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Circular Letter No.3620
5 February 2016

To: All IMO Members and Associate Members
United Nations and Specialized Agencies
Intergovernmental Organizations
Non-governmental Organizations in Consultative Status
Liberation Movements

Subject: **Second session of the Working Group on the Development of a new Strategic Framework**

1 The Secretary-General has the honour to invite representation at the second session of the Working Group on the Development of a new Strategic Framework (SF-WG), which will be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR, from **9.30 a.m. on Wednesday, 29 June to Friday, 1 July 2016.**

2 At its 114th session, the Council agreed to timeline B (paragraph 12 of annex 2 to document C 114/3/2 refers) with a working group being convened back-to-back with the spring session of Council in 2016 (C114/D).

3 The Council tasked the Working Group to consider and further develop the Trends, Developments and Challenges based on the preparatory draft to be developed by the Secretariat and the external consultant¹. Further the Council agreed that it was for the Member States to filter and select the relevant Trends, Developments and Challenges. The outcome of the working group will be reported to Council at its 116th session.

4 The meeting will be conducted in English, without interpretation or translation of documents. In accordance with the Council's decision, the provisional agenda for SF-WG 2 is attached hereto.

5 The Secretary-General would appreciate being informed, in due course, of the names of representatives who intend to participate in the meeting in accordance with the procedures detailed in the annex to this Circular Letter.

Submission of documents to the working group

6 In accordance with the *Guidelines on the organization and method of work of the Council* (Circular Letter No.3607), Member States, the United Nations and its specialized agencies, as well as international (governmental and non-governmental) organizations wishing to make submissions to the Working Group are invited to transmit them to the Secretariat as early as possible, and no later than 27 May 2016, so that they may be processed in time for the meeting. In this respect, a template is available on the IMODOCS website for use in the preparation of documents.

¹ In relation to the outstanding matters in document C 114/3/5 (Germany), paragraphs 4 and 5, the Council agreed to forward these to the working group for consideration.

ANNEX

CREDENTIALS, REGISTRATION AT IMO MEETINGS AND PROCEDURE GOVERNING IMO SUPPORT FOR VISA APPLICATIONS

Registration at IMO meetings

Member Governments, IGOs and NGOs are required to provide, prior to the meeting date, the names of their representatives, including Permanent Representatives, heads of delegations, alternates, advisers or observers, via the Online Meeting Registration System (OMRS) as advised in Circular Letter No.3463 of 14 July 2014. This facilitates both their entry into the building and production of the list of participants by the Secretariat.

Once they have completed the registration procedure, delegates will be issued at IMO with an electronic access card to pass through the security barrier in the IMO building. Issue of the access card will require photographic proof of identity, e.g. passport, identity card or driving licence. Delegates may also be required to show proof of identity at any time while they are in the Headquarters building, if requested by IMO Security. In view of the significant costs incurred in producing access cards, delegates who have previously been issued with one are kindly requested to bring it with them for reactivation.

Any matters relating to the use of the OMRS should be communicated to:

Registration Unit
Meeting Services and Interpretation Section
Email: onlineregistration@imo.org

No representative will be registered to attend the meeting without authorization from their OMRS Delegation Coordinator. New delegates whose names appear in the OMRS will be issued with the above-mentioned access card. Delegates whose names are not on the OMRS list will be requested to contact their OMRS Delegation Coordinator in order to process their authorization to attend the meeting.

Delegates are advised that the Registration Desk will be open from **8.30 a.m. on Wednesday, 29 June 2016**. Delegates may wish to confirm their registration at the Desk at any time prior to commencement of the Working Group meeting.

General information on administrative and housekeeping issues relating to meetings at IMO may be found in an information leaflet for delegates, which can be downloaded from IMODOCS and is also available at the Documents and Meeting Services counters on the ground floor and second floor, respectively. Delegates are kindly requested to familiarize themselves with the contents of the information leaflet.

Procedure governing IMO support for visa applications

Delegates invited by the Organization 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 a 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; or the nomination letter together with a 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 by the National Maritime Administration. The nomination letter should be taken to the Ministry of Foreign Affairs for preparation of a note verbale addressed to the British Embassy/High Commission.

If, after following the above-mentioned procedure, delegates still encounter visa problems, either the Ministry of Foreign Affairs, the Ministry of Transport or the National Maritime Administration should communicate in writing on paper bearing the official letterhead the following details to the Head, External Relations Office, requesting visa assistance and stating the reasons given by the British Embassy/High Commission as to why visas have been or may be refused.

- i First name:
Family name:
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 session begins, to enable the Organization to support the visa application accordingly and the visa to be issued in good time*.

* Requests for visa assistance should be sent to IMO by fax (+44(0)20 7587 3210) or by email: visa@imo.org.

Working Group on the Development of a new
Strategic Framework
2nd session
Agenda item 1

SF-WG 2/1
5 February 2016
ENGLISH ONLY

PROVISIONAL AGENDA

**for the second session of the Working Group on the Development of a new Strategic
Framework
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Wednesday, 29 June to Friday, 1 July 2016**

Session commences at 9.30 a.m. on Wednesday, 29 June 2016

- Opening of the session
- 1 Adoption of the agenda
 - 2 Consideration and further development of the Trends, Developments and Challenges
 - 3 Any other business
 - 4 Report to Council at its 116th session