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Circular letter No.3300
24 July 2012

To: All IMO Members

Subject: **Sixth session of the Joint Working Group on the Member State Audit Scheme (JWGMSA 6), 11 to 13 March 2013**

1 Pursuant to the decision of the Council, at its 108th session, the Secretary-General has the honour to invite representation at the sixth session of the Joint Working Group on the Member State Audit Scheme (JWGMSA), to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR, United Kingdom. The session will take place from 9.30 a.m. on **Monday, 11 to Wednesday, 13 March 2013**.

2 The session will be conducted in English without interpretation. The terms of reference of JWGMSA are attached in the annex. The provisional agenda for the session is also attached hereto as document JWGMSA 6/1.

3 Documentation will be distributed as and when received by the Secretariat. Participants are invited to note that the meeting documentation will be in English only. In order for documents to be circulated in time for consideration at the session, they should be received by the Secretariat **no later than Friday, 8 February 2013**. Kindly refer to Circular letter No.3292 containing the Guidelines on the organization and method of work of the Council, with respect to the preparation of documents.

Registration and security at IMO meetings

4 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.

5 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 should be attached to the registration details sent via the Online Meeting Registration System (OMRS), as advised in Circular letter No.3251, by Monday, **1 March 2013**, at the latest. Any issues related to the use of the OMRS should be communicated to:

Registration Unit
Conference Section
E-mail: registration@imo.org

6 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.

7 Registration will begin at 8.00 a.m. on **11 March 2013** in the registration area.

8 For those who are still using the existing paper-based registration process in the interim, the attached pre-registration form should be completed by every delegate attending the session, including Permanent Representatives to IMO.

Procedures governing the support by IMO of visa applications

9 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.

ANNEX

**TERMS OF REFERENCE FOR THE JOINT WORKING GROUP
ON THE MEMBER STATE AUDIT SCHEME (JWGMSA)**

The Joint Working Group should continue consideration of the documentation of the Audit Scheme for its institutionalization within the identified mandatory IMO instruments, taking into account resolution A.1018(26). In doing so, the group is instructed to:

- 1 review the Framework for the Voluntary IMO Member State Audit (resolution A.974(24), Part I) and develop draft amendments thereto for the institutionalization of the Scheme, taking into account the outcome of FSI;
- 2 review, in detail, the Procedures for the Voluntary IMO Member State Audit (resolution A.974(24), Part II) and develop, as necessary, draft amendments thereto based on the experience gained so far from the implementation of the Scheme, including implementation modalities for an institutionalized Scheme;
- 3 revise the Auditor's Manual;
- 4 based on the foregoing, update its work plan for the completion of its work, in line with the timetable set out in resolution A.1018(26); and
- 5 submit a report to Council and, if necessary, to the Committees on the outcome of its work.

JOINT WORKING GROUP ON THE MEMBER
STATE AUDIT SCHEME
6th session
Agenda item 1

JWGMSA 6/1
24 July 2012
ENGLISH ONLY

PROVISIONAL AGENDA

**for the sixth session of the Joint Working Group
on the Member State Audit Scheme to be held at IMO Headquarters
from Monday, 11 to Wednesday, 13 March 2013**

Session commences at 9:30 a.m. on Monday, 11 March 2013

Opening of the session

1 Adoption of the agenda

Document: JWGMSA 6/1
Related substantive documents: Circular letter No.3292
C 108/D

2 Decisions of IMO bodies

Document JWGMSA 6/2

3 Review of the Framework for the Scheme

Document: JWGMSA 5/WP.1

4 Review of the Procedures for the Scheme

Document: JWGMSA 5/WP.1

5 Revision of the Auditor's Manual

Document JWGMSA 6/4

6 Consideration of draft Assembly resolutions

Document JWGMSA 6/3

7 Review of the work plan

Document: resolution A.1018(26)

8 Any other business

9 Consideration and adoption of summary of decisions

Meeting: **Joint Working Group on the Member State Audit Scheme** Session No.: **6**

From: **11 March 2013**

To: **13 March 2013**

PRE-REGISTRATION FORM

<i>Attendee Name</i>	Last Name:		First Name:	
<i>Title (Mr/Mrs/Miss/Ms Other)</i>				
<i>Position</i>				
<i>Organization</i>				
<i>Delegation</i>				
<i>Attendee Status</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Representative	Alternate	Adviser	Observer
<i>Individual documents required during the meeting</i>	Number of copies required			
	English			
<i>Preferred address during the meeting</i>	<input type="checkbox"/>			

Permanent Contact information:

<i>Name</i>	
<i>Job title</i>	
<i>Organization/Company</i>	
<i>Street line 1</i>	
<i>Street line 2</i>	
<i>City</i>	
<i>State/County</i>	
<i>Post Code/Zip</i>	
<i>Country</i>	
<i>Phone</i>	
<i>FAX</i>	
<i>Mobile phone</i>	
<i>E-Mail</i>	

Please fill in the blank fields and return the form to the IMO by FAX at +44 20 7463 4116 or by e-mail to registration@imo.org

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.