

COUNCIL
117th session
Agenda item 1

C 117/1
22 August 2016
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**PROVISIONAL AGENDA
for the 117th session of the Council
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,
from Monday, 5 to Friday, 9 December 2016**

(The session commences at 9.30 a.m. on Monday, 5 December 2016)

Opening of the session

- 1 Adoption of the agenda
- 2 Report of the Secretary-General on credentials
- 3 Strategy, planning and reform
- 4 Rules and procedures of the Council
- 5 Resource management:
 - (a) Human resources matters, including amendments to the Staff Regulations and Staff Rules
 - (b) Report on arrears of contributions and of advances to the Working Capital Fund and on the implementation of Article 61 of the IMO Convention
 - (c) Budget considerations for 2016 and 2017
 - (d) Results-based budget: outline of budgetary implications for 2018-2019
- 6 IMO Member State Audit Scheme
- 7 Consideration of the report of the Marine Environment Protection Committee
- 8 Consideration of the report of the Technical Cooperation Committee
- 9 Technical Cooperation Fund: Report on activities of the 2015 programme

- 10 IMO International Maritime Law Institute
 - (a) Report of the Governing Board
 - (b) Budget
- 11 Report on the 38th Consultative Meeting of Contracting Parties to the London Convention 1972 and the 11th Meeting of Contracting Parties to the 1996 Protocol to the London Convention
- 12 Protection of vital shipping lanes
- 13 Periodic review of administrative requirements in mandatory IMO instruments
- 14 Principles to be considered in the review of existing requirements and the development of new requirements
- 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 organizations
 - (e) Report on World Maritime Day 2016
 - (f) Report of the Day of the Seafarer 2016
 - (g) IMO Maritime Ambassador Scheme
- 16 Report on the status of the Convention and membership of the Organization
- 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 two sessions of the Council and substantive items for inclusion in the provisional agendas for the next two sessions of the Council (C 118 and C 119)
- 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.3607):

- .1 as specified in paragraph 3.4 of the Council's Guidelines, documents should be received by the Secretariat as follows:

- (a) documents (including information documents) containing more than six pages of text (bulky documents),¹ by **Friday, 21 October 2016 (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 six pages or less of text (non-bulky documents) by **Friday, 4 November 2016 (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 four 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 3.4.3 and 3.4.4 of the Council's Guidelines should, as far as practicable, ensure that their submissions are less than two pages in length, expressly requesting that the special procedure provided in paragraph 3.6 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 that the Council is invited to take; and
 - (c) information documents should conclude with a summary of the information contained therein;
- .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

To facilitate the processing of documents, they should be sent via email in Microsoft Word to IMO's email address: info@imo.org.

¹ C 104 decided that documents, other than information documents and those referred to in paragraph 3.4.1 of Circular Letter No.3607, 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.3607, annex, subparagraph 3.4.2).

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 3.4.3 and 3.4.5 and in paragraph 3.5 thereof.
