



IMO

E

Ref. AG/A/1.08

Circular letter No.2979
17 July 2009

To: All IMO Members

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

1 The Secretary-General has the honour to invite representation at the tenth session of the *Ad Hoc* Council Working Group on the Organization's Strategic Plan (CWGSP), which has been scheduled to take place from Monday, 14 to Friday, 18 September 2009 at the IMO Headquarters, 4 Albert Embankment, London SE1 7SR, United Kingdom.

2 The terms of reference for the CWGSP, as approved by the Council at its 102nd session, is attached at annex, together with the provisional agenda for its tenth session. Supporting documentation will follow in due course. The meeting will be conducted in English only and is open to all Member States of the Organization.

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

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

Security at IMO meetings

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

6 All delegates will be required, on first arrival, to show proof of identity, e.g., their passport or identity card. Additionally, Member Governments are required to transmit, prior to the date of each meeting, the list of their representatives, alternates, advisers or observers, as appropriate, so that their particulars may be entered into the list of participants' database. Such a list, which serves as authorization for representatives to attend, must be submitted for each IMO meeting on official letter-headed paper and must be signed by the responsible officer of the Government concerned and, along with the completed registration forms, should be sent by fax or e-mail, by Thursday, 10 September 2009, at the latest, to:

Registration Unit
Conference Section
Fax: +44 20 7463 4116
E-mail: registration@imo.org

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

8 To expedite the registration process, the attached pre-registration form should be completed by every delegate attending the meeting, including Permanent Representatives to IMO. Delegates are advised to arrive early on the first day of the meeting to complete the registration process. Registration will begin at 8:00 a.m. on 14 September 2009 in the registration area.

Procedure for visa applications

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

ANNEX

TERMS OF REFERENCE FOR THE *AD HOC* COUNCIL WORKING GROUP ON THE ORGANIZATION'S STRATEGIC PLAN

1 General

1.1 Unless otherwise decided by the Assembly or the Council, the *Ad Hoc* Council Working Group on the Organization's Strategic Plan (CWGSP) will, during the course of a biennium:

- .1 review data collected and collated against the Organization's performance indicators and consider any required changes and improvements to the indicators that will facilitate the measurement and analysis of organizational performance;
- .2 review the status of the Organization's High-level Action Plan for a given biennium and prepare an updated draft High-level Action Plan covering the subsequent biennium;
- .3 review the status of the Organization's Strategic Plan and, as appropriate, prepare an updated draft Strategic Plan "rolled forward" to the subsequent six-year period;
- .4 consider matters related to the application of the Strategic Plan and High-level Action Plan throughout the Organization;
- .5 undertake any other tasks assigned to it by the Council; and
- .6 submit a report to the Council, following each of its sessions, in accordance with the Guidelines on the organization and method of work of the Council.

1.2 The CWGSP will formulate its proposals within the framework of the IMO Convention and take into account resolution A.909(22), with particular reference to operative paragraph 2 thereof. The CWGSP will also be guided by resolutions A.500(XII), A.777(18), A.900(21) and A.901(21), which address matters related to coordination of the work of the Committees by the Council; improvements in the work methods and organization of work of the Organization; and objectives of the Organization.

2 Specific (CWGSP 10)

2.1 At its tenth session, scheduled to be held from 14 to 18 September 2009, the CWGSP will undertake the following tasks:

- .1 analyse data collected and collated against the Organization's performance indicators and consider their further development;
- .2 review Assembly resolution A.990(25) on High-level Action Plan of the Organization and priorities for the 2008-2009 biennium and, in so doing: consider the status of production of the outputs planned for 2008-2009; consider proposals on outputs and priorities for 2010-2011; and prepare an updated draft High-level Action Plan for the 2010-2011 biennium, together with a covering draft Assembly resolution;

- .3 review Assembly resolution A.989(25) on Strategic Plan for the Organization (for the six-year period 2008 to 2013) and, as appropriate, prepare an updated draft Strategic Plan “rolled forward” for the period 2010 to 2015, together with a covering draft Assembly resolution;
- .4 prepare a draft timeframe to align the Organization’s strategic planning and budgeting cycles (document C 102/8, paragraph 6.2);
- .5 review the draft Assembly resolution and draft guidelines on the application of the Strategic Plan and the High-level Action Plan, which it had previously prepared (document C 102/3(a), annex 1), with a view to accommodating, as appropriate, related matters raised by MSC 86 (document C 102/9/Add.1, paragraph 67) and C 102;
- .6 prepare a “migration plan” to support an effective transition from current working arrangements to full implementation of the aforementioned guidelines throughout the Organization;
- .7 advise on how the Council, with the support of the Secretary-General, may best review working arrangements and associated budgetary factors on a continuous basis, taking into account, in particular, suggestions made during the Council’s 102nd session and in documents C 102/8/1, C 102/3(a) (table 2, annex 2) and C 102/WP.4; and
- .8 present a report on the foregoing matters to the Council, at its twenty-fifth extraordinary session, for consideration, approval and, where appropriate, submission to the twenty-sixth regular session of the Assembly for adoption.



AD HOC COUNCIL WORKING GROUP ON
THE ORGANIZATION'S STRATEGIC
PLAN
10th session
Agenda item 1

CWGSP 10/1
17 July 2009
ENGLISH ONLY

PROVISIONAL AGENDA

**for the tenth session of the *Ad Hoc* Council Working Group
on the Organization's Strategic Plan to be held at IMO Headquarters from
Monday, 14 September to Friday, 18 September 2009**

(Session commences at 9:30 a.m. on Monday, 14 September 2009)

Opening of the session

1 Adoption of the agenda

Document: CWGSP 10/1
Related substantive document: Circular letter No.2979

2 Review of the Organization's performance indicators

(a) Analysis of data measured against the performance indicators

Document: CWGSP 10/2(a)
Related substantive document: CWGSP 8/5 (annexes 1 and 2)

(b) Further development of the performance indicators

Document: CWGSP 10/2(b)
Related substantive document: CWGSP 8/5 (annex 3)

3 Review of the Organization's High-level Action Plan

(a) Review of outputs produced during 2008-2009

Document: CWGSP 10/3(a)
Related substantive documents: Resolutions A.989(25) and A.990(25)

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



- (b) Review of outputs proposed for 2010-2011
- Document: CWGSP 10/3(b)
Related substantive documents: Resolutions A.989(25) and A.990(25)
- (c) Draft Assembly resolution
- Document: CWGSP 10/3(c)
Related substantive document: Resolution A.990(25)
- 4 Review of the Organization's Strategic Plan
- Document: CWGSP 10/4
Related substantive document: Resolution A.989(25)
- 5 Guidelines on the application of the Strategic Plan and High-level Action Plan
- (a) Proposed amendments
- Document: CWGSP 10/5(a)
Related substantive documents: C 102/D (paragraphs 3(a).2(i) to 3(a).2(iii)); C 102/3(a) (annex 1); C 102/9/Add.1 (paragraph 67)
- (b) Migration plan
- Document: CWGSP 10/5(b)
Related substantive documents: As for agenda item 5(a)
- 6 Outcome of the Council's 102nd session
- (a) Alignment of planning and budgeting cycles
- Document: CWGSP 10/6(a)
Related substantive documents: C 102/8 (paragraph 6.2 and annex 1, paragraph 13); C 102/SR.1 and SR.4 to SR.6
- (b) Review of working arrangements and associated budgetary factors
- Document: CWGSP 10/6(b)
Related substantive documents: C 102/D (paragraph 3(a).2(iv); C 102/3(a) (annex 2); C102/8/1; C 102/WP.4; C 102/SR.1 and SR.4 to SR.6
- 7 Any other business
- 8 Consideration and adoption of summary of decisions



INTERNATIONAL MARITIME ORGANIZATION

Meeting: **CWGSP**

Session No.: **10**

From: **14 September 2009**

to: **18 September 2009**

PRE-REGISTRATION FORM

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

Permanent Contact information:

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

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

Fax: +44 (0)20 7463 4116

E-Mail: registration@imo.org

Procedures governing the support by IMO of visa applications

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

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

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

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

This exercise must be undertaken at least six weeks before the date on which the meeting is to be convened at IMO. IMO will then be in a position to support the visa applications accordingly and the visas may be issued in good time* .

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