



International Oil Pollution
Compensation Funds

Reference	IOPC/2025/Circ.2
Date	6 February 2025
1992 Fund Assembly	●
Supplementary Fund Assembly	●

Invitation to the April 2025 sessions of the IOPC Funds' governing bodies

*Tuesday, 29 April to Thursday, 1 May 2025
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 2025 extraordinary sessions of the IOPC Funds' governing bodies.

The following sessions will be convened on Tuesday, 29 April at 9.30 am and may continue until 5.30 pm on Thursday, 1 May:

- 29th extraordinary session of the 1992 Fund Assembly
- 84th session of the 1992 Fund Executive Committee
- 13th extraordinary session of the Supplementary Fund Assembly

The meeting will be held in person in the main conference hall of the Headquarters of the International Maritime Organization (IMO). Additional members of delegations may follow the meeting remotely via the IMO hybrid meeting facility, 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.

An induction course for representatives of both States and international organisations holding observer status with the IOPC Funds will also be held on Monday, 28 April.

Please find attached document IOPC/APR25/1/1 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/APR25/1/1	
Date	6 February 2025	
Original	English	
1992 Fund Assembly	92AES29	●
1992 Fund Executive Committee	92EC84	●
Supplementary Fund Assembly	SAES13	●

PROVISIONAL AGENDA FOR THE APRIL 2025 SESSIONS OF THE IOPC FUNDS' GOVERNING BODIES

*Tuesday, 29 April to Thursday, 1 May 2025
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 2025 sessions of the IOPC Funds' governing bodies. The following sessions of the governing bodies will be convened:

1992 Fund Assembly	Twenty-ninth extraordinary session	92AES29
1992 Fund Executive Committee	Eighty-fourth session	92EC84
Supplementary Fund Assembly	Thirteenth extraordinary session	SAES13

- 1.2 The sessions will be held in person in the main conference hall of the Headquarters of the International Maritime Organization (IMO). All sessions will commence at 9.30 am on Tuesday, 29 April and may continue until Thursday, 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 An induction course will be held on Monday, 28 April which will be open to both States and international organisations holding observer status with the IOPC Funds. Further course details and 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 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.
- 1.6 It will be possible for additional members of delegations to follow the meeting remotely via the IMO hybrid meeting facility. 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. Those wishing to follow the meeting remotely should register via the [Document Services section](#) of the website, ensuring to indicate that they will not be attending the meeting in person. Members of delegations who register to participate remotely will receive further information on the procedures for using this service, including joining instructions, by email in due course.

- 1.7 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 28 April	
AM	Induction Course for representatives of observer delegations <i>(Further information about how to register for this course will be circulated nearer the time)</i>
Tuesday 29 April	
AM	Procedural matters Overview Incidents involving the IOPC Funds
PM	Incidents involving the IOPC Funds (continued) Compensation matters Financial reporting Financial policies and procedures
Wednesday 30 April	
AM	Procedural matters (continued) Secretariat and administrative matters Treaty matters Other matters
Thursday 1 May	
AM	Procedural matters (continued) 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 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 **Tuesday, 1 April**. Documents should be submitted via email to conference@iopcfunds.org.
- 4.2 Once received, documents will be formatted according to the IOPC 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	
Tuesday, 1 April 2025	Deadline to submit documents (see paragraphs 4.1 – 4.2)
Tuesday, 22 April 2025	Deadline to submit credentials (see Annex I)
Tuesday, 22 April 2025	Deadline to register for the meeting (see Annex I)

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ANNEX I

Information on credentials and registration for the April 2025 meeting of the IOPC Funds' governing bodies

1 Credentials and notifications

- 1.1 In accordance with the Rules of Procedure of the governing bodies, 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, and 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 IMO). Credentials must be submitted online via the online registration system, by post to the IOPC Funds mailing address or by e-mail to conference@iopcfunds.org. 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, 22 April**. 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 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. A short animated video setting out the key steps to preparing and submitting credentials is also available.
- 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.
- 1.6 To assist delegations with the submission of their credentials, the Secretariat has prepared a short instructional video which is available on the [Document Services](#) website.

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

2 Credentials checklist

In order to minimise delays to your registration for the meeting, please use the following checklist to ensure your delegation's credentials are in order or refer to the short explanatory video available on the governing bodies page of the website. 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 2025</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. They can also be signed by an appropriate authority as determined by the Government, in which case please check circular IOPC/2023/Circ.6.</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 conference@iopcfunds.org documentservices.iopcfunds.org/meeting-registration
<input type="checkbox"/>	They are submitted by the deadline of Tuesday, 22 April 2025

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 IMO) at least one week before the meeting, i.e. by **Tuesday, 22 April**, via the online registration system within the Document Services section of the website (documentservices.iopcfunds.org/meeting-registration). **Those who wish to follow the meeting remotely via the IMO hybrid meeting facility should also register using the online 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 Zoom link and joining instructions before the start of the meeting. **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. 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 For accessibility information for visitors to IOPC Funds' meetings held at the IMO, please contact conference@iopcfunds.org.
- 3.6 In accordance with Article 15 of the Headquarters Agreement^{<2>} 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 by emailing conference@iopcfunds.org as soon as possible so that assistance or advice can be provided.

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<2> Corresponding to Article 14 of the revised Headquarters Agreements for the 1992 Fund and Supplementary Fund. A revised 1992 Fund Headquarters Agreement and a separate Supplementary Fund Headquarters Agreement were adopted by the IOPC Funds' governing bodies in November 2020. The 1992 Fund and Supplementary Fund Agreements were signed by the Government of the United Kingdom of Great Britain and Northern Ireland and the IOPC Funds at the IOPC Funds' Headquarters in London on 23 March 2022. These Agreements are currently awaiting Parliamentary approval.

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		
Antigua and Barbuda	Madagascar	Poland
France	Marshall Islands	Portugal
India	Namibia	Republic of Korea
Italy	Netherlands	Singapore
Japan	Norway	Uruguay

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

^{<1>} The 1992 Fund Convention applies to the Hong Kong Special Administrative Region only.

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

1992 Fund and Supplementary Fund observer States		
Bolivia (Plurinational State of)	Guatemala	Pakistan
Brazil	Honduras	Peru
Chile	Indonesia	Saudi Arabia
Democratic People's Republic of Korea	Iraq ^{<2>}	Ukraine
Egypt	Kuwait	United States
	Lebanon	

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)

^{<2>} The 1992 Fund Convention will enter into force for this State on 5 August 2025.
IOPC/APR25/1/1, Annex II, page 2

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 Liquid Gas Association (WLGA)
