DRAFT AGENDA
IAPH working group on Clean Marine Fuels

Antwerp meeting on the 9th and 10th of April 2019
Zaha Hadidplein 1, 2030 Antwerpen, Belgium

9th of April 2019
10.00 – 10.15 hrs. Welcome

10.15 – 10.30 hrs. Opening
1. Notifications
2. Minutes of the former meeting
3. Presentation work in progress (main activities log)
4. Work to be done (action list)

10.30 – 12.30 hrs. Parallel working sessions
– Team Safety – Chaired by Cees Boon
  Draft agenda Audit Tool for Truck to Ship, LNG checklist review, Port recommendation document on terminal procedures, Proposal of port safety management model/process for bunker operations, ISGOTT checklist

– Team Communication – Chaired by Pieter Vandermeeren
  Draft agenda Communication plan, WPSP website, Webinar, Default CMF working group presentation

12.30 – 13.30 hrs. Lunch

13.30 – 17.00 hrs. Continued: Parallel working sessions
(Break at 1500 hrs.)

17.00 – 18.00 hrs. Wrap up day 1. Work for day 2
10th of April 2019

09.00 – 09.30 hrs. 
Skype session with Ms. Sakura Kuma, Yokohama-Kawasaki Port
Presentation on YMF week

09.30 – 10.30 hrs.
Finalization working sessions
– Team Safety – Chaired by Cees Boon
– Team Communication – Chaired by Pieter Vandermeeren

10.30 – 12.00 hrs.
Plenary session
1. Presentation, discussion and adoption of results Safety team.
2. Presentation, discussion and adoption of results communication team
3. Joined meeting ESI and CMF working groups in Yokohama

12.00 – 13.00 hrs.
Lunch

13.00 – 15.00 hrs.
Plenary session
4. Introduction of World Port Climate Action Plan (WPCAP) by Ms. Refke Gunnewijk
5. Discussion on cooperation between World Port Climate Action Plan and IAPH CMF working group
6. Decision on cooperation IAPH and WPCAP on CMF

15.00 - 16.00 hrs.
Closure
7. Wrap up, conclusions and actions
8. The way forward
Please refer to the MoM for full description of actions:

- **Action all WG members**: To gather information on Clean Marine Fuels. Pls sent all information / knowledge to Pieter.
- **Action Pieter + Peter**: To implement central point of information for CMF.
- **Action all WG members**: To bring projects and initiatives of ports with regard to onshore power supply, alternative fuels infrastructure, incentives and port call optimization, that may contribute to the IAPH IMO resolution under the attention of Antonis.
- **Action Antonis**: To request for a lead for the webinar preparation team.
- **Action Pieter**: To create and Initiate communication plan.
- **Action Antonis**: To send defaults IAPH / WPSP presentation to Peter.
- **Action Peter**: To create a default CMF working group presentation.
- **Action Antonis**: To find a lead for Team Webinar.
- **Action Peter**: To look into the promotion of CMF working group during the next IAPH World Ports Conference in Guangzhou, China.
- **Action all WG members**: To notify Pieter on upcoming bunker audits.
- **Action Pieter**: To create overview (sheet) of upcoming bunker audits.
- **Action Paul**: To lead the IAT-LNG Truck-to-Ship team and to present a first draft at the next meeting.
- **Action all WG members**: To request their internal and external experts/stakeholders for comments and recommendations on the checklists. Input is to be sent to Cees. (*Ongoing action since Bremenports meeting*)
  - **Action Cees**: To finalize STS II checklist with textual improvements in Terminal Information Sheet.
  - **Action Cees**: To improve website text for STS checklists downloads.
  - **Action Peter**: To publish STS II checklist on website when finalized including explanation.
  - **Action Cees + Peter**: To provide new text for permitting process. (*Ongoing action since Bremenports meeting*)
- **Action Pieter + Peter**: To send proposal on next meeting date and location in Antwerp.
- **Action Sakura + Peter**: To send proposal on Autumn 2019 meeting date and location in Yokohama.
## CMF WG - Teams

<table>
<thead>
<tr>
<th>Team</th>
<th>Present activities</th>
<th>Lead</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Communication</td>
<td>Communication Plan WPSP website Webinar (overall) Promotional movie Default Presentation</td>
<td>Pieter</td>
<td>Linda Sakura Antonis Jean-Paul Victor Pieter Peter (support)</td>
</tr>
<tr>
<td>Team Webinar</td>
<td>Webinar on the audit tool(s)</td>
<td>TBN</td>
<td>Antonis Cees Peter Paul (support)</td>
</tr>
<tr>
<td>Team IAT-LNG TTS</td>
<td>IAPH Audit Tool for Truck to Ship LNG bunker operations</td>
<td>Paul</td>
<td>Etienne Nicolas Paul Peter (support)</td>
</tr>
<tr>
<td>Team Checklist Review</td>
<td>Review of the truck to ship operational checklist</td>
<td>Cees</td>
<td>Paul Peter Cees Etienne (support)</td>
</tr>
</tbody>
</table>

## CMF WG - Main activities log

<table>
<thead>
<tr>
<th>Activity</th>
<th>Planned</th>
<th>Lead</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Communication Plan for the WG on CMF</td>
<td>Q1 2019</td>
<td>Pieter</td>
<td><em>(Team Communication)</em></td>
</tr>
<tr>
<td>WPSP website</td>
<td>Q4 2018</td>
<td>Antonis + Pieter</td>
<td><em>(Team Communication)</em></td>
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<tr>
<td></td>
<td>Q1 2019</td>
<td></td>
<td>Transfer to + initial CMF text on WPSP site</td>
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<td></td>
<td></td>
<td></td>
<td>Start CMF Improvements</td>
</tr>
<tr>
<td>Webinar preparation</td>
<td>Q2</td>
<td>TBN</td>
<td><em>(Team Webinar)</em></td>
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<tr>
<td>Task</td>
<td>Status</td>
<td>Responsible</td>
<td>Notes</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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<td>--------------------------------------------</td>
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<tr>
<td>STS II LNG Bunker Checklist.</td>
<td>Publish January 2019</td>
<td>Cees</td>
<td>(Team Checklist Review)</td>
</tr>
<tr>
<td>Finalization and publication:</td>
<td></td>
<td></td>
<td>Textual improvements checklist.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Textual improvements website text.</td>
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<td></td>
<td></td>
<td></td>
<td>Publish.</td>
</tr>
<tr>
<td>Truck to Ship Accreditation Scheme.</td>
<td>Draft at next meeting</td>
<td>Paul</td>
<td>(Team IAT-LNG TTS)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Input from all members by e-mail.</td>
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<tr>
<td>Review Truck to Ship LNG Bunker checklist</td>
<td>Start Q1 2019</td>
<td>Cees</td>
<td>(Team Checklist Review)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Awaiting stakeholder input</td>
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<td></td>
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<td>All ports to deliver input</td>
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<tr>
<td>Port recommendation document on terminal procedures with regard to</td>
<td>Draft at next meeting</td>
<td>Paul + Peter</td>
<td>Work of Paul to continue.</td>
</tr>
<tr>
<td>LNG bunker operations.</td>
<td></td>
<td></td>
<td><em>Combine with text for port permitting process?</em></td>
</tr>
<tr>
<td>Website text on port permitting process.</td>
<td>Final draft at next meeting</td>
<td>Cees + Peter</td>
<td>Combine with Port recommendation document on terminal procedures?</td>
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<tr>
<td>Accreditation system phase II</td>
<td>Postponed to 2019</td>
<td>-</td>
<td>Depending on audit experience</td>
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