

FACILITATION COMMITTEE  
37th session  
Agenda item 1

FAL 37/1  
12 January 2011  
Original: ENGLISH

## PROVISIONAL AGENDA

**for the thirty-seventh session of the Facilitation Committee  
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,  
from Monday, 5 September 2011 at 9.30 a.m. to Friday, 9 September 2011**

- Opening of the session
- 1 Adoption of the agenda
- 2 Decisions of other IMO bodies
- 3 Consideration and adoption of proposed amendments to the Convention
- 4 General review of the Convention, including harmonization with other international instruments:
  - .1 status of the Convention
  - .2 comprehensive review of the Convention
- 5 E-business possibilities for the facilitation of maritime traffic:
  - .1 electronic means for the clearance of ships, cargo and passengers
  - .2 revision of the IMO Compendium on facilitation and electronic business
  - .3 development of guidelines for setting up the Single Window system
- 6 Formalities connected with the arrival, stay and departure of persons:
  - .1 shipboard personnel
  - .2 stowaways
  - .3 illegal migrants
  - .4 persons rescued at sea

- 7 Certificates and documents required to be carried on board ships and FAL Forms:
  - .1 list of certificates and documents required to be carried on board ships
  - .2 online access to certificates and documents required to be carried on board ships
  - .3 implementation of IMO FAL Forms 1 to 7
- 8 Ensuring security in and facilitating international trade:
  - .1 shore leave and access to ships
  - .2 trade recovery
- 9 Ship/port interface:
  - .1 facilitation of shipments of dangerous cargoes
- 10 Technical co-operation and assistance
- 11 Relations with other organizations
- 12 Application of the Committee's Guidelines
- 13 Role, mission, strategic direction and work of the Committee
- 14 Work programme
- 15 Election of Chairman and Vice-Chairman for 2012
- 16 Any other business
- 17 Consideration of the report of the Committee on its thirty-seventh session

---

**Notes:**

- 1 In accordance with the Guidelines on the organization and method of work of the Committee (FAL.3/Circ.195, as amended):
  - .1 documents should be received by the Secretariat as follows<sup>\*</sup>:
    - (a) documents containing proposals for new and unplanned outputs, by **3 June 2011**;

---

<sup>\*</sup>

- .1 documents exceeding the number of pages specified above, the provisions of paragraph 4.9.1 of the Guidelines will apply; and
- .2 documents other than information documents, which contain more than 20 pages, will not be translated into all working languages in their entirety. Such documents should include, for translation purposes, a summary of the document not longer than four pages, with the technical content submitted as an annex in the language needed by working groups (e.g., English).

- (b) documents (including information documents submitted in hard copy only) containing more than 6 pages of text (bulky documents), by **3 June 2011**;
  - (c) non-bulky documents (including information documents) and bulky information documents submitted in electronic format, by **1 July 2011**; and
  - (d) documents, containing 4 pages or less, commenting on those referred to in subparagraphs (a) and (b) above, by **15 July 2011** (see also paragraph 4.9.5 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 paragraph 4.1.1 of the above Guidelines;
  - (b) substantive documents should conclude with a summary of the action the 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: 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 Committee 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.

3 It should be noted that, in accordance with Circular letter No.2995 on Measures to reduce the costs of IMO meetings and meet United Nations climate neutral objectives, the distribution of meeting documents in hard copy, in advance of a meeting, will cease and hard copies of meeting documents produced in advance of meetings will no longer be available during the meetings themselves.