

APOSTILLE

Agenda (unannotated)
Ordre du jour (non commenté)

October / octobre 2016

(E)



AGENDA (UNANNOTATED)

proposed by the Permanent Bureau

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ORDRE DU JOUR (NON COMMENTÉ)

proposé par le Bureau Permanent

*For the attention of the Special Commission meeting of November 2016
on the practical operation of the Apostille Convention*

*À l'attention de la réunion de la Commission spéciale de novembre 2016
sur le fonctionnement pratique de la Convention Apostille*

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AGENDA

Sessions start at 9.30 a.m. and end at 6.00 p.m. Lunch breaks will be from 1.00-2.30 p.m. Refreshment breaks will normally be from 11.00-11.15 a.m., and 4.00-4.15 p.m.

The draft agenda will be treated with some flexibility and may need to be modified in light of how discussions progress during the meeting.

A drafting committee will be established early on in the meeting to assist in preparing draft Conclusions & Recommendations, which will be submitted for discussion and adoption in the final session.

Wednesday 2 November 2016

Morning

- 9.30 a.m. Opening of the meeting by Mr Paul Vlas, President of the Netherlands Standing Government Committee on Private International Law
- Election of the Chair of the Special Commission
- Welcome by Dr Christophe Bernasconi, Secretary General
- Adoption of the agenda
- Presentation of the documentation (incl. brief comments on the Apostille Section of the website and the Practical Handbook)

1. EVALUATING AND TAKING STOCK OF THE APOSTILLE CONVENTION

Delegations are invited to report on progress made towards accession to the Convention and / or towards implementation of the e-APP

Presentation of key findings from the 2016 Apostille Questionnaire

Brief presentation of the outcome of the 10th International Forum on the e-APP (see also agenda item 9).

Presentation of position paper by professor Peter Zablud: *The Apostille Convention in Practice – Reflections of a Critical Friend*

Regional developments (incl. European Union)

Post-Convention services and post-Convention assistance

2. SUBSTANTIVE SCOPE OF THE CONVENTION

The notion of “public documents”

Extradition documents

Medical certificates

Simple and certified translations

Excluded documents (*i.e.* documents executed by diplomatic and consular agents and documents dealing directly with commercial or customs operations)

Documents executed by intergovernmental and supranational organisations (**discussed on Thursday 3 November**)

Documents issued by private entities (*e.g.* Chambers of Commerce)

3. OTHER ISSUES OF APPLICABILITY

Transitional issues

Use of Apostilles by authorities which are not Contracting Parties to the Convention

1:00 p.m.

Group Photo

Afternoon

4. ISSUING APOSTILLES

2.30 p.m.

The role of Competent Authorities in verifying the origin of public documents (incl. doubts as to genuineness and content)

Additional text (outside the area containing the 10 standard informational items)

Multilingual model Apostille certificates

Completing the Apostille

Various methods of signing the Apostille (incl. electronic signatures)

Modes of attachment (particularly multiple-page documents)

Grounds for refusing to issue Apostilles

The issuance of "Apostille Certificates" for documents bound for authorities which are not Contracting Parties to the Convention (the system of single authentication certificates)

Fees

5. REGISTRATION AND VERIFICATION OF APOSTILLES

Forms of registers: paper, electronic (for internal use only), e-Registers (*i.e.*, accessible online by recipient of Apostille)
Content of Apostille registers

Issues of verification of Apostilles (*e.g.* in the absence of an e-Register or when Apostilles are completed in a language other than in English or French)

6.00 p.m.

Opening reception hosted by the Permanent Bureau and the Embassy of the People's Republic of China in the Netherlands

Thursday 3 November 2016

Morning

6. ACCEPTANCE AND REJECTION OF APOSTILLES IN RECEIVING CONTRACTING PARTY

- 9.30 a.m. Valid and invalid grounds for rejecting Apostilles
- Requests for confirmation of issuance procedures
- Education of private institutions in accepting Apostilles (*e.g.* banking sector, universities)
- Procedures in dealing with cases of rejection

7. COMPETENT AUTHORITIES AND ACCESS TO APOSTILLE SERVICES

- Decentralisation of Apostille services
- Designation of diplomatic missions as Competent Authorities (vs. Diplomatic missions acting only as intermediaries to assist applicants in obtaining Apostilles)
- Developing good practices for Competent Authorities (incl. keeping statistics, developing desk instructions, adopting effective delivery methods)

Afternoon

8. EXPERT PANEL: EXCHANGING INFORMATION ON RECENT INITIATIVES AND PRACTICES IN APOSTILLE SERVICES

- 2.30 p.m. Moderated panel discussion with experts from selected Contracting Parties, both long-standing and new, to report on experiences and ideas. Delegations will also be invited to ask questions directly to the panellists.

Friday 4 November 2016

Morning

9. THE ELECTRONIC APOSTILLE PROGRAM (e-APP)

- 9.30 a.m. Possible reflections on the outcome of the 10th International Forum in the C&R of the Special Commission

10. STATUS OF IMPLEMENTATION OF THE CONCLUSIONS & RECOMMENDATIONS OF THE 2012 MEETING

11. APOSTILLE HANDBOOK

- Comments on the current edition and suggestions for future editions
- Translations of the Apostille Handbook

12. TIMING OF THE NEXT SPECIAL COMMISSION MEETING

13. OTHER MATTERS**14. CONCLUSIONS & RECOMMENDATIONS**

Discussion and adoption of Conclusions & Recommendations

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End of the Special Commission meeting – the meeting will end at 1:00 p.m. at the latest