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Circular letter No.3363/Rev.1  
18 July 2013

To: All IMO Member States

Subject: **Thirteenth 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 thirteenth session of the Ad Hoc Council Working Group on the Organization's Strategic Plan, which has been scheduled to take place from 21 to 25 October 2013, at IMO Headquarters.

2 The terms of reference for the working group are reproduced in the annex and the provisional agenda for the session (CWGSP 13/1/Rev.1) is attached. 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, and no later than 27 September 2013, so that they may be processed in time for the meeting. In this respect, a template is available on the IMODOCS website for use in the preparation of documents.

### **Registration and security**

4 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.

5 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 meeting date, the list of their representatives, alternates, advisers or observers, via the Online Meeting Registration System (OMRS), as advised in Circular letter No.3251, to facilitate their entry into the building and for the production of the list of participants.

6 The list of representatives, which serves as authorization for representatives to attend, must be on official letter-headed paper and signed by the responsible officer of the Government or organization concerned, should be attached to the registration details sent via the OMRS, by 21 September 2013, at the latest.

7 Any issues related to the use of the OMRS should be communicated to:

Registration Unit  
Conference Section  
E-mail: [registration@imo.org](mailto:registration@imo.org)

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

9 Delegates are advised that the Registration Desk will be open for registration from 8.30 a.m. on **21 October 2013**, when early arrival would be of assistance.

### **Procedure for visa applications**

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

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## ANNEX

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

#### 1 General (over a biennium)

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:

##### **Review of organizational performance:**

- .1 consider matters related to the application of the Strategic Plan (SP) and High-level Action Plan (HLAP) throughout the Organization (resolution A.1013(26));
- .2 review the status of implementation of the Organization's SP and HLAP for a given biennium;
- .3 review data collected and collated against the Organization's performance indicators and Key Performance Indicators, and consider any required changes and improvements to the indicators that will facilitate the measurement and analysis of organizational performance;

##### **Strategic planning and results-based budgeting:**

- .4 review the Secretary-General's draft updated SP "rolled forward" to the subsequent six-year period, and draft updated HLAP covering the subsequent biennium and, in so doing:
  - .1 screen all proposed planned outputs to ensure that they respond appropriately to the strategic directions and high-level actions of the draft SP and HLAP;
  - .2 ensure that the planned outputs are formulated in SMART terms; and
  - .3 advise the Council accordingly;
- .5 review the Secretary-General's draft results-based budget (RBB) for the subsequent biennium and, in so doing:
  - .1 determine whether the proposed meetings' programme and the organizational structure (or any proposed changes thereto) will ensure the delivery of the planned outputs;
  - .2 examine whether there is room for volume reductions, economies, or efficiency gains and identify any recommended changes to the proposed SP, HLAP and RBB;

- .3 confirm, as a consequence of all the foregoing, that a reasonable match exists between the Organization's work plans and the resources to deliver them, which are proposed in the draft RBB; and
- .4 advise the Council accordingly;

**Other matters:**

- .6 undertake any other tasks assigned to it by the Council; and
- .7 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.

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AD HOC COUNCIL WORKING GROUP ON  
THE ORGANIZATION'S STRATEGIC PLAN  
13th session  
Agenda item 1

CWGSP 13/1/Rev.1  
18 July 2013  
ENGLISH ONLY

## PROVISIONAL AGENDA

### **For the thirteenth session of the Ad Hoc Council Working Group on the Organization's Strategic Plan to be held at IMO Headquarters from Monday, 21 to Friday, 25 October 2013**

(Session commences at 9:30 a.m. on Monday, 21 October 2013)

#### Opening of the session

- 1 Adoption of the agenda
- 2 Review of planned outputs and indicators during the 2012-2013 biennium
- 3 Review of the Organization's Strategic Plan
- 4 Review of the High-level Action Plan
- 5 Modified reporting formats and associated changes to resolution A.1013(26) containing the *Guidelines on the Application of the Strategic Plan and the High-level Action Plan of the Organization*
- 6 Any other business
- 7 Consideration and adoption of summary of decisions



## 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); nomination letter and note verbale from the Ministry of Foreign Affairs) must accompany such visa applications.

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

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

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

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

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