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Ref. AG/A/1.08

Circular letter No.2807
24 July 2007

To: All IMO Members

Subject: **Seventh session of the *Ad Hoc* Council Working Group on the Organization's Strategic Plan and Second session of the Council Risk Review, Management and Reporting Working Group**

- 1 The Secretary-General has the honour to invite representation at:
 - .1 the seventh session of the *Ad Hoc* Council Working Group on the Organization's Strategic Plan (CWGSP); and
 - .2 the second session of the Council Risk Review, Management and Reporting Working Group (CWGRM);

which have been scheduled to take place, respectively, from 9:30 a.m. on Monday, 24 September to Wednesday, 26 September 2007, and from 9:30 a.m. on Thursday, 27 September to Friday, 28 September 2007, at South Africa House (Kinema Room), Trafalgar Square, London WC2N 5DP.

2 Provisional agendas for both meetings are attached at annexes 1 and 2, respectively, while the Terms of Reference of the two Working Groups remain unchanged (see annexes 1 and 2 of Circular letter No.2767). Both meetings, which will be conducted in English only, are open to all Member States of the Organization.

3 Members of the Organization wishing to make submissions to either of the two Working Groups are invited to transmit them to the Secretariat as early as possible so that they may be processed in good time for the meeting(s).

4 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(s).

Security at IMO meetings

5 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.

6 Furthermore, delegates are also required, on first arrival at an IMO meeting, to show proof of their identity, e.g. passport or identity card.

7 Member Governments are required to transmit a list of their representatives to meetings prior to any meeting date, so that their particulars may be entered into the list of participants' database. In addition, Pre-Registration Forms for each meeting (copies are attached at annex 3) should be completed for every delegate (including Permanent Representatives to IMO). The list, which serves as authorization to attend meetings, must be on official letter-headed paper and signed by the officer responsible. No delegate will be registered without evidence of his/her authorization to attend the meeting.

8 Those delegates whose names appear in the list of a particular meeting will be issued with a requisite pass.

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

10 Early arrival on the starting day of a meeting would be of assistance, with registration services provided as from 8:30 a.m.

ANNEX 1

PROVISIONAL AGENDA

**for the seventh session of the *Ad Hoc* Council Working Group
on the Organization's Strategic Plan to be held at
South Africa House (Kinema Room), Trafalgar Square, London WC2N 5DP
from Monday, 24 September to Wednesday, 26 September 2007**

(Session commences at 9:30 a.m. on Monday, 24 September 2007)

Opening of the session

- 1 Adoption of the agenda
- 2 Outcome of the ninety-eighth session of the Council
- 3 Review of the Organization's Strategic Plan
- 4 Review of the Organization's High-Level Action Plan:
 - (a) Review of outputs produced during 2006-2007
 - (b) Review of outputs proposed for 2008-2009
 - (c) Draft Assembly resolution
- 5 Analysis of data measured against the performance indicators
- 6 Future work programme
- 7 Any other business
- 8 Consideration and adoption of summary of decisions

ANNEX 2

PROVISIONAL AGENDA

**for the second session of the Council Risk Review, Management
and Reporting Working Group to be held at
South Africa House (Kinema Room), Trafalgar Square, London WC2N 5DP
from Thursday, 27 September to Friday, 28 September 2007**

(Session commences at 9.30 a.m. on Thursday, 27 September 2007)

Opening of the session

- 1 Adoption of the agenda
- 2 Outcome of the ninety-eighth session of the Council
- 3 Development of a risk management process
- 4 Future work programme
- 5 Any other business
- 6 Consideration and adoption of summary of decisions

ANNEX 3



INTERNATIONAL MARITIME ORGANIZATION

Meeting: CWGSP
From: 24 September 2007

Session No.: 7
to: 26 September 2007

PRE-REGISTRATION FORM

| | | | | |
|--|---|------------------------------------|----------------------------------|-----------------------------------|
| Attendee Name | First Name: | | Last Name: | |
| Title (Mr/Mrs/Miss/Ms Other) | | | | |
| Position | | | | |
| Organization | | | | |
| Delegation | | | | |
| Attendee Status | <input type="checkbox"/> Representative | <input type="checkbox"/> Alternate | <input type="checkbox"/> Adviser | <input type="checkbox"/> Observer |
| | Number of copies required | | | |
| Individual documents required during the meeting | English <input type="checkbox"/> | French N/A | Spanish N/A | |
| 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 at +44-(0)20-7463-4116 or electronically to: registration@imo.org



INTERNATIONAL MARITIME ORGANIZATION

Meeting: CWGRM
From: 27 September 2007

Session No.: 2
to: 28 September 2007

PRE-REGISTRATION FORM

Attendee Name
Title (Mr/Mrs/Miss/Ms Other)
Position
Organization
Delegation
Attendee Status

| | | | |
|---|------------------------------------|----------------------------------|-----------------------------------|
| First Name: | | Last Name: | |
| | | | |
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| | | | |
| | | | |
| <input type="checkbox"/> Representative | <input type="checkbox"/> Alternate | <input type="checkbox"/> Adviser | <input type="checkbox"/> Observer |
| Number of copies required | | | |
| English | French | Spanish | |
| <input type="checkbox"/> | N/A | N/A | |
| Preferred address during the meeting | | | |
| | | | |
| | | | |

Individual documents required during the meeting
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

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