



Ref. AG/A/1.08

Circular letter No.2897
15 July 2008

To: All IMO Members

Subject: **Eighth 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 the eighth session of the *Ad Hoc* Council Working Group on the Organization's Strategic Plan (CWGSP), which, following a decision by the IMO Council, at its one hundredth session, has been scheduled to take place from 9.30 a.m. on Monday, 15 September to Friday, 19 September 2008, at the IMO Headquarters.

2 The provisional agenda for the meeting is attached and supporting documentation will follow in due course. The meeting, which will be conducted in English only, is open to all Member States of the Organization.

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

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.

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 to IMO meetings.

6 Furthermore, delegates are required, on first arrival at IMO meetings, 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, a Pre-Registration Form (copy attached) should be completed for every delegate (including Permanent Representatives to IMO). The former list, which serves as authorization for representatives to attend meetings, must be on official letter-headed paper and signed by the officer responsible. No representative will be registered without evidence of his/her authorization to attend the meeting.

8 In order to facilitate visa applications, visa guidelines are also attached.

9 Those delegates, whose names appear in the list of a particular meeting, will be issued with a requisite pass for entry to that meeting.

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

11 Early arrival on the starting day of a meeting would be of assistance, with registration services provided as from 7.30 a.m.



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AD HOC COUNCIL WORKING GROUP ON
THE ORGANIZATION'S STRATEGIC
PLAN
8th session
Agenda item 1

CWGSP 8/1
15 July 2007
ENGLISH ONLY

PROVISIONAL AGENDA

**for the eighth session of the *Ad Hoc* Council Working Group
on the Organization's Strategic Plan to be held at the IMO Headquarters
from Monday, 15 September to Friday, 19 September 2008**

(Session commences at 9.30 a.m. on Monday, 15 September 2008)

Opening of the session

1 Adoption of the agenda

Document: CWGSP 8/1

Related substantive document: Circular letter No.2897

2 Consideration of recommendations by the Joint Inspection Unit

Document: CWGSP 8/2

Related substantive documents: C 100/D (paragraphs 15(b).2(i) and 15(b).2(iii))
C 100/15(b)
C/ES.24/D (paragraphs 12(e).1 and 12(e).2)
C/ES.24/12(e)

3 Guidelines on the application of the Strategic and High-level Action Plans: report of the Correspondence Group

Document: CWGSP 8/3

Related substantive documents: As for agenda item 2, plus:
C 100/9 (paragraphs 71 to 74 and 78 to 84)
TC 58/13 (paragraphs 10.1.1 to 10.2.6)

For reasons of economy, this document is printed in a limited number. Delegates are kindly asked to bring their copies to meetings and not to request additional copies.

MSC 84/24 (paragraphs 21.1 to 21.11, 22.76 to 22.86 and 22.88 to 22.89)

MEPC 57/21 (paragraphs 10.21 to 10.22, 19.1 to 19.11)

C/ES.24/D (paragraph 3(a).2(i))

C/ES.24/3(a) (annex, paragraphs 13.4, 19.2 and 26 to 29)

4 Analysis of data measured against the performance indicators

Document: CWGSP 8/5

Related substantive documents: C/ES.24/D (paragraph 3(a).2(i))
C/ES.24/3(a) (annex, paragraphs 21 to 24)
CWGSP 7/5 and Corr.1

5 Status report on outputs produced during the current biennium

Document: CWGSP 8/4

Related substantive documents: C 100/9 (paragraphs 83 to 84)
MSC 84/INF.15
resolution A.990(24)

6 Future work programme

7 Any other business

8 Consideration and adoption of summary of decisions



INTERNATIONAL MARITIME ORGANIZATION

Meeting: CWGSP
From: 15 September 2008

Session No.: 8
to: 19 September 2008

PRE-REGISTRATION FORM

<i>Attendee Name</i>	First Name:	Last Name:		
<i>Title (Mr/Mrs/Miss/Ms/Other)</i>				
<i>Position</i>				
<i>Organization</i>				
<i>Delegation</i>				
<i>Attendee Status</i>	<input type="checkbox"/> Representative	<input type="checkbox"/> Alternate	<input type="checkbox"/> Adviser	<input type="checkbox"/> Observer
	Number of copies required			
<i>Individual documents required during the meeting</i>	English	French	Spanish	
		N/A	N/A	
<i>Preferred address during the meeting</i>				

Permanent Contact information:

<i>Name</i>	
<i>Job title</i>	
<i>Organization/Company</i>	
<i>Street line 1</i>	
<i>Street line 2</i>	
<i>City</i>	
<i>State/County</i>	
<i>Post Code/Zip</i>	
<i>Country</i>	
<i>Phone</i>	
<i>Fax</i>	
<i>Mobile phone</i>	
<i>E-Mail</i>	

Please fill in the blank fields and return the form to IMO by

Fax: +44(0)20 7463 4116
E-Mail: registration@imo.org

Procedures governing the support by IMO of visa applications

Delegates invited by the Organization, and who require United Kingdom entry visas should, in the first instance, apply for a visa at the nearest British Consulate or Embassy and obtain reference numbers. The necessary documentation such as 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); copy of the completed IMO Pre-Registration Form; nomination letter and note verbale from the Ministry of Foreign Affairs must accompany United Kingdom visa applications.

Delegates must be nominated by the Ministry of Transport or the National Maritime Administration. The nomination letter should be taken to the Ministry of Foreign Affairs to prepare a note verbale to the British Embassy/High Commission.

If upon following the above procedures, the delegates still have visa problems, then either the Ministry of Foreign Affairs, Ministry of Transport or the National Maritime Administration should communicate, on letterhead, the following details to the Head, Human Resources Services, requesting visa assistance and communicating to us the reasons, given by the British Embassy/High Commission, why the visas have been refused or may be refused.

- i First Name:
Surname:
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 Purposes 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 meeting is to be convened at IMO. IMO will then be in a position to support the visa applications accordingly and the visas may be issued in good time* .

* Request for visa assistance should be sent to IMO by fax at (+44(0)20 7587 3210) or by e-mail at: visa@imo.org