**PROVISIONAL ANOTATED AGENDA**

Aktau, Kazakhstan

**Tuesday, 8 October 2024**

10:00 – 10:15 - Registration and opening of the meeting

 - Adoption of the agenda

10:15 – 11:30 - Review and finalization of the draft Caspian Sea Plan Concerning Regional Co-operation in Combating Oil Pollution in Cases of Emergency (Aktau Protocol Plan)

 The meeting will be invited to review the current version of the Plan (as of 24 November 2021) and provide their comments and proposals considering the content of the Plan.

 In the past, the issues extensively discussed were: 1) Regional Mechanism, 2) language use; and 3) financial procedures.

*11:30 – 12:00* - *Coffee break*

 12:00 – 13:00 - *Continue*. Review and finalization of the draft Caspian Sea Plan Concerning Regional Co-operation in Combating Oil Pollution in Cases of Emergency

*13:00 – 14:30 - Lunch break*

14:30 – 16:00 - *Continue:* Review and finalization of the draft Caspian Sea Plan Concerning Regional Co-operation in Combating Oil Pollution in Cases of Emergency

*16:00 – 16:30* - *Coffee break*

16:30 – 18:00 - *Continue:* Review and finalization of the draft Caspian Sea Plan Concerning Regional Co-operation in Combating Oil Pollution in Cases of Emergency

 At the end of the day the meeting will be invited to provide comments on the any of the current gaps within the national annexes to the Plan (Annexes I-V) and inform the Meeting on the estimated timeframe for providing any missing information.

**Wednesday, 9 October 2024**

10:00 – 11:30 - Table Top ALPHAexercise

 The Table Top ALPHAexercise will be carried out under the lead of Kazakhstan as a host country. This exercise type is a ‘paper exercise’, the aim of which is to test parts of the Regional Plan and based on the outcome, to generate discussion on matters relating to organization, communication, logistics, etc. for an incident involving two or more Contracting Parties. For more information regarding the exercise please review the Annex 9 of the Aktau Protocol Plan (Guidelines for oil spill exercises under the Caspian Sea plan concerning regional cooperation in combating oil pollution in cases of emergency)

*11:30 – 12:00* - *Coffee break*

 12:00 – 13:00 - *Continue*. Table Top ALPHAexercise

*13:00 – 14:30 - Lunch break*

14:30 – 16:00 - Presentation of National Contingency Plans

 The participants will be invited to present their respective National Contingency Plans (Annex II of the Plan) with a view to assessing the level of alignment of the respective National Plans with the Regional Plan and, where there is not full alignment, discuss how this can be achieved.

*16:00 – 16:30* - *Coffee break*

16:30 – 18:00 - Introduction of the Readiness Evaluation Tool for Oil Spills (RETOS)

The representatives of the Oil Spill Preparedness Regional Initiative (OSPRI) will present the Readiness Evaluation Tool for Oil Spills (RETOS). RETOS was developed with inputs from the international oil spill response community, including the International Maritime Organization (IMO), having been refined over many years based on user experience and thereby represents current international good practice. The more detail information about the RETOS can be found in the Note by the interim Secretariat.

**Thursday, 10 October 2024**

10:00 – 11:30 - *Continue* Introduction of the Readiness Evaluation Tool for Oil Spills (RETOS)

*11:30 – 12:00* - *Coffee break*

 12:00 – 13:00 - Readiness Evaluation Tool for Oil Spills (RETOS)

 The meeting will be invited to discuss advantages and rationale of using RETOS and to assess national-level capacity and the respective national plans.

 The meeting will furthermore be invited to discuss holding national RETOS workshop in the Caspian Sea countries with the financial assistance from the TC, OSPRI and IMO.

*13:00 – 14:30 - Lunch break*

14:30 – 16:00 - *Continue:* Readiness Evaluation Tool for Oil Spills (RETOS)

*16:00 – 16:30* - *Coffee break*

16:30 – 18:00 - Future activities under the Aktau Protocol implementation

 The meeting will be invited to discuss the activities under Aktau Protocol implementation for 2025 and 2026. The outcome of the discussion will be presented at the following Preparatory Committee Meeting to the COP7 to be included in the Programme of the Work of the Convention.

18:00 Conclusions and wrap up of the meeting