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Ref. AG/A/1.08

Circular letter No.2767  
12 January 2007

To: All IMO Members

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

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

which have been scheduled to take place, respectively, from 9:30 a.m. on Monday, 12 March to Tuesday, 13 March 2007, and from 9:30 a.m. on Wednesday, 14 March to Friday, 16 March 2007, at South Africa House (Kinema Room), Trafalgar Square, London WC2N 5DP.

2 Terms of Reference for the work of the two Working Groups, as agreed by the Council at its ninety-seventh session (6 to 9 November 2006) are attached as annexes 1 and 2, respectively. Provisional agendas for both meetings are attached at annexes 3 and 4, respectively. 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 Additionally, Member Governments, IGOs and NGOs 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 5) 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.

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## ANNEX 1

### TERMS OF REFERENCE FOR THE RISK REVIEW, MANAGEMENT AND REPORTING WORKING GROUP

1 The Risk Review, Management and Reporting Working Group is a key part of the Organization's risk management and control framework, with a remit to provide an independent report to the Council on all matters related to risk and governance. It plays a companion role to the *Ad Hoc* Council Working Group on the Organization's Strategic Plan, but with a different focus.

2 Specifically, its remit is to receive reports from the Secretariat, review, input and recommend/report to the Council on:

- the definition of a formal risk management framework for the Organization, including, in particular, the definition of related terminology, of the respective roles of the main participants in the risk management process, and of a risk management policy;
- development of a formal process for reviewing risks cyclically, based on a risk assessment considering likelihood and impact;
- an initial review of risks and their mitigating strategies;
- specific areas of significant risk identified through the risk review process and proposed/possible additional treatments; and
- financial performance.

3 For its first session, the Group is tasked with developing further the risk management framework, including a risk management policy, and a work programme for its completion.

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## ANNEX 2

### TERMS OF REFERENCE FOR THE *AD HOC* COUNCIL WORKING GROUP ON THE ORGANIZATION'S STRATEGIC PLAN

1 The *Ad Hoc* Council Working Group on the Organization's Strategic Plan will review the data collected and collated against the agreed performance indicators since C/ES.23 and, on the basis of any relevant conclusions drawn from that review and of any related comments, decisions or recommendations previously made by the Council, will also:

- .1 review Assembly resolution A.970(24) on Strategic Plan for the Organization (for the six-year period 2006 to 2011) and, as appropriate, prepare an updated draft Strategic Plan 'rolled forward' for the period 2008 to 2013;
- .2 review Assembly resolution A.971(24) on High-level Action Plan of the Organization and priorities for the 2006-2007 biennium; consider the reports of the Committees on the production of their planned outputs for the biennium 2006-2007; review their proposals on the High-level Action Plan and their priorities for the biennium 2008-2009; and, as appropriate, prepare an updated draft High-level Action Plan, together with related biennial priorities;
- .3 examine other items referred to it by the Council, including:
  - (i) a critical review of the Performance Indicators and of ways in which data related to them may best be used and presented for the purposes of proactive policy-making and planning; and
  - (ii) consideration of the proposals contained in document C 97/3(a)/1 on the possible establishment of a glossary of Performance Indicators; and
- .4 present to the Council, at its twenty-fourth extraordinary session, for consideration and approval, drafts of:
  - (i) a revised Strategic Plan for the Organization (for the six-year period 2008 to 2013); and
  - (ii) a High-level Action Plan for the Strategic Plan period and related priorities for the biennium 2008-2009;

for submission to the twenty-fifth regular session of the Assembly for adoption.

2 The *Ad Hoc* Council Working Group shall formulate its proposals within the framework of the IMO Convention and take into account resolution A.909(22), with particular reference to operative paragraph 2 thereof. The work of the *Ad Hoc* Council Working Group will be guided, in particular, by resolutions A.900(21) "Objectives of the Organization in the 2000s" and A.901(21) "IMO and Technical Co-operation in the 2000s".

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**ANNEX 3**

**PROVISIONAL AGENDA**

**for the first session of the Risk Review, Management  
and Reporting Working Group to be held at  
South Africa House (Kinema Room), Trafalgar Square, London WC2N 5DP  
from Monday, 12 March to Tuesday, 13 March 2007**

(Session commences at 9.30 a.m. on Monday, 12 March 2007)

Opening of the session

- 1 Adoption of the agenda
- 2 Development of a risk management framework, including a risk management policy and a work programme for its completion
- 3 Any other business
- 4 Consideration and adoption of summary of decisions

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**ANNEX 4**

**PROVISIONAL AGENDA**

**for the sixth 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 Wednesday, 14 March to Friday, 16 March 2007**

(Session commences at 9:30 a.m. on Wednesday, 14 March 2007)

Opening of the session

- 1 Adoption of the agenda
- 2 Review of the Organization's Strategic Plan:
  - (a) Mission statement, trends, developments and challenges
  - (b) Strategic directions
- 3 Performance indicators:
  - (a) Analysis of data measured against the performance indicators
  - (b) Critical review of the performance indicators
  - (c) Possible establishment of a glossary of performance indicators
- 4 Review of the Organization's High-Level Action Plan:
  - (a) Review of the outputs produced by the Committees during 2006-2007
  - (b) Review of the Committees' proposed outputs for 2008-2009
  - (c) Review of high-level actions
- 5 Any other business
- 6 Consideration and adoption of summary of decisions

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**ANNEX 5**



**INTERNATIONAL MARITIME ORGANIZATION**

Meeting: CWGRM  
 From: 12 March 2007

Session No.: 1  
 to: 13 March 2007

**PRE-REGISTRATION FORM**

Attendee Name  
 Title (Mr/Mrs/Miss/Ms Other)  
 Position  
 Organization  
 Delegation  
 Attendee Status  
  
 Individual documents required during the meeting  
 Preferred address during the meeting

First Name:	Last Name:		
<input type="checkbox"/> Representative	<input type="checkbox"/> Alternate	<input type="checkbox"/> Adviser	<input type="checkbox"/> Observer
<b>Number of copies required</b>			
English	French	Spanish	
<input type="checkbox"/>	N/A	N/A	

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](mailto:registration@imo.org)



**INTERNATIONAL MARITIME ORGANIZATION**

Meeting: CWGSP  
From: 14 March 2007

Session No.: 6  
to: 16 March 2007

**PRE-REGISTRATION FORM**

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

First Name:				Last Name:			
<input type="checkbox"/> Representative		<input type="checkbox"/> Alternate		<input type="checkbox"/> Adviser		<input type="checkbox"/> Observer	
<b>Number of copies required</b>							
English		French		Spanish			
<input type="checkbox"/>		N/A		N/A			

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


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](mailto:registration@imo.org)