

SUB-COMMITTEE ON HUMAN ELEMENT,
TRAINING AND WATCHKEEPING
1st session
Agenda item 1

HTW 1/1
27 August 2013
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PROVISIONAL AGENDA¹

**for the first session of the Sub-Committee, to be held at
IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Monday, 17 February to Friday, 21 February 2014**

(Session commences at 9.30 a.m. on Monday, 17 February 2014)

- Opening of the session and election of Chairman and Vice-Chairman for 2014
- 1 Adoption of the agenda
 - 2 Decisions of other IMO bodies
 - 3 Validation of model training courses
 - 4 Reports on unlawful practices associated with certificates of competency
 - 5 Development of guidance for the implementation of the 2010 Manila Amendments
 - 6 Follow-up action to the STCW-F Conference resolutions 6 and 7
 - 7 Development of guidelines for wing-in-ground craft
 - 8 Role of the human element
 - 9 Development of guidance for personnel involved with tug-barge operations
 - 10 Revision of guidance for model course development, updating and validation processes
 - 11 Development of a mandatory Code for ships operating in polar waters
 - 12 Review and modernization of the Global Maritime Distress and Safety System (GMDSS)
 - 13 Proposed review of STCW passenger ship specific safety training
 - 14 Training in hot work procedures on crude oil tankers

¹ Agenda item numbers do not indicate priorities

- 15 Develop guidelines for shipowners and seafarers for proper implementation of relevant IMO instruments in relation to the carriage of dangerous goods in packaged form by sea
- 16 Development of a globally-consistent format for the certificate of training and education issued under the STCW Convention
- 17 Development of the International Code of safety for ships using gases or low flash-point fuels (IGF Code)
- 18 Biennial agenda and provisional agenda for HTW 2
- 19 Election of Chairman and Vice-Chairman for 2015
- 20 Any other business
- 21 Report to the Maritime Safety Committee

Notes:

1 In accordance with the *Guidelines on the organization and method of work of the Maritime Safety Committee and the Marine Environment Protection Committee and their subsidiary bodies* (MSC-MEPC.1/Circ.4/Rev.2):

- .1 documents should be received in the Secretariat as follows²:
 - .1 documents (including information documents) containing more than 6 pages of text (bulky documents) by **Friday, 22 November 2013**;
 - .2 non-bulky documents (including information documents) and bulky information documents, if submitted in electronic format, by **Friday 13 December 2013**; and
 - .3 documents containing 4 pages or less, commenting on those referred to in subparagraphs .1 and .2 above, by **Friday 3 January 2014** (see also paragraph 6.12.5 of the Guidelines).
- .2 for reasons of economy, documents should be submitted in single spacing, be as concise as possible and:
 - .1 all documents should include a brief summary prepared in accordance with section 6 of the above-mentioned Guidelines;
 - .2 substantive documents should conclude with a summary of the action which the Sub-Committee is invited to take; and
 - .3 information documents should conclude with a summary of the information contained therein.

² In the case of:

- .1 documents exceeding the number of pages specified, the provisions of paragraph 6.12.1 of the Guidelines will apply; and
- .2 documents other than information documents and correspondence group reports, 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).

.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 USB flash drive, preferably in Microsoft Word, where available, or sent via e-mail in Microsoft Word to the dedicated IMO email address for documents to the Human Element, Training and Watchkeeping (HTW) Sub-Committee: htw@imo.org.

2 The MSC recommended the sub-committees to strictly observe the above provisions of the aforementioned 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.
