application Centre well in advance of the meeting as the time taken by the Home Office to process visas can vary from one country to another. In many countries, visa applications can be submitted online. Delegates representing Member States of the IOPC Funds are entitled to an 'exempt status visa' and should apply using the form referenced 'VAFDIP2 DEC 2008' which is available on the UK Border Agency website (www.ukba.homeoffice.gov.uk). Please note that for the purposes of this application and any supporting note verbale, the IOPC Funds should be referred to as the 'International Oil Pollution Compensation Fund (IOPCF)'. Delegates who experience any difficulty in obtaining a visa are advised to contact the IOPC Funds Secretariat as soon as possible so that assistance or advice can be provided.

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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		
Algeria	Denmark	Republic of Korea
Bahamas	France	Singapore
Canada	Jamaica	South Africa
Colombia	Japan	Thailand
Cyprus	New Zealand	United Kingdom

Other 1992 Fund Member States		
Albania	Guinea	Palau
Angola	Guinea-Bissau	Panama
Antigua and Barbuda	Guyana	Papua New Guinea
Argentina	Hungary	Philippines
Australia	Iceland	Poland
Bahrain	India	Portugal
Barbados	Iran (Islamic Republic of)	Qatar
Belgium	Ireland	Russian Federation
Belize	Israel	Saint Kitts and Nevis
Benin	Italy	Saint Lucia
Brunei Darussalam	Kenya	Saint Vincent and the Grenadines
Bulgaria	Kiribati	Samoa
Cabo Verde	Latvia	San Marino
Cambodia	Liberia	Senegal
Cameroon	Lithuania	Serbia
China ^{<1>}	Luxembourg	Seychelles
Comoros	Madagascar	Sierra Leone
Congo (the)	Malaysia	Slovakia
Cook Islands	Maldives	Slovenia
Costa Rica	Malta	Spain
Côte d'Ivoire	Marshall Islands	Sri Lanka
Croatia	Mauritania	Sweden
Djibouti	Mauritius	Switzerland
Dominica	Mexico	Syrian Arab Republic
Dominican Republic	Monaco	Tonga
Ecuador	Montenegro	Trinidad and Tobago
Estonia	Morocco	Tunisia
Fiji	Mozambique	Türkiye
Finland	Namibia	Tuvalu
Gabon	Nauru	United Arab Emirates
Gambia (the)	Netherlands	United Republic of Tanzania
Georgia	Nicaragua	Uruguay
Germany	Nigeria	Vanuatu
Ghana	Niue	Venezuela (Bolivarian Republic of)
Greece	Norway	
Grenada	Oman	

<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	Türkiye
France	Netherlands	United Kingdom
Germany	New Zealand	

1992 Fund and Supplementary Fund observer States

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

Intergovernmental organisations having observer status with the IOPC Funds

Baltic Marine Environment Protection Commission – Helsinki Commission (HELCOM)
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)