



International Oil Pollution  
Compensation Funds

Reference	IOPC/2025/Circ.6
Date	24 July 2025
1992 Fund	●
Supplementary Fund	●

## Credentials and notifications for IOPC Funds meetings

In order to participate either in person or remotely in meetings of the governing bodies of the International Oil Pollution Compensation Funds (IOPC Funds)<sup><1></sup>, credentials or notifications are required as follows:

	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	Other 1992 Fund Member States, other States and organisations with observer status
1992 Fund Working Groups		1992 Fund Member States, States and organisations with observer status
Supplementary Fund Assembly	Supplementary Fund Member States	Other 1992 Fund Member States, other States and organisations with observer status

The requirements relating to the submission of credentials and notifications for meetings of the IOPC Funds and their form and content are different to those of similar organisations, such as the International Maritime Organization (IMO).

This circular gives detailed guidance in respect of the correct form and content of credentials and notifications for IOPC Funds meetings, which was endorsed by the 1992 Fund Assembly at its March 2005 session and revised at its October 2006, June 2007, October 2010, March 2011 and May 2023 sessions. This circular also includes an update to the guidance as result of the decision of the 1992 Fund Administrative Council<sup><2></sup> at the April 2025 sessions to formalise the requirement to officially communicate to the Director through a separate letter that an appropriate authority has been authorised by a government to issue credentials.

The Annex to this circular contains model letters of credentials which have been endorsed by the 1992 Fund Assembly. These model letters are intended solely to assist governments in the preparation of the instruments, and they are not intended, in any way, to replace the form of instruments required by laws or practices of individual States.

<sup><1></sup> The International Oil Pollution Compensation Fund 1992 (1992 Fund) and the International Oil Pollution Compensation Supplementary Fund (Supplementary Fund).

<sup><2></sup> The 25th session of the 1992 Fund Administrative Council, acting on behalf of the 29th extraordinary session of the 1992 Fund Assembly.

### **Procedure for the examination of credentials**

A Credentials Committee is established at each session of the 1992 Fund Assembly to examine the credentials of 1992 Fund Member States (document [92FUND/A/ES.9/28/1](#), March 2005). When the Executive Committee holds sessions in conjunction with sessions of the Assembly, the Credentials Committee established by the Assembly also examines the credentials of States Members of the Executive Committee. However, if the Executive Committee holds a session not in conjunction with the Assembly, the Executive Committee appoints at the beginning of the session its own Credentials Committee. This Committee shall consist of three members who are appointed by the Executive Committee on the proposal of the Chair (Rule 9 of the Rules of Procedure of the Executive Committee).

The 1992 Fund's Credentials Committee also examines the credentials of Supplementary Fund Member States when sessions of the two Fund Assemblies are held concurrently (document [SUPPFUND/A.4/21](#), October 2008). If a session of the Supplementary Fund Assembly is held not in conjunction with a session of the 1992 Fund's Assembly, the Supplementary Fund Assembly shall appoint its own Credentials Committee at the beginning of the session. This Committee shall consist of three members who shall be appointed by the Supplementary Fund Assembly on the proposal of the Chair (Rule 10 of the Rules of Procedure of the Supplementary Fund Assembly).

### **Deadline for the submission of credentials**

As decided by the 1992 Fund Administrative Council<sup><3></sup> and the Supplementary Fund Assembly at the May 2023 sessions of the governing bodies, credentials must be submitted **not later than five working days prior to the opening of the sessions** (Rule 9 of the Rules of Procedure of the 1992 Fund Assembly and the Supplementary Fund Assembly, and Rule 8 of the Rules of Procedure of the 1992 Fund Executive Committee).

### **Form and content of credentials and notifications**

#### **Formal requirements as regards credentials**

As provided in Rule 9 of the Rules of Procedure of the 1992 Fund Assembly and of the Supplementary Fund Assembly, and Rule 8 of the Rules of Procedure of the 1992 Fund Executive Committee, credentials shall be issued:

- (a) by the Head of State, the Head of Government, the Minister of Foreign Affairs or the Ambassador or High Commissioner either accredited to the country where the Headquarters of the IOPC Funds are located or where a session takes place; or
- (b) by an appropriate authority as determined by the government and communicated to the Director. Where the credentials are issued by an appropriate authority as determined by the government, a letter authorising the authority to issue credentials shall be provided to the Director, not later than five working days prior to the opening of the Assembly [Executive Committee] session. The letter shall be signed by the Head of State, the Head of Government, or by the Minister of Foreign Affairs or the Ambassador or High Commissioner either accredited to the country where the Headquarters of the IOPC Funds are located or where a session takes place.

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<sup><3></sup> The 23rd session of the 1992 Fund Administrative Council, acting on behalf of the 27th extraordinary session of the 1992 Fund Assembly.

The letter designating the appropriate authority, as determined by the government, to issue credentials referred to in paragraph (b) above is a mandatory requirement for the credentials to be considered valid. This letter will remain in effect for subsequent sessions of the governing bodies until a new appointment is made and formally communicated to the Director (document [IOPC/APR25/10/1](#))<sup><4></sup>.

In addition, a person who is properly authorised to issue credentials is entitled to issue original credentials nominating a particular representative to participate in meetings of the IOPC Funds' governing bodies for a specific calendar year.

The credentials should be addressed to the Director of the IOPC Funds (not, as has sometimes been the case in the past, to the Secretary-General of IMO) in the form of an original signed letter, or a scanned copy of the original credentials transmitted from a recognised email address. Credentials transmitted by email will be accepted as valid for all meetings of the governing bodies, irrespective of whether voting is taking place or not. There is no requirement for an email to be accompanied by an original signed letter or *note verbale* from the State's Embassy or High Commission in London certifying the authenticity of the email. Should the Director have any concerns as to the authenticity of any credentials received by email, he will attempt to corroborate them to the extent possible and bring this to the attention of the Credentials Committee.

The credentials should be issued in one of the official languages of the IOPC Funds (English, French or Spanish) or, if in any other language, be accompanied by a certified translation into one of these languages. The certified translation:

- must bear the name, position and organisation of the person certifying the translation and be signed and dated or be stamped, dated and initialled; and
- may be provided by that Member State's Ministry for Foreign Affairs or by its diplomatic representative in London or by one of the delegates whose names were listed in the credentials, or by IMO's Translation Section.

#### Substantive content of credentials

The credentials should indicate clearly the meeting or meetings to which they pertain. This could be done in several ways, for example:

- The 30th session of the 1992 Fund Assembly, the 22nd session of the Supplementary Fund Assembly and the 85th session of the 1992 Fund Executive Committee, held from 4-7 November 2025; or
- The meetings held by the bodies of the International Oil Pollution Compensation Funds during the week of 3 November 2025.

There is no need for credentials to state that they give the person or persons mentioned therein as representative(s) or alternate(s) the right to take part in the meeting(s) and vote, as such rights are considered to be implied.

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<sup><4></sup> Model letters to the Director authorising the authority to issue credentials under paragraph (b) are available upon request from the Secretariat. However, these model letters are intended solely to assist governments in the preparation of the instruments, and they are not intended, in any way, to replace the form of instruments required by laws or practices of individual States.

At least one person must be nominated as representative. Alternate(s) may also be nominated. Persons who are only adviser(s) are not entitled to exercise the right to vote.

It is important that any changes in the composition of a delegation after the issue of the original or additional credentials (for example by the inclusion of further persons) are certified in the form of new or additional credentials, since otherwise any persons not mentioned in the credentials would not be entitled to vote.

#### Notifications

Notifications should indicate the meeting(s) to which they pertain and the person(s) who will represent the State or organisation in question. As regards States, it should be signed by a government or Embassy/High Commission official and be presented on official paper, as appropriate.

Notifications should be addressed to the Director of the IOPC Funds and should be issued in one of the official languages of the IOPC Funds (English, French or Spanish) or, if in any other language, be accompanied by a certified translation into one of these languages.

Formal credentials would be acceptable even if only notifications are required.

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**ANNEX**

**MODEL LETTER OF CREDENTIALS**

Example 1

To be signed by the Head of State, Head of Government,  
Minister for Foreign Affairs, the Ambassador or High Commissioner

Sir,

I have the honour to inform you that I have appointed:

.....  
(full name(s) and title(s))

as Representative(s) of ..... to the ..... with full  
(name of State) (meetings and dates to be identified)

authority to take part in the meeting(s) and to transact all such matters as may appertain to the work of  
this (these) meeting(s) in accordance with the agreed procedures.

I have also the honour to designate

.....  
(full name(s) and title(s) of Alternate(s))

as Alternate Representative(s) and

.....  
(full name(s) and title(s) of Adviser(s))

as Adviser(s) to compose the remainder of the delegation of .....  
(name of State)

Please accept, Sir, the assurance of my highest consideration.

.....  
(signature)

.....  
(full name and title)

The Director  
International Oil Pollution Compensation Funds  
4 Albert Embankment  
London SE1 7SR

MODEL LETTER OF CREDENTIALS

Example 2

To be signed by an appropriate authority as determined by the government to issue credentials

Sir,

I have the honour to inform you that I have been authorised

by ..... of .....  
(full name and title) (name of State)

to issue credentials in respect of the Representative(s) of my government to the .....  
(meetings and dates to be identified)

and to designate the other members of the delegation of .....to the meeting(s).  
(name of State)

Acting upon this authority, I have the honour to inform you that

.....  
(full name(s) and title(s))

has (have) been appointed as the Representative(s) of .....to the meeting(s) and is (are)  
(name of State)

fully authorised to take part in the meeting(s) and to transact all such matters as may appertain to the work of this (these) meeting(s) in accordance with agreed procedures.

I have also the honour to designate

.....  
(full name(s) and title(s) of Alternate(s))

as Alternate Representative(s) and

.....  
(full name(s) and title(s) of Adviser(s))

as Adviser(s) to compose the remainder of the delegation of .....  
(name of State)

Please accept, Sir, the assurance of my highest consideration.

.....  
(signature)  
.....  
(full name and title)

The Director  
International Oil Pollution Compensation Funds  
4 Albert Embankment  
London SE1 7SR