

SUB-COMMITTEE ON IMPLEMENTATION
OF IMO INSTRUMENTS
2nd session
Agenda item 1

III 2/1
2 December 2014
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PROVISIONAL AGENDA¹

**for the second session of the Sub-Committee on Implementation of IMO Instruments
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Monday, 13 to Friday, 17 July 2015**

Session commences at 9.30 a.m. on Monday, 13 July 2015

- Opening of the session
- 1 Adoption of the agenda
 - 2 Decisions of other IMO bodies
 - 3 Non-mandatory instruments on regulations for non-convention ships (5.2.1.16)
 - 4 Requirements for access to, or electronic versions of, certificates and documents, including record books required to be carried on ships (8.0.3.1)
 - 5 Consideration and analysis of reports on alleged inadequacy of port reception facilities (7.1.3.1)
 - 6 Analysis of casualty and PSC data to identify trends and develop knowledge and risk-based recommendations (12.1.2.1)
 - 7 Measures to harmonize port State control (PSC) activities and procedures worldwide (5.3.1.1)
 - 8 Analysis of consolidated audit summary reports (2.0.2.1)
 - 9 Updated Survey Guidelines under the Harmonized System of Survey and Certification (HSSC) (5.2.1.17)
 - 10 Non-exhaustive list of obligations under instruments relevant to the IMO Instruments Implementation Code (III Code) (5.2.1.29)

¹ As approved by MEPC 67 and MSC 94.

- 11 Unified interpretation of provisions of IMO safety, security, and environment related Conventions (1.1.2.3)
- 12 Review of general cargo ship safety (5.2.1.3)
- 13 Biennial agenda and provisional agenda for III 3
- 14 Election of Chairman and Vice-Chairman for 2016
- 15 Any other business
- 16 Report to the Committees

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.3):

- .1 documents should be received in the Secretariat as follows²:
 - .1 bulky documents³ (those containing more than six pages) by **Friday, 10 April 2015**;
 - .2 non-bulky documents (those containing six pages or fewer) and also bulky information documents by **Friday, 8 May 2015**; and
 - .3 documents commenting on those referred to in subparagraphs .1 and .2 above and containing four pages or fewer, by **Friday, 22 May 2015** (see also paragraph 6.12.5 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 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 contain; and

² 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 above-mentioned 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).

³ 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; and
- 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 submitted in Microsoft Word, preferably to: iii@imo.org.

2 The MSC and the MEPC 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.
