



FACILITATION COMMITTEE  
36th session  
Agenda item 1

FAL 36/1  
28 January 2010  
Original: ENGLISH

## PROVISIONAL AGENDA

**for the thirty-sixth session of the Facilitation Committee  
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,  
from Monday, 6 September 2010 at 9.30 a.m. to Friday, 10 September 2010**

- 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 and implementation of the Convention:
  - .1 status of the Convention
  - .2 review of Standards and Recommended Practices
  - .3 development of an Explanatory Manual to the Convention
- 5 Electronic means for the clearance of ships:
  - .1 e-business possibilities for the facilitation of maritime traffic
  - .2 development of EDI messages for transmission of security-related information
  - .3 revision of the IMO Compendium on facilitation and electronic business
  - .4 co-operation amongst Member States
  - .5 the use of the Single Window Concept

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\* Any amendment proposed to the Annex to the Convention on Facilitation of International Maritime Traffic, 1965, as amended, with the view to adoption, needs to be submitted to the Organization as early as possible to enable its circulation in accordance with article VII(2)(a) thereof and at least three months before the opening of the session.

- 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 Securing and facilitating international trade
- 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 Review of the Role, mission, strategic direction and work of the Committee
- 14 Work programme
- 15 Election of Chairman and Vice-Chairman for 2011
- 16 Any other business
- 17 Consideration of the report of the Committee on its thirty-sixth session

**Notes:**

1 In accordance with the Guidelines on the organization and method of work of the Committee (FAL.3/Circ.195):

- .1 documents should be received by the Secretariat as follows\*:
  - (a) documents (including information documents submitted in hard copy only) containing more than 6 pages of text (bulky documents), by 4 June 2010;
  - (b) non-bulky documents (including information documents) and bulky information documents submitted in electronic format, by 2 July 2010; and
  - (c) documents, containing 4 pages or less, commenting on those referred to in subparagraphs (a) and (b) above, by 16 July 2010 (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 (centimetres): | 2 cm top, 2.5 cm bottom, left and right. |
- .4 to facilitate the processing of documents, they should be accompanied by USB disk preferably in Microsoft Word, where available or sent via e-mail in Microsoft Word to IMO's e-mail address "info@imo.org", in which case hard copies of the documents should also be sent by mail or facsimile.

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\* In case of documents exceeding the number of pages specified above, the provisions of paragraph 4.9.1 of the Guidelines will apply.

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.

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