

COUNCIL
108th session
Agenda item 1

C 108/1
30 January 2012
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PROVISIONAL AGENDA

**for the 108th session of the Council
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,
from Monday, 11 to Thursday, 14 June 2012**

(The session commences at 9.30 a.m. on Monday, 11 June 2012)

Opening of the session

- 1 Adoption of the agenda
- 2 Report of the Secretary-General on credentials
- 3 Strategy, planning and reform
- 4 Periodic review of administrative requirements in mandatory IMO instruments¹
- 5 Resource management:
 - (a) Human resource matters, including amendments to the Staff Regulations and Staff Rules
 - (b) Accounts and audit: final accounts for the financial period ending 31 December 2011
 - (c) Report on investments
 - (d) Report on arrears of contributions and of advances to the Working Capital Fund and on the implementation of Article 61 of the IMO Convention
 - (e) Budget considerations for 2012 and 2013
 - (f) Development of a long-term plan for the future financial sustainability of the Organization
- 6 Voluntary IMO Member State Audit Scheme
- 7 Consideration of the report of the Marine Environment Protection Committee

¹ One-off working group, with Terms of Reference to be proposed by the Secretariat, to meet during the session, to address issues such as Terms of Reference for an ad hoc Steering Group for Reducing Administrative Requirements, its work plan and membership.

- 8 Consideration of the report of the Legal Committee
- 9 Consideration of the report of the Maritime Safety Committee
- 10 Consideration of the report of the Technical Co-operation Committee
- 11 Technical Co-operation Fund: Report on activities of the 2010-2011 programme
- 12 World Maritime University:
 - (a) Report of the Board of Governors
 - (b) Budget
 - (c) Financial sustainability
 - (d) Appointment of the Chancellor
- 13 IMO International Maritime Law Institute:
 - (a) Report of the Governing Board
 - (b) Budget
 - (c) Preliminary review of the IMLI Statute
 - (d) Appointment of the Chairman of the Governing Board
- 14 Protection of vital shipping lanes
- 15 External relations:
 - (a) Relations with the United Nations and the specialized agencies
 - (b) Joint Inspection Unit
 - (c) Relations with intergovernmental organizations
 - (d) Relations with non-governmental organizations²
 - (e) World Maritime Day
 - (f) International Maritime Prize
 - (g) IMO Award for Exceptional Bravery at Sea
- 16 Report on the status of the Convention and membership of the Organization

² The Council, at its 106th session, decided to convene the group of Council Members during working hours at its 108th session, with the task of, in addition to screening new applications, discussing the Guidelines on the Grant of Consultative Status, and if necessary, the Rules Governing Relations with non-governmental organizations, and submitting any amendments to them for the Council's consideration.

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- 17 Report on the status of conventions and other multilateral instruments in respect of which the Organization performs functions
- 18 Place, date and duration of the next session of the Council
- 19 Supplementary agenda items, if any

Notes:

1 In accordance with the Guidelines on the organization and method of work of the Council (Circular letter No.3085):

- .1 as specified in paragraph 4.4 of the Council's Guidelines, documents should be received by the Secretariat as follows:
- (a) documents (including information documents) containing more than 6 pages of text (bulky documents),³ by **Friday, 27 April 2012 (6-week deadline)**, except where not practicable (e.g. in the case of the report of any IMO organ meeting shortly before the Council's session);
 - (b) documents containing 6 pages or less of text (non-bulky documents) by **Friday, 11 May 2012 (4-week deadline)**;
 - (c) Council Members and other Member Governments and international organizations should not, other than in exceptional circumstances, submit any documents under the item "Supplementary agenda items, if any" less than 4 weeks in advance of the scheduled meeting; and
 - (d) Council Members and other Member Governments wishing to raise urgent matters or to react to documents submitted in accordance with subparagraphs 4.4.3 and 4.4.4 of the Council's Guidelines should, as far as practicable, ensure that their submissions are less than 2 pages in length, expressly requesting that the special procedure provided in paragraph 4.6 thereof be applied;
- .2 for reasons of economy, documents should be submitted in single spacing, be as concise as possible and:
- (a) all documents should include a brief summary prepared in accordance with the Council's Guidelines;
 - (b) substantive documents should conclude with a summary of the action which the Council is invited to take; and
 - (c) information documents should conclude with a summary of the information contained therein;

³ C 104 decided that documents, other than information documents and those referred to in paragraph 4.4.1 of Circular letter No.3085, which contain more than 20 pages, will not be translated into all working languages in their entirety. They should include, for translation purposes, a summary of the document not longer than four pages, with the remaining content submitted as an annex in one of the three working languages (see Circular letter No.3085, annex, paragraph 4.4.2).

.3 the following word-processing format should be observed in order to standardize the presentation of documents:

- font: Arial;
- font size: 11;
- justification: full;
- margins: 2 cm top, 2.5 cm bottom, left and right.

In this respect, a template is available on the IMODOCS website for use in the preparation of documents; and

.4 to facilitate the processing of documents, they should be accompanied by a USB flash drive preferably in Microsoft Word, where available or sent via e-mail in Microsoft Word to IMO's e-mail address info@imo.org.

2 The Council's Guidelines request, inter alia, the Secretariat to strictly apply the rules concerning the submission of documents and not accept late submissions from Governments or international organizations or do so itself, except in the circumstances described in subparagraphs 4.4.3 and 4.4.5 and in paragraph 4.5 thereof.
