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NV.001

The Secretary-General of the International Maritime Organization (IMO) presents his compliments and has the honour to state that the 118th session of the IMO Council will be held at the Headquarters of the Organization (4 Albert Embankment, London SE1 7SR), from 24 to 28 July 2017. The Council will meet from 9.30 a.m. on Monday, 24 July 2017 and is expected to finish its work on Friday, 28 July 2017.

The provisional agenda for the session, as noted in principle by the 117th session of the Council, is attached and supporting documentation will follow in due course. The 118th session of the Council is scheduled to take place over five days and benefit from eight sessions of full interpretation. The meeting will be conducted as far as practicable in PaperSmart mode and internet connectivity will be available throughout the meeting so that delegates can download related documents directly from IMODOCS. To this end, delegates are reminded to bring their own laptops or tablet PCs to the meeting.

In line with the requirements described in rule 9 of the Rules of Procedure of the Council, 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 the delegations who have been designated to attend the 118th session of the Council. Additionally, each Member must submit a letter of credentials for its representatives and alternates, if any, not later than the opening day of the Council. For detailed information on the registration and accreditation procedure, as well as on IMO's support for visa applications, please see the annex to this Note Verbale.

*KT LIM*

London, 6 March 2017

## 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 electronic access cards, delegates who have previously been issued with one are kindly requested to bring it with them for reactivation.

No representative will be registered to attend the meeting without authorization from their OMRS Delegation Coordinator. 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.

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](mailto:onlineregistration@imo.org)

Delegates are advised that the Registration Desk will be open from 7.30 a.m. on **Monday, 24 July 2017**, when early arrival would be appreciated.

### Accreditation for meetings of the IMO Council

Each Member must submit a letter of credentials for its representatives and alternates, if any, 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 person 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  
[ero@imo.org](mailto:ero@imo.org)

## 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 an "EXEMPT" 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 in writing on paper bearing the official 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.

Any requests for visa assistance should be communicated to:

External Relations Office  
Fax: +44(0)20 7587 3210  
Email: [visa@imo.org](mailto:visa@imo.org)

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COUNCIL  
118th session  
Agenda item 1

C 118/1  
13 January 2017  
Original: ENGLISH

**PROVISIONAL AGENDA  
for the 118th session of the Council  
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,  
from Monday, 24 to Friday, 28 July 2017**

**(This session commences at 9.30 a.m. on Monday, 24 July 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) Accounts and audit: accounts for the financial period 2016 and transfers within the 2016 budget
  - (c) Report on investments
  - (d) Report on arrears of contributions and of advances to the Working Capital Fund and on the implementation of Article 61 of the IMO Convention
  - (e) Budget considerations for 2017
- 5 Results-based budget for 2018-2019
- 6 IMO Member State Audit Scheme
- 7 Consideration of the report of the Facilitation Committee
- 8 Consideration of the report of the Legal Committee
- 9 Consideration of the reports of the Maritime Safety Committee
- 10 Consideration of the report of the Technical Cooperation Committee

- 11 Technical Cooperation Fund
  - (a) Report on activities of the 2016 programmes
  - (b) Preliminary biennial allocation to support the ITCP for 2018-2019
- 12 World Maritime University
  - (a) Report of the Board of Governors
  - (b) Budget
  - (c) Proposed amendments to the Charter of the World Maritime University
- 13 IMO International Maritime Law Institute:
  - (a) Report of the Governing Board
  - (b) Budget
- 14 Protection of vital shipping lanes
- 15 Principles to be considered in the review of existing requirements and the development of new requirements
- 16 Assembly matters:
  - (a) Provisional agenda for the thirtieth regular session of the Assembly
  - (b) Preparations for the thirtieth regular session of the Assembly
  - (c) Draft report of the Council to the Assembly on the work of the Organization since the twenty-ninth regular session of the Assembly
- 17 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) World Maritime Day
  - (f) International Maritime Prize
  - (g) IMO Award for Exceptional Bravery at Sea
  - (h) Report on Day of the Seafarer 2017
  - (i) IMO Maritime Ambassador Scheme

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- 18 Report on the status of the Convention and membership of the Organization
  - 19 Report on the status of conventions and other multilateral instruments in respect of which the Organization performs functions
  - 20 Place, date and duration of the next two sessions of the Council (C/ES.29 and C 119)
  - 21 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 **Friday, 9 June 2017 (six-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 **Friday, 23 June 2017 (four-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
  - .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;

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<sup>1</sup> C 104 decided that documents, other than information documents and those referred to in subparagraph 3.4.1 of the annex to 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).

.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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