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Circular letter No.3218
29 July 2011

To: All IMO Members

Subject: **Twelfth session of the *Ad Hoc* Council Working Group on the Organization's Strategic Plan**

1 The Secretary-General has the honour to invite representation at the twelfth session of the *Ad Hoc* Council Working Group on the Organization's Strategic Plan (CWGSP), which has been scheduled to take place from Monday, 3 to Friday, 7 October 2011 at the IMO Headquarters, 4 Albert Embankment, London SE1 7SR, United Kingdom.

2 At its 106th session, the Council approved (C 106/D, paragraph 3(b).4) revised terms of reference for the CWGSP – both in general and, specifically, for its twelfth session – as set out at annex.

3 In accordance with the Council's decision, the provisional agenda for CWGSP 12 is attached hereto and supporting documentation will follow in due course. The meeting will be conducted in English only and is open to all Member States of the Organization.

4 Members of the Organization wishing to make submissions to the Working Group are invited to transmit them to the Secretariat as early as possible so that they may be processed in good time for the meeting.

5 The Secretary-General would appreciate being informed, in due course, of the names of representatives from those Member States which intend to participate in the meeting.

Registration and security

6 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 reactivation.

7 All delegates will be required, on first arrival, to show proof of identity, e.g., their passport or identity card. Additionally, Member Governments, IGOs and NGOs are required to transmit, prior to the meeting date, the list of their representatives, alternates, advisers or observers, as appropriate, 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 or organization concerned and, along with the completed registration forms, should be sent by fax or e-mail, by Thursday, 29 September 2011, at the latest, to:

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

8 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.

9 To expedite the registration process, the attached pre-registration form should be completed by every delegate attending the session, including Permanent Representatives to IMO. Delegates are advised that the Registration Desk will be open for registration from 8.00 a.m. on Monday, 3 October 2011, when early arrival would be of assistance.

Procedure for visa applications

10 With a view to facilitating visa applications by those delegates who require United Kingdom entry visas, the Procedure governing the support by IMO for visa applications is attached.

ANNEX

REVISED TERMS OF REFERENCE FOR THE *AD HOC* COUNCIL WORKING GROUP ON THE ORGANIZATION'S STRATEGIC PLAN

1 General (over a biennium)

1.1 Unless otherwise decided by the Assembly or the Council, the *ad hoc* Council Working Group on the Organization's Strategic Plan (CWGSP) will, during the course of a biennium:

Review of organizational performance

- .1 consider matters related to the application of the Strategic Plan (SP) and High-level Action Plan (HLAP) throughout the Organization (resolution A.1013(26));
- .2 review the status of implementation of the Organization's SP and HLAP for a given biennium;
- .3 review data collected and collated against the Organization's performance indicators and Key Performance Indicators, and consider any required changes and improvements to the indicators that will facilitate the measurement and analysis of organizational performance;

Strategic planning and results-based budgeting¹

- .4 review the Secretary-General's draft updated SP "rolled forward" to the subsequent six-year period, and draft updated HLAP covering the subsequent biennium and, in so doing:
 - .1 screen all proposed planned outputs to ensure that they respond appropriately to the strategic directions and high-level actions of the draft SP and HLAP;
 - .2 ensure that the planned outputs are formulated in SMART terms; and
 - .3 advise the Council accordingly;
- .5 review the Secretary-General's draft results-based budget (RBB) for the subsequent biennium and, in so doing:
 - .1 determine whether the proposed meetings' programme and the organizational structure (or any proposed changes thereto) will ensure the delivery of the planned outputs;
 - .2 examine whether there is room for volume reductions, economies, or efficiency gains and identify any recommended changes to the proposed SP, HLAP and RBB;

¹ The tasks described in subparagraph 1.1.5 would be applicable as of the 2012-2013 biennium, when the alignment of the planning and budgeting cycles is to be implemented.

- .3 confirm, as a consequence of all the foregoing, that a reasonable match exists between the Organization's work plans and the resources to deliver them, which are proposed in the draft RBB; and
- .4 advise the Council accordingly;

Other matters

- .6 undertake any other tasks assigned to it by the Council; and
- .7 submit a report to the Council, following each of its sessions, in accordance with the Guidelines on the organization and method of work of the Council.

1.2 The CWGSP will formulate its proposals within the framework of the IMO Convention and take into account resolution A.909(22), with particular reference to operative paragraph 2 thereof. The CWGSP will also be guided by resolutions A.500(XII), A.777(18), A.900(21) and A.901(21), which address matters related to coordination of the work of the Committees by the Council; improvements in the work methods and organization of work of the Organization; and objectives of the Organization.

2 Specific (CWGSP 12)

2.1 At its twelfth session, scheduled to be held from 3 to 7 October 2011, the CWGSP will undertake the following tasks:

Review of organizational performance and strategic planning

- .1 review the status of implementation of resolution A.1013(26) and of its related migration plan;
- .2 review Assembly resolutions A.1011(26) and A.1012(26) on the SP and HLAP and, in so doing:
 - .1 review data collected and collated against the Organization's performance indicators and Key Performance Indicators and make such recommendations as it may deem appropriate; and
 - .2 consider the status of delivery of the outputs planned for 2010-2011;
- .3 finalize an updated draft Strategic Plan "rolled forward" for the six-year period 2012 to 2017, together with a related draft Assembly resolution;
- .4 finalize a draft updated HLAP for the 2012-2013 biennium, together with a related draft Assembly resolution;
- .5 consider the modalities by which it will carry out its work once the planning and budgeting cycles are aligned (see paragraphs 1.1.4 and 1.1.5 above);

Other matters

- .6 develop specific recommendations on how the proposals regarding the periodic review of existing administrative burdens (document C 106/3(a)/2) may be implemented in practice, taking into account the views agreed by the Council thereon;

- .7 consider and advise on the proposals regarding the examination of administrative burdens in future regulations (document C 105/3(a)/4), taking into account the comments of the Meeting of Chairmen, the Committees and the Council, and any other proposals submitted to the Working Group on this matter;
- .8 develop an appropriate methodology for the purposes of assessing risks to the Organization in the sense envisaged by resolution A.1013(26), taking into account the comments of the Council Risk Review, Management and Reporting Working Group (documents CWGRM 5/4 and C 106/3(b)), the Meeting of Chairmen, the Committees and the Council, and any other proposals submitted to the Working Group on this matter;
- .9 review progress made on the implementation of proposals regarding electronic working (document C 106/4/2), taking into account the comments of the Council, and any other proposals submitted to the Working Group aimed at enhancing efficiency through the effective use of electronic working; and
- .10 present a report on the foregoing matters to the Council, at its twenty-sixth extraordinary session, for consideration, approval and, where appropriate, submission to the twenty-seventh regular session of the Assembly for adoption.

AD HOC COUNCIL WORKING GROUP ON
THE ORGANIZATION'S STRATEGIC PLAN
12th session
Agenda item 1

CWGSP 12/1
29 July 2011
ENGLISH ONLY

PROVISIONAL AGENDA

**for the twelfth session of the *Ad Hoc* Council Working Group
on the Organization's Strategic Plan to be held at IMO Headquarters from
Monday, 3 to Friday, 7 October 2011**

(Session commences at 9:30 a.m. on Monday, 3 October 2011)

Opening of the session

- 1 Adoption of the agenda
- 2 Status of implementation of resolution A.1013(26)
- 3 Review of planned outputs and indicators during the 2010-2011 biennium
- 4 Review of the Organization's Strategic Plan
- 5 Review of the High-level Action Plan
- 6 Alignment of the planning and budgeting cycles
- 7 Existing and future administrative burdens
- 8 Assessment of risks as envisaged by resolution A.1013(26)
- 9 Electronic working
- 10 Any other business
- 11 Consideration and adoption of summary of decisions

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 such 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 take place to enable the Organization to support the visa application accordingly and the visa to 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.