



Tehran Convention

**Fourth Meeting of the Preparatory Committee  
for the sixth Meeting of the Conference of the Parties (COP6) to the Tehran Convention  
Geneva, 7, 8 and 10 November 2016**

**Meeting of the Preparatory Committee  
for the first Meeting of the Conference of the Parties of the Parties (COP1) to the  
(Aktau) Protocol Concerning Regional Preparedness, Response and Cooperation in  
Combating Oil Pollution Incidents  
Geneva, 8 and 9 November 2016**

**PROVISIONAL ANNOTATED AGENDA**

**Monday, 7 November 2016**

9:30 – 10:00 - Registration and opening of the meeting

- Adoption of the agenda

10:00 – 10:15 - *Coffee break*

10:15 – 11:30 - Clarifications on outstanding matters related to the Secretariat of the Tehran Convention:

The representative of UNEP will clarify the outstanding matters, followed by a discussion. The outstanding matters include:

- Carrying out functions of the Secretariat: Request and authority;
- Secretariat personnel: Recruitment, appointment, and status;
- UN/UNEP financial regulations and rules: Administration of the Convention Trust Fund and Convention Financial Rules;
- Privileges and immunities: of the UN/UNEP, of the Secretariat premises, the Secretariat personnel, experts and delegates to the meetings of the Convention;
- Provider or administrator of the Secretariat: Roles, responsibilities, accountability and authority;
- Relationship between the Executive Director of UNEP and the Executive Secretary of the Convention,
- Other key elements in a host country agreement.

Relevant document: Communication from the UNEP to the Parties in document - TC/COP6/INF11.

The PrepCom will be invited to comment on the clarifications made and reach agreement on the outstanding matters for use in the host country agreement..

11:30 – 12:00 - *Coffee break*

12:00 – 13.00 - Azerbaijan will introduce its version of the HCA, after which UNEP and the

Parties will be invited to provide comments on the text of the HCA and open the discussion.

Relevant document: Host Country Agreement, draft version of Azerbaijan produced as of 17/04/2015 in document TC/COP6/INF13.

13:00 – 14:30 - *Lunch break*

14:30 – 16:00 - Composition and Staffing of the TC Secretariat

The Representative of UNEP will inform and update the Meeting about the status of the recruitment process of the Executive Secretary of the Secretariat of the Tehran Convention (P5).

The recruitment of other UNEP staff in the Convention Secretariat will be spearheaded by the appointed Executive Secretary within his/her delegated authority. As indicated in Annex I of the proposed Programme of Work 2016 – 2017, a large part of the staff positions should be filled through secondments. UNEP will inform the Meeting about further steps for the recruitment of the staff, including offers and procedures for the secondment of staff to the Secretariat by the Contracting Parties.

The PrepCom will be invited to provide comments and take note on the status of the recruitment of staff of the Secretariat.

16:00 – 16:30 - *Coffee break*

16:30 – 18:00 - Terms of Reference (ToR) and Budget of the Convention Trust Fund (TF).

At its 1st Meeting in Baku, 24-27 November 2014, the PrepCom reviewed and reached agreement on the draft ToR of the Trust Fund for the Tehran Convention. UNEP reviewed the draft as agreed by the PrepCom and provided comments. The draft ToR as agreed by the subsequent PrepCom is contained in the Note by TCIS on the TF (TC/COP6/7); UNEP may provide additional comments or clarifications during the meeting.

At its 3rd Meeting, the PrepCom agreed with the proposed budget of the TF, “on the understanding, that the budget figures will be updated once the certified statement of income and expenditure over 2015 has been issued”. In light of the delay in finalizing the arrangements for COP6, an update of the budget has been prepared and is included in the Note by TCIS on the TF.

The PrepCom is invited to consider the updated draft budget and agree on it.

## **Tuesday, 8 November 2016**

10:00 – 10:30 - Status of the Moscow, Ashgabat and EIA Protocols as well as Protocol on information sharing

The PrepCom is invited to review the status of ratification of the Protocol for the Protection of the Caspian Sea against Pollution from Land Based Sources and Activities (Moscow Protocol), and the Protocol for the Conservation of Biological Diversity (Ashgabat Protocol), and review and agree on para's 1 and 2 of the draft Ministerial Statement, contained in document TC/COP6/10.

At its 3rd Meeting the PrepCom, after having reviewed the advisory opinion of the Espoo Convention Secretariat on the proposals of Turkmenistan for the

Annex to the Protocol on Environmental Impact Assessment in a Trans-boundary Context, concluded that, “in the continuing absence of consensus, the Ministers at COP6 will be requested to review and reach agreement on the proposals”. The text of the Protocol with the Proposals of Turkmenistan, as well as the Advisory Opinion of the Espoo Convention Secretariat, are contained in document TC/COP6/3.

The PrepCom is invited to provide guidance as to how best the Ministers can address the issue, and review and agree on para 3 of the draft Ministerial Statement (document TC/COP6/10).

10:30 – 11:00 - Terms of Reference NCLOs

At its 3rd Meeting the PrepCom reviewed the draft ToR for the NCLOs and requested TCIS to incorporate comments and prepare the ToR for submission to COP6. The final draft of the ToR is contained in document TC/COP6/6.

The PrepCom is invited to review the ToR of the NCLOs and agree on para 11 of the draft Ministerial Statement, contained in document TC/COP6/10.

11:00 – 11:30 - *Coffee break*

11:30 – 12:30 - Host Country Agreement

Azerbaijan and UNEP will inform the Meeting of the outcome of their HCA negotiations, after which the PrepCom is invited to provide guidance in solving any remaining points.

12:30 – 13:00 - Decision on Institutional arrangements for the Tehran Convention

TCIS will introduce and the PrepCom is invited to review and agree on the text of the draft Decision on institutional arrangements for the Tehran Convention, contained in document TC/COP6/9.

13:00 – 14:30 - *Lunch break*

14:30 – 16:00 - Preparations for COP1 Aktau Protocol

The Meeting will be informed of the outcome of the Meeting in Aktau, 10 – 12 August 2016, to celebrate the entry into force of the (Aktau) Protocol on Regional Preparedness, Response and Co-operation in Combatting Oil Pollution Incidents.

The PrepCom is invited to discuss and prepare recommendations for the 1st COP and Ministerial Statement and Decisions concerning:

- the designation of competent national authorities (art 1 (f) Protocol), and their relation with the NFPs and NCLOs of the Tehran Convention;
- the procedures for the establishment of a regional mechanism (art 4.3 Protocol) and its relation to the Tehran Convention Secretariat;
- the finalization and procedures for adoption of the Caspian Sea Plan concerning Regional Co-operation in Combating Oil Pollution (art 4.4 Protocol);
- the first two-year POW and budget for the implementation of the Protocol;
- the Strategy and procedures for involving the Oil and Gas Industry in the implementation of the Protocol
- the relationship between the Protocol and the Agreement on Co-operation in the field of prevention and liquidation of emergency situations in the Caspian

Sea, adopt at the Caspian Summit, in Astrakhan, 29 September 2014

The documentation for the Meeting will include: A note by TCIS on the implementation of the Aktau Protocol; the draft of the Caspian Sea Plan; the draft POW and Budget; the Note by IMO on Models and Considerations for the Establishment of a Regional Centre for Oil Pollution Preparedness and Response; the updated Note by TCIS on Co-operation with the Oil and Gas sector; draft Ministerial Statement and Decisions.

16:00 – 16:30 - *Coffee break*

16:30 – 18:00 - *Continued: Preparations for COP1 Aktau Protocol*

<b>Wednesday , 9 November 2016</b>
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10:00 – 11:30 - *Continued: Preparations for COP1 Aktau Protocol*

11:30 – 12:00 - *Coffee break*

12:00 – 13:00 - *Continued: Preparations for COP1 Aktau Protocol*

13:00 – 14:30 - *Lunch break*

14:30 – 16:00 - Programme of work and budget

The PrepCom is invited to consider the Programme of Work and budget as contained in document TC/COP6/8 and agree on para 12 of the draft Ministerial Statement, contained in document TC/COP6/10.

16:00 – 16:30 - *Coffee break*

16:30 – 18:00 - Stakeholder involvement, status CEIC and SOE preparations

The Russian Federation/Secretariat will inform and introduce the report and recommendations of the Stakeholders' Meeting, Astrakhan, 12 – 13 August 2015 (TC/COP6/12). The PrepCom is invited to consider the report and recommendations and review and agree on para 6 of the draft Ministerial Statement, contained in document TC/COP6/10.

The PrepCom will be informed by the Representative of Grid Arendal of the status of Caspian Environment Information Centre (CEIC), in particular the proposal submitted to BP for the 2<sup>nd</sup> phase of CEIC activities, and is invited to review and agree on para 9 of the draft Ministerial Statement, contained in document TC/COP6/10.

The PrepCom is invited to consider the Note by TCIS on the preparations for the second State of the Caspian Sea Environment Report (SOE2), contained in document TC/COP6/5. and review and agree on para 10 of the draft Ministerial Statement, contained in document TC/COP6/10.

<b>Thursday, 10 November 2016</b>
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10:00 – 11:30 - Draft Ministerial Statement and Decisions

The PrepCom is invited to review and agree on the draft Ministerial Statement, contained in document TC/COP6/10, and to decide on the dates of COP6

*11:30 – 12:00 - Coffee break*

12:00 – 12:45 - Other matters

12:45 – 13:30 - Wrap-up and closure of the meeting