



International Oil Pollution
Compensation Funds

Reference	IOPC/2024/Circ.3
Date	21 February 2024
1992 Fund Assembly	●
Supplementary Fund Assembly	●

Invitation to the April 2024 meeting of the IOPC Funds' governing bodies and the 2010 HNS Convention Workshop

*Monday, 29 April to Thursday, 2 May 2024
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 April 2024 sessions of the IOPC Funds' governing bodies.

The following sessions will be convened on Monday, 29 April and may continue until 12.30 pm on Wednesday, 1 May:

- 28th extraordinary session of the 1992 Fund Assembly
- 82nd session of the 1992 Fund Executive Committee
- 12th extraordinary session of the Supplementary Fund Assembly

The meeting will be held in person in the main conference hall of the IMO Headquarters building. On this occasion, it will be possible for additional members of delegations to follow the meeting remotely. However, anyone choosing to do so, will not be able to actively participate in the sessions 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 IOPC Funds' meeting for the purpose of the quorum.

Please find attached document IOPC/APR24/1/1 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.

Representatives of 1992 Fund Member States, Supplementary Fund Member States and States and organisations holding observer status with the IOPC Funds are also invited to attend the workshop on the 2010 HNS Convention, which is scheduled to take place immediately after the closure of the IOPC Funds' meeting, from 2.30 pm on Wednesday, 1 May, and will continue on Thursday, 2 May, from 9.30 am to 5.30 pm.

The workshop has been organised by the IOPC Funds, in cooperation with IMO. Member States of IMO and organisations holding observer status with IMO are also invited to attend. Representatives are encouraged to attend the workshop in person, however the workshop will be held using the IMO hybrid meeting facility and both in person and remote-active participation will be available. A provisional programme for the workshop and details on how to register for the event are contained in Annex III of document IOPC/APR24/1/1.



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Agenda Item 1	IOPC/APR24/1/1	
Date	21 February 2024	
Original	English	
1992 Fund Assembly	92AES28	●
1992 Fund Executive Committee	92EC82	●
Supplementary Fund Assembly	SAES12	●

PROVISIONAL AGENDA FOR THE APRIL 2024 SESSIONS OF THE IOPC FUNDS' GOVERNING BODIES

*Monday, 29 April to Wednesday, 1 May 2024
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 April 2024 sessions of the IOPC Funds' governing bodies. The following sessions of the governing bodies will be convened:

1992 Fund Assembly	Twenty-eighth extraordinary session	92AES28
1992 Fund Executive Committee	Eighty-second session	92EC82
Supplementary Fund Assembly	Twelfth extraordinary session	SAES12

- 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 Monday, 29 April and may continue until Wednesday, 1 May. 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 Delegations are kindly invited to join the Director for welcome coffee and pastries from 8.30 am on Monday, 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.
- 1.4 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.
- 1.5 On this occasion, it will be possible for additional members of delegations to follow the meeting remotely. However, anyone choosing to do so, will not be able to actively participate in the sessions 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 IOPC Funds' meeting for the purpose of the quorum.
- 1.6 Important information about the presentation of credentials and notifications, and registration for the meeting is provided at Annex I. 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 29 April	
AM	Procedural matters Overview Incidents involving the IOPC Funds
PM	Compensation matters Treaty matters
Tuesday 30 April	
AM	Financial policies and procedures Secretariat and administrative matters Other matters
Wednesday 1 May	
AM	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, 22 March 2024**. 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, 22 March 2024</i>	Deadline to submit documents (see paragraphs 4.1 – 4.2)
<i>Monday, 22 April 2024</i>	Recommended deadline to submit credentials (see Annex I)
<i>Monday, 22 April 2024</i>	Recommended deadline to register to the meeting (see Annex I)

ANNEX I

INFORMATION ON CREDENTIALS AND REGISTRATION TO THE APRIL 2024 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. **Monday, 22 April 2024**. This facilitates the work of the Credentials Committee, and allows sufficient time to correct any errors well in advance of the meeting.
- 1.3 Delegates are reminded that, in the event of any vote taking place during the sessions, any delegations whose credentials are not in order at the time of the vote 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>29 April to 1 May 2024</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 Monday, 22 April 2024

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 **Monday, 22 April 2024**, via the online registration system within the Document Services section of the website (documentservices.iopcfunds.org/meeting-registration). **Those wishing to receive a link to follow the meeting remotely should also register via the usual meeting registration form**, ensuring to indicate that they will not be attending the meeting in person. Remote-passive participants will receive an email with a joining instructions in due course. **Only those delegates who have registered online and who attend in person 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, including confirmation of registration and meeting documents, if requested, 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 Monday 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 In accordance with Article 14 of the Headquarters Agreement between the Government of the United Kingdom and the International Oil Pollution Compensation Fund, 1992, delegates representing Member States of the IOPC Funds are exempt from all measures restricting entry and from charges for visas, and are therefore entitled to apply for an 'EXEMPT' visa. Delegates requiring visas to enter the United Kingdom are advised to submit their visa application 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. Further information is available on the UK Government website: www.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 (the)	India	South Africa
Canada	Italy	Spain
Colombia	New Zealand	Thailand
Cyprus	Poland	United Kingdom

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

<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)

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ANNEX III

PROVISIONAL PROGRAMME FOR THE WORKSHOP ON THE 2010 HNS CONVENTION

Wednesday, 1 May 2024, to Thursday, 2 May 2024 to be held in person and with remote-active participation at 4 Albert Embankment, London, SE1 7SR

1 Introduction

- 1.1 A workshop on the 2010 HNS Convention is scheduled to take place from 2.30 pm on Wednesday, 1 May, and will continue on Thursday, 2 May, from 9.30 am to 5.30 pm. This document contains a provisional programme and information on registration for the workshop, which has been organised by the IOPC Funds, in cooperation with the International Maritime Organization (IMO), and which will take place immediately after the closure of the IOPC Funds' meeting the same week.
- 1.2 The workshop will be held both in person and with remote-active participation in the main conference hall of the IMO Headquarters building. Aside from the start time of 2.30 pm on Wednesday 1 May, working hours will follow the usual IMO timetable, i.e. 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 Representatives of 1992 Fund Member States, Supplementary Fund Member States and States and organisations holding observer status with the IOPC Funds are invited to attend, as well as any additional Member States of IMO and organisations holding observer status with IMO. Representatives are encouraged to attend the workshop in person, however, the workshop will be held using the IMO hybrid meeting facility to enable wider participation.

2 Provisional programme

- 2.1 The Director, in consultation with IMO, has prepared the following provisional programme:

Wednesday 1 May		
PM	Introduction	Opening Remarks Current status of the 2010 HNS Convention
	Session 1	Reporting HNS – what you need to know
	Session 2	Panel session: contracting States and others share their experience in implementing the 2010 HNS Convention
Thursday 2 May		
AM	Session 3	Presentation of the different reporting models
	Session 4	Open discussion on a simplified approach to reporting and consideration of update to the Reporting Guidelines
PM	Session 5	Reporting Requirements on States prior to and after entry into force
	Session 6	HNS online reporting tool
	Session 7	Entry into force timeline and action plan
	Conclusion	Closing remarks

2.2 Further information on the workshop can be found on the [HNS website](#).

3 Registration and joining instructions

3.1 Participants should register directly with the IOPC Funds Secretariat (and not the IMO) in advance of the workshop, ideally no later than **Monday, 22 April 2024**, via the online registration form within the [Document Services section](#) of the website.

3.2 Those wishing to participate remotely in the workshop should also register via the IOPC Funds' meeting registration form, ensuring to indicate that they will not be attending the workshop in person. An email will be sent with a joining link for Zoom to all remote-active participants. This Zoom link will be personalised and should not be shared with any other person. Participants who register to participate remotely using the IMO hybrid meeting facility will receive further information on the procedures for using this service, including joining instructions, by email in due course.

3.3 For further information, please email conference@iopcfunds.org.
