

COUNCIL
109th session
Agenda item 1

C 109/1
13 July 2012
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PROVISIONAL AGENDA

**for the 109th session of the Council
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,
from Monday, 5 to Friday, 9 November 2012**

(The session commences at 9.30 a.m. on Monday, 5 November 2012)

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) Recommendations of the External Auditor: implementation action plan
 - (c) Report on arrears of contributions and of advances to the Working Capital Fund and on the implementation of Article 61 of the IMO Convention
 - (d) Budget considerations for 2012 and 2013
 - (e) Development of a long-term plan for the future financial sustainability of the Organization
- 5 Voluntary IMO Member State Audit Scheme
- 6 Consideration of the report of the Marine Environment Protection Committee
- 7 Report on the 34th Consultative Meeting of Contracting Parties to the London Convention 1972 and the 7th Meeting of Contracting Parties to the 1996 Protocol to the London Convention
- 8 Report on the 2012 Conference for the adoption of an agreement on the implementation of the 1993 Protocol relating to the 1977 Torremolinos Convention on the Safety of Fishing Vessels
- 9 IMO International Maritime Law Institute: review of the IMLI Statute

- 10 Protection of vital shipping lanes
- 11 Periodic review of administrative requirements in mandatory IMO instruments
- 12 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 organizations¹
 - (e) Day of the Seafarer
 - (f) Report on World Maritime Day 2012
- 13 Report on the status of the Convention and membership of the Organization
- 14 Report on the status of conventions and other multilateral instruments in respect of which the Organization performs functions
- 15 Substantive items for inclusion in the provisional agendas for the next two sessions of the Council
- 16 Place, date and duration of the next session of the Council
- 17 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),² by **Friday, 21 September 2012 (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);

¹ C 108 decided to reconvene, during working hours at C 109, the group of Council Members dealing with issues related to consultative status, with the task of further discussing the Rules and Guidelines, as well as the questionnaire to be attached to new applications for consultative status, and submitting amendments to them for the Council's consideration, including consideration as to how the Secretariat could engage in the process of screening new applications.

² C 104 decided that documents, other than information documents and those referred to in paragraph 4.4.1 of Circular letter No.3085, 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.3085, annex, paragraph 4.4.2).

- (b) documents containing 6 pages or less of text (non-bulky documents) by **Friday, 5 October 2012 (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;
- .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.

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.