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ASSEMBLY MATTERS

(c) Draft report of the Council to the Assembly on the work of the Organization since the twenty-eighth regular session of the Assembly

Note by the Secretary-General

SUMMARY

Executive summary: This document contains the Council's draft report to the Assembly on the work of the Organization since the latter's twenty-eighth regular session in November/December 2013

Strategic direction: 4

High-level action: 4.0.5

Planned output: No related provisions

Action to be taken: Paragraph 2

Related documents: Council Summaries of Decisions and Committee reports

1 Annexed is the draft report of the Council on the work of the Organization since the twenty-eighth regular session of the Assembly, with the exception of subjects covered in reports submitted by the Committees. Developments of importance occurring after 30 April 2015 will be included in an updated report to the Assembly, which will be submitted to the Council's twenty-eighth extraordinary session.

Action requested of the Council

2 The Council is invited to consider the annexed draft report and approve it, with such amendments as it may deem necessary, for submission to the twenty-ninth regular session of the Assembly in accordance with Article 23 of the Convention on the Organization.

ANNEX

**DRAFT REPORT OF THE COUNCIL TO THE ASSEMBLY
ON THE WORK OF THE ORGANIZATION SINCE THE
TWENTY-EIGHTH REGULAR SESSION OF THE ASSEMBLY**

Table of contents

	Paragraphs	Pages
Introduction	1	3
GENERAL MATTERS	2-46	3-11
Status of the IMO Convention	2	3
Officers of the Council and Committees of IMO	3-4	3-4
Review and reform	5	4
Strategy and planning	6-10	4-5
Periodic review of administrative requirements in mandatory IMO instruments	11-12	5
IMO Member State Audit Scheme	13-14	5
Internal Oversight and Ethics.....	15-19	5-6
Protection of vital shipping lanes	20-27	6-7
Piracy and armed robbery against ships in waters off the coast of Somalia	20-23	6-7
Piracy and armed robbery against ships in the Gulf of Guinea	24-25	7
Cooperative Mechanism for the Straits of Malacca and Singapore	26-27	7
Financial Services	28-30	7-8
Management Accounting and ERP Services	31-34	8
Human Resources Services	35	9
Office of General Services	36-37	9
Publishing Service	38-39	10
Information and Communication Technology	40-46	10-11
WORK OF THE COMMITTEES OF THE ORGANIZATION	47	11
MARINE ENVIRONMENT PROTECTION	48	11
Dumping of wastes and other matter	48	11

	Paragraphs	Pages
TECHNICAL COOPERATION	49-51	12
Special event to commemorate the 25th anniversary of the founding of the IMO International Maritime Law Institute (IMLI)	50-51	12
CONFERENCE SERVICES	52-69	12-16
Servicing the IMO meetings	53-58	12-13
Working languages (English/French/Spanish)	59-60	13-14
Language technologies	61	14
Machine Translation	62-63	14
Documents Services	64-67	14-15
Other official languages (Arabic/Chinese/Russian)	68-69	15-16
EXTERNAL RELATIONS	70-108	16-21
Coordination with the United Nations system	70-73	16-17
Joint Inspection Unit	74	17
Relations with other intergovernmental organizations	75-76	17
Relations with non-governmental organizations	77-79	17
World Maritime Day	80-83	17-18
International Maritime Prize	84	18
IMO Award for Exceptional Bravery at Sea	85-86	18
Day of the Seafarer	87	18
Research Internship Programme and group visits	88-89	18-19
Support to the United Nations	90-91	19
Public Information Services	92-100	19-20
Maritime Knowledge Centre	101-108	20-21

Introduction

1 This report is presented in accordance with Article 23 of the IMO Convention and describes developments in the work of the Organization since the twenty-eighth regular session of the Assembly in November/December 2013. In accordance with the Council's decision at its ninety-fourth session (C 94/D), the report summarizes issues of importance to the Organization that have occurred during the biennium under review which have not been dealt with by the Committees and limits reports on subjects substantively reported on under other, separate ad hoc Assembly agenda items to cross-references to those agenda items. All cross-references are to the items on the provisional agenda of A 29, as presented in document C 114/16(a).

GENERAL MATTERS**Status of the IMO Convention**

2 Membership of the Organization, as at 30 April 2015, stood at 171, with three Associate Members. A full report on the status of the Convention and membership of the Organization will be submitted to A 29 for consideration under agenda item [20].

Officers of the Council and Committees of IMO

3 During the biennium under review, the following officers served as Chairmen and Vice-Chairmen of the Council and the Committees:

Body	Chairman	Vice-Chairman	Sessions
Council	Mr. J. Lantz (United States of America)	Mr. D. Ntuli (South Africa)	111th – 113th sessions
Maritime Safety Committee	Mr. C. Breinholt (Denmark)	Captain M. Segar (Singapore)	93rd and 94th sessions
Legal Committee	Mr. K. Mbiah (Ghana)	Mr. W. de Sá Leitão (Brazil)	101st and 102nd sessions
Marine Environment Protection Committee	Mr. A. Domínguez (Panama)	Dr. N. Parker (New Zealand)	66th and 67th sessions
Technical Cooperation Committee	Ms. N.W. Karigithu (Kenya)	Mr. Z. Ayub (Malaysia)	64th session

Body	Chairman	Vice-Chairman	Sessions
Facilitation Committee	Mr. Y. Melenas (Russian Federation)	Mrs. M. Angsell (Sweden)	39th session

4 The Council wishes to record its deep appreciation of the work of these officers (as well as that of the officers who served the Organization's other bodies, i.e. sub-committees, working and other groups, during the period under review), whose able guidance has contributed to the successful outcome of the work of the respective committees (and their subsidiary bodies) and the Council.

Review and reform

5 C 112 and C 113 received information on developments under the review and reform initiative established by the Secretary-General in five key areas (budget and expenditure; human resources and office structure; meeting support arrangements; technical cooperation; and information technology) and information on the areas of focus for future work. The most significant developments included tighter control of costs and maximization of revenue, all of which enabled the Secretary-General to adopt a Mixed Zero Growth budget policy and thus limit the increase in Member States' assessments; enhanced career development opportunities for staff through performance monitoring and new policies on promotion, rewards and recognition of long service; the major restructuring of the sub-committees supported by revised document formats and processing through a new Document Management System (e-Docs) which has achieved significant savings, reduced paper consumption and reinforced the streamlining of reporting and meeting procedures; the development of enhanced planning tools and mechanisms in technical cooperation activities, including the formulation of Country Maritime Profiles (CMP) and the formulating and enhancing of National Maritime Transportation Policies (NMTP); and initiatives on Information and Communication Technology (ICT) geared towards improving the management of information, preserving organizational knowledge, reducing carbon footprint and saving costs through developments including a new intranet ([IMO@Home](#)), further enhancement to GISIS and progress towards a multilingual public website.

Strategy and planning

6 C 112 decided that the Risk Management Framework should only be applied to the Secretariat's Business Plan until such time as the Council agreed to revisit the issue, and noted that the risk management exercise within the Secretariat would be further developed and should be viewed as an iterative process.

7 C 112 also decided to undertake a fundamental review of the Strategic Plan through an external consultant, to be contracted to work with the Secretariat, and requested the Secretariat to present the outcome at C 113.

8 Based on the report presented by the external consultant, Mr. Michael Brazukas, President of the Strategy Management Institute, C 113 decided that the Strategic Plan should be reviewed to ensure simplicity and to make sure that it would continue to serve the Organization going forward; that the Strategic Plan should be fixed for a six-year period; and to establish a working group open to all Member States to give proper consideration to the recommendations of the external consultant prior to C 114.

9 C 113 further decided to suspend future analysis and presentation of Performance Indicators (PIs) and Key Performance Indicators (KPIs) in the current Strategic Plan; and not to apply the methodologies of medium level complexity proposed in document CWGSP 10/2(b) as a new methodology would have to be developed when new performance measures were agreed upon.

10 A full report on this subject will be submitted to A 29 for consideration under agenda item [8].

Periodic review of administrative requirements in mandatory IMO instruments

11 Following the adoption by A 27 of resolution A.1043(27) on *Periodic review of administrative requirements in mandatory IMO instruments*, C 112 received a further progress report from the Ad Hoc Steering Group for Reducing Administrative Requirements (SG-RAR) which presented its final report on the matter at C 113.

12 A full report on this subject will be submitted to A 29 for consideration under agenda item [16].

IMO Member State Audit Scheme

13 Since A 28, implementation of audits under the IMO Member State Audit Scheme has continued under the transitional arrangements in accordance with resolution A.1068(28), with several additional Member States volunteering for audits in 2014, the completion of several audits and the nomination of individuals for inclusion in the roster of auditors maintained by the Secretariat. Several reports relating to audits have been issued and circulated to all Member States. No additional requests for voluntary audits could be accommodated in 2015, taking into account the significant audit workload on the Secretariat with the number of Member States that were still on the list for voluntary audits, in addition to the preparatory work being undertaken leading up to the commencement of mandatory audits in January 2016. With respect to the institutionalization of the Scheme, pertinent decisions have been made by the Council in relation to the conduct of audits under the mandatory Scheme and audit schedule. The Secretary-General has formally informed the 21 Member States scheduled to be audited in 2016 and appropriate arrangements have been put in place by the Department for Member State Audit and Implementation Support in preparation for these audits.

14 A full report on the progress of the implementation of the IMO Member State Audit Scheme and related activities will be submitted to A 29 for consideration under agenda item [9].

Internal Oversight and Ethics

15 Consistent with its terms of reference, the Internal Oversight Services (IOS) assisted the Secretary-General in the implementation of financial regulation 10.1 and in fulfilling his internal oversight responsibilities with independent and 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.

16 During the period under review, IOS undertook 11 audit and advisory projects based on risk assessment of operational activities of the Secretariat. These projects included the following audits and reviews: overtime; payroll 2013; separation benefits and payments in 2013; Djibouti Code of Conduct Trust Fund; education grant; assessments; contribution

incentive scheme; publications year-end inventory; SAP Business Intelligence Project; provision of internal audit services to IMLI; and follow-up of previous years' recommendations. IOS also reviewed the year-end write-off proposals and financial and management reports, and provided consulting services to management on financial, administrative and human resources matters, when requested. The first report on the summary of internal audit activities and reports in 2014 was published on the IMO public website in April 2015, thereafter becoming a systematic annual practice.

17 Analysis of the responses to evaluation questionnaires from 78 training events and ex-post evaluation questionnaires from 13 training courses, seminars and workshops held in 2013, was carried out to determine their effectiveness and to identify areas for improvement. Reports prepared from the analysis of responses to evaluation questionnaires were provided to the Divisions concerned for information and action, where necessary.

18 The terms of reference of the ethics function at IMO, which also includes the financial disclosure programme, were promulgated within the Secretariat in February 2014 and came into force on 1 April 2014. The policy and procedures for the filing and utilization of financial disclosure statements (Appendix G to the Staff Regulations and Staff Rules) were approved with an effective date of 1 July 2014, and reported to C 112 in June 2014.

19 The financial disclosure programme was rolled out during the latter part of 2014, requiring relevant IMO staff members to submit their financial disclosure statements covering the reporting year 2014, on or before 31 March 2015, with the Secretary-General submitting his own disclosure also to the Chairman of the Council. The disclosures submitted by staff members will be reviewed and the result will be reported to the Secretary-General before the end of 2015.

Protection of vital shipping lanes

Piracy and armed robbery against ships in waters off the coast of Somalia

20 Having noted that no SOLAS vessels had been hijacked since mid-2012, C 113 welcomed the improvements to the piracy situation off the coast of Somalia and in the Indian Ocean but expressed grave concern over the continuing threat of piracy in those areas and also for the innocent seafarers still in captivity.

21 C 113 expressed appreciation to Member States providing naval and other resources in the region and noted the need for flag States and the industry to maintain levels of implementation of IMO guidance and best management practices and for Governments to continue to provide naval assets.

22 C 113 noted that continuing work to implement the Djibouti Code of Conduct had transitioned from the Office of the Secretary-General to the Maritime Safety Division and that the Project Implementation Unit (PIU) would be concluded as a separate project in March 2015.

23 C 113 took note of United Nations Security Council resolution 2182 (2014) on the situation in Somalia and Eritrea and resolution 2184 (2014) on the situation in Somalia, adopted on 24 October 2014 and 12 November 2014, respectively (see <http://www.un.org/Docs/sc/>). The main scope of resolution 2182 (2014) was to highlight the need to prevent unauthorized deliveries of weapons and military equipment to Somalia and to prevent the direct or indirect export of charcoal from Somalia, some provisions of which may have an impact upon the shipping industry. Through resolution 2184 (2014), the United Nations Security Council recognized the contribution of IMO and others towards

capacity-building efforts and the development of guidance to the industry; and renewed its call upon States and regional organizations to fight piracy and armed robbery against ships by deploying naval vessels, arms and military aircraft and through seizures of boats, vessels and weapons used in the commission of those crimes. Resolution 2184 (2014) also underlines the primary responsibility of Somali authorities in the fight against piracy and armed robbery off their coast, urging them to adopt the necessary legal framework.

Piracy and armed robbery against ships in the Gulf of Guinea

24 The Maritime Safety Committee, at its ninety-fourth session, noted that reports to the Organization of attacks on, and boardings of, ships in the Gulf of Guinea remained of concern but showed a downward trend indicating that the international, regional and national efforts were beginning to take effect. MSC 94 reiterated the importance of reporting incidences by flag States and industry organizations.

25 C 113 expressed its appreciation to Member Governments and organizations for contributing to the IMO West and Central Africa Maritime Security Trust Fund and encouraged further contributions to that Fund.

Cooperative Mechanism for the Straits of Malacca and Singapore

26 The Council expressed appreciation to the littoral States of Indonesia, Malaysia and Singapore for the timely implementation of the various components of the Cooperative Mechanism for the Straits of Malacca and Singapore. The Council noted, with appreciation, the contributions of the Malacca Strait Council to the Aids to Navigation Fund and also expressed appreciation to those Member Governments, intergovernmental and non-governmental organizations which had made contributions to, and/or pledged support for, the various projects under the Cooperative Mechanism, the Aids to Navigation Fund and the IMO Straits Fund. The Council invited Member Governments and organizations to continue contributing to the projects under the Mechanism and the two Funds.

27 The Council reaffirmed its mandate to the Secretary-General to continue his work relating to the protection of shipping lanes of strategic importance and significance, and to report to the Council, as and when appropriate.

Financial Services

28 The Financial Services (FS) continued to meet the financial accounting and treasury management requirements of the Organization. The final accounts for 2013 and 2014 were completed by the due dates and submitted to the External Auditor and their audit has been concluded. The final accounts for the financial periods ending 31 December 2013 and 31 December 2014, together with the External Auditor's Opinions and the External Auditor's Reports thereon, will be submitted to A 29 for consideration under agenda item [17(b)].

29 The collection rates of contributions received from Member States were 99.50% and 98.88% of the assessed contributions in 2013 and 2014, respectively. The collection rate for the 2015 assessed contribution stood at 54.27% as of 31 March 2015 and updated information on that rate, along with information on the status of individual Member States with respect to Article 61 of the IMO Convention, will be submitted to A 29 for consideration under agenda item [17(a)].

30 During 2014, the Treasury Committee further refined the Organization's investment policy to better manage exposure to counterparty risk, by taking a tiered approach to the amounts and time periods for which funds can be placed with each counterparty based on their long-term credit rating. FS are also working towards the implementation of electronic invoicing, the introduction of a Statement on Internal Control for inclusion with the annual financial statements from 2016, and the development of policies and procedures for capturing, valuing and reporting on the receipt of in-kind contributions particularly in support of the Organization's Integrated Technical Cooperation Programme.

Management Accounting and ERP Services

31 As part of the Organization's review and reform programme, the Management Accounting and ERP Services (MAES) were established in the Administrative Division as of 1 January 2015 to manage and lead the Organization's planning, results-based budgeting and SAP business processes within a unified management structure.

32 In respect of budget management, MAES continued to carry out key activities such as periodic reviews of budgetary performance and cost analysis of all IMO Funds, thereby supporting proper control of resources and adequate management decisions in achieving savings and identifying austerity and efficiency measures; assessments of the budgetary impact of changes in the prevailing budgetary parameters (in particular, pay rises, inflation and exchange rates) and exploration of any mitigation measures to reduce budgetary risks; reviews of requests for fund transfers to ensure that annual expenditure is contained within approved appropriations; and provision of advice to programme managers in respect of additional funding sources for ad hoc activities and programmes.

33 In line with the Secretary-General's pursuit of a Mixed Zero Growth policy, an outline of the Organization's results-based budget proposals for the 2016-2017 biennium was considered by C 113 and follow-up documents are being submitted to C 114 and C/ES.28 reflecting the outcome of discussions and the Secretariat's Business Plan for the forthcoming biennium. A detailed budget proposal reflecting the Council's conclusion, together with a draft Assembly resolution, will be submitted to A 29 for its consideration under agenda item [17(c)].

34 In the area of SAP-related work, the following activities were undertaken during the current biennium:

- key system integration projects were completed in 2014, which included the development of interfaces with the United Nations Joint Staff Pension Fund and HM Revenue and Customs on a real time basis for submission of payroll data, resulting in cost savings in administrative processes and improved availability of quality and up-to-date information;
- technical, system and security updates were made for the overall smooth running of the SAP system; and
- in view of the expiry of the first-term outsource contract for SAP services in May 2015, the Organization launched a competitive tendering process in September 2014 to ensure a timely renewal/replacement of the contract and adoption of cost-saving SAP technologies. Selection of the most suitable service provider is expected to be made in May 2015.

Human Resources Services

35 The Human Resources Services (HRS) continued to deliver core services to the Organization around staff recruitment and development; processing of payroll, benefits and entitlements, pension and medical insurance. Under the umbrella of the review and reform initiative, HRS continued to develop new and improve existing policies and procedures to enhance the working environment, staff engagement and efficiency of the Organization. As examples:

- HRS created a new process for recognizing outstanding performance in an objective and consistent manner through merit promotion and special reward policies, together with a Performance Review Board (PRB) to oversee the fair implementation of these new policies which are intended to motivate staff;
- a further initiative was to recognize the loyalty and dedication of long-serving staff. The new long-service recognition programme acknowledges staff who have achieved 20 and 30 years of service, marking these significant milestones with a symbolic celebration;
- following a successful trial experience, flexible working arrangements have become established patterns of the working culture and opportunities for expansion of the programme are being explored;
- as part of the Secretary-General's initiative to provide career development opportunities to all staff, a Career Development Officer has been appointed and a formal career development programme is being created which aims at facilitating the personal and professional development of staff and meeting the succession planning needs of the Organization; and
- the Staff Mobility programme continues to provide opportunities for staff to increase their exposure, learn new skills and contribute to different areas of the Organization. Furthermore, the programme supports exchange of knowledge across the Organization and is an effective utilization of staff resources.

Office of General Services

36 As part of continuing repair and improvement work to the IMO Headquarters building, the following were replaced or refurbished in 2014 and early 2015: all escalators; Main Hall lighting control system and UPS system; fourth-floor terrace water feature; and lifts 1, 2, 4, 5 and 6. Feasibility studies were also carried out for an upgrade to the internal gas-supply system and the installation of a chilling unit for the incoming mains water supply. Cashless payment (smart, credit/debit and contactless cards) was introduced in the IMO restaurant. Work will start in mid-2015 on upgrading the interpretation and sound systems in the Main Hall and Committee Rooms 9 and 10, with co-funding from the Host Government.

37 Considerable efforts have been made to reduce the Organization's carbon footprint, particularly through the refurbishment of the Headquarters building. However, there remain carbon emissions that could not be reduced and, accordingly, the Organization has entered into an agreement with the United Nations Framework Convention on Climate Change to offset those emissions through the purchase of carbon credits, in line with the policy goals of a "Carbon-Neutral UN". The initial payment covers historic emissions from 2008 through 2014 and, thereafter, the purchase of carbon credits will be made on an annual basis to offset the emissions the Organization has not been able to eliminate.

Publishing Service

38 In 2014 and the first four months of 2015, the following major publications and revised editions were published: ESP Code, CSC Code, SOLAS, ISM Code, IMDG Code and IMDG Code Supplement, as well as a number of new and revised model courses. In all, 57 titles were published in 2014 and sales reached £10.8 million (298,000 units), with half of these sales originating from new titles.

39 As more and more distributors provide electronic copies of IMO publications to their customers, sales of products other than printed books (mainly electronic products, such as e-reader files, e-books, downloads and online subscriptions, but also royalties) continue to rise. In 2014, they represented about 8.1% of net sales revenues; in the first four months of 2015, this figure increased to 11.3%. The IMO Bookshelf (which includes all major titles in digital form on a single CD or by download) accounts for 19.8% of these non-print revenues.

Information and Communication Technology

40 Information and communication technology continues to be geared towards improving the management of information, preserving organizational knowledge, reducing carbon footprint and saving cost.

41 The IMODOCS system has evolved into a secure portal for capturing and preserving official IMO documentation in electronic form and as a vital tool in the delivery of international meetings. During the reporting period, all meetings were run in PaperSmart mode through this portal; audio recordings of meetings were carried out with resulting savings in costs, and online registration of delegates attending IMO meetings was also implemented using IMODOCS which now also contains digital versions of treaties, notes verbales, circulars and circular letters.

42 In respect of mandatory reporting, the Global Integrated Shipping Information System (GISIS) continued to be enhanced with new modules and now covers most aspects of the Organization's work. A Member State Audit module has been developed and incorporated into GISIS to cover the audits of Member States. This provides greater accessibility to States and auditors on the audit process, including a "draft report" section enabling auditors to input their findings directly into the system in the three IMO working languages, removing manual compilation of documents received by the Secretariat.

43 The Country Maritime Profile module has also been enhanced to capture and maintain up-to-date information on the maritime sector of Member States, who can update their own profiles. This will facilitate better targeting of the Organization's technical assistance activities. In a complementary manner, a portal is being developed for e-learning for selected ITCP activities.

44 The Secretariat has also moved decisively towards the PaperSmart model for its own internal operations with the implementation of a new framework for managing documents, information and knowledge through automation of processes, elimination of paper flows, ready access to information and a streamlined mechanism for preparing IMO meeting documents. These substantial initiatives have been made possible through the in-house development and introduction of new Intranet and e-Docs systems. They are also generating efficiency gains and increased flexibility for deploying resources to address emerging needs. It is expected that they will reduce IMO's carbon footprint further in this biennium, particularly in terms of paper usage.

45 An enhancement of the public IMO website was carried out to showcase the work of the Organization in a more structured and user-friendly way, with strong support for social media tools and multilingualism, covering the six official languages of the Organization.

46 Other initiatives undertaken include the periodic review and enhancement of ICT infrastructure, PCs/laptops, servers and storage in a virtual infrastructure environment, as well as software licensing, in line with the equipment replacement policy. Wireless/wired infrastructure also continues to be enhanced to support the increasing number of those bringing into IMO their own computing devices, while attention continues to be paid to improving the security of all ICT-managed resources against possible cyberattacks. Additionally, with the upgrade of the Secretariat's email system and the implementation of unified communications, telecommunication costs are expected to further reduce.

WORK OF THE COMMITTEES OF THE ORGANIZATION

47 The table below summarizes the sessions of the committees of the Organization held during the period under consideration, the documents in which their outcomes were reported to the Council, the Council's decisions thereon and the agenda items under which they will be reported to A 29.

Committee	Session	Meeting dates	Report to Council	Council's decisions	A 29 agenda item
MSC	93	14-23 May 2014	C 112/8	C 112/D	[10]
	94	17-21 November 2014	C 113/8	C 113/D	
LEG	101	28 April - 2 May 2014	C 112/7	C 112/D	[11]
	102	14-16 April 2015	C 114/7	-	
MEPC	66	31 March - 4 April 2014	C 112/6	C 112/D	[12]
	67	13-17 October 2014	C 113/7	C 113/D	
TCC	64	11-13 June 2014	C 112/9/Add.1	C 112/D	[13]
FAL	39	22-26 September 2014	C 113/6	C 113/D	[14]

MARINE ENVIRONMENT PROTECTION

Dumping of wastes and other matter

48 The thirty-sixth Consultative Meeting of Contracting Parties to the London Convention 1972 and the ninth Meeting of Contracting Parties to the 1996 Protocol to the London Convention were held concurrently from 3 to 7 November 2014. The outcome thereof was reported to C 113 in document C 113/9 and the Council's decision thereon is contained in document C113/D. The outcome of the thirty-seventh Consultative Meeting of Contracting Parties to the London Convention 1972 and the tenth Meeting of Contracting Parties to the 1996 Protocol to the London Convention (scheduled to take place from 12 to 16 October 2015) will be reported to the twenty-eighth extraordinary session of the Council; and the Council's decision on all of the above-mentioned meetings will be reported to A 29 for consideration under agenda item [15].

TECHNICAL COOPERATION

49 Individual reports on the maritime training activities under the auspices of IMO, i.e. the World Maritime University and the IMO International Maritime Law Institute, which will be included in the TCC reports, will be submitted to A 29 for consideration under agenda items [18(a)] and [18(b)], respectively.

Special event to commemorate the 25th anniversary of the founding of the IMO International Maritime Law Institute (IMLI)

50 A special event to commemorate the 25th anniversary of the founding of IMLI was held in the afternoon of Monday, 28 April 2014, in coordination with the first day of the 101st session of the Legal Committee. In his opening address, the IMO Secretary-General highlighted IMLI's pivotal role in producing highly trained legal professionals whose knowledge, expertise and influence is of immense and tangible benefit to those maritime economies and communities, particularly in the developing world, that rely on the safe and secure passage of their goods across the seas.

51 Presentations were made by eminent speakers, including Professor David Attard, Director, IMLI; the Honorable Joe Mizzi, M.P., Minister for Transport and Infrastructure, Malta; Mr. Mitsuyuki Unno, Executive Director, Nippon Foundation, Japan; Mr. Jim Harrison, Group Legal Director, Lloyd's Register Group; Dr. Kofi Mbiah, Chairman, Legal Committee, IMO; Professor Dr. Frank L. Wiswall, Jr., Member of the IMLI Governing Board and Vice President *Honoris Causa*, Comité Maritime International; and Mrs. Gabriele Göttsche-Wanli, Director, Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs, United Nations.

CONFERENCE SERVICES

52 Within the framework of the Organization's efforts to reduce the cost of meetings, the Conference Division has, during the 2013-2014 biennium, efficiently managed two budgets, the Conference Division and Meetings budgets, ensuring the effective logistical and professional support (translation and interpretation) for the conduct of all meetings contained in the programme of IMO meetings, supported by a restructured Division providing cost-effective resource utilization.

Servicing the IMO meetings

53 A successful service was delivered for IMO meetings including numerous intersessional and ad hoc meetings and working groups, all in full accordance with the safety and security procedures currently in place. The decision by the Council to restructure the sub-committees for the 2014-2015 biennium resulted in a reduction from 19 to 17 meetings (equivalent to a total reduction of four meeting weeks per biennium), with a 30% reduction in translation and a modest reduction of 11.5% in the number of participants.

Table 1
Number of meetings and participants

	2013	2014	2015*
Meetings	19	17	6 (17)
Intersessional	13	13	1 (12)
Participants	9,252	8,188	2,887

* Up to 30 April

54 The restructuring of the sub-committees in 2014 contributed to a reduction of 11.5% in interpretation costs compared to 2013. This reduction is expected to be maintained throughout 2015, by continuing the hiring and expansion of locally-based interpreters with the subsequent reduction of cost in travel and related expenses.

55 Successful management of the new Sliq audio file enabled effective archiving of the meeting procedures in audio-recorded files, available on the IMODOCS website and remotely accessible by authorized users.

56 The Conference Division is overseeing the overall replacement of the system for Simultaneous Interpretation in the Main Hall, to be completed in 2015. Plans to complete this work in Committee Rooms 9 and 10 (CR 9 and CR 10) are on track for 2016. Also in 2015, the upgrading of the audio-recording facilities in CR 9 will enable IMO to expand its audio-recording capability and offer this service through IMODOCS for both the Main Hall and CR 9.

57 Management of the Online Meeting Registration System (OMRS), which allows designated users to directly upload the details of participants in the delegation for which they are the coordinator, has been another step forward in reducing administrative burdens for IMO stakeholders, with the promulgation of Circular Letter No.3463 having had the desired effect. The Meeting Services and Interpretation Section (MSIS) manages a large delegates database, with the introduction of the new registration procedures streamlining processes and enhancing the efficiency and operational safety of the system.

58 The hiring of IMO's conference facilities by external organizations generated a total gross income of £18,611.54 for 2013 but saw a steep decline for 2014, which generated a total gross income of £5,388.36; the decline was due to the heavy programme of IMO meetings during the first half of the year. The rental income for 2015 is expected to keep in line with the 2014 figures.

Working languages (English/French/Spanish)

59 From among the six official languages of IMO, English, French and Spanish are the designated working languages. The English, French and Spanish Translation Sections provided the timely translation and word processing (formatting and proofreading) of all IMO meeting documentation and other substantive documents and correspondence to a high degree of quality, including editing and revision, as required by the Organization. The table below shows the amount of pages translated by the three working languages in the years 2013, 2014 and up to 30 April 2015, together with the annual difference. The figures show that, in 2014, there was a reduction of 22.6% in the pages translated from 2013, however, there was a significant increase of 41.5%, up to 30 April 2015, compared to 2014. The Word Processing Units processed a combined total of 80,736 pages in 2014, representing a reduction of 12.4% compared to 2013. The English Word Processing Unit handles an additional amount of work in supporting the intersessional meetings.

Table 2
Translation and Word processing

	2013	Annual difference	2014	Annual difference	2015*
Translation (pages)	36,215	6.12%	28,024	-22.6%	12,067
Word processing (pages)	92,198	12%	80,736	-12.4%	17,988

* Up to 30 April

60 The English Translation Section (ETS) continued to support the Secretary-General and senior officers with speech writing for delivery of opening and closing remarks at IMO meetings and for external presentations. It also provides significant assistance with respect to the timely editorial review of key documents submitted by the Technical Divisions at all levels, ensuring adherence to the IMO Style Guide, of which a second edition is planned for release by ETS later in 2015.

Language technologies

61 An important focus of the Division has been the modernization of its processes, keeping abreast of modern technologies put in place by other United Nations agencies, to provide a more cost-effective service to the meetings. A great deal of effort has been dedicated to the introduction of new technologies for translators through the upgrade of existing computer-assisted translation tools and a new machine translation tool (TAPTA4IMO).

Machine Translation

62 The Conference Division, through an inter-agency cooperation project developed with the World Intellectual Property Organization (WIPO), took steps to build a Machine Translation (MT) solution for IMO, to provide an additional computer-assisted tool for the translators. The successful launching of TAPTA4IMO took place in December 2014 and the system is now fully operational in the six official languages of the Organization.

63 During the first part of 2014, the Terminology and Reference Section (TRS) successfully upgraded to MultiTrans Prism and the production and continuous updating of multilingual thematic glossaries available to both the translators and the interpreters and providing terminology and linguistic support.

Documents Services

64 The continuous implementation of PaperSmart policies and other measures to reduce the cost and improve efficiency of IMO meetings since 2009 (Circular Letters Nos.2995, 3087 and 3325) led to a reduction of 74.94% in the printing volume of meeting documentation up to December 2014.

65 In 2013, the Conference Division took the initiative to introduce an electronic Document Management System (e-Docs) for use throughout the Secretariat, in collaboration with the Information and Communication Technology Services (ICTS) of the Administrative Division to detail the technical and operational requirements, and conducting trials in 2014. These joint efforts made it possible to roll out e-Docs with a measure of success in 2015, and the Conference Division assisted in monitoring and assessment of its implementation with pre-meeting trials and flexible implementation during meeting weeks. The Conference Division accounts for about 80% of the total processes involved in the production of meeting documents and the implementation of e-Docs has brought important savings, in line with the PaperSmart policies, contributing to important reductions in fixed costs of the Conference Division budget. The e-Docs system, which is web-based and designed to facilitate workflow processes, was built in-house by ICTS as the necessary technical knowledge was available, and it has also facilitated consultation with the various user groups in the Secretariat.

66 The Conference Division is responsible for managing the content of IMODOCS and cooperates closely with ICTS to enhance navigation and wider dissemination of all documentation related to IMO meetings.

67 The Documents Section has been instrumental in facilitating the operational transition within the Secretariat from the traditional paper-based document management system to e-Docs. It was renamed Documentation and Language Technologies Section (DLTS) in order to embrace the above-described new initiatives.

Other official languages (Arabic/Chinese/Russian)

68 The Arabic, Chinese and Russian Translation Sections provided the timely translation and word processing (formatting and proofreading) of all required IMO meeting documents and publications to a high degree of quality, including editing and revision, as required by the Organization. The table below shows the number of pages translated by the three non-working languages in the years 2013, 2014 and up to 30 April 2015.

Table 3
Official languages

	2013	2014	<i>Annual difference</i>	2015*
Translation (pages)	10,613	8,823	-13.2%	2,396

* Up to 30 April

69 The following table shows the publications completed in Arabic, Chinese and Russian.

Publications in official languages						
Year	Section	Pgs	Section	Pgs	Section	Pgs
	ATS		CTS		RTS	
2013	Resolutions and other decisions of the 27th Assembly	760	MARPOL Annex VI and NTC 2008	326	STCW Convention and Code, ed 2011	425
	Erratum to PAL Convention and Corrected PAL Convention	62	Supplement to COLREG (IB908C)	1	Resolutions and other decisions of the 27th Assembly	844
	MARPOL Annex VI and NTC 2008	326	2010 HNS Convention	135		
	Supplement to SOLAS Consolidated Edition 2009	3	Honk Kong Convention with guidelines for its implementation	176		
	Supplement to Load Lines, ed 2005	4	Supplement to SOLAS Consolidated Edition 2009	3		

Publications in official languages						
Year	Section	Pgs	Section	Pgs	Section	Pgs
	ATS		CTS		RTS	
2014	2010 HNS Convention	135	January 2014 Supplements to IMO Basic Documents I	8	SOLAS amendments 2010 and 2011	53
	January 2014 Supplements to IMO Basic Documents I	8	IMO What it is	23	CSC Convention, ed 2012	80
	Hong Kong Convention, ed 2013	176	Authentic text of the consolidated text of the regulations annexed to SFV PROT 1993, as modified by the 2012 Cape Town Agreement	183		
	CSC Convention, ed 2014	85	CSC Convention, ed 2014	85		
	IMO What it is	23	Resolutions and other decisions of the 28th Assembly	362		
2015	SOLAS, Consolidated Edition 2014	483			Hong Kong Convention, ed 2013	212
	Resolutions and other decisions of the 28th Assembly	362				
	Supplement to SOLAS, Consolidated Edition 2014	4				

EXTERNAL RELATIONS

Coordination with the United Nations system

70 During the past biennium, IMO continued to follow the work of the Open-ended Informal Consultative Process on Oceans and the Law of the Sea (ICP). A report on the outcome of the ICP's fifteenth meeting was submitted to C 113.

71 A High-Level Meeting to Address Unsafe Mixed Migration by Sea was held at IMO Headquarters on 4 and 5 March 2015. It followed the "Joint Statement on Protection at Sea in the Twenty-First Century", agreed during the United Nations High Commissioner for Refugees' Dialogue on Protection Challenges, held in Geneva on 10 December 2014. The participating United Nations agencies, namely the International Labour Organization (ILO), the International Maritime Organization (IMO), the United Nations High Commissioner for Refugees (UNHCR), the United Nations Office on Drugs and Crime (UNODC), the Office of the United Nations High Commissioner for Human Rights (OHCHR), the United Nations Development Programme (UNDP) and the United Nations Division for Ocean Affairs and the Law of the Sea (DOALOS), as well as the International Organization for Migration (IOM), agreed, inter alia, to establish a mechanism to enhance inter-agency cooperation with respect to the maritime aspects of mixed migration. Specific initiatives included developing joint databases on migrant incidents and on suspected smugglers and vessels; development of information and advice to prospective migrants on dangers of irregular sea routes; and improving maritime situational awareness. The intention is for the mechanism to facilitate operational-level communication between relevant agencies bilaterally and multilaterally and provide a conduit for better informing the Global Migration Group (GMG) on maritime issues.

72 On 20 March 2015, IMO also hosted a meeting of UN-Oceans, the international mechanism for cooperation on a wide range of ocean issues. The meeting was attended by experts from United Nations agencies and the International Seabed Authority.

73 The Organization continued to be represented by the Secretary-General at the United Nations System Chief Executives Board for Coordination (CEB), the highest-level coordination forum of the United Nations system, which is chaired by the United Nations Secretary-General and meets biannually.

Joint Inspection Unit

74 The Internal Oversight Services continued to serve as the focal point within the Secretariat for all matters originating from the Joint Inspection Unit (JIU). During the biennium under review, the Council considered three reports issued by the JIU and took action, as appropriate, on the various recommendations contained in those reports. A further four reports will be considered by C 114. A report on the work of the Council with respect to the JIU will be submitted to A 29 under agenda item [19(b)].

Relations with other intergovernmental organizations

75 During the period under review, the Council noted the Secretary-General's report that the formal procedures for the signing of two Agreements of Cooperation on bilateral matters with the following organizations were complete:

- the United Nations Environment Programme (UNEP), representing the Northwest Pacific Action Plan (NOWPAP) Secretariat; and
- the International Hydrographic Organization (IHO).

76 A full report on this subject will be submitted to A 29 for consideration under agenda item [19(c)].

Relations with non-governmental organizations

77 Since A 28, the Council has considered two applications from organizations for consultative status with IMO, one was approved by the Council and the other was not. The Council also noted the amalgamation between two organizations enjoying consultative status and decided to withdraw the consultative status with IMO of one of them.

78 C 114 will complete its periodic review of non-governmental organizations in consultative status with IMO for the period from 1 March 2013 to 28 February 2015 (document C 114/17(d)/1).

79 Details on the actions taken by the Council on new applications for consultative status and a report on the periodic review, together with the proposed draft resolution, will be submitted to A 29 for consideration under agenda item [19(d)].

World Maritime Day

80 World Maritime Day 2014 was celebrated during the last week of September. The theme of the Day in 2014, as approved by the Council, was "IMO conventions: effective implementation", while that for 2015 is "Maritime education and training".

81 The 2014 World Maritime Day Parallel Event was successfully organized, jointly by IMO and the Government of the Kingdom of Morocco, in Tangier, from 27 to 29 October. The Council expressed its appreciation to the Government of the Kingdom of Morocco for having hosted the event and to the Governments and organizations which sent representatives to the celebrations.

82 World Maritime Day 2015 will be officially celebrated at IMO on 24 September, when the Secretary-General will hold a Symposium entitled "Shipping's future needs people: Is global maritime education and training on course?" to bring together a wide spectrum of maritime stakeholders to support and promote maritime education and training as the bedrock of a safe and secure shipping industry which needs to preserve the quality, practical skills and competence of qualified human resources in order to ensure its sustainability.

83 The 2015 World Maritime Day Parallel Event will be hosted by the Government of Japan, in Tokyo and Yokohama, on 20 and 21 July, respectively. A full report on World Maritime Day for 2014 and 2015 will be submitted to A 29 under agenda item [19(e)].

International Maritime Prize

84 By decision of the Council, the International Maritime Prize for 2013 was awarded to Dr. José Eusebio Salgado y Salgado (Mexico). The Prize for 2014 will be decided at the current session of the Council (document C 114/17(f)). A full report on the International Maritime Prize will be submitted to A 29 under agenda item [19(f)].

IMO Award for Exceptional Bravery at Sea

85 The 2014 Award for Exceptional Bravery at Sea was presented to Captain Andreas Kristensen and the crew of the M/V **Britannia Seaways**, nominated by the Government of Denmark, at a special ceremony held at IMO Headquarters on 17 November 2014. Certificates in recognition of meritorious services rendered were also awarded to the winners and to other recipients or their representatives.

86 Nominations were invited for the 2015 Award (Circular Letter No.3483) which will be considered at the current session of the Council (document C 114/17(g) and addendum) and the Award revised Guidelines, as approved by C 113, were issued (Circular Letter No.3526). A full report on the IMO Award for Exceptional Bravery at Sea will be submitted to A 29 under agenda item [19(g)].

Day of the Seafarer

87 Following the decision by A 27 (November 2011), IMO celebrates the "Day of the Seafarer" every year on 25 June. The celebrations in 2014 took the form of an online campaign and similar actions are planned for this year (document C 114/17(h)). A full report on the Day of the Seafarer will be submitted to A 29 under agenda item [19(h)].

Research Internship Programme and group visits

88 The External Relations Office (ERO) coordinates the IMO Research Internship Programme. Since A 28, there has been a total of 216 interns (researchers, Master's and PhD students) accepted for the Programme, with each one being given the opportunity to observe IMO meetings, meet with relevant IMO technical officers and delegates, as well as receiving continuous support and guidance from ERO throughout their time at the Organization.

89 ERO has coordinated 95 group visits since A 28, comprising 2,012 students and officials. In addition, arrangements were made for observers from around the world to attend IMO meetings.

Support to the United Nations

90 An External Relations Officer facilitated the travel arrangements through the United Kingdom and provided associated logistical support to the United Nations Secretary-General, the United Nations Deputy Secretary-General, the United Nations Development Programme Administrator and other high-ranking United Nations officials, as well as Members of the United Nations Security Council.

91 In addition, the Officer has been appointed to act as the United Nations Country Security Focal Point for the United Kingdom, under the overall remit of the United Nations Department of Security and Safety.

Public Information Services

92 The Public Information Services (PIS) continued, in the period under review, to disseminate information on the Organization's objectives and work activities, and to improve global awareness of the Organization and its impact.

93 This was carried out through a number of tasks, including: writing and distributing press releases and briefings; arranging press conferences, background briefings, press, television and radio interviews; responding to information requests by phone and email; giving talks and presentations on the work of IMO to groups visiting the Organization and externally; researching, writing and disseminating summary reports of all IMO meetings; assisting in the production of materials for exhibitions and events; expanding and organizing a photographic library; researching and drafting speeches for the Secretary-General and writing articles on the work of IMO and related topics; and writing and editing IMO's quarterly magazine, *IMO News* – which underwent a major redesign during the biennium.

94 PIS also has responsibility for the upkeep of major parts of the IMO public-access website, which provides a comprehensive and constantly growing source of information about the Organization. During the biennium, PIS reviewed and updated content, style and presentation on this platform. Several new sections were created to improve visibility and engagement. PIS also coordinated a project to establish French and Spanish versions of the IMO public website, on a trial basis.

95 PIS continued to develop IMO's social media presence, maintaining an active engagement on all the leading social media platforms, including Facebook, Twitter, Tumblr and YouTube. As a result, IMO was ranked second most conversational international organization on Twitter by international media agency Twiplomacy, ahead of all the other United Nations agencies and the United Nations itself.

96 PIS also created, in-house, a great deal of new content for these platforms, notably several videos, infographics, podcasts and blogs. The quality of PIS's work in this arena was publicly recognized by external sources within the communication sector and within the United Nations Communications Group, in which PIS participates actively on IMO's behalf.

97 PIS took on the executing responsibility for the annual Day of the Seafarer campaign. This saw a full "concept-to-completion" delivery of wide-ranging social media campaigns that resulted in the campaign messages reaching tens of millions of people worldwide. It also involved the creation of innovative and striking original content (and content opportunities for others) that were instrumental in engaging such a wide audience response.

98 PIS provided coordinated communication and outreach support to several IMO initiatives during the biennium, including, the Reducing Administrative Burdens project, the ferry safety conference in Manila as well as IMO's regular Headquarters events such as the Bravery Award ceremony and World Maritime Day.

99 PIS participated on IMO's behalf in the preparation of the Joint Inspection Unit's draft report on *Public information and communications policies and practices in the United Nations system*.

100 During the biennium, PIS developed (and the Senior Management Committee adopted) Organization-wide strategies for both social media engagement and for communication in the wider sense, identifying objectives, audiences, key messages and strategies for achieving the desired outcomes. These strategies embrace methods to reach new audiences such as young people and members of the general public, as well as addressing a wider remit to promote shipping as a key element of sustainable development in the future. Given appropriate resources, this leaves the Organization well placed to continue an active and effective engagement in the ever-changing communication landscape of the 21st century.

Maritime Knowledge Centre

101 The Maritime Knowledge Centre (MKC) embarked on a programme of modernization to update collections, services, policies and procedures. An information audit and review of existing processes resulted in the elucidation of the MKC's mission, vision and goals to ensure that the MKC provides core stakeholders with relevant and high-quality information resources and services. Several new applications and procedures were implemented by the MKC to efficiently collect, preserve and disseminate information.

102 The MKC strongly encouraged electronic access to current information sources whenever possible. To facilitate electronic access, the MKC joined the inter-agency UN System Electronic Information Acquisition Consortium (UNSEIAC) which enables access to a wide selection of high-quality electronic information resources at a reduced cost. The MKC website content was also reviewed. It is undergoing substantial updating to ensure relevance and accuracy of content and compliance with best practices in information presentation and dissemination.

103 In 2014, external auditors recommended action towards the implementation of an up-to-date integrated library system (ILS) in order for the MKC to optimally fulfil its role. As a leading centre collecting and disseminating IMO content and knowledge relating to maritime affairs, the MKC's 30-year old information management software was identified as a risk in many areas. The MKC contacted several libraries and knowledge centres of the United Nations system and similar organizations to gather information regarding the most appropriate ILS to deploy at the MKC. An extensive analysis and review of potential systems was carried out and a tender prepared and disseminated in April 2015.

104 As part of the modernization of the MKC and in preparation for the process of implementation of a new ILS and a retrospective cataloguing project, considerable projects were carried out and are ongoing in relation to collection maintenance – identification and description of holdings; material deselection; reorganization of collection shelving and physical spaces; and library catalogue (*SeaLibrary*) related database maintenance.

105 The MKC continues to provide a daily internal news service as well as research services to the Secretariat. Enquiries from IMO Member States, delegates, local and international researchers, students and visitors were received and responded to via email, telephone and on site. The MKC also oriented visitors (over 2,000 resulting from ERO-organized visits) to its collections and services.

106 The MKC hosted the 216 interns of the IMO Research Internship Programme coordinated by ERO. The MKC provided the interns with orientation in the use of the collections, information resources and services; supplied subject specific documentation and references; and delivered personalized research support and guidance across a variety of relevant bibliographic tools and services.

107 The Current Awareness Bulletin (CAB) was redesigned to integrate up-to-date information dissemination methods and continues to enlarge its global audience.

108 The MKC has developed good working relationships with other United Nations Libraries, through participation in UN-LINKS (UN Library and Information Network for Knowledge Sharing) and UNSEIAC. These relationships allow the MKC to exchange information, keep abreast of relevant standards, benefit from the UNSEIAC purchases and trials of information resources, and to collaborate on relevant projects.
