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Ref. T1/3.04

Circular letter No.2844

17 January 2008

To: All IMO Members

Subject: **Voluntary IMO Member State Audit - Meeting of Auditors (29 to 30 May 2008)**

1 The Secretary-General has the honour to advise of the convening of a Meeting of Auditors under the above Scheme, which will be held at IMO Headquarters (4 Albert Embankment, London SE1 7SR) on Thursday, 29 and Friday, 30 May 2008.

2 The background and programme for the Meeting are attached in annex 1.

3 The Secretary-General would appreciate being advised of the names of individuals who have already been nominated by Member States as auditors and other participants intending to attend the Meeting, using the Pre-Registration Form set out in annex 2. Such information should reach IMO well in advance of the opening of the Meeting, and, in any case, no later than Friday, 16 May 2008.

Security at IMO meetings

4 With reference to Circular letter No.2692 of 20 January 2006 concerning security at IMO meetings, all participants are required to carry a specially-issued pass to gain access to IMO meetings.

5 Furthermore, participants are required, on first arrival at IMO meetings, to show proof of their identity, e.g., passport or identity card.

6 Member Governments are required to transmit a list of their participants to meetings prior to any meeting date, so that their particulars may be entered into the list of participants' database. The list, which serves as authorization for participants to attend meetings, must be on official letter-headed paper and signed by the officer responsible. No participant will be registered without evidence of his/her authorization to attend the meeting.

7 In order to facilitate visa applications, visa guidelines are also attached in annex 3.

8 Those participants whose names appear in the list of a particular meeting will be issued with a requisite pass for entry to that meeting.

9 Those participants whose names are not on the list will be requested to provide evidence of their authorization to attend the meeting.

ANNEX 1

BACKGROUND AND PROGRAMME FOR THE MEETING OF AUDITORS 29 TO 30 MAY 2008

Background

1 At the ninety-seventh session of the IMO Council in November 2006, the need to enhance the harmonization of auditing methods to ensure the successful implementation of the Voluntary IMO Member State Audit Scheme (VIMSAS) was recognized. To achieve this objective, it was suggested that an evaluation meeting of auditors be convened, with a view to sharing the lessons learned from audits and contributing to the development of further procedural guidelines for auditors.

2 Following extensive consultation by the Secretariat with all auditors, it was determined that timing the meeting from Thursday, 29 May to Friday, 30 May 2008, which is the week preceding the sixteenth session of the FSI Sub-Committee meeting, would at the same time ensure the widest possible participation and provide the most cost-effective option for those Member States who may wish to nominate the same participants for both the Meeting of Auditors and the FSI Sub-Committee.

3 The meeting has been structured to consider the issues listed below, which will form the basis of the provisional agenda:

- presentation and discussion of organizational findings from audits;
- lessons learned and sharing of experiences;
- consideration of guidance to auditors (Ref: document A 25/8/1);
- contents and format of audit reports;
- training of auditors (Ref: VIMSAS Auditors Training Course); and
- administrative issues.

4 The meeting will be conducted in English without interpretation and submission of working documents for consideration at the Meeting would be welcome. Any such documents should reach the Secretariat preferably no later than Friday, 19 May 2008. Participants are invited to note that the meeting documentation will be in English and will be distributed only at the meeting.

ANNEX 2



INTERNATIONAL MARITIME ORGANIZATION

Meeting: **Meeting of Auditors**

Session No.:

From: **Thursday, 29 May 2008**to: **Friday, 30 May 2008****PRE-REGISTRATION FORM***Attendee Name*

First Name:

Last Name:

*Title (Mr/Mrs/Miss/Ms Other)**Position**Organization**Delegation**Attendee Status* Representative Alternate Adviser Observer*Individual documents required during the meeting***Number of copies required**

English

French

Spanish

Preferred address during the meeting

Permanent Contact information:

*Name**Job title**Organization/Company**Street line 1**Street line 2**City**State/County**Post Code/Zip**Country**Phone**Fax**Mobile phone**E-Mail*

Please fill in the blank fields and return the form to the IMO by

FAX: +44(0)20 7463 4116**E-Mail: registration@imo.org**

ANNEX 3

PROCEDURES GOVERNING THE SUPPORT BY IMO OF VISA APPLICATIONS

Delegates invited by the Organization who may 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 (in the case of delegates), 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 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 official letterhead, the following details to the Head, Human Resources Services*, requesting visa assistance and also advising IMO of the reasons, given by the British Embassy/High Commission, why the 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 Purposes 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.

* Please send to IMO by fax at (+44(0)20 7587 3210) or by e-mail at: visa@imo.org