



REPUBLIC OF CYPRUS
**MINISTRY OF AGRICULTURE,
RURAL DEVELOPMENT
AND ENVIRONMENT**



**DEPARTMENT OF FISHERIES
AND MARINE RESEARCH
(DFMR)**

1416 NICOSIA, CYPRUS

**SUB-REGIONAL MARINE OIL POLLUTION CONTINGENCY PLAN BETWEEN
CYPRUS, GREECE AND ISRAEL**



First Preparatory Meeting for the Implementation of
the Plan

SCP CGI/PM.1/10
Date: 30 January 2019

REPORT OF
**THE FIRST PREPARATORY MEETING OF THE IMPLEMENTATION OF THE SUB-
REGIONAL MARINE OIL POLLUTION CONTINGENCY PLAN**
BETWEEN CYPRUS, GREECE AND ISRAEL

Larnaca, Cyprus, 6th December 2018

Introduction

1. The first preparatory meeting for the implementation of the Sub-regional marine oil pollution contingency plan between Cyprus, Greece and Israel (the Meeting) was convened in Larnaca, Cyprus on the 6 December 2018 within the framework of the Implementation Agreement between the Government of the Republic of Cyprus, and the Government of the Hellenic Republic and the Government of the State of Israel' (the Agreement) on the Sub-regional marine pollution contingency plan (the Plan), signed at Nicosia, Cyprus on the 8th May 2018.
2. The Meeting was hosted by the Department of Fisheries and Marine Research (DFMR) of the Ministry of Agriculture, Rural Development and Environment, Republic of Cyprus, and was held at the Sunhall hotel in Larnaca.
3. The principal objectives of the Meeting were:
 - to inform on the status of the ratification of the Agreement;
 - to work, where relevant, on the implementation of the Plan, prior to the entry into force of the Agreement and the Plan
 - to review the Rules of Procedure for meetings of National operational authorities for the implementation of the Sub-regional marine oil pollution contingency plan between Cyprus, Greece and Israel;
 - to discuss questions related to the implementation of the Plan, the organization of training courses and/or exercises, and other relevant matters;
4. The Meeting was attended by delegations from Cyprus, Greece, Israel and by the representative of the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC). The complete list of participants is given in **Annex I** to the present report.
5. In order to assist the Meeting in its work, the Department of Fisheries and Marine Research (DFMR), Cyprus, as Secretariat of the Meeting, prepared the following annotations to the proposed provisional agenda of the Meeting (SCP CGI/PM.1/3/1/Rev.1).

Agenda Item 1. Opening of the Meeting.

6. The Meeting opened at 09.00 hours on Thursday 6 December 2018, at the Sun Hall Hotel, Larnaca, Cyprus, by the Head of the Cypriot Authority on behalf of the host country, Mrs. Marina Argyrou, Director, DFMR, who welcomed the participants.
7. The representative of REMPEC, Mr Gabbino Gonzalez, addressed the Meeting outlining the nature and the objectives of the Meeting. He recalled that the third meeting of the Competent National Authorities for the Preparation of the Plan, held in Nicosia, Cyprus 11-12 July 2017; agreed to continue on working on the Plan prior to the formal entry into force of the Agreement (paragraph 52 of the report of the meeting REMPEC/CGI SCP/WG.3/10). Mr Gonzalez indicated the importance of the Meeting and discussed about the plan and the activities to be carried out in the following year. Furthermore, Mr Gonzalez thanked DFMR for the organization of the Meeting and the dissemination of documents.
8. The Heads of the Cypriot, Greek and Israeli delegations, respectively, introduced the members of their delegations, commented the Meeting objectives and suggestions and their contribution for their achievement. From Cyprus, the Meeting was attended by DFMR (Marina Argyrou, Antonis Pappou, Stavros Ioannides, Theodora Shiamma, Maria Rousou), and Deputy Ministry of Shipping, Cyprus (Ioannis Efstratiou, Ioannis Katsiardis, Lydia Markari, Stelios Kyriakou). From Greece, by Stylianos Markoulakis and Konstantinos Fountoukos from the Ministry of Maritime Affairs and Insular Policy. From Israel Shlomo Katz and Yoav Rather from Ministry of the Environmental protection.

Agenda Item 2. Organization of the Meeting.

2.1 Rules of Procedure

9. The Meeting decided that the Rules of procedure for Meetings of National Operational Authorities for the implementation of the Sub-regional Marine Oil Pollution Contingency Plan between Cyprus, Greece and Israel (Rules of procedure), referred to in the Chapter 2.5 (2) of the Plan and reported in its Annex 10, would apply to its deliberations.

2.2 Election of Officers

10. The Meeting agreed that Mrs Marina Agryrou, Director of DFMR, would chair the Meeting, Mr. Stylianos Markoulakis would act as Vice-Chairperson.

11. According to the Chapter 2.5 (5) of the Plan and the Rule of procedure 3.4, the staff of DFMR, authority of the host country, performed the secretarial duties for the Meeting.

2.3 Working Languages

12. The working languages of the Meeting was English.

Agenda Item 3. Adoption of the Agenda.

13. The chairperson thanked the Meeting for her election and proposed that the draft agenda proposed in document SCP CGI/PM.1/3/1/Rev.1 and annotated in document SCP CGI/PM.1/3/2 be adopted by the Meeting and to agree on the timetable (SCP. CGI/PM.1/3/3) to carry out its work.

14. Following discussions, regarding the Agenda 4, the Greek Party suggested not to adopt the Agenda item 4 at this point and only to discuss and agree about the Rules of procedure.

15. **The Meeting agreed** on this matter and the relevant modifications to the agenda were applied. The agenda is given in **Annex II** to the present report

Agenda Item 4. Review of the Rules of Procedure for Meetings of national Operational Authorities

16. The chairperson gave the floor to the representative of REMPEC who referred to Paragraph 2.5 (2) of the Plan related to the Rules of procedure. He recalled that once the first meeting of the National Operational Authorities of the three countries adopts the final version of the Rules of procedure, these will replace the current ones. Accordingly, the current Rules of procedure will apply to the preparatory meetings. He, then, introduced the Rules of procedure provided in the Annex 10 of the Plan with the aim to familiarize the hosting countries with the requirements in terms of preparation, organization and the delivery of their forthcoming meetings.

17. Having taken note of the Rules of procedure provided in the Annex 10 "Rules of procedure for meetings of national operational authorities for the implementation of the Sub-regional marine oil pollution contingency plan between Cyprus, Greece and Israel" of the Plan , and following their review, **the Meeting agreed** to carry out the following modifications:

- .1 Background information: Delete the information of page 2 of the cover page of Annex 10 (The "Rules Annex)
- .2 Rule 2: Delete the "**the operational provision of**" in the sentence "*The term "National Operational Authorities" shall apply to the national authorities of the Parties designated to have the responsibility for the implementation of ~~the operational provision of~~ the Plan, as provided in article 2.2 of the Plan;*"
- .3 Rule 5: Replace "shall" with "**should**"
- .4 Rule 6: Replace "normal sittings" with "ordinary meetings"

- .5 Rule 7: Replace: *“The Secretary shall invite to send representatives to the meetings the National Operational Authorities of all three Parties concerned”* with **“The Secretary shall invite the National Operational authorities of all three Parties concerned to designate representatives to the meetings.”**
- .6 Rule 8: Replace: (1) *“The Secretary shall, with the agreement of the other two Parties, invite to send representatives to observe the meetings, any other Contracting Party to the Prevention and Emergency Protocol to the Barcelona Convention which so requests and has a direct concern in the protection of the Mediterranean Sea against pollution.”* with **“(1) The Secretary shall, with the agreement of the other two Parties, invite any other Contracting Party to the 1976 Emergency Protocol and 2002 Prevention and Emergency Protocol to the Barcelona Convention which so requests and has a direct concern in the protection of the Mediterranean Sea against pollution to designate representatives to observe the meetings.”**
- .7 Rule 9:
 - Replace (1) *“The Secretary shall, with the consent of the other two Parties, invite to send representatives to observe the meetings any intergovernmental organization, other than the United Nations and its specialized agencies, which has a direct concern in the protection of the Mediterranean Sea against pollution.”* with **“(1)The Secretary shall, with the consent of the other two Parties, invite any intergovernmental organization, other than the United Nations and its specialized agencies, which has a direct concern in the protection of the Mediterranean Sea against pollution to designate representatives to observe the meetings.”**
 - Replace: (2) *“The Secretary shall, with the consent of the two other Parties, invite to send representatives, to observe the meetings, any international non-governmental organization, which has a direct concern in the protection of the Mediterranean Sea against pollution”* with **“(2) “The Secretary shall, with the consent of the two other Parties, invite any international non-governmental organization, which has a direct concern in the protection of the Mediterranean Sea against pollution to designate representatives to observe the meetings.”**
- .8 Rule 20: Delete *“(3) The Chairperson and the Vice-Chairperson elected at the meeting shall remain in office until their successors are elected at the next meeting and shall serve in that capacity at any intervening ad hoc meetings.”*
- .9 Rule 24: Replace *“(3) The Secretariat shall publish and circulate ...”* with **“The Secretariat shall prepare and circulate ...”**
- .10 Rule 32: Replace *“Permission to speak on a motion falling within 1 to 4 above shall be granted only to the proposer”* With **“Permission to speak on a motion falling within a to d above shall be granted only to the proposer.**
- .11 All other Rules: **remain the same.**
18. The revised Rules of Procedures are provided in **Annex III** to the present report.

Agenda Item 5. Status of ratification and implementation of the Implementation Agreement on the Plan

19. The chairperson invited the delegations to inform the Meeting of the status of ratification by their respective countries of the Agreement.

20. **The Meeting took note** that the Agreement has been ratified by Israel Party, while for the Greek and Cypriot Parties is under-way. A timeframe of the ratification cannot be given as this depends on the National Procedures carried out in each Country.

Agenda Item 6. Review and update of the Annexes to the Plan.

21. The Chairperson introduced the Chapter 6.6 "Revision of the Plan" for amending or altering the text of the Plan including its Annexes. She recalled that the responsibility for revising the Plan and its Annexes is the one of the **competent national Governmental Authorities** except those indicated in the first paragraph of the Chapter 6.6 namely:

- Annex 1: Directory of competent national authorities, contact points, emergency response centres, national on-scene commanders and other relevant addresses.
- Annex 2: Communications with REMPEC.
- Annex 3: National contingency plans (or relevant parts thereof).
- Annex 4: Directory of response personnel and inventory of response equipment, products and other means which each party might offer as assistance in case of the activation of the plan.
- Annex 5: Communications system.

22. The chairperson recalled that according to the Paragraph 6.6 (9) of the Plan stating that the update of information concerning their respective country, contained in Annexes 1, 2, 3, 4 and 5 respectively, is the responsibility of **the competent national Operational Authority** of each Party, who shall immediately circulate any such update(s) to the other Parties and to REMPEC. Such updates shall not require approval or ratification by the Parties in accordance with their relevant national procedures.

23. As regard to the review and update of the Annexes 1, 2, 3, 4 and 5, the chairperson also recalled the Paragraph 6.6 (1) of the Plan listing the type of update by Annex:

- a) updating the information concerning names, titles and contact details (including postal addresses, telephone, fax and telex numbers, radio channels and frequencies, working hours) appearing in Annexes 1, 2 and 5;
- b) updating the information on the NCPs appearing in Annex 3; and
- c) updating the information on response resources appearing in Annex 4.

24. The Chairperson invited the delegates of each country to inform the Meeting about any changes that need to be made to Annexes 1 and 2-5 and to expose for discussion, their point of view about the delivery of the updated Annexes according to the Rules of procedure. The aim is to ensure g their availability and accessibility at any time and circumstance as mentioned in the Chapter 2.3 "Exchange of Information" paragraph (1) of the Plan.

25. The Chaiperson introduced the **Annex 1: Directory of competent national authorities, contact points, emergency response centres, national on-scene commanders and other relevant addresses**, the representative of REMPEC suggested that before a meeting all the Annexes should be send to the Parties to update the contact details. The Israel Party suggested that this should be done at the end of each year/beginning of new year. The representative also indicated that a decision needs to be taken on who would be responsible to ask the Parties to update the contact-details. The Cypriot Party suggested to be responsible on update the contact-details and every January/February of each year, it will request all Parties to send all the contact details to Cyprus and to distribute them to all the Parties.

26. **The Meeting agreed** that Cyprus to be responsible on update the contact-details and to request every January/February of each year all Parties to send all the contact details to Cyprus and to distribute them to all the Parties.

27. The Meeting discussed **Annex 2: Communications with REMPEC** and expressed the need to include the public holidays of each Party.

28. **The Meeting decided** that the Annex 2 will to be sent to Cyprus Party to include public holidays and then distribute it to all the Parties for editing and confirmation.

29. As far as Annex 3: **National contingency plans (or relevant parts thereof)** is concerned, the Greek Party suggested to review the potential plans / agreements and to consider the inclusion of more details in the National contingency plans (NCPs) collected in the 1st meeting of Competent

National Authorities for the preparation of Plan, held in Barcelona, Spain, 9 November 2016 (provided in the document, REMPEC/CGI SCP/WG.1/4). The Cypriot Party indicated that it is important to agree on the information to be included in the NCP. The Israel Party suggested to discuss the information to be included in the NCP in a 2nd meeting (possible ad-hoc meeting).

30. **The Meeting agreed** to discuss the information to be included in the NCP in a 2nd meeting (possible ad-hoc meeting) and that summaries of the NCPs in the English language are needed.

31. The Chairperson introduced the **Annex 4: Directory of response personnel and inventory of response equipment, products and other means which each party might offer as assistance in case of the activation of the plan**. The Meeting discussed about the experts that need to be included in the table of responsible personnel. The Greek and Cypriot Party indicated that no external experts were included in the tables as the National Authorities are considered experts. The Cypriot Party mentioned that experts could come from universities, research institutes but not from private sector as procurement procedures need to be followed. Israel Party indicated that it will proceed with the removal from the table of experts that come from National Authorities.

32. **The Meeting agreed** that national authorities should not be included in the table of Annex 4.

33. The Meeting reviewed the **Annex 5: Communications system** and discussed about the timeframe to carry out communication tests.

34. **The Meeting decided** to carry out communication tests on a bi-annual basis (every 6 months).

35. **The Meeting also noted that Cyprus will update Annexes 1 to 5 with the contribution of the other Parties and will circulate them within one/two month.**

36. The Chairperson requested the Meeting to introduce and discuss any proposal of amendment to the Plan and annexes referred to in the above Paragraph 16. With reference to the Chapter 6 (6.2 and 6.5) of the Plan, the representative of REMPEC informed the Meeting on the possible need to review the Annex 9 of the Plan "Claims Manual" in the view of replacing the current edition 2016 of the Manual once the new edition is published by the International Oil Pollution Compensation Funds (IOPCF).

37. **The Meeting took note** of the information provided by the representative of REMPEC

Agenda Item 7

Review and adoption of a program of activities 2018-2019

38. The Chairperson invited the representative of REMPEC to introduce the working document SCP CGI/PM.1/7 "Mid-term activities within the framework of the sub-regional marine oil pollution contingency plan between Cyprus, Greece and Israel during 2018 – 2019 biennium or at a later stage" (SCP CGI/PM.1/7 "Mid-term activities"), which constitutes the updated version, dated July 2018, of the working document REMPEC/CGI SCP/WG.3/8 of the third meeting of the Competent National Authorities for the Preparation of the Plan, mentioned in Paragraph 6 above, as **recommended** by the meeting (paragraph 70 of the report of the meeting REMPEC/CGI SCP/WG.3/10).

39. The Chairperson then invited the Meeting to discuss the "Mid-term activities". She recalled that the Sub-regional workshop on compensation for oil pollution damage (the Workshop) organised by REMPEC in coordination with DFMR, back to back to the Meeting, was the first capacity building activity within the framework of the Plan, in accordance with the programme of activities detailed in the document SCP CGI/PM.1/7.

40. National delegations were then invited to present national activities organised since the signature the Agreement on 8 May 2018, and to provide information on any development related to their respective preparedness and response systems, from a national, sub-regional and regional perspective.

41. The Meeting agreed on the importance of hosting Workshops prior to the meetings. However, the time of the meeting should be flexible, especially in the case of surveys or exercises which depends on meteorological conditions.

42. REMPEC highlighted that at this stage the Centre was in a position to support only one sub-regional activity per biennium. REMPEC further invited the Meeting to liaise with their OPRC Focal Point to express their needs during the consultation process for the preparation of the programme of work of REMPEC for the biennium 2020-2021.

43. The Israel party indicated that each country may have a separate priority based on the training that is provided within the country.

44. The Cypriot Party indicated that the NEMESIS exercise could include one activity item per year (e.g. dispersion etc.)

45. The Greek Party indicated that some possible options are: (a) Training Programmes organized at national level could invite other Parties to attend it, (b) joint proposals to do all or part of the trainings (could recruit people to work on this long term).

46. The Greek party suggested to number the activities by priority (1,2, 3 etc) by Party and to submit them to REMPEC.

47. In light of the above general discussion the Meeting reviewed document SCP CGI/PM.1/7 activity by activity as follows:

- Joint Sub-Regional Seminar on Compensation for Oil Pollution Damage: The workshop was held in Cyprus (4-5 December of 2018) prior the Meeting and was successfully completed.
- Joint Sub-Regional Training Course on Emergency: The meeting indicated this is not a priority
- Joint Sub-Regional Workshop on Oil Spill Modelling: This is not a first priority for all the parties. The Israel Party explained that they have been testing models. The Cypriot Party mentioned that it is considered a priority for the country and in the following year staff will be sent for training on the modelling tools. REMPEC recalled its collaboration with the T Mediterranean Operational Network for the Global Ocean Observing System (MONGOOS) and its possible activation, within the framework of the Mediterranean Assistance Unit, to provide forecasting models within the hour after the receipt of a request from a Contracting Party.
- Spill Response Exercises: The Cypriot Party considered this activity as a priority and suggested to split it into two parts (i) Spill Response Exercise every 2-3 years, and (ii) the Communication routine to be carried out annually starting from the Cypriot Party and continuing with other parties in alphabetical order. It was recommended to check the communication list during the National Exercise,
- Sub-regional Training Course (IMO OPRC Level 1), Sub-regional Training Course (IMO OPRC Level 2): The Cypriot Party indicated that Cypriot staff completed the IMO Model Training Course on OPRC Level 1 and Level 2, in Greece, while the IMO Model Training Course on OPRC Level 3 was to be carried out in Nicosia the following week.
- Sub-regional Course on Training-of-trainers: The Meeting agreed that this activity was of high priority
- Sub-regional Workshop on Oiled Shoreline Assessment: The Meeting agreed that this activity was of high priority and agreed to organise a session in 2019.

- National Training Course (POSOW programme): The Meeting agreed this activity was of high priority and agreed to organise a session in 2019. The Cypriot Party will request the support of REMPEC for its organisation and funding in 2019 or 2020.
- Sub-regional workshop on oil spill waste management: The Meeting concurred that this activity was of high priority. However, it was discussed among Parties that there was a need to look at the whole chain of waste management (e.g. capacities of the companies), costs, country – specific characteristics (available resources, area etc.). REMPEC encouraged the Parties to refer to the Waste Management Decision Support Tool, available on REMPEC Website (<http://www.rempec.org/rempecwaste/>) and recalled that a specific trainings to use the tool had been organised in Israel and Tunisia.
- Sub-regional Workshop on dispersants: The Meeting agreed that this activity was of high priority. The Greek party indicated that even though dispersants are not used, it is considered a high Priority and is transnational high interest. The Israel Party requested to know more on the dispersal – priority, considered by companies as first line of defence, approvals needed to use dispersants. The Cypriot party indicate that there is a pre-approved list of dispersants, it suggested that the list of France - UK could be used following approvals of DFMR but they must not be used in sensitive areas and water depths <30m. The Cypriot Party suggested that training on the procedures and common lists of dispersants should be Second High priority. REMPEC recalled the Parties that Mediterranean Coastal States adopted the 2011 Edition of the Guidelines for the use of dispersants for combatting oil pollution at sea in the Mediterranean region, which provides in Part I (Regional approval), a regional agreed guidance on the main elements that should be considered before deciding on the use of dispersants.

48. **The Meeting took note** of the above and **agreed** that any party organizing activities will inform / invite other Parties.

Agenda Item 8. **Other business.**

49. No delegation has requested to intervene under this Agenda item.

Agenda Item 9. **Date, place and duration of the next Meeting**

50. The Secretariat recalled the Rules of procedure related to the organization of the next Meeting and the Chapter 2.6.4 of the Plan on the possible combination of the joint training activities and/or joint exercises with Meeting of the Operational Authorities as done for this Meeting which is organized back to back to the Workshop referred to in the above paragraph 39 and invited to decide on the date, place, duration and agenda of the next meeting.

51. **The meeting decided** decided to host the meetings in alphabetically order. The Greek party will host the next meeting, around November 2019, the agenda will be similar to the current one. Cyprus can assist Greece for the next meeting, if needed, and REMPEC will assist in the preparation of documents.

Agenda Item 10. **Summary records of the Meeting**

52. The Secretariat endeavored to draft a summary records of the Meeting recording for each agenda item main points of discussion, conclusions, decisions and recommendations, which will be presented to the Meeting by the Chairperson.

53. The Meeting was invited to comment and agree upon these records and to instruct the Secretariat, proceed with the preparation, dissemination of the final version of the Meeting's Report, taking into consideration all concluding remarks made under the present Agenda in accordance with the Rule 24 of the Rule of procedure.

The Cypriot Party will circulate the report within one / two months, will be reviewed by the Parties and be finalized by the end of February / mid-March.

Agenda Item 11. **Closure of the Meeting.**

54. The Meeting is closed by the Chairperson on Thursday, 6 December 2018, at 16.00.

ANNEX I

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ANNEX II

AGENDA

1. Opening of the Meeting
2. Organization of the Meeting
3. Adoption of the Agenda
4. Review and adoption of the Rules of Procedure for Meetings of national Operational Authorities
5. Status of ratification and implementation of the Implementation Agreement on the Plan
6. Review and update of the Annexes to the Plan
7. Review and adoption of a program of activities 2018-2019
8. Other business
9. Date, place and the duration of the next Meeting
10. Summary records of the Meeting.
11. Closure of the Meeting

ANNEX III

SCP CGI - ANNEX 10

ANNEX 10

RULES OF PROCEDURE

**FOR MEETINGS OF NATIONAL OPERATIONAL AUTHORITIES
FOR THE IMPLEMENTATION OF THE
SUB-REGIONAL MARINE OIL POLLUTION
CONTINGENCY PLAN
BETWEEN CYPRUS, GREECE AND ISRAEL**

Date of modification 6 December 2018

RULES OF PROCEDURE

for Meetings of National Operational Authorities for the implementation of the Sub-regional Marine Oil Pollution Contingency Plan between Cyprus, Greece and Israel

PURPOSES

Rule 1

These rules of procedure shall apply to any meeting of the National Operational Authorities designated for the implementation of the "Sub-regional Marine Oil Pollution Contingency Plan between Cyprus, Greece and Israel" in accordance with its Article 2.5.

DEFINITIONS

Rule 2

For the purposes of these rules:

- (1) The word "Plan" shall apply to the Sub-regional Marine Oil Pollution Contingency Plan between Cyprus, Greece and Israel;
- (2) The word "Party" shall apply to Cyprus, Greece and Israel.
- (3) The term "National Operational Authorities" shall apply to the national authorities of the Parties designated to have the responsibility for the implementation of the Plan, as provided in article 2.2 of the Plan;
- (4) The term "meeting" shall apply to any ordinary or *ad hoc* meeting of the National Operational Authorities.

SECRETARIAT

Rule 3

- (1) The Head of the National Operational Authority due to host the next meeting, or the person designated by him, shall perform the functions of the Secretary for that specific meeting.
- (2) The role of the Secretary shall rotate between the three countries concerned in accordance with the programme of meetings, and will terminate for each particular meeting with the issue of the report of the meeting.
- (3) In his capacity as the Head of National Operational Authority, the Secretary or a member of the Secretariat designated for the purpose may make either oral or written statements concerning any question under consideration by the meeting.
- (4) The staff of the National Operational Authority of the host country shall perform the secretarial duties for the meeting.

PLACE OF MEETINGS

Rule 4

- (1) As provided in article 2.5 of the Plan, the meetings will be hosted by each Party consecutively and following the alphabetical order of the names of the Parties in English language.
- (2) Unless they decide otherwise, the National Operational Authorities shall normally meet at the seat of the National Operational Authority hosting the meeting.

DATES OF THE ORDINARY MEETINGS

Rule 5

- (1) As provided in article 2.5 of the Plan the National Operational Authorities should hold ordinary meetings once every year.
- (2) The Secretary shall convene the ordinary meeting within twelve months after the previous ordinary meeting.
- (3) At the end of each ordinary meeting the Parties shall, by a joint agreement, propose an approximate opening date and the duration of the next ordinary meeting.

AD HOC MEETINGS

Rule 6

- (1) The Parties may recommend, taking duly into account financial implications, to the Secretary the convening of *ad hoc* meetings, either of representatives of the Parties or of Governmental experts, in order to study problems which, because of their specialized nature, could not fruitfully be discussed during the ordinary meetings.
- (2) The Secretary shall notify the Parties of any *ad hoc* meeting not less than thirty days prior to it.
- (3) The terms of reference of these *ad hoc* meetings and the questions to be discussed shall be determined by the National Operational Authorities.
- (4) Unless otherwise decided, each *ad hoc* meeting shall elect its own officers.
- (5) These rules of procedure shall apply *mutatis mutandis* to the subsidiary bodies and *ad hoc* meetings.

INVITATIONS

Rule 7

The Secretary shall invite the National Operational authorities of all three Parties concerned to designate representatives to the meetings..

Rule 8

- (1) The Secretary shall, with the agreement of the other two Parties, invite any other Contracting Party to the 1976 Emergency Protocol and 2002 Prevention and Emergency Protocol to the Barcelona Convention which so requests and has a direct concern in the protection of the Mediterranean Sea against pollution to designate representatives to observe the meetings. .
- (2) Such observers, upon invitation of the Chairperson and with the consent of the meeting, may participate in the deliberations of the meeting in matters of direct concern to the Party they represent.
- (3) The representatives of the United Nations and its specialized agencies may participate in the meetings if they participate in the activities of the Mediterranean Action Plan.

Rule 9

- (1) The Secretary shall, with the consent of the other two Parties, invite any intergovernmental organization, other than the United Nations and its specialized agencies, which has a direct concern in the protection of the Mediterranean Sea against pollution to designate representatives to observe the meetings.
- (2) The Secretary shall, with the consent of the two other Parties, invite any international non-governmental organization, which has a direct concern in the protection of the Mediterranean Sea against pollution to designate representatives to observe the meetings.
- (3) Such observers may, upon invitation of the Chairperson and with the consent of the meeting, participate in the deliberations of the meeting in matters related to the activities of the organization or body that they represent.

PUBLICITY

Rule 10

The meetings shall be held in private unless the meeting decides otherwise. Sittings of subsidiary bodies of the meetings and *ad hoc* meetings shall be held in private, unless the meeting decides otherwise.

AGENDA

Rule 11

The Secretary shall prepare the provisional agenda of each meeting.

Rule 12

The provisional agenda of each ordinary meeting shall include:

- (a) All items mentioned in article 2.5(1) of the Plan;
- (b) All items the inclusion of which has been requested at a previous meeting;
- (c) Any item proposed by a Party;

Rule 13

The provisional agenda, together with the supporting documents for each meeting, shall be communicated by the Secretary to the Parties at least thirty days before the opening of the meeting.

Rule 14

The Secretary shall include any question suitable for the agenda, which may arise between the despatch of the provisional agenda and the opening of the meeting, in a supplementary provisional agenda which the meeting shall examine together with the provisional agenda.

ADOPTION OF THE AGENDA

Rule 15

At the opening of the meeting, the Parties, when adopting the agenda for the meeting, may add, delete, defer or amend items. Only items that are considered by the meeting to be urgent and important may be added to the agenda.

Rule 16

The provisional agenda for an *ad hoc* meeting shall consist only of those items proposed for consideration in the request for the holding of the *ad hoc* meeting. It shall be transmitted to the Parties at the same time as the invitation to the *ad hoc* meeting.

Rule 17

The Secretary shall report to the meeting on the technical, administrative and financial implications of all substantive agenda items submitted to the meeting, before they are considered by it.

Rule 18

Any item of the agenda of the meeting, consideration of which has not been completed at the meeting, shall be included automatically in the agenda of the next meeting, unless otherwise decided by the Parties.

REPRESENTATION

Rule 19

Each Party shall be represented in the meeting by the Head of its National Operational Authority or a representative designated by him, who may be accompanied by such advisers and experts as may be required.

Rule 20

(1) At the commencement of the first sitting of each meeting, a Chairperson and a Vice-Chairperson shall be elected from among the representatives of the host country.

(2) The Chairperson and the Vice-Chairperson acting as the Chairperson shall nevertheless participate in the meeting in their capacity of the representative of their National Operational Authority. The host country may also decide to designate another representative who shall be entitled to represent the Party in the meeting instead of the Chairperson.

Rule 21

At its last sitting each meeting shall decide on the host country for the next meeting, whose Head of the National Operational Authority shall act as the Secretary between the meetings.

ACTING CHAIRPERSON

Rule 22

If the Chairperson is temporarily absent from a sitting or any part thereof, he shall appoint the Vice-Chairperson to assume his duties.

ORGANIZATION OF THE MEETING

Rule 23

(1) During the course of a meeting the Parties shall establish such committees and other working groups as may be required for the transaction of its business.

(2) Unless otherwise decided, the meeting shall elect a Chairperson for each such committee and working group. The meeting shall determine the matters to be considered by each such committee or working group.

Rule 24

(1) The Secretariat of the meeting shall receive and circulate the documents of the meeting at least thirty days before the start of the meeting.

(2) After the meeting the Secretariat shall prepare summary records of the meeting. These summary records shall be distributed to the participants as soon as possible, and not later than thirty days after the closing of the meeting to which they relate. The participants shall inform the secretariat in writing of any corrections they wish to have made, not later than ten days after the receipt of the draft summary records.

(3) The Secretariat shall prepare and circulate final reports and relevant documentation of the meeting not later than sixty days after the closing of the meeting to which they relate.

(4) The Secretariat of each meeting shall have custody of the documents in the archives of the meeting.

LANGUAGES

Rule 25

English shall be the official language of the meetings of National Operational Authorities.

Rule 26

A representative may speak in a language other than English, if he provides for the interpretation into English language.

Rule 27

All working documents of the meeting and all reports shall be drawn up in English language.

CONDUCT OF BUSINESS

Rule 28

The presence of all three parties is required for a quorum.

Rule 29

In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairperson shall declare the opening and the closing of the meeting. He shall direct the discussions, ensure the observance of these rules, accord the right to speak and announce decisions made by the meeting.

POINTS OF ORDER

Rule 30

A representative may at any time raise a point of order, which shall be decided immediately by the Chairperson in accordance with these rules.

Rule 31

The Parties shall normally introduce proposals in writing, and hand these to the Secretariat, which shall circulate copies to the other Parties

Rule 32

Subject to the provisions of rule 30, the following motions shall have precedence, in the order indicated below, over all other proposals or motions before the meeting:

- (a) To suspend a sitting;
- (b) To adjourn a sitting;
- (c) To adjourn the debate on the question under discussion; and
- (d) For the closure of the debate on the question under discussion.

Permission to speak on a motion falling within a to d above shall be granted only to the proposer.

Rule 33

If two or more proposals relate to the same question, the meeting, unless it decides otherwise, shall discuss the proposals in the order in which they have been submitted.

MAKING DECISIONS

Rule 34

All decisions of the meetings of National Operational Authorities shall be made by consensus.

Rule 35

Procedural decisions shall be taken by a simple majority.

AMENDMENTS OF PROCEDURE

Rule 36

These rules of procedure may be amended by a decision of the meeting of National Operational Authorities taken by a consensus of the Parties.

OVERRIDING AUTHORITY OF THE PLAN

Rule 37

In the event of any conflict between any provision of these rules and any provision of the Plan, the Plan shall prevail.

ANNEX IV

LIST OF DOCUMENTS

WORKING DOCUMENTS	
SCP CGI/PM.1/3/1/rev1	Provisional agenda
SCP CGI/PM.1/3/2	Annotated provisional agenda
SCP/CGI/PM.1/3/3	Draft timetable
SCP/CGI/PM.1/7	Mid-Term Activities within the Framework of the Sub-regional marine oil pollution contingency plan between Cyprus, Greece And Israel during 2018 – 2019 Biennium or at a later stage (Long-Term)
REFERENCE DOCUMENTS	
Annex 10 of the Sub-regional marine oil pollution contingency plan between Cyprus, Greece and Israel	Rules of procedure for meetings of National operational authorities for the implementation of the Sub-regional marine oil pollution contingency plan between Cyprus, Greece and Israel
INFORMATION DOCUMENT	
Information to Participants	Date – Venue – Registration – Documentation – Accommodation – DSA – Travel – Visa – Contact Persons