

FACILITATION COMMITTEE
38th session
Agenda item 1

FAL 38/1
21 June 2012
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PROVISIONAL AGENDA

**for the thirty-eighth session of the Facilitation Committee
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,
from Monday, 8 April 2013 at 9.30 a.m. to Friday, 12 April 2013**

- 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
- 5 E-business possibilities for the facilitation of maritime traffic:
 - .1 electronic means for the clearance of ships, cargo and passengers
 - .2 electronic access to, or electronic versions of, certificates and documents required to be carried on ships
- 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 Ensuring security in and facilitating international trade:
 - .1 shore leave and access to ships
 - .2 trade recovery
- 8 Ship/port interface
- 9 Technical co-operation and assistance
- 10 Relations with other organizations

- 11 Application of the Committee's Guidelines
- 12 Work programme
- 13 Election of Chairman and Vice-Chairman for 2013
- 14 Any other business
- 15 Consideration of the report of the Committee on its thirty-eighth session

Notes:

1 In accordance with the Guidelines on the organization and method of work of the Committee (FAL.3/Circ.206):

- .1 documents should be received by the Secretariat as follows¹:
 - (a) documents containing proposals for new and unplanned outputs, by **Friday, 4 January 2013 (13-week deadline)**;
 - (b) documents (including information documents submitted in hard copy only) containing more than 6 pages of text (bulky documents), by **Friday 4 January 2013 (13-week deadline)**;
 - (c) non-bulky documents (including information documents) and bulky information documents submitted in electronic format, by **Friday, 1 February 2013 (9-week deadline)**; and
 - (d) documents, containing 4 pages or less, commenting on those referred to in subparagraphs (a) and (b) above, by **Friday, 15 February 2013 (7-week deadline)** (see also paragraph 6.8.5 of the Guidelines). These documents should start with a paragraph clearly indicating the document on which comments are made and stating that the document is submitted in accordance with the provisions of paragraph 6.8.5 of the Committee's Guidelines;

¹ In the case of:

- .1 documents exceeding the number of pages specified, the provisions of paragraph 6.8.1 of the Committee's Guidelines will apply; and
- .2 documents other than information documents and reports from committees, sub-committees, working, drafting, correspondence, other reporting groups and the Secretariat, which contain more than 20 pages, should 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).

- .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 6.1.1 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.

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.
