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The Secretary-General of the International Maritime Organization presents his compliments and has the honour to state that the twenty-ninth extraordinary session of the IMO Council will be held at the Headquarters of the Organization (4 Albert Embankment, London SE1 7SR), on 23 and 24 November 2017. It will open at 9.30 a.m. on Thursday, 23 November 2017 and is expected to finish on Friday, 24 November 2017.

The provisional agenda for the session, as noted, in principle, by the 117th session of the Council, is attached. Supporting documentation will follow in due course.

The Secretary-General would be grateful if he could be advised, as early as possible, of the names of the representatives, alternates and any other members of delegations designated to attend the forthcoming session of the Council.

Attention is also invited to rule 9 of the Rules of Procedure of the Council, which states that each Member shall transmit to the Secretary-General the credentials of its representatives and alternates, if any, together with the names of any other members of its delegation. In this connection, the Secretary-General would be grateful if original credentials could reach the Secretariat as soon as possible, preferably by Wednesday, 22 November 2017, and not later than the opening day of the Council.

Attention is further invited to the detailed information on registration, accreditation, security and visa arrangements, included in annexes 1 and 2, respectively.

London, 14 August 2017

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ANNEX 1

Registration and accreditation

Registration

Member Governments, IGOs and NGOs are required to provide, prior to the meeting date, the names of all the members of their delegations attending the meeting 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 the 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 licence. 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
Email: onlineregistration@imo.org

Members of delegations will not 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 **Thursday, 23 November 2017**, 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.

Accreditation

In addition to registering through OMRS, each Member must submit a letter of credentials for its representatives and alternates, if any, together with the names of any other members of its delegation not later than the opening day of the Council.

Credentials are to be issued by the Head of State, the Head of Government, the Minister for Foreign Affairs or by an appropriate authority properly designated by one of them to act for this purpose. When credentials are issued by a person other than the Head of State, the Head of Government or the Minister for Foreign Affairs, the credentials should state that the signatory has been authorized to issue credentials on behalf of one of the three above-mentioned authorities. Model letters of credentials are available upon request from the External Relations Office (Legal Affairs and External Relations Division).

When available, it is advisable to send an advance copy of the letter of credentials by email. Original letters of credentials can be either posted, handed over during registration upon arrival or left at the Meeting Services Desk on the second floor as soon as possible on the first day of the meeting.

Any matters relating to letters of credentials should be communicated to:

External Relations Office
Legal Affairs and External Relations Division
Email: ero@imo.org

ANNEX 2

Procedure governing IMO support for visa applications

As established in article 7.2 of Part III on Access and communications of the Headquarters agreement, delegates are entitled to have their entry into the United Kingdom authorized without delay and without charge.

Delegates invited by the Organization who require United Kingdom entry visas should, in the first instance, apply online for an "**EXEMPT**" visa, note the reference numbers and follow the online instructions to attend either the nominated Visa Application Centre or the United Kingdom Embassy or High Commission. United Kingdom visa applications should be accompanied by the following documentation:

- i. the relevant IMO official invitation,
- ii. the nomination letter and
- iii. a note verbale from the Ministry of Foreign Affairs.

Delegates must be nominated by their competent Ministry (usually the Ministry of Transport or 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, the National Maritime Administration or the competent Ministry should request visa assistance in writing to the Head of the IMO External Relations Office, on paper bearing the official letterhead. The letter should state the reasons given by the British Embassy/High Commission as to why visas have been or may be refused and contain the following details:

- 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.

Any requests for visa assistance should be communicated to:

External Relations Office (International Maritime Organization)
Fax: +44(0)20 7587 3210
Email: visa@imo.org

COUNCIL
29th extraordinary session
Agenda item 1

C/ES.29/1
15 August 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
- 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),¹ 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

¹ 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

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.
