NOWPAP MERRAC

Northwest Pacific Action Plan
Marine Environmental Emergency Preparedness and Response
Regional Activity Centre

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UNEP IMO

Report of 6th NOWPAP MERRAC Focal Points Meeting

MERRAC, Daejeon

1-4 September 2003

UNEP/IMO/NOWPAP/MERRAC/FPM 6/15

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THE SIXTH NOWPAP MERRAC FOCAL POINTS MEETING

(MERRAC, Daejeon, 1-4 September 2003)

REPORT OF THE MEETING

Background

1. The Action Plan for the Protection, Management and Development of the Marine and Coastal Environment of the Northwest Pacific Region (NOWPAP) and three Resolutions were adopted at the First Intergovernmental Meeting (Seoul, September 14, 1994; UNEP(OCA)/ NOWPAP/IG.1/5) by the States in the Northwest Pacific region: Japan, People's Republic of China, Republic of Korea and Russian Federation (hereinafter referred to as Japan, China, Korea, Russia, respectively). Resolution 1 identified five areas of priority for implementation of the Action Plan, one of which is NOWPAP/4: Development of Effective Measures for Regional Cooperation in Marine Pollution Preparedness and Response. At the international level, International Convention on Oil Pollution Preparedness and Response and Cooperation (OPRC) was adopted in November 1990 and entered into force in May 1995.

2. Based on the activities carried out by the United Nations Environment Programme (UNEP) and the International Maritime Organization (IMO), such as the expert mission to the region in April 1994, and the Government-designed OPRC Experts Meeting on Sub-regional Cooperation to Enhance National Capabilities in Marine Pollution Emergency Preparedness and Response (Bangkok, November 1995), it was recommended that a Forum be created under the NOWPAP framework for the purpose of exchanging information on marine pollution preparedness and response. At the meeting, the objectives of the Forum were specified as followings: (i) to exchange information on marine pollution preparedness and response; (ii) to develop a Regional Contingency Plan; and (iii) to develop a related Memorandum of Understanding (MOU). The NOWPAP Forum Members, with support from UNEP and IMO, have, through the four Forum Meetings as well as the informal meetings and intersessional work, worked to achieve these objectives.

3. Following these activities, the Informal Meeting of Experts on Marine Pollution Prevention in the North-West Pacific was held in Niigata in July 1996. The Forum was launched at its first meeting hosted by the Government of Japan (Toyama, Japan, July 1997). At the first meeting of the NOWPAP Forum on Marine Pollution Preparedness and Response, an interim Terms of Reference was agreed to facilitate its future work, and decided on the Forum's initial tasks and designation of responsibility for the tasks among the member States. The second meeting was held in Daejeon, Korea in April 1998, and agreed on the scope of the continuous work of the Forum members. The third meeting was held in Yuzhno-Sakhalinsk, Russia in July 1999, and reviewed the progress of

the initial tasks agreed at the Second Forum.

4. In March 2000, the Marine Environmental Emergency Preparedness and Response Region Activity Centre (MERRAC) was established in Daejeon, Korea based on the agreement of the Fourth Intergovernmental Meeting on NOWPAP (China, April 1999). MERRAC took on the responsibility of functioning as secretariat for the Meeting, as defined its Terms of Reference.

5. Continuously, the Fourth Forum Meeting was held in Qingdao, China in May 2001. The meeting considered the draft NOWPAP Regional Oil Spill Contingency Plan prepared by IMO, and agreed that a technical discussion on the revised draft Plan would take place at the Expert Meeting, prior to the Plan being submitted to the next NOWPAP MERRAC Focal Points Meeting for its final adoption. The same meeting also agreed that IMO prepare a draft Memorandum of Understanding (MOU) taking into account the two existing draft MOU's, following the discussions on the type of document to be developed. The meeting also agreed that the Expert Advisory Group Meeting be organized to discuss the draft MOU prepared by IMO during intersessional period.

6. As agreed at the Fourth Forum Meeting, the Expert Advisory Group Meeting on NOWPAP Regional Oil Spill Contingency Plan and Memorandum of Understanding (MOU) (hereinafter referred to as 'Experts meeting') was held in Tokyo, Japan, hosted by the Government of Japan, in 5-9 November 2001. The Expert Meeting discussed the texts of the draft NOWPAP Regional Oil Spill Contingency Plan and MOU, which had been prepared by IMO after the Fourth Forum Meeting. After a lengthy discussion, the meeting agreed on the "Text of the Draft NOWPAP Regional Oil Spill Contingency Plan" and "Text of the Draft Memorandum of Understanding (MOU) on Regional Co-operation Regarding Preparedness and Response to Oil Spills in the Marine Environment of the Northwest Pacific Region" (UNEP/IMO/NOWPAP/WG.16/7 ANNEX V and ANNEX VI, respectively).

7. Upon decision by the Fourth Forum Meeting, the name of the Forum was changed into "NOWPAP MERRAC Focal Points Meeting", and the meeting would be organized periodically at MERRAC each year in May, from the Fifth NOWPAP MERRAC Focal Points Meeting.

8. The Fifth NOWPAP MERRAC Focal Points Meeting held in MERRAC in 20-24 May 2002 had concluded its work on the text of draft 'NOWPAP Regional Oil Spill Contingency Plan' and the draft 'Memorandum of Understanding (MOU) on Regional Co-operation Regarding Preparedness and Response to Oil Spills in Marine Environment of the Northwest Pacific Region', after closely reviewing the texts of the draft MOU and the draft Plan agreed by the legal and technical experts of the NOWPAP Member at the Expert Advisory Group Meeting on NOWPAP Regional Oil Spill Contingency Plan and MOU (Tokyo, 5-9 November 2001).

9. Based upon the agreement of the Fifth MERRAC Focal Point Meeting (UNEP/IMO/

NOWPAP/WG/FPM 5/18), the NOWPAP Regional OPRC Training Course (IMO Level 2 Course), hosted by the Government of Korea, was held as one of the proposed activities of MERRAC for the 2002/3 Biennium in Incheon, Korea in 28 October – 1 November 2002, with kind technical supports from IMO, Korea National Maritime Police Agency (KNMPA) and Korea Marine Pollution Response Cooperation (KMPRC).

10. Upon the decision of the Fifth MERRAC Focal Points Meeting, the Sixth MERRAC Focal Points Meeting was held in MERRAC (Daejeon), 1-4 September 2003.

11. During the meeting, on 4 September 2003, a technical tour of the experimental equipments and facilities at the Korea Research Institute of Ships & Ocean Engineering / Korea Ocean Research and Development Institute (KRISO/KORDI), which is the operating institute of MERRAC, was carried out.

12. Representatives of the NOWPAP Members: Japan, China, Korea and Russia, participated in the meeting. The representatives of United Nations Environment Programme (UNEP), and Marine Environmental Emergency Preparedness and Response Regional Activity Center (MERRAC) acted as a secretariat for the meeting. The representatives of other three NOWPAP Regional Activity Centres (RACs), Data and Information Network Regional Activity Centre (DINRAC), Pollution Monitoring Regional Activity Centre (POMRAC) and Special Monitoring & Costal Environmental Assessment Regional Activity Center (CEARAC), were invited to the meeting. The Technical Expert of the Centre de Documentation, de Recherches et d' Experimemtations sur les Pollutions Accidentelles des Eaux (CEDRE) also attended the meeting. A full list of participants is attached in **ANNEX I** to the present report.

Agenda item 1. Opening of the meeting

13. The meeting was opened at 10:00 a.m. at MERRAC (Daejeon) on 1 September 2003 by Dr. Chang-Gu Kang, Director of MERRAC. At the opening address, Dr. Kang expressed his sincere thanks to UNEP, IMO and NOWPAP Members for their contributions and supports that they have given to the MERRAC activities regarding the development of an effective regional cooperation in marine pollution preparedness and response in the Northwest Pacific region, within the framework of the NOWPAP. He stated that the NOWPAP Regional Oil Spill Contingency Plan and its Memorandum of Understanding (MOU) to be submitted to the next NOWPAP Intergovernmental Meeting for its final adoption would be a firm basis in the field of marine pollution preparedness and response in the region. Also, He emphasized that in order not to experience major oil spill accidents like the Prestige accident happened off the NW coast of Spain in November 2002, we should expand and maintain regional capacity to prepare and respond against such a major oil spill accident which could occur in this region, as well.

14. Mr. Tae-Hwan An, Director General of the Korea National Maritime Police Agency (KNMPA), Republic of Korea, welcomed to Korea the participants from the NOWPAP Members, UNEP, POMRAC, DINRAC, CEARAC and CEDRE. He stressed that, based upon the lessons learned from the Prestige accident, NOWPAP Members should endeavor to establish a regional cooperative system for marine pollution preparedness and response without delay in the near future.

15. Dr. Sang-Kyung Byun, President of the Korea Ocean Research & Development Institute (KORDI), extended a warm welcome to all of the participants to KRISO/KORDI and expressed his gratitude to the participants in the present meeting. He mentioned that KORDI, as the operating institute of MERRAC, has made efforts to fully support the MERRAC activities in order to achieve its designated goal and objectives in the field of the marine pollution preparedness and response.

16. Dr. Ellik Adler, Regional Seas Coordinator, UNEP, on behalf of Dr. Klaus Topfer, Executive Director of UNEP, extended a warm welcome to all participants and expressed his thanks to KORDI and KNMPA for their hospitality. He mentioned that the MERRAC is good example for other Regional Activity Centres in their implementing relevant activities. He also recommended that, in the future, subject to the decisions of the IGM, MERRAC would cover the issues relating to the marine based pollution, prevention of marine accidents, introduction of the alien organisms through ballast waters and marine litter, which have been to be addressed urgently at the regional and global level, as well as the issues relating to the marine pollution preparedness an response.

17. The representatives of NOWPAP Members and CEDRE expressed their thanks to MERRAC for its kind hospitality and for hosting the meeting, and KORDI, UNEP and IMO for their kind supports.

Agenda item 2. Organization of the meeting

18. Following the proposal by the representative of Japan, the meeting unanimously elected Mr. Sung-Kook Ahn, Deputy Director of Environment Co-operation Division, Ministry of Foreign Affairs and Trade, Korea, as its Chairman, and Mr. Anatoly Yanchuk, Director of Sakahalin Basin Salvage & Rescue Company (SAKHBASU), Russia, as the Rapporteur.

19. The meeting agreed to apply *mutatis mutandis* the rules of procedure for the meeting in accordance with of the Terms of Reference of the NOWPAP MERRAC Focal Points

20. The Director of MERRAC presented a provisional list of documents, as presented in **ANNEX II**, noting that an additional document has been submitted by MERRAC at the beginning of the meeting (UNEP/IMO/NOWPAP/MERRAC/FPM 6/12/Suppl. A). Also, related to the agenda item 6.1, Japan and Russia have lately submitted to MERRAC updated information regarding the MERRAC Focal Points.

Agenda item 3. Adoption of the agenda

21. The meeting adopted the Agenda (**ANNEX III**) as introduced by the Director of MERRAC.

Agenda item 4. Overview of the progress made in the intersessional period after the Fifth NOWPAP MERRAC Focal Points Meeting

22. The representative of UNEP reported to the meeting on the progress of the entire NOWPAP activities during the intersessional period, together with an overview of the UNEP's Regional Seas Programme. He emphasized that the four RACs have successfully launched their respective Focal Points meetings during the last intersessional period, and the NOWPAP Regional Coordinating Unit (RCU) would be established in the near future following the finalization of the respective Host Country Agreements (HCA) between the Co-hosting countries (Japan and Korea) and UNEP, and subsequent recruiting the staff for RCU offices. He also mentioned that the agenda relating to the adoption of the NOWPAP Regional Oil Spill Contingency Plan and MOU has been submitted to the next IGM, expressing his hope that the paragraphs and/or terminologies upon which the last Fifth MERRAC Focal Points Meeting had difficulties to reach agreement will be finalized at the 8th IGM.

23. The Director of MERRAC reported on the activities made during intersessional period after the 5th Focal Points Meeting (UNEP/IMO/NOWPAP/MERRAC/FPM 6/3). He also presented the current situation on the expenditure of the budget of MERRAC for the 2002/3 Biennium (UNEP/IMO/NOWPAP/MERRAC/FPM 6/4). Japan mentioned that a more detailed breakdown of the expenditures of the budget should be presented at the next Focal Points Meeting for a better understanding and transparency of MERRAC activities. The Director of MERRAC accepted the Japanese comment.

Agenda item 5. Review, analysis and lessons learned of the latest major oil spill accidents in Europe with the expert of CEDRE

24. Mr. Francois Cabioc'h, Expert of CEDRE, France, presented to the meeting a description and analysis of Prestige and Erika accidents which caused major environmental and economical damages in Europe in the last 3 years. He presented the processes of the accident, resulting oil spill, spill assessment, response and salvage operation, international cooperation during response operation, damage to environment and economy, actions were to be taken by the relevant parties. Following his presentation, further discussions were conducted among the participants. The summary of Mr. Cabioc'h's presentation is enclosed in **ANNEX IV**.

25. The meeting's participants also exchanged relevant information on the Prestige and Erika accidents and actions to be taken in the NOWPAP region in the future in order to prevent recurrence of the Prestige-type accident in the region, watching together the relevant videotapes.

Agenda item 6. Review of the progress made for each of the tasks agreed at the Fifth MERRAC Focal Points Meeting, and identification of continuous work

26. The meeting reviewed the progress made in each of the tasks agreed upon by the last Fifth MERRAC Focal Points Meeting (UNEP/IMO/NOWPAP/WG/FPM 5/18/Annex V), and identified the need for continuous work.

6.1. Routine Tasks

Focal Points

27. Dr. Seong-Gil Kang, Senior Consultant of MERRAC, presented document UNEP/IMO/NOWPAP/MERRAC/FPM 6/5, stating that Japan, China and Russia submitted their updated information at the meeting. Korea mentioned that they would submit updated information within two weeks after the meeting.

28. Following the proposal from the representative of UNEP to include the email address for the lists of national authority responsible for marine oil pollution in NOWPAP Members, the representative of Japan suggested that an e-mail system being a useful communication tool should be included into the contact points relating to the National Operational Contact Point(s) and Assistance Decision Authority. The meeting agreed with the Japanese proposal.

Information System

29. The Senior Consultant of MERRAC introduced the report on the information system (UNEP/IMO/NOWPAP/MERRAC/FPM 6/6), noting that Japan and Korea submitted updated data. China and Russia stated that they would submit updated information within four weeks.

30. The representative of Korea suggested a draft format for collecting the list of institutions and experts related to the marine pollution preparedness and response in the NOWPAP region. The draft format was adopted by the meeting.

Report on Oil Pollution Incidents

31. The Senior Consultant of MERRAC introduced documents (UNEP/IMO/NOWPAP/ MERRAC/FPM 6/7), noting that Japan, China and Korea updated the list of the oil spill accidents with spillage over than 10 tones as agreed at the last Fifth MERRAC Focal Points Meeting. Russia reported that there were no accidents in the Russian area of NOWPAP region during the intersessional period after the Fifth Focal Points Meeting.

32. The representative of Japan introduced an oil spill accident that was responded with the Korean Focal Point as a good example of taking advantage of the framework of NOWPAP programme.

33. The representative of China suggested that the interval of the reporting information on spill accidents to MERRAC be changed from six month to once a year. The proposal was accepted by the meeting. The meeting also requested MERRAC to collect the latest information on oil spill accident in other regions and then distribute it to NOWPAP Members. Japan noted that it would be recommended to think what use could be made of the statistical and technical collection from the Member countries. It was later agreed that the issue would be discussed in the next FPM.

Training & Exercise

34. The Senior Consultant of MERRAC reported that, as agreed by the last Fifth Focal Points Meeting, MERRAC held the NOWPAP Regional OPRC Training Course (IMO Level 2 Course) in Incheon, Korea from 28 October to 1 November 2002, with kind supports from IMO, KNMPA and KMPRC. He presented the relevant report on the training course (UNEP/IMO/NOWPAP/MERRAC/ FPM 6/8), noting that the participants of the training course were fully satisfied with the course and expressed their wish that the same training course be organized once more in 2003.

35. The representative of Korea stated that, in the future, the program of regional-specific training course should be developed by modifying the existing IMO Level 2 Course to accommodate the specific requirements of NOWPAP region. He also suggested that there is a need to establish a relevant correspondence group that will advise MERRAC on the required content of such course. The meeting agreed to the proposal.

36. The representative of Japan also suggested that it would be an idea to hold IMO level 3 Course in the near future taking into account the situation of the NOWPAP region.

6.2. Specific Tasks

37. The Senior Consultant of MERRAC reported on the overall progress made during the intersessional period regarding the specific projects including their administrative and financial aspects (UNEP/IMO/NOWPAP/MERRAC/FPM 6/9). He also described the future work that needs to be carried out regarding the specific project: after being submitted by the end of October 2003, the draft reports on the each tasks will be circulated to the MERRAC Focal Points for their review, and then at the 7th MERRAC Focal Meeting, the meeting will review in detail the achievements and recommendations made by these projects. The follow up activities will be discussed and agreed during the 7th FPM.

38. The representatives of each leading country presented the progresses made for each of the specific projects:

Oil Spill Prediction Model (Leading Country: Korea)

39. Dr. Moonjin Lee of Korea reported on the progress made in the oil spill predication model project. Based on the information collected from the region by the expert group the existing oil spill prediction models used in the region were reviewed. He also reported that he would submit a final report by October 2003, which will include the technical review on the existing models, and recommendation on how to develop an oil spill prediction model covering the whole NOWPAP area, based on joint regional activities.

Sensitivity Mapping (Leading Country: Japan)

40. Mr. Taisei Morishita of Japan presented the interim results on the analysis of ESI maps which are used or currently being developed in the NOWPAP region. He analyzed comparatively specifications of the ESI maps from the NOWPAP Members, pointing out that there are language and others technical differences among the National ESI methodologies. He also mentioned that the leading expert of Japan would submit a final report in a due course.

Oil Dispersants (Leading country: Russia)

41. Mr. Pavel Reivart of Russia presented that early draft of the regional oil dispersant guidelines has been developed and then circulated to the expert group members of each country. He stated that the expert group has collected relevant national polices, regulations and technical guidelines in the NOWPAP region as well as relevant guidelines in other regions.

42. The representative of UNEP noted that, due to the important regional aspects of large scale application of dispersants during major accidents, it could be beneficial if the draft regional dispersant guideline could be reviewed by regional expert meeting during the next biennium.

Shoreline Clean-up and Bioremediation (Leading country: China)

43. Mr. Jijun Li of China presented a document on the interim results on the guideline for the shoreline clean-up, mentioning that China would finalize a contract with MERRAC regarding the implementation of the specific project as soon as possible, and would submit relevant final report to MERRAC by 30 October 2003. He also suggested that, taking into account the situation that bioremediation is not a common technique in this area, the title of the specific project should be changed in ‘shoreline clean-up’, deleting the term ‘bioremediation’. The meeting agreed to the proposal.

44. The representative of UNEP suggested that the regional guideline on the shoreline clean-up should be drafted taking into account that NOWPAP regional-specific situation, and that the draft should be circulated and reviewed by NOWPAP Member prior to the finalization.

45. The Expert of CEDRE proposed that they would offer data relating to the shoreline clean up gathering system to MERRAC.

Agenda item 7. Discussion on the finalization of the Annexes to the draft NOWPPA Regional Oil Spill Contingency Plan

46. The Senior consultant of MERRAC introduced the texts of the draft annexes to the draft NOWPAP Regional Oil Spill Contingency Plan (UNEP/IMO/NOWPAP/MERRAC/FPM 6/10) to the meeting, which had been made by MERRAC in order to complete the full set of the annexes of the draft NOWPAP Regional Contingency Plan. The draft annexes presented were: Annex 2- Communications Plan, Annex 5- Guidelines for Reporting Oil Spills – Aerial Surveillance, Annex 6- Claims Manual, and Annex 7- Post-Incident Report. He mentioned that MERRAC made the drafts based upon existing data from other regions such as the Mediterranean and South-Asia.

47. Relating to the guideline for reporting oil spills- aerial surveillance (Annex 7 to the RCP), the representative of Japan mentioned that Japan is using another criteria table for assessing the thickness and volume of oil on the sea surface. He requested that the table used by Japan would replace the existing table in the draft annex. After a short discussion, the meeting agreed that the table suggested by Japan would be added to the annex including an explanation. The meeting also requested MERRAC to collect the relevant data on criteria regarding the appearance, thickness and volume of oil on the sea surface from other regions and/or institutions, and to present the findings to the FPM.

48. The meeting considered the drafts annex by annex, and, after a productive discussion and making few comments and amendments the meeting approved the annexes to the draft NOWPAP Regional Oil Spill Contingency Plan, presented by the secretariat. The final draft was annexed in **ANNEX V**.

Agenda item 8. Revision of the Terms Reference (ToR) for the NOWPAP MERRAC Focal Points Meeting

49. The Senior Consultant of MERRAC introduced the draft Terms of Reference for the NOWPAP MERRAC Focal Points Meeting (UNEP/IMO/NOWPAP/MERRAC/FPM 6/11) and invited the meeting to consider the draft article by article.

50. After considering and examining the documents, the meeting agreed on the text of “Draft Terms of Reference (ToR) for NOWPAP MERRAC Focal Points Meeting” which is presented in **ANNEX VI**, and also agreed to submit the draft to the 8th Intergovernmental Meeting for its final

adoption.

51. The meeting requested the Director of MERRAC to ask an authoritative interpretation of the NOWPAP Intergovernmental Meeting (IGM) on the issue relating to the status of the MERRAC Focal Points Meeting (FPM) and its relationship with MERRAC and for the IGM (e.g., whether FPM is an advisory group body or decision maker body to MERRAC), when he presents draft ToR to the next IGM.

Agenda item 9. Discussion on the organization of the NOWPAP Regional OPRC Training Course (IMO Level 2) as the NOWPAP Expert Advisory Group Meeting during the intersessional period

52. The Director of MERRAC presented to the meeting the draft plan for the organization of the NOWPAP Regional OPRC Training Course (IMO Level 2) to be organized in next intersessional period (UNEP/IMO/NOWPAP/MERRAC/FPM 6/12, UNEP/IMO/NOWPAP/MERRAC/FPM 6/12/Suppl.A). He informed the meeting of decisions made by MERRAC Focal Points through e-mail communications and on-going arrangements for the training course, including that the training course will be hosted by Japan in 10-14 November 2003 in Shimonoseki City, and that Japan kindly proposed to provide the funded participants with the flight tickets and hotel accommodation.

53. The meeting ratified the decisions made by the MERRAC Focal Points via e-mail communication. The representative of Japan explained the relevant logistic arrangements to the meeting, and the Director of MERRAC stated that MERRAC would continuously make arrangements for the organization of training course as being necessary as a secretariat.

Agenda item 10. Discussion of the proposed workplan and budget for the MERRAC activities for the 2004/2005 biennium, and its recommendation to the Eighth Intergovernmental Meeting on NOWPAP

54. The Director of MERRAC made a presentation on the draft workplan and budget for the MERRAC activities for the 2004/2005 biennium (UNEP/IMO/NOWPAP/MERRAC/FPM 6/13). The representative of UNEP explained the situation of budget for entire NOWPAP programme for the 2004/5 biennium to be discussed in next 8th NOWPAP IGM. Following a discussion on this issue, the meeting reached a consensus that budget for MERRAC should be increased to reflect the need for additional activities, but that, taking into account the situation on the entire NOWPAP budget, it is necessary to keep same scale with 2002/3 biennium. Modified and agreed upon workplan and budget are presented in **ANNEX VII** and **VIII**, respectively.

55. The representative of Japan mentioned that the proposed budget for the expert meeting in 2004/2005 biennium would be not enough and contents of the activities and allocation of budget should be decided at the next FPM. The meeting agreed that allocation of budget into each activity would be made at next FPM.

56. The Director of MERRAC mentioned that it is kindly proposed that lead countries for each specific project should try to draw additional national financial resources for strengthening their respective projects. It was recommended that, if possible, the budget allocated to the each specific project be used as the seed money for the development of the joint R&D programs to be funded from other outside financial sources.

57. The representative of China invited to host in China an expert meeting to be held in 2004.

58. The meeting agreed that arrangements on the detailed workplan and budget allocation for each activity be made again at the 7th MERRAC Focal Points Meeting, based upon decision by the next IGM on the budget of MERRAC. Following comment from Japan, the Director of MERRAC mentioned that MERRAC would present to next MERRAC Focal Points Meeting a detailed plan on the expenditure for expected activities based upon allocation of budget by the next IGM.

Agenda item 11. Arrangement of intersessional work and venues and dates of the Seventh NOWPAP MERRAC Focal Points Meeting

59. Following the presentation of the Director of MERRAC (UNEP/IMO/NOWPAP/MERRAC /FPM 6/14), the meeting agreed on the routine tasks and the specific projects coordinated by MERRAC for 2002/2003, as attached in **ANNEX IX**.

60. The meeting decided to hold the next meeting of MERRAC Focal Points Meeting in May 2004 in MERRAC (Daejeon).

Agenda item 12. Other matters

61. The representative of Russia presented to the meeting a video on a field exercise regarding the marine pollution preparedness and response, which was carried out in Sakhalin, Russia in August 2003.

62. Mr. Enhong Li of China presented the videotape on the introduction of China Maritime Safety Administration (MSA) to the meeting.

63. Mr. Suguru Ogura of Japan presented to the meeting about training course program held at Maritime Disaster Prevention Center, Japan.

64. The representative of UNEP introduced the need to address the issue of marine litter on a regional scale in the NOWPAP region. He noted that marine litter is a serious threat to the marine and coastal environment, with high public and often political visibility. UNEP is currently embarking

on a feasibility study that will assess the need for a global/regional initiatives to address the problem. He noted that, subject to NOWPAP Members approval, the regional coordination of activities related to marine litter should be within the responsibilities of MERRAC. He recommended the issue be considered by NOWPAP Members and be brought to the decision of the next IGM. He noted that this would allow for NOWPAP's participation in UNEP's related and planned activities.

65. The Director of MERRAC noted that many national R&D activities related to marine litter are carried out by KRISO/KORDI which could be made available for the benefit of the NOWPAP region, and that addressing the issue on a regional level is a timely and necessary matter.

Agenda item 13. Adoption of the report of the meeting

66. The Rapporteur presented the draft report of the meeting tighter with its annexes.

67. The report was adopted by the meeting as the record of its deliberations.

Agenda item 14. Closure of the meeting

68. After the customary exchange of courtesies the Chairperson declared the meeting closed at 16:00 hrs on Thursday, 4 September 2003.

ANNEX CONTENTS

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Annex I

List of Participants to the 6th NOWPAP MERRAC Focal Points Meeting

(MERRAC, Daejeon, 1-4 September 2003)

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Annex I

List of Participants to the 6th NOWPAP MERRAC Focal Points Meeting
(MERRAC, Daejeon, 1-4 September 2003)

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Annex II

List of Documents for the 6th NOWPAP MERRAC Focal Points Meeting

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Annex II

List of Documents for the 6th NOWPAP MERRAC Focal Points Meeting

Working Documents

UNEP/IMO/NOWPAP/MERRAC/FPM 6/1	Provisional Agenda
UNEP/IMO/NOWPAP/MERRAC/FPM 6/2	Annotated Provisional Agenda
UNEP/IMO/NOWPAP/MERRAC/FPM 6/2/INF1	List of Documents
UNEP/IMO/NOWPAP/MERRAC/FPM 6/2/1	Time Schedule
UNEP/IMO/NOWPAP/MERRAC/FPM 6/3	Report on the Activities of MERRAC made after the Fifth MERRAC Focal Points Meeting
UNEP/IMO/NOWPAP/MERRAC/FPM 6/4	Report on the Annual Expenditure of MERRAC Budget for the 2002/2003 Biennium
UNEP/IMO/NOWPAP/MERRAC/FPM 6/5	Report on the Focal Points
UNEP/IMO/NOWPAP/MERRAC/FPM 6/6	Report on the Information System
UNEP/IMO/NOWPAP/MERRAC/FPM 6/7	Report on the Oil Pollution Incidents
UNEP/IMO/NOWPAP/MERRAC/FPM 6/8	Report on the Joint Training & Exercise (NOWPAP Regional Training Course, IMO Level 2 Course)
UNEP/IMO/NOWPAP/MERRAC/FPM 6/9	Progress Report on the Implementation of the MERRAC Specific Projects (Oil Spill Prediction Model, Sensitivity

	Mapping, Oil Dispersants, Shoreline Clean-up and Bioremediation)
UNEP/IMO/NOWPAP/MERRAC/FPM 6/10	Draft Annexes to the draft NOWPAP Regional Oil Spill Contingency Plan (Annex 2- Communications Plan, Annex 5- Guidelines for Reporting Oil Spills – Aerial Surveillance, Annex 6- Claims Manual, and Annex 7- Post-Incident Report)
UNEP/IMO/NOWPAP/MERRAC/FPM 6/11	Revision of the Terms of Reference (ToR) for the NOWPAP MERRAC Focal Points Meeting
UNEP/IMO/NOWPAP/MERRAC/FPM 6/12	Proposed Plan on Organization of NOWPAP Regional OPRC Training Course (IMO Level 2 Course) in 2003
UNEP/IMO/NOWPAP/MERRAC/FPM 6/12/Suppl.A	A Supplementary Document for the Proposed Plan on Organization of NOWPAP Regional OPRC Training Course (IMO Level 2 Course) in 2003
UNEP/IMO/NOWPAP/MERRAC/FPM 6/13	Draft Workplan and Budget for the MERRAC Activity for the 2004/2005 Biennium
UNEP/IMO/NOWPAP/MERRAC/FPM 6/14	Draft Arrangements of the Existing Tasks and Identification of Additional Tasks for Intersessional Work

Reference Documents

UNEP/IMO/NOWPAP/MERRAC/FPM 5/18	Report of 5th NOWPAP MERRAC Focal Points Meeting (MERRAC, Daejeon, 20-24 May 2002)

Annex III

Agenda

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Annex III

AGENDA

1. Opening of the meeting

2. Organization of the meeting

   2.1. Election of the officers
   2.2. Organization of work

3. Adoption of the agenda

4. Overview of the progress made in the intersessional period after the Fifth NOWPAP MERRAC Focal Point Meeting

   4.1. Report of the representative of UNEP on the progress of the entire NOWPAP activities made after Fifth NOWPAP MERRAC Focal Points Meeting
   4.2. Report of the Director of MERRAC on the activities and the budget expenditures made during intersessional period after the Fifth NOWPAP MERRAC Focal Points Meeting

5. Review, analysis and lessons learned of the latest major oil spill accidents in Europe with the expert of CEDRE

6. Review of the progress made for each of the tasks agreed at the Fifth NOWPAP MERRAC Focal Points Meeting, and identification of continuous work

   6.1. Routine tasks
   - Focal Points
   - Information System
   - Report on Oil Pollution Incidents
   - Training & Exercise: NOWPAP Regional OPRC Training Course, IMO level 2 Course) (Incheon, Republic of Korea, 28 Oct. – 01 Nov. 2002)

   6.2. Specific Projects
   - Oil Spill Prediction Model associated with Sensitivity Mapping
   - Oil Dispersant
   - Shoreline Clean-up and Bioremediation

7. Discussion to finalize the Annexes to the draft NOWPAP Regional Oil Spill Contingency Plan

   7.1. Annex 2- Communications Plan

7.2. Annex 5- Guidelines for Reporting Oil Spills – Aerial Surveillance
7.3. Annex 6- Claims Manual
7.4. Annex 7- Post-Incident Report

8. Revision of the Terms of Reference (ToR) for the NOWPAP MERRAC Focal Points Meeting

9. Discussion on the organization of the NOWPAP Regional OPRC Training Course (IMO Level 2) as the NOWPAP Expert Advisory Group Meeting during the intersessional period

10. Discussion of the proposed workplan and budget of MERRAC for the 2004/2005 biennium, and its recommendation to the Eighth Intergovernmental Meeting on NOWPAP

11. Arrangement of intersessional work and venues and dates of the Seventh NOWPAP MERRAC Focal Points Meeting

12. Other matters

13. Adoption of the report of the meeting

14. Closure of the meeting

Annex IV

Summary of Mr. Francois Cabioc'H (Expert of CEDRE) Presentation :

Response to the Prestige Incident

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Response to the Prestige Incident

By

Fanch Cabioc'h
Cedre

6th Nowpap Merrac focal point meeting September 2003, Daejon, Korea

Rue Alain Colas - BP 20413 - 29604 BREST CEDEX - Tél. : 02 98 33 10 10 - Fax : 02 98 44 91 38
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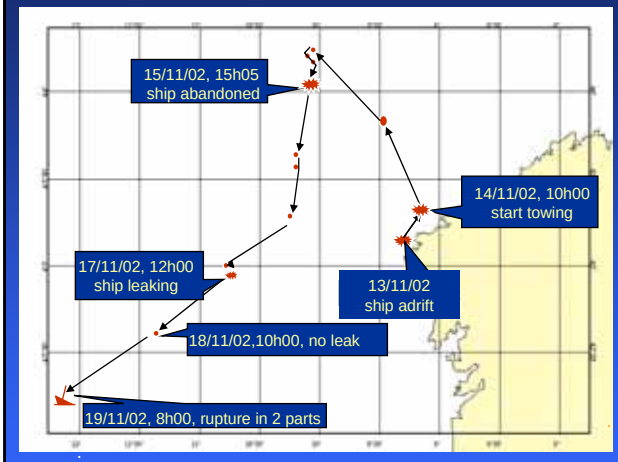
Cedre

An Erika alternative hypothesis made true

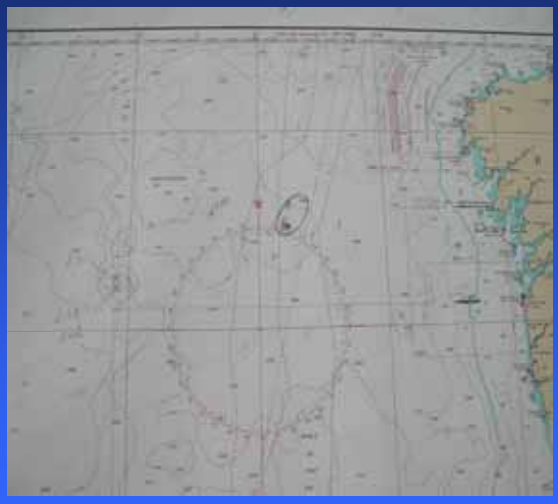


November 13-19, 2002

- **Cedre/SASEMAR cooperation activated Nov. 13**
- **French-Spanish Biscaye plan activated Nov. 14**
- **French oil recovery vessel Ailette on site Nov. 17**

Cedre

GALICIA



Cedre

GALICIA ECONOMY : MARICULTURE, FISHING

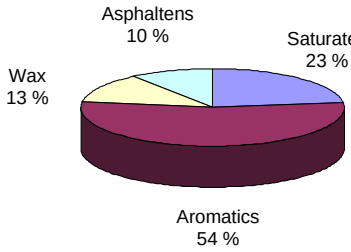
Cedre

Gathering information on pollutant

- **Name** : Fuel N°2 (M 100)
- **Specific gravity** : 0,995 kg/l
- **Viscosity** : 615 cSt at 50°C, 30000 at 10°C
- Viscosity 6 days after: 100 000 cSt at 10°C
- **Pour point** : 6°C
- **Water in Oil Emulsion** : 45%
- **Sulfur :** 2,58 %
- **Nickel :** 45 ppm
- **Vanadium** : 82,7 ppm

Sources :Saybolt-Letonia quality certificate, tests by IFP and Cedre on Sasemar and Ailette samples

The fuel of the "Prestige"



Cedre

ACTION

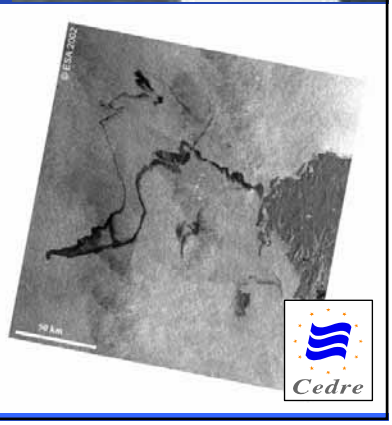
- ANTICIPATING
- AT SEA RESPONSE
- ON SHORE RESPONSE

Cedre

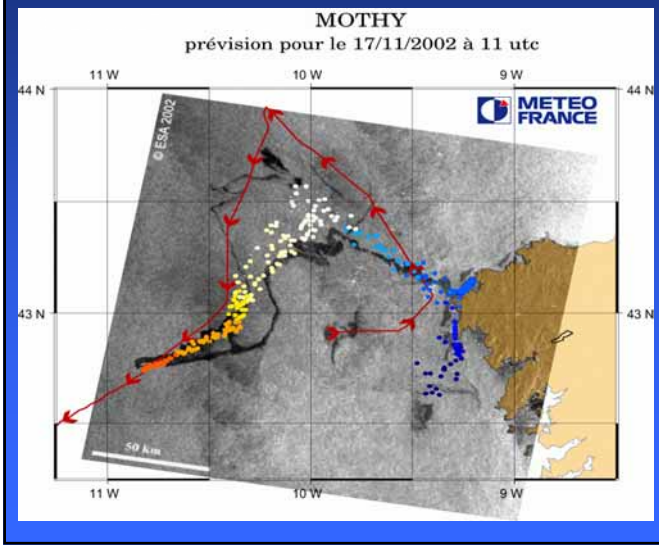
Contributing to Slicks dispersion monitoring and drift prediction

- *Maritime prefecture coordinating French planes and helicopters*
- *Aerial information exploited by Cedre and partners together with drifting buoys data and Satellite imagery*

ENVISAT/SAR 17 Nov. 02 - 10:44 UTC →



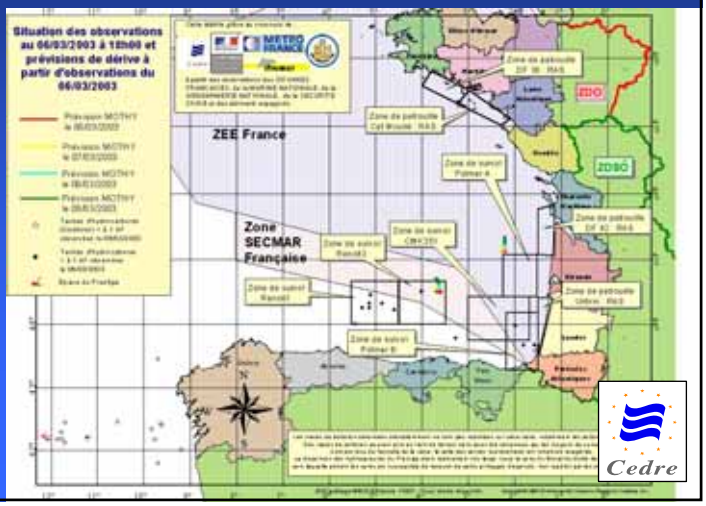
SATELLITE SURVEY



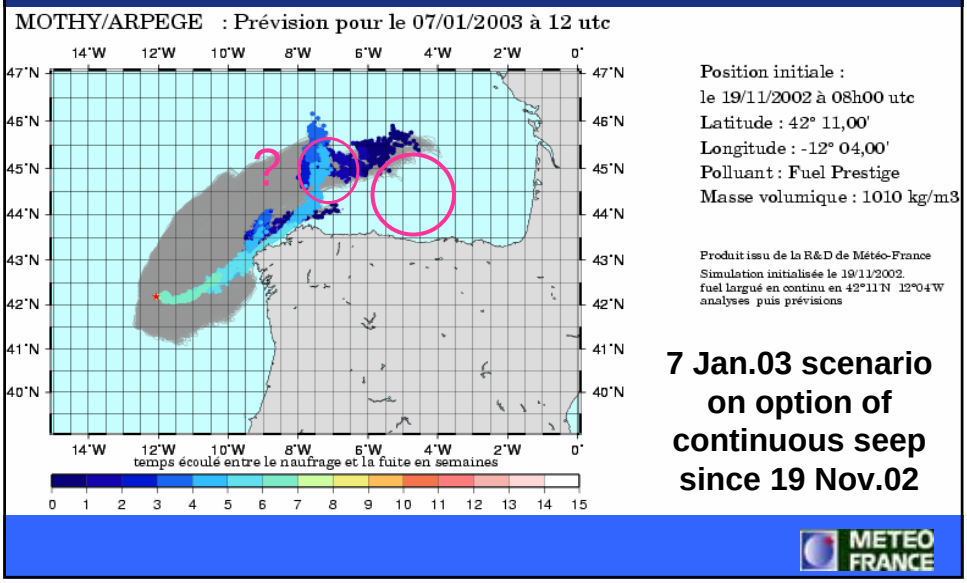
Cedre

Monitoring and anticipating oil movements back and forth for 3 months

Implementing a joint response team at Cedre in Brest :
-MétéoFrance
-Navy
-IFREMER
-Navy hydrographic service
-Cedre

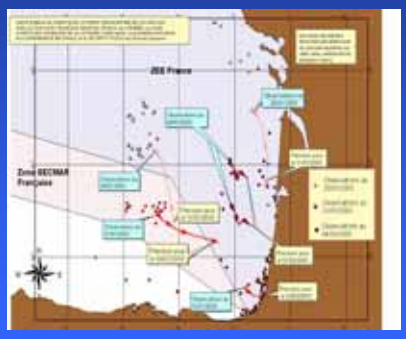


Making long term seep and drift assessments



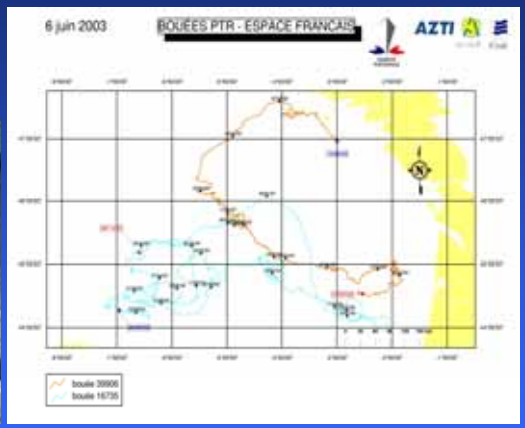
7 Jan.03 scenario on option of continuous seep since 19 Nov.02

TRAJECTORY CHARTS



Cedre

SURFACE DRIFTING MONITORING



Cedre

SURFACE DRIFTING MONITORING (2)

Cedre

Dec. 3 : French Marine Pollution « Polmar-mer » plan activated

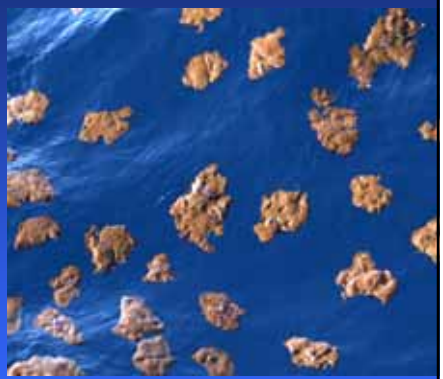
- Start of French response at Sea under maritime prefect
- National slick drift prevision cell animated by Cedre
- Factual and technical daily information on Internet sites
- Full staffing of support units (including reponse to media, volunteers, inventors, supplyers)
- ✉ **Experience of Erika and Ievoli Sun**

Cedre

HUDGE WORKING ZONE

Cedre

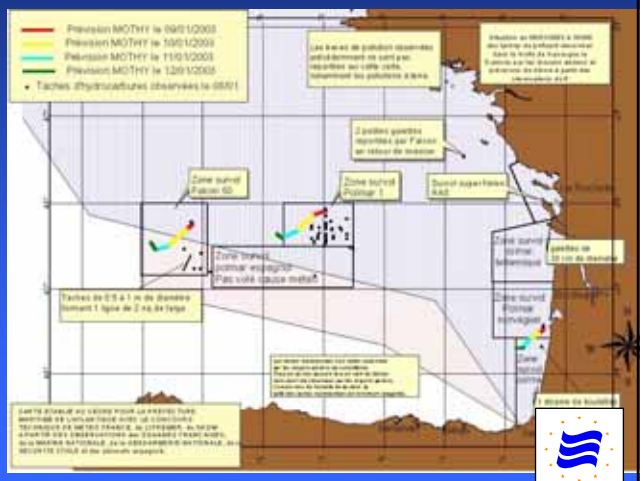
ASPECTS OF THE POLLUTION AT SEA



Cedre

Contribution to Response at Sea

- **Phase 1, off Galicia :**
  2 containment & recovery vessels among 15 involved (B,Dk,F, G, I, NL, Nw, Uk) under Spanish coordination
- **Phase 2, bay of Biscaye :**
  Same plus up to 65 fishing boats among more than 400 involved and taking over of coordination from February



Cedre

HARD WORKING CONDITIONS

Cedre

RECOVERY BY SPECIALISED VESSELS

Cedre

AT SEA RECOVERY BY SPECIALISED VESSELS

Cedre

RECOVERY BY TRAWLERS

Cedre

RECOVERY BY TRAWLERS

Cedre

RECOVERY BY FISHING BOATS

Cedre

RECOVERY BY FISHING BOATS

Cedre

BASQUE PANCAKES HUNTING TECHNIQUE

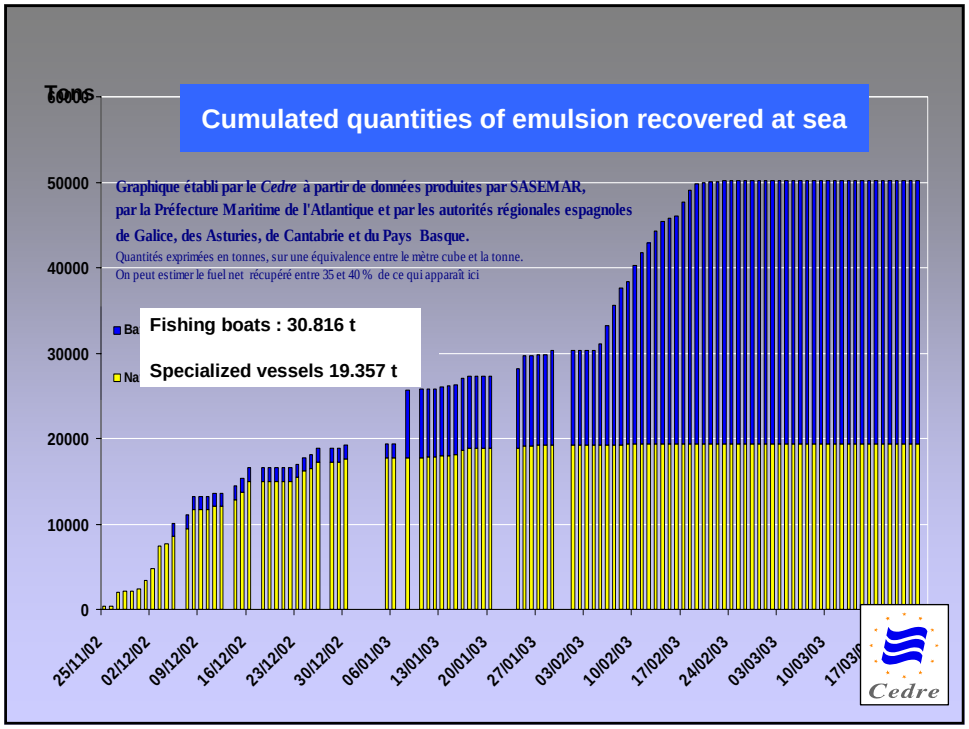
Cedre

BASQUE FISHING BOATS

Cedre

ON SCENE COMMANDER

Cedre



Contractual operations on wreck

IFREMER Nautile submarine

Inspection : 10 dives, 40 h, Dec. 2-15

Leaks sealing : 26 dives, 100h, Dec.19-Feb.14

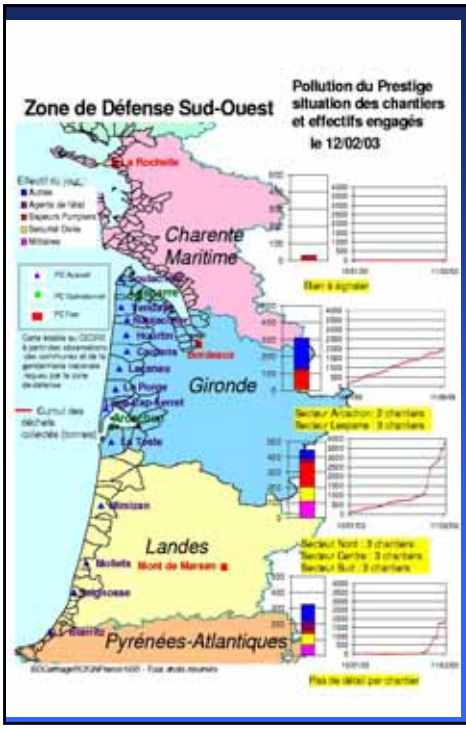
- **20 leaks**
- **Far from coast**
- **Extreme depth**

Source : O. Dugornay / Ifrem

Source : Comite scientifico ASASOR/ Ifre

Cedre

Activation of coastal response “Polmar-terre” plans



Dec.7 Pyrénées Atlantiques,
Dec.9 Landes,
Jan.2 Gironde,
Jan.3 Charente-maritime

Showing commitment and preparedness

Cedre

Protection of economic activities

With booms and filters

Cedre

ASPECTS OF THE SHORE POLLUTION

Cedre

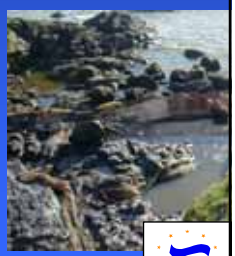
ASPECTS OF THE SHORE POLLUTION

Cedre

Beach protection and cleaning nets





Cedre

Hand and mechanized Beach cleaning

Adapted to repetitive and dispersed landings





Cedre

Chantiers sur les côtes

Déchets

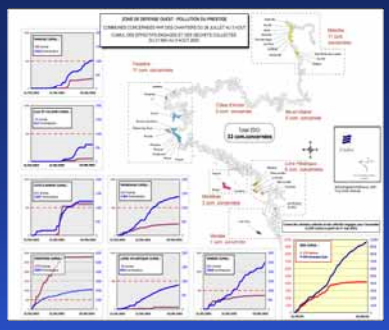
stockages en bennes

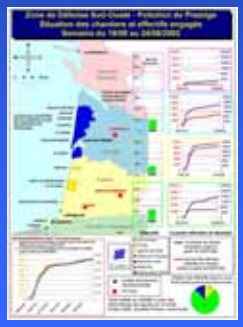
Traitement (SIAP)

Swift and efficient waste transport and treatment

Cedre

INFORMATION CHARTS





Cedre

MASS BALANCE

14 000 tons still inside the wrecks
63000t spilled

- Recovered at sea
- 51 000 tons emulsion
  - 25 000 t of fuel
- Recovered on shore
  - Spain : 80 000 tons
  - France : 20 000 tons
    - That means a maximum of 30 000 tons of emulsion
      - 10 000 tons of fuel

That mean a total of pure product of 35 000 tons

Where are the 28 000 tons missing ?

Cedre

Actions still underway

- Full reopening of all beaches (m)
- Final cleaning of rocky areas (m)
- Monitoring shellfish and fish quality (m)
- Restoring image of impacted areas (m)
- Assessing all forms of impact (y)
- Securing fair compensation (d)

Cedre

First lessons of Prestige vs Erika
(for France only)

- Sea front +++ : slicks drift and joint response a showcase
- Coastline front +++ : time for preparation, pollution moderate, vast beaches allowing high mechanization
- Communication front +++ : high reactivity and transparency, no crisis
- Finance front --- : over US $ 50 million taxpayer money spent in response, compensation expectancy about nil

Cedre

Answers to question of enquiry commission

- **Yes our response could have been better (it can always be)**
- **Yes we would have appreciated (the Spanish) offering a save heaven (and implementing successfully)**

Cedre

CONCLUSION (1)

- UNCOMMON POLLUTION : Hudge, long, thousands of KM of coast affected
- Pollution not completed yet
- Persistant and diffuse pollutant
- Fishing boats performance
- Various state response
  - SPAIN : regional power
  - France : centralised power

Cedre

CONCLUSION (2)

- STRONG R/D efforts needed
  - Drifting buoys (surface, subsurface)
  - Offshore detection
  - Slicks markers with pressure sensors and temperature detectors
  - Difficulties to get the exact spilled volume.

Cedre

CONCLUSION (3)

- To confirm the regional frame
- To adapt response to the specificity of each region
- To be able to respond quickly
- To be able to gather a small boat fleet
- To integrate non-specific boats
- To improve aerial guidance
- To be prepared to the unexpected

Cedre

Annex V

Draft Annexes To the Draft NOWPAP Regional Oil Spill Contingency Plan

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ANNEX V

DRAFT ANNEXES
TO THE DRAFT NOWPAP REGIONAL OIL SPILL CONTINGENCY PLAN

Annex 2- Communications Plan

Annex 5- Guidelines for Reporting Oil Spills: Aerial Surveillance

Annex 6- Claims Manual

Annex 7- Post-Incident Report

(as agreed at the 6th NOWPAP MERRAC Focal Points Meeting, 1-4 September 2003)

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ANNEX 2. COMMUNICACIONS PLAN

(To Draft NOWPAP Regional Oil Spill Contingency Plan)

Section 3.6 of the NOWPAP Regional Oil Spill Contingency Plan ("the Plan") deals with communications arrangements by reference to this Annex. The Annex sets out the way in which communications will be made among the NOWPAP Members for:

a) Routine exchange of information when there is no emergency.

b) Exchange of information between the NOWPAP Members when there is an incident which requires or may require the activation of the Plan.

c) Operational communications during Joint Response Operations (JROs) including those related to:

- Operational Coordination
- Operational Control
- Tactical Command

1. ROUTINE EXCHANGE OF INFORMATION

For communications among the Operational Authorities of the NOWPAP Members and for the exchange of information relevant to the maintenance of the regional system for preparedness and response, the Members should use telephone and internet-based network. The use of telefax or e-mail should be given preference, although telephone may be used as necessary.

2. EXCHANGE OF INFORMATION BETWEEN THE NOWPAP MEMBERS WHEN THERE IS AN INCIDENT THAT REQUIRES OR MAY REQUIRE THE ACTIVATION OF THE PLAN

For alerting other Members, informing them of the activation of the Plan, requesting assistance and for maintaining subsequent contacts the NOWPAP Members should use ordinary telephone and internet-based network using the numbers listed in **Annex 1**. All alerts and POLREP messages should be sent in written form using telefax or e-mail. Such messages should be immediately acknowledged by the recipients.

3. OPERATIONAL COMMUNICATIONS DURING JOINT RESPONSE OPERATIONS,

3.1 Operational Coordination

Normally, Operational Coordination will be exercised by the Lead On-Scene Coordinator (LOSC) from the Joint Emergency Response Centre (JERC). For transmission of the Operational Coordination, the LOSC should use:

a) ***Telephone and internet-based network*** for shore-shore communications with JERC and National On-Scene Coordinators (NOSCs) of other NOWPAP Members.

b) ***VHF Radio*** for shore-sea communications with units taking part in the response operations. VHF Channels to be used are listed *(to be completed at a later stage)*.

c) ***Coast Radio Stations on MF frequencies*** should be used when vessels are outside VHF range. MF frequencies to be used are listed *(to be completed at a later stage)*.

d) Some vessels involved may be fitted with ***satellite communications systems***. The Captain or Master of such vessels should advise the JERC if they advise that these systems should be used during joint operations. The national operations centres – which may become Emergency Response Centres – that are fitted with satellite communications equipment are listed *(to be completed at a later stage)*. Vessels with satcoms can also be contacted through the telephone and internet-based network.

e) ***Mobile telephone systems***, where these exist with suitable coverage, may be useful for shore-shore or shore-sea communications.

Communication Plan:

At an early stage of the incident the LOSC should issue a ***Communication Plan*** listing the methods and frequencies to be used for communications with the JERC.

3.2. Operational Control

Communications for conducting response operations between the relevant National On-Scene Coordinator (NOSC) and the response units and strike teams under his or her command should be as follows:

a) ***Telephone and internet-based network*** for shore-shore communications with ERCs and NOSCs of other NOWPAP Members.

b) ***VHF Radio*** for shore-sea or sea-sea communications with and between units taking part in the response operations. Portable VHF sets may be useful here if they are available. VHF Channels to be used are listed *(to be completed at a later stage)*.

c) ***Coast Radio Stations on MF frequencies*** should be used when vessels are outside VHF range. MF frequencies to be used are listed *(to be completed at a later stage)*.

d) ***Mobile telephone systems***, where these exist with suitable coverage, may be useful for shore-shore or shore-sea communications.

e) ***Portable Satellite Communications Systems*** may be used by some responders, including commercial response organisations.

Communication Plans:

At an early stage of the incident NOSCs should issue *Communication Plans* listing the methods and frequencies to be used for communications with the response units under their control.

3.3. Tactical Command

Communications at the scene of response operations, concerning the direction and supervision of response activities by the teams and units involved, as well as exchange of information between those response teams and units should be maintained using:

a) ***VHF Radio*** for shore-shore, shore-sea or sea-sea communications with and between units taking part in the response operations. Portable VHF sets may be useful here if they are available. For communications with aircraft see below. VHF Channels to be used are listed *(to be completed at a later stage)*.

b) ***Mobile telephone systems***, where these exist with suitable coverage, may be useful for shore-shore or shore-sea communications.

3.4. Communications with Aircraft

Preferably aircraft taking part in oil spill monitoring or dispersant spraying operations should be fitted with Marine Band VHF equipment, or portable equipment should be carried. The equipment should be capable of working on the channels listed under *(to be completed at a later stage)*.

Otherwise vessels and shore stations will not be able to communicate with aircraft unless they have the appropriate HF equipment, or can pass messages through airports or other centres so equipped.

Mobile phones should not generally be used on board aircraft.

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ANNEX 5. GUIDELINES FOR REPORTING OIL SPILLS- AERIAL SURVEILLANCE

(To Draft NOWPAP Regional Oil Spill Contingency Plan)

1. INTRODUCTION

Aerial surveillance of oil spills is made either from helicopters or from fixed-wing aircraft. It could be made using sophisticated remote sensing equipment, however, visual aerial observation is often the most convenient means of assessing oil pollution at sea and on shore, which if properly carried out, can give an important indication, sometimes of a decisive nature, concerning:

- the extent of pollution (overall surface totally or partly covered);
- the evolution of pollution and its follow-up;
- the quantity of floating oil;
- the evaluation of the threat;
- the selection of appropriate combating techniques;
- the evaluation of the effectiveness of means used;
- the assessment of damage.

Aerial surveillance is in most cases done by personnel not specifically trained in this activity (pilots, photographers, aerial navigators), which in turn often results in unreliable and inaccurate reports. In order to ensure that the information provided by observers is precise and quantifiable enough to be of use for the authorities responsible for pollution combating, an attempt has been made to prepare a set of basic instructions for observers and to standardise the terminology used in reports.

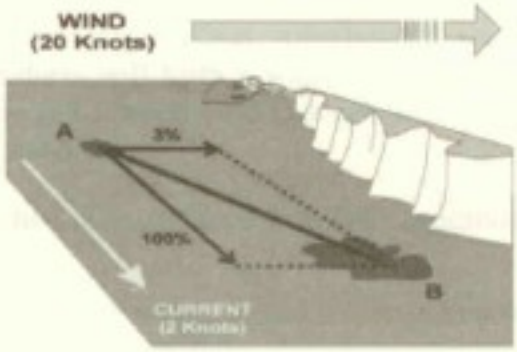
The objectives of this Annex are to instruct non-specialised observers on:

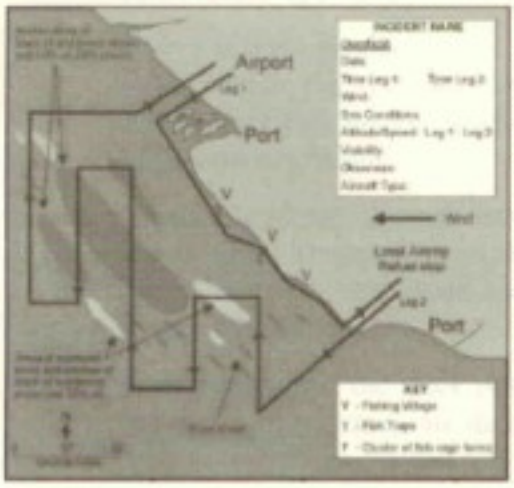
- what to look for;
- how to locate the pollution;
- how to observe, describe and report the pollution;
- how to prepare the information for further processing.

2. ORGANISATION OF AN AERIAL OBSERVATION MISSION

- The aircraft (either helicopter or fixed-wing) chosen for aerial surveillance of oil spills should have good all round visibility.
- Helicopters are more suitable for missions near the shore, while fixed-wing aircraft provide more speed and longer range for missions over the open sea.
- Safety of the crew and observers must always have priority over all other considerations and therefore multi-engined (at least twin) aircraft should be used for all missions over remote sea areas.
- In order to reduce as much as possible the time spent searching for pollution, a flight plan should be prepared before the flight.
- Observers should be provided with the charts of the area. For more accurate identification of positions and reporting, it is useful to draw a grid on the chart using e.g. grid squares with the sides of 1 Nautical mile each.
- A "ladder search" (illustrated on the following page) across the direction of the wind is considered to be the most efficient method of surveying the area in which the oil might be found. A systematic search for oil over a large sea area is recommended since forecasting of oil movement is intrinsically not very accurate, and accordingly oil might be found at larger distances or in directions different from those predicted on the basis of calculation.

Movement of oil from A to position B three days later is predicted by combining 100% of the current speed and 3% of the wind speed as shown. The arrows from A represent current, wind and oil movement for one day. A cross-wind ladder search pattern is shown over position B.





Ladder search: It is usually necessary to plan a systematic aerial search to ascertain the presence or absence of oil over a large sea area. A 'ladder search' is frequently the most economical method of surveying an area. When planning a search, due attention must be paid to visibility and altitude, the likely flight duration and fuel availability. Floating oil has a tendency to become elongated and aligned parallel to the direction of the wind in long and narrow 'windrows' typically 30 - 50 metres apart. It is advisable to arrange a ladder search across the direction of the prevailing wind to increase the chances of oil detection.

Reproduced from "Response to Marine Oil Spills", International Tanker Owners Pollution Federation Ltd., 1987.

- When the visibility is good (in clear weather) a recommended altitude is approximately 500 m, however, in order to obtain better view of the oil, once found, it is necessary to drop to lower altitudes (200 m or less).
- In order to determine the position of oil sightings, the observer should be able to consult aircraft instruments; in particular when oil is found far from shore and points of reference on the shore.
- In order to enable the undisturbed communication between the observer and the pilot of the aircraft, wearing of headsets is highly recommended.
- Sun glasses (with polarising lenses, if possible) will help detection of oil at sea under certain light conditions.

3. APPEARANCE OF OIL SPILLS

When spilled at sea, oil forms a slick which drifts with the wind and current, and subsequently breaks up into smaller slicks (patches), usually interspersed with the areas of relatively thin sheen, and scatters over areas which, with time, become very large. With a change in wind direction oil already deposited on shores might refloat. After being at sea for some time most crude oils and heavy refined products will form a water-in-oil emulsion ("chocolate mousse") which increases their volume and viscosity and changes their colour. Oil or emulsion can also become mixed with algae and debris.

Three main groups of oil can be distinguished in accordance with their appearance when floating on the sea surface:

- Light refined products (petrol, gasoline, kerosene) which spread uniformly on big surfaces and undergo strong evaporation and rapid natural dispersion processes, often resulting in their total disappearance in 2 to 3 days. They form thin sheens.
- Heavy refined products (fuel No. 6 and most types of fuel oils used by merchant ships) which are very viscous spread less rapidly and do not disappear naturally. These form dark thicker patches, separated by areas of intermediate and thin sheens. May form emulsions.
- Crude oils whose characteristics and behaviour vary greatly according to their type and origin. Usually these rapidly break into areas of dark, thicker oil interspersed with areas of intermediate and thin sheens. Most crude oils will form emulsions within 24 – 48 hours.
- In general terms, the thick parts of an oil slick have dull (dark) colours, the colour of patches of intermediate thickness is blue or iridescent (rainbow), and the thinnest parts of a slick appear as areas of grey or silvery sheen.

Sheen consists of only small quantities of oil but is the most visible proof of pollution. Frequently, thick patches are discovered in the midst and windward of an area covered by sheen (silver, grey or iridescent).

Thick patches represent big quantities of oil. Generally, black or dark brown at the early stages of pollution, but once emulsified may appear as brown, red, orange or yellow patches.

TABLE 1 gives indication of relations between the appearance (colour) of an oil slick, approximate thickness of oil and the approximate volume of oil (in cubic metres) the slick contains per unit of surface area (square kilometres).

Appearance of drifting oil depends on many factors such as the difference of contents of oil, intensity and angle of sunbeam, ocean waves, water temperature, eye level, personal difference and etc. And, these are examples of indications; therefore each country could be use its own criteria to identify the situation of the oil on the sea surface.

TABLE 1: APPEARANCE / THICKNESS / VOLUME OF OIL ON THE SEA SURFACE

APPEARANCE/ COLOUR	APPROX. THICKNESS (μm)	APPROX. VOLUME (m^3/km^2)
silvery sheen	0.02-0.05	0
grey sheen	0.1	0.1
iridescent (rainbow) sheen	0.3	0.3
Blue	1.0	1
blue/brown	5.0	5
brown/black	15-25	15-25
dark brown/black	>100	>100
brown/red/orange/yellow mousse	>1 mm	

(Reproduced from "Manual on Oil Pollution at Sea: Securing Evidence on Discharges from Ships", Bonn Agreement, 1993)

* Japanese Criteria on Appearance, Thickness and Volume of Oil of Oil on the Sea Surface

APPEARANCE/ COLOR	APPROX. THICKNESS (μm)	APPROX. VOLUME (m^3/km^2)	Class
silvery sheen	0.1	0.1	E
grey sheen	0.15	0.15	D
iridescent (rainbow) sheen	0.3	0.3	C
drab/dull brown	>1.0	>1	B
dark brown/black	>2.0	>2	A

Note: the volume of oil per square kilometre will depend on the patchiness of the coverage: the figures above assume 100% coverage, which is most unlikely.

4. DESCRIPTION OF POLLUTION

It is recommended to use the same observers throughout the pollution incident, to minimise disparity in reporting. However, if this is not possible, observers should be instructed to use the following terminology when reporting (describing) oil spills:

a) Sheen:

"light sheen"	-	sea surface covered with faint silvery sheen, barely visible under favourable light conditions;
"sheen"	-	sea surface covered with consistent silvery and grey sheen, no patches of thick oil;
"heavy sheen"	-	sea completely covered with grey sheen, occasionally having rainbow colours (iridescent), no patches of thick oil.

b) Patches:

"small patches"	-	less than 1 m2, hardly visible from higher altitudes, ranging in colour from blue and brown to black;
"medium patches"	-	10-100 m2, clearly visible from the air, colours blue, brown or black.
"big patches"	-	large slicks of 100 m2 and over, clearly visible, colours blue, brown or black.

In order to indicate what percentage of the sea area is covered by oil, the observer should describe the slicks as:

"scattered"	-	if 1 to 2% of the sea is covered;
"not too compact"	-	if up to 5% of the sea is covered;
"compact"	-	if up to 20% of the sea is covered;
"very compact"	-	if over 20% of the sea is covered.

In order to estimate as accurately as possible the percentage area of the sea covered by oil, it is recommended to view vertically down on the sea surface, to time overflying each type of oil (sheen, patch, mousse) at the constant (and recorded) speed of the aircraft, and to calculate the percentages on the basis of these records once the monitoring flight is over.

Big patches should be reported singly. The report should include the colour of the patch and information on (description of) any sheen (iridescence) present around these patches of darker oil. Particular attention should be paid to identifying brownish/red/orange/yellow colours which indicate the presence of chocolate mousse (this is

important for the selection of response techniques, since the presence of emulsions may mean that certain types of skimmers or dispersants will be less effective).

If possible, colour or infra-red black and white photographs or slides, or video recording of the slick should complement each report.

5. REMARKS

- Often up to 90% of the oil is concentrated on 10% of the surface covered by a slick, in its downwind end. This phenomenon is more pronounced in cold sea and weather conditions.
- A strong wind, of more than 20 knots, causes formation of separate windrows.
- The absence of iridescence (rainbow colour bands) is almost always an indication of slick weathering and emulsion formation.
- The appearance of a slick can change, depending on the position of the sun in relation to the observer. If there are any doubts, several overflights from different directions should be made in order to verify the initial observation.
- Certain phenomena (shadows of clouds, algae or seaweed under the sea surface, suspended sediments in an estuary) can be mistaken for oil slicks. If there are any doubts, the observer should request additional overflights of the suspicious area.
- During very strong storms (sea 6), even a major pollution can be difficult to notice and it may become visible only once the weather has calmed down (CAUTION: only large multi-engine aircraft could be used for aerial monitoring under such conditions).

6. METEOROLOGICAL CONDITIONS

The influence of meteorological conditions is as decisive for the observation of a spill as it is for its combating. TABLES 2, 3, 4 give standard scales for wind force (Beaufort wind force scale), sea state and nebulosity, respectively, which should be used by observers when reporting meteorological conditions in the surveyed area.

TABLE 2: BEAUFORT WIND FORCE SCALE

DESCRIPTIVE TERM	**BEAUFORT NUMBER**	**LIMITS OF WIND VELOCITY**		**PROBABLE MEAN HEIGHT OF WAVES ***
		in knots	in m/sec	in metres
Calm	0	<1	0-0.2	-
Light air	1	1-3	0.5-1.5	0.1
Light breeze	2	4-6	1.6-3.3	0.2
Gentle breeze	3	7-10	3.4-5.4	0.6

Moderate breeze	4	11-16	5.5-7.9	1.0
Fresh breeze	5	17-21	8-10.7	2.0
Strong breeze	6	22-27	10.8-13.8	3.0
Near gale	7	28-33	13.9-17.1	4.0
Gale	8	34-40	17.2-20.7	5.5
Strong gale	9	41-47	20.8-24.4	7.0
Storm	10	48-55	24.5-28.4	9.0
Violent storm	11	56-63	28.5-32.6	11.5
Hurricane	12	64-+	32.7-+	>14

* This column is only a guide, showing roughly what may be expected in the open sea, far from land.

TABLE 3: SEA STATE

DESCRIPTIVE TERM	SEA STATE	WAVE HEIGHT in metres
Calm (glassy)	0	0
Calm (rippled)	1	0-0.1
Smooth (wavelets)	2	0.1-0.5
Slight	3	0.5-1.25
Moderate	4	1.25-2.5
Rough	5	2.5-4
Very rough	6	4-6
High	7	6-9
Very high	8	9-14
Phenomenal	9	>14

The sea state is completed with SWELL indications:

Height		Length	
Small	0-2 m	Short	0-100 m (Probably different from the wind direction)
Moderate	2-4 m	Medium	100-200 m
High	4 m	Long	200 m

TABLE 4: NEBULOSITY

Part of the sky covered with clouds in oktas from 0 to 8

0: no clouds

8: entirely cloudy

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ANNEX 6. CLAIMS MANUAL

(To Draft NOWPAP Regional Oil Spill Contingency Plan)

(The International Oil Pollution Compensation Fund's Claims Manual for the 1992 Fund should be referred to if a claim is being made on the Fund.)

1. INTRODUCTION

1.1 This Manual is a guide for the filing of claims. Its purpose is to assist claimants by listing the particulars which a claim should contain and by explaining the nature of the supporting documentation which is required. It does not address legal questions but is intended to give information of a practical nature in respect of the presentation of claims. In case of doubt, it is recommended that claimants seek appropriate advice.

2. HOW SHOULD A CLAIM BE PRESENTED ?

2.1 A claim should be made in writing (including telefax). In all cases, a claim should be presented clearly and in sufficient detail so that it is possible to assess the amount of the damage on the basis of the facts and the documentation presented. Each item of a claim must be supported by an invoice or other relevant documentation, such as work sheets or explanatory notes. In the case of clean-up measures, it is essential that the expenses are linked with the actions taken at specified work sites.

2.2 It is essential that comprehensive records are kept detailing all operations and expenditures resulting from the incident. Daily work sheets should be compiled by supervisory personnel to record the operations in progress, the equipment in use, where and how it is being used, the number of personnel employed, how and where they are deployed and the materials consumed. Recording such information is facilitated by using standard work sheets which should be designed to suit the particular circumstances of the spill and the response organisation in the country concerned.

2.3 Major expenditures are often incurred for the use of aircraft, vessels, specialised equipment, heavy machines, truck and personnel. Some of these resources may be government owned and whereas others may be the subject of contractual arrangements. Detailed records should be kept of actual time employed on clean-up and for what purpose. The appointment of a financial controller to the response team may be valuable, to ensure that adequate records are kept and that expenditure is controlled.

2.4 The speed which claims are settled depends largely on how long it takes for claimants to provide the information required. It is in the interest of claimants, therefore, to follow this Manual as closely possible.

3. WHAT PARTICULARS SHOULD A CLAIM CONTAIN?

3.1 General

3.1.1 Each claim should contain the following basic information:

a) The name and address of the claimant or any representative;

b) The identity of the ship involved in the incident;

c) The date, place and specific details of the incident, the type of oil involved;

d) The clean-up measures taken and/or the kind of pollution damage sustained, as well as the places affected;

e) The amount of the claim.

3.1.2. The following general criteria apply to claims:

a) Any expense/loss must actually have been incurred;

b) Any expense must relate to measures which are deemed reasonable and justifiable;

c) A claimant's expense/loss or damage is admissible only if and to the extent that it can be considered as caused by contamination;

d) There must be a link of causation between the expense/loss or damage covered by the claim and the contamination caused by the spill;

e) A claimant is entitled to compensation only if he has suffered a quantifiable economic loss;

f) A claimant has to prove the amount of his loss or damage by producing appropriate documents or other evidence.

3.1.3 Pollution incidents may give rise to claims of different types. Examples of types of claims are given below, along with guidance on how each type may be broken down under various headings.

3.2 Costs of Preventive Measures and Clean-up Operations

a) Delineation of the area affected describing the extent of pollution and identifying those areas which were most heavily contaminated. This should be presented in the form of a map or nautical chart, supported by photographs or videotapes.

b) Analytical and/or other evidence linking the oil pollution with the tanker involved in the incident (e.g. chemical analysis of oil samples, relevant wind, tide and current data, observation and plotting of floating oil movements).

c) Summary of events, including a description of the work carried out at sea, in coastal waters and on shore, together with an explanation of why the various working methods were selected.

d) Dates on which work was carried out.

e) Labour costs (number and categories of response personnel, regular or overtime rates of pay, hours or days worked, other costs).

f) Travel, accommodation and living costs for response personnel.

g) Equipment costs (types of equipment used, rate of hire or cost of purchase, quantity used, over what period).

h) Consumable materials (description, quantity, unit cost and where used).

i) In respect of purchased equipment and materials, any remaining value at the end of the operations.

j) In respect of equipment not purchased for the incident in question, the age of the items.

k) Transport costs (number and types of vehicles, vessels or aircraft used, number of hours or days operated, rate of hire or operating cost).

l) Cost of temporary storage (if applicable) and of final disposal of recovered oil and oily material.

3.3 Replacement and Repair Costs

a) Extent of pollution damage to property.

b) Description of items destroyed, damaged or needing replacement, repair or cleaning (e.g. boats, fishing gear, roads, clothing), including their location.

c) Cost of repair work, cleaning or replacement of items.

d) Age of items to be replaced.

e) Cost of restoration after clean-up, such as repair of roads, piers and embankments damaged by the clean-up operations.

3.4 Economic Loss

a) Nature of loss, including proof that the alleged loss resulted directly from the incident.

b) Comparative figures for earnings in previous periods and during the period when economic loss was suffered.

c) Comparison with similar areas outside the area affected by the oil spill.

d) Method of assessment of loss.

3.4.1 Economic losses can include (but are not limited to): loss of income resulting from restriction of fishing activity or from closure of coastal industrial or processing installations, as well as loss of income by resort operators (hoteliers and restaurateurs). However, any saved overheads or other normal expenses not incurred as a result of the incident must be subtracted in the claims calculation.

3.4.2 If a claimant has received any extra income as a result of the incident, this should be indicated. For example, information should be given of any proceeds from the sale of recovered oil. Similarly, allowance should be made in the claims for income earned as a result of the incident, for instance, by fisherman through employment in the clean-up operations.

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ANNEX 7. POST-INCIDENT REPORT

(To Draft NOWPAP Regional Oil Spill Contingency Plan)

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POST INCIDENT REPORT

1. REPORT FILLED BY

1.1 Organization Name _____

1.2 Name of Person _____

1.3 Position of Person _____

1.4 Address _____

_____

1.5 City _____ 1.6 Country _____

1.7 Telephone No. _____ 1.8 Fax No. _____

1.9 E-mail _____

1.10 Are the data in this Report the result of an official enquiry: ❑ Yes ❑ No

1.11 If YES indicate the name of the Authority that conducted the enquiry:

_____

2. INCIDENT

2.1 DATE (dd/mm/yy) __ __ / __ __ / __ __

2.2 TIME (hh/mm) __ __ / __ __ ❑ Local ❑ UTC

2.3 POSITION

2.3.1 *Geographical Co-ordinates: Latitude ____ deg ____ min N

Longitude ____ deg ____ min ❑ W ❑ E

2.3.2 *Place _____

2.4. ORIGIN OF INCIDENT

❑ Ship
Continue

❑ Offshore installation
Go to 2.6

❑ Installation on land
Go to 2.7

2.5 SHIP DETAILS

2.5.1 Name _____

2.5.2 *Type _____ 2.5.3 Flag _____

2.5.4 Gross tonnage _____ 2.5.5 DWT _____

2.5.6 Year of Construction _____ 2.5.7 Bunker fuel on board *(tonnes)* _____

2.5.8 Port of Departure _____ 2.5.9 Port of Destination _____

2.5.10 Ship Owner _____

2.5.11 P & I Club _____

2.5.12 Cargo carried at the time of the incident:

❑ Oil Continue ❑ Other hazardous substances Go to 2.5.14 ❑ Non-hazardous substances

❑ Balast ❑ Other (specify) _____

2.5.13 Type of oil carried as cargo _____

2.5.14 Other hazardous substances carried as cargo

2.5.14.1a Product Name 1 _____

2.5.14.1b UN No. _ _ _ _ ❑ Bulk ❑ Package

*2.5.14.1c Type of packages _____ No. of Packages _ _ _

2.5.14.1d Quantity _____ Units *(tonnes/m^3)* _____

2.5.14.2a Product Name 2 _____

2.5.14.2b UN No. _ _ _ _ ❑ Bulk ❑ Package

*2.5.14.2c Type of packages _____ No. of Packages _ _ _

2.5.14.2d Quantity _____ Units *(tonnes/m^3)* _____

2.5.14.3a Product Name 3 _____

2.5.14.3b UN No. _ _ _ _ ❑ Bulk ❑ Package

*2.5.14.3c Type of packages _____ No. of Packages _ _ _

2.5.14.3d Quantity _____ Units *(tonnes/m^3)* _____

2.6 OFFSHORE INSTALLATION

2.6.1 Type _____

2.6.2 Name _____

2.6.3 Owner/operator_____

2.7 INSTALLATION ON SHORE

2.7.1 Type _____

2.7.2 Name _____

2.7.3 Owner/operator _____

3. CAUSE OF INCIDENT

2.8.1 ❑ *Foundered 2.8.2 ❑ *Fire/explosion ❑ 2.8.3 *Grounding

2.8.4 ❑ *Collision 2.8.5 ❑ *Contact ❑ 2.8.6 *Machinery Failure

2.8.7 ❑ *Unloading/loading 2.8.8 ❑ *Other *(please specify)* _____

4. METEO MARINE CONDITIONS AT THE BIGINNING OF THE INCIDENT

4.1 WIND DIRECTION AND SPEED _____

4.2 CURRENT DIRECTION AND SPEED _____

4.3 SEA STATE _____ 4.4 VISIBILITY _____

5. POLLUTION

5.1 ❑ OIL SPILL 5.2 ❑ RELEASE OF LIQUID SUBSTANCE

5.3 ❑ RELEASE OF GAS 5.4 ❑ RELEASE OF SOLID MATERIAL

5.5 ❑ LOSS OF PACKAGE(S) 5.6 ❑ RISK OF POLLUTION

5.7 ❑ NO RISK OF POLLUTION

6. SPILLED PRODUCT

6.1 OIL

6.1.1 Type of oil:

❑ Crude oil Name (origin) _____ Quantity _____ t

❑ Fuel oil ASTM No. 1 2 3 4 5 6 Quantity _____ t
Carried as: ❑ Cargo ❑ Bunker

❑ Lubricating oil Quantity _____ t

❑ Other refined product Specify _____ Quantity _____ t

❑ Oily residue Quantity _____ t

❑ Other oil Specify _____ Quantity _____ t

6.2 HAZARDOUS SUBSTANCE(S) OTHER THAN OIL

6.2.1a Product name 1 _____ Quantity Spilled _____ Units _____

6.2.1b Has the product caught fire? ❑ Yes ❑ No

6.2.2a Product name 2 _____ Quantity Spilled _____ Units _____

6.2.2b Has the product caught fire? ❑ Yes ❑ No

6.2.3a Product Name 3 _____ Quantity Spilled _____ Units _____

6.2.3b Has the product caught fire? ❑ Yes ❑ No

7. EXTENT OF POLLUTION ON/ABOVE/IN THE SEA

_____

_____

_____

_____

8. CASUALTIES

8.1 No. of injured persons_____ 8.2 No. of deaths _____

9. RESPONSE

9.1 ❑ OIL SPILL RESPONSE

9.2 ❑ RESPONSE TO INCIDENTS INVOLVING OTHER HAZARDOUS SUBSTANCES

9.2.1 ❑ Evacuation 9.2.2 ❑ In-place-sheltering

9.3 DESCRIPTION OF RESPONSE ACTIONS TAKEN

_____

_____

_____

_____

_____

_____

_____

_____

9.4 EQUIPMENT MOBILIZED

9.5. MAIN DRAWBACKS OF RESPONSE ACTIVITIES

10. ESTIMATED COST OF RESPONSE OPERATIONS (please indicate the currency used)

11. STATUS OF CLAIMS FOR COMPENSATION

12. LESSONS LEARNT

13. RECOMMENDATIONS

14. ANY OTHER COMMENTS / REMARKS

_____

_____

_____

_____

_____

_____

_____

_____

	EXPLANATION
2.3.1	Indicate the main position in the latitude and longitude in degrees and minutes.
2.3.2	Give the distance in nautical miles from and bearing of some prominent landmark, e.g. 20 nautical miles south-east of port of Genoa.
2.5.2	Specify type of vessel, e.g. general cargo ship, oil tanker, chemical tanker, dry bulk carrier, OBO, containership, ro-ro vessel, gas carrier, barge .....
2.5.14.1c 2.5.14.2c 2.5.14.3c	Specify type of package, e.g. drum, plastic jerrycan, fibre box, tank container, freight container, intermediate bulk container.
2.8.1	Ships reported sank as a result of heavy weather, leakage, breaking in two, etc. and not as a consequence of categories 2.8.2 to 2.8.8.
2.8.2	Where the fire and/or explosion is the first incident. Casualties involving fires and/or explosions after collisions or grounding etc. should be categorized under “collision” or grounding.
2.8.3	Ships reported aground for an appreciable period of time and cases reported touching sea bottom, underwater structures, etc.
2.8.4	Striking or being struck by another ship, regardless of whether underway, anchored or moored.
2.8.5	Striking an external object other than another ship or the sea bottom (see categories 2.8.3 and 2.8.4). Includes jetty contacts and ramming drilling rigs/platforms, regardless of whether fixed position or in tow.
2.8.6	Ship lost or damaged as a result of machinery damage or failure.
2.8.7	Loss of cargo during transfer operations.
2.8.8	Ships lost or damaged for reasons which do not fall into the above categories 2.8.1 to 2.8.7 or cannot be classified because there is insufficient information.
4.1	Indicate wind direction in degrees and speed in knots or m/s (units used to be specified). The direction always indicates **from where the wind is blowing**.
4.2	Indicate current direction in degrees and speed in knots and tenth of knots. The direction always indicates the direction **in which the current is flowing**.
4.3	Indicate sea state as wave height in metres.
4.4	Indicate visibility in nautical miles.

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Annex VI

Draft Revised Terms of Reference for the NOWPAP MERRAC Focal Points Meeting

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[Draft Revised]
TERMS OF REFERENCE
for the NOWPAP MERRAC FOCAL POINTS MEETING

1. Background

In order to implement the objectives related to the marine pollution preparedness and response {Objective 4, task (e): and Objective 5, task (c) and (d)} of the Action Plan for the Protection, Management and Development of the Marine and Coastal Environment of the Northwest Pacific Region (NOWPAP) adopted at the First Intergovernmental Meeting on NOWPAP (IGM) in September 1994, Seoul, Republic of Korea, a priority was given to development of effective measures for regional cooperation in marine pollution preparedness and response (NOWPAP/4) by the same Intergovernmental Meeting. Based on the recommendation of the Government-Designated Oil Pollution Preparedness and Response Cooperation (OPRC) Experts Meeting on Sub-Regional Cooperation to Enhance National Capabilities in Marine Pollution Emergency Preparedness and Response (November 1995, Bangkok, Thailand), the Second IGM approved, in the form of the Programme Document, the establishment of a forum on marine pollution preparedness and response.

The Marine Environmental Emergency Preparedness and Response Regional Activity Centre (MERRAC) was established on 28 July 2000 based on the Resolution 2 of the Fourth IGM (April 1999, Beijing, People's Republic of China), and the following signature of a Memorandum of Understanding among United Nations Environment Programme (UNEP), International Maritime Organization (IMO) and Korea Research Institute of Ships and Ocean Engineering/Korea Ocean Research & Development Institute (KRISO/KORDI) in Daejeon, Republic of Korea. MERRAC was designated to coordinate and facilitate marine pollution preparedness and response related activities with technical assistance from UNEP, IMO and other international and regional organizations.

The Seventh IGM (20-22 March 2002, Vladivostok, Russian Federation) approved the recommendation of the Fourth Meeting of NOWPAP Forum on Marine Pollution Preparedness and Response (14-18 May 2001, Qingdao, People's Republic of China) that a network of National Focal Points for MERRAC has to be established by re-arranging the title and organization of the existing forum.

[This document was approved by the Sixth NOWPAP MERRAC Focal Points Meeting (Daejeon, 19-22 May 2003)]

2. Objectives

2.1 The NOWPAP MERRAC Focal Points Meeting is a NOWPAP institutional arrangement to promote development of effective measures for regional cooperation in marine pollution preparedness and response whereby representatives of the NOWPAP Members meet in accordance with article 4 (Participation) below.

2.2 The general objectives of the MERRAC Focal Points Meeting are to promote mutual cooperation and to exchange information on marine pollution preparedness and response in the NOWPAP region, in order to prevent and minimize the damage to the environment by marine pollutions.

3. Functions

The functions of the MERRAC Focal Points Meeting as an advisory body to MERRAC are to:

(a) identify cooperative actions in the NOWPAP region on marine pollution preparedness and response;

(b) carry out the cooperative actions in the NOWPAP region for the purpose of exchange of information on marine pollution preparedness and response;

(c) promote and harmonize regional cooperation in the NOWPAP region on marine pollution preparedness and response;

(d) promote the strengthening of coordinating mechanisms and of capabilities to address marine pollution preparedness and response on the national and regional levels;

(e) assist in identifying gaps in scientific knowledge and promote information exchange and technical cooperation, including education, training and technology transfer in the field of marine pollution preparedness and response;

(f) review periodically the effectiveness of ongoing cooperative activities, and advise on necessary follow-up activities in the field of marine pollution and response;

(g) report on marine pollution contingency cases and measures to address them to improve the current arrangements for regional marine pollution preparedness and response;

(h) disseminate information on marine pollution preparedness and response in the wide range of the public concerned; and

(f) perform other functions pursuant of the objective and goals of the NOWPAP, in the field of marine pollution preparedness and response.

4. Participation

4.1 NOWPAP Members will be invited to participate in the MERRAC Focal Points Meeting. The representative of each NOWPAP Member, the national Focal Point, should represent the relevant national authority which has the responsibility and authority at the national level regarding the marine pollution preparedness and response. Each representative may be accompanied by advisors as appropriate. It is expected that NOWPAP Members would ensure that their delegations reflect the full range of national expertise and interests.

4.2 The representatives of NOWPAP Regional Activity Centres (RACs) may also participate in the Meeting as observers.

4.3 The representatives of international organizations, Non-Governmental Organizations (NGOs), local authorities and representatives of the civil society willing to contribute to the work of these meetings may be invited as observers

4.4 The list of invited observers will be circulated by the Director of MERRAC to the MERRAC Focal Points prior to the meeting.

4.5. Certain meeting discussions may be limited only to NOWPAP Member's official representatives. Observers may be requested to be absent from these discussions. . Decisions on this issue will be made by the NOWPAP Member's official representatives. The continued participation of NGO's in the work of the meetings will be reviewed periodically, taking into account the contribution of such observers to the work of the MERRAC Focal Points Meeting.

5. Sessions

5.1 The MERRAC Focal Points Meeting should be held once a year. Each session will discuss

the timing of the subsequent session.

5.2 At each session, the meeting will elect, from the official representatives of the NOWPAP Members, a Chairperson and a Rapporteur.

5.3 Election of officers of the meeting will be decided by consensus.

6. Tasks

The MERRAC Focal Points Meeting will carry out the following tasks:

(a) Advice and recommendation to the Intergovernmental Meeting on the workplan and budget of MERRAC through its Director;

(b) Periodical review and approval on the implementation of the workplan and budget as adopted by the Intergovernmental Meeting;

(c) Review of periodic reports prepared by MERRAC;

(d) Preparation of a list of research and development priorities, including fate and effects of oil pollution, and possibly other chemical pollution;

(e) Collection, evaluation and dissemination to the contact institutions of existing data on fate and effects of oil pollution, and possibly other chemical pollution;

(f) Preparation of a report on environmental, technical, organization and logistical limitations to pollution response;

(g) Collection of information on equipment, experts, exercises, and training;

(h) Exchange of existing environmental data such as national ESI maps;

(i) Development, maintenance and update of a regional contingency plan and its related data bases;

(j) Development of a draft Memorandum of Understanding (MoU), as appropriate;
and its maintenance;

(k) Identification and cost estimate of follow-up activities; and

(l) Implementation of relevant activities decided upon by the NOWPAP Intergovernmental Meeting.

7. Intersessional work

7.1 In principle, all the intersessional work will be carried out by correspondence among the participants without financial provision.

7.2 When specific funds are provided by the NOWPAP Trust Fund and/or other sources of funding, the tasks will be carried out with funds for intersessional work.

8. Expert Meetings

Subject to availability of funds, the meeting may establish expert meetings comprised of NOWPAP Members and other agreed participants to undertake specific advisory functions relating to scientific and technical issues of the tasks.

9. Secretariat

The MERRAC Focal Points Meeting and the expert meeting, if established, will be served by a secretariat provided jointly (as appropriate) by the MERRAC, the NOWPAP Regional Coordinating Unit (RCU), UNEP and IMO.

10. Decisions

The meeting will achieve decisions by consensus among the NOWPAP Members. If consensus cannot be reached on administrative and procedural matters, voting may be taken. Each NOWPAP Member will have one vote. Such decision will be taken by a majority of those NOWPAP Members present and voting.

11. Procedure

11.1 The MERRAC Focal Points Meeting and its expert meeting, if established, shall adopt, *mutates mutandis*, the rules of procedures of the UNEP Governing Council.

11.2 The MERRAC Focal Points Meeting shall advise, when necessary, to the Intergovernmental Meeting on amendment to the present Terms of Reference of MERRAC Focal Points Meeting.

12 . Agenda

Focal Points may request the secretariat to include specific items in the provisional agenda prior to its distribution.

13. Budget and Expenses

13.1 The budget for the MERRAC Focal Points Meeting and MERRAC subsequent activities is supported by the NOWPAP Trust Fund. Other external funds should also be sought in accordance with the development of MERRAC activities.

13.2 The Director of MERRAC will report to Focal Points Meeting on expenditures of the NOWPAP Trust Fund related to the MERRAC activities. After approval of such report by the Focal Points Meeting, the Director of MERRAC will report on MERRAC expenditures to the Intergovernmental Meeting.

14. Report

The MERRAC Focal Points Meeting and the expert meeting, if established, will consider and adopt a report at each of their sessions. The reports will be circulated to all participants of the meeting. The Director of MERRAC will present the reports to the Intergovernmental Meeting.

15. Language

The working language of the MERRAC Focal Points Meeting and the expert meeting, if established, will be English. The host country of each of the meeting sessions may interpret the English session into the language of the host country.

Annex VII

Timetable of the Activities of MERRAC for the 2004/2005 Biennium

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ANNEX VII

Timetable of the Activities of MERRAC for the 2004/2005 Biennium

Date	Activities	Responsible Organizations
May 2004	Seventh NOWPAP MERRAC Focal Points Meeting	MERRAC, UNEP, IMO
-	Intersessional work	Leading country, MERRAC
October 2004	An expert meeting on the technical issues regarding the marine pollution preparedness and response in the NOWPAP region	Host Country, MERRAC, UNEP, IMO, NOWPAP Members
May 2005	Eighth NOWPAP MERRAC Focal Points Meeting	MERRAC, UNEP, IMO
-	Intersessional work	Leading country, MERRAC
October 2005	Expert meeting 1. Joint table-top exercise 2. Preparation and real joint exercise	Lead country, NOWPAP Members, MERRAC, UNEP, IMO
-	Intersessional work	Leading country, MERRAC
Jan 2004 - Dec 2005	Implementation of specific projects on scientific and technical issues	Leading country, MERRAC, UNEP, IMO

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Annex VIII

Proposed Budget for the 2004/2005 Biennium for MERRAC Activities

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ANNEX VIII

Proposed Budget for the 2004/2005 Biennium for MERRAC Activities

Activities	**Budget (US$)**		
	2004	**2005**	**Total**
1. Focal Points Meeting	25,000	25,000	50,000
2. Expert Meeting	30,000	25,000	55,000
3. Specific projects - Oil spill prediction model - Sensitivity mapping - Prevention of spill accident - Refuge of ship in distress *to be decided by 7th NOWPAP MERRAC Focal Points Meeting*	40,000		40,000
4. Coordination with IMO/UNEP and Regional Seas	10,000	10,000	20,000
5. Update of a website	10,000	-	10,000
6. Publications and other miscellaneous costs	10,000	10,000	20,000
Total	**100,000**	**95,000**	**195,000**

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Annex IX

Existing Tasks, Lead Country/Agency, Required Actions Expected Outputs

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ANNEX IX

Existing Tasks, Lead Country/Agency, Required Actions and Expected Outputs

Tasks	Lead Country / Agency	Actions	Expected Outputs
1. Routine Task carried out by MERRAC			
1. Regional Contingency Plan	MERRAC	- Maintain and update - Finalization and update of Annexes - Organize regional communication exercises - Carry out regional activities as required by the RCP	- Updated Regional Contingency Plan
2. Focal Points Meeting	MERRAC	- Coordinate and organize annual Focal Points Meeting	- Focal Points Meetings / Reports submitted to Intergovernmental Meetings
3. Experts Meeting	MERRAC	- Coordinate and organize annual Experts Meeting on topics agreed upon by the F.P. Meeting	- Experts Advisory Group Meetings / Reports submitted to Focal Points Meetings
4. Information System	MERRAC	- Continuous collection and dissemination of information - Maintenance and update of website	- Efficient Information system in NOWPAP area regarding oil spill preparedness and response - Updated MERRAC website
5. Report on Oil Pollution Incidents	MERRAC & NOWPAP Members	- Collection and submission of report on oil spill incidents over 10 ton	- Updated database on oil spills in NOWPAP region
6. Training & Exercise	MERRAC	- Coordinate and organize joint training and exercise	- Establishment of trained personnel in the field of oil spill preparedness and response in NOWPAP region

7. Communications	MERRAC	- Maintain routine communication links between relevant authorities in NOWPAP region	- Establishment of efficient communication system relevant to oil spill preparedness and response in NOWPAP area
8. Other Routine Tasks as described by the TOR of MERRAC or decided upon by the F.P Meetings	MERRAC		
2. Specific project coordinated by MERRAC			
1. Oil Spill Prediction Model associated with Sensitivity Mapping	Korea (Leading) and Japan	- Develop regional oil spill prediction model associated with sensitivity mapping	- Workshop of experts - Review of the regional oil spill model
2. Oil Dispersant	Russia	- Develop regional guideline for the use of oil spill dispersants	- Workshop of experts - Regional policy and guideline
3. Shoreline Clean-Up	China	- Develop regional recommendation and guidelines for shoreline clean-up based on existing information	- Regional guideline - Workshop of experts
4. Other specific projects as decided by the FP meeting	MERRAC		

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