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Ref. AG/A/1.08

Circular letter No.3028  
28 January 2010

To: All IMO Members

Subject: **Eleventh session of the *Ad Hoc* Council Working Group on the Organization's Strategic Plan**

1 The Secretary-General has the honour to invite representation at the eleventh session of the *Ad Hoc* Council Working Group on the Organization's Strategic Plan (CWGSP), which has been scheduled to take place from Wednesday, 7 to Friday, 9 April 2010 at the IMO Headquarters, 4 Albert Embankment, London SE1 7SR, United Kingdom.

2 At its twenty-fifth extraordinary session, the Council approved (C/ES.25/D, paragraph 3.2(v)) the recommendations of CWGSP 10 (C/ES.25/3, paragraphs 31 and 34) that the Working Group be reconvened during the first half of 2010 to:

- .1 reconsider proposals on potential economies and efficiency gains that had not yet been recommended and approved – in particular those previously submitted by the Secretariat (table 2, annex 2 to document C 102/3(a)), the Bahamas (C 102/8/1) and Denmark (CWGSP 10/6(b)/1) – on the basis of related costs and against benchmarks of other United Nations bodies;
- .2 consider any new proposals;
- .3 review the volume of work throughout the Organization's deliberative organs in order to facilitate strategic decision-making with respect to the overall meetings' programme;
- .4 suggest a mechanism that would enable the Council, with the support of the Secretary-General, to consider the foregoing matters on a regular basis and to monitor the implementation of all approved efficiency measures; and
- .5 further consider options for aligning the Organization's budgeting and planning cycles.

3 The provisional agenda for CWGSP 11 is attached at annex and supporting documentation will follow in due course. The meeting will be conducted in English only and is open to all Member States of the Organization.

4 Members of the Organization wishing to make submissions to the Working Group are invited to transmit them to the Secretariat as early as possible so that they may be processed in good time for the meeting. Please refer to a generic template entitled "Instructions on document presentation" available on the IMODOCs website for use in the preparation of documents.

5 The Secretary-General would appreciate being informed, in due course, of the names of representatives from those Member States which intend to participate in the meeting.

### **Security at IMO meetings**

6 With reference to Circular letter No.2692 of 20 January 2006, concerning security at IMO meetings, all delegates are required to carry a specially-issued pass to gain access to IMO meetings. In view of the significant costs incurred in the production of the pass, delegates who have previously been issued with a security pass are kindly requested to bring this pass with them for reactivation.

7 All delegates will be required, on first arrival, to show proof of identity, e.g., their passport or identity card. Additionally, Member Governments are required to transmit, prior to the date of each meeting, the list of their representatives, alternates, advisers or observers, as appropriate, so that their particulars may be entered into the list of participants' database. Such a list, which serves as authorization for representatives to attend, must be submitted for each IMO meeting on official letter-headed paper and must be signed by the responsible officer of the Government concerned and, along with the completed registration forms, should be sent by fax or e-mail, by Thursday, 1 April 2010, at the latest, to:

Registration Unit  
Conference Section  
Fax: +44 20 7463 4116  
E-mail: [registration@imo.org](mailto:registration@imo.org)

8 No representative will be registered without such evidence of authorization to attend the meeting. Delegates whose names appear on the aforementioned list will be issued with the requisite pass, which will include a photograph of the bearer. Delegates whose names are not on the list will be requested to provide evidence of their authorization to attend the meeting.

9 To expedite the registration process, the attached pre-registration forms should be completed by every delegate attending the meeting, including Permanent Representatives to IMO. Delegates are advised to arrive early on the first day of the meeting to complete the registration process. Registration will begin at 8:00 a.m. on 7 April 2009 in the registration area.

### **Procedure for visa applications**

10 With a view to facilitating visa applications by those delegates who require United Kingdom entry visas, the Procedure governing the support by IMO for visa applications is attached.

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AD HOC COUNCIL WORKING GROUP ON  
THE ORGANIZATION'S STRATEGIC  
PLAN  
11th session  
Agenda item 1

CWGSP 11/1  
28 January 2010  
ENGLISH ONLY

## PROVISIONAL AGENDA

**for the eleventh session of the *Ad Hoc* Council Working Group  
on the Organization's Strategic Plan to be held at IMO Headquarters from  
Wednesday, 7 April to Friday, 9 April 2010**

(Session commences at 9:30 a.m. on Wednesday, 7 April 2010)

### Opening of the session

#### 1 Adoption of the agenda

Document: CWGSP 11/1  
Related substantive document: Circular letter No.3028

#### 2 Review of working arrangements and associated budgetary factors

##### (a) Potential economies and efficiency gains

Document: CWGSP 11/2(a)  
Related substantive documents: C 102/3(a) (annex 2, table 2)  
C 102/8/1  
CWGSP 10/6(b)  
CWGSP 10/6(b)/1

##### (b) Volume of work

Document: CWGSP 11/2(b)  
Related substantive document: C/ES.25/3(a) (paragraph 31.3)

##### (c) Alignment of planning and budgeting cycles

Document: CWGSP 11/2(c)  
Related substantive document: CWGSP 10/2(b)

For reasons of economy, this document is printed in a limited number. Delegates are kindly asked to bring their copies to meetings and not to request additional copies.



(d) Monitoring mechanism

Document: CWGSP 11/2(d)

Related substantive document: C 102/WP.5 (annex, paragraph 2.1.7)

3 Any other business

4 Consideration and adoption of summary of decisions

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# INTERNATIONAL MARITIME ORGANIZATION

Meeting: **CWGSP**  
From: **7 April 2010**

Session No.: **11**  
to: **9 April 2010**

## PRE-REGISTRATION FORM

<i>Attendee Name</i>	First Name:		Last Name:	
<i>Title (Mr/Mrs/Miss/Ms/Other)</i>				
<i>Position</i>				
<i>Organization</i>				
<i>Delegation</i>				
<i>Attendee Status</i>	<input type="checkbox"/> Representative	<input type="checkbox"/> Alternate	<input type="checkbox"/> Adviser	<input type="checkbox"/> Observer
	<b>Number of copies required</b>			
<i>Individual documents required during the meeting</i>	English	French	Spanish	
<i>Preferred address during the meeting</i>				

### Permanent Contact information:

<i>Name</i>	
<i>Job title</i>	
<i>Organization/Company</i>	
<i>Street line 1</i>	
<i>Street line 2</i>	
<i>City</i>	
<i>State/County</i>	
<i>Post Code/Zip</i>	
<i>Country</i>	
<i>Phone</i>	
<i>Fax</i>	
<i>Mobile phone</i>	
<i>E-Mail</i>	

Please fill in the blank fields and return the form to IMO by

**Fax:** +44(0)20 7463 4116  
**E-Mail:** [registration@imo.org](mailto:registration@imo.org)



## PROCEDURES GOVERNING THE SUPPORT BY IMO OF VISA APPLICATIONS

Delegates invited by the Organization, and who require United Kingdom entry visas, should, in the first instance, apply for a visa at the nearest British Consulate or Embassy and obtain reference numbers. The necessary documentation (such as copy of the IMO programme of meetings (usually issued during December/January each year); the original and relevant IMO official letter of invitation (usually issued some six months prior to the time the meeting is to convene at IMO); copy of the completed IMO Pre-Registration Form; nomination letter and note verbale from the Ministry of Foreign Affairs) must accompany such visa applications.

Delegates must be nominated by the Ministry of Transport (or any other competent Ministry) or the National Maritime Administration. The nomination letter should be taken to the Ministry of Foreign Affairs to prepare a note verbale to the British Embassy/High Commission.

If, upon following the above procedures, the delegates still have visa problems, then either the Ministry of Foreign Affairs, Ministry of Transport or the National Maritime Administration should communicate, on letterhead, the following details to the Head, Human Resources Services of IMO, requesting visa assistance and communicating the reasons, given by the British Embassy/High Commission, why visas have been refused or may be refused.

- i First Name:  
Surname:  
Profession:  
Date of birth:  
Place of birth:  
Type of passport:  
Passport No:  
Place of issue:  
Date of issue:  
Valid until:  
Visa reference number:  
Date and place of visa application:
  
- ii Purpose of visit:
  
- iii Duration of anticipated stay in the United Kingdom:

This exercise must be undertaken **at least six weeks** before the date on which the meeting is to take place to enable the Organization to support the visa application accordingly and the visa to be issued in good time\*.

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\* Request for visa assistance should be sent to IMO by fax at (+44(0)20 7587 3210) or by e-mail at: [visa@imo.org](mailto:visa@imo.org).