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A1/A/8.02 (NV.151)

The Secretary-General of the International Maritime Organization presents his compliments and has the honour to state that the 117th session of the IMO Council will be held at the Headquarters of the Organization (4 Albert Embankment, London SE1 7SR), from 5 to 9 December 2016. It will open at 9.30 a.m. on Monday, 5 December 2016 and is expected to finish on Friday, 9 December 2016.

The provisional agenda for the session is attached and supporting documentation will follow in due course. The 117th session of the Council will be conducted as far as practicable in PaperSmart mode. Wi-Fi will be available throughout the meeting so that delegates can download related documents directly from IMODOCS. Delegates are reminded to bring their own laptops or tablet PCs to the meeting. In accordance with the decision taken at the 116th session of the Council, it is scheduled that there will be eight plenary sessions with full interpretation during the five day meeting.

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 though the process described in the annex on the registration at IMO meetings.

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 also invited to the registration and visa arrangements at IMO meetings, as shown in the annex.

London, 5 September 2016

K T L M

ANNEX

Registration at IMO meetings

Member Governments, IGOs and NGOs are required to provide, prior to the meeting date, the names of their representatives, including Permanent Representatives, heads of delegations, alternates, advisers or observers, via the Online Meeting Registration System (OMRS) as advised in Circular Letter No.3463 of 14 July 2014. This facilitates both their entry into the building and production of the list of participants by the Secretariat.

Once they have completed the registration procedure, delegates will be issued at IMO with an electronic access card to pass through the security barrier in the IMO building. Issue of the access card will require photographic proof of identity, e.g. passport, identity card or driving license. Delegates may also be required to show proof of identity at any time while they are in the Headquarters building, if requested by IMO Security. In view of the significant costs incurred in producing access cards, delegates who have previously been issued with one are kindly requested to bring it with them for reactivation.

Any matters relating to the use of the OMRS should be communicated to:

Registration Unit
Meeting Services and Interpretation Section
E-mail: onlineregistration@imo.org

No representative will be registered to attend the meeting without authorization from their OMRS Delegation Coordinator. New delegates whose names appear in the OMRS will be issued with the above-mentioned access card. Delegates whose names are not on the OMRS list will be requested to contact their OMRS Delegation Coordinator in order to process their authorization to attend the meeting.

Delegates are advised that the Registration Desk will be open from 7.30 a.m. on **Monday, 5 December 2016**, when early arrival would be appreciated.

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

Procedure governing IMO support for visa applications

Delegates invited by the Organization 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 a 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; or the nomination letter together with a 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 by the National Maritime Administration. The nomination letter should be taken to the Ministry of Foreign Affairs for preparation of a note verbale addressed to the British Embassy/High Commission.

If, after following the above-mentioned procedure, delegates still encounter visa problems, either the Ministry of Foreign Affairs, the Ministry of Transport or the National Maritime Administration should communicate on letterhead the following details to the Head, External Relations Office, requesting visa assistance and stating the reasons given by the British Embassy/High Commission as to why visas have been or may be refused.

- i First name:
Family name:
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 session begins, to enable the Organization to support the visa application accordingly and the visa to be issued in good time*.

* Requests for visa assistance should be sent to IMO by fax (+44(0)20 7587 3210) or by email: visa@imo.org.

COUNCIL
117th session
Agenda item 1

C 117/1
22 August 2016
Original: ENGLISH

**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.
