

FACILITATION COMMITTEE  
40th session  
Agenda item 1

FAL 40/1  
24 June 2015  
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## PROVISIONAL AGENDA

**for the fortieth session of the Facilitation Committee  
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,  
from Monday, 4 April 2016 at 9.30 a.m. to Friday, 8 April 2016**

- Opening of the session and election of Chairman and Vice-Chairman for 2016
- 1 Adoption of the agenda; report on credentials
  - 2 Decisions of other IMO bodies
  - 3 Consideration and adoption of proposed amendments to the Convention
  - 4 Comprehensive review of the FAL Convention
  - 5 Application of single-window concept
  - 6 Requirements for access to, or electronic versions of, certificates and documents, including record books required to be carried on ships
  - 7 Measures to protect the safety of persons rescued at sea
  - 8 Consideration and analysis of reports and information on persons rescued at sea and stowaways
  - 9 Guidelines on the facilitation aspects of protecting the maritime transport network from cyberthreats
  - 10 Guidelines on minimum training and education for mooring personnel
  - 11 Review of the ICAO/IMO publication on International signs to provide guidance to persons at airports and marine terminals
  - 12 Technical cooperation activities related to facilitation of maritime traffic
  - 13 Relations with other organizations
  - 14 Application of the Committee's Guidelines
  - 15 Work programme

- 16 Election of Chairman and Vice-Chairman for 2017
- 17 Any other business
- 18 Consideration of the report of the Committee on its fortieth session

**Notes:**

1 In accordance with the *Guidelines on the organization and method of work of the Committee* (FAL.3/Circ.210) (the guidelines):

- .1 documents should be received by the Secretariat as follows<sup>1</sup>:
- .1 documents containing proposals for new and unplanned outputs, by **Friday, 1 January 2016 (13-week deadline)**;
- .2 documents (including information documents) containing more than six pages of text (bulky documents<sup>2</sup>), by **Friday, 1 January 2016 (13-week deadline)**;
- .3 non-bulky documents including information documents (six pages or fewer) and bulky information documents submitted in electronic format, by **Friday, 29 January 2016 (nine-week deadline)**; and
- .4 documents (four pages or fewer) commenting on those referred to in subparagraphs .1 to .3 above, by **Friday, 12 February 2016 (seven-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:
- .1 all documents should include a brief summary prepared in accordance with paragraph 6.1.1 of the guidelines;
- .2 substantive documents should conclude with a summary of the action that the Committee is invited to take; and
- .3 information documents should conclude with a summary of the information contained therein;

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<sup>1</sup> Documents other than information documents and reports from sub-committees, working, drafting, correspondence and other working groups and the Secretariat, which contain more than 20 pages, in line with paragraph 6.11 of the Committees' Guidelines, will not be translated in their entirety. Such documents should include, for translation purposes, a summary not longer than four pages, with the technical content submitted as an annex in the language needed by working groups (i.e. English).

<sup>2</sup> In the case of documents containing more than 50 pages, the provisions of paragraph 6.12.1 of the Committees' Guidelines are to be applied.

.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.

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

To facilitate the processing of documents, they should be sent via email in Microsoft Word to IMO's email address: [info@imo.org](mailto:info@imo.org).

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.

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