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A1/A/8.02 (NV.142)

He has the honour to state that the 108th session of the IMO Council will be held at the Headquarters of the Organization (4 Albert Embankment, London SE1 7SR), from 11 to 14 June 2012. It will open at 9.30 a.m. on Monday, 11 June 2012 and is expected to finish on Thursday, 14 June 2012.

The provisional agenda for the session, as noted, in principle, by the 107th session of the Council, is attached and supporting documentation will follow in due course.

The Secretary-General would be grateful if he could be advised, as early as possible, of the names of representatives, alternates and advisers, as appropriate, designated to attend the Council at its forthcoming session.

Attention is invited to that part of rule 9 of the Rules of Procedure of the Council, which states that credentials of representatives and alternates, if any, should be submitted to the Secretary-General not later than the opening day of the Council.

Attention is further invited to the security and visa arrangements at IMO meetings, as shown at annex.

London, 30 January 2012



ANNEX

Security at IMO meetings

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 re-activation.

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 so that their particulars may be entered into the list of participants' database. The list, which serves as authorization for representatives to attend, must be on official letter-headed paper and 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 prior to the meeting, at the latest, to:

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

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.

To expedite the registration process, the attached pre-registration form should be completed by every delegate attending the session. Permanent Representatives and alternate Permanent Representatives to IMO are also required to complete this pre-registration form to avoid delays in the verification of credentials and assist with the timely production of the list of participants.

Early arrival on the starting day of a meeting would be of assistance with registration services provided as from 7.30 a.m.

With a view to facilitating visa applications by those delegates who require United Kingdom entry visas, the Procedures governing the support by IMO of visa applications are attached.

General information on administrative and housekeeping issues relating to meetings at IMO can be found in an information leaflet for delegates which can be downloaded from IMODOCS and which is also available at the Documents and Conference counters on the ground floor and second floor, respectively. Delegates attending IMO meetings are kindly requested to familiarize themselves with the contents of the information leaflet.

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 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 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.

COUNCIL
108th session
Agenda item 1

C 108/1
30 January 2012
Original: ENGLISH

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.
