

**PART 2: WORK PROGRAMME AND PROGRAMME BUDGET
2004-2005 BIENNIUM**

1 MAJOR PROGRAMME - GENERAL POLICY AND DIRECTION

Legislative authority: The Assembly consists of all the Members of the Organization and is the sovereign body of IMO. It approves the work programme and the budget of the Organization, recommends to Members for adoption regulations and guidelines concerning maritime safety, the prevention and control of marine pollution from ships and other matters concerning the effect of shipping on the marine environment assigned to the Organization by or under international instruments, takes action to promote technical co-operation in accordance with the Organization's Convention and decides on the convening of international conferences. It elects Members to be represented on the Council, which performs between sessions of the Assembly all the functions of the Organization (with one exception as provided in Article 26 of the Organization's Convention). The Council also co-ordinates the activities of the organs of the Organization.

Background: The Organization's work programme is the product of five committees, namely Maritime Safety Committee, Legal Committee, Marine Environment Protection Committee, Facilitation Committee and Technical Co-operation Committee. The Maritime Safety Committee, Legal Committee, Marine Environment Protection Committee and Facilitation Committee respectively consider matters within the scope of the Organization affecting maritime safety, legal affairs, prevention and control of marine pollution from ships and the facilitation of international maritime traffic. The Technical Co-operation Committee is responsible for considering and co-ordinating matters relating to the Organization's activities in the technical co-operation field. Each of these Committees submits to the Council, proposals and recommendations developed by it together with a report on the work done since the previous session of the Council.

Objectives

- 1 To facilitate the adoption of policies, work programme and budget of the Organization and setting of programme objectives and priorities;
- 2 To promote the Organization's primary objectives in maritime safety and security; marine pollution prevention and environmental protection; and maritime legislation through international co-operation among States; and
- 3 To ensure self sustainability among developing countries in their compliance with global rules and standards contained in the treaty and non-treaty instruments through the Organization's Integrated Technical Co-operation Programme.

This major programme comprises three programmes:

- 1 Governance (Assembly & Council)
- 2 The Executive Office of the Secretary-General
- 3 Internal Oversight Services

Regular budget resource requirements

Major programme 1 - General Policy and Direction													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	SG	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	12.0	36.0	48.0	564,500	8	92,000	700		18,200			675,400	1,537,900
2003	12.0	36.0	48.0	600,800	15	242,800	700		18,200	-	-	862,500	
2004	12.0	48.0	48.0	665,300	10	114,600	2,000		35,000	-	-	816,900	1,814,600
2005	12.0	48.0	48.0	676,500	16	284,200	2,000		35,000	-	-	997,700	

1.1/1.2 PROGRAMME: GOVERNANCE (ASSEMBLY AND COUNCIL)

Objective: The Assembly meets once in two years for ten working days. The Council is composed of 40 Members elected by the Assembly. In the first year of a biennium, the Council meets for two weekly sessions. In the second year of the biennium, the Council meets for one week in June and for one day prior to the Assembly. The Council provides a report to the Assembly of the work performed by the Organization since the previous session of the Assembly. The Council therefore provides an oversight function in respect of the Organization's work programme and budget.

Regular budget resource requirements £

Year	Meetings (work days)		Total	Total 2004/2005 2002/2003
	Assembly	Council		
2004	-	10	114,600	398,800
2005	10	6	284,200	
2002	-	8	92,000	334,800
2003	10	5	242,800	

1.3 PROGRAMME: EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

Objectives

- 1 To provides strategic guidance to the Organization within the context of the overall objectives of IMO and the policy decisions taken.
- 2 To direct the work of the divisions and other organizational units of the Secretariat in the execution of their functions.
- 3 To discharge the responsibility for the efficient conduct of the IMO, subject to the instructions of the Council and the Assembly.

Programme elements and key activities

- 1 Maintain close consultation process and effective collaboration between the Secretariat and Member States;
- 2 Management liaison with Programme Managers through Senior Management Committee;
- 3 Strengthening of Senior Management capacity by the introduction of modern management; streamlining and simplifying its program and planning to achieve efficiency gains and effectiveness;
- 4 Introduction of performance appraisals and efficient resource management systems for programme implementation; and
- 5 Ensuring transparency, accountability and efficiency in planning, formulation and implementation of the Organization's policies and objectives.

Planned Outputs for 2004-2005

- Enhanced efficiency and productivity of the Secretariat, through continue implementation and facilitation of the modernization of the management and operations;
- Improved communication within the Secretariat, and between the Organization and its Member States, through promotion of transparency of the Organization's policies, work programme and budget; and
- Greater accountability of programme managers through devolution of responsibilities and internal controls.

Primary beneficiaries: States, Governing Bodies and IMO Secretariat.

Completion Date/ Timescale: Ongoing annual basis.

Regular budget resource requirements

Pogramme 1.3 - Executive Office of the Secretary-General													
Year	Work month estimates			Direct Cost £								Sub-total	Total
	SG	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
	2002	12.0	12.0	36.0	376,800			700		13,600			391,100
2003	12.0	12.0	36.0	385,000			700		13,600	-	-	399,300	790,400
2004	12.0	24.0	24.0	393,800			2,000		25,000	-	-	420,800	
2005	12.0	24.0	24.0	403,600			2,000		25,000	-	-	430,600	851,400

1.4 PROGRAMME: INTERNAL OVERSIGHT SERVICES

Objective: To assist the Secretary- General in the implementation of Financial Regulation 10.1 and in fulfilling his/her internal oversight responsibilities with independent, objective assurance, review and advice designed to add value and improve the effectiveness of the risk and results based management and control processes, as designed and represented by management to attain the objectives of the Organization.

Sub-programmes

- 1 Evaluation
- 2 Internal audit and investigation

Regular budget resource requirements

Pogramme 1.4 - Internal Oversight Services													
Year	Work month estimates			Direct Cost £								Sub-total	Total
	SG	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
												2002/2003	2004/2005
2002		24.0	12.0	187,700					4,600			192,300	
2003		24.0	12.0	215,800					4,600	-	-	220,400	412,700
2004		24.0	24.0	271,500					10,000		10,000	281,500	
2005		24.0	24.0	272,900					10,000		10,000	282,900	564,400

1.4.1 Sub-programme: Evaluation

Objective: To determine the efficiency, effectiveness, relevance, impact and sustainability of the Organizational programmes, projects and activities as measured against their stated goals and objectives, to provide recommendations for corrective measures for the improvement of programme delivery and effectiveness and to ensure feedback of evaluation findings into programming and operations.

Programme elements and key activities

- 1 Evaluation of programmes, projects and activities where referred.
- 2 Analysis of ex-post evaluation questionnaires on seminars/courses/workshops.
- 3 Focal point responsibilities for all matters relating to the Joint Inspection Unit.

Planned Outputs for 2004-2005

- Reports on the Organization and management of evaluations
- Ex-post evaluations of seminars/courses/workshops reports

Primary beneficiaries: IMO Secretariat

Completion Date/ Timescale: Continuous.

1.4.2 Sub-programme: Internal audit and investigation
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Objective:

Internal audit - To ensure that management has established clear policies and procedures and there is an adequate and effective system of internal controls for providing reasonable assurance with respect to:

- Integrity of financial information; compliance with established regulations, rules, policies and procedures in all operations; and the safeguarding of assets;
- The economic and efficient use of resources in operations and identifying opportunities for improvement; and
- Effectiveness of programme management for achieving stated objectives consistent with policies, plans and budgets

Investigation - To inquire into allegations of wrong doing which involve violations of the Organization's rules, regulations, and pertinent administrative issuances, and acts of mismanagement, misconduct, waste and abuse of authority by staff.

Programme elements and key activities

- 1 Examination, review and appraisal of the use of financial resources in order to guarantee that the resources have been used efficiently and for their intended purpose;
- 2 Ascertain compliance of programme managers with the financial and administrative regulations and rules, as well as with the approved recommendations of oversight bodies;
- 3 Undertaking of management audits, reviews and surveys to improve the structure of the Organization and its responsiveness to the requirements of programmes;
- 4 Evaluation of the effectiveness of the systems of internal control of the Organization; and
- 5 Liaison with the External Auditor to avoid duplication of effort and to maximize audit coverage.

Planned Outputs for 2004-2005

- Audit/review Reports are issued on findings and recommendations where appropriate

Primary beneficiaries: IMO Secretariat

Completion Date/ Timescale: Continuous

2 MAJOR PROGRAMME – MARITIME SAFETY AND SECURITY

Legislative Authority: IMO Convention, Part 1 – Purposes of the Organization, Article 1(a), IMO instruments and directives from IMO Governing Bodies.

Objective: To reduce the risks of accidents and mitigate the consequences by improved design, equipment and ship operations, including the handling of cargoes, by improved training and by focussing on the human element and enhancing the security of maritime transport.

This major programme comprises thirteen programmes, each of which is made up of a number of sub-programmes:

- 1 Direction and Management
- 2 Training and Human Element Matters
- 3 Stability, Load Lines and Fishing Vessels Safety
- 4 Ship Design and Equipment
- 5 Fire Protection
- 6 Radio Communications and Search and Rescue
- 7 Navigational Operations and Equipment
- 8 Bulk Liquids and Gases
- 9 Dry Cargoes and Containers
- 10 Technical Co-operation and Institutional Development:
Implementation of Safety Programmes
- 11 Maritime and Port Security
- 12 Flag and Port State Matters
- 13 Special Safety Initiatives

Substantial changes:

Following the adoption of amendments to SOLAS chapter XI-2 and the ISPS Code, a new Programme 11 on Maritime and Port Security has been established under this major programme. The new programme incorporates resources from Programme 6.9 on Maritime Security, which were previously accounted for under Major Programme 6 – Cross Sectoral Activities.

With increased emphasis on flag State implementation with the attendant demand for varying and high quality data and analysis to assist Member Governments in their consideration of compliance and the level of implementation of IMO instruments, a new Programme 12 on Flag and Port State Matters has been established under this major programme. The new programme incorporates resources from programmes 6.2, 6.3, 6.4 and 6.5, which were previously accounted for under Major Programme 6 – Cross Sectoral Activities.

Over the past few biennia, two major safety initiatives were began by the Organization, namely Bulk carrier safety and Large passenger ships safety. Whilst the resources required for these two major initiatives were accounted for in part under other related programmes and Programme 6.7 on Formal Safety Assessment under Major Programme 6 – Cross Sectoral Activities, the true implication of resource requirement for the work involved was not readily noticeable. A new Programme 13 on Special Safety Initiatives has been established under this major programme. This new programme, in addition to bulk carrier and large passenger ship safety, includes a sub-

programme on Formal Safety Assessment, which was previously accounted for under Major Programme 6 – Cross Sectoral Activities. The programme also includes resources for the initial development of the voluntary IMO Model Audit Scheme as another sub-programme.

Activities relating to co-operation with the UN and other agencies that are directly associated with specific programmes under this major programme has been accounted for under the programme concerned rather than under Major Programme 6 – Cross Sectoral Activities.

Programme 2.1 has been further elaborated to account for the overall management and co-ordination, programme management and support roles carried out by Director and Senior Deputy Directors in the implementation of this major programme its programmes. In particular, the previously distributed cost of the resource requirement of the Senior Deputy Directors to each programme has been discontinued as the extent of their work can be better reflected under the Programme on Direction and Management.

The direction and management cost for Major Programme 5 – Facilitation of Maritime Traffic has been transferred to this major programme as the actual cost for that major programme is small and can be absorbed in this major programme without affecting the resource requirement for either programmes.

Other programmes specific changes will be reflected under the Programme concerned.

Regular budget resource requirements

Major programme 2 - Maritime Safety and Security													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	48.0	190.0	192.0	2,059,600	60	479,700	10,700	33,800	26,600	-	-	2,610,400	
2003	48.0	190.0	192.0	2,252,600	52.5	425,000	11,300	35,200	25,200	-	-	2,749,300	5,359,700
2004	48.0	199.5	178.5	2,452,200	60	538,800	32,200	33,400	73,700	-	-	3,130,300	
2005	48.0	229.5	202.5	2,818,700	53	483,800	30,800	34,700	76,800	-	-	3,444,800	6,575,100

2.1 PROGRAMME: DIRECTION AND MANAGEMENT

Objective: To provide overall direction, management and co-ordination of the activities under this major programme and to advise and assist the Secretary-General as appropriate.

Programme elements and key activities

- 1 Keep up-to-date the requirements of IMO's international instruments on maritime safety and security including Conventions, related Codes and Guidelines, as requested by Member Government, taking into account technological developments and in light of experience gained;
- 2 Develop and adopt new international instruments on maritime safety and security, including Conventions, related Codes and Guidelines, as requested by Member Governments;
- 3 Promote the effective implementation of IMO's existing international instruments on maritime safety and security including Conventions, related Codes and Guidelines.

Sub-programmes

- 1 Direction, management and co-ordination
- 2 Programme management and support (Navigation and Cargoes)
- 3 Programme management and support (Technology and TC implementation)

Substantial changes: The resource requirement for programmes management and support of the various programmes and activities under this Major Programme has been resourced under this Programme.

Regular budget resource requirements

Programme 2.1 - Direction and Management													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	12.0		12.0	161,600	15	149,400	800		15,000			326,800	
2003	12.0	12.0		213,300	7.5	78,500	800		15,700	-	-	308,300	635,100
2004	36.0	18.0	24.0	514,800	15	168,000	800		20,700	-		704,300	
2005	36.0	24.0	24.0	545,800	8	94,100	1,000		20,700	-		661,600	1,365,900

2.1.1 Sub-programme: Direction, management and co-ordination

Objective: To provide the management, direction and co-ordination for the Directorate to addresses measures aimed at enhancing maritime safety and security, technical advice to Member States, and the delivery of technical co-operation programmes relating to maritime safety, security and facilitation

Programmes elements and key activities

- 1 The Director will:
 - attend to strategic policy initiatives relating to maritime safety and security;
 - manage the workload of the Maritime Safety Division and distribute tasks amongst the sub-divisions in relation to technical expertise and human resource availability;
 - establish policies and priorities for the execution of the various technical activities; and
 - monitor and supervise their execution against measurable output from the various programmes under Major Programmes 2 and 5.
- 2 Support will be provided to meetings of the IMO Assembly, Council, Maritime Safety Committee (MSC), Facilitation Committee (FAL) and all technical Sub-Committees.
- 2 Liaison will be maintained with governments, governmental and industry organizations and others in order to achieve the most effective outcomes.
- 4 Advice and general and specific support will be provided to the Secretary-General as well as involvement in the oversight and management of Organization-wide activities.

Planned Outputs for 2004-2005:

- strategic policy initiatives;
- work-plans and milestones for the Division;
- co-ordinated work-plan to support the MSC, FAL Committee and the MSC subsidiary bodies for approval by them;
- reports on matters under the purview of the Division for consideration by appropriate bodies of the Organization and for management purposes;
- full secretariat support to the Technical Committee of the Assembly and the Maritime Safety Committee; and
- documents, reports and follow-up actions following meetings of the aforementioned IMO bodies.

Primary beneficiaries: The Assembly, Council, Maritime Safety Committee, Facilitation Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and in accordance with the work programme of the Organization, in particular, the Maritime Safety Committee and the Facilitation Committee.

2.1.2 Sub-programme: Programmes management and support

Objective: To provide programme management and support for the programmes and activities undertaken by the Sub-Division for Navigation and Cargoes.

Programmes elements and key activities

- 1 The Senior Deputy Director will:
 - manage and co-ordinate the activities of the Sub-Division for Navigation and Cargoes;
 - ensure the timely and proper execution of programmes 2.2, 2.6, 2.7, 2.9, 2.11 and Major Programme 5;
 - supervise the preparation and conduct of the meetings of the four sub-committees (i.e. NAV, COMSAR, STW and DSC);
 - co-ordinate the technical input to meetings of the MSC, the FAL Committee and the Assembly relating to the work under the various programmes mentioned above; and
 - provide advice to the Director on matters relating to the programmes and on the general management of the Division-wide activities.

Planned Outputs for 2004-2005:

- vetting of the reports of the FAL Committee, and the sub-committees concerned for consideration of the applicable bodies of the Organization;
- the development of specific work-plan and milestones for the sub-division;
- managing the human resources of the sub-division to achieve the agreed work plan; and
- advising the Director, as appropriate, on technical matters.

Primary beneficiaries: The Assembly, Council, Maritime Safety Committee, Facilitation Committee, Sub-Committees, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and in accordance with the work programme of the Organization, in particular, the Maritime Safety Committee and the Facilitation Committee and the Sub-Committees concerned.

2.1.3 Sub-programme: Programme management and support
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Objective: To provide programme management and support for the programmes and activities undertaken by the Sub-Division for Technology and TC Implementation.

Programmes elements and key activities

- 1 The Senior Deputy Director will:
 - manage and co-ordinate the activities of the Sub-Division for Technology and TC Implementation;
 - ensure the timely and proper execution of programmes 2.3, 2.4, 2.5, 2.8, 2.10, 2.12 and 2.13;
 - supervise the preparation and conduct of the meetings of the five sub-committees (i.e. SLF, DE, FP, BLG, and FSI);
 - co-ordinate the technical input to meetings of the MSC and the Assembly relating to the work under the various programmes mentioned above; and
 - provide advice to the Director on matters relating to the programmes and on the general management of the Division-wide activities.
- 2 The Senior Deputy Director retains overall competence for the delivery of technical co-operation programmes assigned to the Division.

Planned Outputs for 2004-2005:

- vetting of the reports of the sub-committees concerned for consideration of the applicable bodies of the Organization;
- the development of specific work-plan and milestones for the sub-division;
- managing the human resources of the sub-division to achieve the agreed work plan; and
- advising the Director, as appropriate, on technical matters.

Primary beneficiaries: The Assembly, Council, Maritime Safety Committee, the Sub-Committees, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and in accordance with the work programme of the Organization, in particular, the Maritime Safety Committee and the Sub-Committees.

2.2 PROGRAMME: TRAINING AND HUMAN ELEMENT MATTERS

Legislative Authority: IMO international conventions and directives from IMO Governing Bodies.

Objectives:

- 1 To deal with the Secretariat work in support of the Organization's goals in shifting emphasis onto people in order to develop a safety-and security culture and environmental conscience in all activities undertaken by the Organization.
- 2 To support the Sub-Committee on Standards of Training and Watchkeeping (STW).
- 3 To ensure the effective uniform implementation of existing IMO standards with particular emphasis on the implementation of the revised STCW Convention, the STCW-F Convention and the ISM Code.
- 4 To liaise with appropriate Member Governments, IGOs and NGOs.

Substantial changes: At STW, substantive work on clarification of requirements and developing procedures related to the communication of information has been completed and progress made on methods for combating unlawful practices associated with certificates of competency. In addition to the work identified by the MSC and STW in their work programmes, activities will focus more closely on implementation of existing standards through advice and technical assistance.

Regular budget resource requirements

Programme 2.2 - Training and Human Element matters													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		50.0	27.0	363,000	5	36,700	2,200		1,200			403,100	
2003		50.0	27.0	400,800	5	38,500	2,200		1,200	-	-	442,700	845,800
2004		48.0	24.0	394,500	5	41,200	7,000	1,500	6,400	-		450,600	
2005		48.0	24.0	402,000	5	43,300	2,700	1,500	6,400	-		455,900	906,500

2.2.1 Sub-programme: General Secretariat work
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Objective: To deal with the Secretariat work in support of the Organization's goals in shifting emphasis onto people in order to develop a safety-and security culture and environmental conscience in all activities undertaken by the Organization

Programmes elements and key activities

- 1 The Secretariat will support the meetings of the STW Sub-Committee and, as required, the Maritime Safety Committee and other sub-committees and *ad hoc* Working Groups scheduled to meet during the biennium. The Secretariat will also service sessions of the Assembly and Council when matters relating to this and other relevant sub-programmes are to be considered.
- 2 The Officer responsible for this programme will also manage the budget and administrative tasks associated with this programme and the running of the STCW Convention and Human Element Section.

Planned Outputs for 2004-2005:

- preparing and editing documents received from Member Governments and international organizations and Notes for submission to the STW Sub-Committee, the MSC and other bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments, international organizations, the shipping industry, trainers and seafarers on matters pertaining to the programme;
- preparing detailed briefs for the Chairmen of the STW Sub-Committee, the MSC and other IMO bodies on relevant agenda items;
- discharging the responsibilities of Secretary to the STW Sub-Committee, working groups of the MSC and working/drafting groups of other IMO bodies as necessary;
- preparing draft reports on the above meetings and finalizing the report to the MSC on the scheduled sessions of the STW Sub-Committee during the biennium; and
- carrying out the STW Sub-Committee's instructions as follow-up to any particular session.

Primary beneficiaries: Maritime Safety Committee, STW Sub-Committee, Member States, IGOs and NGOs.

Completion Date/ Timescale: These activities are undertaken on an on-going basis.

2.2.2 Sub-programme: Technical and other specific work

Objective: To support the Sub-Committee on Standards of Training and Watchkeeping (STW).

Programmes elements and key activities

- 1 Support will be given to the STW Sub-Committee and its *ad hoc* working and correspondence groups in the development of measures with respect to seafarers training and related human element matters.
- 2 A major element of this sub-programme will be the Secretariat's functions with respect to the communication of information required by the STCW Convention and the work of competent persons.
- 3 Activities relating to the implementation of the provisions of the STCW and STCW-F Conventions and the ISM Code will be undertaken.

Planned Outputs for 2004-2005:

- establishment of panels of competent persons;
- receipt and acknowledgement of information from Parties and the maintenance of databases of related information including lists of Parties found to be giving the Convention full and complete effect;
- provision and maintenance of facilities to permit interested organizations establish the validity of certificates of competency;
- responding to queries from port and flag State maritime Administrations, the shipping industry and seafarers on the implementation of the provisions of the STCW and STCW-F Conventions, the ISM Code, quality standards, etc. ; and
- preparing information and making presentations at Government and industry-led seminars and conferences on STCW and STCW-F Conventions, the ISM Code and human element issues such as prevention of fatigue.

Primary beneficiaries: Maritime Safety Committee, Member States, trainers, seafarers and the shipping and fishing industries.

Completion Date/ Timescale: These activities are undertaken on an on-going basis.

2.2.3 Sub-programme: Implementation, TC activities and miscellaneous activities

Objective: To ensure the effective uniform implementation of existing IMO standards with particular emphasis on the implementation of the revised STCW Convention and the ISM Code and to maintain liaison with appropriate IGOs and NGOs.

Programmes elements and key activities

- 1 The provision of technical assistance and needs assessment missions through the technical co-operation programme for the effective implementation of the STCW and STCW-F Conventions and the ISM Code will be undertaken under this sub-programme.
- 2 The Secretariat will maintain liaison with governmental and non-governmental organizations and entities such as: ILO, WHO and FAO on seafarers training, human element, security and medical issues.

Planned Outputs for 2004-2005:

- a series of regional seminars and related national assessment missions will be organized and attended during the period as part of the technical co-operation programme;
- reviewing and updating IMO model courses, including translation into French and Spanish, and technical input to the work of the International Maritime Academy in Trieste;
- receiving reports from IGOs and NGOs on their activities and take appropriate action whenever any of such activities bear upon the work of IMO bodies, in particular the MSC and the STW Sub-Committee;
- providing IGOs and NGOs with any information they may request on related IMO work; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the programme, including preparation and delivery of relevant technical papers.

Primary beneficiaries: Maritime Safety Committee, Member States maritime administrations and training institutes, the shipping and fishing industries and seafarers.

Completion Date/ Timescale: Most of these activities are undertaken on an on-going basis. In respect of technical assistance activities, it is anticipated that four regional seminars on Implementation of the STCW-F Convention will be completed each year in addition to the provision of other technical assistance related to the STCW and STCW-F Conventions, ISM Code and related issues.

2.3 PROGRAMME: STABILITY, LOAD LINES AND FISHING VESSEL SAFETY

Legislative Authority: IMO international conventions (SOLAS, MARPOL, Load Lines, etc.) and directives from IMO Governing Bodies.

Objectives:

- 1 To deal with the Secretariat work in support of the Sub-Committee on Stability and Load Lines and on Fishing Vessels Safety (SLF).
- 2 To carryout activities on intact stability; subdivision and damage stability; load lines; fishing vessel safety and tonnage measurement.
- 3 To implement technical co-operation activities relevant to its subject areas, as well as liaison with appropriate IGOs and NGOs.

Sub-programmes

- 1 General secretariat work
- 2 Technical and other specific work
- 3 Implementation, technical co-operation and miscellaneous activities

Substantial changes: Harmonization of damage stability provisions in other IMO instruments; revision of the 1994 and 2000 HSC Codes; review of the Intact Stability Code; review of the OSV Guidelines; further work on load lines; loading/stability information for bulk carriers.

Regular budget resource requirements

Programme 2.3 - Stability, Load Lines and Fishing Vessels Safety													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		6.0	8.0	71,700	5	36,700	1,000					109,400	227,000
2003		6.0	8.0	78,100	5	38,500	1,000			-	-	117,600	
2004		11.0	8.0	120,000	5	41,200	900	1,600	5,300	-	-	169,000	359,900
2005		13.0	10.0	139,400	5	43,300	1,000	1,700	5,500	-	-	190,900	

2.3.1 Sub-programme: General Secretariat work
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Objective: To deal with the Secretariat work in support of the Sub-Committee on Stability and Load Lines and on Fishing Vessels Safety (SLF).

Programmes elements and key activities

- 1 The Secretariat will support the meetings of the SLF Sub-Committee and, as required, the Maritime Safety Committee and other sub-committees scheduled to meet during the biennium. The Secretariat will also service sessions of the Assembly, Council and the MEPC when matters relating to this and other relevant sub-programmes are to be considered.
- 2 The Officer responsible for this programme will also manage the budget and administrative tasks associated with the running of the Technology Section, which deals with the following programmes and sub-programmes: 2.3 - Stability, Load Lines and Fishing Vessel Safety; 2.4 - Ship Design and Equipment; 2.5 - Fire Protection; 2.8 - Bulk Liquids and Gases; 2.13.1 - Bulk Carrier Safety; 2.13.2 - Large Passenger Ship Safety, and 2.13.3 - Formal Safety Assessment.

Planned Outputs for 2004-2005:

- preparing and editing documents received from Member Governments and international organizations and Notes for submission to the SLF Sub-Committee, the MSC and other bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the programme;
- preparing detailed briefs for the Chairmen of the SLF Sub-Committee and the MSC on relevant agenda items;
- discharging the responsibilities of Secretary to the SLF Sub-Committee, working groups of the MSC and working/drafting groups of other IMO bodies as necessary;
- preparing draft reports on the above meetings and finalizing the report to the MSC on the scheduled sessions of the SLF Sub-Committee during the biennium; and
- carrying out the SLF Sub-Committee's instructions as follow-up to any particular session.

Primary beneficiaries: Maritime Safety Committee, SLF Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme.

2.3.2 Sub-programme: Technical and other specific work

Objective: To carry out activities on intact stability; subdivision and damage stability; load lines; fishing vessel safety and tonnage measurement.

Programme elements and key activities

- 1 Support will be given to the SLF Sub-Committee and its *ad hoc* working and correspondence groups in the development of appropriate amendments to the Code on intact stability for all types of ships covered by IMO instruments, including performance-based criteria for intact stability. Preparatory work will be undertaken on the development of harmonized damage stability requirements applicable to cargo and passenger ships under SOLAS Chapter II-1 and, subsequently, with respect to all other IMO instruments containing damage stability requirements.
- 2 Following adoption of the revised Annex B to the 1988 Load Lines Protocol in 2003, the Secretariat will support the SLF Sub-Committee in its subsequent revision efforts, namely, evaluation of reduced type B freeboard assignment; effect of superstructures and sheer; reserve buoyancy distribution; harmonization with respect to damage stability recommendations; structural strength in damage condition and others.

Planned Outputs for 2004-2005:

- the development of a work methodology based on the identification of the areas of concern;
- collecting information on existing related knowledge;
- setting up the framework of performance-based stability criteria to enable Member Governments to establish definitive criteria with the necessary standards;
- drafting instructions for ship's crews on matters addressed by the Intact Stability Code for approval by Member Governments;
- preparing draft amendments to SOLAS and other relevant instruments together with the basic text of any supporting guidelines and the accompanying resolutions for their adoption and/or circulars for their dissemination;
- researching the relevant background and developing the necessary basic texts for consideration by Members; and
- assisting in the revision of the FAO/ILO/IMO Code of safety for fishermen and fishing vessels; and the FAO/ILO/IMO Voluntary Guidelines for the design, construction and equipment of small fishing vessels.

Primary beneficiaries: Maritime Safety Committee, SLF Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme.

2.3.3 Sub-programme: Implementation, TC activities and miscellaneous work
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Objective: To implement technical co-operation activities relevant to its subject areas, as well as liaison with appropriate IGOs and NGOs

Programmes elements and key activities

- 1 The Secretariat will assist in encouraging wider ratification of the 1988 LL Protocol and help Administrations with its implementation. Efforts to promote the entry into force of the Torremolinos Protocol of 1993 relating to the Torremolinos International Convention for the Safety of Fishing Vessels, 1977 will continue, as well as to assist Administrations in its implementation.
- 2 The Secretariat will maintain liaison with governmental and non-governmental organizations and entities such as: ILO and FAO (on fishing vessel safety issues); ECE's Inland Transport Committee; the Stockholm Agreement; IACS; ISO; and IEC. Formal liaison with ITTC will be initiated in 2005.

Planned Outputs for 2004-2005:

- organizing and delivering national and regional courses/seminars and advisory missions to promote and oversee the implementation of the Protocol, as well as the FAO/ILO/IMO Code of safety for fishermen and fishing vessels, and the FAO/ILO/IMO Voluntary Guidelines for the design, construction and equipment of small fishing vessels;
- development of training materials for the courses;
- training of personnel from Member States in the implementation of the above instruments relating to fishing vessel safety;
- receiving reports from IGOs and NGOs on their activities and take appropriate action whenever any of such activities bear upon the work of IMO bodies, in particular the MSC and the SLF Sub-Committee;
- providing IGOs and NGOs with any information they may request on related IMO work; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the programme, including preparation and delivery of relevant technical papers.

Primary beneficiaries: Maritime Safety Committee, SLF Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the relevant TC project documents to be prepared.

2.4 PROGRAMME: SHIP DESIGN AND EQUIPMENT

Legislative Authority: IMO international conventions and directives from IMO Governing Bodies.

Objectives:

- 1 To deal with the Secretariat work in support of the Sub-Committee on Ship Design and Equipment (DE).
- 2 To carry out activities on safety aspects of the design, construction and equipment of ships; machinery and electrical installations; and life-saving appliances.
- 3 To deliver the work on implementation of agreed measures on the subject areas covered as well as technical co-operation activities and liaison with appropriate IGOs and NGOs.

Sub-programmes

- 1 General secretariat work
- 2 Technical and other specific work
- 3 Implementation, technical co-operation and miscellaneous activities

Substantial changes: Review of the OSV Guidelines; review of the 1994 and 2000 HSC Codes; amendments to SOLAS chapter XII and other bulk carrier safety-related matters; protection of pump-rooms of tankers; development of guidelines on on-board exhaust gas cleaning systems.

Regular budget resource requirements

Programme 2.4 - Ship Design and Equipment													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			2002/2003
					W/day	Costs				W/day	Costs	2004/2005	
2002		13.0	3.0	102,400	5	36,700	1,000		1,000			141,100	
2003		13.0	3.0	105,600	5	38,500	1,000		1,000	-	-	146,100	287,200
2004		10.0	1.0	80,500	5	41,200	1,000	13,100	1,400	-	-	137,200	
2005		12.0	10.0	122,400	5	43,300	1,000	13,600	3,700	-	-	184,000	321,200

2.4.1 Sub-programme: General Secretariat work
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Objective: To deal with the Secretariat work in support of the Sub-Committee on Ship Design and Equipment (DE).

Programmes element and key activities

- 1 The Secretariat will support the meetings of the DE Sub-Committee and, as required, the Maritime Safety Committee and other sub-committees scheduled to meet during the biennium. The Secretariat will also service sessions of the Assembly, Council and the MEPC when matters relating to this and any other relevant sub-programmes are to be considered.

Planned Outputs for 2004-2005:

- preparing and editing documents received from Member Governments and international organizations and Notes for submission to the DE Sub-Committee, the MSC and other bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the programme;
- preparing detailed briefs for the Chairmen of the DE Sub-Committee and the MSC on relevant agenda items;
- discharging the responsibilities of Secretary to the DE Sub-Committee, working groups of the MSC; and working/drafting groups of other IMO bodies as necessary;
- preparing draft reports on the above meetings and finalizing the report to the MSC on the scheduled sessions of the DE Sub-Committee during the biennium; and
- carrying out the DE Sub-Committee's instructions as follow-up to a particular session.

Primary beneficiaries: Maritime Safety Committee, DE Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme.

2.4.2 Sub-programme: Technical and other specific work

Objective: To carry out activities on safety aspects of the design, construction and equipment of ships; machinery and electrical installations; and life-saving appliances.

Programmes elements and key activities

- 1 Support will be given to the DE Sub-Committee and its *ad hoc* working and correspondence groups in the development of technical measures with respect to the design, construction and equipment of ships and fishing vessels.
- 2 Preparatory work will be carried out with respect to machinery and electrical installations in ships, also including MEPC matters regarding environmental monitoring and recording devices, protection of pump-rooms of tankers and access to shore-based computer programmes for salvage operations.
- 3 Work will also be carried out with respect to life-saving appliances, in particular SOLAS chapter III, the LSA Code, measures to prevent accidents with lifeboats, fast rescue boat and means of rescue requirements, carriage and stowage of immersion suits and performance testing and approval standards for SOLAS personal life-saving appliances.

Planned Outputs for 2004-2005:

- preparation of amendments to the SOLAS and MARPOL Conventions and other relevant instruments;
- preparation of publications and receipt and acknowledgement of information from Member Governments, including the preparation of related circulars and circular letters; and
- responding to queries from port and flag State Administrations, the shipping industry and seafarers on the implementation of instruments related to the work of the DE Sub-Committee, e.g. HSC Codes, MODU Code, various IMO guidelines for specific types of ships, machinery and electrical installations, LSA Code and related guidelines, etc.

Primary beneficiaries: Maritime Safety Committee, DE Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme.

2.4.3 Sub-programme: Implementation, TC activities and miscellaneous work
--

Objective: To deliver the work on implementation of agreed measures on the subject areas covered as well as technical co-operation activities and liaison with appropriate IGOs and NGOs.

Programmes elements and key activities:

- 1 Specific technical co-operation programmes relating to maritime safety Administration will be implemented to support the strengthening of maritime safety Administrations, through the development of institutional capacities and human resources in fields such as ship surveying/inspection, search and rescue operations, and through the periodic updating of technical personnel and officers involved in maritime policy-making.
- 2 The Secretariat will maintain liaison with governmental and non-governmental organizations and entities such as: ILO; ECE's Inland Transport Committee; the Stockholm Agreement; IACS; ISO and IEC.

Planned Outputs for 2004-2005:

- a series of regional seminars, ship surveyors training courses and related national assessment missions will be organized and attended during the period as part of the technical co-operation programme;
- receiving reports from IGOs and NGOs on their activities and take appropriate action whenever any of such activities bear upon the work of IMO bodies, in particular the MSC and the DE Sub-Committee;
- providing IGOs and NGOs with any information they may request on related IMO work; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the programme, including preparation and delivery of relevant technical papers.

Primary beneficiaries: Maritime Safety Committee, DE Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the relevant TC project documents.

2.5 PROGRAMME: FIRE PROTECTION

Legislative Authority: IMO international conventions and directives from IMO Governing Bodies.

Objectives:

- 1 To deal with the Secretariat work in support of the Sub-Committee on Fire Protection (FP).
- 2 To carry out activities on fire test procedures; fire-fighting systems; fire protection of certain types of ships; and other fire safety-related matters. .
- 3 To provide technical support and implementation of fire safety measures by governments and the industry; and will also provide for liaison with appropriate IGOs and NGOs.

Sub-programmes

- 1 General secretariat work
- 2 Technical and other specific work
- 3 Implementation, technical co-operation and miscellaneous activities

Substantial changes: Development of guidelines for the manufacture and installation of oil mist detectors; revision of the gas concentration limit on sulphur dioxide for floor coverings; use of directional sound for passenger evacuation; review of the 1994 and 2000 HSC Codes; smoke control and ventilation.

Regular budget resource requirements

Programme 2.5 - Fire Protection													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		14.0	12.0	136,500	5	36,700	1,000	22,000				196,200	378,200
2003		14.0	12.0	120,500	5	38,500	1,000	22,000		-	-	182,000	
2004		6.5	1.0	57,000	5	41,200	900	1,600	1,800	-	-	102,500	257,200
2005		10.5	7.0	107,000	5	43,300	900	1,700	1,800	-	-	154,700	

2.5.1 Sub-programme: General Secretariat work

Objective: To deal with the Secretariat work in support of the Sub-Committee on Fire Protection (FP).

Programmes element and key activities:

- 1 The Secretariat will support the meetings of the FP Sub-Committee and, as required, the Maritime Safety Committee and other sub-committees scheduled to meet during the biennium. The Secretariat will also service sessions of the Assembly, Council and the MEPC when matters relating to this and any other relevant sub-programmes are to be considered.

Planned Outputs for 2004-2005:

- preparing and editing documents received from Member Governments and international organizations and Notes for submission to the FP Sub-Committee, the MSC and other bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the programme;
- preparing detailed briefs for the Chairmen of the FP Sub-Committee and the MSC on relevant agenda items;
- discharging the responsibilities of Secretary to the FP Sub-Committee, working groups of the MSC; and working/drafting groups of other IMO bodies as necessary;
- preparing draft reports on the above meetings and finalizing the report to the MSC on the scheduled sessions of the FP Sub-Committee during the biennium; and
- carrying out the FP Sub-Committee's instructions to the Secretariat as follow-up to a particular session.

Primary beneficiaries: Maritime Safety Committee, FP Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme.

2.5.2 Sub-programme: Technical and other specific work

Objective: To carry out activities on fire test procedures; fire-fighting systems; fire protection of certain types of ships; and other fire safety-related matters.

Programmes elements and key activities:

- 1 Support will be given to the FP Sub-Committee and its *ad hoc* working and correspondence groups in the development of appropriate amendments to the HSC, FSS and FTP Codes and SOLAS chapter II-2 for all types of ships covered by IMO instruments.
- 2 Preparatory work will also be carried out on fire protection, detection and extinction relating to specific ship types and high-speed craft.

Planned Outputs for 2004-2005:

- research work for the development of unified interpretations of SOLAS chapter II-2, the FSS Code and related fire test procedures and revision of the fishing vessel Safety Code and Voluntary Guidelines; and
- co-ordination and finalization of the technical work on the development of performance testing and approval standards for fire safety systems, including the preparation of draft amendments to other relevant instruments together with the basic text of any supporting guidelines and the accompanying resolutions for their adoption and/or circulars for their dissemination.

Primary beneficiaries: Maritime Safety Committee, FP Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme.

2.5.3 Sub-programme: Implementation, TC activities and miscellaneous work

Objective: To provide technical support and implementation of fire safety measures by governments and the industry; and will also provide for liaison with appropriate IGOs and NGOs.

Programmes element and key activities:

- 1 The Secretariat will carry out functions with respect to the implementation of the FSS and FTP Codes and maintain liaison with governmental and non-governmental organizations, in particular the ISO.

Planned Outputs for 2004-2005:

- receiving and acknowledging information from Member Governments;
- issuing related circulars;
- regular update of the list of recognized laboratories for use by Member Governments and the maritime industry;
- regular update of the list of halon banking and reception facilities for use by Member Governments and the maritime industry; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the programme, including preparation and delivery of relevant technical papers.

Primary beneficiaries: Maritime Safety Committee, FP Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis

2.6 PROGRAMME: RADIOCOMMUNICATIONS AND SEARCH AND RESCUE

Legislative Authority: IMO international conventions and directives from IMO Governing Bodies.

Objectives:

- 1 To deal with the Secretariat work in support of the Sub-Committee on Radiocommunications and Search and Rescue (COMSAR) in pursuit of the Organization's goals to ensure that ships can communicate efficiently with coast stations and other ships wherever they operate using GMDSS distress, urgency, safety and general radiocommunication facilities.
- 2 To ensure the efficient and timely conduct of search and rescue operations for ships and persons in distress at sea or requiring urgent medical attention.
- 3 To implement technical co-operation activities relevant to its subject areas, as well as liaison with appropriate IGOs and NGOs.

Sub-programmes

- 1 General secretariat work
- 2 Technical and other specific work
- 3 Implementation, technical co-operation and miscellaneous activities

Substantial changes: Review of the SOLAS, SAR, FAL and SALVAGE Conventions to address the treatment of persons rescue at sea; review of SOLAS chapter IV with a view to reflect the principle of providing satellite services in the GMDSS by any recognized operator/agency/company; development and maintenance of reliable databases and distribution of data concerning the GMDSS and SAR services worldwide to Member States and seafarers; improvement and simplification of technical and operational provisions of the GMDSS services to be used by all ships; establishment of an international SAR Fund for practical implementation of SAR services in Africa and Asia.

Regular budget resource requirements

Programme 2.6 - Radio Communications and Search and Rescue													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		18.5	20.5	223,300	5	36,700	1,000		6,000			267,000	529,400
2003		18.5	20.5	216,900	5	38,500	1,000		6,000	-	-	262,400	
2004		12.0	14.0	173,700	5	41,200	3,500	1,500	8,700	-	-	228,600	462,600
2005		12.0	14.0	176,900	5	43,300	3,600	1,500	8,700	-	-	234,000	

2.6.1 Sub-programme: General Secretariat work

Objective: To deal with the Secretariat work in support of the Sub-Committee on Radiocommunications and Search and Rescue (COMSAR) in pursuit of the Organization's goals to ensure that ships can communicate efficiently with coast stations and other ships wherever they operate using GMDSS distress, urgency, safety and general radiocommunication facilities

Programmes element and key activities:

- 1 The Secretariat will support the meetings of the COMSAR Sub-Committee and, as required, the Maritime Safety Committee and other sub-committees scheduled to meet during the biennium. The Secretariat will also service sessions of the Assembly and Council when matters relating to this and other relevant sub-programmes are to be considered.

Planned Outputs for 2004-2005:

- preparing and editing documents received from Member Governments and international organizations for submission to the COMSAR Sub-Committee, the MSC and other bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the programme;
- preparing detailed briefs for the Chairmen of the COMSAR Sub-Committee and the MSC on relevant agenda items;
- discharging the responsibilities of Secretary to the COMSAR Sub-Committee, working groups of the MSC and working/drafting groups of other IMO bodies as necessary;
- preparing draft reports on the above meetings and finalizing the report to the MSC on the scheduled sessions of the COMSAR Sub-Committee during the biennium; and
- carrying out the COMSAR Sub-Committee's and the MSC's instructions as follow-up to any particular session.

Primary beneficiaries: Maritime Safety Committee, COMSAR Sub-Committee, , Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme

2.6.2 Sub-programme: Technical and other specific work

Objective: To ensure the efficient and timely conduct of search and rescue operations for ships and persons in distress at sea or requiring urgent medical attention.

Programmes elements and key activities:

- 1 Support will be given to the COMSAR Sub-Committee and its *ad hoc* working and correspondence groups in the development of technical and operational measures falling under the purview of SOLAS Chapter IV and related instruments, in particular the implementation of the GMDSS and the provision of GMDSS services ashore and on board convention ships globally. The Secretariat will work in close co-operation with ITU in protecting and supporting the regulatory basis of maritime mobile services.
- 2 With respect to the SAR Convention, the work will relate to the treatment of persons rescued at sea issue, the global SAR plan and the provision of SAR services. The Secretariat will work in close co-operation with ICAO in the joint secretariat function for the Joint IMO/ICAO Working Group on Harmonization of Aeronautical and Maritime Search and Rescue, as well as the co-ordination of the work of the inter-agency initiative on the treatment of persons rescued at sea.

Planned Outputs for 2004-2005:

- receiving and acknowledging information from Member Governments;
- issuing related circulars;
- regular updating of the GMDSS master plan of shore-based facilities and the maintenance of related databases;
- regular updating of the global SAR plan and maintenance of the relevant databases;
- regular updating of IMO publications related to the GMDSS and SAR services; and
- responding to queries from port and flag State Administrations, the shipping industry and seafarers, on the implementation of the provisions of SOLAS chapter IV, the SAR Convention and related instruments.

Primary beneficiaries: Seafarers, ships at sea, Maritime Safety Committee, COMSAR Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme

2.6.3 Sub-programme: Implementation, TC activities and miscellaneous work

Objective: To implement technical co-operation activities relevant to its subject areas, as well as liaison with appropriate IGOs and NGOs.

Programmes elements and key activities:

- 1 The Secretariat will assist in encouraging the effective implementation of SOLAS chapter IV and the SAR Convention and related instruments through the provision of technical co-operation assistance with a view to enhancing safety at sea by the proper and efficient use of the GMDSS and the provision of effective and efficient SAR services as per SOLAS chapter IV and the SAR Convention.
- 2 The Secretariat will maintain liaison with governmental and non-governmental organizations and entities such as: COPSAS-SARSAT, ITU, ICAO, CIRM, IMSO and Inmarsat Ltd. on radiocommunications and search and rescue issues.

Planned Outputs for 2004-2005:

- a series of regional seminars and related national assessment missions to be organized and attended under the appropriate technical co-operation programme;
- regular revision and updating of existing IMO training courses;
- receiving reports from IGOs and NGOs on their activities and take appropriate action whenever any of such activities bear upon the work of IMO bodies, in particular the MSC and the COMSAR Sub-Committee;
- providing the IGOs and NGOs with any information they may request on related IMO work; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the programme, including preparation and delivery of relevant technical documents.

Primary beneficiaries: Maritime Safety Committee, COMSAR Sub-Committee, Member States, seafarers, ships at sea, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme

2.7 PROGRAMME: NAVIGATIONAL OPERATIONS AND EQUIPMENT

Legislative Authority: IMO international conventions and directives from IMO Governing Bodies.

Objectives:

- 1 To deal with the Secretariat work in support of the Sub-Committee on Safety of Navigation in pursuit of the Organization’s goals to ensure the safe navigation of ships with particular emphasis on matters relevant to the revised SOLAS chapter V, the General Provisions on Ships’ Routing as amended, the 1972 Collision Regulations, the International Code of Signals and associated measures.
- 2 To develop performance standards for navigational equipment and guidelines for matters of navigational safety and associated issues.
- 3 To implement technical co-operation activities relevant to its subject areas, as well as liaison with appropriate IGOs and NGOs.

Sub-programmes

- 1 General secretariat work
- 2 Technical and other specific work
- 3 Implementation, technical co-operation and miscellaneous activities

Substantial changes: Review of the world-wide radionavigation system (WWRNS); requirements for the display and use of AIS information on shipborne navigational displays; long-range ship identification and tracking; recommendations on high-risk oceanic crossings by adventure craft; review of the OSV Guidelines; review of the 2000 HSC Code and amendments to the DSC Code and the 1994 HSC Code; and review of the forms of nuclear ship safety certificates.

Regular budget resource requirements

Programme 2.7 - Navigational Operations and Equipment													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		20.5	19.0	234,900	5	36,700	1,000	1,800				274,400	560,000
2003		20.5	19.0	244,300	5	38,500	1,000	1,800		-	-	285,600	
2004		12.0	15.0	191,700	5	41,200	3,500	1,500	8,900	-	-	246,800	509,100
2005		12.0	15.0	205,000	5	43,300	3,600	1,500	8,900	-	-	262,300	

2.7.1 Sub-programme: General Secretariat work

Objective: To deal with the Secretariat work in support of the Sub-Committee on Safety of Navigation in pursuit of the Organization's goals to ensure the safe navigation of ships with particular emphasis on matters relevant to the revised SOLAS chapter V, the General Provisions on Ships' Routeing, the 1972 Collision Regulations and associated measures.

Programmes element and key activities:

- 1 The Secretariat will support the meetings of the NAV Sub-Committee and, as required, the Maritime Safety Committee and other sub-committees scheduled to meet during the biennium. The Secretariat will also service sessions of the Assembly and Council when matters relating to this and other relevant sub-programmes are to be considered.

Planned Outputs for 2004-2005:

- preparing and editing documents received from Member Governments and international organizations and Notes for submission to the NAV Sub-Committee, the MSC and other IMO bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the programme;
- preparing detailed briefs for the Chairmen of the NAV Sub-Committee and the MSC on relevant agenda items;
- discharging the responsibilities of Secretary to the NAV Sub-Committee, working groups of the MSC and working/drafting groups of other IMO bodies as necessary;
- preparing draft reports on the above meetings and finalizing the report to the MSC on the scheduled sessions of the NAV Sub-Committee during the biennium; and
- carrying out the NAV Sub-Committee's instructions as follow-up to any particular session.

Primary beneficiaries: Maritime Safety Committee, NAV Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme

2.7.2 Sub-programme: Technical and other specific work

Objective: To develop performance standards for navigational equipment and guidelines for matters of navigational nature.

Programmes element and key activities:

- 1 Support will be given to the NAV Sub-Committee and its *ad hoc* working and correspondence groups in the development of technical measures with respect to the implementation of the revised SOLAS chapter V, the revision/development of relevant navigational equipment performance standards including revision/development of relevant operational guidelines relating to navigational safety and associated issues. The Secretariat will collate and record information received on piracy and armed robbery against ships and illegal migrants.

Planned Outputs for 2004-2005:

- provision of guidance on Electronic Chart Display Information Systems (ECDIS), Automatic Identification Systems (AIS), Voyage Data Recorders (VDRs), places of refuge, effective voyage planning for large passenger ships and early abandonment of bulk carriers;
- provision of advice on the implementation of the provisions of the revised SOLAS chapter V, the Collision Regulations, International Code of Signals and other relevant navigational requirements including hydrographic, aids to navigation and pilotage issues; and
- the extraction of pertinent data for analysis, the issuance of monthly, quarterly and annual circulars containing statistical analysis and a global mapping of hotspots on piracy and armed robbery against ships.

Primary beneficiaries: Maritime Safety Committee, NAV Sub-Committee, Member States and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme

2.7.3 Sub-programme: Implementation, TC activities and miscellaneous work

Objective: To implement technical co-operation activities relevant to its subject areas, as well as liaison with appropriate IGOs and NGOs

Programmes elements and key activities:

- 1 The Secretariat will assist in encouraging the effective implementation of ships' routeing and mandatory ship reporting systems including the General Provisions on Ships' Routeing; as amended; improving operational safety, and to advance measures to protect ships from piracy and armed robbery attacks through the provision of technical co-operation assistance.
- 2 The Secretariat will maintain liaison with governmental and non-governmental organizations and entities such as: IHO, ICAO, WMO, IEC, ISO, ICS/ISF and IMB/ICC on matters related to navigational safety, hydrography, meteorology, and piracy and armed robbery against ships.

Planned Outputs for 2004-2005:

- a series of sub-regional/regional meetings and related national assessment/technical assistance missions including national seminars will be organized and attended during the period under the appropriate technical co-operation programme;
- regular revision and updating of existing IMO training courses;
- receiving reports from IGOs and NGOs on their activities and take appropriate action whenever any of such activities bear upon the work of IMO bodies, in particular the MSC and the NAV Sub-Committee;
- providing the IGOs and NGOs with any information they may request on related IMO work; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the programme, including preparation and delivery of relevant technical papers.

Primary beneficiaries: Maritime Safety Committee, NAV Sub-Committee, Member States and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme

2.8 PROGRAMME: BULK LIQUID AND GASES

Legislative Authority: IMO international conventions and directives from IMO Governing Bodies.

Objectives:

- 1 To deal with the Secretariat work in support of the Sub-Committee on Bulk Liquids and Gases (BLG).
- 2 To carryout activities on the evaluation of chemicals; safety aspects of tankers; review of the BCH, IBC, GC and IGC Codes; and other ship-safety related matters.
- 3 To provide technical support and to implement agreed measures by governments and industry, as well as liaison with appropriate IGOs and NGOs.

Sub-programmes

- 1 General secretariat work
- 2 Technical and other specific work
- 3 Implementation, technical co-operation and miscellaneous activities

Substantial changes: Requirements for protection of personnel involved in the transport of cargoes containing toxic substances in all types of tankers; consideration of IACS unified interpretations.

Regular budget resource requirements

Programme 2.8 - Bulk Liquid and Gases													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		2.0	3.0	24,000	5	36,700	500		2,500			63,700	
2003		2.0	3.0	30,600	5	38,500	500		2,500	-	-	72,100	135,800
2004		5.5	1.0	48,600	5	41,200	900	1,600	1,800	-	-	94,100	
2005		9.5	6.0	96,300	5	43,300	1,000	1,700	1,800	-	-	144,100	238,200

2.8.1 Sub-programme: General Secretariat work

Objective: To deal with the Secretariat work in support of the Sub-Committee on Bulk Liquids and Gases (BLG).

Programmes element and key activities:

- 1 The Secretariat will support the meetings of the BLG Sub-Committee and, as required, the Maritime Safety Committee and other sub-committees scheduled to meet during the biennium. The Secretariat will also service sessions of the Assembly, Council and the MEPC when matters relating to this and other relevant sub-programmes are to be considered.

Planned Outputs for 2004-2005:

- preparing and editing documents received from Member Governments and international organizations for submission to the BLG Sub-Committee, the MSC and other IMO bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the programme;
- preparing detailed briefs for the Chairmen of the BLG Sub-Committee and the MSC on relevant agenda items;
- discharging the responsibilities of co-Secretary to the BLG Sub-Committee, working groups of the MSC and working/drafting groups of other IMO bodies as necessary;
- preparing draft reports on the above meetings and finalizing the report to the MSC on the scheduled sessions of the BLG Sub-Committee during the biennium; and
- carrying out the BLG Sub-Committee's instructions as follow-up to any particular session.

Primary beneficiaries: Maritime Safety Committee, BLG Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme.

2.8.2 Sub-programme: Technical and other specific work

Objective: To carryout activities on the evaluation of chemicals; safety aspects of tankers; review of the BCH, IBC, GC and IGC Codes; and other ship-safety related matters.

Programmes element and key activities:

- .1 Support will be given to the BLG Sub-Committee and its *ad hoc* working and correspondence groups in the development of appropriate amendments to the GC, BCH, IGC and IBC Codes and SOLAS chapter II-2 for tankers covered by IMO instruments.

Planned Outputs for 2004-2005:

- preparatory work on the development and the revision of the fire protection and electrical requirements of the IBC and IGC Codes;
- research and preparatory work for the development of amendments to MARPOL Annex I for the implementation of the provisions on alternative designs for tankers, matters related to the probabilistic methodology for oil outflow analysis and application of MARPOL Annex I requirements; and
- preparation of draft amendments to other relevant instruments together with the basic text of any supporting guidelines and the accompanying resolutions for their adoption and/or circulars for their dissemination on FPSOs and FSUs.

Primary beneficiaries: Maritime Safety Committee, BLG Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme.

2.8.3 Sub-programme: Implementation, TC activities and miscellaneous work
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Objective: To provide technical support and to implement agreed measures by governments and industry, as well as liaison with appropriate IGOs and NGOs

Programmes element and key activities:

- 1 The Secretariat will maintain liaison with governmental and non-governmental organizations and entities such as: ILO and IHO (on occupational health issues); IACS; UNEP; ISO; and IEC.

Planned Outputs for 2004-2005:

- receiving reports from IGOs and NGOs on their activities and take appropriate action whenever any of such activities bear upon the work of IMO bodies, in particular the MSC and the BLG Sub-Committee;
- providing the IGOs and NGOs with any information they may request on related IMO work; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the programme, including preparation and delivery of relevant technical papers.

Primary beneficiaries: Maritime Safety Committee, BLG Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis

2.9 PROGRAMME: DANGEROUS GOODS, SOLID CARGOES AND CONTAINERS

Legislative Authority: IMO international conventions and directives from IMO Governing Bodies.

Objectives:

- 1 To deal with the Secretariat work in support of the Sub-Committee on Dangerous Goods, Solid Cargoes and Containers (DSC) in pursuit of the Organization's goals to ensure, through appropriate legislation and advisory services, the safe handling and transport of dangerous goods, solid cargoes and containers.
- 2 To ensure the effective uniform implementation of existing IMO standards with particular emphasis on the implementation of SOLAS chapters VI and VII and associated matters.
- 3 To implement technical co-operation activities relevant to its subject areas, as well as liaison with appropriate IGOs and NGOs.

Sub-programmes

- 1 General secretariat work
- 2 Technical and other specific work
- 3 Implementation, technical co-operation and miscellaneous activities

Substantial changes:

Review of measures for enhancing the security of closed cargo transport units (CTUs); and delivery of technical assistance to Member Governments in the field of safe packing and securing of cargo within CTUs.

Regular budget resource requirements

Programme 2.9 - Dry Cargoes and Containers													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		10.0	13.0	117,300	5	36,700	1,000	17,800	3,000			175,800	348,500
2003		10.0	13.0	123,000	5	38,500	1,000	7,200	3,000	-	-	172,700	
2004		13.5	22.5	187,300	5	41,200	3,500	1,500	3,600	-	-	237,100	477,100
2005		13.5	22.5	186,200	5	43,300	5,400	1,500	3,600	-	-	240,000	

2.9.1 Sub-programme: General Secretariat work
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Objective: To deal with the Secretariat work in support of the Sub-Committee on Dangerous Goods, Solid Cargoes and Containers (DSC) in pursuit of the Organization's goals to ensure, through appropriate legislation and advisory services, the safe handling and transport of dangerous goods, solid cargoes and containers

Programmes elements and key activities:

- 1 The Secretariat will support the meetings of the DSC Sub-Committee, its Editorial and Technical Group and, as required, the Maritime Safety Committee and other sub-committees scheduled to meet during the biennium. The Secretariat will also service sessions of the Assembly and Council when matters relating to this and other relevant sub-programmes are to be considered.
- 2 The Officer responsible for this programme will also manage the budget and administrative tasks associated with this programme and the running of the Cargoes and Facilitation Section and Major Programme 5 – Facilitation of Maritime Traffic.

Planned Outputs for 2004-2005:

- preparing and editing documents received from Member Governments and international organizations for submission to the DSC Sub-Committee, the MSC and other IMO bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the programme;
- preparing detailed briefs for the Chairmen of the DSC Sub-Committee and the MSC on relevant agenda items;
- discharging the responsibilities of Secretary to the DSC Sub-Committee, working groups of the MSC and working/drafting groups of other IMO bodies as necessary;
- preparing draft reports on the above meetings and finalizing the report to the MSC on the scheduled sessions of the DSC Sub-Committee during the biennium; and
- carrying out the DSC Sub-Committee's instructions as follow-up to any particular session.

Primary beneficiaries: Maritime Safety Committee, DSC Sub-Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme

2.9.2 Sub-programme: Technical and other specific work

Objective: To ensure the effective uniform implementation of existing IMO standards with particular emphasis on the implementation of SOLAS chapters VI and VII and associated matters

Programmes elements and key activities:

- 1 Support will be given to the DSC Sub-Committee and its *ad hoc* working and correspondence groups in the development and implementation of the provisions of SOLAS chapters VI and VII and measures related to the carriage of dangerous goods in packaged form or in solid bulk form, including INF cargoes.
- 2 The Secretariat will undertake activities aiming at enhancing the provisions relating to the handling and carriage of cargoes, including solid bulk cargoes and containers.

Planned Outputs for 2004-2005:

- harmonization of the IMDG Code with the UN Recommendations on the Transport of Dangerous Goods;
- amendments to the IMDG Code;

- updating and maintaining the database associated with the IMDG Code;
- revision of the Code of Safe Practice for Solid Bulk Cargoes (BC Code);

- amendments to Annex III of MARPOL 73/78 ;
- analysis of incidents involving dangerous goods or marine pollutants in packaged form on board ships or in port areas;

- amendments to the Guidelines for the preparation of the Cargo Securing Manual;
- development of a manual on loading and unloading of solid bulk cargoes for terminal representatives;

- development of Guidance on serious structural deficiencies in containers;
- development measures to enhance security of closed cargoes transport units, in co-operation with WCO; and

- provision of advice to Administrations and industries on the implementation of the relevant provisions of SOLAS chapters VI and VII and related Codes.

Primary beneficiaries: Member States, shippers, consignees, shipping companies and masters

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme

2.9.3 Sub-programme: Implementation, TC activities and miscellaneous work
--

Objective: To implement technical co-operation activities relevant to its subject areas, as well as liaison with appropriate IGOs and NGOs.

Programmes elements and key activities:

- 1 The Secretariat will assist in encouraging the effective implementation of SOLAS Chapters VI and VII, the IMDG Code and related instruments through the provision of technical co-operation assistance. Considering the increase in container-related accidents, attention will also be paid to the delivery of the IMO Model Course on Safe Packing of Cargo Transport Units (CTUs).
- 2 The Secretariat will maintain liaison with governmental and non-governmental organizations and entities such as: UNCOE; UN/ECE; IAEA; and WCO.

Planned Outputs for 2004-2005:

- a series of regional seminars and related national assessment missions to be organized and attended under the appropriate technical co-operation programme;
- regular revision and updating of existing IMO training courses;
- receiving reports from IGOs and NGOs on their activities and take appropriate action whenever any of such activities bear upon the work of IMO bodies, in particular the MSC and the DSC Sub-Committee;
- providing the IGOs and NGOs with any information they may request on related IMO work; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the programme, including preparation and delivery of relevant technical papers.

Primary beneficiaries: Member States, shippers, consignees, shipping companies and masters

Completion Date/ Timescale: Ongoing annual basis and as specified in the Sub-Committee's work programme

**2.10 PROGRAMME: TC AND INSTITUTIONAL DEVELOPMENT –
IMPLEMENTATION OF SAFETY, SECURITY AND FACILITATION PROG**

Legislative Authority: IMO international conventions and directives from IMO Governing Bodies.

Objectives:

- 1 To deal with the Secretariat work relating to the planning, coordination, implementation and monitoring of technical co-operation programmes in all disciplines relating to maritime safety and security and facilitation of international maritime traffic.
- 2 To ensure that the technical, administrative and operational aspects of IMO instruments are properly targeted and delivered through the implementation of the Organization's technical co-operation programme on maritime safety, security and facilitation.

Sub-programmes

- 1 General secretariat work
- 2 Assistance in maritime safety administration
- 3 Divisional administrative support and assistance on TC activities

Substantial changes:

This programme will be expanded to include additional activities for the development and implementation of technical co-operation activities for the acceptance and implementation of the 1993 Torremolinos Protocol and the 1995 STCW-F Convention.

Regular budget resource requirements

Programme 2.10 - TC and Institutional Development - Implementation of Safety Programmes													
Year	Work month estimates			Direct Cost £								Sub-total	Total
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
	2002		25.0	25.0	227,100			200					227,300
2003		25.0	25.0	221,300			800	2,000		-	-	224,100	451,400
2004		31.0	20.5	241,700			1,400	3,200		-	-	246,300	
2005		31.0	20.5	251,900			1,400	3,400		-	-	256,700	503,000

2.10.1 Sub-programme: General Secretariat work

Objective: To deal with the Secretariat work relating to the planning, coordination, implementation and monitoring of technical co-operation programmes in all disciplines relating to maritime safety and security and facilitation of international maritime traffic

Programmes elements and key activities:

- 1 The Secretariat will participate in the development of the ITCP and the identification of technical co-operation needs relating to maritime safety and facilitation. A key element of this sub-programme will be devoted to monitoring the implementation of approved TC activities relating to maritime safety and facilitation, managing the Division's human resources to meet agreed TC delivery targets, reviewing financial expenditures for those TC programmes implemented by the Division against TC programme budgets, identifying the specific expertise required for the delivery of TC activities, and undertaking the technical clearance of consultants and advisory mission reports on maritime safety and facilitation.
- 2 Support to meetings of the Maritime Safety Committee and, as required, the Facilitation Committee and the appropriate sub-committees on technical co-operation matters will be provided.
- 3 The Officer responsible for this programme will also manage the budget and administrative tasks associated with the running of the TC Implementation and Project Management Section, which deals with the following programmes and sub-programmes: 2.10 - TC and institutional development – implementation of safety and facilitation programmes; 2.12 – Flag and port State matters and 2.13.4 – IMO Model Audit Scheme.

Planned Outputs for 2004-2005:

- preparation of periodic reports on TC activities for consideration of the MSC and TCD;
- obtaining technical details for the development of specific input for TC programme activities on maritime safety and facilitation of international maritime traffic;
- identification of priority areas to assist in the selection of thematic priorities and TC programme activities;
- programming the execution of approved TC activities and application of available human resources to meet targets; and
- preparation and processing of documents and provision of secretarial support to the committees and appropriate sub-committees on TC matters.

Primary beneficiaries: Maritime Safety Committee, Facilitation Committee, Technical Co-operation Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis.

2.10.2 Sub-programme: Assistance in maritime safety administration

Objective: To ensure that the technical, administrative and operational aspects of IMO instruments are properly targeted and delivered through the implementation of the Organization's technical co-operation programme on maritime safety, security and facilitation

Programmes elements and key activities:

- 1 The Secretariat will be extensively involved in the enhancement of flag State implementation by Member States, through the organization and delivery of national and regional training courses, seminars and workshops on flag State implementation and casualty investigation, and related advisory missions to Member States as well as technical co-operation assistance on non-convention ships and safety of navigation on inland waters.
- 2 The Secretariat will also undertake specific technical co-operation programmes aimed at strengthening the capacity of Member States and of the various regional PSC organizations to carry out effective inspections through mutual assistance and training programmes; establishing successful co-operation between regional PSC organizations; and assisting maritime Administrations to undertake their port State functions by providing continuous technical support and information.

Planned Outputs for 2004-2005:

- organizing and delivering national and regional courses, seminars and workshops on flag State implementation, casualty investigation, and safety of non-convention ships;
- regular updating of the flag State implementation and casualty investigation courses;
- development of criteria for the nomination, screening and selection of trainees for the various courses and workshops;
- identification and vetting of consultants and preparation of appropriate terms of reference;
- participation in training events to provide up-to-date technical input and the review and technical clearance of relevant consultants reports;
- organizing biennial Workshops of Directors of MoUs and Agreement and Secretaries of Information Centres;
- organizing various courses on port State control and PSC database management;
- securing on the job training and shadow attachments for ship inspectors from various regions of the world; and
- participating in the respective annual meetings of the Committees of the six port State control (PSC) MoUs and one Agreement

Primary beneficiaries: Member States, maritime Administrations and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis as per the Organizations Integrated Technical Co-operation Programme.

2.10.3 Sub-programme: Divisional administrative support and assistance on TC activities

Objective: To provide administrative support and assistance for the organization and implementation of the specialized technical subjects TC programmes.

Programmes element and key activities:

- 1 The Secretariat will provide administrative support and assistance for the organization and implementation of the specialized technical subjects TC programmes to be delivered by the Division relating to navigation; seminars and workshops to promote wider acceptance of the SAR Convention and the implementation of the Global Maritime Distress and Safety System and Search and Rescue; the implementation of the IMDG Code; facilitation of maritime traffic; and fishing vessel safety.

Planned Outputs for 2004-2005:

- communication with host States and participants from participating countries;
- providing logistical support for the activities;
- communication with UNDP country offices;
- assist in the development of a framework for institutional arrangements required to strengthen existing services and manage future resources, institutional organization, capacity building and action plans for implementation, and recommendations for institutional policy; and
- assist in the development of regulatory components of follow on programme activities and their implementation.

Primary beneficiaries: Member States, maritime Administrations, port authorities and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis as per the Organizations Integrated Technical Co-operation Programme.

2.11 PROGRAMME: MARITIME AND PORT SECURITY

Legislative Authority: IMO international conventions and directives from IMO Governing Bodies.

Objectives:

- 1 To deal with the Secretariat work in support of the Organization's goals to develop a maritime and port security culture and conscience in all activities undertaken by the Organization.
- 2 To ensure the effective uniform implementation of existing IMO standards with particular emphasis on the implementation of the new SOLAS chapter XI-2 and the ISPS Code, as well as liaison with appropriate IGOs and NGOs.

Sub-programmes

- 1 General secretariat work
- 2 Technical and other specific work
- 3 Implementation, technical co-operation and miscellaneous activities

Substantial changes: Development of a port security code by joint ILO/IMO Working Group; long-range identification and tracking systems; reporting formats; guidance on harmonized, uniform and consistent implementation of SOLAS chapter XI-2 and the ISPS Code; and guidance on control and compliance measures

Regular budget resource requirements

Programme 2.10 - TC and Institutional Development - Implementation of Safety Programmes													
Year	Work month estimates			Direct Cost £								Sub-total	Total
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
	2002		25.0	25.0	227,100			200					227,300
2003		25.0	25.0	221,300			800	2,000		-	-	224,100	451,400
2004		31.0	20.5	241,700			1,400	3,200		-	-	246,300	
2005		31.0	20.5	251,900			1,400	3,400		-	-	256,700	503,000

2.11.1 Sub-programme: General Secretariat work

Objective: To deal with the Secretariat work in support of the Organization's goals to develop a maritime and port security culture and conscience in all activities undertaken by the Organization

Programmes elements and key activities:

- 1 The Secretariat will support the meetings of the Maritime Safety Committee and its *ad hoc* working group as well as meetings of sub-committees scheduled to meet during the biennium on matters relating to maritime security. The Secretariat will also service sessions of the Assembly and Council when matters relating to this and any relevant sub-programmes are to be considered.
- 2 The Officer responsible for this programme will also manage the budget and administrative tasks associated with the running of the Navigational Safety and Maritime Security Section, which deals with the following programmes: 2.6 – Radiocommunications and search and rescue; 2.7 – Navigational operations and equipment matters and 2.11 – Maritime and port security.

Planned Outputs for 2004-2005:

- preparing and editing documents received from Member Governments and international organizations and Notes for submission to the MSC and other IMO bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the programme;
- preparing detailed briefs for the Chairman of the MSC relating to the programme;
- discharging the responsibilities of Secretary to working groups of the MSC and working/drafting groups of other IMO bodies as necessary;
- preparing draft reports on the above meetings and finalizing relevant reports to the MSC; and
- carrying out the MSC's instructions as follow-up to any particular session.

Primary beneficiaries: Maritime Safety Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis

2.11.2 Sub-programme: Technical and other specific work

Objective: To ensure the effective uniform implementation of existing IMO standards with particular emphasis on the implementation of the new SOLAS chapter XI-2 and the ISPS Code

Programmes element and key activities:

- 1 Support will be given to the joint ILO/IMO port security working group. A major element of this sub-programme will be the Secretariat's functions with respect to

the communication of information required by SOLAS chapter XI-2 and the ISPS Code and the work thereon by Member States.

Planned Outputs for 2004-2005:

- receiving and acknowledging information from Contracting Governments and the maintenance of databases of related information including lists of approved port facility security plans and contact details of security-related administrations; and
- responding to queries from port and flag State maritime Administrations, the shipping industry and seafarers and the provision of advice on the implementation of the provisions of SOLAS chapter XI-2 and the ISPS Code.

Primary beneficiaries: Maritime Safety Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis

2.11.3 Sub-programme: Implementation, TC assistance and miscellaneous work

Objective: To implement technical co-operation activities relevant to its subject areas, as well as liaison with appropriate IGOs and NGOs

Programmes elements and key activities:

- 1 The Secretariat will assist Member States and the appropriate authorities in their efforts to effectively implement SOLAS chapter XI-2 and the ISPS Code through the provision of technical co-operation assistance.
- 2 The Secretariat will maintain liaison with governmental and non-governmental organizations such as: ILO, ICAO and WCO.

Planned Outputs for 2004-2005:

- a series of regional and national seminars and related national technical missions to be organized and attended during the period under the appropriate technical co-operation programme;
- receiving reports from the IGOs and NGOs on their activities and take appropriate action whenever any of such activities bear upon the work of IMO bodies, in particular the MSC and its sub-committees;
- providing the IGOs and NGOs with any information they may request on related IMO work; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the programme, including preparation and delivery of relevant technical papers.

Primary beneficiaries: Maritime Safety Committee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis

2.12 PROGRAMME: FLAG AND PORT STATE MATTERS

Legislative Authority: IMO international conventions and directives from IMO Governing Bodies.

Objectives:

- 1 To deal with the Secretariat work in support of the Sub-Committee on Flag State Implementation in pursuit of the Organization's goals to enhance the implementation of IMO instruments.
- 2 To carryout specific aspects on casualty investigation and the collation and extrapolation of investigation reports, survey and certification functions as well as the collation and analysis of self-assessment forms.
- 3 To provide support to regional port State control schemes in their efforts to harmonize inspection procedures, data acquisition and the codification and provision of such data to IMO.

Sub-programmes

- 1 General secretariat work
- 2 Technical and other specific work
- 3 Implementation, technical co-operation and miscellaneous activities

Substantial changes:

There has been an increased demand for data on flag and port State activities in support of the work of the FSI Sub-Committee on monitoring the implementation of IMO instruments. The activities of Recognized Organizations and the monitoring of the authorization granted to them by Parties to IMO instruments have increased the need for data acquisition and analysis.

Regular budget resource requirements

Programme 2.12 - Flag and Port State Matters													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		21.0	18.0	173,000	5	36,700	1,000	2,200	2,000			214,900	439,500
2003		21.0	18.0	179,400	5	38,500	1,000	2,200	3,500	-	-	224,600	
2004		16.0	26.5	181,600	5	41,200	4,100	3,200	1,800	-	-	231,900	475,300
2005		16.0	26.5	190,500	5	43,300	4,400	3,400	1,800	-	-	243,400	

2.12.1 Sub-programme: General Secretariat work

Objective: To deal with the Secretariat work in support of the Sub-Committee on Flag State Implementation in pursuit of the Organization's goals to enhance the implementation of IMO instruments.

Programmes element and key activities:

- 1 The Secretariat will support the meetings of the FSI Sub-Committee and, as required, the Maritime Safety Committee and other sub-committees scheduled to meet during the biennium. The Secretariat will also service sessions of the Assembly, Council and the MEPC when matters relating to this and other relevant sub-programmes are to be considered.

Planned Outputs for 2004-2005:

- preparing and editing documents received from Member Governments and international organizations and Notes for submission to the FSI Sub-Committee, the MSC and other IMO bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the programme;
- preparing detailed briefs for the Chairmen of the FSI Sub-Committee and the MSC on relevant agenda items;
- discharging the responsibilities of Secretary to the FSI Sub-Committee, working groups of the MSC and working/drafting groups of other IMO bodies as necessary;
- preparing draft reports on the above meetings and finalizing the report to the MSC on the scheduled sessions of the FSI Sub-Committee during the biennium;
- carrying out the FSI Sub-Committee's instructions to the Secretariat as follow-up to any particular session; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the programme, including preparation and delivery of relevant technical papers.

Primary beneficiaries: Maritime Safety Committee, Marine Environment Protection Committee, FSI Sub-Committee, Member States and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis as specified in the work programme of the FSI Sub-Committee.

2.12.2 Sub-programme: Implementation of IMO instruments
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Objective: To carryout specific aspects on casualty investigation and the collation and extrapolation of investigation reports, survey and certification functions as well as the collation and analysis of self-assessment forms.

Programmes element and key activities:

- 1 The Secretariat will record, in appropriate databases, information provided by Member Governments on their activities relating to the implementation of the provisions of IMO instruments, in particular, those provisions of safety-related conventions which require reports to be provided to the Organization. In this respect, the following specific issues are dealt with:
 - reports on the implementation of resolutions A.739(18) and A.789(19);
 - reports on Self-assessment of flag State performance in accordance with resolution A.912(22); and
 - co-ordination of requests for the IMO Ship Number Identification Scheme.
- 2 Issues relating to statutory requirements for ship survey and certification and recognized organizations are also dealt with by the Secretariat under this sub-programme.
- 3 Port State control (PSC) activities will be monitored to promote the implementation and observance of relevant instruments and practices relating to port State responsibilities. The Secretariat will collate relevant information and maintain databases on the substantial information on the output of their inspection of ships which are transmitted by Member Governments exercising port State control, individually or through regional PSC bodies as well as by flag States comments on detention reports of ships entitled to fly their flags.

Planned Outputs for 2004-2005:

- preparing reports on flag State issues for consideration of the Maritime Safety Committee and the FSI Sub-Committee;
- updating and maintaining the appropriate databases on:
 - safety-related requirements and recommendations;
 - recognized organizations and the specific convention requirements for which the latter have been authorized to act on behalf of Administrations;
 - contact points for Administrations;
 - information contained in the Self-Assessment Forms submitted by Member Governments;
 - detailed detention reports from port State control activities and the corresponding flag State comments on action taken on the reports; and
 - contact points for reporting PSC detentions to Administrations and recognized organizations authorized to carry out surveys and issue certificates on behalf of Administrations;

- reviewing PSC detention reports and inserting appropriate detention codes in reports which are without the deficiency code vis-à-vis the attendant regulation of the applicable IMO instrument;
- preparation of an annual document containing all reported detentions of ships with the corresponding notation of the flag State comments submitted and for posting on the IMO extranet server, with quarterly updates thereof; and
- responding to queries from Member Governments on flag State implementation and port State Control issues.

Primary beneficiaries: Maritime Safety Committee, Marine Environment Protection Committee, FSI Sub-Committee, Member States, maritime Administrations, regional PSC organizations and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis

2.12.3 Sub-programme: Ship Casualties and Incidents

Objective: To provide support to regional port State control schemes in their efforts to harmonize inspection procedures, data acquisition and the codification and provision of such data to IMO.

Programmes element and key activities:

- 1 The Secretariat will record, in appropriate databases, extracts of reports provided by Member Governments on investigations into ships casualties, as required by the applicable IMO instruments, as well as information on casualties and incidents in accordance with MSC/Circ.953.

Planned Outputs for 2004-2005:

- thorough review and extraction of pertinent information from the databases;
- recording of reported cases of casualties and incidents from various sources;
- preparation of extracts from the databases and the related casualty reports for the FSI Sub-Committee's expert correspondence group on casualty analysis;
- clearance of the findings and recommendations of the expert group with the flag State concerned and preparation of a composite document containing the findings and recommendations for consideration by the FSI Sub-Committee; and
- preparation of the approved findings and recommendations of the FSI Sub-Committee on casualty analysis for consideration of other relevant sub-committees and posting of the findings to the IMO extranet server.

Primary beneficiaries: Maritime Safety Committee, Marine Environment Protection Committee, FSI Sub-Committee, Member States, Seafarers, industry organizations and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis

2.13 PROGRAMME: SPECIAL SAFETY INITIATIVES

Legislative Authority: IMO international conventions and directives from IMO Governing Bodies.

Objective: To deal with the work of the Secretariat relating to specific ship types safety measures, including application of Formal Safety Assessment and, in due course, the proposed IMO Model Audit Scheme.

Sub-programmes

- 1 Bulk carrier safety
- 2 Large passenger ship safety
- 3 Formal safety assessment
- 4 IMO Model Audit Scheme

Substantial changes: Development of amendments to SOLAS chapter XII (bulk carrier safety) and other relevant chapters (large passenger ship safety); review of the FSA Guidelines; work on the initial development of the IMO Model Audit Scheme.

Regular budget resource requirements

Programme 2.13 - Special Safety Initiatives													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		13.0	6.5	110,000								110,000	
2003		13.0	6.5	189,400						-	-	189,400	299,400
2004		4.0	2.0	37,200			1,200	1,600	5,500	-	-	45,500	
2005		16.0	4.0	165,900			1,200	1,700	6,100	-	-	174,900	220,400

2.13.1 Sub-programme: Bulk carrier safety

Programme element and key activities:

- 1 The Secretariat will support the work on bulk carrier safety carried out during sessions of the Maritime Safety Committee scheduled to meet during the biennium.

Planned Outputs for 2004-2005:

- preparing and editing documents on bulk carrier safety received from Member Governments and international organizations and Notes for submission to the MSC and other bodies as necessary;

- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the sub-programme;
- preparing detailed briefs for the chairman of the MSC and, where appropriate, to the chairman of the *ad hoc* working group under the MSC;
- preparing draft reports on the above meetings and finalizing the report to the MSC concerning bulk carrier safety matters; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the sub-programme, including preparation and delivery of relevant technical papers.

Primary beneficiaries: MSCCommittee, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as directed by the MSC.

2.13.2 Sub-programme: Large passenger ship safety
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Programme element and key activities:

- 1 The Secretariat will support the work on large passenger ship safety carried out during sessions of the Maritime Safety Committee scheduled during the biennium.

Planned Outputs for 2004-2005:

- preparing and editing documents on large passenger ship safety received from Member Governments and international organizations and Notes for submission to the MSC and other bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the sub-programme;
- preparing detailed briefs for the chairman of the MSC and, where appropriate, to the chairman of the *ad hoc* working group under the MSC;
- preparing draft reports on the above meetings and finalizing the report to the MSC concerning large passenger ship safety matters; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the sub-programme, including preparation and delivery of relevant technical papers.

Primary beneficiaries: MSC, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as directed by the MSC.

2.13.3 Sub-programme: Formal safety assessment

Programme elements and key activities

- 1 The Secretariat will support the work on formal safety assessment (FSA) carried out during sessions of the Maritime Safety Committee scheduled during the biennium.

Planned Outputs for 2004-2005:

- preparing and editing documents on FSA received from Member Governments and international organizations and Notes for submission to the MSC and other bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the sub-programme;
- preparing detailed briefs for the Chairman of the MSC pertaining to the sub-programme;
- preparing draft reports on the above meetings and finalizing the report to the MSC concerning FSA matters; and
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to FSA, including preparation and delivery of relevant technical papers.

Primary beneficiaries: MSC, Member States, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis and as directed by the MSC.

2.13.4 Sub-programme: IMO Model Audit Scheme

Programme element and key activities:

- 1 The Secretariat will provide support to the Committee, working group and other bodies involved in the development and initial implementation of the Model Audit Scheme.

Planned Outputs for 2004-2005:

- preparing and editing documents on the Model Audit Scheme received from Member Governments and Notes for submission to the Council, MSC and other bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the sub-programme;
- preparing detailed briefs for the appropriate chairman on matters pertaining to the sub-programme;
- preparing draft reports on the above meetings and finalizing the report to the appropriate bodies of the Organization; and
- compilation and finalization of the technical and administrative documentation required for the Scheme.

Primary beneficiaries: The Council, Committees and Member States

Completion Date/ Timescale: Ongoing annual basis and as directed by the Council and MSC.

3. MAJOR PROGRAMME - MARINE ENVIRONMENT PROTECTION

Legislative Authority: IMO Convention: Part 1 – Purposes of the Organization, Article 1(a), IMO instruments and directives from IMO governing bodies.

Objectives

- 1 To prevent and control pollution of the marine environment;
- 2 To keep up-to-date the requirements of IMO's international instruments on pollution prevention, including Conventions, related Codes and Guidelines, as requested by Member Government, taking into account technological developments and in light of experience gained;
- 3 To develop and adopt new international instruments on pollution prevention, including Conventions, related Codes and Guidelines, as requested by Member Governments; and
- 4 To promote the effective implementation of IMO's existing international instruments on pollution prevention, including Conventions, related Codes and Guidelines.

This major programme comprises seven programmes:

- 1 Direction and Management
- 2 Pollution Prevention
- 3 Pollution Preparedness and Response
(OPRC Convention and OPRC-HNS Protocol)
- 4 Management of Waste Disposal at Sea
- 5 Ballast Water Management
- 6 Co-operation with other UN Agencies on ocean governance including GESAMP
- 7 Technical Co-operation and Institutional Development: Implementation of Environmental Programme

Substantial changes: No major change in composition of programmes except those substantial changes in each programme item under this Major Programme as reflected below. The programmes under this Major Programme were prepared in March 2003, reflecting the progress of work of MEPC at its 48th session and LC 24 and the Intersessional meeting of the MEPC Ballast Water Working Group in February 2003. They will require modification as the work progress.

Regular budget resource requirements

Major programme 3 - Marine Environment Protection														
Year	Work month estimates			Direct Cost £									Sub-total	Total
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy				
					W/day	Costs				W/day	Costs			
														2002/2003
													2004/2005	
2002	36.0	120.0	96.0	1,412,100	15	149,400	7,000	49,800	64,100	133	20,000	1,702,400		
2003	36.0	120.0	96.0	1,446,800	15	161,100	7,000	48,900	64,100	133	20,000	1,747,900	3,450,300	
2004	36.0	120.0	96.0	1,482,500	20	228,500	12,500	20,500	99,000	205	45,000	1,888,000		
2005	36.0	144.0	120.0	1,724,400	10	117,600	13,000	21,300	99,000	205	45,000	2,020,300	3,908,300	

3.1 PROGRAMME: DIRECTION AND MANAGEMENT

Objective: To provide overall direction, management and co-ordination of the activities under this major programme and to advise and assist the Secretary-General as appropriate. This programme also directs in conjunction with MSC the Cross Sectoral Activities.

Programme elements and key activities

- 1 Provide direction to and co-ordination among programmes under this Major Programme; and
- 2 Manage the human resources required for implementation of programmes under this Major Programme.

Substantial changes: No substantial change has been made and expected

Regular budget resource requirements

Programme 3.1 - Direction and Management													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	11.0		19.0	189,800	10	99,600	600	6,000	12,000			308,000	
2003	11.0		19.0	205,500	5	52,300	600	6,000	12,000			276,400	584,400
2004	11.0		13.5	169,000	10	112,000		3,700	6,000			290,700	
2005	11.0		13.5	169,900	5	58,800		3,900	6,000			238,600	529,300

3.2 PROGRAMME : POLLUTION PREVENTION

Legislative Authority: The Organization has accepted the depositary functions of MARPOL 73/78 and related Codes, and the Assembly, by resolution A.297(VIII), designated the MEPC as the appropriate body referred to in Article 16(b) of the 1973 MARPOL Convention to consider proposed amendments to MARPOL 73/78.

The Organization has also accepted the depositary functions of the AFS Convention as stipulated in Article 20 of the Convention, and the Organization is also requested to take follow-up actions, including the development and adoption of appropriate Guidelines.

The Organization, as the competent organization referred to in UNCLOS, has been requested by UNCED, WSSD and Member Governments to develop new international instruments to protect the marine environment and to promote the effective implementation of existing international instruments adopted by the Organization.

Objectives

- 1 To keep up-to-date the requirements of IMO's international instruments on pollution prevention, including Conventions, related Codes and Guidelines, as requested by Member Government, taking into account technological developments and in light of experience gained;
- 2 To develop and adopt new international instruments on pollution prevention, including Conventions, related Codes and Guidelines, as requested by Member Governments; and
- 3 To promote the effective implementation of IMO's existing international instruments on pollution prevention, including Conventions, related Codes and Guidelines.

Sub-programmes

- 1 Revision of MARPOL regulations and related codes, guidelines and recommendations.
- 2 Implementation of MARPOL regulations and related codes, guidelines and recommendations
- 3 Prevention of air pollution from ships
- 4 Special Areas under MARPOL 73/78 and Particularly Sensitive Sea Areas (PSSAs)
- 5 Pollution prevention equipment under MARPOL
- 6 Evaluation of chemicals under MARPOL Annex II and the IBC Code
- 7 Ship-recycling related issues
- 8 Anti-fouling systems on ships

Substantial changes: Ship recycling related issues and anti-fouling systems on ships

Regular budget resource requirements

Programme 3.2 - Pollution Prevention													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		52.0	21.5	495,900			2,200	10,000	4,000			512,100	2002/2003
2003		52.0	21.5	519,400	5	56,500	2,200	10,000	4,000			592,100	
2004	11.0	34.00	38.0	451,900			7,800	7,500	10,000	60	12,000	489,200	2004/2005
2005	11.0	46.00	38.0	542,000			8,100	7,700	10,000	60	12,000	579,800	

3.2.1 Sub-programme: Revision of MARPOL regulations and related Codes, Guidelines and recommendations Library Services

Objective: To update the MARPOL regulations, relevant Codes and associate Guidelines with a review to fully realizing the objectives of the MARPOL Convention

Programme elements and key activities

- 1 **Preparation and performance of the forthcoming meetings (MEPC, BLG, FSI, DE, DSC)**
 - Prepare Secretariat's notes and documents in consultation with Chairmen, Member Governments and Organizations in consultative status;
 - Provide assistance to Member Governments' delegations in preparing their documents for the meetings;
 - Prepare briefs for the chairmen; and
 - Prepare draft reports and other working papers and finalize and issue reports of Meetings.

- 2 **Review and preparation of documents**
 - Prepare draft texts of amendments to MARPOL Annexes I and II;
 - Prepare draft texts of amendments to MARPOL Annex III relating to carriage requirements of harmful substances in packaged forms provided in the IMDG Code;
 - Prepare draft text of the discharge standards and amendments to the guidelines for sewage treatment plans under MARPOL Annex IV; and
 - Prepare interpretations/amendments to MARPOL Annex I relating to preparation of fuel oil tanks and pump rooms and requirements to FPSOs and FSUs.

- 3 **Provision of cooperation**
 - Provide advisory services in relation to amendment to MARPOL 73/78 and related Codes, Guidelines and recommendations;
 - Contact relevant international organizations to co-ordinate the work of common interest; and
 - Represent IMO at relevant international meetings upon request of IMO bodies, e.g. MEPC, BLG, etc.

Planned Outputs for 2004-2005

Depending on the progress in the work programmes of the Marine Environment Protection Committee (MEPC) and relevant decisions by the Committee on the work programmes of the Committee, the following outputs may be expected.

- Revised MARPOL Annexes:
 - Annex I;
 - Annex II and amendments to the IBC Code; and
 - Annex III including related amendments to the IMDG Code.
- Revised Regulations and unified interpretations under MARPOL:
- Revised Guidelines under MARPOL

Primary beneficiaries: Member Governments, the shipping industries and all parties concerned

Completion Date/ Timescale: MARPOL Annexes will be revised in 2004 and Regulations and Guidelines will be continuously revised through to 2005.

3.2.2 Sub-programme: Implementation of MARPOL regulations and related Codes, Guidelines and recommendations

Objective: To collect information and reports as required under MARPOL 73/78 to produce summary reports, implementation reports and databases to facilitate the more effective implementation of the MARPOL Convention.

Programme elements and key activities

- 1 Preparation and performance of the forthcoming meetings (MEPC, BLG, FSI, etc)**
 - Prepare Secretariat's notes and documents in consultation with Chairmen, Member Governments and Organizations in consultative status;
 - Provide assistance to delegations of Member Governments in preparing their documents for the meetings;
 - Prepare briefs for the chairmen; and
 - Prepare draft reports and other working papers and finalize and issue reports of Meetings.
- 2 Review and preparation of guidelines, reports**
 - Prepare proposal for technical assistance;
 - Draft guidelines for identification of oil pollution sources;
 - Collate reports regarding casualty investigations by Members States in relation to pollution incidents, including preparation of summary reports and proposals for consideration by the MEPC, FSI, etc.; and
 - Collate reports by Parties regarding implementation of MARPOL 73/78, which is mandatory under the Convention, including preparation of summary reports and proposals for consideration by the MEPC, FSI, etc.
- 3 Maintenance of databases**
 - Maintain and update the relevant databases and issuance of MEPC circulars.

4 Provision of cooperation and assistances

- Provide advisory services in implementation of MARPOL 73/78 and related Codes, Guidelines and recommendations;
- Provide assistance in the implementation of HSSC under MARPOL 73/78 and CAS;
- Provide assistance in the implementation of the ISM Code and the INF Code regarding prevention of marine pollution;
- Contact relevant international organizations to co-ordinate the work of common interest, including follow-up action to UNCED and WSSD in relation to implementation of IMO Conventions, Protocols and Codes on prevention of marine pollution; and
- Represent IMO at relevant international meetings upon request of IMO bodies, e.g. MEPC, BLG, etc.

Planned Outputs for 2004-2005

Depending on the progress in the work programmes of the Marine Environment Protection Committee (MEPC) and relevant decisions by the Committee on the work programmes of the Committee, the following outputs may be expected.

- Summary reports and proposals regarding:
 - Promotion of the provision of adequate reception facilities;
 - Casualty investigations by Member States in relation to marine pollution incidents;
 - Mandatory reports under MARPOL 73/78 (MEPC/Circ.318); and
 - Follow-up action to UNCED and WSSD in relation to implementation of IMO Conventions, Protocols and Codes on pollution prevention.
- Implementation reports:
 - Harmonized System of Survey and Certification under MARPOL 73/78 (HSSC) Promotion of the provision of adequate reception facilities;
 - Condition Assessment Scheme (CAS);
 - ISM Code with regard to prevention and control of marine pollution; and
 - INF Code with regard to prevention and control of marine pollution.
- Guidelines on the identification of oil pollution sources (e.g. oil tagging systems);
- Databases and MEPC Circulars:
 - Development of electronic database for the Condition Assessment Scheme;
 - Updated database of reception facilities for oily wastes under MARPOL Annex I; and
 - Updated database of reception facilities for chemical residues under MARPOL Annex II.

Primary beneficiaries: Member Governments, the shipping industry and all parties concerned

Completion Date/ Timescale: Most of these activities are on-going ones with annual updating and reporting tasks. The Guidelines on the identification of oil pollution sources will be finalized in 2004. Some tasks such as implementing the CAS and development of electronic database have long-term perspectives up to 2015.

3.2.3 Sub-programme: Prevention of air pollution from ships

Objective: To amend MARPOL Annex VI as necessary and to prepare/update the associated Codes and Guidelines to reduce air pollution from ships.

Programme elements and key activities

- 1 Preparation and performance of the forthcoming meetings (MEPC, BLG, DE, FSI, etc)**
 - Prepare necessary Secretariat's notes and documents in consultation with Chairmen, Member Governments and Organizations in consultative status;
 - Provide assistance to delegations of Member Governments in preparing their documents for the meetings;
 - Prepare briefs for the chairmen; and
 - Prepare draft reports and other working papers and finalize and issue reports of Meetings.

- 2 Review and preparation of documents**
 - Prepare draft texts of revision of MARPOL Annex VI;
 - Prepare draft texts of revision of the NOx Technical Code;
 - Prepare draft texts of amendments to MARPOL Annex VI to introduce HSSC; and
 - Prepare draft texts of draft guidelines under MARPOL Annex VI proposal for technical assistance.

- 3 Provision of cooperation and assistances**
 - Organize regional seminars on the implementation of the Air Pollution Annex;
 - Contact relevant international organizations to co-ordinate the work of common interest, especially the cooperation with UNFCCC; and
 - Represent IMO at relevant international meetings upon request of IMO bodies, e.g. MEPC, BLG, etc.

Planned Outputs for 2004-2005

Depending on the progress in the work programmes of the Marine Environment Protection Committee (MEPC) and relevant decisions by the Committee on the work programmes of the Committee, the following outputs may be expected.

- Revised regulations:
 - MARPOL Annex VI, including amendments on the SOx Emission Control Areas and consideration of the sulphur content;
 - Introduction of HSSC into Annex VI;
- Revised/ developed Guidelines:
 - Guidelines on equivalent methods to reduce NOx emissions;
 - Guidelines on on-board exhaust gas cleaning systems
 - Guidelines on other technological methods verifiable or enforceable to limit SOx emissions; and
 - Guidelines for on board NOx monitoring and recording devices

Primary beneficiaries: Member Governments, the shipping industry and all parties concerned.

Completion Date/ Timescale: The work will be carried out throughout the biennium.

3.2.4 Sub-programme: Special Areas under MARPOL 73/78 and Particularly Sensitive Sea Areas (PSSAs)

Objectives: To promote the protection of existing Special Areas and PSSAs and to designate new Special Areas and PSSAs as proposed by Member Governments.

Programme elements and key activities

1 Preparation and performance of the forthcoming meetings (MEPC, NAV, etc)

- Prepare necessary Secretariat's notes and documents in consultation with Chairmen, Member Governments and Organizations in consultative status;
- Provide assistance to delegations of Member Governments in preparing their documents for the meetings;
- Prepare briefs for the chairmen; and
- Prepare draft reports and other working papers and finalize and issue reports of Meetings.

2 Provision of cooperation and assistances

- Provide assistance to Member Governments in promotion of implementation of Special Area requirements in the existing Special Areas but the requirements of which are not yet implemented;
- Provide assistance to Member Governments in identification and protection of new Special Areas and PSSAs;
- Contact relevant international organizations to co-ordinate the work of common interest; and
- Represent IMO at relevant international meetings upon request of IMO bodies, e.g. MEPC, NAV, etc.

Planned Outputs for 2004-2005

Depending on the progress in the work programmes of the Marine Environment Protection Committee (MEPC) and relevant decisions by the Committee on the work programmes of the Committee, the following outputs may be expected.

- Designation and protection of new Special Areas as proposed by Member Governments; and
- Identification and protection of new PSSAs as proposed by Member Governments.

Primary beneficiaries: Member Governments and all parties concerned.

Completion Date/ Timescale: The activities under this sub-programme will be implemented as an ongoing basis throughout the biennium 2004-2005.

3.2.5 Sub-programme: Pollution prevention equipment under MARPOL

Objective: To update the Guidelines on pollution prevention equipment as required under MARPOL and to update the database for information by all parties concerned.

Programme elements and key activities

- 1 Preparation and performance of the forthcoming meetings (MEPC, DE, etc)**
 - Prepare necessary Secretariat's notes and documents in consultation with Chairmen, Member Governments and Organizations in consultative status;
 - Provide assistance to delegations of Member Governments in preparing their documents for the meetings;
 - Prepare briefs for the chairmen; and
 - Prepare draft reports and other working papers and finalize and issue reports of Meetings.
- 2 Review and preparation of documents**
 - Prepare summary reports and proposals on the review of existing Guidelines and Standards for pollution prevention equipment, taking into account new technologies and experiences for consideration by the MEPC, DE, etc.
- 3 Maintenance of databases**
 - Maintain and update the relevant databases and issuance of MEPC circulars.
- 4 Provision of cooperation and assistances**
 - Contact relevant international organizations to co-ordinate the work of common interest; and
 - Represent IMO at relevant international meetings upon request of IMO bodies, e.g. MEPC, DE, etc.

Planned Outputs for 2004-2005

Depending on the progress in the work programmes of the Marine Environment Protection Committee (MEPC) and relevant decisions by the Committee on the work programmes of the Committee, the following outputs may be expected.

- Summary reports and proposals on the existing Guidelines and Standards for pollution prevention equipment; and
- Updated database for pollution prevention equipment

Primary beneficiaries: Member Governments and all parties concerned

Completion Date/ Timescale: Guidelines will be revised during the year 2004 and other outputs will be produced annually on an on-going basis.

3.2.6 Sub-programme: Evaluation of chemicals under MARPOL Annex II and the IBC code
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Objective: To evaluate chemicals under MARPOL Annex II and the IBC Code and to update the relevant database and tripartite Agreement

Programme elements and key activities

- 1 Preparation and performance of the forthcoming meetings (MEPC, BLG, ESPH Working Group, etc)**
 - Prepare necessary Secretariat's notes and documents in consultation with Chairmen, Member Governments and Organizations in consultative status;
 - Provide assistance to delegations of Member Governments in preparing their documents for the meetings;
 - Prepare briefs for the chairmen; and
 - Prepare draft reports and other working papers and finalize and issue reports of Meetings.

- 2 Research and review of documents**
 - Undertake a research into criteria associated with defining the carriage requirements of chemicals in the IBC Code to ensure that they are associated with data that can be defined accurately, obtained practically and applied meaningfully.

- 3 Development of a computerised database**
 - Develop the database to contain all of the information associated with the criteria approved by the MEPC;
 - Collect, assess and input to the database data used in the criteria defined for all chemicals in the IBC Code and MEPC.2/circulars.

- 4 Provision of cooperation and assistances**
 - Contact relevant international organizations to co-ordinate the work of common interest, e.g. liaison with the fats and oils industry in order to ensure appropriate data are submitted to IMO for evaluation; and
 - Represent IMO at relevant international meetings upon request of IMO bodies, including the UN/GHS meeting, the GESAMP/EHS Sub-Group and the OECD meetings on the Global Harmonization Exercise.

Planned Outputs for 2004-2005

- Application of the Operational Discharge Criteria and Ship Type Criteria under the revised MARPOL Annex II to all products in the IBC Code based on revised GESAMP Hazard Profiles;
- Application of the criteria used to define the carriage requirements of chemicals under the IBC Code to all new chemicals and those existing chemicals requested by Administrations;
- Developed and updated IMO database for bulk chemicals; and
- Updated Tripartite Agreements on provisional categorisation of Liquid Substances.

Primary beneficiaries: Member Governments, the shipping industry and all parties concerned.

Completion Date/ Timescale: Outputs will be produced annually on an on-going basis.

Features to be considered in the development of the database

- 1 Data input facilities with validation procedures built in that will ensure only appropriate data are accepted;
- 2 Reporting facilities for MEPC.2/Circs (including the ability to highlight changes from the last version automatically);
- 3 Maintenance of data in chapters 17 and 18 of the IBC Code;
- 4 Generation of chapters 17 and 18 of the IBC Code in a format that can be accommodated by Publishing Service directly for incorporation into revised editions of the Code;
- 5 Facilities for recording and printing the history of every product in order to monitor the reasons for changes, deletions and the application of specific carriage requirements;
- 6 Ability to calculate the carriage requirements of new and existing products in accordance with the agreed revised safety and pollution criteria;
- 7 Ability to produce a full report on any given product that will show all of the data, history and approved carriage requirements with automatic generation of calculated classifications as a means of verifying those existing ones; and
- 8 Ability to receive data electronically and so avoid the need to have human input.

3.2.7 Sub-programme: Ship-recycling related issues

Objective: To update the IMO Guidelines on Ship-Recycling as necessary and to take follow-up actions.

Programme elements and key activities

- 1 Preparation and performance of the forthcoming meetings (MEPC, MSC, DE, FSI, BLG, etc)**
 - Prepare necessary Secretariat's notes and documents in consultation with Chairmen, Member Governments and Organizations in consultative status;
 - Provide assistance to delegations of Member Governments in preparing their documents for the meetings;
 - Prepare briefs for the chairmen; and
 - Prepare draft reports and other working papers and finalize and issue reports of Meetings.
- 2 Provision of cooperation and assistances**
 - Contact relevant international organizations such as ILO and the Secretariat of the Basel Convention to co-ordinate the work of common interest; and
 - Represent IMO at relevant international meetings upon requests of IMO bodies.

Planned Outputs for 2004-2005

- Guidelines and reports on the development of measures to prevent and control marine pollution from ship recycling and development of the follow-up action;

- Policy co-ordination with ILO and Basel Convention and other stakeholders.

Primary beneficiaries: Member Governments, the shipping industry, the ship-recycling industry and all parties concerned.

Completion Date/ Timescale: Guidelines will be prepared during the year 2004 and policy coordination will be implemented on an on-going basis.

3.2.8 Sub-programme: Anti-fouling systems on ships

Objective: To develop/update the Guidelines as required under the AFS Convention and to take follow-up action.

Programme elements and key activities

1 Preparation and performance of the forthcoming meetings (MEPC, FSI, etc)

- Prepare necessary Secretariat's notes and documents in consultation with Chairmen, Member Governments and Organizations in consultative status;
- Provide assistance to delegations of Member Governments in preparing their documents for the meetings;
- Prepare briefs for the chairmen; and
- Prepare draft reports and other working papers and finalize and issue reports of Meetings.

2 Provision of cooperation and assistances

- Represent IMO at relevant international meetings upon requests of IMO bodies.

Planned Outputs for 2004-2005

- Project proposals and reports on the promotion of the entry into force and implementation of the AFS Convention;
- Developed Inspection Guidelines under the AFS Convention; and
- Developed Sampling Guidelines under the AFS Convention.

Primary beneficiaries: Member Governments and all parties concerned.

Completion Date/ Timescale: Guidelines will be prepared during the year 2004 and project proposals are planned to produce both in 2004 and 2005.

3.3 PROGRAMME : POLLUTION PREPAREDNESS AND RESPONSE (OPRC CONVENTION AND OPRC-HNS PROTOCOL)

Legislative Authority: . The Organization has accepted the depositary functions as well as substantive functions and activities assigned to the Secretariat under Article 12 of the OPRC Convention and under Article 10 of the OPRC-HNS Protocol. The Organization has undertaken to oversee the implementation of the OPRC Convention and of the OPRC-HNS Protocol and of the relevant resolutions adopted by the Conference on International Co-operation on Oil Pollution Preparedness and Response, and by the Conference on International Co-operation on Preparedness and Response to Pollution Incidents by Hazardous and Noxious Substances, through the MEPC and its OPRC/OPRC-HNS Technical Group and activities carried out by the Secretariat. Conference Resolutions 1 through 8 and 9 adopted by the OPRC Conference and Resolutions 4 and 6 adopted by the HNS-OPRC Conference request or require action by the Secretariat. The MEPC approved a work programme for the early entry into force and implementation of the OPRC-HNS Protocol. The OPRC/OPRC-HNS Technical Group and consequently the Secretariat are also assigned tasks related to the environmental aspects of emergency preparedness and response, which are not specifically covered in the OPRC Convention and the OPRC-HNS Protocol.

Objectives

- 1 To promote the implementation of the OPRC Convention and of the OPRC-HNS Protocol and enhance the capacity of countries to prepare for and effectively respond to marine pollution incidents and mitigate their effect;
- 2 To provide an effective mechanism for co-operation among Member States in the field of marine pollution preparedness and response; and
- 3 To promote and strengthen regional arrangements to prepare for and combat pollution incidents.

Sub-programmes

- 1 Core Secretariat support functions for MEPC and OPRC/OPRC-HNS Technical Group
- 2 Information/co-ordination services (clearing house function)
- 3 Education and training
- 4 Technical services and technical assistance
- 5 Co-ordination and promotion of international and regional co-operation

Substantial changes: MEPC 48 approved a work programme for the early entry into force and implementation of the OPRC-HNS Protocol and agreed to establish as a subsidiary body to the Committee, an OPRC/OPRC-HNS Technical Group that will impact on the work to be done by the Division in the coming biennium.

Regular budget resource requirements

Programme 3.3 - Pollution Preparedness and Response (OPRC Convention and OPRC-HNS Protocol)													Total
Year	Work month estimates			Direct Cost £							Sub-total	2002/2003	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs	2004/2005	
2002		33.0	14.5	294,200			2,000		3,000			299,200	
2003		33.0	14.5	287,300			2,000		3,000			292,300	591,500
2004	6.5	20.00	14.0	230,400			2,400	5,600	10,000			248,400	
2005	6.5	29.00	20.5	305,800			2,500	5,800	10,000			324,100	572,500

3.3.1 Sub-programme: Core Secretariat support for MEPC and OPRC/OPRC- HNS technical Group

Objective: To provide the Secretariat services for the MEPC and OPRC/OPRC-HNS Technical Group and assist in preparing and finalizing documents, manuals, guidelines and training course materials.

Programme elements and key activities

- 1 Preparation and performance of the forthcoming meetings (MEPC, OPRC/OPRC-HNS Technical Group)**
 - Prepare Secretariat's notes and documents in consultation with the Chairman of the MEPC and the OPRC/OPRC-HNS Technical Group;
 - Provide assistance to Member Governments' delegations in preparing their documents for submission to the MEPC and to the OPRC/OPRC-HNS Technical Group;
 - Prepare briefs for the MEPC and OPRC OPRC-HNS Technical Group chairmen; and
 - Prepare draft reports and other working papers and finalize and issue reports of Meetings.
- 2 Receipt and processing of documents**
 - Prepare draft Guidelines and criteria for accreditation or approval of training Organizations; and
 - Prepare draft Guidelines for facilitation of response to HNS incidents.
- 3 Review and preparation for publication of manuals and guidelines**
 - Review guidance document on Bioremediation;
 - Revise the Manual on Chemical Pollution – Section II – Search and Recovery of Packaged Goods Lost at Sea;
 - Develop manuals and guidance documents on chemical pollution; and
 - Review basic information documents to be developed and published jointly with the industry (oil and chemical);

4 Provision of assistance in the development of the training programme

- Revise IMO-OPRC training course material;
- Develop awareness and training materials on HNS for decision makers; and
- Develop training course materials on HNS.

Planned Outputs for 2004-2005

Depending on the progress in the work programmes of the Marine Environment Protection Committee (MEPC) and relevant decisions by the Committee on the work programmes of the Committee, the following outputs may be expected.

- Updated strategy for OPRC, and OPRC-HNS Protocol implementation and related reporting activities (Resolution 6 of OPRC-HNS Conference);
- Adoption manuals and guidance documents:
 - Guidance document on bioremediation;
 - Revised manual on Chemical Pollution- Section II: Search and recovery of package goods lost at sea;
 - Manual on Chemical Pollution Section III: Contingency Plan;
 - Guidance document on contingency planning in port areas (HNS); and
 - Basic information document on hazard identification and assessment.
- Development and implementation of the training programme:
 - OPRC Foundation Level training course material;
 - Revised OPRC model course Level 1, 2 and 3;
 - Revised OPRC model course train the trainer;
 - Guidelines and criteria for accreditation or approval of training organization and experts;
 - Awareness and training materials on HNS for decision makers; and
 - Training course materials for HNS.
- Guidelines for facilitation of Response to HNS pollution incidents

Primary beneficiaries: IMO Member States which are already Party or intend to become Party to the OPRC Convention and to the OPRC-HNS Protocol

Completion Date/ Timescale: Guidance document on bioremediation will be finalized in the 2004 and other adoption manuals and guidance documents will be reviewed and completed during 2005. The training OPRC model course will be revised in 2004 except for the train the trainer, which are to be revised by 2005. Training course material for HNS will be developed during 2005. Guidelines for facilitation of Response to HNS pollution will be prepared in 2004.

3.3.2 Sub-programme: Information/co-ordination services (clearing house function)

Objective: To develop an information system and provide information services. Provide clearing house function in case of major marine pollution incidents.

Programme elements and key activities

1 Collection and processing of information

- Maintain and update the list of national operational contact points;
- Maintain and update the catalogue on computer programmes;
- Maintain and update the directories of centres of expertise;

2 Development and maintenance of inventories

- Develop an inventory of available information or sources of information relevant to OPRC-HNS issues; and
- Develop and maintain a list of accredited training centers;

3 Web page creation and information provision

- Develop a section in the IMO website regarding regional arrangements in combating pollution incidents; and
- Provide collected and updated information in the database/ inventories on the IMO website.

4 Provision of assistance and cooperation

- Contacting relevant national and international Organizations (Governmental and non Governmental) as well as the industry to co-ordinate the work of common interest including the organization of meetings; and
- Provide clearing house/brokerage function in the event of a major marine pollution incident.

Planned Outputs for 2004-2005

Depending on the progress in the work programmes of the Marine Environment Protection Committee (MEPC) and relevant decisions by the Committee on the work programmes of the Committee, the following outputs may be expected.

- Developed and updated databases/ inventories:
 - List of national operational contact points;
 - Catalogue on computer programmes;
 - Directories of centres of expertise;
 - Sources of information relevant to OPRC-HNS issues; and
 - List of accredited training centers.
- IMO web pages providing the information contained in the databases and inventories, as well as on regional arrangements in combating pollution incidents

Primary beneficiaries: All authorities and entities involved in marine pollution preparedness, response and co-operation. Countries which might be facing a major pollution incident.

Completion Date/ Timescale: Updating and provision of information are on-going tasks throughout the biennium.

3.3.3 Sub-programme: Education and training

Objective: To produce and provide model training course materials and training materials for OPRC and for HNS materials. Support and contribute to international symposia and conferences.

Programme elements and key activities

- 1 Collection and processing of information**
 - Collect information on existing HNS training course material; and
 - Contact relevant national and international organizations and the industry list of national operational contact points.
- 2 Development of training course materials**
 - Develop, evaluate or revise OPRC model course materials; and
 - Develop, evaluate or revise HNS course materials.
- 3 Provision of assistance and cooperation**
 - Provide on request the OPRC Model Courses material and HNS course materials to authorized training institutions; and
 - Provide co-operation with and support to international symposia and conferences (IOSC, INTERSPILL, SPILLCON).

Planned Outputs for 2004-2005

Depending on the progress in the work programmes of the Marine Environment Protection Committee (MEPC) and relevant decisions by the Committee on the work programmes of the Committee, the following outputs may be expected.

- Production of OPRC model training course materials:
 - New Foundation level for Managers;
 - Revised OPRC Level 1, 2, and 3 (reference material); and
 - Revised OPRC train the trainers (reference material)
- Model course Reference materials on HNS for decision makers;
- Model course training materials on HNS; and
- Input to programme presentation in international symposia/ conferences.

Primary beneficiaries: IMO Member States as well as the industry to satisfy their permanent need for training.

Completion Date/ Timescale: OPRC training course materials will be finalized, edited and produced during 2004, except for reference materials on OPRC train the trainers. HNS training course materials are planned to be developed and tested in 2005.

3.3.4 Sub-programme: Technical services and technical assistance

Objectives: To organize for and provide technical assistance advice for preparedness and in case of emergency and to facilitate research and development.

Programme elements and key activities

1 Provision of technical assistance and cooperation

- Organize for and provide technical assistance and advice to State establishing national or regional marine pollution response capabilities;
- Organize for and provide technical assistance and advice upon request to States faced with major maritime pollution incidents; and
- Contact and cooperate with the International Standard Organization (ISO) on compatible standards for (High-density oil and HNS) pollution combating techniques and equipment.

2 Facilitation of co-operation in research and development

- Preparation and organization including securing the funding of a Research and Development forum on HNS issues;
- Follow-up of the 3rd R&D Forum on response to spills of high density oil.

Planned Outputs for 2004-2005

Depending on the progress in the work programmes of the Marine Environment Protection Committee (MEPC) and relevant decisions by the Committee on the work programmes of the Committee, the following outputs may be expected.

- Technical advice reports on the establishment of national or regional marine pollution response capabilities;
- Technical assessment and advice will be provided to the Governments facing the major marine pollution incidents;
- Reports and proceedings of the R&D Forum; and
- Compatible Standards for pollution combating techniques and equipment.

Primary beneficiaries: National authorities responsible for marine pollution preparedness, response and co-ordination

Completion Date/ Timescale: Advisory services will be provided upon request continuously. The follow-up of the 3rd R&D Forum will be taking place for 2004-2005 and the forum on HNS issues will be organized in 2005. Encouraging effort for the development of the compatible standards will go on during the forthcoming biennium.

3.3.5 Sub-programme: Co-ordination and promotion of international and regional co-operation

Objective: To promote co-ordination and co-operation among related organizations on the matters of pollution preparedness and response.

Programme elements and key activities

1 Strengthening the IMO/Industry Global Initiative

- Develop and implement global IMO/Industry Co-operative programme on pollution preparedness and response (OPRC and OPRC-HNS); and
- Co-operate with industry (shipping, oil and chemical) for the development of national and regional capabilities.

2 Technical supports to regional organizations

- Provide technical supports to and facilitation for the development and strengthening of regional arrangements for combating pollution incidents (OPRC and OPRC-HNS) and liaison with regional conventions and organizations;
- Provide technical supports to and facilitation for the development and strengthening of regional/sub-regional contingency plans;
- Provide technical support to and facilitation for the establishment of regional centres;
- Manage the IMO regional centres and programmes (REMPEC Mediterranean region and REMPEITC Wider Caribbean) and also provide supports to regional centres not managed by IMO.

3 Cooperation with International Organizations

- Prepare and organize, jointly with UNEP, an international Forum on regional co-operation on preparedness and response to marine pollution, financing from the ITCP fund for representation from developing countries; and
- Representation of IMO at relevant Regional and International meetings on combating marine pollution from sea based activities.

Planned Outputs for 2004-2005:

Depending on the progress in the work programmes of the Marine Environment Protection Committee (MEPC) and relevant decisions by the Committee on the work programmes of the Committee, the following outputs may be expected.

- IMO/industry joint projects on pollution preparedness and response;
- Developed/revised regional arrangements for combating pollution incidents;
- Developed contingency plans for a specific region/ sub-region (Africa, Caribbean, South America, Red Sea and Gulf of Aden);
- New regional centres established (Africa, Red Sea and Gulf of Aden, South East Asia);
- Implemented programmes and projects for REMPEC Mediterranean region and REMPEITC Wider Caribbean;
- Projects developed and implemented for non-IMO-managing regional centres or Regional Sea Secretariat including: ROMPE/MEMAC Gulf region; MER/RAC North West Pacific; ERAC Black Sea region; SPREP Secretariat Pacific; SACEP Secretariat – South Asia; PERSGA Secretariat; Red Sea and Gulf of Aden; and CPPS Secretariat South East Pacific.
- Report and recommendations of an international Forum.

Primary beneficiaries: Regional co-operation mechanism and the countries parties to the regional arrangement on co-operation on preparedness and response to marine pollution incidents

Completion Date/ Timescale: Provision of coordination and cooperation is an on-going nature and will be carried out throughout the biennium. The IMO-UNEP joint organization of the international forum will be convened during the year 2004.

**3.4 PROGRAMME : MANAGEMENT OF WASTE DISPOSAL AT SEA
(LONDON CONVENTION / LONDON PROTOCOL)**

Legislative Authority: Contracting Parties to the London Convention 1972 at their first meeting in 1975 designated IMO as the Organization responsible for Secretariat duties in relation to that Convention. In 1976, the Council accepted these duties. In 1996, the Council confirmed its acceptance of the duties set out in the 1996 Protocol. This Protocol is expected to enter into force in 2004, or 2005. Article XIV of the London Convention and Article 19 of the London Protocol set out the basic tasks to be carried out by the Organization in the administration of these instruments.

Upon the entry into force of the London Protocol, two legal regimes for the same cause will be in force. For the duration of this parallel operation, the Consultative Meeting should continue to conduct its business in the normal manner including annual Consultative meetings that would initially just address London Convention operations and later, when the London Protocol is in force, will address both the Convention and the Protocol during the same meetings

Objective: To assist Contracting Parties in their effective implementation of the London Convention and of the London Protocol, including, inter alia, the provision of mechanisms for co-operation and of information networks concerning waste management options and scientific/technical issues relevant for the protection of the marine environment.

Sub-programmes

- 1 Compliance activities with the London Convention/Protocol;
- 2 Promotion of and preparation for the entry into force of the London Protocol;
- 3 Development and review of guidance for implementation of the London Convention/Protocol; and
- 4 Partnership arrangements.

Substantial changes: With the adoption of the Long-term Programme for the London Convention and the Promotion of the London Protocol in 2001, planning the agenda of LC meetings and tracking the output of these meetings is becoming more transparent. In 2002 a series of activities were agreed aimed at promulgation of LC expertise through collaborative agreements with relevant international organizations.

Regular budget resource requirements

Programme 3.4 - Management of Waste Disposal at Sea													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		13.0	5.0	92,200	5	49,800	700	14,800	4,000			161,500	
2003		13.0	5.0	92,300	5	52,300	700	12,000	4,000			161,300	322,800
2004		16.0	10.0	144,700	5	56,000	700	3,700	6,000			211,100	
2005		16.0	10.0	146,200	5	58,800	700	3,900	6,000			215,600	426,700

3.4.1 Sub-programme: Compliance activities with the London Convention/Protocol

Objective: To assist Contracting Parties on their compliance with the obligations under the London Convention/Protocol.

Programme elements and key activities

1 Strengthening Contracting Parties/ National Focal Points

- Establish and maintain working contacts with LC National Focal Points in administrations;
- Provide guidance to improve the quantity and quality of annual reports of Parties on their dumping activities; and
- Encourage and guide NFPs to provide regular reports on their dumping and monitoring activities.

2 Analysis of experiences and cases

- Review and analyse the reports by Parties on compliance with the Convention/Protocol;
- Analyse experience of compliance of other international agreements; and
- Register, analyse and, where necessary act on reports received on observed illegal dumping operations.

Planned Outputs for 2004-2005

Under the supervision of the London Convention Consultative Meeting, the following outputs are expected:

- Addition/establishment of National Focal Points;
- Monitoring and assessment reports of dumping actions;
- Increased quantity, improved quality, and regular submission of annual reports from Parties;
- Questionnaires and reports on the compliance experiences of other international agreements; and
- Analysis and measures taken based on the observance of the illegal dumping operation cases.

Primary beneficiaries: National administration of Contracting Parties to the London Convention/ Protocol; States that consider joining the London Protocol

Completion Date/ Timescale: The analysis of the experiences of compliance arrangements in other international agreements will be completed by the coming biennium. All other reporting and corresponding activities are on-going natures and being carried out throughout the biennium.

3.4.2 Sub-programme: Promotion of and preparation for the entry into force of the London Protocol
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Objective: To make the entry into force and further promotion of the London Protocol in this biennium.

Programme elements and key activities

1 Administration of the Protocol

- Develop procedures and mechanisms to assess and promote compliance with the Protocol;
- Prepare a draft budget and financial account for the administration of the Protocol; and
- Conduct outreach activities for the “LC-Bureau” (Secretariat and Chair and Vice-Chairmen of the Consultative Meeting)

2 Provision of promotional assistances

- Monitor transitional period conditions requested by new Parties to the Protocol;
- Assist States requesting advice on the development of legislation to implement the Protocol;
- Apply consultation procedures between Contracting Parties in co-operation with appropriate international organizations as required by the Protocol, e.g., in emergency cases as provided for in its Article 8.2; and
- Encourage LC parties to ratify and new countries to accede to the Protocol.

Planned Outputs for 2004-2005

Under the supervision of the London Convention Consultative Meeting, the following outputs are expected:

- Proposals for procedures and mechanisms to assess and promote compliance with the Protocol for review and adoption by parties to the Protocol;
- Draft budget and financial accounts for the Protocol;
- Proposals and reports made in/for the Consultative Meetings; and
- Advisory reports in respect of transitional period conditions and development of legislation to implement the Protocol when required under Article 8.2; application of consultation procedures between contracting Parties; and other encouragement activities.

Primary beneficiaries: National administrations of Contracting Parties to the London Protocol.

Completion Date/ Timescale: Draft procedures and mechanisms to assess and promote compliance with the Protocol are to be developed by the end of year 2004. The budget and financial account is going to be drafted in 2004 and other activities will be carried out throughout the forthcoming biennium.

3.4.3 Sub-programme: Development and review of guidance for implementation of the London Convention/Protocol

Objective: To provide expanded and up-to-date guidance for implementation of the London Convention/Protocol, leading to improved and more consistent implementation

Programme elements and key activities

1 Development of interpretation and guidance

- Develop interpretation of provisions of the Convention and Protocol;
- Develop guidance to establish “Action Levels” under the Specific Guidelines of 2000;
- Develop generic guidance on the use of biological assessment tools when considering waste materials for disposal;
- Complete the production of generic guidelines for the selection of physical, chemical and biological variables for assessment of dredged materials; and
- Undertake amalgamation of generic guidelines above with the 2002 Sampling Guidelines;
- Track progress with the development of guidance on specific radiological assessments for potential impacts on the marine environment (“de minimis”)

2 Review and revise guidelines

- Review the 1997 Waste Assessment Guidelines (Generic Guidelines);
- Review and revise, as necessary the 8 Waste Assessment Guidelines (Specific Guidelines of 2000).

3 Provision of assistance and encouragement

- Provide advice on implementation, application of Convention/Protocol and developed guidance through comments, articles, correspondence, training materials, workshops, demonstration guidance, LC-Website and monitoring programmes;
- Compile experiences in application of National “Action Levels”;
- Encourage alternative waste management options to prevent waste disposal at sea; beneficial use and habitat enhancement activities; and
- Assist the Chairman, the Consultative Meeting, the Scientific Group with the preparation and conduct of key activities and represent IMO and the Consultative Meeting at relevant meetings outside IMO regarding marine pollution control aspects.

Planned Outputs for 2004-2005

Under the supervision of the London Convention Consultative Meeting, the following outputs are expected:

- Revised 1997 Waste Assessment Guidelines;
- Generic guidelines for the selection of physical, chemical and biological variables for assessment of dredged materials;
- Generic guidelines above combined with the 2002 Sampling Guidelines;
- Up-to-date Waste Assessment Guidelines (Specific Guidelines of 2000);
- Interpretation of provisions of the Convention and Protocol;
- Guidance to establish “Action Levels” under the Specific Guidelines of 2000;

- Generic guidance on the use of biological assessment tools when considering waste materials for disposal;
- Progress report in the development of guidance on specific radiological assessments for potential impacts on the marine environment (“de minimis”); and
- Advisory service reports and related correspondence.

Primary beneficiaries: National administrations of Contracting Parties to the London Convention/Protocol.

Completion Date/ Timescale: The review of 1997 Waste assessment Guidelines will be implemented in 2004 and general guidelines for the selection of physical, chemical and biological variables for assessment of dredged materials are also planned to be completed by 2004. Other guidelines will be reviewed, revised and developed by the end of year 2005. The development of the guidances will start in 2004 and finish in 2005. Provision of assistance and encouragement activities in respect of London Convention/Protocol implementation will be continued throughout the biennium.

3.4.4 Sub-programme: Partnership arrangements

Objective: To establish and maintain collaborative arrangements with relevant international organizations for the purpose of co-ordinating work of common interest, i.e. the development, execution and review of coastal management and marine pollution prevention programmes and activities.

Programme elements and key activities

1 Contribution of LC expertise

- Contribute to coastal management and marine pollution prevention programmes and activities by other international organizations, including IMO (e.g., ship-recycling, implementation of MARPOL);
- Contribute LC marine scientific expertise to the establishment of a regular process in the UN system of global reporting and assessment of the marine environment (WSSD Plan of Implementation);
- Contribute to the implementation of the UNEP/GPA activities and priorities in general, and, in particular, to the GPA Review Conference in 2006

2 Collaboration with other organizations

- Promote, wherever possible, closer co-operation with the TC programmes of other relevant international organizations to achieve mutual benefits;
- Collaborate through the Scientific Group to marine science and sustainable management capacity building activities of UNESCO-IOC, FAO and other relevant international organizations (WSSD Plan of Implementation);
- Collaborate with international organizations on clearing house functions:
 - UNEP/GPA protection of the marine environment from land-based activities
 - Waste management Basel Convention
 - Web-site: Oil from sea-based sources

- Develop proposals for co-operation with Contracting Parties to relevant regional agreements, including draft harmonized procedures to promote regional co-operation under Article 12 of the London Protocol

Planned Outputs for 2004-2005

- Activity reports in respect of LC expertise contribution;
- Resource materials and presentations provided to other organizations for the application of LC provisions;
- Jointly developed and implemented TC programmes;
- Contribution to Establishment of a regular process in the UN system of global reporting and assessment of the marine environment;
- Activity reports and presentations of the Scientific Group;
- Collaborative activity reports;
- Updated website for oil from sea-based sources; and
- Fully developed proposals for cooperation with Contracting Parties to relevant regional agreements.

Primary beneficiaries: National administrations of Contracting Parties to the London Convention/Protocol.

Completion Date/ Timescale: The contribution of LC marine scientific expertise to the establishment of a regular process of global reporting and assessment of the marine environment will be made by 2004. All other collaborative activities will go on during the 2004-2005 biennium.

3.5 PROGRAMME: BALLAST WATER MANAGEMENT

Legislative Authority: MEPC 42 agreed to develop a draft legal instrument on the control and management of ships' ballast water and sediments with a view to its adoption by a diplomatic conference. Depending on further discussion at MEPC 49, and subsequent approval by the Council, a Diplomatic Conference on Ballast Water Management, originally planned for 2003, should now be held early 2004 with a view to adoption of this legal instrument.

The anticipated International Convention for the Control and Management of Ships' Ballast Water and Sediments (Ballast Water Convention) charges IMO with new administrative duties to assist Member States in their efforts to implement the new instruments. The Convention also establishes new advisory responsibilities for the Organization including the preparation of standardized reporting forms and development of technical guidelines and documentations. As a consequence of the adoption of the Ballast Water Convention (BWC) IMO will be requested to undertake new responsibilities regarding the training of port inspectors and ship's officers and crew engaged in ballast water management. It is also anticipated that some of the Resolutions, which will be adopted by the Diplomatic Conference on Ballast Water Management (BWM), will require the Organization to undertake additional responsibilities regarding capacity building, education and awareness raising.

Objectives

- 1 To prepare the necessary arrangements for, and hold the Diplomatic Conference on Ballast Water Management for adoption of the draft International Convention for the Control and Management of Ships' Ballast Water and Sediments.
- 2 To discharge the secretariat obligations derived from the Ballast Water Convention, by carrying out the work related to the routine administration of the Convention, maintaining and updating the information required by the Convention taking into account technological progress and experience accumulated.
- 3 To prepare the necessary reporting forms and develop the technical guidelines and recommendations as requested by the Ballast Water Convention.
- 4 To assist Member States to raise awareness on the threat posed by invasive aquatic species; provide standardized training courses for seafarers engaged in ballast water management; and to enhance their capacity to effectively address problems related to the transfer of harmful invasive aquatic organisms in ships' ballast water.
- 5 To collect, process, maintain and update requests, notifications and other reporting forms required by the Ballast Water Convention and circulate the information to Parties concerned.
- 6 To provide technical advice and services to Member States as requested, and coordinate and monitor the technological progress and related Research and Development.
- 7 To establish regional arrangements to address the transfer of harmful organisms and pathogens in ships' ballast water and to ensure a standardized approach to related problems at a global level.

Sub-programmes

- 1 2004 Diplomatic Conference on Ballast Water Management;

- 2 Core Secretariat support functions for MEPC (responsibilities related to the administration of the Ballast Water Convention;
- 3 Development of guidelines and technical recommendations as required by the BWC;
- 4 Capacity building, education and training;
- 5 Information processing and communication services (Clearing House Mechanism);
- 6 Technical assistance and R&D coordination; and
- 7 Coordination of regional cooperation for the implementation of the Ballast Water Convention

Substantial changes: This constitutes a new and high profile commitment for the Organization and for MEPC. Ballast Water Management also involves new areas of co-operation and reporting, e.g., vis-à-vis the Biodiversity Convention and relevant regional agreements. It also implies significant new responsibilities for IMO in 2004-2005 biennium and for the medium and long-term regarding awareness raising and training (necessary amendments to the STCW Convention and Code as appropriate). The Ballast Water Convention entrusts IMO with new regulatory attributions extended both to Flag States and Port/Coastal States and requires updated information based on technological progress and experience accumulated. Finally, the Convention calls for regional cooperation and a standardized, uniform international approach to the issue.

Regular budget resource requirements

Programme 3.5 - Ballast Water Management													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		9.0	7.0	78,700			600					79,300	166,200
2003		9.0	7.0	84,400			600	1,900				86,900	
2004		11.0	1.0	79,300	5	60,500	1,100		9,000	60	12,000	161,900	294,300
2005		11.0	11.0	110,300			1,100		9,000	60	12,000	132,400	

3.5.1 Sub-programme: 2004 Diplomatic Conference on Ballast Water Management

Objective: To prepare the necessary arrangements for, and hold the Diplomatic Conference on Ballast Water Management for adoption of the draft International Convention for the Control and Management of Ships' Ballast Water and Sediments.

Programme elements and key activities

1 Preparation of the Conference

- Prepare necessary Secretariat's notes and documents;
- Provide assistance to delegations of Member Governments in preparing their documents for the Conference; and
- Prepare briefs for the chairmen.

2 Conduct of the Conference

- Participation in the meeting and provide Secretariat services to assist delegations; and
- Prepare draft reports and other working papers and finalize and issue reports concerning the outcome of the Conference.

Planned Outputs for 2004-2005

- Final conference documents and proceedings; and
- Final Act

Primary beneficiaries: IMO Member States, which become signatories to the Ballast Water Convention. IMO, in response to WSSD urging it to complete this Convention.

Completion Date/ Timescale: The Conference is planned to be convened during the year 2004 and will be prepared accordingly.

<h3>3.5.2 Sub-programme: Core secretariat support functions for MEPC (responsibilities related to the administration of the Ballast Water Convention)</h3>

Objective: To provide secretariat support as requested and carry out the work related to the administration of the Ballast Water Convention.

Programme elements and key activities

1 Preparation and performance of related meetings (MEPC/BWC)

- Prepare necessary Secretariat's notes, proposals and documents;
- Provide assistance to delegations of Member Governments in preparing their documents for the Conference;
- Prepare briefs for the chairmen;
- Prepare draft reports and other working papers; and
- Compile and issue the reports of the meetings.

2 Information management

- Receive the information provided by the Member States in accordance with the provisions of the Ballast Water Convention;
- Notify receipt of information and applications provided by the Member States as required;
- Maintain, update and disseminate information received as appropriate; and
- Develop appropriate means to circulate relevant information to Parties concerned;

3 Assistance and secretariat support for follow-up activities

- Assess and approve requests from Member States to establish more stringent measures for ballast water management;
- Establish contacts and liase with other international organizations involved in ballast water management and control issues to coordinate work of common interest;
- Assist and provide secretariat support to groups established to conduct reviews of ballast water management technologies; and

- Prepare amendments to the Ballast Water Convention and associated documentation as required.

Planned Outputs for 2004-2005

- Working documents for meetings (briefs, draft reports, information papers and other working papers);
- Assessment and approval reports in respect of:
 - measures to prevent, reduce or eliminate the transfer of harmful organisms and pathogens in ballast water; and
 - new technologies for ballast water management;

Primary beneficiaries: Member Governments and shipping industry.

Completion Date/ Timescale: The preparation and convening of meetings will be on-going activities together with the management of the information required for ballast water management. The assessment and approval reports produced according to priority to be given by MEPC.

3.5.3 Sub-programme: Development of guidelines and technical recommendations as required by the BWC
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Objectives: To prepare the necessary reporting forms and develop the technical guidelines and recommendations as required by the BWC.

Programme elements and key activities

1 Human and institutional resource development

- Select, recruit and co-ordinate the activity of the consultants appointed to carry out the work related to the development of training and model courses; and
- Train staff to conduct relevant communication and maintain records as appropriate.

2 Preparation of reporting forms and guidelines

- Prepare standardized reporting and notification forms as required;
- Develop guidelines and technical recommendations as appropriate; and
- Prepare relevant IMO publications related to guidelines and technical recommendation.

Planned Outputs for 2004-2005

- Standard reporting forms under the BWC; and
- Guidelines developed under the BWC.

Primary beneficiaries: Member Governments and the shipping industry

Completion Date/ Timescale: The preparation of standard reporting forms and development of guidelines and technical recommendations will be carried out according to the priority given by MEPC.

3.5.4 Sub-programme: Education , training and capacity building

Objectives: To assist Member States to raise awareness on the threat posed by invasive aquatic species; provide standardized training courses for seafarers engaged in ballast water management; and to enhance their capacity to effectively address problems related to the transfer of harmful invasive aquatic organisms in ships' ballast water.

Programme elements and key activities

1 Development of training and awareness materials

- Collect information and data on existing education and training materials in co-operation with relevant national and international organizations and the industry;
- Develop and produce awareness materials (brochures, posters, etc.);
- Coordinate the production of the comprehensive Ballast Water Management training package and liaise with other relevant organizations participating in the United Nations Train-X network (Train-Sea-Coast, Train-Mar, Train-Air);
- Select, recruit and co-ordinate the activity of the consultants appointed to carry out the work related to the development of training and model courses; and
- Edit and produce training and model courses.

2 Delivery of lectures, materials and information

- Edit, produce and disseminate the BWM dedicated newsletter;
- Prepare and deliver lectures on specific aspects of ballast water management and the implementation of the BWC to specialized education institution;
- Distribute/commercialise education and awareness materials as required;
- Prepare and present scientific and technical papers at specialized international and regional events and prepare relevant reports and documentation;
- Organize specially designed courses to train the trainers and build institutional capacity as appropriate.

Planned Outputs for 2004-2005

Under the supervision of the MEPC, the following outputs are expected:

- Awareness materials on the impacts of the transfer of harmful aquatic organisms and pathogens in ships' ballast water. (Brochures, posters, newsletter);
- Developed training courses for sampling ships' ballast water (Art. 14.2);
- Development of model courses for the training of ship's officers and crew engaged in ballast water management (Reg. B-5); and
- Generic presentation, scientific papers, reports, technical papers presented to symposia, conferences and other international and regional events;

Primary beneficiaries: Member Governments and shipping industry. Developing countries from informed and effective participation in the global decision making process regarding ballast water related issues.

Completion Date/ Timescale: The sampling manual and model courses are to be developed by 2004 and other outputs will be provided throughout the biennium 2004-2005 according to priority to be given by MEPC.

3.5.5 Sub-programme: Information processing and communication services (Clearing House Mechanism)

Objective: To collect, process, maintain and update requests, notifications and other reporting forms required by the Ballast Water Convention and circulate the information to Parties concerned.

Programme elements and key activities

1 Information collection and management

- Collect, assess and process information as required by the Ballast Water Convention;
- Select, recruit and coordinate the work of the consultant(s) appointed to develop the relevant databases and website;
- Develop the relevant databases and website being able to receive electronic data automatically.

2 Human/ institutional resource development

- Train staff for the update and maintenance of the databases and website;
- and
- Contact and liaise with relevant national and international organizations and the industry to co-ordinate work of common interest and to establish complementary activities.

Planned Outputs for 2004-2005

Under the supervision of the MEPC, the following outputs are expected:

- Developed database for of notifications, requests, applications and other information in accordance with the relevant provisions of the BWC;
- Developed and maintained website dedicated for ballast water management and related issues; and
- Established and updated internet links with relevant national, regional and international sites involved in the transfer of aquatic invasive species.

Primary beneficiaries: Member States and the shipping industry.

Completion Date/ Timescale: The database and dedicated website will be completed in 2004 and the internet links on the developed website to relevant national and international sites will be an ongoing activity.

3.5.6 Sub-programme: Technical services and assistance and R&D coordination

Objective: To provide technical advice and services to Member States as requested, and monitor the technological progress and related R&D.

Programme elements and key activities

1 Provision of technical assistance and advisory services

- Provide technical services and assistance as requested by Member States to enhance their capabilities to implement the provisions of the Ballast Water Convention ;
- Develop standardized methodologies for risk assessment and port baseline surveys associated with ballast water management;
- Provide specialized assistance in the development and implementation of relevant national legislation and regulations; and
- Provide advisory services for the development of National Ballast Water Management Plans; and
- Provide expert advice and assistance in the development of national Compliance Monitoring and Enforcement Systems for the implementation of the Ballast Water Convention;

2 R&D co-ordination and monitoring

- Maintain and update a Ballast Water R & D Directory; and
- Facilitate co-operation with other relevant organizations involved in R&D activities related to Ballast Water Management

Planned Outputs for 2004-2005

- Technical reports and specialist advice;
- Standardized protocols for risk assessment and port baseline surveys;
- Legislative review and reports;
- National Ballast Water Management Plans;
- National Compliance Monitoring and Enforcement Systems for the implementation of the Ballast Water Convention;
- Ballast Water R&D Directory; and
- R&D Symposia

Primary beneficiaries: Member Governments and shipping industry. Developing countries from informed and effective participation in the global decision making process regarding ballast water related issues.

Completion Date/ Timescale: These activities need preparatory work based on the request from states and are mostly undertaken in 2005.

3.5.7 Sub-programme: Coordination of regional cooperation for the implementation of the Ballast Water Convention

Objectives: To establish regional arrangements to address the transfer of harmful organisms and pathogens in ships' ballast water and to ensure a standardized approach at the global level.

Programme elements and key activities

1 Formation of cooperative grounds

- Develop generic Strategic Action Plans (SAPs) for regional cooperation;
- Facilitate adoption of regional SAPs and assist in harmonization of various interests expressed by the countries involved;
- Facilitate exchange of experience and sharing of lessons learned in implementing regional agreements in different regions of the world; and
- Carry out follow-up activities related to the WSSD and prepare the necessary documentation;

2 Coordination of regional and international cooperation related to Ballast Water Management

- Cooperate with existing regional mechanisms and organizations to implement the Ballast Water Convention;
- Prepare and organize regional and international fora on the implementation of the Ballast Water Convention;
- Provide coordination of and support to the anticipated GEF/UNDP/IMO project GloBallast Advanced, focused on building regional partnerships to assist developing countries in implementing the BWC;
- Promote regional and international cooperation within the UN System and with other relevant international organizations, Global Invasive Species Programme (GISP), IUCN – The World Conservation Union, International Ocean Institute, etc; and
- Represent IMO at relevant regional and international meetings.

Planned Outputs for 2004-2005

- Regional Strategic Action Plan;
- Recommendations, reports, programmes for the anticipated GEF/UNDP/IMO project GloBallast Advanced;
- Projects developed jointly with other relevant international organizations; and
- Programmes and projects implemented for follow-up action on the partnership in accordance to the recommendations of the WSSD.

Primary beneficiaries: Member Governments and shipping industry. Developing countries from informed and effective participation in the global decision making process regarding ballast water related issues. Developing countries and in particular small islands developing countries (SID) from the establishment of regional programmes for improved arrangement of their Coastal and EEZ resources.

Completion Date/ Timescale: The anticipated GEF/UNDP/IMO project GloBallast Advanced will be prepared during 2004 and other activities will carry on till 2005, according to priority to be given by MEPC.

3.6 PROGRAMME: CO-OPERATION WITH UN AGENCIES ON OCEAN AND MARINE ENVIRONMENT GOVERNANCE INCLUDING GESAMP

Legislative Authority: The UN General Assembly resolution 54/33 (November 1999) established an open-ended informal consultative process on Oceans and the Law of the Sea (“the Consultative Process”). The UN General Assembly resolution 57/48 (December 2002) decided to continue with the Consultative Process for the next three years in accordance with resolution 54/33.

The UN General Assembly resolution 57/48 (10 December 2002) invited the Secretary-General to establish an effective, transparent and regular inter-agency co-ordination mechanism on oceans and coastal issues within the United Nations system. This new mechanism should have a clear mandate and be established on the basis of principles of continuity, regularity and accountability.

The UN General Assembly adopted resolution 47/191 in December 1992 requesting all UN specialized agencies to strengthen and adjust their activities in line with Agenda 21. The IMO Assembly adopted Resolution A832(19) on follow-up to UNCED in November 1995, requesting IMO’s focal point, the MEPC, to keep the matter of follow-up to UNCED under continuous review.

The World Summit on Sustainable Development held in Johannesburg, 26 August – 4 September 2002, adopted a plan of implementation to build up on the achievement since UNCED and expedite the realization of the remaining goals. The Plan of Implementation promotes the strengthening of collaboration within and between the United Nations System, international financial institution, the GEF and WTO, utilizing the United Nations Chief Executives Board for Co-ordination (CEB), the United Nations Development Group, the Environment Management Group and other inter-agency co-ordinating bodies. The Commission on Sustainable Development should continue to be the high-level commission on sustainable development with the United Nations system and serve as a forum for consideration of issues related to integration of three dimensions of sustainable development.

The IMO/FAO/UNESCO-IOC/WMO/WHO/IAEA/UN/UNEP Joint Group of Experts on the Scientific Aspects of Marine Environmental Protection (GESAMP) was established in 1969 by the Sponsoring Agencies in the UN system with the approval of their governing bodies as an independent advisory group consisting of specialized experts nominated by the sponsoring agencies. IMO provides the Administrative Secretariat for GESAMP.

GESAMP normally meets once a year and works through task teams and working groups established for each of the tasks assigned or advice sought by the Sponsoring Agencies. Each Agency provides a Technical Secretary. The Administrative Secretary convenes annual meetings of the Joint Secretariat at least once per year. Experts nominated by the sponsoring agencies for GESAMP work attend meetings without receiving a fee, paid only for their travel and subsistence (DSA) costs.

Objectives

- 1 To participate and contribute to the consultative and co-ordination mechanisms on oceans and marine environment established within the United Nations systems;
- 2 To participate and contribute to the institutional mechanisms for sustainable development and environmental management at the international level;

- 3 To co-ordinated and co-operate with other UN agencies and secretariats of global conventions in areas of mutual interest; and
- 4 To provide through GESAMP, independent scientific advice on marine environmental protection to the sponsoring agencies as requested by their committees or executive bodies.

Sub-programmes

- 1 Consultation and co-ordination within the UN system;
- 2 Follow-up to UNCED and to the World Summit on Sustainable Development;
- 3 Co-operation with UN Agencies and Secretariat of Global Conventions and programmes; and
- 4 GESAMP

Substantive changes: An independent and in depth review of GESAMP was carried out in 2001 and a Strategic Plan for the future of GESAMP will be completed in 2003. The conclusions on the Strategic Plan are likely to have major consequences for the future structure and set up of GESAMP. For this biennium it is assumed that: (1) GESAMP will continue; and (2) the IMO contribution to GESAMP activities is kept at the same level as in the previous biennium (2002-2003).

Regular budget resource requirements

Programme 3.6 - Co-operation with UN Agencies on ocean governance including GESAMP													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		12.0	8.0	102,500			900	19,000	41,100	133	20,000	183,500	
2003		12.0	8.0	109,200			900	19,000	41,100	133	20,000	190,200	373,700
2004	3.5	8.5	2.0	103,800					55,500	85	21,000	180,300	
2005	3.5	8.5	2.5	107,900					55,500	85	21,000	184,400	364,700

3.6.1 Sub-programme: Consultation and co-ordination within the UN system

Objective: To contribute to improved programme co-ordination with UN Agencies on ocean and marine environment governance.

Programme elements and key activities

1 General cooperation work

- Liaise with the members of the relevant co-ordination mechanisms established within the UN system;
- Prepare input, position papers and reports to be submitted to the co-ordination mechanisms to which IMO is a member;

- Co-operate and co-ordinate with the other relevant divisions of IMO Secretariat in preparation of IMO's position papers and reports to the co-ordination mechanisms;
- Represent IMO at the meetings of the co-ordination mechanisms;

2 Contribution to specific programs

- Implement the follow-up and co-ordination of the IMO contributions to the UN Atlas of the Oceans; and
- Co-ordinate the work for the IMO input and contribution to the global assessment of the state of the marine environment

Planned Outputs for 2004-2005

- IMO input and Position papers for the meetings of the Open-ended informal consultative process on oceans and the law of the sea (the Consultative Process);
- IMO input and reports the regular process under the UN for global reporting and assessment of the state of the marine environment; and
- IMO input to the UN Atlas of the Oceans

Primary beneficiaries: IMO Member States and IMO as partner of the international community.

Completion Date/ Timescale: The consultation and co-ordination within the UN system are on-going activities and will be carried out in 2004 and 2005.

3.6.2 Sub-programme: Follow-up to UNCED and to the World Summit on Sustainable Development

Objective: To prepare reports on IMO's activities for and contribute otherwise to the institutional mechanisms for sustainable development and environmental management at the international level.

Programme elements and key activities

1 General cooperation work

- Co-operate and liaise with the relevant UN agencies participating to the inter-agency co-ordination bodies;
- Co-operate and co-ordinate with the other relevant divisions of IMO Secretariat in preparation of IMO's position papers and reports on sustainable development and environment management; and
- Represent IMO at the relevant UN meetings related to sustainable development and environment management, such as CSD, EMG and to take any necessary follow-up action.

2 Contribution to specific programs

- Prepare reports concerning IMO's responses to CSW concerning:
 - Chapter 17 of Agenda 21; and
 - the implementation of the WSSD Plan of Implementation;
- Provide input and position paper to the Commission on Sustainable Development (CSD).

Planned Outputs for 2004-2005

- IMO input and position papers for the CSD;
- IMO input and position papers for “the inter-agency co-ordination bodies on sustainable development and environmental management (e.g. the Environment Management Group – EMG)”
- Review and monitoring reports in respect of progress in the implementation of
 - Chapter 17 of Agenda 21; and
 - the WSSD Plan of Implementation;
- Partnerships with other UN agencies .

Primary beneficiaries: IMO Member States and IMO as partner of the international community.

Completion Date/ Timescale: The cooperative activities and follow-up action for the sustainable development belong to on-going characters and will be carried out through to the years 2004 and 2005.

3.6.3 Sub-programme: Co-operation with UN agencies and Secretariat of Global Conventions and programmes

Objectives: To contribute to improved programme co-ordination with UN Agencies on ocean and marine environment governance.

Programme elements and key activities

1 Cooperation with relevant UN agencies

- Co-ordinate, develop joint projects and establishing partnerships with the relevant UN agencies including UNEP, UNESCO-IOC, WMO, IAEA, FAO, WHO and UNEP-OCHA

2 Cooperation with the Secretariat of Global Conventions

- Co-ordinate IMO activities with Secretariats of relevant global conventions and programmes including:
 - Secretariat of the relevant Global Conventions;
 - Basel Convention;
 - Convention on Biological Diversity and the Jakarta Mandate;
 - International Coral Reef Initiative;
 - United Nations Framework Convention on Climate Change and the Kyoto Protocol;
 - Global Programme of Action for the Protection of the Marine Environment from land-based activities (GPA); and
 - Programme of Action for the Sustainable Development of Small Island Developing States

Planned Outputs for 2004-2005

- IMO input and position papers for the programmes and meetings of the relevant UN agencies;
- IMO input and position papers for the Secretariat of the relevant Global Conventions and other programmes.

- Partnerships with other UN agencies

Primary beneficiaries: IMO Member States and IMO as partner of the international community.

Completion Date/ Timescale: The cooperation with other UN agencies and secretariats of global conventions in areas of mutual interest will continue throughout the biennium 2004-2005.

3.6.4 Sub-programme: Contribution to establishment and running of GESAMP office

Objectives

- 1 To co-ordinate the restructuring of GESAMP and contribute to the establishment and running of the “GESAMP Office”; and
- 2 To support IMO sponsored GESAMP activities.

Programme elements and key activities

1 Contribution to the establishment of the GESAMP office

- Implement the recommendations on the future of GESAMP (Strategic Plan)
- Establish funding arrangements with all GESAMP sponsors to support the “GESAMP Office”; and
- Contribute to the establishment of the “GESAMP Office” itself and to the tasks undertaken by that Office.

2 Support IMO sponsored GESAMP activities, including the involvement of a consultant

- Identify GESAMP experts and other experts who have expertise in the fields currently under discussion by GESAMP;
- Prepare project documents, and collate necessary material and scientific information and resource species and centres;
- Arrange for travel and meeting facilities;
- Prepare reports and present the findings to GESAMP;
- Complete and update database on hazardous substances;
- Correspond with chemical producers and relevant national administrations; and
- Identify data sources and focal expert points for additional information, as well as donor sources for financial support needed to access data and information.

Planned Outputs for 2004-2005

- New foundation and structure for GESAMP;
- Circulars and reports of EHS to BLG regarding Hazard evaluation for MARPOL Annex II chemicals; and
- Computerized database with Composite list of Hazard Profiles.

Primary beneficiaries: Governments requesting advice from GESAMP, IMO Member States and MEPC.

Completion Date/ Timescale: The computerised database will be completed in 2004. The Strategic Plan will be implemented during the biennium 2004-2005.

3.7 PROGRAMME: TECHNICAL CO-OPERATION AND INSTITUTIONAL DEVELOPMENT- IMPLEMENTATION OF ENVIRONMENTAL PROGRAMMES

Legislative Authority

MARPOL 73/78, Article 17 - Promotion of Technical Co-operation;
 1973 MARPOL Conference Resolution 22 - Promotion of Technical Co-operation;
 OPRC 90, Article 9 - Technical Co-operation;
 OPRC Resolution 6 - Promotion of Technical Assistance;
 OPRC-HNS Protocol Article 7 – Technical Co-operation;
 OPRC-HNS Resolution 3 – Promotion of Technical Assistance;
 1978 TSPP Conference Resolution 11 - Marine Safety Corps;
 STCW 78 Conference Resolution 16 - Technical Assistance for...training...personnel of oil, chemical and liquefied gas tankers;
 STCW 78 Conference Resolution 23 - Promotion of technical co-operation;
 Resolution A.901(21) – IMO & Technical Co-operation in the 2000s;
 Resolution A.847(20) – Guidelines to assist flag States in the implementation of IMO instruments;
 Resolution A.873(20) – Technical co-operation as a means of promoting the acceptance and implementation of IMO instruments;
 Resolution A.929(22) – Entry into force of annex VI of MARPOL 73/78;
 Resolution A.901 (21) - IMO and technical co-operation in the 2000s;
 AFS 2002 Conference Resolution 4 – Promotion of technical co-operation; and
 ITCP programme for 2004-2005.

Selected Assembly Resolutions

A.349(IX) Technical assistance in field of marine pollution, A.546(13) Appeal to UNDP, other international agencies and donor countries for support (funds) IMO's technical co-operation programme, A.677(16) Technical Assistance in field of protection of the marine environment, A.743(18) Oil Tanker Safety and Marine Environment Protection;
 UNCLOS - Part XII - Protection and Preservation of the Marine Environment Section 3 Technical Assistance, Part XIV Development and Transfer of Marine Technology;
 London Convention, Article 9; and
 Resolution LC.54(18) Technical co-operation and assistance activities related to the London Convention 1972.

Objective: To strengthen through technical co-operation projects the national and regional capacity to prevent, control, combat and mitigate marine pollution. This programme concentrates on thematic priorities with the objective of assisting developing countries to improve their ability to comply with international rules and standards relating to the prevention and control of marine pollution, giving priority to technical assistance programmes and projects, that focus on human resource development and institutional capacity building.

Sub-programmes

- 1 Co-ordination of marine environment technical co-operation programme;
- 2 Pollution prevention;

- 3 Marine pollution preparedness and response;
- 4 Prevention of the transfer of harmful aquatic organisms and pathogens in ships' ballast water and sediment;
- 5 Management of waste disposal at sea (London Convention 1972 and 1996 Protocol); and
- 6 Management of large-scale projects financed by outside sources.

Substantive changes:

The thematic priorities of the IMO Integrated Technical Co-operation Programme for 2004-2005 for the Marine Environment Protection component takes into account the new development that have taken place recently:

- Air pollution Annex VI of MARPOL 73/78
- OPRC-HNS Protocol 2000
- AFS Convention 2001
- Guidelines for the identification and designation of PSSA
- Ballast Water managements (IMO Guidelines – Conventions)
- Ship recycling (IMO Guidelines)

Technical co-operation activities will be implemented by the Secretariat in co-operation with Member States, international and regional Organizations and the industry subject to availability of funds.

The funding of technical co-operation activities came from the IMO ITCP fund and from other sources like the GEF, (UNDP, World Bank (WB), and UNEP) and UNEP.

Regular budget resource requirements

Programme 3.7 - TC and Institutional Development - Implementation of Environment Programmes												Total	
Year	Work month estimates			Direct Cost £							Sub-total		
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		17.0	14.0	158,800								158,800	307,500
2003		17.0	14.0	148,700								148,700	
2004	4.0	30.5	17.5	303,400			500		2,500			306,400	651,800
2005	4.0	33.5	24.5	342,300			600		2,500			345,400	

3.7.1 Sub-programme: Co-ordination of marine environment technical co-operation programme

Objective: To prepare TC programme and projects and manage their implementation.

Programme elements and key activities

1 TC Projects management

- Prepare programmes and project proposals related to protection of the marine environment;
- Submit project proposals to potential donor organizations;
- Implement and monitor the implementation of TC projects (ITCP projects and other Projects);
- Prepare and submit reports of the project implementation to the relevant funding organizations and TCD;

2 Coordination activities

- Provide liaison with TCD and follow-up of the relevant IMO meetings dealing with TC activities;
- Maintain liaison with and contacting of international organizations (UNEP, UNDP, World Bank and EU) and regional organizations (Regional Seas Secretariat) on TC activities for protection of the marine environment;
- Supervise, guide and monitor the implementation of on-going GEF projects (East Asia Sea, Ballast Water and MEH) and EU projects (LIFE projects, MEDA projects in the Mediterranean region); and
- Participate when necessary in regional and international meetings related to the TC environmental programme.

Planned Outputs for 2004-2005

- Comprehensive programmes and project proposals prepared for the protection of marine environment;
- Project monitoring and implementation reports;

Primary beneficiaries: Countries and regions targeted under TC Projects.

Completion Date/ Timescale: The activities in this sub-programme will be undertaken on a continuous basis through the biennium 2004-2005.

3.7.2 Sub-programme: Pollution prevention

Objective: To assist countries in ratifying and implementing MARPOL and AFS Convention as well as implementing the relevant IMO guidelines on PSSA and ship recycling.

Programme elements and key activities

1 Ratification and implementation of MARPOL 73/78 and related codes

- Undertake needs assessment;
- Sensitise relevant authorities on the importance of ratifying MARPOL and on the implementation of the obligations under the Convention;
- Assist in identifying comprehensive framework to ratify and/or implement MARPOL;
- Assist in establishing and/or strengthening the legal and technical framework;
- Provide technical advice on current state of port reception facilities; and
- Organize and undertake training courses

- 2 Identification, establishment and protection of special areas and Particularly Sensitive Sea Areas (PSSAs)**
 - Increase awareness on the PSSAs concept and the relevant IMO Guidelines; and
 - Provide technical assistance to assist individual Governments or regions in preparing for the identification and establishment of PSSAs.

- 3 Ratification and implementation of the AFS Convention 2001**
 - Sensitise relevant authorities on the implications of ratifying, implementing and enforcing the Convention;
 - Assist in developing national legislation to give effect to the Convention;
 - Introduce environmentally sound measures to collect, handle, treat and dispose of waste generated in applying or removing anti-fouling systems through workshops; and
 - Organize training courses on the effective implementation and enforcement of the Convention

- 4 Ship recycling**
 - Sensitise relevant authorities in the main recycling countries on the ship recycling issue and on the implementation of relevant IMO Guidelines on the matter;
 - Provide technical advice and assistance on the provision of reception facilities in the vicinity of recycling yards; and
 - Assist maritime authorities in recycling countries to prepare and implement national regulations for acceptance and control of ships arriving for recycling

- 5 Prevention of air pollution from ships**
 - Provide technical assistance for the development of national legislation to give effect to the 1997 Protocol

Planned Outputs for 2004-2005

- Need assessment reports on ratification and implementation of MARPOL 73/78 and related codes;
- National/regional workshops and their reports on MARPOL 73/78, PSSAs, AFS 2001, ships recycling and air pollution;
- Advisory mission reports in respect of :
 - establishing and/or strengthening the legal and technical framework of MARPOL 73/78;
 - preparing for the identification and establishment of PSSAs;
 - developing national legislation to give effect to the AFS Convention;
 - preparing and implementing national regulations for acceptance and control of ships arriving for recycling; and
 - developing national legislation to give effect to the 1997 Protocol on the prevention of air pollution from ships
- Feasibility studies on the provision of reception facilities

Primary beneficiaries: Countries in need of assistance for ratifying and implementing MARPOL and AFS Convention; countries which consider establishing PSSA, and countries which are involved in ship recycling.

Completion Date/ Timescale: The activities in this sub-programme will be further specified and prioritised for implementation in accordance to the relevant project documents.

3.7.3 Sub-programme: Marine pollution preparedness and response

Objective: To assist countries in ratifying and implementing the OPRC Convention and OPRC-HNS Protocol, and in developing and strengthening national and regional system for preparedness and response.

Programme elements and key activities

1 Ratification and effective implementation of OPRC 90 Convention

- Develop national contingency plans through the organization, in cooperation with industry, of national workshops on contingency planning;
- Develop regional systems for preparedness, response and cooperation through regional meetings and workshops:
 - development or revision of regional agreements;
 - development of regional and sub-regional contingency plans; and
 - establishment and support to regional centres.
- Implement the OPRC training programme; and
- Assist in preparing sensitivity maps through national or regional workshops.

2 Ratification and effective implementation of OPRC-HNS Protocol

- Organize seminars and workshops, in cooperation with the chemical and shipping industries, on preparedness and response to HNS pollution incidents for decision makers and national authorities;
- Organize workshops on preparedness for and response to accidents involving HNS in port areas; and
- Organize training courses for responders to HNS pollution incidents;

Planned Outputs for 2004-2005

- National/regional workshops and their reports in respect of :
 - Development of national contingency plans;
 - Preparation of sensitive maps;
 - Preparedness for and response to accidents involving HNS for decision makers and national authorities as well as in port areas;
- Reports of national /regional training courses for:
 - Implementation of the OPRC training programme;
 - Responders to HNS pollution incidents.

Primary beneficiaries: Countries in need of assistance in ratifying and implementing the OPRC Convention and OPRC-HNS Protocol, and in developing and strengthening their national and regional system to which they belong.

Completion Date/ Timescale: The activities in this sub-programme will be further specified and prioritised for implementation in accordance to the relevant project documents.

3.7.4 Sub-programme: Prevention of the transfer of harmful aquatic organisms and pathogens in ships' ballast water and sediment
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Objective: To assist developing countries to enhance their capacity to effectively address problems related to the transfer of harmful aquatic organisms in ships' ballast water and to establish arrangements to ensure a standardized approach at regional level.

Programme elements and key activities

1 Provision of technical assistance and advisory services

- Undertake advisory missions to assist in the development and implementation of national legislation and regulations; and
- Organize national training courses on ballast water control and management.

2 Organization of regional meetings and conferences

- Organize regional conferences on regional action plan for ballast water control and management; and
- Liaise and cooperate with international and regional organizations for the implementation of regional plans of action

3 Implementation of assessment and surveys

- Carry out ballast water risk assessment in two replication sites per region, using the GloBallast methodology; and
- Carry out surveys and monitoring of invasive marine species (port surveys) in two replication sites per region, using the GloBallast methodology.

Planned Outputs for 2004-2005

- Regional conferences reports and resolutions regarding ballast water control and management;
- Developed/ revised Regional Strategic Action Plans;
- Advisory service reports;
- National training courses and reports;
- Ballast water risk assessment reports; and
- Reports of the survey and monitoring results of invasive marine species.

Primary beneficiaries

- Shipping industry which will benefit from a standardized regulatory regime;
- Coastal States, which will benefit from better protection of their resources and coastal industries;
- Developing countries which will benefit from informed and effective participation in the global decision making process regarding ballast water related issues; and
- Developing countries and in particular SIDS from the establishment of regional programmes for improved arrangement of their coastal and EEZ Resources.

Completion Date/ Timescale: The activities in this sub-programme will be further specified and prioritised for implementation during the 2004-2005 biennium in accordance to the relevant project documents.

3.7.5 Sub-programme: Management of Waste Disposal at Sea (London Convention 1972 and 1996 Protocol)
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Objective: To support London Convention Technical Cooperation activities (including seminars and workshops) in collaboration with other organizations.

Programme elements and key activities

1 Provision of technical assistance and advisory services

- Undertake needs assessment missions in response to specific requests from Parties;
- Provide technical co-operation and assistance in accordance with the transitional period arrangements under Article 26.5 of the Protocol; and
- Organize seminars and workshops for promotion of membership of the London Convention / Protocol (Outreach), utilizing the Waste Assessment Guidance Training Set.

2 Development and Updating of capacity building materials

- Maintain and update, in co-operation with Contracting Parties, IGOs, and NGOs, training materials to improve capabilities to implement the London Convention/Protocol, e.g., the Waste Assessment Guidance Training Set;
- Review and implement the Long-term Strategy;
- Examination of means necessary to achieve full and effective implementation of the London Protocol pending mobilization of funds (Article 13.2.3);
- Maintain, update, as appropriate the LC Web-Site

3 Fundraising for LC-TC activities

- Mobilize financial support from Contracting Parties and other donors to promote technical co-operation activities.

Planned Outputs for 2004-2005

- Updated Long-term Strategy to implement the London Convention/ Protocol;
- National profiles on marine pollution prevention and management;
- Developed/ revised training materials;
- Advisory service reports;
- Updated website of the London Convention.
- Proposals for fundraising.

Primary beneficiaries: National administration requesting assistance

Completion Date/ Timescale: The provision of advisory services will take place as and when required during the 2004-2005 biennium. Maintaining and updating the materials and information will be carried out on a on-going basis.

3.7.6 Sub-programme: Management of large-scale projects financed by outside sources

Objective: To address trans-boundary marine environment issues at the regional or global level through the management of large-scale projects.

Programme elements and key activities

1 Management of GEF projects

- Manage, supervise and monitor GEF/UNDP/IMO project on building partnership for environment protection and management of the East Asian Seas;
- Manage, supervise and monitor GEF/UNDP/IMO project on Removal of Barriers to the Effective Implementation of Ballast Water Control and Management Measures in Developing Countries; and
- Manage, supervise and monitor GEF/World Bank/IMO demonstration project for the development of the Marine Electronic Highway in the Strait of Malacca and Singapore.

2 Management of UNEP project

- Under an IMO/UNEP project manage the regional Centre for the Mediterranean region, REMPEC;
- Supervise and monitor EU-LIFE projects (Turkey CP and Syria NCP); and
- Supervise and monitor EU-MEDA project (port reception facilities)

Planned Outputs for 2004-2005

- Prepared programmes and projects; and
- Implementation reports.

Primary beneficiaries: Countries participating in projects.

Completion Date/ Timescale: The GEF/UNDP/IMO project on Removal of Barriers to the Effective Implementation of Ballast Water Control and Management Measures in Developing Countries is expected to finish in 2004. It is also expected that the GEF/UNDP/IMO project on building partnership for environment protection and management of the East Asian Seas will be completed in 2005. The demonstration project of GEF/World Bank/IMO for the development of the Marine Electronic Highway in the Strait of Malacca and Singapore is planned to commence in 2004 with the target completion in 2008. The UNEP project will be implemented continuously during the 2004-2005 biennium.

4. MAJOR PROGRAMME - LEGAL AFFAIRS

Legislative Authority: IMO Convention, Article 1(a) and Part VIII, international instruments adopted under the auspices of the Organization and directives for IMO intergovernmental bodies.

Objective: To provide legal advice to the Secretary-General, the Divisions and intergovernmental bodies of the Organization, Secretariat services to the Legal Committee and technical co-operation assistance in the field of maritime legislation.

This major programme comprises three programmes, of which programme 2 is made up of a number of sub-programmes:

- 1 Direction and Management
- 2 Legal Affairs
- 3 Technical Co-operation and Institutional Development: Implementation of Maritime Legislation Programme

Regular budget resource requirements

Major programme 4 - Legal Affairs													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	19.0	48.0	43.0	574,500	15	153,400	2,200	9,000	12,000			751,100	
2003	19.0	48.0	43.0	624,100	10	104,600	2,200	9,000	12,000			751,900	1,503,000
2004	19.0	48.0	43.0	651,700	10	112,000	3,500	5,200	26,000	30	6,000	804,400	
2005	19.0	48.0	43.0	661,800	10	117,600	8,300	4,300	27,500	30	6,200	825,700	1,630,100

4.1 PROGRAMME: DIRECTION AND MANAGEMENT

Legislative Authority: IMO Convention, Article 1(a) and Part VIII, international instruments adopted under the auspices of the Organization and directives for IMO intergovernmental bodies.

Objective: To provide overall direction, management and co-ordination of the activities under this major programme and to advise and assist the Secretary-General as appropriate. This programme also directs the legal component of main programme 6.5 – Programme Implementation and major programme 9 - External Relations.

Substantial changes: Modernization of the financial and the administrative processes continue to be implemented during 2004-2005.

Programme elements and key activities

- 1 Provide overall direction, management and co-ordination of the Legal Office.
- 2 Liaison is maintained with United Nations agencies, regional intergovernmental and non-governmental organizations

Planned Outputs for 2004-2005:

- Ensure that the activities under this major programme are properly planned, co-ordinated, implemented and followed up.

Primary beneficiaries: Member States, the Secretariat and staff members.

Completion Date/ Timescale: Ongoing annual basis.

Regular budget resource requirements

Programme 4.1 - Direction and Management													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	7.0		7.0	84,400	10	99,600	1,200		6,000			191,200	388,500
2003	7.0		7.0	85,500	10	104,600	1,200		6,000			197,300	
2004	19.0		19.0	236,700	10	112,000	1,100	1,100	21,600			372,500	751,700
2005	19.0		19.0	237,100	10	117,600	1,100	300	23,100			379,200	

4.2 PROGRAMME: LEGAL AFFAIRS

Legislative Authority: IMO Convention, Article 1(a) and Part VIII, international instruments adopted under the auspices of the Organization and directives from IMO intergovernmental bodies.

Objectives:

- 1 To provide Secretariat services and assistance to the Legal Committee in the development of treaties.
- 2 To advise and assist the intergovernmental bodies with regard to legal implications of their activities.
- 3 To advise the Secretary-General on legal matters and take appropriate action for technical assistance in the field of maritime legislation

Sub-programmes

- 1 Development of international maritime law
- 2 Legal advice to the Organization
- 3 Depositary functions
- 4 Litigation

Substantial changes: None

Regular budget resource requirements

Programme 4.2 - Legal Affairs													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		51.0	33.0	415,400	5	53,800	1,000	9,000	6,000			485,200	
2003		51.0	33.0	455,200			1,000	9,000	6,000			471,200	956,400
2004		44.0	21.0	370,800			1,800	3,600	4,400			380,600	
2005		44.0	21.0	380,300			6,500	4,000	4,400			395,200	775,800

4.2.1 Sub-programme: Development of international maritime law

Objective: To provide appropriate services for the work of the Legal Committee and diplomatic conferences convened to adopt treaty law instruments.

Programme elements and key activities

- 1 Revision of the Convention for the Suppression of Unlawful Acts against the Safety of Maritime Navigation, 1988 and its Protocol of 1988 relating to Fixed Platforms Located on the Continental Shelf (SUA Convention and Protocol)
- 2 Monitoring the implementation of the HNS Convention
- 3 Revision of the Civil Liability and Fund Convention on liability and compensation for oil pollution damage
- 4 Revision of maritime law conventions in the light of proven need and subject to the directives in resolutions A.500(XII) and A.900(21)

Planned Outputs for 2004-2005

- Secretariat assistance to the Legal Committee in its efforts to develop conventions/protocols and to implement treaties adopted as a result of the work of the Legal Committee

Primary beneficiaries: Member States and public in general.

Completion Date/ Timescale: Ongoing annual basis.

4.2.2 Sub-programme: Legal advice to the Organization

Objective: To perform all duties relating to the legal affairs of the Organization.

Programmes element and key activities

- 1 Representation on behalf of the Organization at international meetings involving legal questions related to IMO's mandate.
- 2 Provision of advice and assistance as required, regarding the registration of delegations and preparation and production of the list of participants to sessions of the Assembly, Council, Committees, Sub-Committees and other subsidiary bodies and to diplomatic conferences convened by IMO.
- 3 Provision of advice and appropriate services for the accreditation of delegates to all IMO meetings and diplomatic conferences.

- 4 Provision of advice to staff members regarding the application of and their entitlements under, the Staff Regulations and Rules and the privileges and immunities available to them under the General Convention and respective Headquarters Agreements
- 5 Review of contract documents for fund-in-trust Agreements, Agreements with donor agencies and Agreements for supply of goods and services to or through IMO and Memoranda of Understanding with Governments and appropriate bodies.
- 6 Liaison with the Legal Division and Offices of the United Nations system on legal questions of common interest and act as focal points for subject matters relating to IMO's mandate in the field of law of the sea.
- 7 Briefings to groups from academic institutions visiting IMO.
- 8 Advice to external entities and persons (governments, students, industry, etc).
- 9 Matters related to the implementation of the Headquarters agreement

Planned Outputs for 2004-2005

- Provision of appropriate services and legal advice to: the Legal Committee; the Assembly, the Council; other Committees and inter-governmental bodies of IMO Divisions within the IMO Secretariat. 12 monthly payroll and 48 weekly pay rolls per annum
- Quality assurance and protection of IMO in respect of Funds-in-Trusts Agreements
- Co-ordinated position of the Legal Division and Offices of the United Nations system on legal questions of common interest
- Perform lectures and provide legal advice in academic institutions, governments, students, and industry, etc.

Primary beneficiaries: Member States, the Secretariat, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis.

<h4>4.2.3 Sub-programme: Depositary functions</h4>

Objectives: To perform the depositary and related functions assigned to the Secretary-General and the Organization.

Programme elements and key activities

- 1 Receipt, examination and recording of instruments deposited by Governments and preparation of the necessary documentation and communications in respect of those found to be in order.
- 2 Certification of the texts of treaties and amendments and issuance of the certified copies.
- 3 Issuance of appropriate notifications relating to depositary functions and status information on IMO treaty instruments.

- 4 Maintenance of records of requirements for entry into force of treaties and provision of advice when requirements are met; compilation of tonnage figures and percentages in respect of the treaties as necessary.
- 5 Maintenance and up-dating of Status of Multilateral Conventions and Instruments in respect of which the International Maritime Organization or its Secretary-General performs depositary or other functions.
- 6 Custodianship of and organization of storage of original texts of treaties, instruments, agreements and other formal documents suitable for retention in the archives.
- 7 Preparation of any necessary Procès-Verbal of Rectification and communications to Governments.

Planned Outputs for 2004-2005:

- Documentation and comments
- Issuance of circulars communicating information submitted by States Parties in accordance with their obligations under the various treaties.
- Issuance of circulars communicating information submitted by States Parties in accordance with their obligations under the various treaties.

Primary beneficiaries: Member States, the Secretariat, the United Nations and the Specialized Agencies.

Completion Date/ Timescale: Ongoing annual basis.

4.2.4 Sub-programme: Litigation
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Objective: To prepare the necessary documentation and represent the Organization in all legal and Administrative Tribunal matters.

Programme elements and key activities

- 1 Provision of advice and representation of the Secretary-General in cases before the UN Administrative Tribunal and preparation and filing of the appropriate documents.
- 2 Liaison with legal counsel and advisers engaged by the Organization on such matters as contracts and documents concluded by the Organization, or the conduct of an arbitration or court cases and relationship with local authorities and private firms.

Planned Outputs for 2004-2005

- Documentation and comments

Primary beneficiaries: IMO Secretariat

Completion Date/ Timescale: Ongoing annual basis.

4.3 PROGRAMME: TECHNICAL CO-OPERATION AND INSTITUTIONAL DEVELOPMENT: IMPLEMENTATION OF MARITIME LEGISLATION PROGRAMME

Legislative authority: Functions assigned to the Secretariat in Part XI of the IMO Convention and particularly functions arising in consequence of the Integrated Technical Co-operation Programme (ITCP).

Objective: To provide assistance in matters relating to maritime legislation to developing countries.

Programme elements and key activities

- 1 Provision of legal advice to developing countries regarding ratification of treaties and their subsequent adoption/enactment into national legislation;
- 2 Vetting of terms of reference and briefing consultants to assist States in drafting and updating their maritime legislation and in drafting primary and secondary legislation to bring into force in each State treaties to which the State is party;
- 3 Vetting of terms of reference and briefing consultants to assist States in the implementation of their rights and duties as flag, coastal and port States Parties to IMO treaty instruments, including the enforcement of compliance with maritime safety and environmental standards by national and foreign ships;
- 4 Briefing of specialists in maritime law under the auspices of IMO in institutions like IMLI and Trieste; and
- 5 Organization of seminars/short courses in the field of maritime legislation

Planned Outputs for 2004-2005

- Documentation and comments
- Trained National experts in maritime legislation in the developing countries
- Improved national manpower

Primary beneficiaries: IMO Secretariat. IMO's Integrated TC Programme

Completion Date/ Timescale: Ongoing annual basis.

Regular budget resource requirements

Programme 4.3 - TC and Institutional Development - Implementation of Maritime Legislation													Total
Year	Work month estimates			Direct Cost £							Sub-total		
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day		Costs	
2002		9.0	3.0	74,700								74,700	
2003		9.0	3.0	83,400								83,400	158,100
2004		4.0	3.0	44,200			600	500		30	6,000	51,300	
2005		4.0	3.0	44,400			700			30	6,200	51,300	102,600

5. MAJOR PROGRAMME - FACILITATION OF MARITIME TRAFFIC

Legislative Authority: Article I of the Convention on Facilitation of International Maritime Traffic, 1965, IMO international instruments and directives from IMO Governing Bodies.

Objectives:

- 1 To encourage the adoption of measures to facilitate and expedite international maritime traffic and to prevent unnecessary delays to ships, persons and property on board, including simplification, standardization and minimization of formalities, documentary requirements and procedures associated with the arrival, stay and departure of ships engaged on international voyages;
- 2 To promote the acceptance and use of the IMO FAL Forms and introduce and adopt electronic data processing and interchange techniques to facilitate the clearance of ships, crews, passengers and cargo, effective port operation and vessels' turnaround.

This major programme comprises four programmes:

- 1 Direction and Management;
- 2 Amendments to, and implementation of, the Convention on Facilitation of International Maritime Traffic, 1965, (FAL Convention);
- 3 Technical Co-operation and Institutional Development: Implementation of the FAL programme; and
- 4 Ship/port interface

Substantial changes: No substantial changes on programme content are foreseen.

Regular budget resource requirements

Major programme 5 - Facilitation of Maritime Traffic													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		14.0	15.0	154,500	5	36,700	1,900	1,500	1,500			196,100	402,100
2003		14.0	15.0	164,100	5	38,500	1,900		1,500	-	-	206,000	
2004		10.5	13.5	139,700	5	41,200	700	1,500	7,900			191,000	381,700
2005		10.5	13.5	137,300	5	43,300	700	1,500	7,900			190,700	

5.1 PROGRAMME: DIRECTION AND MANAGEMENT

Objective: To provide overall direction, management and co-ordination under this Major Programme and to address measures aimed at facilitating maritime traffic and promoting co-ordination of concern arising from ship/port interface activities. The resource requirement for this Programme is accounted for under Major Programme 2.

Programme elements and key activities

- 1 Keep up-to-date the requirements of IMO's international instruments to facilitate and expedite international maritime traffic and to prevent unnecessary delays to ships, persons and property;
- 2 Develop and adopt new measures facilitating maritime traffic and promoting co-ordination of concern arising from ship/port interface activities;
- 3 Promote the acceptance and use of the IMO FAL Forms and introduce and adopt electronic data processing and interchange techniques.

Regular budget resource requirements

The cost of direction and management of this major programme is carried under Major Programme 2 - Maritime Safety and Security.

5.2 PROGRAMME: AMENDMENTS TO, AND IMPLEMENTATION OF, THE FACILITATION OF THE INTERNATIONAL MARITIME TRAFFIC (FAL) CONVENTION

Legislative Authority: FAL Convention and directives of IMO Governing Bodies.

Objective: To meet the challenges posed by developments in maritime traffic and to promote wider implementation of the provisions of the FAL Convention.

Programme elements and key activities

- 1 The Secretariat will support the meetings of the Facilitation Committee to meet during the biennium. The Secretariat will also service sessions of the Assembly and Council when matters relating to this and other relevant programmes are to be considered. The programme will with the challenges posed by developments in

maritime traffic and will support the wider implementation of the provisions of the FAL Convention.

- 2 Under this programme, the Secretariat's will receive and disseminate information communicated to the Organization by Parties to the FAL Convention and will also collate and record, in an appropriate database, information received on stowaway incidents.
- 3 The Secretariat will maintain liaison with governmental and non-governmental organizations and entities such as: UN/ECE; UNODC; WCO; and WTO.

Planned Outputs for 2004-2005

- preparing and editing documents received from Member Governments and international organizations and Notes for submission to the Facilitation Committee and other bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations such as UN/ECE, UNODC, WCO and WTO on matters pertaining to the programme;
- preparing detailed briefs for the Chairman of the Committee;
- discharging the responsibilities of Secretary to the Committee and working/drafting groups of other IMO bodies as necessary;
- preparing draft reports on the above meetings and finalizing the report to the Council on the scheduled sessions of the Committee during the biennium;
- carrying out the Committee's instructions as follow-up to any particular session;
- receiving and acknowledging of information from Parties to the FAL Convention and Member Governments and issuance of related circulars;
- issuance of specific quarterly and annual circulars containing statistical analysis on, and reported cases of, stowaway incidents;
- responding to queries from port and flag State Maritime Administrations, ship owners, shipping companies, shippers, port authorities, shipmasters and the shipping industry on matters relating to the FAL Convention and related instruments;
- representing the Organization at international conferences, seminars and other meetings dealing with matters related to the programme, including preparation and delivery of relevant technical papers;
- preparing draft texts of amendments to the IMO Compendium on facilitation and electronic;

- undertaking a detailed study of WCO data requirements for a cargo report along with IMO FAL Forms (1 to 7), the IMO Compendium on Facilitation and Electronic Business and the security related documentation requirements (International Ship Security Certificate, Continuous Synopsis Record etc.) to facilitate international trade and support measures to enhance maritime security; and
- dissemination of dedicated E-addresses of appropriate Governmental authorities in ports or in countries to facilitate the exchange of electronic information to be provided by masters of ships progressed.

Primary beneficiaries: The Assembly, Council, Facilitation Committee, Member Governments, shipowners, shipmasters, shippers

Completion Date/ Timescale: Ongoing on an annual basis and in accordance with the work programme of the Facilitation Committee.

Regular budget resource requirements

Programme 5.2 - Amendments to & implementation of FAL													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		8.5	11.5	94,800	5	36,700	1,000	1,500	1,500			135,500	279,600
2003		8.5	11.5	103,100	5	38,500	1,000		1,500	-	-	144,100	
2004		3.5	4.5	47,900	5	41,200	700	1,500	7,900			99,200	199,200
2005		3.5	4.5	46,600	5	43,300	700	1,500	7,900			100,000	

5.3 PROGRAMME: TECHNICAL CO-OPERATION ACTIVITIES

Legislative Authority: Resolution 1 adopted by the International Conference on Facilitation of Maritime Travel and Transport 1965 and the Organization's Integrated Technical Co-operation Programme.

Objectives: To support the promotion of accession to, and effective implementation of, the FAL Convention and other aspects of maritime trade facilitation by Member States and Parties to the Convention through the provision of technical co-operation assistance.

Programme elements and key activities

- 1 The Secretariat will prepare TC programmes proposals and implement agreed TC activities, including advisory and needs assessment missions.

Planned Outputs for 2004-2005

- a series of regional and national FAL seminars;
- seminars/workshops on illicit drug trafficking;
- advisory and on demand needs assessment missions to Member States; and
- review and updating of existing IMO training materials such as the FAL Handbook, Model Course on Prevention and Control of Illicit Drug Trafficking on Board Ships and IMO Compendium on facilitation and electronic business.

Primary beneficiaries: Member Governments, maritime Administrations, other Governmental agencies and authorities and port authorities.

Completion Date/ Timescale: As will be stipulated in the ITCP for the 2004-2005 biennium.

Regular budget resource requirements

Programme 5.3 - TC and Institutional Development - Implementation of FAL													
Year	Work month estimates			Direct Cost £								Sub-total	Total
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
												2002/2003	2004/2005
2002		3.0		26,300			900					27,200	
2003		3.0		26,500			900			-	-	27,400	54,600
2004		4.5	5.5	59,900								59,900	
2005		4.5	5.5	58,400								58,400	118,300

5.4 PROGRAMME: SHIP/PORT INTERFACE

Legislative Authority: FAL Convention and directives of IMO Governing Bodies.

Objective: To promote co-ordination between relevant international organizations and other bodies of the Organization on matters of concern arising ship/port interface activities

Programme elements and key activities

- 1 The Secretariat will support the meetings of Maritime Safety Committee, Marine Environment Protection Committee, Facilitation Committee, the Working Group on Ship/Port Interface and sub-committees on matters related to ship/port interface. The programme will support the co-ordination of matters of concern arising from the various aspects of ship/port interface activities amongst interested parties, i.e. Administrations, shipping entities, port authorities, IGOs, NGOs, etc.
- 2 A major element of this programme is the Secretariat's function with respect to the implementation of the provisions related to ship/port interface, including the new ISPS Code (port security-related provisions). This programme will also support the provision of response to queries from port and flag State Administrations, ship owners, shipping companies, shippers, port authorities, shipmasters and the shipping industry as a whole with the output being the provision of advice on the implementation of the relevant provisions of the new ISPS Code (port security related provisions) and other relevant instruments.

Planned Outputs for 2004-2005

- preparing and editing documents received from Member Governments and international organizations and Notes for submission to the Committees and other bodies as necessary;
- maintaining communications with, and providing advice to, Member Governments and international organizations on matters pertaining to the programme;
- preparing detailed briefs for the Chairman of the Committees;
- preparing draft reports on related meetings and finalizing the report to the Committees;
- carrying out the Committee's instructions as follow-up to any particular session; and
- responding to queries from port and flag State Maritime Administrations, ship owners, shipping companies, shippers, port authorities, shipmasters and the shipping industry on matters relating to ship/port interface in general and the implementation of the relevant provisions of the new ISPS Code (port security related provisions) and other relevant instruments.

Primary beneficiaries: The Maritime Safety Committee, Marine Environment Protection Committee, Facilitation Committee, Member Governments, shipowners, shipping companies, shippers, port authorities, shipmasters and the shipping industry as a whole.

Completion Date/ Timescale: The activities under this programme will be carried out throughout the 2004-2005 biennium on a continuous basis.

Regular budget resource requirements

Programme 5.4 - Ship/port interface												Total	
Year	Work month estimates			Direct Cost £									Sub-total
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		2.5	3.5	33,400								33,400	
2003		2.5	3.5	34,500							-	34,500	67,900
2004		2.5	3.5	31,900								31,900	
2005		2.5	3.5	32,300								32,300	64,200

6 MAJOR PROGRAMME: TECHNICAL CO-OPERATION AND INSTITUTIONAL DEVELOPMENT

Legislative Authority: Pursuant to Article 2 (e) of the Convention on the International Maritime Organization, and taking into account the functions attributed to the Technical Co-operation Committee under Part X of the Convention, the strategic objective of the IMO technical co-operation programme is the promotion of self sustainability among developing countries in their compliance with global rules and standards contained in the treaty and non-treaty instruments.

Objectives: To promote self-sustainability among developing countries in their compliance with global rules and standards contained in the treaty and non-treaty instruments.

The ITCP is articulated in accordance with the provisions of the long-term programme of the Organization, and is implemented under the following seven main programmes:

- 6.1 Direction and management;
- 6.2 Regional Africa;
- 6.3 Regional Arab and Francophone Africa;
- 6.4 Regional Asia and Pacific;
- 6.5 Regional CIS/Eastern Europe;
- 6.6 Regional Latin America and Caribbean;
- 6.7 Global;
- 6.8 Implementation; and
- 6.9 Programme and performance management.

Substantive changes: Since 1990s, IMO's Technical Co-operation Committee (TCC) comprehensively reformed the technical co-operation work of the Organization in order to increase its effectiveness in supporting the uniform implementation and enforcement of global maritime standards. Technical assistance is channelled primarily through the IMO Integrated Technical Co-operation Programme (ITCP), with a focus on institution-building through the development of human resources and institutional capacity.

In accordance with further policy direction given by the IMO Assembly in resolutions A.900(21) and A.901(21), and also the recommendations of the 1999 impact assessment exercise, this Major Programme has now been re-designed as a biennial management and planning tool for IMO's technical co-operation activities.

Regular budget resource requirements

Major programme 6 - Technical Co-operation and Institutional Development													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	12.0	84.0	132.0	1,164,100	2	10,200	2,800	18,900	17,000			1,213,000	
2003	12.0	84.0	132.0	1,182,500	2	10,200	2,800	18,900	17,000	-	-	1,231,400	2,444,400
2004	12.0	108.0	130.0	1,333,500	3	33,600	8,200	15,100	61,800			1,452,200	
2005	12.0	132.0	166.0	1,547,800	3	35,300	8,700	15,100	68,900			1,675,800	3,128,000

6.1 PROGRAMME: DIRECTION AND MANAGEMENT

Objectives

- 1 To conceive, plan and deliver technical assistance through individual regional and global programmes;
- 2 To allocate financial resources for such programmes through the Organization’s Technical Co-operation Fund;
- 3 To mobilize any additional financing and in-kind support that is required, in co-operation with its development partners; and
- 4 To monitor, evaluate and assess progress, as well as the impact of the assistance delivered.

Substantive changes

Transforms priority areas of assistance into programme activities, in accordance with the establish policy and strategic framework; and

Link those activities directly to the assessed needs of the beneficiaries, the approved work programme of the Organization, the thematic priorities of IMO’s technical organs, and the interests of development partners.

Regular budget resource requirements

Programme 6.1 - Direction and Management													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	12.0		24.0	203,300	2	10,200	1,000		17,000			231,500	
2003	12.0		24.0	212,000	3	10,200	1,000		17,000			240,200	471,700
2004	12.0		24.0	224,800	3	33,600	600	2,200	16,400			277,600	
2005	12.0		36.0	261,000	3	35,300	700	2,200	20,100			319,300	596,900

6.2 PROGRAMME: REGIONAL AFRICA

The Africa region is composed of 47 developing countries (15 of them land-locked and six of them island nations). Thirty-three out of the world’s 48 least developed countries (i.e. 69%) are in Africa. The region has a total coastline of 30,725 km with vast inland waterways and river navigation, including Lake Victoria (shared by three countries), which is the second largest fresh-water lake in the world.

Objectives

- 1 The vast majority of the countries in Africa are at various stages of establishing national maritime Administrations and updating their merchant shipping legislation. Over the last five years, IMO has fielded technical assistance missions to a number of African countries. As a result of these missions and of technical assistance, two countries have established autonomous maritime administrations; three countries have prepared draft Bills for the establishment of maritime administrations and the other countries are at various stages of implementing the relevant recommendations made by IMO consultants. The programme for 2004-2005 will focus in assisting the countries to implement the recommendations of previous IMO missions.
- 2 **Implementation of the 1995 Amendments to the STCW Convention:** IMO has, on request, provided technical assistance to a number of the African countries to assist them meet the new requirements. However, only 12 African countries are on the white list and 5 have submitted required information that is still being assessed. It has been identified, through these previous advisory missions that there is still a need to build capacity to enable many of the African countries implement the requirements of STCW 95.
- 3 The entire coastlines of many African countries lie adjacent to international shipping routes extensively used for the carriage of oil products. The consequences are that the coastlines and harbours are at risk of marine pollution. The major source of oil pollution results from routine operations of worldwide shipping and from tanker accidents. IMO has assisted a number of African countries covered by the Nairobi and Abidjan to implement and ratify the MARPOL and OPRC Conventions. The reasons why many of the African countries have not yet ratified the MARPOL and OPRC Conventions were identified through past fact-finding missions, and national and regional workshops. Feasibility studies for the establishment of port reception facilities were carried out during 2001-2003 in Ghana, Mozambique, Kenya and Sierra Leone within the ITCP. The work programme for 2004-2005 will focus in assisting the countries to implement the findings and recommendations of previous IMO missions and/or workshops.
- 4 **SPMEESA:** The Strategy and Action Plan for the Protection of the Marine Environment in the Coastal States of Eastern and Southern Africa (SPMEESA) from pollution from ships and other maritime activities which was first developed in 1992 jointly by IMO and the Port Management Association of Eastern and Southern Africa (PMAESA) was revised in 2002. The revision of SPMEESA was carried out within the ITCP for the biennium 2002-2003 and it took into account on-going project activities from the Nairobi Convention Action Plan and the IOC/GEF/World Bank. The implementation of SPMEESA will require a total budget of US\$ 2.1 million.
- 5 **New Partnership for Africa's Development (NEPAD):** NEPAD is a new initiative by African Heads of State, and supported by the UN and international Donor Community, to spearhead development in Africa, which has emerged as the main policy framework for Africa's development. NEPAD is developed, owned and managed by Africans, which is something new and necessary. It is a pledge by African leaders, based on a common vision and a shared conviction, that they have a pressing duty to eradicate poverty and to place their countries,

both individually and collectively, on a path of sustainable growth and development.

The following IMO ITCP activities have been included in the NEPAD Action Plan and will form part of the Africa Region programme for 2004–2005:

- Advisory Services for Maritime Affairs
- Development of a Regional Strategy for Ship Waste Reception Facilities
- Maritime safety and prevention and control of marine pollution
- Improvement of Maritime Safety in Lake Victoria (Legislation, Safety, Search and Rescue capacity)
- Needs assessment on safety of navigation in Lake Nyasa
- Needs assessment on safety of navigation in Lake Tanganyika
- Assessment and rehabilitation of ports, nav aids, institutional support in RiverCongo.

6 African Process: The African Process for the Development and Protection of the Marine and Coastal Environment in sub-Saharan Africa is the Division of NEPAD mandated to deal with Environmental issues. Also included in the NEPAD Action Plan under Environment and falling within the IMO mandate are the following:

- Management of coastal and marine resources
- Integrated waste management and pollution control
- Management of alien species (Global ballast)

7 Regional Co-ordination and Delivery: IMO has three Regional Presence offices located in Abidjan, (Cote d'Ivoire), Accra (Ghana) and Nairobi, (Kenya). The three MOU's with the respective host Governments will expire on 31 December 2003 and it is expected that all the MOU's will be renewed to cover the period 2004 – 2005. It is expected that the Regional Co-ordinators in liaison with regional organizations such as PMAESA, PMAWCA, SATCC, MOWCA, ECA and NEPAD will play a bigger role in the implementation of the ITCP for 2004–2005.

Sub-programmes

- 1 ITCP planning and development
- 2 Preparation of PIDs
- 3 Programme monitoring
- 4 Regional presence and/or partnerships
- 5 IMO meeting support and reporting

Substantive changes

Focus for 2004 – 2005: The work programme and/or technical assistance for 2004–2005 for the region will focus on capacity building for better and effective flag and port State implementation. This will involve institutional reforms and review/update of national laws and regulations in accordance with international rules and standards. Efforts will be made to assist more countries to come on to the “White List” to ensure compliance with the STCW requirements. Assistance will be provided for maritime Administrations to implement the mandatory requirements of the new maritime security regime with emphasis on training of maritime and port security personnel. Considering the fact that many African countries do not have the financial resources to provide port reception facilities and oil spill response equipment, regional and sub-regional co-operation with regional organizations such as the African Development Bank (ADB) and NEPAD will be explored.

Regular budget resource requirements

Programme 6.2 - Regional Africa												Total	
Year	Work month estimates			Direct Cost £							Sub-total		
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		9.0	9.5	121,800			400	300				122,500	247,200
2003		9.0	9.5	124,000			400	300				124,700	
2004		9.0	14.0	118,800			1,600	2,200	7,100			129,700	260,900
2005		9.0	14.0	120,500			1,700	2,200	6,800			131,200	

6.2.1 Sub-Programme: ITCP planning and development

Programme elements and key activities

- 1 Review previous mission and needs assessment reports, including evaluation/impact assessment reports, on technical cooperation activities carried out in the last two biennia.
- 2 Seek and study suggestions from Implementation Agents (IAs), in particular the technical Divisions, IMO Regional Co-ordinators as well other regional partners.
- 3 Seek and study information on regional maritime strategy and work programmes developed by regional organizations and programmes (NEPAD, PMAESA, PMAWCA, ADB, EAC, ECA, SADC, SATCC, COMESA, MOWCA, AU, IOC, Nairobi and Abidjan Conventions as well as the Abuja and Indian Ocean MOUs on PSC).

Planned Outputs for 2004-2005

- Organize three needs assessment missions.
- Produce the regional ITCP programme for 2006-2007.

Primary beneficiaries: Developing countries in Africa Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.2.2 Sub-Programme: Preparation of PIDs

Programme elements and key activities

- 1 Prepare 7 programme profiles for the purpose of mobilizing resources.
- 2 Prepare 4 programme implementation documents.
- 3 Identify required IAs and related implementation officers in accordance with the number of approved programmes and make implementation arrangements.

- 4 Prepare programme profiles to be targeted to donors and regional agencies for funding, explore sources of funding and negotiate with donors proposals for activities to be financed, prepare the corresponding PID and identify Implementing Agent.
- 5 Liaise with regional co-ordinators, UNDP, regional agencies and others regarding the revision of PIDs. Use the regional coordinator to identify channels of assistance and maintain contact with donors in the region.

Planned Outputs for 2004-2005

- Develop 8/10 programme profiles and PIDs for submission to donors for funding consideration, identify appropriate Implementing Agents for PIDs to cover programmes for the Africa Region.
- Prepare programme revision on the existing PIDs incorporating relevant donor inputs.
- Incorporate identified regional strategies and action plans into PIDs during revisions.

Primary beneficiaries: Developing countries in Africa Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.2.3 Programme monitoring

Programme elements and key activities

- 1 Prepare end-of-year TC status reports for 2003 for some 9 programmes/projects.
- 2 Prepare revisions for 9 operational programmes in the first half of the year.
- 3 Prepare project progress (performance) reports in the second half of the year.
- 4 Identify serious delay in delivery and execute contingency plans.

Planned Outputs for 2004-2005

- Submit end-of-year TC status reports for 2003 for some 9 programmes/projects.
- Submit end-of-year TC status reports for 2004 for some 9 programmes/projects.
- Submit revision for all operation PIDs in the first half of 2004 and 2005 respectively.
- Submit programme progress performance reports in the second half of 2004 and 2005.

Primary beneficiaries: Developing countries in Africa Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.2.4 Regional presence and/or partnerships
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Programme elements and key activities

- 1 Provide guidance and support for the regional co-ordinators in Ghana and Kenya and supervise their work.

- 2 Maintain and support decentralization policy of executing and implementing some of the ITCP activities through the IMO Regional Presence scheme and partnership arrangements with PMAESA and PMAWCA.
- 3 Identify activities to be supported technically and/or financially by the relevant regional/national TC partners.
- 4 Prepare reports requested by donors (UNDP, France, ITF etc).
- 5 Identify possibility of a new partnership arrangement with African Development Bank (ADB) and NEPAD on maritime security for Africa.
- 6 Organize the Annual meeting of IMO Regional Co-ordinators.

Planned Outputs for 2004-2005

- Prepare and negotiate the renewal of two MOU's with the Ghana and Kenya Governments. Prepare end-of-year TC status reports for 2003 for some 9 programmes/projects.
- Strengthened and enhanced delivery and execution of the ITCP through the IMO regional co-ordinators and partners.
- Established partnership with Regional organizations such as ADB, NEPAD, PMAESA, PMAWCA, EAC and MOWCA.
- Renewal of MOUs with PMAESA and PMAWCA.

Primary beneficiaries: Developing countries in Africa Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.2.5 IMO meeting support and reporting

Programme elements and key activities

- 1 Support and assist in the preparation of documents for TC54 and TC55 sessions.
- 2 Prepare input for document on ITCP and TC Fund related matters, regional presence, and on maritime security.
- 3 Support the preparation of documents for Council – 92nd and 93rd sessions.
- 4 Support the preparation of TC related documents for C/ES.23 and Assembly – 24th session.

Planned Outputs for 2004-2005

- Input related to the Africa Region for reporting of ITCP for the biennia 2002-2003 and 2004-2005.
- Submit documentation for the report to Council – 92nd and 93rd sessions and Assembly – 24th session.

Primary beneficiaries: Developing countries in Africa Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.3 PROGRAMME: REGIONAL ARAB AND AFRICA (FRANCOPHONE)

The Arab/Francophone Section is in charge of 42 countries (23 from the Arab/Mediterranean region and 19 from Francophone Africa).

As a whole, the two regions have an important fleet and most of the countries are in the process of strengthening their national maritime administrations on the basis of the needs assessment missions carried out for the region under either the ITCP or the MEDA projects.

Objectives

- 1 Most of the maritime training centres still require technical assistance in order to comply and implement the STCW Convention, as amended in 1995 and the STCW-F Convention. However, in general, the region still requires a number of ship surveyors and inspectors for flag and port State control implementation.
- 2 The small vessels and crews in the region have been a matter of concern to the national maritime administrations. The main reason for this is the absence of enforcement of safety regulations and training on the safety of fishing vessels. The region therefore requires the development of technical regulations concerning non-convention sized vessels and it is proposed to address this need through the development of model regulations.
- 3 There is a very heavy traffic of oil tankers off the region's coastlines. Therefore one of the priorities is to assist the region to implement and enforce relevant IMO standards aimed at prevention, control, combating and mitigation of marine pollution and to promote/establish subregional/regional OPRC plans.
- 4 During the last years, IMO has co-operated with regional organizations such as MOWCA, MEMAC, PERSGA, PMAWCA and REMPEC in identifying priority needs for compliance with and enforcement of global standards. IMO will continue to co-operate with regional organizations and strengthen modalities of collaboration with them and explore new partnerships to promote technical co-operation among developing countries.
- 5 The need assessment missions carried out for the region in the past two years show that maritime administrations need upgrading and strengthening to implement IMO conventions (SAR, IMDG Code, FAL, ISM Code etc.)

Sub-programmes

- 1 ITCP planning and development
- 2 Preparation of PIDs
- 3 Programme monitoring
- 4 Regional presence and/or partnerships
- 5 IMO meeting support and reporting

Substantive changes: The programme for the Arab/Mediterranean and Francophone Africa region will continue to focus on the following:

- development, enhancement and strengthening of maritime administrations; enhancing flag State implementation and developing port State control capabilities;
- implementation of new standards on maritime security;
- assistance and support for capacity- building and human resource development;
- prevention of marine pollution from ships, marine pollution preparedness and response through implementation of the MARPOL 73/78 and OPRC Conventions;
- modernization of national maritime legislations; and development of technical regulations concerning non-convention sized vessels.

Regular budget resource requirements

Programme 6.3 - Regional Arab and Francophone												Total	
Year	Work month estimates			Direct Cost £							Sub-total		
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		9.0	9.5	106,200			200	2,400				108,800	
2003		9.0	9.5	106,300			200	2,400				108,900	217,700
2004		9.0	5.0	87,300			1,600	2,200	10,200			101,300	
2005		18.0	5.0	122,300			1,700	2,200	9,700			135,900	237,200

6.3.1 ITCP planning and development

Programme elements and key activities

- 1 Liaise with regional agencies (Arab Conference on Transport, MOWCA, ROPME, PERSGA, etc.) and others regarding the identification of needs taking into account recommendations of missions carried out
- 2 Follow-up and review of activities carried out in 2004.
- 3 Examine with countries the execution of needs assessment recommendations.
- 4 Follow-up with donors (mainly with EC) and with regional agencies their priorities for the region
- 5 Follow-up NEPAD project.

Planned Outputs for 2004-2005

- Preparation of the new ITCP (2006 2007) taking into account proposals from the regional co ordinator, regional agencies and countries.
- Prepare and organize need assessment missions.
- Enhanced maritime administrations in the region. Improved and co-ordinated PSC inspections.

Primary beneficiaries: Developing countries in Arab and Africa Francophone Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.3.2 Sub-Programme: Preparation of PIDs

Programme elements and key activities

- 1 Prepare programme documents for the 2004-2005 ITCP and identify implementing agents.
- 2 Review the activities and programmes implemented during the last biennium; review and finalize with Technical Divisions activities implemented in 2004 and revise PIDs;
- 3 Follow-up the outcome of donors' workshop and maximize communications with donors for securing programme funding. Prepare reports to donors;
- 4 Prepare programme profiles to be targeted to donors and regional agencies for funding, explore sources of funding and negotiate with donors proposals for activities to be financed, prepare the corresponding PID and identify Implementing Agent;
- 5 Liaise with regional agencies and others regarding the revision of PIDs; Co-ordinate the revision of PIDs with the regional co-ordinator; Use the regional coordinator to identify channels of assistance and maintain contact with donors in the region ;
- 6 Develop proposals for continued assistance to the region and related PIDs
- 7 Finalize activities to be financed by IMO/France Protocol.

Planned Outputs for 2004-2005

- Report on the execution of the IMO/France Protocols.
- Submit reports to donors

Primary beneficiaries: Developing countries in Arab and Africa Francophone Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.3.3 Sub-programme: Programme monitoring

Programme elements and key activities

- 1 Liaise with regional agencies (Arab Conference on Transport, MOWCA, ROPME, PERSGA, etc.) and others regarding the monitoring and execution and completion of IMO activities;
- 2 Maintain contact the delivery of regional activities with the implementing agents, the regional co-ordinator, regional agencies and donors with the perspective to monitor programmes and their delivery;

- 3 Assist in the monitoring of the implementation of the IMO/France Protocol;
- 4 Review the activities and programmes implemented during the last biennium and in 2004 and prepare adequate actions;
- 5 Organize and take part in steering committee meetings regarding the implementation of activities financed by donors; and
- 6 Provide support to the regional co-ordinator in the monitoring of activities carried out in this region.

Planned Outputs for 2004-2005

- Report on the execution of the IMO/France Protocols.
- Submit reports to donors

Primary beneficiaries: Developing countries in Arab and Africa Francophone Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.3.4 Sub-Programme: Regional presence and/or partnerships

Programme elements and key activities

- 1 Provide support to the regional co-ordinator in the delivery of activities and in the execution of work programme and monitor the execution and progress of activities in Central and Western Africa;
- 2 Continue to support the regional co-ordinator's efforts to identify funding; maintain contact with donors in the region;
- 3 Co-ordinate the delivery by implementing agents, regional co-ordinator and others of regional activities and projects; Liaise with regional agencies in respect of regional activities (execution/completion);
- 4 Maintain continuous communication with regional bodies and participate in their meetings: PERSGA, ROPME, Arab Conference on Transport, ESCWA etc.; and
- 5 Follow-up NEPAD project which started in 2002

Planned Outputs for 2004-2005

- Prepare new projects and the ITCP for 2006-2007 for Central and Western Africa.
- Field needs assessment missions and requests from countries, prepare a programme for assistance for the concerned countries.
- Respond to requests from maritime authorities and regional bodies in the region on specific topics and organize adequate assistance through the regional co-ordinator.
- Revision of the MOU on regional presence.

- Explore possibility to finalize the establishment of a regional office in the Arab region

Primary beneficiaries: Developing countries in Arab and Africa Francophone Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.3.5 Sub-Programme: IMO meeting support and reporting

Programme elements and key activities

- 1 Contribute the production of the report on the 2002-2003 and 2006-2007 TC Fund Programme
- 2 Contribute the production of the report on partnerships, on the regional co-ordination; maritime security; and resource mobilization
- 3 Co-ordinate and liaise with regional agencies, donors and Technical Divisions for the preparation of reports on implementation of various activities;

Planned Outputs for 2004-2005

- Reporting on the Integrated Technical Co-operation Programme the biennia 2002-2003 and 2004-2005.
- Submit reports to donors (EC), the IMO/France Protocol, the TCC.
- Prepare documents for the Council

Primary beneficiaries: Developing countries in Arab and Africa Francophone Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.4 PROGRAMME: REGIONAL ASIA AND PACIFIC

Asia plays an important role in international shipping in terms of ship owning and management, shipbuilding and supply of seafarers. Naturally the region has the need to strengthen maritime Administrations, improve maritime safety management systems in the government agencies and in shipping companies, and improve the quality of seafarers.

Objectives

- 1 Economic development is the engine for shipping activities. As the region as a whole has seen a sustained growth in the past three decades, the region's trade is booming. Accompanied with the booming trade are the busy movement of ships in the region and the likelihood of marine accidents and oil spills. Therefore, the region needs to continue to prepare for ship waste reception and for oil spill accidents.
- 2 Piracy remains a problem, and maritime security has become a major concern of many countries in the region, as well as of the regional organizations such as the Asia-Pacific Economic Co-operation (APEC) and the Asian Development Bank (ADB).
- 3 The needs assessment missions carried out for the region in the past few years show that maritime laws and regulations in many countries need updating to incorporate the new requirements of the international instruments. To ensure practical effectiveness and user comprehensibility of the new national legislative regimes, efforts have to be made to employ methodologies that are most appropriate and meaningful for an individual country or a particular sub-region.

Sub-programmes

- 1 ITCP planning and development
- 2 Preparation of PIDs
- 3 Programme monitoring
- 4 Regional presence and/or partnerships
- 5 IMO meeting support and reporting

Substantive changes: The technical assistance for the region in 2004 and 2005 will focus on capacity building for better and effective flag State implementation, which should involve institutional reforms and modernization of national laws and regulations in accordance with international rules and standards. To ensure the quality of seafarers supplied by the region, training on compliance with the STCW requirements, including maritime English training, will continue. Assistance will be provided for maritime Administrations to implement the mandatory requirements of the new maritime security regime with emphasis on training of maritime and port security personnel. Considering the fact that many countries do not have the financial resources to provide port reception facilities and oil spill response equipment, regional and sub-regional co-operation in this respect should be further promoted.

Regular budget resource requirements

Programme 6.4 - Regional Asia and Pacific												Total	
Year	Work month estimates			Direct Cost £							Sub-total		
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		9.5	13.0	109,400			200	3,300				112,900	2002/2003
2003		9.5	13.0	111,200			200	3,300				114,700	2004/2005
2004		9.5	16.5	146,100			1,600	1,800	8,700			158,200	
2005		9.5	16.5	149,300			1,700	1,800	8,700			161,500	319,700

6.4.1 Sub-Programme: ITCP planning and development

Programme elements and key activities

- 1 Co-ordinate with the Implementation Agents (IAs), in particular the technical Divisions, as well as donors (China, Republic of Korea and Singapore).
- 2 Consider suggestions from the IMO regional offices in India and the Philippines.
- 3 Liaise with regional agencies on regional maritime strategy and work programmes developed by regional organizations and programmes (APEC, ADB, ASEAN, ESCAP, IOC, PEMSEA, SACEP, SPC, SPREP, as well as the Tokyo and Indian Ocean MOUs on PSC).

Planned Outputs for 2004-2005

- Study reports, including evaluation/impact assessment reports, on technical cooperation activities carried out in the previous years.
- Organize two needs assessment missions (DPR Korea and Pakistan).
- Prepare the regional ITCP programme for 2006-2007.

Primary beneficiaries: Developing countries in Asia and Pacific Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.4.2 Sub-programme: Preparation of PIDs

Programme elements and key activities

- 1 Review the activities and programmes implemented during the last biennium; review and finalize with Technical Divisions activities implemented in 2004 and revise PIDs;
- 2 Follow-up the outcome of donors' workshop and maximize communications with donors for securing programme funding. Prepare reports to donors;
- 3 Prepare programme profiles to be targeted to donors and regional agencies for funding, explore sources of funding and negotiate with donors proposals for

- activities to be financed, prepare the corresponding PID and identify Implementing Agent;
- 4 Liaise with regional agencies and others regarding the revision of PIDs; Co-ordinate the revision of PIDs with the regional co-ordinator; Use the regional coordinator to identify channels of assistance and maintain contact with donors in the region ;
 - 5 Develop proposals for continued assistance to the region and related PIDs
 - 6 Identify 5/6 IAs and some 10 implementation officers and make implementation arrangements with them.

Planned Outputs for 2004-2005

- Developed 5/6 programme profiles for the purpose of mobilizing resources.
- Developed 5/6 programme implementation documents.

Primary beneficiaries: Developing countries in Asia and Pacific Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.4.3 Sub-programme: Programme monitoring

Programme elements and key activities

- 1 Liaise with regional agencies and others regarding the monitoring and execution and completion of IMO activities;
- 2 Maintain contact the delivery of regional activities with the implementing agents, the regional co-ordinator, regional agencies and donors with the perspective to monitor programmes and their delivery;
- 3 Review the activities and programmes implemented during the last biennium and in 2004 and prepare adequate actions;
- 4 Organize and take part in steering committee meetings regarding the implementation of activities financed by donors; and
- 5 Provide support to the regional co-ordinator in the monitoring of activities carried out in this region.
- 6 Identify serious delay in delivery and execute contingency plans.
- 7 Co-ordinate with the Implementation Agents (IAs), in particular the technical Divisions, as well as donors (China, Republic of Korea and Singapore).

Planned Outputs for 2004-2005

- Submit end-of-year TC status reports for 2003 for some 10 programmes/projects.
- Submit end-of-year TC status reports for 2004 for some 8 programmes.
- Submit revisions for 8 operational programmes in the first half of the year.
- Submit project progress (performance) reports in the second half of the year.

Primary beneficiaries: Developing countries in Asia and Pacific Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.4.4 Sub-programme: Regional presence and/or partnerships

Programme elements and key activities

- 1 Provide guidance and support for the regional co-ordinators in India and the Philippines and supervise their work.
- 2 Identify activities to be supported technically and/or financially by nine regional/national TC partners.
- 3 Identify possibility of a new partnership arrangement with ADB and APEC on maritime security for Asia.
- 4 Identify possibility of a new partnership arrangement with Australia and/or New Zealand on maritime security for the Pacific Islands.

Planned Outputs for 2004-2005

- Submit reports requested by donors (France, Germany and Republic of Korea).
- Prepare new projects and the ITCP for 2006-2007 for Asia and Pacific Region.
- Field needs assessment missions and requests from countries, prepare a programme for assistance for the concerned countries.
- Respond to requests from maritime authorities and regional bodies in the region on specific topics and organize adequate assistance through the regional co-ordinator.
- Revision of the MOU on regional presence..

Primary beneficiaries: Developing countries in Asia and Pacific Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.3.5 Sub-Programme: IMO meeting support and reporting

Programme elements and key activities

- 1 Contribute the production of the report on the 2002-2003 and 2006-2007 TC Fund Programme.
- 2 Prepare input for document on ITCP and TC Fund related matters, regional presence, and on maritime security for TC – 54th session.
- 3 Contribute the production of the report on partnerships, on the regional co-ordination; maritime security; and resource mobilization
- 4 Co-ordinate and liaise with regional agencies, donors and Technical Divisions for the preparation of reports on implementation of various activities;

Planned Outputs for 2004-2005

- Reporting on the Integrated Technical Co-operation Programme the biennia 2002-2003 and 2004-2005.
- Submit documentation for the report to the Council – 92nd and 93rd sessions and Assembly – 24th session

Primary beneficiaries: Developing countries in Arab and Africa Francophone Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.5 PROGRAMME: REGIONAL CIS/EASTERN EUROPE

The latest development in the maritime sector in the CIS/Eastern Europe Region shows that there are certain issues, which need to be addressed. Owing to lack of proper maritime institutions and qualified manpower, the maritime authorities in some countries in the region cannot cope with developments.

Objectives

- 1 To focus on the ratification and implementation of MARPOL 73/78 and on the building-up of national and regional capacity for marine emergency response.
- 2 To build partnerships and to remove policy, investment, legal and capacity barriers to the sustainable use and development of coastal and marine resources.

Sub-programmes:

- 1 ITCP planning and development
- 2 Preparation of PIDs
- 3 Programme monitoring
- 4 IMO meeting support and reporting

Substantive changes: Activities for CIS/Eastern Europe in 2004–2005 will concentrate on establishing and upgrading maritime Administrations through assistance in improving their institutional arrangements, maritime legislation and working procedures, and through training of administrative staff, surveyors and inspectors. Emphasis should be placed on enhancing the functions of both flag State implementation and port State control, promoting the implementation of the relevant IMO instruments.

Regular budget resource requirements

Programme 6.5 - Regional CIS/Eastern Europe													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		11.0	22.0	100,000			200	3,300				103,500	207,800
2003		11.0	22.0	100,800			200	3,300				104,300	
2004		11.0	22.0	148,300			400	1,100	4,500			154,300	309,300
2005		11.0	22.0	148,600			400	1,100	4,900			155,000	

6.5.1 Sub-Programme: ITCP planning and development

Programme elements and key activities

- 1 Organize, as required, fact-finding/needs assessment missions to the countries of the region;
- 2 Identify assistance needs with Implementing Agents at IMO Headquarters and with national and regional partners in the field;
- 3 Analyze the findings and recommendations of advisory missions and training activities carried out previously and during the biennium;
- 4 Monitor the development and implementation of regional and national policies, strategies and action plans for the maritime and port sectors, to ensure that they take account of IMO's regulatory priorities;
- 5 With the recipient countries, identify future technical co-operation needs that may be addressed by IMO.
- 6 Prepare the CIS/Eastern Europe components of the ITCP for 2006-2007.

Planned Outputs for 2004-2005

- Study reports, including environmental impact assessment reports, on technical cooperation activities carried out in the previous years.
- Organize two to three needs assessment missions.
- Prepare the regional ITCP programme for 2006-2007.

Primary beneficiaries: Countries in CIS/Eastern Europe.

Completion Date/ Timescale: Continuous through 2004-2005.

6.5.2 Sub-programme: Preparation of PIDs

Programme elements and key activities

- 1 Review the activities and programmes implemented during the last biennium; review and finalize with Technical Divisions activities implemented in 2004 and revise PIDs;
- 2 Follow-up the outcome of donors' workshop and maximize communications with donors for securing programme funding. Prepare reports to donors;
- 3 Prepare programme profiles to be targeted to donors and regional agencies for funding, explore sources of funding and negotiate with donors proposals for activities to be financed, prepare the corresponding PID and identify Implementing Agent;
- 4 Prepare programme profiles for any programmes emerging during the year and, as a result of successful resource mobilisation activities, prepare the corresponding PIDs, identifying also appropriate Implementing Agent.

Planned Outputs for 2004-2005

- Developed 2/3 programme profiles for the purpose of mobilizing resources.
- Developed 2/3 programme implementation documents and identify 2/3 IAs and make implementation arrangements.

Primary beneficiaries: Countries in CIS/Eastern Europe.

Completion Date/ Timescale: Continuous through 2004-2005.

6.5.3 Sub-programme: Programme monitoring

Programme elements and key activities

- 1 Liaise with regional agencies and others regarding the monitoring and execution and completion of IMO activities;
- 2 Maintain contact the delivery of regional activities with the implementing agents, the regional co-ordinator, regional agencies and donors with the perspective to monitor programmes and their delivery;
- 3 Review the activities and programmes implemented during the last biennium and in 2004 and prepare adequate actions;
- 4 Organize and take part in steering committee meetings regarding the implementation of activities financed by donors; and
- 5 Identify serious delay in delivery and execute contingency plans.

Planned Outputs for 2004-2005

- Submit end-of-year TC status reports for 2003 for some 10 programmes/projects.
- Submit end-of-year TC status reports for 2004 for some 8 programmes.
- Submit revisions for 8 operational programmes in the first half of the year.
- Submit project progress (performance) reports in the second half of the year. .

Primary beneficiaries: Countries in CIS/Eastern Europe.

Completion Date/ Timescale: Continuous through 2004-2005.

6.5.4 Sub-Programme: IMO meeting support and reporting

Programme elements and key activities

- 1 Contribute the production of the report on the 2002-2003 and 2006-2007 TC Fund Programme.
- 2 Prepare input for document on ITCP and TC Fund related matters, regional presence, and on maritime security for TC – 54th session.
- 3 Contribute the production of the report on partnerships, on the regional co-ordination; maritime security; and resource mobilization
- 4 Co-ordinate and liaise with regional agencies, donors and Technical Divisions for the preparation of reports on implementation of various activities;

Planned Outputs for 2004-2005

- Reporting on the Integrated Technical Co-operation Programme the biennia 2002-2003 and 2004-2005.
- Submit documentation for the report to the Council – 92nd and 93rd sessions and Assembly – 24th session

Primary beneficiaries: Countries in CIS/Eastern Europe.

Completion Date/ Timescale: Continuous through 2004-2005.

6.6 PROGRAMME: REGIONAL LATIN AMERICA AND CARIBBEAN

The Latin America and Caribbean Section is the Geographical focal point in IMO for all TC matters affecting 33 developing States and 14 territories of the region. The Section is responsible for all strategic planning, programming, resourcing and monitoring of the TC activities carried out by IMO in the region.

In respect of strategic planning and programming, the Section is guided by the policies and strategies that the countries of the region have already adopted or are progressively developing in relation to the maritime sector. At the regional level, new priorities, action plans and co operation concepts are being identified through the Western Hemisphere Transport Initiative, in preparation for the establishment of a Free Trade Area of the Americas (FTAA) by 2005. At the sub-regional level, there are several other examples of regional integration systems that have direct impact on shipping and port operations and, in this respect, IMO has long enjoyed close collaboration with the two Latin American networks of maritime authorities (ROCRAM and ROCRAM CA), which have adopted strategies on maritime safety, training, marine environment protection, maritime legislation and facilitation. In the Caribbean, which is composed mainly of island States and Territories, emerging policies and priorities are guided by the SIDS Plan of Action, efforts to promote an integrated management approach to the Caribbean Sea in the context of sustainable development, and national and regional maritime action plans, the development of which is being facilitated with support from IMO.

In terms of programme delivery and monitoring, and as a consequence of the policies of decentralization adopted by the TCC, over the last few years the Section has become the principal Implementing Agent for IMO's technical co-operation activities in the region, either through direct management or through executing arrangements established with several national and regional partners.

The modalities to address the growing technical co-operation needs of the region and to deliver and manage the required assistance are changing, as illustrated below.

Objectives:

1 The region and its needs

- Several States and Territories of the region have established or are establishing open registries. They therefore play an important role in international shipping entailing significant flag State responsibilities, with the need to develop/strengthen administrative and safety management systems and resources.
- The majority are also members of the two existing regional PSC regimes (Viña del Mar Agreement and Caribbean MOU), requiring the training of PSCOs.
- Given the region's heavy shipping traffic, including the transportation of oil and other potentially hazardous substances, the region has vital marine environment interests to protect if it is to achieve its goals of sustainability and preserve and expand its tourism and fisheries industries.
- Both the Latin American countries and the Caribbean States and Territories have recently started a process of modernization of their maritime legislation and this is requiring further IMO support.
- The future FTAA and similar integration systems, all require improved facilitation and optimization of shipping and port operations.
- The region's strategic transport routes, growing cruise sector and trade patterns (especially with the USA) requires it to implement effectively and speedily IMO's new maritime security regime.

2 Changing delivery modalities

- To address the regional challenges mentioned above, as well as the limited TC delivery capacity at IMO Headquarters (at least in relation to Latin America), the Section has traditionally played an important role as Implementing Agent.
- To put in practice the TCC's policies on decentralization, the Section has established national and regional partnership agreements that have proved successful in ensuring improved TC delivery.
- As a consequence, for the Latin America and Caribbean Section those two delivery modalities are now the norm, rather than the exception and it is expected that such arrangements will increase in the future in line with the TCC's policies.

3 Increased management responsibilities

- With the introduction of new TC arrangements within the IMO Secretariat, requiring a greater and more robust role for the Technical Co-operation Division in relation to oversight and contract management, the monitoring and evaluation work of the Section is also expected to increase.

Sub-programmes

- 1 ITCP planning and development
- 2 Preparation of PIDs
- 3 Programme monitoring
- 4 Regional presence and/or partnerships
- 5 IMO meeting support and reporting

Substantive changes: Responding to growing needs, increasing decentralization, and improving oversight influence the work programme and budget of the Section for the biennium 2004-2005, during which the key assignments will be to:

- support regional policies, strategies and action plans aimed at more effective implementation and enforcement of IMO's global standards;
- improve continuously the relevance and effectiveness of IMO's technical co operation programmes in the region; and
- monitor closely the on-going creation of the FTAA, and identify with the Latin America and Caribbean countries, the impact of this important development and the future technical assistance requirements that it may generate in relation to the sustainable development of the region's maritime and port sectors.

Regular budget resource requirements

Programme 6.6 - Regional Latin America and Caribbean												Total	
Year	Work month estimates			Direct Cost £							Sub-total		
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		9.5	3.5	86,000			100	2,900				89,000	
2003		9.5	3.5	86,300			100	2,900				89,300	178,300
2004		9.5		71,800			300	1,500	7,400			81,000	
2005		19.0	9.5	136,400			300	1,500	11,200			149,400	230,400

6.6.1 ITCP planning and development

Programme elements and key activities

- 1 Analyze the findings and recommendations of advisory missions and training activities carried out previously and during the biennium. Continue and expand the reviews, analyses and assessments of 2004.
- 2 Analyze the results of the Impact Assessment Exercise covering the four-year period 2000-2003.
- 3 Identify emerging trends and assistance needs, as well as better implementation systems, with Implementing Agents at Headquarters and with national and regional partners in the field.
- 4 Monitor closely the development and implementation of national and regional policies, strategies and action plans for the maritime and port sectors, to ensure that they take account of IMO's regulatory priorities and, where relevant, of any related UN System directives and objectives that are of relevance to the Organization's technical co-operation activities (e.g. TCDC, SIDS Plan of Action, etc.).
- 5 With the recipient countries and partner organizations, identify the potential impact on the region's maritime and port sectors of any new regulatory developments at IMO and of existing and emerging regional integration systems
- 6 Examine priorities and trends in the development aid policies of donors, as well as their programmes and proposals for the maritime and port sectors of the region.

Planned Outputs for 2004-2005

- Develop the Latin America and Caribbean components of the ITCP for 2006-2007.
- Organize, as required, needs assessment missions to developing countries of the region.
- Identified future technical co-operation needs that may be addressed effectively by IMO and through partnership arrangements.

Primary beneficiaries: Developing Countries in Latin America and Caribbean Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.6.2 Preparation of PIDs

Programme elements and key activities

- 1 Continue to carry out resource mobilization activities to secure funding for the non-core activities of the regional programmes for Latin America and the Caribbean under the approved ITCP for 2004-2005.
- 2 Carry out resource mobilization activities to secure funding for the non-core activities of the regional programmes for Latin America and the Caribbean under the approved ITCP for 2004-2005.
- 3 Prepare programme profiles for any programmes emerging during the year as required and, as a result of successful resource mobilization activities, prepare the corresponding PIDs, identifying also the appropriate Implementing Agent.

Planned Outputs for 2004-2005

- Prepare some 6 programme profiles and PIDs, identifying appropriate Implementing Agents, to cover the core activities of the regional programmes for Latin America and the Caribbean under the approved ITCP for 2004-2005 subject to previously developed and signed in the second half of 2003.
- Programme revision on the existing PIDs incorporating the corresponding donor inputs.
- Identified future technical co operation needs that may be addressed effectively by IMO and through partnership arrangements.

Primary beneficiaries: Developing Countries in Latin America and Caribbean Region.

Completion Date/ Timescale: Continuous through 2004-2005.

<h3>6.6.3 Programme monitoring</h3>
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Programme elements and key activities

- 1 Continuously monitor implementation of residual and operational programmes, and of new programmes that become operational in 2004 2005.
- 2 Ensure preparation and comprehensive review of progress reports for all programmes on a quarterly basis.
- 3 Identify and correct budgetary and programme slippages, if any, and where necessary put in place the corresponding contingency plans or other appropriate measures.
- 4 Prepare and submit programme completion reports.
- 5 Prepare and submit progress and programme completion reports to donors.

Planned Outputs for 2004-2005

- Produce year-end revisions for some 15 projects and programmes implemented in the 2002-2003 biennium.
- Produce year-end revisions for some 10 operational programmes.
- Identified future technical co-operation needs that may be addressed effectively by IMO and through partnership arrangements.

Primary beneficiaries: Developing Countries in Latin America and Caribbean Region.

Completion Date/ Timescale: Continuous through 2004-2005.

<h3>6.6.4 Regional presence and/or partnerships</h3>

Programme elements and key activities

- 1 Maintain and support existing decentralization mechanisms with national and regional partners (Argentina, Chile, COCATRAM and ROCRAM) and increase volume of TC activities delegated to them for implementation.

- 2 Establish and support decentralization mechanisms for an IMO regional presence office in the Caribbean, and secure administrative and logistic support for that purpose, to enable delegation of TC implementation responsibilities.
- 3 Explore potential new partnerships to promote technical co-operation among developing countries (TCDC) in the region.
- 5 Explore new potential partnerships with the Association of Caribbean States (ACS), the Caribbean Maritime Institute (CMI), the Inter-American Development Bank (IDB) and the Inter-American Committee on Ports of the Organization of American States (CIP/OAS) in the context of IMO's regulatory priorities and the emergence of the FTAA,
- 6 Establish partnerships and develop/negotiate related MOUs, for the joint implementation of TC activities with ACS, CMI, IDB and CIP/OAS where feasible.

Planned Outputs for 2004-2005

- Decentralization mechanism for the IMO regional presence office in the Caribbean, and increased volume of TC activities delegated to it for implementation.
- Prepare and negotiate with incoming ROCRAM Secretariat (Panama), a new MOU for 2005-2006, for the management and implementation of delegated TC work programme.
- Identified future technical co operation needs that may be addressed effectively by IMO and through partnership arrangements.

Primary beneficiaries: Developing Countries in Latin America and Caribbean Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.6.5 IMO meeting support and reporting
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Programme elements and key activities

- 1 Support the preparation of documents for, and servicing of, TC 54 and TC55 in 2004 and 2005 respectively, especially in relation to: ITCP planning, development and implementation, resource mobilization, the TC Fund, regional presence and partnerships, maritime security, and the impact assessment exercise.
- 2 Support the preparation of documents for C 92 (TC Fund) and C 93 (as required).
- 3 Support the preparation of documents for C 94 (TC Fund).
- 4 Support the preparation of all TC-related documents for C/ES.23 and Assembly 24.

Planned Outputs for 2004-2005

- Reporting on the Integrated Technical Co-operation Programme the biennia 2002-2003 and 2004-2005.
- Submit documentation for the report to the Council – 92nd and 93rd sessions and Assembly – 24th session.

Primary beneficiaries: Developing Countries in Latin America and Caribbean Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.7 PROGRAMME: GLOBAL

Objectives:

- 1 The responsibilities and activities under programme 6.7 are primarily the result of the IMO Assembly resolution A.924 calling for the review of the measures and procedures to prevent acts of terrorism against the security and crews and safety of ships. In response to operative paragraph 5 of that resolution, to provide technical assistance to developing countries in the field of maritime and port security, the initial steps in this field have specifically focused on capacity-building.
- 2 Under programme 6.7 the responsibilities involve the planning, programming, resourcing and monitoring of the TC activities carried out by IMO relating to the new maritime security regime, including those activities which have been developed under the Global Programme on Maritime and Port Security.
- 3 In respect of strategic planning and programming, the work will be influenced by the policies and strategies that the Member States have already adopted or are progressively developing with regard to the maritime security and relating to the effective and speedy implementation of IMO's new maritime security regime.
- 4 In terms of programme delivery and monitoring, the principal Implementing Agent for IMO's technical co-operation activities relating to the maritime security regime resides under programme 6.7, either through direct management or through executing arrangements established with designated partners.
- 5 Programme 6.7 will also encompass the planning and monitoring of the ITCP's global programmes, including the IMO/France Protocol.

Sub-programmes

- 1 ITCP planning and development
- 2 Preparation of PIDs
- 3 Programme monitoring
- 4 IMO meeting support and reporting

Substantive changes: For the biennium 2004-2005 the key assignments will be to:

- support global policies, strategies and action plans aimed at more effective implementation and enforcement of the new security regime;
- improve continuously the relevance and effectiveness of IMO's technical co operation Global Programme on Maritime and Port Security; and
- monitor closely the impact of any important developments and the future technical assistance requirements that may be generated in relation to the maritime and port security and safety.

Regular budget resource requirements

Programme 6.7 - GLOBAL												Total	
Year	Work month estimates			Direct Cost £							Sub-total		
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		11.0	12.0	102,100			300	3,300				105,700	2002/2003
2003		11.0	12.0	103,200			300	3,300				106,800	2004/2005
2004		11.0		75,900			300	800				77,000	
2005		11.0	12.0	110,900			300	800				112,000	189,000

6.7.1 ITCP planning and development

Programme elements and key activities

- 1 Organize, as required, fact-finding/needs assessment missions;
- 2 Identify assistance needs with Implementing Agents at IMO Headquarters;
- 3 Analyze the findings and recommendations of advisory missions and training activities carried out previously and during the biennium;
- 4 Monitor the development and implementation of global policies, strategies and action plans for the maritime and port sectors, to ensure that they take account of IMO's regulatory priorities; and
- 5 With the recipient countries, identify future technical –co-operation needs that may be addressed by IMO under global activities.

Planned Outputs for 2004-2005

- Prepare the Global components of the ITCP for 2006-2007.

Primary beneficiaries: All regions world-wide.

Completion Date/ Timescale: Continuous through 2004-2005.

6.7.2 Preparation of PIDs

Programme elements and key activities

- 1 Prepare programme profiles for any global programmes emerging during the year and, as a result of successful resource mobilisation activities;
- 2 Prepare the corresponding PIDs, identifying also appropriate Implementing Agent.

Planned Outputs for 2004-2005

- Prepare 2/3 PIDs and identify 2/3 IAs and make implementation arrangements with them.

Primary beneficiaries: Member States.

Completion Date/ Timescale: Continuous through 2004-2005.

6.7.3 Programme: Programme monitoring

Programme elements and key activities

- 1 Prepare revisions of operational security programme.
- 2 Prepare global security programme progress reports.
- 3 Prepare end-of-the-year TC status reports for 2003 for operational global security programme.

Planned Outputs for 2004-2005

- Ensure preparation and comprehensive review of progress reports for all programmes on a quarterly basis.
- Identify and correct budgetary and programme slippages, if any, and where necessary put in place the corresponding contingency plans or other appropriate measures.
- Prepare and submit programme completion reports.
- Prepare and submit progress and programme completion reports to donors.

Primary beneficiaries: Member States.

Completion Date/ Timescale: Continuous through 2004-2005.

6.7.5 Sub-programme: IMO meeting support and reporting

Programme elements and key activities

- 1 Support the preparation of documents for, and servicing of, TC 54 and TC55 in 2004 and 2005 respectively, especially in relation to: ITCP planning, development and implementation, resource mobilization, the TC Fund, regional presence and partnerships, maritime security, and the impact assessment exercise.
- 2 Support the preparation of documents for C 92 (TC Fund) and C 93 (as required).
- 3 Support the preparation of documents for C 94 (TC Fund).
- 4 Support the preparation of all TC-related documents for C/ES.23 and Assembly 24.

Planned Outputs for 2004-2005:

- Reporting on the Integrated Technical Co-operation Programme the biennia 2002-2003 and 2004-2005.
- Submit documentation for the report to the Council – 92nd and 93rd sessions and Assembly – 24th session.

Primary beneficiaries: Developing Countries.

Completion Date/ Timescale: Continuous through 2004-2005.

6.8 PROGRAMME – IMPLEMENTATION

Objective: To carry out programmes with the aim to achieve self sustainability among developing countries in their compliance with global rules and standards contained in the treaty and non-treaty instruments.

Sub-programmes

- 1 Regional Anglophone Africa
- 2 Regional Arab States & Francophone Africa
- 3 Regional Asia and Pacific
- 4 Regional CIS/Eastern Europe
- 5 Regional Latin America and Caribbean
- 6 Global

Substantive changes: The Contract Manager as well as the implementation agent.

Regular budget resource requirements

Programme 6.8 - Implementation													Total
Year	Work month			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		1.0	14.5	154,900			400					155,300	312,200
2003		13.0	14.5	156,500			400					156,900	
2004		37.0	14.5	240,700			1,200					241,900	514,300
2005		42.5	17.0	271,200			1,200					272,400	

6.8.1 Sub-programme: Implementation Regional Anglophone Africa

Programme elements and key activities

- 1 As Contract Manager, co-ordinate, provide support, monitor closely and evaluate the execution of programmes for the Africa Region.
- 2 Prepare programme on development of maritime legislation, Africa.
- 3 Prepare programme on Regional Co-ordination and Delivery
- 4 Provide support for the delivery of TC activities by IAs/implmentation officers

Planned Outputs for 2004-2005

- Three national seminars on maritime security and three port security assessment missions.

- Four advisory missions/national training courses to respond to ad hoc request for technical assistance.
- Fellowship activities with the budget allocations for the region including WID.

Primary beneficiaries: Developing Countries in Regional Anglophone Africa.

Completion Date/ Timescale: Continuous through 2004-2005.

6.8.2 Sub-programme: Implementation Arab States & Francophone Africa

Programme elements and key activities

- 1 Make sure that the planned activities under the ITCP are implemented and related outputs are produced;
- 2 Make sure that monitoring and reporting of all programmes are carried out;
- 3 Monitor the execution activities delegated to all other Implementing Agents;
- 4 Assist in the management and implementation of IMO/France Protocol; and
- 5 Implement activities to be undertaken by the Section

Planned Outputs for 2004-2005:

- Three/four national seminars on maritime security and three port security assessment missions.
- Four/five advisory missions/national training courses to respond to ad hoc request for technical assistance.
- Fellowship activities with the budget allocations for the region including WID.

Primary beneficiaries: Developing Countries in Regional Arab States and Francophone Africa.

Completion Date/ Timescale: Continuous through 2004-2005.

6.8.3 Sub-programme: Implementation Asia and Pacific

Programme elements and key activities

- 1 Prepare programme on IMO/ASEAN maritime legislation.
- 2 Organize Training activities with the budget allocations for the region.
- 3 Provide support for the delivery of TC activities by IAs/implementation officers.

Planned Outputs for 2004-2005

- Three/Four national seminars on maritime security
- Two advisory missions/national training courses to respond to ad hoc request for technical assistance.

Primary beneficiaries: Developing Countries in Regional Asia and Pacific

Completion Date/ Timescale: Continuous through 2004-2005.

6.8.4 Sub-programme: Implementation CIS/Eastern Europe

Programme elements and key activities

- 1 The Section will ensure that the objectives of the approved CIS/Eastern Europe programmes are met, activities are executed, expected outputs are produced within the approved budgets and time schedules, and that monitoring and reporting is carried out, in relation to national and regional programmes assigned to it for implementation

- 2 The Section will ensure that the objectives of the approved CIS/Eastern Europe programmes are met, activities are executed, expected outputs are produced within the approved budgets and time schedules, and that monitoring and reporting is carried out, in relation to national and regional programmes assigned to it for implementation

Planned Outputs for 2004-2005

- Three/Four national seminars on maritime security
- Two advisory missions/national training courses to respond to ad hoc request for technical assistance.

Primary beneficiaries: Countries in CIS/Europe Region.

Completion Date/ Timescale: Continuous through 2004-2005.

6.8.5 Sub-programme: Regional Latin America and Caribbean
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Programme elements and key activities

- 1 As Implementing Agent, the Section will ensure that the immediate objectives of the approved Latin American and Caribbean programmes of the ITCP are met, planned activities are executed, expected outputs are produced within the approved budgets and time schedules, and that monitoring and reporting is carried out systematically, in relation to:
 - national and regional programmes assigned to it for implementation;
 - national and regional missions and training activities under the Latin America and Caribbean components of IMO's global security programme;
 - such ad hoc advisory missions and training activities that may emerge during the year

- 2 As Contract Manager, the Section will provide support to, and monitor closely and evaluate, the execution of activities delegated to all other Implementing Agents at IMO Headquarters and in the field (e.g. national and regional partners, and the IMO regional presence office in the Caribbean).

Planned Outputs for 2004-2005

- Three/Four national seminars on maritime security
- Two advisory missions/national training courses to respond to ad hoc request for technical assistance.

Primary beneficiaries: Developing Countries in Regional Latin America and Caribbean.

Completion Date/ Timescale: Continuous through 2004-2005.

6.8.6 Sub-programme: Implementation Global**Programme elements and key activities**

- 1 To ensure that the objectives of the approved Global Programme on Maritime and Port Security are met, the activities are executed, expected outputs are produced within the approved budgets and time schedules, and that monitoring and reporting is carried out
- 2 In addition to ensure that the activities under the IMO/France Protocol are executed and monitoring in the same way.
- 3 The Section will ensure that the objectives of the approved CIS/Eastern Europe programmes are met, activities are executed, expected outputs are produced within the approved budgets and time schedules, and that monitoring and reporting is carried out, in relation to national and regional programmes assigned to it for implementation

Planned Outputs for 2004-2005

- Three/Four national seminars on maritime security
- Two advisory missions/national training courses to respond to ad hoc request for technical assistance.

Primary beneficiaries: Developing Countries in Regional Latin America and Caribbean.

Completion Date/ Timescale: Continuous through 2004-2005.

6.9 PROGRAMME: PROGRAMME AND PERFORMANCE MANAGEMENT

Objective: The Programme and Performance Management Section is responsible for the design and monitoring of an integrated programme management system (IPMS), and for initiating changes to the IPMS in light of lessons learned from implementing the ITCP. These functions include the financial data-management for reporting to IMO governing bodies and to donors, developing and up-dating the necessary management and reporting tools, and administering a database comprising TC programme information. Other key components of the Section work plan entail the management of the IMO/Norway Co-operation Programme, and the administrative support to global maritime training institutes.

Sub-programmes

- 1 IMO/Norway Programme
- 2 Management of TC programming and performance processes
- 3 Integration of women in the maritime sector [IWMS]
- 4 Assistance to global maritime training institutes
- 5 ITCP planning and programme monitoring
- 6 IMO meeting support and reporting

Substantive changes:

1 Implementation of new TC measures

Following the introduction of new TC measures by the Secretary-General in September 2002, management tools were developed through the Programme Implementation Document (PID) to address the contractual arrangements with Implementation Agents, the monitoring formats and schedules, delivery milestones and indicators, and other frameworks required by the new measures. During the biennium, activities under Programme 6.9 will include the evaluation of the usage and effectiveness of these structures and their role in supporting the planning, management, delivery , and monitoring of the ITCP.

2 Implementation of the financial interim solution

Implementation of the financial interim solution or any successor arrangements decided by the Council will be a priority during the biennium, taking into account the close linkages between a sound financial structure and the improved framework for the implementation of technical co-operation. The interface of the TC financial management system with the IPMS, and the redefinition of the financial systems supports the foundation of the new TC measures, and is central to their success: the work of this biennium will consolidate the finance and management strands with respect to the sourcing of baseline financial data, through the harmonization of coding and the up-loading mechanism of baseline data into the Integrated Programme Management System.

Implementation of this function will depend on the Council decision regarding the selection of successor software for an integrated data-processing system within the Organization.

3 Multi-bilateral donors

The fluctuating trends in donor allocations present a challenge for securing long-term, predictable levels of financing for the ITCP. As one of the long-standing multi-bi donor partnerships, the IMO/Norway Co-operation Programme represents one of the significant elements of the ITCP donor base, and one of the main concerns of the biennium will be to strengthen that Programme in the light of the thematic and regional priorities established by the Norwegian authorities.

4 Assistance to global maritime training institutes

The administrative, logistical and operational assistance given to global maritime training institutes is significant in terms of their administrative operation and also, in a number of cases, as regards the identification and selection of appropriate candidates. In addition, one of the priority functions under Programme 6.9 will be to identify funding for a specified number of candidates.

5 Priority will be given to the following institutes and training courses:

- World Maritime University, Malmo
- International Maritime Law Institute, Malta
- International Maritime Academy, Trieste
- Le Havre Advanced Port Management Course

Regular budget resource requirements

Programme 6.9 - Programme and Performance Management													Total
Year	Work month			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		12.0	24.0	180,400			100	3,300				183,800	369,400
2003		12.0	24.0	182,200			100	3,300				185,600	
2004		12.0	34.0	219,800			600	3,300	7,500			231,200	470,300
2005		12.0	34.0	227,600			700	3,300	7,500			239,100	

6.9.1 IMO/Norway Programme

Programme elements and key activities

- 1 Maintain regular communication with Norwegian Focal Point for IMO; Negotiate additional funding for the IMO/Norway Programme in accordance with the Norwegian thematic and regional priorities;
- 2 Close monitoring project budgetary performances; and
- 3 Arrange Annual Meeting of IMO/Norway Co-operation Programme and follow-up action

Planned Outputs for 2004-2005

- Produce status reports on implementation of IMO/Norway Co-operation Programme;
- Produce annual report on the Programme activities and expenditure.
- Develop new funding programme for 2006–2007 and negotiate additional funding in accordance with the Norwegian thematic and regional priorities.
- Improvement management framework to facilitate the level of TC delivery against stated milestones and indicators.

Primary beneficiaries: Developing Countries, Maritime Institutions.

Completion Date/ Timescale: Continuous through 2004-2005.

6.9.2 Management of TC programming and performance processes

Programme elements and key activities

- 1 Administration of TCPROMIS2 database;
- 2 Develop and co-ordinate TC input into Interim Solution and/or new finance system/software
- 3 ITCP data management;
- 4 Administer and review inputs to MARTECAID website;
- 5 Participate in Finance Steering Committee; and
- 6 Provide support as Secretary to the Advisory Panel on the Co-ordination of TC activities.

Planned Outputs for 2004-2005

- Produce status reports on implementation;
- Produce annual report on the Programme activities and expenditure.
- Provide electronic records on ITCP status of implementation
- Produce co-ordinated programme management framework.
- Improvement in TC delivery.

Primary beneficiaries: Developing Countries, Maritime Institutions, IMO Secretariat.

Completion Date/ Timescale: Continuous through 2004-2005.

6.9.3 Integration of women in the maritime sector [IWMS]

Programme elements and key activities

- 1 Develop Special Fellowship Programme for Women
- 2 Co-ordinate the regional implementation of IWMS
- 3 Co-ordinate with UN Focal Points through Inter-Agency Committee

Planned Outputs for 2004-2005

- Produce status reports on implementation IWMS Programme ;
- Produce annual report on the Programme activities and expenditure.
- Develop new funding programme for 2006–2007.

Primary beneficiaries: Developing Countries, Maritime Institutions.

Completion Date/ Timescale: Continuous through 2004-2005.

6.9.4 Assistance to global maritime training institutes

Programme elements and key activities

- 1 World Maritime University: Administrative support re: allocation, selection and award of TC fellowships, + support to Board of Governors + fellowship queries and other general enquiries
- 2 International Maritime Law Institute: Administrative support re: invitation to the next IMLI course + Board of Governors, + selection and award of TC fellowships + field trips to London by IMLI students
- 3 Le Havre: Administrative support re: nominations, participation in candidate selection, identification of fellowships funding + preparation for the Selection Committee
- 4 Other training activities: response to general fellowship queries;
- 5 Administer and review inputs to CMTI website

Planned Outputs for 2004-2005

- Produce status reports on implementation Programme.
- Allocation of funding under specified fellowships (WMU, IMLI, Le Harve, WID).
- Selection of appropriate candidates for training courses.
- Successful support to Board of Governor meetings (WMU, IMLI).
- Participation at opening and closing ceremonies of Le Harve Port Management Course.

Primary beneficiaries: Developing Countries, Maritime Institutions.

Completion Date/ Timescale: Continuous through 2004-2005.

6.9.5 ITCP planning and programme monitoring

Programme elements and key activities

- 1 Monitor application of new PID structure and documentation relating to new TC measures;
- 2 Administer and review inputs to MARTECAID website;
- 3 Track status of delivery of IMO/Norway Programme against agreed milestones
- 4 Revise budgets for Norway-funded activities.
- 5 Track status of delivery for Women in the Maritime Sector Global Programme against agreed milestones; and
- 6 Revise budgets for Women in the Maritime Sector Global Programme.

Planned Outputs for 2004-2005

- Quarterly integrated monitoring reports on status of ITCP implementation for the Director, TCD.
- Improved and harmonized monitoring formats for all Implementation Agents.
- Revised programme management documentation, as appropriate.

Primary beneficiaries: Developing Countries, Maritime Institutions.

6.9.6 Sub-programme: IMO meeting support and reporting

Programme elements and key activities

- 1 Support the preparation of documents for, and servicing of, TC 54 and TC55 in 2004 and 2005 respectively, especially in relation to: ITCP planning, development and implementation, resource mobilization, the TC Fund, regional presence and partnerships, maritime security, and the impact assessment exercise.
- 2 Support the preparation of documents for C 92 and C 93 (as required).
- 3 Support the preparation of documents for C 94 .
- 4 Support the preparation of all TC-related documents for C/ES.23 and Assembly 24.

Planned Outputs for 2004-2005

- Reporting on the Integrated Technical Co-operation Programme the biennia 2002-2003 and 2004-2005.
- Submit documentation for the report to the Council – 92nd and 93rd sessions and Assembly – 24th session.

Primary beneficiaries: Developing Countries.

Completion Date/ Timescale: Continuous through 2004-2005.

7. MAJOR PROGRAMME - CONFERENCE SERVICES

Legislative authority: Directives of the Assembly and the Council

Objective: To provide logistical support and related services to all IMO intergovernmental meetings.

This major programme comprises five programmes of which each programme is made up of a number of sub-programmes:

- 1 Direction and Management
- 2 Translation Services
- 3 Word Processing Services
- 4 Conference Services
- 5 Document Services

Substantial changes: The capacity of the Conference Division has become stretched to the limit as a result of the ever-increasing documentation workload, as well as additional requests by Member States for improved conference facilities. Managing the new, rigorous procedures for registering delegates, consequential upon the strengthened security arrangements for the Organization's Headquarters premises has brought new responsibilities.

The Translation Sections have found it particularly difficult to manage the substantial increase in the workload for Meetings. More immediately, the creation of one P post in the Arabic Translation Section is necessary to enable the Organization to meet the obligations of the rules of procedure of IMO bodies concerning availability of documentation to Arabic-speaking Member States.

Regular budget resource requirements

Major programme 7 - Conference Services													Total
Year	Work month			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	24.0	468.0	564.0	4,920,700			52,000	50,000	13,000			5,035,700	
2003	24.0	468.0	564.0	5,121,000			52,000	50,000	13,000	-	-	5,236,000	10,271,700
2004	36.0	456.0	588.0	5,167,500			87,100	72,100	23,800			5,350,500	
2005	36.0	468.0	624.0	5,613,200			90,300	74,300	26,400			5,804,200	11,154,700

7.1 PROGRAMME: DIRECTION AND MANAGEMENT

Legislative authority: Directives of the Assembly and the Council

Objective: To provide overall direction, management and co-ordination of the activities under this major programme and to advise and assist the Secretary-General as appropriate.

Substantial changes: Delegation of budgetary control functions to Units and Section Heads in accordance with the modernization of administrative processes.

Programme elements and key activities

- 1 Collection, selection and analysis of management information for the purposes of defining and updating of efficient policies in the field of conference servicing and documents processing.
- 2 Presentations to and discussions with the Secretary-General for the adoption of such policies. Reporting to the Secretary-General on activities and performances of the Division. Follow up of technological developments relating to various activities of the Division.
- 3 Initiation and co-ordination of work in the various parts of the Conference Division through the Heads of Sections and Units and other staff for the implementation of the above policies.
- 4 Costing and monitoring of activities and programmes execution under Major Programme 7 through managerial tools, including statistics, testing and random checking.

Planned Outputs for 2004-2005

- Assembly and Council documentation.
- Improvement in administrative procedures

Primary beneficiaries: Member States and the Secretariat.

Completion Date/ Timescale: Ongoing annual basis.

Regular budget resource requirements

Programme 7.1 - Direction and Management												Total	
Year	Work month			Direct Cost £									Sub-total
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	12.0	12.0		194,300					7,000			201,300	415,300
2003	12.0	12.0		207,000				7,000	-	-	214,000		
2004	12.0	12.0	12.0	226,900				13,100			240,000	483,500	
2005	12.0	12.0	12.0	230,400				13,100			243,500		

7.2 PROGRAMME: TRANSLATION SERVICES

Legislative authority: Directives of the Assembly and the Council

Objective: To provide overall direction, management and co-ordination of the activities under this major programme and to advise and assist the Secretary-General as appropriate.

This programme comprises seven sub-programmes:

- 1 Management and Co-ordination of Translation Services
- 2 Arabic Translation Services
- 3 Chinese Translation Services
- 4 English Translation Services
- 5 French Translation Services
- 6 Russian Translation Services
- 7 Spanish Translation Services

Substantial changes: The Translation Sections have found it particularly difficult to manage the substantial increase in the workload for Meetings. Continuous efforts are made to apply new technology to ensure that deadlines are met. If the volume of documentation continues at prevailing levels, some additional strengthening of the Translations Sections may be necessary and the Secretary-General will keep this matter under review. More immediately, the creation of one P post in the Arabic Translation Section is necessary to enable the Organization to meet the obligations of the rules of procedure of IMO bodies concerning availability of documentation to Arabic-speaking Member States.

Regular budget resource requirements

Programme 7.2 - Translation Services													Total
Year	Work month			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	12.0	372.0	156.0	3,119,700			8,000	30,000	3,000			3,160,700	
2003	12.0	384.0	156.0	3,183,500			2,000	30,000	3,000	-	-	3,218,500	6,379,200
2004	12.0	372.0	156.0	3,165,600			1,000	48,900	6,200			3,221,700	
2005	12.0	384.0	156.0	3,384,400			1,100	50,500	8,800			3,444,800	6,666,500

7.2.1 Sub-programme: Management and co-ordination of programme 7.2

Objectives: To ensure compliance with the objectives of programme 7.2.

Sub-programme elements and key activities

- 1 Collection, selection and analysis of management information for the purposes of defining and updating of efficient policies in the field of translation services.
- 2 Initiation and co-ordination of work in the various parts of the Translation Services through the Heads of Sections and Units and other staff for the implementation of the above policies.
- 3 Costing and monitoring of activities and programmes execution under Programme 7.2 through managerial tools, including statistics, testing and random checking.

Planned Outputs for 2004-2005

- Assembly and Council documentation.
- Improvement in administrative procedures

Primary beneficiaries: Member States and the Secretariat.

Completion Date/ Timescale: Ongoing annual basis.

7.2.2 Sub-programmes: Translation

Objective: To provide translation of all IMO documents in the three working languages of the Organization (English, French and Spanish), as well as translation of conventions, resolutions, reports and other major documents in the other three official languages (Arabic, Chinese and Russian).

Sub-programme elements and key activities

- 1 **Translation:** Into three working languages mostly from English (the main source language) into French and Spanish. A limited number of documents are translated from French into English and Spanish, and from Spanish into English and French.
- 2 **Reports of meetings** are prepared and translated overnight (usually on Thursday evening) in order to be available the following day for the final session of each meeting in the three working languages. "Working papers" prepared during official meetings are also translated as soon as possible into the other two working languages. Major conference documents, conventions, reports, resolutions, etc. are generally translated into the six official languages of IMO. With regard to documents translated into Chinese, as in the past some documents and in particular the reports of MSC and MEPC will continue to be sent to China for translation and typing.

- 3 **IMO terminology database:** IMO has an established terminology database that has become an essential tool for translators in the two main Translation Sections, French and Spanish. The database contains at present over 26,000 entries and is being constantly updated. Operation of the database is facilitated by the clear input structure and easy user instructions. A terminological entry normally consists of term, definition, source, subject code and any additional information, such as reference to previously translated documents. This latter element provides a useful source of cross-referencing for translators. The software presently supporting the database (Folio Views) has reached the end of its useful life and is in the process of being replaced. It is intended that it will be replaced by software that will be available in the six official languages of the Organization, Arabic, Chinese, English, French, Russian and Spanish. As a result, at the end of the process, all the official languages will be able to take advantage of the substantial benefits associated with the availability of an in-house terminology database.

- 4 **New working methods and tools:** The Organization's investment in office automation systems has made it possible for translators to have access to word processing and to the IMO terminology database on the same PC. The availability of IMO documents on-screen is also a great help in speeding up the translation and reference process. In addition to the IMO terminology database, translators also now have access to other terminology bases available on CD-ROM, such as TERMIUM, the Canadian Government database, and on the Internet. Computerization is thus playing a major role in the work of translators and the new tools at their disposal have improved their translation capacity and working methods. This process will be further enhanced during the biennium through the acquisition and installation of documents referencing and searching software already tried and tested in other organizations of the UN system. Due to the ever-increasing volume of documentation to be translated, the Organization frequently contracts the services of external translators. In order to maintain standards of quality and consistency, it is necessary to provide these external translators with access to our on-line documentation and references. Therefore, it is intended to develop an IMO CD-ROM containing basic reference information in all languages that can be made available to external translators. The establishment of a single Referencing Unit with duly qualified staff would rationalize and increase the efficiency of translation processes within the Organization.

- 5 Inclusion of induction courses in maritime terminology under the work programme of the French and Spanish Translation Sections in order to cope with the ever-increasing volume of highly technical documentation.

Planned Outputs for 2004-2005

- On average, the French and Spanish Translation Sections translate 23,400 pages each per calendar year.
- Major documents translated into six official languages
- High service standards secure timely decision-making.
- High quality and timely translation

Primary beneficiaries: Member States, the Secretariat and the maritime industry.

Completion Date/ Timescale: Ongoing annual basis.

7.3 PROGRAMME: WORD PROCESSING SERVICES

Legislative authority: Directives of the Assembly and the Council

Objectives

- 1 To process without delay and with the highest quality standard texts of all documents received from the Documents Section or the Translation Sections.
- 2 To compensate any delay experienced in other phases of documents' processing.

This programme comprises three sub-programmes:

- 1 English Word-processing Services
- 2 French Word Processing Services
- 3 Spanish Word Processing Services

Programme elements and key activities

- 1 Each Word Processing Unit works as a team under the leadership of the Supervisor. Plans are established for the processing of texts received, which are distributed among the operators on the basis of various criteria. Quality control is ensured through proofreading, generally done by senior members of the Units. Deadlines and priorities are checked on a continuous basis.
- 2 Statistics on output and other administrative duties, including the filing of documents, are important functions of the daily operation of the Units.
- 3 Heads of Units maintain close liaison with Head of Documents Section and his staff and, when appropriate, with Heads of Translation Sections and their staff. They also work with Head of Conference Section and the Office of the Director for the evaluation of additional resources needed by each Unit in connection with the servicing of specific meetings. Heads of Units are also required to establish and update for such temporary work a list of potential candidates who should be able to adjust quickly within the Unit and use efficiently the equipment available.

Planned Outputs for 2004-2005

- High quality and timely processing of texts of all documentation circulated by the Secretariat in English, French and Spanish
- Ensuring that all documentation are in accordance with the IMO's format.
- All activities in the Word Processing Units are of a high priority

Primary beneficiaries: IMO Secretariat, Member States.

Completion Date/ Timescale: Ongoing annual basis

Regular budget resource requirements

Programme 7.3 - Word Processing Services													Total	
Year	Work month			Direct Cost £								Sub-total		
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy				
					W/day	Costs				W/day	Costs			
2002		36.0	240.0	890,500			20,000					910,500	2002/2003	
2003		36.0	252.0	938,300			25,000	20,000			-	-	983,300	2004/2005
2004		36.0	252.0	956,300			56,700	11,200					1,024,200	
2005		36.0	252.0	1,043,000			58,700	11,500					1,113,200	2,137,400

7.4 PROGRAMME: CONFERENCE SERVICES

Legislative authority: Directives of the Assembly and the Council

Objective: To ensure the smooth running of IMO meetings through the provision of effective and efficient support services and appropriate facilities for delegates within the prescribed resources.

Substantial changes: Introduction of new integrated registration system in response to the Council initiation in effective registration procedures in line with security requirements and safety recommendations – creation of 2 GS posts under Conference Services.

Programme elements and key activities

- 1 Recruitment of freelance interpreters for interpretation in Arabic, Chinese, English, French, Russian and Spanish for IMO meetings; direction and supervision of interpretation staff and operation during meetings.
- 2 Introduction of new integrated registration system to allow pre-registration of delegates for all IMO meetings. Issuance of delegates photo ID cards on arrival to IMO. Effective registration procedures in line with security requirements and safety recommendations.
- 3 Introduction on Video conferencing facilities as a follow up on the preparatory work initiated in the previous biennium.
- 4 Upgrading of the Conference Business centre and facilities to enable delegates to receive or make calls after office hours or meetings which would increase interactivity between delegates and web source of information.
- 5 All equipment and staff necessary for production of pads for use by delegates and for the preparation of meeting rooms including dedicated IT support and porters.
- 6 Hiring of conference facilities.

Planned Outputs for 2004-2005

- Successful delivery of meetings. (Average number of contracts per calendar year about 249)
- Provision of one fixed DAT recorder for use in room 2, plus small portable DAT recorder to be used anywhere in the building. Provision of a PA/music system suitable to cover both delegates' lounge and foyer area.
- Replacement of spare headsets for SI equipment in all rooms as well as updating of the software used to run interpretation system.
- Expansion of IMO's Conference Services capacity and reduction of travel costs. Increased flexibility built into IMO's Conference Services.

- Extension of interpretation systems with cameras, projectors and screens into Room 1 so that room 1 and the main Hall can be linked and used simultaneously.
- Provision of fixed screens projectors and video recorders/players in meeting rooms 2, 3 and 4 as well as one extra portable projector and stand.

Primary beneficiaries: IMO Secretariat and Member States

Completion Date/ Timescale: Ongoing annual basis.

Regular budget resource requirements

Programme 7.4 - Conference Services													Total
Year	Work month			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		24.0	36.0	246,500			5,000		3,000			254,500	
2003		24.0	36.0	288,700			2,000		3,000			293,700	548,200
2004	12.0	12.0	36.0	291,900			10,900	4,500	4,500			311,800	
2005	12.0	12.0	72.0	408,600			11,300	4,600	4,500			429,000	740,800

7.5 PROGRAMME: DOCUMENTS SERVICES

Legislative authority: Directives of the Assembly and the Council

Objective: To co-ordinate and monitor the processing of documents, i.e. translation, typing, reproduction and distribution of all IMO documents particularly during meetings including reports and circulars.

Programme element and key activities

- 1 Prepare stocks of documents in pigeon holes prior to the meeting to ensure speedy processing and efficient distribution of documentation to delegates during meetings.
- 2 Assist delegations in research of and on previous documentation.
- 3 Monitor production phases on a continuous basis in order to determine spare capacity and utilize accordingly. Maintain close contact and liaison with Officers of Conferences/Meetings to keep all aspects of production under tight control.
- 4 Assume overall management of the electronic Internet based IMO documents website (IMODOCS).
- 5 Record Member States' requirements in relation to mailing addresses and the IMODOCS System and dispatch documents as soon as possible.
- 6 Organize printing work schedules, ensure efficient working methods, check quality control, scheduling and planning. Operation and management of the Document Registration, Information and Tracking System (DRITS).

Planned Outputs for 2004-2005

- Produce and target more than 50,000 pages of documents a year presented to the Conference Division, particularly during meeting weeks.
- Further research and upgrading of Internet based IMO documents website (IMODOCS) in first quarter of 2004 or earlier. To demonstrate to potential users and formulate proposals for future improvements.
- 100,000 document tracking data entries a year.
- Speedy processing and efficient distribution of documentation to delegates during meetings.
- Posting of hard copies of documents to over 450 destinations. Filing electronic dockets.

Primary beneficiaries: IMO Secretariat and Member States

Completion Date/ Timescale: Ongoing annual basis.

Regular budget resource requirements

Programme 7.5 - Document Services													Total
Year	Work month			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		24.0	120.0	469,700			19,000	20,000				508,700	2002/2003
2003		24.0	132.0	503,500			23,000					526,500	2004/2005
2004		24.0	132.0	526,800			18,500	7,500				552,800	
2005		24.0	132.0	546,800			19,200	7,700				573,700	1,126,500

8 MAJOR PROGRAMME - ADMINISTRATIVE SERVICES

Legislative authority: Financial Regulations and Financial Rules of IMO; Regulations, Rules and Pension Adjustment System of the United Nations Joint Staff Pension Fund; United Nations Common System of Salaries, Allowances and Benefits; and the Assembly and Council directives.

Objective: The functions under this major programme relate to the management of the Organization's resources, i.e. financial resource, human resource and office facility/ materials and supplies.

This major programme comprises five programmes, each of which is made up of a number of sub-programmes:

- 1 Direction and Management
- 2 Financial Services
- 3 Human Resource Management Services
- 4 Office of General Services
- 5 Management Accounting Services

Substantial changes: Since the successful launch of the Change Management Programme (CMP) in 2002 modernization of the financial and the administrative processes continue to be implemented during 2004-2005

Regular budget resource requirements

Major programme 8 - Administrative Services													
Year	Work month			Direct Cost £								Sub-total	Total
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
	2002	12.0	156.0	480.0	2,427,300			53,000	53,000	33,000			2,566,300
2003	12.0	156.0	480.0	2,507,300			53,000	53,000	33,000	-	-	2,646,300	5,212,600
2004	24.0	156.0	576.0	2,755,600			43,400	103,800	43,600			2,946,400	
2005	24.0	156.0	504.0	2,865,500			43,400	104,600	43,600			3,057,100	6,003,500

Other budgetary provisions

- After-service medical insurance £349,500
- External audit and unforeseen expenses £103,300
- Staff training £127,700
- Recruitment £127,000
- Office supplies and services £2,074,600
- Headquarters premises £5,270,300
- Catering service subsidy £318,300
- Jointly financed United nations Bodies £134,400

8.1 PROGRAMME: DIRECTION AND MANAGEMENT

Objective: To provide overall direction, management and co-ordination of the activities under this major programme and to advise and assist the Secretary-General as appropriate.

Programme elements and key activities

- 1 Provide overall direction, management and co-ordination of the financial and the administrative processes, human resource management, publishing activities including information technology.
- 2 Ensure that the activities under this major programme are properly planned, co-ordinated, implemented and followed up.
- 3 Liaison is maintained with United Nations agencies, regional intergovernmental and non-governmental organizations

Regular budget resource requirements

Programme 8.1 - Direction and Management												Total	
Year	Work month			Direct Cost £							Sub-total		
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	12.0		12.0	148,700					13,000			161,700	354,600
2003	12.0		12.0	179,900					13,000	-	-	192,900	
2004	12.0		12.0	191,000					13,000			204,000	412,200
2005	12.0		12.0	195,200					13,000			208,200	

8.2 PROGRAMME: FINANCIAL SERVICES

Legislative Authority: Financial Regulations and Financial Rules of IMO; and the Assembly and Council directives

Objectives

- 1 To provide financial management of both headquarters and field operations, in accordance with the Organization's Financial Regulations and Financial Rules;
- 2 To ensure that payments are authorized and approved for goods and services received by the Organization;
- 3 To ensure that the accounting is undertaken in conformity with the applicable regulations, rules and standards, and that the accounts are correctly maintained;
- 4 To protect and strengthen the basis of financing the Organization's activities and to provide comprehensive financial accounting and reporting; and
- 5 To modernize the financial information systems.

Sub-programmes

- 1 Management and co-ordination;
- 2 Transaction processing services; and
- 3 Accounts and financial reporting

Substantial changes: The Finance and Budget functions were split into separate services, financial services and management accounting services, according to the recommendations made by MANNET and endorsed by the Secretary General. The Financial Services has structured to separate the functions of Transaction Processing and Approval from the Accounting, Financial Management and Cash Management functions. New roles and responsibilities have been drawn up for the various posts. A notable change in the financial organization structure is that staff will largely be responsible for their own data-entry directly onto the prospective system which is planned to replace the present financial IT system, subject to the decision of the Council.

Regular budget resource requirements

Programme 8.2 - Financial Services													Total
Year	Work month			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		48.0	120	684,400			30,000	43,000	10,000			767,400	1,542,500
2003		48.0	120	692,100			30,000	43,000	10,000	-	-	775,100	
2004		36.0	120.0	674,200			16,000	82,800	6,000			779,000	1,587,800
2005		36.0	120.0	703,200			16,000	83,600	6,000			808,800	

8.2.1 Sub-programme: Management and co-ordination**Objectives**

- 1 To provide overall direction, financial management and co-ordination of the activities under this Programme in accordance with Financial Regulations and Financial Rules, policies and procedures, and Assembly and Council directives; and
- 2 To provide support in all matters of financial accounting, investments programme and income collection.

Programme elements and key activities

- 1 Formulation policies and guidelines**
 - Formulate financial and administrative policies, including the administration and review of Financial Regulations, Rules and Policy directives; and
 - Issue guidelines, instructions and authorizations in connection with financial matters.
- 2 Preparation of documents and resolutions**
 - Prepare documents and resolutions in respect of the Organization's financial matters for consideration by the Assembly and Council; and
 - Develop and maintain the computerized accounting and payroll systems
- 3 Provision of solution and co-ordination**
 - Manage by exception, addressing issues of concern which cannot be solved down the chain;
 - Organize regular meetings of the staff under responsibility to plan the work and raise existing unresolved issues;
 - Provide advice on transaction issues.

Planned Outputs for 2004-2005

- Financial policy of the Organization;
- Assembly and Council documentation on financial status of the Organization including briefs for Chairman of the Council and the Secretary-General;
- Final accounts circulated annually by March;
- Responses to legislative changes and changes in salary scales and entitlements;
- Improvement in administrative and financial procedures; and
- Replies to audit queries

Primary beneficiaries: Member States, the Secretariat and staff members.

Completion Date/ Timescale: Ongoing annual basis.

8.2.2 Sub-programme: Transaction Processing Services

Objectives:

- 1 To ensure that payments are authorized and approved for goods and services received by the Organization;
- 2 To ensure that contribution and other incomes are received as planned as well as timely;
- 3 To ensure that payrolls for Staff at the Headquarters and at field duty stations are run efficiently and correctly.

Programmes elements and key activities

1 Payroll

- Produce monthly payroll run on a timely basis;
- Prepare weekly payment runs for all non-salary payments to be made through payroll (expenses, etc.);
- Track and ensure that all properly authorized PAF information is recorded on the payroll system; and
- Produce annual reports on United Nations Joint Staff Pension Fund contributions and social security contributions.

2 Purchase ledger control and payment

- Approve received invoices for payment after matching to purchase order and confirmation of delivery of goods or services;
- Enter all invoice information on the system, matching and referencing to the PO;
- Generate a weekly payment run of all matched invoices which have reached their settlement date;
- Make payments as appropriate through automatic payment system or, where necessary, manual cheques;
- Ensure that all payment information is recorded in the cash book;
- Manage and maintain the Purchase Ledger, identifying all unusual transactions and taking appropriate investigative action; and
- Examine and replenish projects field imprest accounts;

3 Income recording and collection

- Prepare and issue assessment invoices and Notices of Assessment Note on an annual basis;
- Make the tracking and follow-up of outstanding amounts due from Member States;
- Make the tracking and follow-up of amounts due from customers of the Publishing operation;
- Monitor and report on customer account positions, discounts given etc;
- Identify other sources of income as they arise, including re-imburement of travel costs;
- Calculate interest earnings under the Contribution Incentive Scheme; and
- Examine and submit Income Tax Claims to the US tax authorities.

4 Travel

- Process travel applications for all staff and TC consultants;
- Control over proper authorisation of travel claims for all staff and consultants;
- Arrange travellers cheques and DSA advances for staff and consultants about to travel; and
- Make travel arrangements, ordering of tickets etc. for all staff and consultants.

Planned Outputs for 2004-2005

- 12 monthly payroll and 48 weekly pay rolls per annum;
- Annual reports to the UNJSPF on pension contribution statements/exception reports during 1st quarter of each year;
- 10,000 accounting entries; 7,000 invoices; 500 receipts, maintenance of 50 customer accounts;
- Processing of 600 inter-office vouchers;
- Quarterly Statement of Accounts and Contributions in Arrears;
- Twice yearly letters to Member States falling under Article 56; and
- Distribution of interests to member States under the Contribution Incentive Scheme.

Primary beneficiaries: Member States, the Secretariat, and the IMO's field duty stations

Completion Date/ Timescale: Ongoing annual basis.

Other budgetary provisions

The Transaction Processing Unit is responsible for the recovery from the retired staff members, their share of the after service medical insurance premiums. Participation of retired personnel in the scheme requires a minimum of 10 years service in IMO and the cost of premiums is shared by the Organization and the retiree on an 80:20 basis. The proposed appropriations for 2004 and 2005 are estimated based on the approved cost sharing ratio between the retiree and the Organization adjusted for assumed price increases.

After Service Medical Insurance Regular budget resource requirements 2004-2005 biennium

Approved appropriations £			Proposed appropriations £		
2002	2003	2002-2003	2004	2005	2004-2005
101,400	104,500	205,900	172,600	176,900	349,500

8.2.3 Sub-programme: Accounts and financial reporting

Objectives: To protect and strengthen the basis of financing the Organization's activities and to provide comprehensive financial accounting and reporting.

Programme elements and key activities

1 Treasury management

- Develop short and medium-term cash forecasts based on available expenditure information;
- Prepare the contribution cash flow situation and monthly status reports of contributions received;
- Make monthly reconciliation of all bank accounts to General Ledger;
- Manage the organisation's investment portfolio in line with agreed risk profiles and guidelines and the cash flow forecasts; and
- Report on investment income and current cash positions on a monthly basis, or as issues arise.

2 Balance sheet management

- Make monthly reconciliation of all balance sheet accounts (assets and liability accounts) to source;
- Carry out timely tracing and correction of reconciling items, taking action to prevent recurrence where relevant;
- Review and control interfaces, manual journal postings and any discrepancies in the Balance Sheet accounts; and
- Review and analyse balances in balance sheet accounts, including review of old debtors, inappropriate stock levels, outstanding purchase ledger balances etc, recommending timely clear-down or action as appropriate.

3 External reporting

- Prepare interim and year-end financial statements and reports;
- Manage annual accounts through the audit process, including update for audit adjustments required;
- Prepare final audited accounts for submission to Council and Assembly;
- Prepare audit file with supporting documentation for submission to the auditors;
- Prepare donor accounts in specified format as required; and
- Prepare other external reports as required.

Planned Outputs for 2004-2005

- Monthly reconciliation of 300 ledger accounts and 30 bank accounts;
- 120 short-term investments per annum;
- Interim statements to UNDP, World Bank and Project Expenditure;
- The Organization's final accounts and reports to Council and Assembly; and
- Satisfactory replies to audit queries.

Primary beneficiaries: Member States, the Secretariat, the United Nations and the Specialized Agencies.

Completion Date/ Timescale: Ongoing annual basis.

Other budgetary provisions

The audit of IMO's income and expenditure accounts is carried out by the External Auditor, appointed in accordance with article XII of the Financial Regulations. The proposed appropriations for 2004 and 2005 are estimated based on the fees paid in 2002 adjusted for an assumed inflation increase of 3% per annum. Other budgetary provision also includes unforeseen expenses for which an amount of £300 in each year of the biennium has traditionally been included to cover miscellaneous minor contingencies. It is proposed that such provision be maintained at this level for the forthcoming biennium.

External Audit and Unforeseen Expenses Regular budget resource requirements 2002-2003 biennium

	Approved appropriations £			Proposed appropriations £		
	2002	2003	2002-2003	2004	2005	2004-2005
External Audit	48,600	50,100	98,700	50,600	52,100	102,700
Unforeseen expenses	300	300	600	300	300	600
Total	48,900	50,400	99,300	50,900	52,400	103,300

8.3 PROGRAMME: HUMAN RESOURCE MANAGEMENT

Legislative Authority: Staff Regulations and Staff Rules of IMO; Regulations, Rules and Pension Adjustment System of the United Nations Joint Staff Pension Fund; United Nations Common System of Salaries, Allowances and Benefits; and the Assembly and Council directives.

Objectives:

- 1 To ensure the effective deployment of IMO's human resources and to provide more supportive role to programme managers in: developing human resources; protecting staff rights; developing policies, strategies and systems; and maintaining the interests of the Organization;
- 2 To provide assurance that IMO is compliance with the UN common system for all personnel matters and to develop policy in strengthening of IMO's human resources and effective administration of staff entitlements;
- 3 To administer effective implementation of staff entitlements within the scope of the prevailing Staff regulations and Staff Rules;
- 4 To assist effective implementation in IMO's technical co-operation projects and to ensure provision of service is client- oriented, facilitating, monitoring and supporting various programme managers; and
- 5 To maintain optimum health standards in IMO by ensuring that new recruits meet the standard of health required by the UN Joint Staff Pension Fund.

Sub-programmes

- 1 Management and co-ordination
- 2 Personnel policy development
- 3 Training, entitlements and recruitments
- 4 Technical co-operation personnel and fellowship
- 5 Medical services

Substantial changes: The Human Resource (HR) Development Programme is progressing steadily. The process of streamlining and redefining HR roles has been developed and progressively implemented during the biennium. The elements of a comprehensive Human Resource strategy for IMO is being developed and will be implemented. The elements covers the following aspects: training and development; performance management systems and appraisal; delegation; and competencies.

Regular budget resource requirements

Programme 8.3 - Human Resource Management Services													Total
Year	Work month			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		72.0	84.0	638,800			1,000	10,000	10,000			659,800	1,314,400
2003		72.0	84.0	633,600			1,000	10,000	10,000	-	-	654,600	
2004	12.0	60.0	84.0	700,600			2,400	10,500	13,600			727,100	1,474,700
2005	12.0	60.0	84.0	721,100			2,400	10,500	13,600			747,600	

8.3.1 Sub-programme: Management and co-ordination

Objectives

- 1 To ensure the effective deployment of IMO's human resources ;and
- 2 To provide more supportive role to programme managers in:
 - developing human resources;
 - protecting staff rights;
 - developing policies;
 - strategies and systems; and
 - maintaining the interests of the Organization;

Programme elements and key activities

- 1 **Direction of sub-programme activities 8.4.2 to 8.4.5**
 - Ensure that all parts of Personnel Services are meeting their objectives
- 2 **UN common system co-ordination on human resources issues**
 - Maintain the conformity of IMO policies to the UN common system;
 - Represent of IMO at ICSC; and
 - Liaison with counterparts in other Organizations in the common system
- 3 **Staff relations**
 - Discuss and liaise with Staff Committee on personnel issues
- 4 **Secretary to the IMO Staff Pension Committee (SPC)**
 - Attend at UNJSPB meetings in 2004;
 - Function as a secretary to the IMO Staff Pension Committee (four to six formal meetings per year); and
 - Provide advice on pension matters as required

Planned Outputs for 2004-2005:

- Directed and co-ordinated Personnel services;
- Application of uniform and conformed human resource policies;
- Mission reports to ICSC, UNJSPB, etc; and
- Minutes of IMO Staff Pension Committee, and its proposals.

Primary beneficiaries: IMO Secretariat, UNJSPF and the ICSC.

Completion Date/ Timescale: Ongoing annual basis.

8.3.2 Sub-programme: Personnel policy development

Objectives: To ensure IMO's compliance with UN common system for personnel matters and to ensure that the objectives of sub-programme 8.4.3 to 8.4.5 are met.

Programme elements and key activities

- 1 Changes in personnel practices**
 - Review ICSC, CCAQ, UN General Assembly documents to extract items relevant to IMO;
 - Draft administrative texts relating to changes in UN common system personnel practices to inform staff, members of the Council. Etc.;
 - Classify new or vacant posts and those for up-grading;
 - Co-ordinate the revised Job standard for General Service posts; and
 - Update the administrative manual and prepare, as required, the draft texts to the amendment of the Staff Regulations and Staff Rules.

- 2 Focal point for appeals and advice on personnel policy matters.**
 - Receive all appeals against administrative decisions;
 - Set up Boards to consider appeals;
 - Prepare files for UN Administrative Tribunal;
 - Research on common system handling and/or past precedent on individual cases; and
 - Provide interpretation and comparison of Staff Regulations and Rules with those of other organizations.

- 3 Co-ordination and assistance**
 - Maintain the personnel records database and provide computerized personnel services under liaison with IT Section;
 - Maintain liaison with the Foreign and Commonwealth Office regarding the status of staff members and seconded officers; and
 - Identify visa requirements for staff and delegates and provide assistance to obtain relevant visas

Planned Outputs for 2004-2005

- Circulars, Council papers and briefs seeking appropriate agreement/authorization in regard to changes of personnel practices;
- Classification of new or vacant posts and those proposed for upgrading;
- Files of appeals against administrative decisions and Board reports/ minutes;
- Case files for UN Administrative Tribunal;
- Research on common system; interpretation of Staff Regulations and Staff Rules; and comparison with Staff Regulations and Rules of other Organizations;
- Updated database of personnel records;
- Facilitation of travel for staff and delegates

Primary beneficiaries: IMO Secretariat, Member States

Completion Date/ Timescale: Ongoing annual basis.

8.3.3 Sub-programme: Training, entitlements, social security and recruitments

Objectives

- 1 To strengthen the development of human resources in IMO;
- 2 To ensure the effective administration of staff members' entitlements;
- 3 To ensure correct social security coverage for all staff; and
- 4 To obtain the highest degree of competence and the smooth running of the Organization's services at Headquarters.

Programme elements and key activities

- 1 **Staff training**
 - Organize and provide management training for the improvement of personnel effectiveness and organizational development;
 - Provide training courses for staff to enhance communication skills;
 - Promote linguistic balance within IMO and administer UN language proficiency examinations; and
 - Familiarize new staff with the IMO environment and activities, and with life in the UK.

- 2 **Administration of entitlements of staff members**
 - Ascertain and ensure effective implementation of entitlements within the scope of the prevailing Staff Regulations and Staff Rules;
 - Maintain and update personnel files and records including sick and annual leave records; and
 - Collect data for ICSC on various topics including general service staff salaries and house-to-house surveys as required.

- 3 **Social security**
 - Administer insurance schemes such as health insurance, baggage insurance, accident insurance, coverage for removal of household goods etc.;
 - Administer timely procession of staff participation in the UNJSPF; and
 - Provide advice on pension matters as required

- 4 **Recruitment**
 - Publicize the jobs available in the Organization;
 - Ensure that all relevant selection criteria are met and that internal machinery is respected;
 - Set up agreements to ensure that necessary machinery covers all matters related to employment of secondees and APOs; and
 - Implementation of secondment arrangements, selection and recruitment

Planned Outputs for 2004-2005

- Organizational development through improved personal effectiveness and professional management;

- Linguistic balance within IMO;
- Implementation of entitlements within the scope of the prevailing Staff Regulations and Staff Rules;
- Sick and annual leave records/reports;
- Updated Personnel files and records;
- Insurance schemes adopted and applied ;
- Timely processing of papers relating to participation and separation (some 25 joiners and 25 leavers each year plus many changes);
- Advice on pension matters as required;
- Issuance of vacancy notices : annual average of 5 Professional and 20 General Service posts; and
- Agreements regarding recruitment of staff on secondment from governments.

Primary beneficiaries: IMO Secretariat

Completion Date/ Timescale: Ongoing annual basis.

Other budgetary provisions

♣ Staff Training

The overall objective for programme 8.4.3 focuses on human resource development. In order to enhance management capacity at all levels there will be a need for an improved accountability and responsibility framework, supported by increased training for line managers who in all likelihood will have increased responsibility for managing human resources. Estimated provisions have been made in each year of the biennium 2004-2005 for language proficiency courses and computer related training. Separate provision is made under Training and Development Fund in respect of management training.

Staff Training Regular budget resource requirements 2004-2005 biennium

	Approved appropriations £			Proposed appropriations £		
	2002	2003	2002-2003	2004	2005	2004-2005
External Audit	29,500	27,000	56,500	27,500	28,300	55,800
Unforeseen expenses	11,800	15,200	27,000	35,500	36,400	71,900
Total	41,300	42,200	83,500	63,000	64,700	127,700

♣ Recruitment

The activities under this sub-programme also require provisions to meet travel on appointment, assignment grant on appointment in accordance with Staff Regulations and Staff Rules and removal and transportation of personal effects. The expenditure is entirely dependent on the staff turnover and therefore the estimates in each year of the biennium 2004–2005 are based on current turnover assumptions with an allowance for cost increases.

Recruitment
Regular budget resource requirements 2002-2003 biennium

Approved appropriations £			Proposed appropriations £		
2002	2003	2002-2003	2004	2005	2004-2005
30,000	30,000	60,000	63,000	64,000	127,000

8.3.4 Sub-programme: TC Personnel and fellowships

Objectives:

- 1 To assist TC implementation by administering project personnel, consultants and experts and fellowships; and
- 2 To strengthen the development of human resources within the maritime sector in developing countries.

Programme elements and key activities

- 1 Personnel management of TC programme**
 - Select and recruit short-term consultants, intermediate and long-term experts, general service staff to support effective implementation of the specific TC projects;
 - Provide of complete administrative support to IMO project personnel in the field.
- 2 Administration of IMO's fellowships programme**
 - Provide regular fellowship programme to developing countries
 - Provide donor country fellowships to developing economies

Planned Outputs for 2004-2005

- Efficient, timely recruitment of approximately 110 consultants worldwide;
- Provision of complete administrative support to IMO project personnel in the field; and
- Development of knowledge and skills to enable developing countries to achieve self-reliance

Primary beneficiaries: IMO's Integrated TC Programme, Developing countries

Completion Date/ Timescale: Ongoing annual basis.

8.3.5 Sub-programme: Medical Services

Objectives To maintain optimum health standards in IMO by ensuring that new recruits meet the standard of health required by the UN Joint Staff Pension Fund and to provide administration of necessary vaccination and advice for IMO staff travelling on missions

Programme elements and key activities

1 Medical check-ups and advices

- Provide annual check-up for frequent travellers and voluntary check-up for staff over 50;
- Ensure that new recruits meet the standard of health required by the UN Joint Staff Pension Fund;
- Administer necessary vaccination and advice for staff and provision of emergency medical packs prior to travel;
- Provide emergency medical services for delegates or assistance with obtaining health treatment in the UK;
- Provide medical advice for IMO staff; and
- Identify possible health hazards and recommend the safe practices

2 Maintenance of medical files and certificates

- Record all visits/ treatment or advice given;
- Receive sick leave reports and medical certificates; and
- Provide liaison with GPs and specialists in cases of extended absence.

Planned Outputs for 2004-2005

- Pre-recruitment medical examinations required by the UN Joint Staff Pension Fund, including review of medical dossiers of staff recruited from abroad. (approximately 25 – 30 per annum);
- Vaccinations to staff prior to travel;
- First Aid treatment or assistance with obtaining health treatment;
- Professional advice by Medical Adviser and Staff Nurse including referral letters;
- Identified possible health hazards and recommendation of safe practices;
- Records of all visits/treatment or advice given; and
- File of sick leave reports and medical certificates.

Primary beneficiaries: IMO Secretariat

Completion Date/ Timescale: Ongoing annual basis.

8.4 PROGRAMME: OFFICE OF GENERAL SERVICES

Legislative Authority: Financial Regulations and Financial Rules of IMO; and the Assembly and Council directives

Objectives:

- 1 To ensure good working conditions for the Secretariat as well as upkeep of the building;
- 2 To provide catering services and office support in an efficient and cost-effective manner, as outlined in the following sub-programmes.

Sub-programmes

- 1 Management and co-ordination;
- 2 Building management;
- 3 Catering services.

Regular budget resource requirements

Programme 8.4 - Office of General Services													Total
Year	Work month			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		12.0	252.0	754,600			22,000					776,600	
2003		24.0	252.0	829,900			22,000			-	-	851,900	1,628,500
2004		36.0	360.0	1,000,400			25,000		5,000			1,030,400	
2005		36.0	360.0	1,046,600			25,000		5,000			1,076,600	2,107,000

8.4.1 Sub-programme: Management and co-ordination

Objective: To ensure compliance with the objectives of programme 8.4.

Programme elements and key activities

- 1 Provision of central administrative services, with a view to ensuring satisfactory working conditions for the Secretariat and administering the Headquarters premises and other property effectively and economically;
- 2 Administration of various insurance policies covering the building and its contents;
- 3 Provision of hospitality, stationery, office equipment, furniture and communication services to enable major programmes to function efficiently; and

- 4 Ensuring cost effective procurement and delivery of equipment and other materials in support of the IMO's Integrated Technical Co-operation Programme.

Planned Outputs for 2004-2005

- Facilitation of the Organization's work programme
- Administrative support in the delivery of the ITCP

Primary beneficiaries: IMO Secretariat. Delegates, IMO's Integrated TC Programme

Completion Date/ Timescale: Ongoing annual basis.

Other budgetary provisions

The expenditure under this sub-programme covers hospitality, office supplies, furniture, equipment including maintenance and rental of office automation, operation and maintenance of official vehicles and communications, etc. Brief description of each expenditure component is given in the following paragraphs.

- Hospitality** The appropriation under this expenditure heading covers an official reception held on World Maritime Day and other essential hospitality offered in the interests of the Organization.
- Office and reproduction supplies** A wide range of office stationery supplies, together with all internal reproduction supplies such as paper, toner, etc. for digital printing equipment.
- Furniture, equipment and vehicles** The expenditure under this heading provides for the acquisition and replacement of minor furniture and office equipment including personal computer software and hardware component. Major capital items are proposed to be funded from the Headquarters Capital Fund. Rent and maintenance of office equipment, office automation equipment, digital printing equipment and official vehicles are also financed under this heading.
- Communications** Costs relating to postage, telephone and electronic communications/mail are funded under this expenditure component. The proposed appropriations are kept in line with 2002 outturn level increases for an estimated 3% level of inflation.
- Other supplies and other services** The costs of other supplies and services include legal and medical fees, medical supplies and bank charges. The proposed appropriations assume price increases on the 2002 actual outturn expenditure

A breakdown of the main components of expenditure is given in the following table.

Office Supplies and Services
Regular budget resource requirements 2004-2005 biennium

	2002	2002	2002-2003	2004	2005	2004-2005
	Approved appropriations £			Proposed appropriations £		
Hospitality	17,700	18,200	35,900	20,600	21,200	41,800
Office and reproduction supplies						
Office stationery supplies	61,000	62,800	123,800	51,500	53,000	104,500
Paper/internal reproduction	80,600	83,000	163,600	72,100	74,300	146,400
Furniture, equipment and vehicles						
Purchase of minor furniture/equip.	10,400	10,700	21,100	12,500	12,900	25,400
Purchase of minor office automation	10,000	10,000	20,000	10,300	10,600	20,900
Maintenance of office equipment	50,000	50,000	100,000	51,500	53,000	104,500
Maintenance of office automation	65,000	68,000	133,000	69,000	71,000	140,000
Development/maintenance of database	48,400	50,000	98,400	69,300	70,700	140,000
Maintenance of digital printing equipment	77,800	80,100	157,900	92,700	95,500	188,200
Maintenance of official vehicles	8,000	8,200	16,200	8,200	8,400	16,600
Communications						
Postage and freight	163,800	168,700	332,500	168,700	173,800	342,500
Telephone and telefax	129,100	133,900	263,000	129,100	133,900	263,000
Electronic communication/mail	13,500	13,900	27,400	20,000	20,600	40,600
Other supplies and services						
Advertisement fees	6,600	7,000	13,600	4,400	6,500	10,900
Medical services	30,000	22,600	52,600	21,900	24,600	46,500
Bank charges	4,800	5,900	10,700	7,000	9,200	16,200
Misc supplies and services	35,700	17,000	52,700	16,800	19,300	36,100
Removal expenses	2,100	5,000	7,100	6,500	8,700	15,200
Taxis fares - meeting reports	15,500	27,000	42,500	27,100	29,900	57,000
Catering	115,400	134,000	249,400	155,800	162,500	318,300
Total	945,400	976,000	1,921,400	1,015,000	1,059,600	2,074,600

8.4.2 Sub-programme: Building Management

Objective: To ensure efficient operation of the Headquarters building including physical hygiene, safety and security.

Programme elements and key activities

- 1 Administration and effective operation and maintenance of the headquarters premises.
- 2 Management of contracts for the maintenance and repair of technical installations for the provision of heating, air conditioning and other utilities.
- 3 Management of contracted office cleaning and security services to ensure physical hygiene, safety and security of persons using the premises and the protection of office property.
- 4 Management and maintenance of the services that provide the office and conference areas with controlled environmental conditions, using planned operational programmes including the maintenance of interior and exterior areas of the building and all the associated services, plant and equipment that provide comfortable conditions in the workplace

Planned Outputs for 2004-2005

- Upkeep of the Headquarters premises
- Economical use of natural resources
- Health and safety of staff and delegates
-

Primary beneficiaries: IMO Secretariat. Delegates and public in general

Completion Date/ Timescale: Ongoing annual basis.

Other budgetary provisions

The expenditure under this sub-programme includes the rental for the Headquarters building, environmental and engineering services therein, and all other costs associated with the maintenance of the premises. The estimates for 2004-2005 are based on actual expenditure in 2002, taking into account a provision for price increases. A brief description of each expenditure component is given in the following paragraphs.

Rental The provision reflects the Organization's agreement with the United Kingdom Government. The rental is fixed at £1,195,800 per annum.

Rates The non-domestic rates for the Headquarters premises are calculated on the basis of the rateable value of the premises. The beneficial portion of rates payable by IMO, at present, represents 6% of the full rates, the balance being met by the United Kingdom Government in accordance with the Headquarters Agreement.

- Insurance** In accordance with the agreement with the United Kingdom (UK) Government, the Organization contributes 20% share to the nominal costs to the UK Government of insuring the building structure. However, the Organization is responsible for public liability, the contents of the building and temporary re-housing costs of office accommodation.
- Utilities** This comprises the cost of gas, electricity and water and sewage charges. As the output of re-tendering with utilities as well as steps taken by the Organization for controlled energy utilization, savings have been achieved since the biennium 1998-1999. Following these savings, small savings seem possible in future years in the light of experience in 2002.
- Maintenance** The major part of the expenditure relates to the mechanical and electrical engineering maintenance contract which is awarded after competitive tender. The expenditure is fully funded by the Organization under this component. However, the costs of major capital items or repairs are shared between the UK Government and the Organization on 80:20 basis and are financed from the Headquarters' Capital Fund.
- Renovation** The estimates for the future years provide for planned expenditure in alterations to partitioning or other aspects of office layout which may arise from time to time.
- Cleaning** The office cleaning services are carried out by a specialist contractor appointed after competitive tender. Refuse collection and window cleaning are also financed from this provision. The level of planned expenditure in 2004 and 2005 are based on the actual cost in 2002 increased in line with forecast price changes.
- Security** The security services are also provided by a specialist contractor after competitive tender.

A breakdown of the main components of expenditure is given in the following table.

Headquarters Premises
Regular budget resource requirements 2004-2005 biennium

	Approved appropriations £			Proposed appropriations £		
	2002	2003	2002-2003	2004	2005	2004-2005
Rental	1,195,800	1,195,800	2,391,600	1,195,800	1,195,800	2,391,600
Rates	63,600	65,500	129,100	65,500	67,500	133,000
Insurance	35,000	36,100	71,100	95,800	98,700	194,500
Gas	31,600	32,400	64,000	31,600	32,400	64,000
Electricity	190,200	195,900	386,100	195,700	201,600	397,300
Water/sewage	22,600	23,300	45,900	25,800	26,600	52,400
Maintenance	391,900	403,700	795,600	430,300	443,200	873,500
Renovation/alterations	34,700	35,700	70,400	41,700	43,000	84,700
Cleaning	242,600	249,900	492,500	251,500	259,000	510,500
Security	217,600	224,100	441,700	280,200	288,600	568,800
Total	2,425,600	2,462,400	4,888,000	2,613,900	2,656,400	5,270,300

8.4.3 Sub-programme: Catering Service

Objective: To ensure high standard quality food is catered for the Secretariat, Delegates and visitors.

Programme element and key activities

- 1 Provision of catering services within budget for 350 HQ staff and for an average of 175 delegates attending meetings annually; and
- 2 Provision of catering and associated facilities for internal functions and externally commissioned functions.

Planned Outputs for 2004-2005

- Day-to-day catering services for staff and delegates.
- Functions and receptions as required.

Primary beneficiaries: IMO Secretariat. Delegates and public in general

Completion Date/ Timescale: Ongoing annual basis.

Other budgetary provisions

The catering facilities of the Organization have been under the direct control of the Administrative Services (rather than employing an outside contractor) since 1990. The difference between the estimated revenue and expenditure is the level of subsidy for such services. The table below sets out the subsidy required for 2004-2005 biennium.

Catering Services Regular budget resource requirements 2004-2005 biennium

	Approved appropriations £			Proposed appropriations £		
	2002	2003	2002-2003	2004	2005	2004-2005
Fixed term Staff	259,700	269,300	529,000	284,700	299,600	584,300
Temporary assistance	32,000	33,200	65,200	34,200	35,500	69,700
Food Supplies	140,200	157,400	297,600	172,600	175,500	348,100
Other supplies	19,000	19,700	38,700	20,300	21,100	41,400
Total costs	450,900	479,600	930,500	511,800	531,700	1,043,500
Income	(335,500)	(345,600)	-681,100	-356,000	-369,200	-725,200
Subsidy	115,400	134,000	249,400	155,800	162,500	318,300

8.5 PROGRAMME: MANAGEMENT ACCOUNTING SERVICES

Legislative Authority: Financial Regulations and Financial Rules of IMO; Regulations, Rules and Pension Adjustment System of the United Nations Joint Staff Pension Fund; United Nations Common System of Salaries, Allowances and Benefits; and the Assembly and Council directives.

Objectives

- 1 To co-ordinate the preparation of the biennial Work Programme and Budget of the Organization including those for externally financed technical co-operation projects;
- 2 To prepare analyses, forecasts and studies for the relevant policy-making and management bodies;
- 3 To provide clear and relevant financial and budgetary information to Member States and to managers of the Secretariat; and
- 4 To facilitate budgetary support services in the preparation and the delivery of the work programme and programme budgets financed from the regular funds and the extra-budgetary funds of the Organization.

Sub-programmes

- 1 Regular budget setting and expenditure reporting; and
- 2 Project budget setting and expenditure reporting

Substantial changes: The Finance and Budget functions were split into separate services, Financial Services and Management Accounting Services (MAS) in line with the Secretary-General's reform programme; endorsed by the Council. Devolution of responsibilities in budgetary setting and monitoring to line managers is being implemented. MAS is responsible to provide assistance in the effective management of costs and budget both for the regular budget and the TC programme and activity budgets. MAS provides various management accounting analysis as and when required by the Senior Management Committee.

Regular budget resource requirements

Programme 8.5 - Management Accounting Services													Total
Year	Work month			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		24.0		200,800								200,800	372,600
2003		24.0		171,800						-	-	171,800	
2004		24.0		189,400				10,500	6,000			205,900	421,800
2005		24.0		199,400				10,500	6,000			215,900	

8.5.1 Sub-programme: Regular budget setting and expenditure reporting

Objective: To facilitate budgetary support services in the preparation and the delivery of the work programme and programme budgets financed from the regular funds

Programme elements and key activities

1 Budget preparation and setting

- Develop and enhance an integrated planning and budgeting policies, procedures, criteria and manuals to effectively manage the Organization's budget process;
- Support the distributed involvement in the budgeting process and establishing programme budget structures, allowing a bottom-up development of budgets within relevant top-down constraints;
- Design and develop the format and presentations of the programme and budget documents in order to serve as a better management tool
- Develop standard costs to be applied for converting resources requirements into financial values;
- Carry out cost change analysis, manpower and salary forecasts, inflationary trends and an analysis of currency fluctuation impacts;
- Review the chart of accounts and revise as appropriate to the budget structure;
- Collates biennium resource requirements and prepare/finalize Work Programme and Programme Budgets together with related budget documents to be proposed by the Secretary General to the IMO governing bodies;
- Recalculate appropriations and assessments figures for the second year of the biennium in accordance with policy directives, revised salary scales, inflation and exchange rate assumptions; and
- Prepare for supplementary budget estimates as and when necessary.

2 Implementation and monitoring of programme and budgets

- Review annual work plans of programme managers, recommend to the Secretary General programme allotments for annual funding of the programmes and control allotments to ensure expenditures can be met;
- Develop systems, formats/ techniques to review programme budget expenditures, and conduct analyses of implementation;
- Discuss implementation issues with programme managers, make recommendations on resources, including staff reallocations and issue periodical reports on financial implications;
- Make proposals to resolve financial problems and to best utilize operational budget resources;
- Review staffing table reports and financial indicators such as inflation/ average earnings indices, vacancy factors, exchange rates and prospective changes in the condition of service with the UN common system;
- Monitor and prepare monthly/quarterly budgetary performance and results against the plans, appraising the deviations;

- Review financial information on income earnings by organizational unit based on cost measurement analysis and determine annual reimbursement levels;
- Provide analysis on expenditure, trends, variance analysis, sensitivity analysis for management planning and decision making process;

Planned Outputs for 2004-2005

- Summary report for estimated salaries, related benefits and allowances for the staff;
- Developed and enhanced planning and budgeting policies, procedures, criteria and manuals;
- Standard costs developed;
- Analyses on biennial cost and element changes under each programme;
- Creation of new expense accounts, ensuring commitments are in accordance with the Financial Regulations and Financial Rules;
- Developed and revised biennial Work Programme and Programme Budgets;
- Issuance and revisions of budget allotments to programmes;
- Proposals and recommendations to make best of financial resources;
- Monthly/quarterly reports of budget performance by programme; and
- Council/ Assembly documents on budgetary matters.

Primary beneficiaries: IMO Secretariat and Member States.

Completion Date/ Timescale: Ongoing development/enhancement.

Other budgetary provisions

The cost of IMO's participation in certain jointly-financed bodies such as the International Civil Service Commission (ICSC), the Joint Inspection Unit (JIU), the Consultative Committee on Administrative Questions (CCAQ), and the cost of inter-organization security measures as well as attendance at the United Nations Joint Staff Pension Board meeting, etc. are budgeted under this sub-programme. Costs are shared between organizations in the United Nations common system on a standard formula in proportion to the size of their establishment or budget. The proposed appropriations for 2002 and 2003 are based on the 2000 outturn level adjusted for assumed price increases as shown below.

Jointly Financed United Nations Bodies Regular budget resource requirements 2002-2003 biennium

Approved appropriations £			Proposed appropriations £		
2002	2003	2002-2003	2004	2005	2004-2005
49,300	50,400	99,700	50,800	52,500	103,300

8.5.2 Sub-programme: Project budget setting and expenditure reporting

Objectives: To facilitate budgetary support services in the preparation and the delivery of the work programme and programme budgets financed from the extra-budgetary funds of the Organization.

Programme elements and key activities

1 Project budget preparation support

- Develop standard costs to be applied for activities to be undertaken under the TC programmes;
- Assist programme managers in producing the estimated financial implications of new projects and programmes under the Organization's Integrated Technical Co-operation Programmes; and
- Review the financial aspects of agreements (Trust Funds) with donors of extra-budgetary resources.

2 Monitoring the implementation of project budgets

- Issue, record and review the project budgets;
- Design and enhance user-friendly formats/ techniques in monitoring project budget process;
- Discuss implementation issues with project managers, make recommendations on resources, including revision of project documents and issue periodical reports on financial implications;
- Provide technical assistance to the field programme management offices and monitor the financial responsibilities;
- Monitor and prepare monthly/quarterly budgetary performance and results against the plans, appraising the deviations; and
- Forecast annual delivery levels under TC projects and develop appropriate cost accounting systems to measure the cost of delivering IMO services.

Planned Outputs for 2004-2005

- Summary report for estimated salaries, related benefits and allowances for the staff financed from the TC Programmes;
- Consideration and comments on donor agreements and project proposals;
- Annual budget allotments to Regional Co-ordinators;
- Developed, revised standard activity costs and TC support costs;
- Monthly/ quarterly budget performance reports; and
- Strengthened, decentralized budgetary and financial responsibilities at field duty stations.

Primary beneficiaries: IMO Secretariat and Field Project Management Offices.

Completion Date/ Timescale: Ongoing development/enhancement.

9 MAJOR PROGRAMME - EXTERNAL RELATIONS AND INFORMATION SERVICES

Legislative Authority: IMO Convention and decisions of intergovernmental bodies.

Objectives:

- 1 To promote harmonious relations with States, Organizations of UN system and intergovernmental and non-governmental organizations with a view to fostering the aims of IMO.
- 2 To disseminate information about the Organization, its strategy and activities.
- 3 To ensure an essential core collection of legal and technical material.

This major programme comprises three programmes, each of which is made up of a number of sub-programmes:

- 1 Direction and Management
- 2 External Relations
- 3 Information Services

External Relations and Information Services have two Sub-Programmes each, Accreditation and Liaison Services and Inter-Agency Relations, and Public Information Services and Library Services, respectively.

Substantial changes: No substantial changes between the biennia 2002-2003 and 2004-2005.

Regular budget resource requirements

Major programme 9 - External Relations and Information Services													Total
Year	Work month			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	17.0	60.0	77.0	757,400			900	14,500	10,000			782,800	1,669,500
2003	17.0	72.0	77.0	861,300			900	14,500	10,000			886,700	
2004	17.0	72.0	77.0	878,300			2,100	23,200	24,000			927,600	1,908,100
2005	17.0	72.0	89.0	930,300			2,100	23,900	24,200			980,500	

9.1 PROGRAMME: DIRECTION AND MANAGEMENT

Objectives: To manage and co-ordinate the activities under this major programme and to advise and assist the Secretary-General in his relations with States, Organizations of UN system and intergovernmental and non-governmental organizations

Programme elements and key activities

- 1 Provide overall direction, management and co-ordination of the external relations and public information activities.
- 2 Ensure that the activities under this major programme are properly planned, co-ordinated, implemented and followed up and the public is informed of IMO objectives and activities.
- 3 Liaison is maintained with United Nations agencies, regional intergovernmental and non-governmental organizations

Regular budget resource requirements

Programme 9.1 - Direction and Management													Total
Year	Work month			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002	5.0		5.0	60,200								60,200	
2003	5.0		5.0	81,800								81,800	142,000
2004	17.0		17.0	234,700			100	1,100	14,000			249,900	
2005	17.0		17.0	236,700			100	1,100	14,200			252,100	502,000

9.2 PROGRAMME: EXTERNAL RELATIONS

Legislative Authority: IMO Convention and decisions of intergovernmental bodies.

Objectives: To promote harmonious relations with States, Organizations of UN system and intergovernmental and non-governmental organizations with a view to fostering the aims of IMO and the United Nations.

Regular budget resource requirements

Programme 9.2 - External Relations													
Year	Work month			Direct Cost £								Sub-total	Total
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
	2002	12.0	24.0	24.0	330,700			900	4,000	6,000			341,600
2003	12.0	24.0	24.0	342,300			900	4,000	6,000			353,200	694,800
2004		24.0	12.0	270,400			1,000	2,200	3,000			276,600	
2005		24.0	24.0	306,500			1,000	2,200	3,000			312,700	589,300

9.2.1 Sub-programme: Accreditation and Liaison Services

Legislative Authority: IMO Convention: Part VI – The Council, Article 23: Headquarters' Agreement, Part IV bis, Article 13 bis; IMO Resolution A.449(X1); Assembly and Council decisions.

Objectives: To provide support in all matters of protocol and representation of Member States to IMO, co-ordinates all official visits to IMO and implements the IMO Internship programme.

Programme elements and key activities

- 1 Provide support in the promotion of harmonious relations with Member States by assisting them in the accreditation process for the establishment of permanent representatives and other members of the missions to the Organization and in other protocol matters.
- 2 Implement action in IMO regarding prior consultations on the work programmes and budgets of organizations of the United Nations system.
- 3 Promote IMO's work to the public and help achieve a better insight into the activities of the Organization.

- 4 Provide students under IMO Internship Programme with an insight into IMO and its work.
- 5 Co-operate with Governments, academic institutions and other interested parties to improve public awareness of IMO and to promote its work.

Planned Outputs for 2004-2005

- Assembly and Council documents including briefs for Chairman of Council, Officers of Assembly and the Secretary-General
- Produce a list of Permanent Representatives and Members of Permanent Missions
- Invitations for nominations and organization of the consideration of candidates for the International Maritime Prize, Interns and group visits from academic and other institutions
- Facilitate the commemoration of World Maritime Day and co-ordination of proposals for the annual theme

Primary beneficiaries: Member States and Public in general.

Completion Date/ Timescale: Ongoing annual basis.

9.2.2 Sub-programme: Inter-Agency Relations
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Legislative Authority: IMO Convention: Part III – Membership, Articles 4 to 10; Part VI – The Council, Article 25; Part XV – Relationship with the United Nations and other organizations, Articles 59 and 60; Assembly and Council decisions; Agreement between the United Nations and IMO; Agreements with other intergovernmental organizations.

Objectives: To provide support in all matters of relations with the United Nations and specialized agencies, intergovernmental and non-governmental organizations.

Programmes elements and key activities

- 1 **Support harmonious relations in the promotion of IMO with other organizations**
 - Promote IMO's relations with *the United Nations and the specialized agencies* in particular the General Assembly, the Security Council, ECOSOC and the Regional Commissions with a view to fostering the aims of IMO and to disseminate information about the Organization, its strategy and activities. It includes contributions to the work of the United Nations Chiefs Executive Board (CEB) and its subsidiary bodies and to follow up on the decisions reached at CEB.
 - Co-ordinate the relations of IMO with *intergovernmental organizations*, including negotiating and drafting agreements or arrangements of co-operation for preliminary approval by the Secretary-General and the Executive Head of the Organization concerned. Implement the procedures and guidelines on the granting of consultative status to interested NGOs,

including the follow-up to the periodic review of their participation at IMO meetings and updating its list

2 Provide assistance in matters of protocol

- Provide assistance in matters of protocol regarding nominations of Officers of the Organization's Diplomatic Conferences, Assembly and meetings;
- Respond to enquiries in respect of procedures concerning membership of IMO;
- Co-ordinate the welcome process to the new Member States or Associate Members;
- Serve as a focal point to promote acceptance of the Amendments to the IMO Convention; and
- Follow up the United Nations work on the correct use of names of countries, entities and other geographical areas and advise the Secretariat on this regard.

3 Use of IMO logo and name

- Ensure that the use of the IMO logo and name in any event or document would be in the interest of the Organization; and
- Ensure that the event is not being organized principally as a commercial undertaking for profit.

Planned Outputs for 2004-2005

- Assembly and Council documents including briefs for Chairman of Council, Officers of Assembly and the Secretary-General
- Consolidated table on NGOs attendance at IMO meetings as well as IMO's attendance at their meetings, and submission of documentation
- List of non-governmental organizations in consultative status
- Facilitate the External Relations Office

Primary beneficiaries: Member States, the Secretariat, the United Nations and the Specialized Agencies.

Completion Date/ Timescale: Ongoing annual basis.

9.3 PROGRAMME: INFORMATION SERVICES

Legislative Authority: IMO Convention: Part XI – The Secretariat, Article 48; Part XV – Relationship with the United Nations and other organizations, Articles 59 and 60; Assembly and Council decisions.

Objectives

- 1 To disseminate information on the Organization’s objectives and work activities through the international maritime community, press and IMO website.
- 2 To ensure the Organization maintains an essential core collection of legal and technical material for the use of the international maritime community and public.

Sub-programmes

- 1 Public information services; and
- 2 Library services

Regular budget resource requirements

Programme 9.3 - Information Services												Total	
Year	Work month			Direct Cost £							Sub-total		
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		48.0	48.0	366,500				10,500	4,000			381,000	
2003		48.0	48.0	437,200				10,500	4,000			451,700	832,700
2004		48.0	48.0	373,200			1,000	19,900	7,000			401,100	
2005		48.0	48.0	387,100			1,000	20,600	7,000			415,700	816,800

9.3.1 Sub-programme: Public Information services

Objectives: To keep media informed of IMO’s work and disseminate information about IMO, its strategy and activities to improve global awareness of the Organization and its impact.

Programme elements and key activities

- 1 **Public information**
 - Improve public awareness and image of the Organizations work in the fields of maritime safety and environmental protection.
 - Respond to info requests by phone, fax and e-mail;
 - Disseminate information leaflets and focus papers;
 - Provide talks on the work of IMO;

- Undertake researches, write and disseminate summary reports of all IMO meetings.
- 2 Press and media relations**
- Maintain vigilant awareness of the maritime industry and ensure that IMO's work and its activities are duly reflected in the international maritime press.
 - Write and distribute press releases, briefings etc;
 - Arrange press conferences, background briefings; press, television and radio interviews;
 - Update and amend press contacts' database;
- 3 Information resources, materials, speeches and articles**
- Build and maintain an updated resource of information and materials on IMO and its work for use by PIS and other IMO staff.
 - Maintain library of press cuttings on all key IMO-related topics;
 - Maintain electronic resource of readily accessible factual briefings on all key IMO-related topics;
 - Undertake researches, write and update papers in the "Focus on IMO" series;
 - Produce other materials for exhibitions and events;
 - Expand and organize photographic library;
 - Prepare speeches and articles on the work of IMO and related topics as requested by the Secretary-General
- 4 IMO News and Website**
- Construct the scheme of contents and themes of the each issue of IMO's quarterly magazine ;
 - Produce the quarterly magazine IMO News and maintain its distribution mailing list;
 - Ensure that IMO has an effective, comprehensive, up-to-date, accurate, consistent, user-friendly and balanced web presence;
 - updating and posting new material;
 - preparation of website content;
 - sub-editing and proof-reading content prepared elsewhere;
 - preparation of graphics
 - enforcing house style in both content and graphics;
 - keeping abreast of latest web techniques;
 - acting as IMO focal point for web-related projects with other organizations, in particular within the UN system

Planned Outputs for 2004-2005

- Press releases, briefings, television and radio interviews etc. 25-30 per annum.
- Press conferences 4 per annum
- Informal journalist meetings 10-12 per annum
- Disseminate information leaflets and focus papers 1000 per annum (approx)
- Talks on work of IMO 6-10 per annum
- Speeches, articles and summary reports of all IMO meetings 20-50 per annum
- World Maritime Day message and paper 2 documents

- IMO News 4 Issues per annum

Primary beneficiaries: Member States, the Secretariat, the United Nations and the Specialized Agencies and Public in general.

Completion Date/ Timescale: Ongoing annual basis.

9.3.2 Sub-programme: Library Services

Legislative Authority: IMO Convention Part I – Purposes of the Organization, Article 1(e); Part XV-Relationship with United Nations and Other Organizations, Article 59 and 60.

Objectives: To constitute a major source of information on IMO, maritime safety and prevention of pollution from ships.

Programme elements and key activities

1 Collection development and management

Ensure that the Organization maintains an essential core collection of legal and technical material. This includes purchasing, budgetary control and selection of material (books, journals, CD's, videos, and databases).

Facilitate information retrieval by cataloguing and indexing material, maintaining computerised databases; repository of IMO documents and publications.

2 Enquiries and research work

Provide support in the research activities of the staff, delegates and representatives, visitors, students, researchers, journalists etc in the fields of maritime safety and environmental protection. Includes responding to information requests by phone, fax and e-mail.

3 Information Awareness

Improve information awareness on the objectives of the Organization. This includes daily electronic transmission in-house and to regional offices of maritime news; preparation of briefs for missions; production of monthly Current Awareness Bulletin in-house and on the web, distribution to subscribers in developing countries, former WMU, IMLI students; quarterly acquisitions List, welcoming group visits to the IMO Library. Information resources products to facilitate research in the field of maritime safety and prevention of pollution from ships (bibliographies, resources documents on current topics for the Information Resources pages of the website; Citations Guide to the IMO Convention and IMO.

4 Website management and input

In conjunction with Public Information Services and IT Section to make it one of the main "portals" of IMO's work and maritime information; chairing of Website Steering Group and liaison with interested parties to ensure information is up-to-date; day-to-day management of Information Resources pages, updating and posting new material; keeping abreast of web-related projects within the UN; Management of the Directory of Maritime Links.

5 Relations with Organizations of the United Nations System

Joint Editorship for the United Nations Atlas of the Ocean; participation to the ISCC's Special Interest Group for Library Systems and Information Services (SIG-LIS) and input into the UN Union Catalogue (UNCAPS).

Planned Outputs for 2004-2005

- Repository of IMO documents, Databases, and selected books, videos and journals;
- Computerised catalogue of library books and articles (LIB database:1000 per annum, CAB database: 5000 per annum);
- Supply of information (e-mail 200/month);
- Current Awareness Bulletin, 12 issues per annum available on the website distributed to 250 subscribers mainly in developing countries;
- Acquisitions List, 4 per annum; also on the website;
- Daily maritime news in electronic form distributed in-house and to regional offices;
- Information resources products in paper format and on the website - ISM Code, STW, GMDSS, Piracy, Bulk Carrier Safety, The Erika and List of maritime organisations; and
- "Researchers' Guide to Maritime Information", "Citations Guide to the IMO Convention and IMO Multilateral Instruments".

Primary beneficiaries: IMO staff members utilizing the information to be provided; Member States; and Public in general.

Completion Date/ Timescale: (*for example*) Researches Guide will be completed by 2nd quarter of 2005 and other activities and outputs are ongoing or repeating on a monthly/quarterly/ annual basis.

Other budgetary provisions

The expenditure under this sub-programme mainly involves the acquisition of books and other reference materials, videos, subscriptions to newspapers and periodicals, including electronic transmission from various newswires. The appropriations for 2004 and 2005 are based on 2002 out-turn level adjusted with the projected 10% year-on-year increases in the costs of books both in technical and legal titles and periodicals (source info. Dawson and Basil Blackwell (supplier/publishers)).

Library Acquisition for 2004-2005

Approved appropriations £			Proposed appropriations £		
2002	2003	2002-2003	2004	2005	2004-2005
40,700	41,900	82,600	46,000	50,700	96,700

10 MAJOR PROGRAMME: INFORMATION TECHNOLOGY

Legislative Authority: Directives of the Assembly and the Council

Objectives

- 1 To position Information and Communication Technology to support the various Divisions and Sections for effective programme delivery ;
- 2 To maintain, enhance and implement Information and Communication Technology infrastructure to meet the organizations business objective; and
- 3 To develop new information systems and database management systems for office automation and information management.

Programmes:

- 1 Management and co-ordination;
- 2 Information systems and knowledge management;
- 3 Software development;
- 4 IT infrastructure; and
- 5 User support

Regular budget resource requirements

Major programme 10 - Information Technology													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		48.0	84.0	534,000			1,000	35,000	6,000			576,000	2002/2003
2003		72.0	72.0	550,500			1,000	35,000	6,000	-	-	592,500	2004/2005
2004	12.0	60.0	84.0	731,700			8,000	44,000	13,600	40	20,200	817,500	
2005	12.0	72.0	108.0	839,900			8,000	44,000	13,600	40	20,200	925,700	1,743,200

10.1 PROGRAMME: MANAGEMENT AND CO-ORDINATION

Objective: To ensure compliance with the objectives of programmes 10.2 to 10.4.

Programme element and key activities

- 1 Provide information management and knowledge management solutions;
- 2 Align information management strategy and information technology strategy with IMO core business objectives;
- 3 Facilitate the development and maintenance of information systems, Information and Communication Technology Infrastructure and services for improved information management.

Planned Outputs for 2004-2005

- Facilitated policy and strategic decisions in a timely manner.
- Support to various Divisions and Sections for efficient and effective programme delivery
- New information systems.

Primary beneficiaries: IMO Secretariat, Delegates and public in general

Completion Date/ Timescale: Ongoing annual basis.

10.2 PROGRAMME: INFORMATION SYSTEMS & KNOWLEDGE MANAGEMENT

Objectives: To develop knowledge management system thereby collating information from different sources; and to disseminate information which will gain efficiency as well as improved service standards in the delivery of the work programme.

Programme element and key activities

- 1 Implement information systems to support organization's administrative and core business objectives; and
- 2 Provide an enabling system for sharing information from different sources and build core competency within the organization to provide management with critical information.

Planned Outputs for 2004-2005

- Developed/ updated knowledge management system; and
- Effective dissemination of information.

Primary beneficiaries: IMO Secretariat, Delegates and public in general

Completion Date/ Timescale: Ongoing development/enhancement.

10.3 PROGRAMME: SOFTWARE DEVELOPMENT

Objective: To improve and introduce new application and services enhancing the Information System and thereby the delivery of the work programme.

Programme element and key activities

- 1 Plan and develop corporate information systems;
- 2 Develop new databases and software applications to support the divisions and sections in effective programme delivery;
- 3 Establish data repositories and free corporate information from legacy applications for easy retrieval and sharing; and
- 4 Development of an in-house Intranet framework for providing information and enhancing effective communication at IMO

Planned Outputs for 2004-2005

- Improved information retrieval and processing;
- Developed/ updated /new software and
- Improved operational efficiency.

Primary beneficiaries: IMO Secretariat. Delegates and public in general

Completion Date/ Timescale: Ongoing development/enhancement.

10.4 PROGRAMME: IT INFRASTRUCTURE

Objective: To maintain and enhance Information and Communication Technology infrastructure to meet the organizations business objective.

Programme element and key activities

- 1 Ensure that the file servers, network infrastructure and services run at all times.
- 2 Enhance and implement new services on the network to support PC users and provide remote access capabilities for accessing corporate information.

Planned Outputs for 2004-2005

- Reliable and efficient computer system to support the Divisions and Sections in their work.
- Making information available for key staff to further improve communication and enhance quality and accuracy of information.

Primary beneficiaries: IMO Secretariat. Delegates and public in general.

Completion Date/ Timescale: Ongoing development/enhancement.

10.5 PROGRAMME: USER SUPPORT

Objectives

- 1 To continue provide training to staff members on the use of computers and office applications thus empowering them to take full advantage of the new technology.
- 2 To further enhance IT Helpdesk to provide effective assistance and support to computer users.

Programme element and key activities

- 1 Provide technical support to PC users and ensure that workstation (both the hardware and the software) are running efficiently; and
- 2 Provide IT training to users.

Planned Outputs for 2004-2005

- Reliable and efficient computer system to support the Divisions and Sections in their work.
- Effective support to computer users

Primary beneficiaries: IMO Secretariat and delegates.

Completion Date/ Timescale: Ongoing development/enhancement.

Summary

For completeness, the total proposed budget including forecast capital expenditure under this Major Programme 10 – IT and Office Automation Service financed from the regular budget and the Headquarters Capital Fund is shown below:

TOTAL PROGRAMME COSTS FINANCED FROM THE REGULAR BUDGET AND HQS CAPITAL FUND

Major programme 10 - Information Technology	2004	2005	Total
THE REGULAR BUDGET			
Personnel			
Salaries benefits and allowances	731,700	839,900	1,571,600
Overtime	8,000	8,000	16,000
Temporary assistance	44,000	44,000	88,000
Travel	13,600	13,600	27,200
Consultancy	20,200	20,200	40,400
Other budgetary provisions			
Purchase of minor software and hardware	10,300	10,600	20,900
Maintenance of office automation equipment	69,000	71,000	140,000
Maintenance of database applications	69,300	70,700	140,000
Staff training	35,000	35,000	70,000
Electronic communication	20,000	20,600	40,600
HEADQUARTERS CAPITAL FUND			
Personnel			
Contract staff on design, installation and implementation	100,000	100,000	200,000
Consultancy	80,000	80,000	160,000
Other budgetary provisions			
Upgrading/acquisition Software packages	50,000	50,000	100,000
Electronic document management	20,000	20,000	40,000
Replacement/Upgrading hardware/network servers	100,000	100,000	200,000
Internet/Local Network upgrades	80,000	80,000	160,000
Personal desk top computers	120,000	120,000	240,000
Total programme expenditure profile	1,571,100	1,683,600	3,254,700

11 MAJOR PROGRAMME: PUBLISHING SERVICE

Legislative Authority: the Financial Regulations and Financial Rules; Directives of the Assembly and the Council

Objectives

- 1 To produce high-quality publications containing IMO rules and regulations and to disseminate them as widely as possible to the international maritime community and in the shipping industry.
- 2 To prepare books as requested by the technical divisions and IMO's work programmes and objectives on issues affecting maritime safety, marine environmental protection and maritime security.

Sub-programmes

- 1 Management and co-ordination;
- 2 Marketing and sales;
- 3 Editorial work;
- 4 Production; and
- 5 The Printing Fund

Regular budget resource requirements

Major programme 11 - Publishing Service													Total
Year	Work month estimates			Direct Cost £								Sub-total	
	D	P	GS	Staff	Meetings		O.T.	Temp.	Travel	Consultancy			
					W/day	Costs				W/day	Costs		
2002		60.0	192.0	888,100								888,100	2002/2003
2003		72.0	168.0	1,067,700						-	-	1,067,700	1,955,800
2004	12.0	72.0	180.0	1,109,000			10,000					1,119,000	
2005	12.0	72.0	180.0	1,160,100			10,000					1,170,100	2,289,100

11.1 PROGRAMME: MANAGEMENT AND CO-ORDINATION

Objective: To release important new publications, along with a carefully focused marketing strategy to increase sales revenue.

Programme elements and key activities

- 1 Formulation strategies and guidelines**
 - Develop strategies aimed at reaching the highest possible level of dissemination of IMO publications and related informational material;
 - Formulate guidelines and objectives for producing high-quality publications; and
 - Develop focused marketing and promotion strategies. Focus on book projects that contribute to an increased awareness of IMO's work

- 2 Provision of control and co-ordination**
 - Provide advice for the process of developing new manuscripts, reviewing and selecting publications for future marketing;
 - Organize and update a roster of print suppliers, and other relevant reprographic companies;
 - Provide budgets and control of financial transactions in accordance with the Financial Regulations and Financial Rules;
 - Liaise with other UN agencies for ongoing co-operative exchange of views and advice;
 - Administrate and supervise staff in the Service and recruitment of temporary assistance; and
 - Ensure updating of technology

Planned Outputs for 2004-2005

- Identified and assessed new target groups; new readership/customers;
- Quality-control procedures and measures to continually improve the quality of IMO books, electronic publications and promotional material;
- Analysis of the market and formulation of schemes for promoting sales;
- Updated list of suitable suppliers;
- Identified budget requirements, including the presentation of the biennial needs, for publishing activities;
- Approval and certification of publishing related expenditures;
- Reports of interagency meetings, follow up and implementation; and
- Study of new technology for publishing media, its enhancement and replacement

Primary beneficiaries: IMO Secretariat, Member States and public in general.

Completion Date/ Timescale: Ongoing development/enhancement.

11.2 PROGRAMME: MARKETING AND SALES

Objective: To promote sales of IMO publications and manage sales in productive ways.

Programme elements and key activities

1 Marketing

- Set up and follow through on guidelines for marketing, promotion and advertising;
- Analyse and assess marketing needs based on customer/sales profiles;
- Explore new markets through attendance at relevant exhibitions and book fairs;
- Identify target customers through mail shots and sales letters; and
- Co-ordinate international advertising and update the mailing list

2 Sales and stock control

- Monitor and follow through all sales activities;
- Monitor deposit accounts, administrate payments of royalties and manage customer records;
- Ensure that computerized sales system is up to date;
- Maintain the network of distributors, ensuring efficient and cost-effective dispatch of publications;
- Conduct regular stock checks, monitor inventory levels, and manage internal and external storage space; and
- Provide advice on materials to be written off

3 Management of electronic publication

- Manage the database specifications for CD files;
- Promote e-commerce online sales and virtual publishing;
- Liaise with suitable software companies and organization of CD replications; and
- Explore ventures for video and interactive CD-ROMs;

Planned Outputs for 2004-2005

- Analysed and assessed marketing needs and explored new market;
- Identified target customers and updated mailing lists;
- Up-to-date computerized sales system;
- Updated distributors network;
- Controlled stock and storage of publications and other material
- Keeping abreast of new publishing technology and e-commerce

Primary beneficiaries: IMO Secretariat, Member States, maritime industry and public in general.

Completion Date/ Timescale: Ongoing development/enhancement.

11.3 PROGRAMME: EDITORIAL, PRE-PRESS WORK

Objective: To provide consistency and accuracy in the production of IMO publications and materials

Programme elements and key activities

1 Editing and proofreading

- Edit to ensure consistency and adherence to house style;
- Monitor IMO's output of regulatory and other material to update publications as appropriate;
- Provide general concordance between original and published texts; and
- Carry out proofreading for errors in typography and desk-top publishing in three working languages;

2 Design and copy writing

- Manage the design of covers and pages;
- Draft copy, forewords and other texts for promotional mailers, manuals, leaflets, catalogues, etc.; and
- Carry out copy edit, lay-out and design for IMO News

3 Scheduling and cooperation

- Establish schedules for all pre-press internal and external activities;
- Schedule priorities for provision of materials for in-house and external printers and other manufacturers;
- Manage the database specifications for CD files;
- Provide assistance to Arabic, Chinese and Russian Translation Sections in preparing materials for publication; and
- Make arrangements for translations and co-ordination of language editions in harmonized texts

Planned Outputs for 2004-2005

- Ensured integrity and accuracy of published material;
- Edited copy and created design;
- Schedule of work and status reports;
- Pre-press operations for IMO News
- Specifications and briefings for suppliers, both pre-press and manufacturing
- Procurement of work from outside suppliers

Primary beneficiaries: IMO Secretariat, Member States, maritime industry and public in general.

Completion Date/ Timescale: Ongoing development/enhancement.

11.4 PROGRAMME: PRODUCTION

Objectives: To provide quality control for efficient printing and binding works and to properly manage the publication supplies and equipment

Programme element and key activities

- 1 Printing and binding process management**
 - Organize work schedules for printing and binding and administer the shifts;
 - Carry out quality control of the in-house publications and printing process;
 - Ensure efficient working practices; and
 - Monitor staff requirement and provide temporary assistance as appropriate

- 2 Machinery, equipment and technology management**
 - Investigate, consult and test new materials according to type of publication
 - Arrange purchase of reproduction supplies, paper, etc.;
 - Monitor printing/binding industry; ensuring that printing/binding equipment is up to date and in good working order;
 - Monitor peripheral industries (paper, films, inks, plates, etc)
 - Maintain contacts with suppliers; and
 - Obtain advice on equipment and publication methods

Planned Outputs for 2004-2005

- Supervision, administration and control of the in-house publications printing process
- Obtaining machinery, reproduction supplies and other essential materials
- Keeping abreast of printing/binding technology
- Keeping abreast of developments in peripherals industries
- Administration and supervision of staff
- Recruitment of temporary assistance for peak time

Primary beneficiaries: Member States, maritime industry and public in general.

Completion Date/ Timescale: Ongoing development/enhancement.

11.5 PROGRAMME: THE PRINTING FUND

Objective: Publishing activities in IMO are revenue producing and are accounted for under the Printing Fund, established in 1965 by the Assembly. These activities are conducted through the Publishing Service, under the overall management of the Director, Administrative Division. The objectives, functions and duties of this Service is described in the previous Programmes 11.1 to 11.4. The budget estimates for the Printing Fund is displayed in the following table:

Printing and publication activity Estimated revenue and expenditure from 2002 to 2005

	£ Actual 2002	£ Estimates 2003	£ Estimates 2004	£ Estimates 2005
Revenue	5,359,158	4,935,400	5,191,000	5,196,700
Less: expenditure/transfers to other funds				
DNV-IMO/Vega Database	63,626	70,500	67,500	69,500
IMO Model Courses	116,420	129,900	123,500	127,200
Promotion of sales	117,327	112,700	125,000	135,000
Personnel				
Financed by the Printing Fund	1,085,618	1,204,900	1,242,800	1,306,800
Reimbursement of the regular budget direct costs	555,500	568,300	1,138,300	1,190,600
Goods and services				
Office reproduction supplies and paper	317,967	300,000	358,000	302,000
Equipment	89,492	174,100	185,000	206,000
Postage, freight and courier	158,146	180,000	190,000	200,000
Other supplies & services	151,281	187,400	231,000	247,500
Contracting out (external printing)	534,991	353,300	485,000	455,000
Electronic/on line publications	48,517	101,200	120,000	140,000
Reimbursement of the regular budget indirect costs	247,400	251,600	416,300	422,600
Total expenditure	3,486,285	3,633,900	4,682,400	4,802,200
Net trading income	1,872,873	1,301,500	508,600	394,500
Reserves & fund balances				
Interest and miscellaneous income	108,825	110,000	100,000	100,000
Net income	1,981,698	1,411,500	608,600	494,500
Accumulated surplus bought forward	7,048,382	2,680,080	1,441,580	1,100,180
Total surplus	9,030,080	4,091,580	2,050,180	1,594,680
Transfers				
Regular Budget	400,000	400,000	-	-
Training and Development Fund	200,000	-	-	-
Headquarters Capital Fund	700,000	-	250,000	250,000
Technical Co-operation Fund	5,050,000	2,250,000	700,000	700,000
Total transfers	6,350,000	2,650,000	950,000	950,000
Working capital reserves & fund balances (net)	2,680,080	1,441,580	1,100,180	644,680

Current situation

1 IMO publications contribute in a substantial way to the promotion of the technical and legal work of the Secretariat by providing the basic tools for the effective implementation of the technical requirements of the Organization. Publications activities have grown steadily from a modest few thousand pounds at the beginning in 1966 to nearly £4.4 million in 2000.

2 Since then, sales reached £5.2 million in 2002. Demand for electronic publications continues to grow; with the introduction of online publishing, prospects for e-commerce are excellent. Overall total income is expected to continue to increase.

3 The wide dissemination of IMO publications is therefore a major objective of the Organization. Increasing sales is a further step towards wider and more effective implementation of IMO standards.

EXPECTATIONS FOR 2004–2005

4 Promotional activities for the Organization's publications will continue during 2004–2005, increasing the volume of sales even though final output are dependent on a number of factors such as number of new titles, revised editions, amendments, etc.

Estimate of income

5 It is anticipated that in 2004 the sale of new editions of the IMDG Code as well as the Resolutions of the 23rd Assembly and continuing sales of existing publications and the usual number of reprints, will generate revenue of approximately £5 million. Revenues from electronic publications on CD-ROM for that year are estimated at approximately £390,000 and from virtual publications at some £50,000. Subject to timely availability of the above-mentioned titles, the total revenue for 2004 is therefore estimated at £5 million.

6 Sales of the IMDG Code will continue in 2005, generating an income of approximately £1.5 million. This, combined with other new editions and reprints, will generate total revenues of approximately £4.5 million. Electronic publications and online sales will add some £445,000, making a total of £5 million for that year.

Promotion of sales

7 The programme of advertising and publicity for IMO publications and related promotion activities carried out during the present biennium have achieved their objectives in full. Similar activities are therefore planned for the next biennium. It is proposed that the same level of appropriation with allowance for price increases be maintained during 2004–2005.

Staffing

8 In accordance with Council and Assembly decisions, a complement of 24 posts is financed from the Printing Fund: five Professional posts and 19 General Service posts. The five Professional posts consist of two translators in the Conference Division, two editors in the Administrative Division and one technical officer in the Maritime Safety Division. The General Service staff comprise one administrative assistant, one proofreader, four DTP operators, eight publications clerks and five machine operators. No increase in this complement is proposed for the forthcoming biennium.

9 As already noted, IMO publications are in great demand. Distributors and other customers expect efficient and prompt service when they address their orders to IMO. It is therefore necessary for the Organization to provide the service expected by its customers. The increased pace of revision and greater volume of IMO regulations has led to a considerable increase in the number of books produced and sold. These increases affect not only the sales functions but also other operations such as invoicing, packaging, handling, etc. To meet this demand and avoid the risks of delays, it is planned to budget for the same volume of temporary assistance and overtime as in 2002–2003, providing the flexibility necessary to respond quickly to fluctuations in the volume of sales.

10 Provision has been made under personnel costs for £1,242,800 for 2004 and £1,306,800 for 2005, on the basis of prevailing rates of pay, adjusted for the cost of living as provided in the regular budget.

Reproduction supplies, capital investment, communications and other services

11 The pre-press and printing industries are changing very rapidly in the outside world, and it is necessary for IMO to keep pace. Working practices have been reviewed and modified (for example, by the introduction of the continental shift system in Printing) and a considerable increase in production has been recorded. In order to sustain this cost-effective result, some minimum investment in basic machinery needs to be undertaken.

12 In relation to pre-press, printing and sales activities, purchase of equipment at the cost of some £391,000 is planned, investing £185,000 in 2004 and £206,000 in 2005.

13 The cost of other supplies and services (which includes shipping of *IMO News*, bank charges, credit card fees and storage) has been estimated on the basis of the volume of activities, with a 3% increase per annum in line with inflation. Revenues through advertising in *IMO News* will continue to reduce production costs of the magazine.

Printing (outside IMO)

14 To provide the flexibility necessary to adjust to the demands of IMO's market, while at the same time ensuring cost-effectiveness, appropriations were made in previous budgets for external printing. External printing provides various advantages, and in particular it enables the production of hard cover publications which are necessary for longer-lasting books, e.g. infrequent updating. Appropriations of £485,000 in 2004 and £455,000 in 2005 have therefore been made for external printing.

Electronic publishing

15 The Internet is extensively used for the Organization's online purchasing activities of publications. Further development of e-commerce and production of CD-ROM books are planned. Appropriations of £120,000 and £140,000 are proposed for 2004 and 2005, respectively.

Summary

16 For completeness, the total proposed budget including forecast capital expenditure under this Major Programme 11 – Publishing Service financed from the regular budget and the Printing Fund is shown below:

**TOTAL PROGRAMME COSTS
FINANCED FROM THE REGUIAR BUDGET AND THE PRINTING FUND**

Major programme 11 - Publishing activities			
	2004	2005	Total
THE REGULAR BUDGET			
Personnel			
Salaries benefits and allowances	1,109,000	1,160,100	2,269,100
Overtime	10,000	10,000	20,000
Financial Services	19,300	20,500	39,800
Travel	-	-	-
Consultancy	-	-	-
Other budgetary provisions			
Rent, rates and utilities	416,300	422,600	838,900
THE PRINTING FUND			
Personnel			
Salaries benefits and allowances	1,098,700	1,162,000	2,260,700
Overtime	24,100	24,800	48,900
Temporary assistance	120,000	120,000	240,000
Travel and promotion of IMO publications	125,000	135,000	260,000
Consultancy	-	-	-
Other budgetary provisions			
Office reproduction supplies and paper	358,000	302,000	660,000
Equipment	185,000	206,000	391,000
Postage, freight and courier	190,000	200,000	390,000
Other supplies & services	231,000	247,500	478,500
Contracting out (external printing)	485,000	455,000	940,000
Electronic/on line publications	120,000	140,000	260,000
DNV-IMO/Vega Database	67,500	69,500	137,000
IMO Model Courses	123,500	127,200	250,700
Total programme expenditure profile	4,682,400	4,802,200	9,484,600