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Circular Letter No.3811
8 February 2018

To: All IMO Members
United Nations and specialized agencies
Intergovernmental organizations
Non-governmental organizations in consultative status
Liberation movements

Subject: **Workshop on the 2010 HNS Convention (26 to 27 April 2018)**

1 The Secretary-General has the honour to invite representation at the workshop on the 2010 HNS Convention, which will be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR. The workshop will be open on **Thursday, 26 April 2018 at 9.30 a.m. and is expected to end on Friday, 27 April 2018.**

2 The workshop is being held pursuant to the approval by the Legal Committee, at its 104th session, of the draft programme for a two-day HNS workshop to be held in 2018, in conjunction with the 105th session of the Legal Committee. It is organized in cooperation with the International Oil Pollution Compensation Funds (IOPC Funds).

3 The Assembly, at its recent thirtieth session, adopted resolution A.1123(30), urging all States to work together towards the implementation and entry into force; encouraging States to work with the industry to assist in the implementation process. It is expected that the workshop will be of interest to representatives of States considering ratifying the 2010 HNS Convention and participation will be open to all Member Governments, IGOs and NGOs in consultative status with IMO, which have pertinent expertise. Participation by policy and decision-makers with respect to the ratification of the 2010 HNS Convention is particularly encouraged.

4 To facilitate participation, the meetings of the Legal Committee and the IOPC Funds run consecutively from 23 April to 3 May 2018, with the workshop scheduled between the two meetings.

Draft programme

5 The draft programme for the workshop, as approved by the Legal Committee, is attached and includes a provisional timetable. The workshop will be held in PaperSmart mode, as far as practicable, and will be conducted in English only with no simultaneous translation being provided.

Registration at IMO meetings

6 Member Governments, IGOs and NGOs are required to provide, prior to the meeting date, the names of their representatives, including Permanent Representatives, heads of delegations, alternates, advisers or observers, via the Online Meeting Registration System (OMRS), as advised in Circular Letter No.3463 of 14 July 2014. This facilitates both their entry into the building and production of the list of participants by the Secretariat.

7 Once they have completed the registration procedure, delegates will be issued with an electronic access card to pass through the security barrier in the IMO building. Issue of the access card will require photographic proof of identity, e.g. passport, identity card or driving licence. Delegates may also be required to show proof of identity at any time while they are in the Headquarters building, if requested by IMO Security. In view of the significant costs incurred in producing access cards, delegates who have previously been issued with one are kindly requested to bring it with them for reactivation.

8 Any matters relating to the use of the OMRS should be communicated to:

Registration Unit
Meeting Services and Interpretation Section
Email: onlineregistration@imo.org

9 No representative will be registered to attend the meeting without authorization from their OMRS Delegation Coordinator. New delegates whose names appear in the OMRS will be issued with the above-mentioned access card. Delegates whose names are not on the OMRS list will be requested to contact their OMRS Delegation Coordinator in order to process their authorization to attend the meeting.

10 Delegates are advised that the Registration Desk will be open **from 08.00 a.m. on Thursday, 26 April 2018**, when early arrival would be appreciated.

11 General information on administrative and housekeeping issues relating to meetings at IMO may be found in an information leaflet for delegates, which can be downloaded from IMODOCS and is also available at the Documents and Meeting Services counters on the ground floor and second floor, respectively. Delegates are kindly requested to familiarize themselves with the contents of the information leaflet.

Procedure governing IMO support for visa applications

12 Delegates invited by the Organization who require United Kingdom entry visas should, in the first instance, apply for a visa at the nearest British Consulate or Embassy and obtain reference numbers. The necessary documentation (such as a copy of the IMO programme of meetings usually issued during December/January each year; the original and relevant IMO official letter of invitation usually issued some six months prior to the time the meeting is to convene at IMO; or the nomination letter together with a note verbale from the Ministry of Foreign Affairs) must accompany such visa applications.

13 Delegates must be nominated by the Ministry of Transport (or any other competent ministry) or by the national Maritime Administration. The nomination letter should be taken to the Ministry of Foreign Affairs for preparation of a note verbale addressed to the British Embassy/High Commission.

14 If, after following the above-mentioned procedure, delegates still encounter visa problems, either the Ministry of Foreign Affairs, the Ministry of Transport or the national Maritime Administration should communicate in writing on paper bearing the official letterhead the following details to the Head, External Relations Office of IMO, requesting visa assistance and stating the reasons given by the British Embassy/High Commission as to why visas have been or may be refused.

- i First name:
Family name:
Profession:
Date of birth:
Place of birth:
Type of passport:
Passport No.:
Place of issue:
Date of issue:
Valid until:
Visa reference number:
Date and place of visa application:
- ii Purpose of visit:
- iii Duration of anticipated stay in the United Kingdom:

15 This exercise must be undertaken **at least six weeks** before the date on which the session begins, to enable the Organization to support the visa application accordingly and the visa to be issued in good time*.

* Requests for visa assistance should be sent to IMO by fax (+44 (0)20 7587 3210) or by email: visa@imo.org.

PROGRAMME FOR THE WORKSHOP ON THE 2010 HNS CONVENTION

26-27 April 2018, IMO Headquarters

Provisional timetable

Thursday, 26 April 2018

09:30-10:00	Opening Remarks	(IMO) (IOPC Funds)
10:00-11:00	Session 1 – An Introduction to the HNS Convention <ul style="list-style-type: none"> • A brief history of the HNS Convention • An overview of its main features, including its two tiers of compensation • A comparison of the HNS Convention to other regimes 	(IMO) (IOPC Funds) (Canada)
11:00-11:30	<i>Coffee Break</i>	
11:30-12:30	Session 2 – HNS Incidents: Risks and Claims <ul style="list-style-type: none"> • The risks posed by shipping HNS • Types of losses and damage that could result from an HNS incident • Experience of an actual HNS incident (P&I Clubs) 	(ITOPF) (IGP&I)
12:30-14:00	<i>Lunch</i>	
14:00-15:30	Session 3 – The Industry View <ul style="list-style-type: none"> • The views of the shipping industry and cargo interests on the Convention and its global need 	(ICS) (FETSA) (WLPGA) <i>(other industry associations, TBC)</i>
15:30-16:00	<i>Coffee Break</i>	
16:00-17:30	Session 4 – Panel of States that have implemented the HNS Convention <ul style="list-style-type: none"> • How to best approach consultations with stakeholders • Developing national legislation and reporting regulations • Key points for decision-makers • Creating a reporting system and the actual collection of reports 	(Canada) (Denmark) (Norway)

Friday, 27 April 2018

09:30-11:00	Session 5 – The HNS Reporting System <ul style="list-style-type: none"> • Reporting requirements in the HNS Convention • The HNS Finder – how best to use it • The Guidelines on Reporting HNS 	(IMO) (IOPC Funds)
11:00-11:30	<i>Coffee Break</i>	
11:30-12:30	Session 6 – Presentation of HNS Incident Scenarios <ul style="list-style-type: none"> • Presentation of the Incident Scenarios adopted by the IMO Legal Committee 	(Canada) (IOPC Funds) (IMO)
12:30-14:00	<i>Lunch</i>	
14:00-15:30	Session 7 – Interactive Panel Session on Policy and Practical Issues <ul style="list-style-type: none"> • A more hands-on session where participants and others can share experiences, best practices and pose questions on practical issues they are facing in the implementation of the HNS Convention 	(All)
15:30-15:45	Conclusions and workshop closure	