



SUB-COMMITTEE ON STANDARDS OF
TRAINING AND WATCHKEEPING
42nd session
Agenda item 1

STW 42/1
5 July 2010
Original: ENGLISH

PROVISIONAL AGENDA*

**for the forty-second session of the Sub-Committee, to be held at
IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Monday 24 to Friday, 28 January 2011**

(Session commences at 9.30 a.m. on Monday, 24 January 2011)

- Opening of the session
- 1 Adoption of the agenda
 - 2 Decisions of other IMO bodies
 - 3 Validation of model training courses
 - 4 Unlawful practices associated with certificates of competency
 - 5 Casualty analysis
 - 6 Development of an e-navigation strategy implementation plan
 - 7 Revision of the Recommendations for entering enclosed spaces aboard ships
 - 8 Development of model procedures for executing shipboard emergency measures
 - 9 Development of training standards for recovery systems
 - 10 Development of unified interpretations for the term "approved seagoing service"
 - 11 Work programme and provisional agenda for STW 43
 - 12 Election of Chairman and Vice-Chairman for 2012
 - 13 Any other business
 - 14 Report to the Maritime Safety Committee

* Agenda item numbers do not indicate priorities.

Notes:

1 In accordance with the Guidelines on the organization and method of work of the MSC and the MEPC and their subsidiary bodies (MSC-MEPC.1/Circ.2):

- .1 documents should be received in the Secretariat as follows*:
- (a) documents (including information documents) containing more than 6 pages of text (bulky documents) by Friday, 22 October 2010 (**13 weeks deadline**);
 - (b) non-bulky documents (including information documents) and bulky information documents, if submitted in electronic format, by Friday 19 November 2010 (**9 weeks deadline**); and
 - (c) documents containing 4 pages or less, commenting on those referred to in subparagraphs (a) and (b)** above, by 3 December 2010 (**7 weeks deadline**); see also paragraph 4.10.5 of the Guidelines.
- .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 section 4 of the above-mentioned Guidelines;
 - (b) substantive documents should conclude with a summary of the action which the Sub-Committee is invited to take; and
 - (c) 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 (centimetres): 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

* In the case of:

- .1 documents exceeding the number of pages specified, the provisions of paragraph 4.10.1 of the Guidelines will apply; and
- .2 documents other than information documents, which contain more than 20 pages, C 104 decided that they will not be translated into all working languages in their entirety. Such documents should include, for translation purposes, a summary of the document no longer than four pages, with the technical content submitted as an annex in the language needed by working groups (e.g., English).

** MSC 87 agreed that paragraph (c) should also apply to documents indicated in paragraph (b).

- .4 to facilitate the processing of documents by the Secretariat, they should be accompanied by USB stick, preferably in Microsoft Word, where available or sent via e-mail in Microsoft Word to IMO's e-mail address "info@imo.org", in which case hard copies of the documents should also be sent by mail or facsimile.

2 The MSC has recommended that the provisions of the above Guidelines, which, *inter alia*, provide that the Secretariat should strictly apply the rules concerning the submission of documents and not accept late submissions from Governments or delegations, should be strictly observed.
