

COUNCIL  
29th extraordinary session  
Agenda item 1

C/ES.29/1/Rev.1  
9 October 2017  
Original: ENGLISH

## PROVISIONAL AGENDA

**for the twenty-ninth extraordinary session of the Council  
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,  
on Thursday, 23 and Friday, 24 November 2017**

**(The session commences at 9.30 a.m. on Thursday, 23 November 2017)**

- Opening of the session
- 1 Adoption of the agenda
  - 2 Report of the Secretary-General on credentials
  - 3 Strategy, planning and reform
  - 4 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) Consideration of requests by Members, if any, for waiver of the application of Article 61 of the IMO Convention
    - (d) Budget considerations for 2017
  - 5 Results-based budget for 2018-2019
  - 6 Consideration of the report of the seventy-first session of the Marine Environment Protection Committee
  - 7 Consideration of the report on the thirty-ninth Consultative Meeting of Contracting Parties to the London Convention 1972 and the twelfth Meeting of Contracting Parties to the 1996 Protocol to the London Convention
  - 8 Report of the Council to the Assembly on the work of the Organization since the twenty-ninth regular session of the Assembly
  - 9 Protection of vital shipping lanes

- 10 Periodic review of administrative requirements in mandatory IMO instruments
- 11 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 2017
  - (f) IMO Maritime Ambassador Scheme
  - (g) Report on Day of the Seafarer 2017
- 12 Report on the status of the Convention and membership of the Organization
- 13 Report on the status of conventions and other multilateral instruments in respect of which the Organization performs functions
- 14 Items for inclusion in the agenda for the next session of the Council (C 119)
- 15 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.3708):

- .1 as specified in paragraph 3.4 of the Council's Guidelines, documents should be received by the Secretariat as follows:
  - .1 documents (including information documents) containing more than six pages of text (bulky documents),<sup>1</sup> by **Wednesday, 11 October 2017 (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);
  - .2 documents containing six pages or less of text (non-bulky documents) by **Wednesday, 25 October 2017 (4-week deadline)**;
  - .3 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

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<sup>1</sup> C 104 decided that documents, other than information documents and those referred to in paragraph 3.4.1 of Circular Letter No.3708, 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.3708, annex, subparagraph 3.4.2).

- .4 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:
  - .1 all documents should include a brief summary prepared in accordance with the Council's Guidelines;
  - .2 substantive documents should conclude with a summary of the action that the Council is invited to take; and
  - .3 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

To facilitate the processing of documents, they should be sent via email in Microsoft Word to IMO's email address: [council@imo.org](mailto:council@imo.org)

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.

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