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Agenda item 3

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## STRATEGY, PLANNING AND REFORM

### Amendments to the Guidelines on the organization and method of work of the Council

#### Note by the Secretary-General

#### SUMMARY

*Executive summary:* This document provides proposed amendments to the Guidelines on organization and method of work of the Council (Circular letter No.3085), prepared by the Secretariat to take into account the changes to the GAP as decided by the Council at its twenty-sixth extraordinary session

*Strategic direction:* 4

*High-level action:* 4.0.5

*Planned output:* 4.0.5.1

*Action to be taken:* Paragraph 7

*Related documents:* Circular letter No.3260; resolution A.1013(26); C/ES.26/D, C/ES.26/3 and Circular letter No.3085

#### Introduction

1 At its twenty-sixth session, the Assembly adopted resolution A.1013(26) on Guidelines on the application of the Strategic Plan and the High-level Action Plan of the Organization (hereinafter "the GAP"<sup>1</sup>).

2 At its twenty-sixth extraordinary session, the Council decided, in accordance with operative paragraph 4 of resolution A.1013(26), to incorporate within the GAP, and with immediate effect, a checklist for identifying administrative requirements and burdens in the future; and requested the Committees to update the Guidelines on the organization and method of their work accordingly, and Member States to observe the provisions of the GAP.

3 In order to ensure observance of the provisions of the GAP, Circular letter No.3260, containing the amended and updated GAP, has been distributed.

<sup>1</sup> This is a short reference to "Guidelines on the Application of the Plans".

4 The Secretariat has prepared, or will prepare, as necessary, draft amendments to the Guidelines on the organization and method of work of:

- .1 the Council, which are set out in paragraph 5, for its consideration and approval;
- .2 the Marine Environment Protection and Maritime Safety Committees and their subsidiary bodies, for consideration at MEPC 63 and MSC 90 (February/March and May 2012, respectively);
- .3 the Legal Committee, for consideration at LEG 99 (April 2012);
- .4 the Technical Co-operation Committee, for consideration at TC 62 (June 2012); and
- .5 the Facilitation Committee, for consideration at FAL 38 (tentatively scheduled for April 2013).

#### **Guidelines on the organization and method of work of the Council**

5 Circular letter No.3085, containing the Guidelines on the organization and method of work of the Council, refers to unplanned outputs in section 3.6 by referring to section 8 of the GAP.

6 It is suggested that section 3.6 of the Council's Guidelines be amended to take into account the decision by the Council, at its twenty-sixth extraordinary session, by amending footnote 1 to read (deleted text in strikethrough and new text in bold):

"Including annexes 1 (diagram 3), ~~and 4~~ **and 5**."

The relevant changes to the GAP, as agreed by the Council at its twenty-sixth extraordinary session, are reproduced in the annex.

#### **Action requested of the Council**

7 The Council is invited to consider the proposed amendments to the Guidelines on the organization and method of work of the Council, set out in paragraph 5, and decide as it may deem appropriate.

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**ANNEX**

**ADMINISTRATIVE BURDENS: TEXT INCORPORATED IN THE GAP**

1 In paragraph 8.6.6, and in box 4 of annex 4 of the GAP, insert the following footnote:

"Refer to the checklist in annex 5, which should be completed by all proponents of unplanned outputs and attached to their proposals for consideration by the Council and committees. The Council and committees may also use the checklist in annex 5, before adopting new, or amending existing, mandatory instruments, in order to satisfy themselves that administrative requirements have been minimized to the greatest extent possible."

2 After annex 4 of the GAP, insert the following additional annex:

**ANNEX 5**

**CHECKLIST FOR IDENTIFYING ADMINISTRATIVE REQUIREMENTS AND BURDENS**

The Checklist for Identifying Administrative Requirements and Burdens should be used when preparing the analysis of implications required of submissions of proposals for inclusion of unplanned outputs. For the purpose of this analysis, the terms administrative requirements and burdens are defined as in resolution A.1043(27), i.e. administrative requirements is defined as an obligation arising from future IMO mandatory instruments to provide or retain information or data, and administrative burdens is defined as those administrative requirements that are or have become unnecessary, disproportionate or even obsolete.

**Instructions:**

- (A) If the answer to any of the questions below is **YES**, the Member State proposing an unplanned output should provide supporting details on whether the burdens are likely to involve start-up and/or ongoing cost. The Member State should also make a brief description of the requirement and, if possible, provide recommendations for further work (e.g. would it be possible to combine the activity with an existing requirement).
- (B) If the proposal for the unplanned output does not contain such an activity, answer **NR** (Not required).

<p>1. Notification and reporting? Reporting certain events before or after the event has taken place, e.g. notification of voyage, statistical reporting for IMO Members, etc.</p>	<p>NR</p>	<p>Yes <input type="checkbox"/> Start-up <input type="checkbox"/> Ongoing</p>
<p>Description: (if the answer is yes)</p>		
<p>2. Record keeping? Keeping statutory documents up to date, e.g. records of accidents, records of cargo, records of inspections, records of education, etc.</p>	<p>NR</p>	<p>Yes <input type="checkbox"/> Start-up <input type="checkbox"/> Ongoing</p>

Description: (if the answer is yes)		
3. Publication and documentation? Producing documents for third parties, e.g. warning signs, registration displays, publication of results of testing, etc.	NR	Yes <input type="checkbox"/> Start-up <input type="checkbox"/> Ongoing
Description: (if the answer is yes)		
4. Permits or applications? Applying for and maintaining permission to operate, e.g. certificates, classification society costs, etc.	NR	Yes <input type="checkbox"/> Start-up <input type="checkbox"/> Ongoing
Description: (if the answer is yes)		
5. Other identified burdens?	NR	Yes
Description: (if the answer is yes)		

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