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**MEDITERRANEAN ACTION PLAN (MAP)  
REGIONAL MARINE POLLUTION EMERGENCY RESPONSE CENTRE FOR THE  
MEDITERRANEAN SEA (REMPEC)**

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Regional Workshop on Cooperation Arrangements in the  
Field of Preparedness for and Response to Oil and Hazardous  
and Noxious Substances (HNS) Spills (MEDEXPOL 2016)

REMPEC/WG.40/6  
Date: 17 March 2017

St. Julians, Malta, 14-15 December 2016

Original: English

Agenda Item 6

**REPORT**

**REGIONAL WORKSHOP ON COOPERATION ARRANGEMENTS IN THE  
FIELD OF PREPAREDNESS FOR AND RESPONSE TO OIL AND HAZARDOUS  
AND NOXIOUS SUBSTANCES (HNS) SPILLS (MEDEXPOL 2016)**

**St. Julians, Malta, 14-15 December 2016**



## **INTRODUCTION**

1 The Regional Workshop on Cooperation Arrangements in the Field of Preparedness for and Response to Oil and HNS Spills (MEDEXPOL 2016), hereinafter referred to as the Meeting, was held at Le Méridien St. Julian's Hotel & Spa, St Julians, Malta between 14 and 15 December 2016. The Meeting was convened pursuant to the UN Environment/Mediterranean Action Plan (UNEP/MAP) Programme of Work for 2016-2017 adopted by the Nineteenth Ordinary Meeting of the Contracting Parties to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean ("The Barcelona Convention") and its Protocols (COP19), which was held in Athens, Greece from 9 to 12 February 2016.

2 The principal objectives of the Meeting were to review and examine the proposed draft Mediterranean Guide on Cooperation and Mutual Assistance in responding to Marine Pollution Incidents and to give clear instructions and guidance to the Secretariat for its finalisation, prior to onward transmission to the Twelfth Meeting of the Focal Points of the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC), to be held in Malta between 23 and 25 May 2017, for its review and adoption.

3 The Meeting was organised by REMPEC and was jointly financed by the Integrated Technical Cooperation Programme (ITCP) of the International Maritime Organization (IMO), the Mediterranean Trust Fund (MTF) and The global oil and gas industry association for environmental and social issues (IPIECA).

4 All REMPEC OPRC Focal Points were invited to nominate their representatives attending the Meeting. The invitation to participate in the Meeting was also extended to specialized agencies of the United Nations, other governmental and non-governmental organizations, as well as to the international professional organizations and associations whose activities are relevant to the work of REMPEC.

5 The Workshop was attended by delegations from the following Contracting Parties to the Barcelona Convention:

ALBANIA	ITALY
ALGERIA	LIBYA
CROATIA	MALTA
EUROPEAN UNION	MOROCCO
FRANCE	SLOVENIA
GREECE	SPAIN
ISRAEL	TUNISIA

by a representative from the following UN organisation:

- INTERNATIONAL MARITIME ORGANIZATION (IMO)

by a representative from the following MAP Partner/non-governmental organisation:

- MEDITERRANEAN OPERATIONAL NETWORK FOR THE GLOBAL OCEAN OBSERVING SYSTEM (MONGOOS)

by a representative from a regional organisation:

- MEDITERRANEAN OIL INDUSTRY GROUP (MOIG)

by representatives from other organisations:

- INTERNATIONAL TANKER OWNERS POLLUTION FEDERATION LIMITED (ITOPF)
- FEDERAZIONE NAZIONALE DELL'INDUSTRIA CHIMICA (FEDERCHIMICA), and
- OIL SPILL RESPONSE LIMITED (OSRL)

6 A complete list of participants appears in **Annex I** to the present report.

## **OPENING OF THE MEETING**

7 The Meeting was opened by the Head of Office of REMPEC, Mr Gabino Gonzalez, on Wednesday 14 December 2016 at 9 a.m. The Head of Office welcomed the participants to the Meeting and explained its objectives. He expressed his appreciation for the voluntary contributions from the IPECA as well as the financial support from the IMO ITCP and the MTF.

## **ORGANISATION OF THE MEETING**

### Rules of Procedure

8 The Meeting decided to apply, *mutatis mutandis*, the rules of procedure for Meetings and Conferences of the Contracting Parties to the Convention for the Protection of the Mediterranean Sea against Pollution and its related Protocols (UNEP/IG.43/6, Annex XI) to its deliberations.

### Election of Officers

9 Following informal consultations held with the Contracting Parties to the Barcelona Convention, the Head of Office of REMPEC proposed Albania as Chair, Tunisia as Vice-Chair and Malta as Rapporteur. The Meeting unanimously decided to elect the following officers of the Meeting:

Mr Elson THANA (Albania)	Chairperson
Mr. Samir KHEDHIRA (Tunisia)	Vice-Chairperson
Capt. Richard GABRIELE (Malta)	Rapporteur

### Working Languages

10 The working languages of the Meeting were English and French. Simultaneous English/French/English interpretation was provided during the Meeting. All working documents were available in both official languages of the Centre. However, information documents were available in their original language only, except when the document was submitted in both languages.

## **AGENDA ITEM 1: ADOPTION OF THE AGENDA**

11 The Chairperson thanked the Meeting for supporting his election and proposed that the Provisional Agenda, contained in document REMPEC/WG.40/1/Rev.1, be adopted.

12 The Meeting adopted the Agenda reproduced in **Annex II** to the present report. The list of documents is presented in **Annex III** thereto.

## **AGENDA ITEM 2: INTRODUCTION OF THE DRAFT MEDITERRANEAN GUIDE ON COOPERATION AND MUTUAL ASSISTANCE IN RESPONDING TO MARINE POLLUTION INCIDENTS**

13 At the invitation of the Chairperson, the Head of Office of REMPEC introduced document REMPEC/WG.40/2, which provided background information on the development of the draft Mediterranean Guide on Cooperation and Mutual Assistance in responding to Marine Pollution Incidents. He recalled in particular that the Eleventh Meeting of the Focal Points of the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC), held in Malta between 15 and 17 June 2015, agreed:

- .1 to include a complete review of the Mediterranean "Principles and Guidelines on cooperation and mutual assistance" in the programme of work of the Mediterranean Technical Working Group (MTWG) for the biennium 2016-2017;
- .2 to organise working-level exchanges between, on the one hand, the Mediterranean coastal States and, on the other hand, relevant entities such as IMO, UNEP together with representatives from UNEP/MAP, the United Nations Office for the Coordination of Humanitarian Affairs (OCHA), REMPEC, the European Commission (EC) as well

as the European Maritime Safety Agency (EMSA), to discuss cooperation arrangements and synergies between the European and regional mechanisms.

14 Subsequently, the Nineteenth Ordinary Meeting of the Contracting Parties to the Barcelona Convention and its Protocols, agreed to support:

- .1 the update of the Mediterranean “Principles and Guidelines on cooperation and mutual assistance” in MAP’s Programme of Work and Budget for 2016-2017; and
- .2 the organisation of a technical regional workshop (MEDEXPOL) and a high level meeting on cooperation arrangements in the field of preparedness and response to oil and HNS spills.

15 In accordance with the above, REMPEC developed a draft Mediterranean Guide on Cooperation and Mutual Assistance in responding to Marine Pollution Incidents, hereinafter referred to as the “draft Guide”, which is presented in the Appendix to the document REMPEC/WG.40/2.

16 The Head of Office of REMPEC stated that in preparing the draft Guide, it was acknowledged that the main objective of the revision of the Mediterranean “Principles and Guidelines on cooperation and mutual assistance” was to provide advice to Mediterranean Coastal States to ensure effective coordination between all stakeholders potentially involved in a major incident in the Mediterranean region. The draft Guide built on existing manuals and guidelines addresses the needs of countries with low response capacities as well as those of countries with robust response and preparedness system. It aims at providing comprehensive and practical information and guidance material for the management of response to accidental marine pollution and considers possible situations, scenarios and types of relations, which would be established at the time of a marine pollution incident. He further underlined that the draft Guide does not cover operational and technical matters, which are addressed in other regional and international manuals and guidelines.

17 The Consultant was then invited by the Chairperson to introduce the draft Guide. He first presented the methodology followed which consisted in a compilation of validated texts from existing manuals and guidelines as well as regional and international legal instruments, prior to presenting the structure of the draft Guide which is composed of four (4) parts, as described below:

- .1 Part I provides background information on the legal and institutional framework of regional and international assistance and provides also an overview of the current situation, the risks and the parties which will be or may be involved in a marine pollution incident;
- .2 Part II addresses the relationship between the parties involved in an incident and presents various scenarios of requests and offers of assistance as well as the types of national systems;
- .3 Part III details the management and organizational aspects of regional and international assistance by providing step by step guidance for reporting, requesting and offering assistance up to the termination of the operation, whilst proposing a set of standard forms to facilitate the requests and offers of assistance at regional level; and
- .4 Part IV gives useful information on legal, administrative and financial aspects related to the requests and offers of assistance.

18 He explained that the draft Guide is completed by a set of annexes including lists, directories, inventories, and existing Guidelines (Annex I), forms for pollution reporting, request for assistance, offer of assistance, acceptance/declination of offer of assistance (Annex II) and procedures for the preparation and submission of claims (Annex III).

19 The Chairperson thanked the Secretariat and the Consultant for the work done and recognised that the draft Guide would highly contribute to a common goal that is to ensure the efficiency of the response to massive marine pollution at the level of the Mediterranean Sea. He then gave the floor to the participants for comments.

20 The Meeting took note of the information provided by the Consultant and provided general comments on the content and the structure of the draft Guide. The Meeting emphasised in particular that the text proposed was extensive and that there was a need to facilitate the reading of its content by streamlining the information through fiches, a flowchart and by reorganising its structure.

**AGENDA ITEM 3: CONSIDERATION OF GENERAL COMMENTS AND SPECIFIC CONTRIBUTIONS TO THE DRAFT MEDITERRANEAN GUIDE ON COOPERATION AND MUTUAL ASSISTANCE IN RESPONDING TO MARINE POLLUTION INCIDENTS**

21 The Chairperson informed the Meeting that the Secretariat received general comments and specific contributions on the draft Guide from the European Union, France and Libya as well as from ITOFF, IPIECA and IOPC Funds and invited the Secretariat to introduce the document REMPEC/WG.40/3, compiling these comments.

22 Following the presentation by the Secretariat of the document REMPEC/WG.40/3, the Chairperson then invited the representatives of the Contacting Parties and organisations to present their comments and suggestions for further improvement of the draft Guide.

23 The Meeting took note of the comments and suggestions presented and considered the clarifications provided by the respective representatives. Whilst the comments and suggestions were incorporated in a revised version of the draft Guide, which was displayed on screen, the Meeting requested the Secretariat to liaise, as soon as possible, with IPIECA and IOPC Funds for further clarifications on some of their comments and suggestions and to reflect the necessary changes if required in the draft Guide.

24 The Meeting discussed at length further improvement of the content and the structure of the draft Guide. As far as the content was concerned, with a view to simplify the document, the Meeting agreed:

- .1 to replace, where appropriate, the text by Fiches for each institution which may be involved in the coordination and/or mutual assistance in case of pollution incident, in Part I;
- .2 to develop a flowchart showing the step by step procedures in Part III, and a Fiche presenting the relationship and the working procedures between REMPEC and the institutions which may be involved in the coordination and/or mutual assistance in case of pollution incident, in Part I or Part III; and
- .3 to review the structure of the draft Guide and limit it to two (2) Parts focussing on Background Knowledge and Operational procedures, respectively.

25 The Meeting asked for the establishment of a Working Group to define the content of the Fiches for each institution which may be involved in the coordination and/or mutual assistance in case of pollution incident. Representatives from the EU, EMSA and the Government of Malta volunteered to work in the Working Group.

26 The Chairperson then invited the Meeting to discuss the Annexes to the draft Guide.

27 The Consultant presented the Annexes containing relevant lists, directories, inventories and guidelines, emergency procedures and forms. The proposed amendments to the "Principles and Guidelines on cooperation and mutual assistance" which were presented in square brackets for review and approval, where appropriate, were then presented.

28 The Secretariat highlighted that the Annexes related to the lists, directories and inventories had to be considered as living documents and should be updated on a regular basis through the Regional Information System. It was emphasised that the Annexes related to claims had been produced by the IOPC Funds, whilst the Annexes related to the Forms had been developed by REMPEC, taking into account the internal emergency communication procedure as well as the IMO, Manual on Oil Pollution and the Guidelines on International Offers of Assistance in Response to Marine Oil Pollution Incident.

29 The Meeting took note of the information provided and agreed upon the “Principles and Guidelines on cooperation and mutual assistance” as amended by the Meeting, to be considered as an integral part of the draft Guide.

30 Upon the invitation of the Chairperson, on behalf of the Working Group, the representative of the European Union presented a proposed content of the Fiches for each institution which may be involved in the coordination and/or mutual assistance in case of pollution incident:

- .1 names, status, obligations;
- .2 services, resources and conditions; and
- .3 contacts and procedures.

31 The Meeting unanimously endorsed the proposal of the Working Group and requested the Secretariat to liaise, after the Meeting, with each institution which may be involved in the coordination and/or mutual assistance in case of pollution incident, to produce the individual fiches and prepare another fiche showing the relationship between REMPEC and these institutions.

32 The Chairperson invited the Secretariat to update the draft Guide according to the comments of the Meeting to be reviewed under the Agenda Item 4, with the exception of the restructuring of the document and the required editorial amendments to be carried out after the Meeting. He closed Agenda Item 3 expressing his appreciation to the Meeting for the substantial work carried out.

**AGENDA ITEM 4: CONSOLIDATION OF THE DRAFT MEDITERRANEAN GUIDE ON COOPERATION AND MUTUAL ASSISTANCE IN RESPONDING TO MARINE POLLUTION INCIDENTS**

33 The Chairperson gave the floor to the Secretariat to present the draft document REMPEC/WG.40/WP.1 reflecting the comments on the contents of the draft guide as presented in the Appendix to document REMPEC/WG.40/2.

34 The Meeting proceeded to a thorough review of the document REMPEC/WG.40/WP.1 projected on a screen, whilst the Secretariat took note in track changes of the proposed amendments.

**AGENDA ITEM 5: APPROVAL OF THE CONSOLIDATED DRAFT MEDITERRANEAN GUIDE ON COOPERATION AND MUTUAL ASSISTANCE IN RESPONDING TO MARINE POLLUTION INCIDENTS**

35 The Meeting approved the consolidated draft Guide as amended under Agenda Item 4, and requested the Secretariat to make the necessary editorial corrections, including the restructuring of the draft Guide and the inclusion of fiches, as well as the formatting of the whole document following the Meeting prior to onward transmission to the Twelfth Meeting of the Focal Points of the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC), to be held in Malta between 23 and 25 May 2017, for its review and adoption.

**AGENDA ITEM 6: CONCLUSIONS AND RECOMMENDATIONS**

36 At the invitation of the Chairperson, the Head of Office of REMPEC summarised the main outcomes, conclusions and recommendations of the Meeting, which had been circulated to all participants, as document REMPEC/WG.40/WP.1, for their consideration, review, amendment and adoption.

37 Following interventions by some delegations to express their views on the conclusions and recommendations of the Meeting, and after having entrusted the Secretariat to make the necessary editorial amendments, the Meeting adopted the Conclusions and Recommendations of the Meeting, as detailed in **Annex IV** to the present report.

38 The Chairperson invited the participants to watch the video REMPEC's 40th Anniversary on the theme "Cooperation in the Mediterranean to prevent and combat marine pollution" and then gave the floor to Dr. Sepp-Neves from the University of Bologna (UNIBO), a member of the Mediterranean Operational Network for the Global Ocean Observing System (MONGOOS) to introduce his presentation on "Oil spill hazard and risk mapping".

**AGENDA ITEM 7: CLOSURE OF THE MEETING**

39 The Chairperson thanked all delegations for their active participation, the Secretariat for the work carried out and the interpreters for their support.

40 The Head of Office of REMPEC expressed his appreciation to the Chairperson, Mr Thana, for the smooth running of the proceedings.

41 The Chairperson closed the Meeting at 4.30 p.m. on Thursday, 15 December 2016.



**APPENDIX(CE) I**

**LIST OF PARTICIPANTS / LISTE DES PARTICIPANTS**

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**APPENDIX II**

**AGENDA**

Opening of the Meeting

1. Organisation of the Meeting and adoption of the agenda
2. Introduction of the draft Mediterranean Guide on Cooperation and Mutual Assistance in Responding to Marine Pollution Incidents
3. Consideration of general comments and specific contributions to the draft Mediterranean Guide on Cooperation and Mutual Assistance in Responding to Marine Pollution Incidents
4. Consolidation of the draft Mediterranean Guide on Cooperation and Mutual Assistance in Responding to Marine Pollution Incidents
5. Approval of the consolidated draft Mediterranean Guide on Cooperation and Mutual Assistance in Responding to Marine Pollution Incidents
6. Conclusions and recommendations

Closure of the Meeting

### **APPENDIX III**

#### **LIST OF DOCUMENTS**

##### **WORKING DOCUMENTS**

REMPEC/WG.40/1	Provisional agenda
REMPEC/WG.40/1/Rev.1	Provisional agenda
REMPEC/WG.40/1/1	Annotated provisional agenda and draft timetable
REMPEC/WG.40/2	Draft Mediterranean Guide on Cooperation and Mutual Assistance in Responding to Marine Pollution Incidents
REMPEC/WG.40/3	General and specific comments on the draft Mediterranean Guide on Cooperation and Mutual Assistance in Responding to Marine Pollution Incidents
REMPEC/WG.40/WP.1	Consolidated version of the Draft Mediterranean Guide on Cooperation and Mutual Assistance in Responding to Marine Pollution Incidents
REMPEC/WG.40/WP.2	Draft conclusions and recommendations resulting from the meeting discussions
REMPEC/WG.40/6	Report of the Meeting

##### **INFORMATION DOCUMENTS**

REMPEC/WG.40/INF.1	List of documents
REMPEC/WG.40/J/1	Provisional list of participants
REMPEC/WG.40/INF.2	List of participants
REMPEC/WG.40/INF.3	Cooperation and Mutual Assistance Guidelines adopted by the fifth (1987), seventh (1991) and ninth (1995) Ordinary Meetings of the Contracting Parties to the Barcelona Convention

##### **REFERENCE DOCUMENTS**

UNEP/IG.74/5	Guidelines for co-operation in combating marine oil pollution in the Mediterranean adopted, by the Fifth Ordinary Meeting of the Contracting Parties to the Barcelona Convention, Athens 11 September 1987
UNEP(OCA)/MED IG.2/4, Annex IV, Appendices I-VI	Principles and guidelines concerning cooperation and mutual assistance adopted, by the Seventh Meeting of the Contracting Parties to the Barcelona Convention, Cairo, 11 October 1991
UNEP(OCA)/MED IG.5/16, Annex XII, Appendix IV	Guidelines concerning the exchange of liaison officers between the contracting parties in case of response operations involving several

states”, adopted by the Ninth Ordinary Meeting of the Contracting Parties to the Barcelona Convention, Barcelona, 5 - 8 June 1995

Guidelines concerning arrangements which might be made with a view to ensuring, in case of an accident, liaison between the Governmental Authorities and other interested parties, adopted by the Ninth Ordinary Meeting of the Contracting Parties to the Barcelona Convention, Barcelona, 5 - 8 June 1995

UNEP(OCA)/MED IG.3/5,  
Appendix II, pages 1-6

The decision to establish a Mediterranean Assistance Unit to combat accidental marine pollution, by the eighth Ordinary Meeting of the Contracting Parties to the Barcelona Convention, Antalya, 12-15 October 1993

EUROPEAN COMMISSION  
SWD(2012) 169 final

Commission Staff Working Document  
The host nation support guidelines of the European Union Civil Protection Mechanism

REMPEC/WG.28/9/2

REMPEC's involvement in the marine pollution incident in the eastern Mediterranean during the summer of 2006

REMPEC/WG.28/9/3

Lessons learnt from the marine pollution incident in the eastern Mediterranean during the summer of 2006;

REMPEC/WG.37/12

Cooperation between REMPEC and the European Commission as well as the European Maritime Safety Agency

## **APPENDIX IV**

### **CONCLUSIONS AND RECOMMENDATIONS**

#### **CONCLUSIONS**

The Regional Workshop on Cooperation Arrangements in the Field of Preparedness for and Response to Oil and Hazardous and Noxious Substances (HNS) Spills (MEDEXPOL 2016), which met in St. Julian's, Malta, between 14 and 15 December 2016:

1 expressed appreciation for the financial support provided to the activity related to the preparation of the Draft Mediterranean Guide on Cooperation and Mutual Assistance in Responding to Marine Pollution Incidents, hereinafter referred to as the Draft Guide, by the Mediterranean Trust Fund (MTF), the International Maritime Organization (IMO)'s Integrated Technical Cooperation Programme (ITCP) and The global oil and gas industry association for environmental and social issues (IPIECA);

2 thanked the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC), as well as the Consultant specifically contracted for the above-mentioned activity, for their respective contributions to the preparation and organisation of this meeting;

3 recognised that the Draft Guide highly contributes to the implementation of the International Convention on Oil Pollution Preparedness, Response and Co-operation (OPRC) and the Protocol concerning Co-operation in Preventing Pollution from Ships and, in Cases of Emergency, Combating Pollution of the Mediterranean Sea (Prevention and Emergency Protocol) as well as the Protocol for the Protection of the Mediterranean Sea Against Pollution Resulting from Exploration and Exploitation of the Continental Shelf and the Seabed and its Subsoil (Offshore Protocol), concerning cooperation and mutual assistance in case of pollution incident as lay down in these legal instruments;

4 noted that the preparation of the Draft Guide, fully comply with the Specific Objective 21 of the Regional Strategy for the Prevention of and Response to Marine Pollution from Ships (2016-2021), aiming at revising the existing recommendations, principles and guidelines, and developing new ones to facilitate international cooperation and mutual assistance within the framework of the Prevention and Emergency Protocol;

5 acknowledged that this activity satisfies the request of the Nineteenth Ordinary Meeting of the Contracting Parties to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean and its Protocols (COP19), which was held in Athens, Greece from 9 to 12 February 2016 to update of the Mediterranean "Principles and Guidelines on cooperation and mutual assistance" and to organise a technical regional workshop on cooperation arrangements in the field of preparedness and response to oil and HNS spills;

6 recognised that the Draft Guide built on existing international and regional manuals and guidelines, in particular the IMO Guidelines on International Offer of Assistance, contributes to IMO's effort concerning cooperation and mutual assistance, in the Mediterranean region;

7 welcomed the comprehensive guidance on overall issues of the management of cooperation and mutual assistance in case of pollution incident, in particular on the legal and institutional context as well as on the practical procedures related to this matter;

8 appreciated that in addition to the practical aspects of the guide, it increases awareness and compiles the background basic information required to understand the regional and international framework, the various situations and the relationship between the relevant stakeholders;

9 although the Draft Guide does not cover operational aspects which are dealt in other regional guidelines, concurred that it will contribute to the national preparedness and response system;

10 considered the comments and contributions submitted in writing (REMPEC/WG.40/3) to the Secretariat as well as those introduced during the Meeting and on the basis of the deliberation of the Meeting, the text of the Draft Guide including its Annexes which contains inter alia the Mediterranean

Principles and Guidelines on cooperation and mutual assistance (REMPEC/WG.40/2) was revised and amended accordingly and is reproduced in document REMPEC/WG.40/WP.1;

11 agreed to develop a fiche for each institution which may be involved in the coordination and/or mutual assistance in case of pollution incident describing their (1) names, status, obligations, (2) services, resources and conditions and (3) contacts and procedures for mobilization;

12 concurred with the need to develop a specific fiche presenting the relationship and the working procedures between REMPEC and the institutions mentioned in point 11 above; and a flowchart showing the step by step procedures related to cooperation and mutual assistance described in the Part III of the Draft Guide;

13 also agreed to modify the format of the Draft Guide to be divided into two (2) parts: the first one dedicated to **background information** (legal, institutional, relationships, etc.) which will include the two fiches mentioned in paragraph 11 and 12 above and the second **operational** part addressing the management of regional and international assistance and the administrative, legal, and financial issues, which will include the revised Annexes to the Draft Guide; and

14 recognised the link between this Draft Guide and the Regional Information System already in place, in particular the REMPEC Country Profile and the MEDGIS-MAR.

## RECOMMENDATIONS

15 The Meeting requested the Secretariat (REMPEC):

.1 to finalise the templates of the fiches referred in paragraph 11 and 12, and forward them to the members of the Working Group prior to its dissemination for completion to the institutions which may be involved in the coordination and/or mutual assistance in case of pollution incident;

.2 to prepare the flowchart referred above;

.3 to reformat the Draft Guide into two parts keeping the substance of the agreed text (REMPEC/WG/40/WP.1);

.4 to prepare a revised Draft Guide to be submitted to the Twelfth Meeting of the Focal Points of REMPEC, to be held in Malta between 23 and 25 May 2017, for its review, recommendation and approval, taking into consideration the comments and amendments proposed by the Meeting;

.5 to report to the Twelfth Meeting of the Focal Points of REMPEC on the outcome of this Meeting.

16. The Meeting invited the Contracting Parties to the Barcelona Convention and its Protocols:

.1 to regularly update the [Country Profile](#) and [MEDGIS-MAR](#);

.2 to inform through official channel the change of Focal Points.