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**COPY**

A1/A/8.02 (NV.144)

He has the honour to state that the 110th session of the IMO Council will be held at the Headquarters of the Organization (4 Albert Embankment, London SE1 7SR), from 15 to 19 July 2013. It will open at 9.30 a.m. on Monday, 15 July 2013 and is expected to finish on Friday, 19 July 2013.

The provisional agenda for the session, as noted, in principle, by the 109th session of the Council, is attached. According to the decision of the Council, at its 108th session, the 110th session of the Council will be conducted in PaperSmart mode, which means that all pre-session documentation will be posted in advance on the dedicated website and hard copies will be available only on a print on demand basis. Wi-Fi will be available throughout the meeting so that delegates can download documents directly from IMODOCS. Delegates are encouraged to bring their own laptops or tablet PCs to the meeting. 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 representatives, alternates and advisers, as appropriate, designated to attend the Council at its forthcoming session.

Attention is invited to that part of rule 9 of the Rules of Procedure of the Council, which states that credentials of representatives and alternates, if any, should be submitted to the Secretary-General not later than the opening day of the Council.

Attention is further invited to the security and visa arrangements at IMO meetings, as shown at annex.

London, 21 January 2013

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## ANNEX

### Security at IMO meetings

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. Issuance of the security pass will require photo proof of identify, e.g. passport, identity card or driving licence. Delegates may also be required to show proof of identity if requested by IMO Security. In view of the significant costs incurred in the production of the pass, delegates who have previously been issued with a security pass are kindly requested to bring this pass with them for reactivation.

Additionally, Member Governments, IGOs and NGOs are required to provide, prior to the meeting date, the list 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.3251, to facilitate their entry into the building and for the production of the list of participants.

The list of representatives, which serves as authorization for representatives to attend, must be on official letter-headed paper and signed by the responsible officer of the Government or organization concerned, should be attached to the registration details sent via the OMRS, by **Friday, 12 July 2013** at the latest.

Any issues related to the use of the OMRS should be communicated to:

Registration Unit  
Conference Section  
E-mail: [registration@imo.org](mailto:registration@imo.org)

No representative will be registered without such evidence of authorization to attend the meeting. Delegates whose names appear on the aforementioned list will be issued with the requisite pass, which will include a photograph of the bearer. Delegates whose names are not on the list will be requested to provide evidence of their authorization to attend the meeting.

Delegates are advised that the Registration Desk will be open for registration from 7.30 a.m. on **Monday, 15 July 2013**, when early arrival would be of assistance.

With a view to facilitating visa applications by those delegates who require United Kingdom entry visas, the Procedures governing the support by IMO of visa applications are attached.

General information on administrative and housekeeping issues relating to meetings at IMO can be found in an information leaflet for delegates which can be downloaded from IMODOCS and which is also available at the Documents and Conference counters on the ground floor and second floor, respectively. Delegates attending IMO meetings are kindly requested to familiarize themselves with the contents of the information leaflet.

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### 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); 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 any other competent Ministry) 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 of IMO, requesting visa assistance and communicating the reasons, given by the British Embassy/ High Commission, why 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 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 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\*.

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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](mailto:visa@imo.org).

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COUNCIL  
110th session  
Agenda item 1

C 110/1  
21 January 2013  
Original: ENGLISH

## PROVISIONAL AGENDA

**for the 110th session of the Council  
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,  
from Monday, 15 to Friday, 19 July 2013**

**(The session commences at 9.30 a.m. on Monday, 15 July 2013)**

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 resource matters, including amendments to the Staff Regulations and Staff Rules
  - (b) Accounts and audit: accounts for the financial period 2012 and transfers within the 2012 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 2013
- 5 Technical Co-operation Fund – biennial allocation to support the ITCP for 2014-2015
- 6 Results-based budget: outline of budgetary implications for 2014-2015
- 7 Voluntary IMO Member State Audit Scheme
- 8 Consideration of the reports of the Maritime Safety Committee
- 9 Consideration of the report of the Facilitation Committee
- 10 Consideration of the report of the Legal Committee
- 11 Consideration of the report of the Marine Environment Protection Committee

- 12 Consideration of the report of the Technical Co-operation Committee
- 13 Protection of vital shipping lanes
- 14 Periodic review of administrative requirements in mandatory IMO instruments
- 15 World Maritime University:
  - (a) Report of the Board of Governors
  - (b) Budget
- 16 IMO International Maritime Law Institute:
  - (a) Report of the Governing Board
  - (b) Budget
- 17 Assembly matters:
  - (a) Provisional agenda for the twenty-eighth regular session of the Assembly
  - (b) Preparations for the twenty-eighth regular session of the Assembly
  - (c) Draft report of the Council to the Assembly on the work of the Organization since the twenty-seventh regular session of the Assembly
- 18 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 2013
- 19 Report on the status of the Convention and membership of the Organization
- 20 Report on the status of conventions and other multilateral instruments in respect of which the Organization performs functions
- 21 Place, date and duration of the next two sessions of the Council (C/ES.27 and C 111)
- 22 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.3292):

- .1 as specified in paragraph 4.4 of the Council's Guidelines, documents should be received by the Secretariat as follows:
  - (a) documents (including information documents) containing more than 6 pages of text (bulky documents),<sup>1</sup> by **Friday, 31 May 2013 (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);
  - (b) documents containing 6 pages or less of text (non-bulky documents) by **Friday, 14 June 2013 (4-week deadline)**;
  - (c) 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 4 weeks in advance of the scheduled meeting; and
  - (d) Council Members and other Member Governments wishing to raise urgent matters or to react to documents submitted in accordance with subparagraphs 4.4.3 and 4.4.4 of the Council's Guidelines should, as far as practicable, ensure that their submissions are less than 2 pages in length, expressly requesting that the special procedure provided in paragraph 4.6 thereof be applied;
- .2 for reasons of economy, documents should be submitted in single spacing, be as concise as possible and:
  - (a) all documents should include a brief summary prepared in accordance with the Council's Guidelines;
  - (b) substantive documents should conclude with a summary of the action which the Council is invited to take; and
  - (c) 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 paragraph 4.4.1 of Circular letter No.3292, 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.3292, annex, paragraph 4.4.2).

.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; and

.4 to facilitate the processing of documents, they should be accompanied by a USB flash drive preferably in Microsoft Word, where available or sent via e-mail in Microsoft Word to IMO's e-mail address [info@imo.org](mailto:info@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 4.4.3 and 4.4.5 and in paragraph 4.5 thereof.

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