

APOSTILLE

août / August 2012

Projet d'ordre du jour (non commenté)  
Draft Agenda (unannotated)



**PROJET D'ORDRE DU JOUR (NON COMMENTÉ)**

*proposé par le Bureau Permanent*

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**DRAFT AGENDA (UNANNOTATED)**

*proposed by the Permanent Bureau*

*À l'attention de la Commission spéciale de novembre 2012  
sur le fonctionnement pratique de la Convention Apostille*

*For the attention of the Special Commission of November 2012  
on the practical operation of the Apostille Convention*

**PROJET D'ORDRE DU JOUR (NON COMMENTÉ)**

*proposé par le Bureau Permanent*

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**DRAFT AGENDA (UNANNOTATED)**

*proposed by the Permanent Bureau*

## **DRAFT AGENDA**

Sessions start at 9.30 a.m. and end at 6.00 p.m. The first session (6 November) begins at 2.30 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 the 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 adoption and discussed on the last day.

### **Tuesday 6 November 2012**

#### *Afternoon*

- 2.30 p.m.                      Opening of the meeting by Mr Paul Vlas, President of the Netherlands Standing Government Committee on Private International Law
- Election of the Chair and Vice-Chairs of the Special Commission
- Welcome by Mr Hans van Loon, Secretary General
- Adoption of the agenda
- Presentation of documentation, in particular the draft Apostille Handbook (Prel. Doc. No 2), which will serve as reference document throughout the meeting

#### **1. EVALUATING AND TAKING STOCK OF THE APOSTILLE CONVENTION**

- Status of the Apostille Convention, including e-APP
- Round table: States are invited to report on progress made towards accession and / or towards implementation of the e-APP
- Encouraging further accessions: general presentation of the Convention's benefits, short presentations by selected States on reasons for accession, and introduction of the World Bank's *Investing Across Borders* report [tbc]
- Report on the status of implementation of the Conclusions & Recommendations of the 2009 Special Commission
- The "Apostille Section" of the Hague Conference website
- Regional developments

*Opening reception hosted by the Permanent Bureau*

**Wednesday 7 November 2012**

*Morning*

## **2. APPLICABILITY OF THE CONVENTION**

- 9.30 a.m.                      The notion of “public documents” (general principle and specific cases, incl. treatment of copies, unsigned documents, multiple documents, scanned / electronic documents, etc.)
- Excluded documents
- Documents executed by intergovernmental organisations
- Other issues of applicability (incl. transitional measures, use of Apostilles in non-Contracting States, objections to accessions, successor States)
- The obligation to prevent legalisation where the Convention applies

*Afternoon*

## **3. COMPETENT AUTHORITIES AND ACCESS TO APOSTILLE SERVICES**

- 2.30 p.m.                      Designation of Competent Authorities
- The role of Competent Authorities (incl. verifying the origin of public documents)
- Reviewing the delivery of Apostille services (incl. moving towards a one-step process)
- Developing good practices for Competent Authorities (incl. keeping statistics, developing desk instructions, adopting effective delivery methods)

## **4. ISSUING APOSTILLES**

- Form of the Apostille
- 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
- Fees

## **Thursday 8 November 2012**

### *Morning*

#### **5. REGISTERING APOSTILLES**

9.30 a.m.

The requirement to register Apostilles

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

Contents of Apostille registers

#### **6. ACCEPTANCE AND REJECTION OF APOSTILLES IN STATE OF DESTINATION**

Valid and invalid grounds for rejecting Apostilles

Non-expiry of Apostilles

Requests for confirmation of issuance procedures

Advice to users and Competent Authorities in dealing with cases of rejection

#### **7. TIMING OF THE NEXT SPECIAL COMMISSION MEETING**

#### **8. OTHER MATTERS**

### *Afternoon*

#### **9. THE ELECTRONIC APOSTILLE PROGRAM (e-APP)**

2.30 p.m.

Benefits of the e-APP

Outcome of recent e-APP fora (Madrid and Izmir)

Implementation of the e-APP

Issuing e-Apostilles

Accepting e-Apostilles

## **Friday 9 November 2012**

### *Morning*

#### **10. APOSTILLE HANDBOOK**

9.30 a.m.

Discussion of remaining topics covered by the draft Apostille Handbook and adoption of the Handbook

#### **11. CONCLUSIONS & RECOMMENDATIONS**

Discussion and adoption of Conclusions & Recommendations

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*End of the Special Commission – the meeting is expected to end at 1.00 p.m.*