

FACILITATION COMMITTEE  
39th session  
Agenda item 1

FAL 39/1  
6 January 2014  
Original: ENGLISH

## PROVISIONAL AGENDA

**for the thirty-ninth session of the Facilitation Committee  
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,  
from Monday, 22 September 2014 at 9.30 a.m. to Friday, 26 September 2014**

- 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
  - 6 Formalities connected with the arrival, stay and departure of persons
  - 7 Ensuring security in and facilitating international trade
  - 8 Ship/port interface
  - 9 Guidelines on minimum training and education for mooring personnel
  - 10 Technical cooperation activities related to facilitation of maritime traffic
  - 11 Relations with other organizations
  - 12 Application of the Committee's Guidelines
  - 13 Work programme
  - 14 Election of Chairman and Vice-Chairman for 2015
  - 15 Any other business
  - 16 Consideration of the report of the Committee on its thirty-ninth session

**Notes:**

1 In accordance with the *Guidelines on the organization and method of work of the Committee* (FAL.3/Circ.209) (the guidelines):

- .1 documents should be received by the Secretariat as follows<sup>1</sup>:
  - (a) documents containing proposals for new and unplanned outputs, by **Friday, 20 June 2014 (13-week deadline)**;
  - (b) documents (including information documents submitted in hard copy only) containing more than 6 pages of text (bulky documents), by **Friday, 20 June 2014 (13-week deadline)**;
  - (c) non-bulky documents (including information documents) and bulky information documents submitted in electronic format, by **Friday, 18 July 2014 (9-week deadline)**; and
  - (d) documents, containing 4 pages or fewer, commenting on those referred to in subparagraphs (a) to (c) above, by **Friday, 1 August 2014 (7-week deadline)** (see also paragraph 6.11.5 of the Guidelines);
- .2 for reasons of economy, documents should be submitted in single spacing and be as concise as possible and:
  - (a) all documents should include a brief summary prepared in accordance with paragraph 6.1.1 of the Guidelines;
  - (b) substantive documents should conclude with a summary of the action that 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 pt;
  - justification: full;
  - margins: 2 cm top, 2.5 cm bottom, left and right.

A template is available on the IMODOCS website for use in the preparation of documents; and

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<sup>1</sup> In the case of:

- .1 documents exceeding the number of pages specified, the provisions of paragraph 6.11.1 of the Committee's Guidelines will apply; and
- .2 documents other than information documents and reports from Committee, working, drafting, correspondence, other reporting groups and the Secretariat, and which contain more than 20 pages, should not be translated in their entirety. They should include, for translation purposes, a summary not longer than four pages, with the remaining content submitted as an annex in the language to be used by the working groups (e.g. English).

- .4 to facilitate the processing of documents, they should be submitted on a USB flash drive or via e-mail to IMO's e-mail address "[info@imo.org](mailto:info@imo.org)", preferably in Microsoft Word.

2 The Committee has recommended that the provisions of the above-mentioned Guidelines, which, inter alia, also 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.

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