

MARITIME SAFETY COMMITTEE  
94th session  
Agenda item 1

MSC 94/1  
3 June 2014  
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## PROVISIONAL AGENDA

**for the ninety-fourth session of the Maritime Safety Committee to be held  
from Monday, 17 November to Friday, 21 November 2014  
at IMO Headquarters, 4 Albert Embankment, London SE1 7SR**

**Session commences at 9.30 a.m. on Monday, 17 November 2014**

Opening of the session

- 1 Adoption of the agenda; report on credentials
- 2 Decisions of other IMO bodies
- 3 Consideration and adoption of amendments to mandatory instruments
- 4 Measures to enhance maritime security
- 5 Goal-based new ship construction standards
- 6 Passenger ship safety
- 7 Human element, training and watchkeeping (report of the first session of the Sub-Committee)
- 8 Ship systems and equipment (report of the first session of the Sub-Committee)
- 9 Navigation, communications, search and rescue (report of the first session of the Sub-Committee)
- 10 Implementation of IMO instruments (report of the first session of the Sub-Committee)
- 11 Carriage of cargoes and containers (urgent matters emanating from the first session of the Sub-Committee)
- 12 Capacity building for the implementation of new measures
- 13 Formal safety assessment, including general cargo ship safety
- 14 Piracy and armed robbery against ships
- 15 Implementation of instruments and related matters

- 16 Relations with other organizations
- 17 Review and reform of the Organization, including application of the Committee's Guidelines
- 18 Work programme
- 19 Election of Chairman and Vice-Chairman for 2015
- 20 Any other business
- 21 Consideration of the report of the Committee on its ninety-fourth session

**Notes:**

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

- .1 documents should be received by the Secretariat as follows:<sup>\*</sup>
  - (a) documents containing proposals for new and unplanned outputs, by **15 August 2014**;
  - (b) documents (including information documents submitted in hard copy only) containing more than 6 pages of text (bulky documents), by **15 August 2014**;
  - (c) non-bulky documents (including information documents) and bulky information documents submitted in electronic format, by **12 September 2014**; and
  - (d) documents, containing 4 pages or less, commenting on those referred to in subparagraphs (a) to (c) above, by **26 September 2014** (see also paragraph 6.12.5 of the Guidelines);
- .2 documents should be submitted, for reasons of economy, in single spacing and be as concise as possible and:
  - (a) all documents should include a brief summary prepared in accordance with the Guidelines;
  - (b) substantive documents should conclude with a summary of the action the Committee is invited to take; and

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<sup>\*</sup> 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, 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).

(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: 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. To facilitate the processing of documents, they should be accompanied by a USB flash drive preferably in Microsoft Word, where available or sent via email in Microsoft Word to IMO's email address [info@imo.org](mailto:info@imo.org).

2 The MSC 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.

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