

INTERNATIONAL MARITIME ORGANIZATION
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He has the honour to refer to the decisions made by the Assembly of the Organization at its twenty-fifth regular session, the Council at its ninety-seventh session and the Marine Environment Protection Committee at its fifty-fifth session, that a diplomatic conference be convened to consider and adopt an International Convention for the Safe and Environmentally Sound Recycling of Ships. Pursuant to these decisions, an International Conference will be convened **at the Hong Kong Convention and Exhibition Centre (HKCEC), 1 Expo Drive, Wanchai, Hong Kong, China.**

The Secretary-General has the honour to invite Governments to be represented at the Conference, which is expected to last from 11 to 15 May 2009.

The opening session of the Conference will take place at 11.00 a.m. on Monday, 11 May 2009. This will be preceded by an informal meeting of Heads of Delegations at 10.00 a.m.

The provisional agenda for the Conference (document SR/CONF/1) and the provisional Rules of Procedure of the Conference (document SR/CONF/3) are enclosed herewith.

The Conference will use, as the basis of its discussions, the draft of the proposed convention, which was prepared by the Marine Environment Protection Committee of the Organization and which is enclosed herewith as document SR/CONF/2.

Other documentation for the Conference will be circulated in due course.

Submission of documents

Governments are invited to communicate any comments, observations or suggestions they may have on the draft convention and related documentation to the Secretary-General – to be received as soon as possible and, in any case, **not later than 6 February 2009 to enable their early circulation** to the Governments and organizations invited to the Conference for their consideration.

Credentials

Governments are kindly requested to inform the Secretary-General of the names of representatives, alternates, advisers and other persons designated by them to attend the Conference. As provided in the provisional Rules of Procedure of the Conference, credentials will be required for the representatives of Governments and for alternates, if any. Credentials are to be issued by the Head of State, Head of Government or Minister of Foreign Affairs, or any other person or authority specifically authorized for that purpose by any of them. Where credentials are issued by a person other than any of the State officials mentioned above, such credentials should expressly state that authorization to issue the credentials has been conferred upon the person issuing the credentials by one of the above-mentioned State officials.

Credentials should be communicated to the Secretary-General in advance of the opening of the Conference, and preferably **not later than 7 May 2009**.

To assist Governments in issuing the necessary authorization to the representatives and other members of their delegations to the Conference, the Secretariat has prepared the attached models for the respective communications. These models are intended solely to assist Governments in the preparation of their respective instruments and thereby facilitate the work of the Conference. They are not intended, in any way, to replace the form required by the law or practice of the States concerned. However, it would be greatly appreciated if, in issuing credentials, Governments would endeavour to adhere, as far as possible, to the models with respect to the information to be provided. Facsimile communications shall be regarded as provisional and will, therefore, need to be confirmed by the appropriate instruments in due form as soon as possible.

Registration and security

Governments are required to transmit, prior to the conference opening date, **a full list of their representatives**, alternates, advisers or observers, as appropriate, so that their particulars may be entered into the list of participants database for purposes of registration and security. The list must be on official letter-headed paper and signed by the responsible officer of the Government or organization concerned. It is imperative that the information thus requested is forwarded to IMO well in advance of the opening of the Conference and any effort to provide it before **6 February 2009** will be greatly appreciated.

A copy of a letter of authorization must be provided by every delegate wishing to register, including Permanent Representatives to IMO. No representative will be registered without such evidence of authorization to attend the Conference. Delegates whose names appear on the aforementioned list will be issued with the requisite pass. Delegates whose names are not on the list will be requested to provide evidence of their authorization to attend the Conference.

All delegates will also be required, at registration to show their passport. Further information related to the organization of the Conference and arrangements for visas will be circulated in due course.

7 November 2008

A handwritten signature in black ink, appearing to be 'EFD', with a horizontal line underneath the letters.

(a)

Model Letter of Credentials

To be signed by the Head of State, Head of Government or
Minister of Foreign Affairs

Sir,

I.....

(full name)

.....of.....

(title)

(name of State)

have appointed

(full name(s) and title(s))

as the Representative(s) of

(name of State)

to the International Conference on the Safe and Environmentally Sound Recycling of Ships to be held
in Hong Kong, China from 11 to 15 May 2009, and have also designated

.....

(full name(s) and title(s) of Alternate(s))

as Alternate Representatives to the same Conference.

The said.....

(full name(s) of Representative(s) and Alternates(s))

is (are) authorized fully to take part in the Conference, to transact all such matters as appertain to its
work, and to vote with other Representatives in accordance with the agreed procedures.

The delegation ofwill be

(name of State)

assisted in its mission by

(full name(s) and title(s) of Adviser(s))

as Adviser(s).

Please accept, Sir, the assurance of my highest consideration.

.....

(signature)

.....

(full name and title)

The Secretary-General
International Maritime Organization
4 Albert Embankment
London SE1 7SE
United Kingdom

(b)
Model Letter of Credentials

To be signed by a name authority duly empowered for that purpose by the Head of State, Head of Government or Minister of Foreign Affairs

Sir,

I have the honour, acting upon instructions from, the

.....of.....
(title)¹ (name of State)

to inform you that
(full name(s) and title(s))

has (have) been appointed as the Representative(s) of
(name of State)

to the International Conference on the Safe and Environmentally Sound Recycling of Ships to be held in Hong Kong, China from 11 to 15 May 2009, and have also designated

.....
(full name(s) and title(s) of Alternate(s))

as Alternate Representatives to the same Conference.

The said
(full name(s) of Representative(s) and Alternates(s))

is (are) authorized fully to take part in the Conference, to transact all such matters as appertain to its work, and to vote with other Representatives in accordance with the agreed procedures.

The delegation ofwill be
(name of State)

assisted in its mission by
(full name(s) and title(s) of Adviser(s))

as Adviser(s).

Please accept, Sir, the assurance of my highest consideration.

.....
(signature)

.....
(full name and title)

The Secretary-General
International Maritime Organization
4 Albert Embankment
London SE1 7SE
United Kingdom

¹ (a) The Head of State (King, Queen, President, Chairman, etc.)
(b) The Head of Government (Prime minister, Chief Minister, etc.)
(c) The Minister (Commissioner, Secretary of State, etc. for Foreign Affairs or External Relations

