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Circular letter No.3288  
15 June 2012

To: All IMO Members  
United Nations and Specialized Agencies  
Intergovernmental Organizations  
Non-Governmental Organizations in Consultative Status

Subject: **Fifty-fifth session of the Sub-Committee on Stability and Load Lines and on Fishing Vessels Safety (18 to 22 February 2013)**

1 The Secretary-General has the honour to invite representation at the fifty-fifth session of the Sub-Committee on Stability and Load Lines and on Fishing Vessels Safety (SLF), which has been scheduled to take place from 9.30 a.m. on Monday, 18 to Friday, 22 February 2013, at IMO Headquarters, 4 Albert Embankment, London SE1 7SR.

2 The provisional agenda for the fifty-fifth session of the Sub-Committee (SLF 55/1) is attached hereto. Other relevant documentation will be distributed as and when received by the Secretariat.

3 The Sub-Committee, at its fifty-fourth session, agreed to establish, at its fifty-fifth session, working groups on subjects to be selected from the following during the session:

- .1 intact stability;
- .2 subdivision and damage stability;
- .3 guidelines for verification of damage stability requirements for tankers; and
- .4 development of provisions to ensure the integrity and uniform implementation of the 1969 TM Convention,

whereby the Chairman, taking into account the submissions received on the respective subjects, would advise the Sub-Committee well in time before SLF 55 on the final selection of such groups.

4 The Secretary-General would appreciate being informed, in due course, of the names of representatives, delegates and observers, as appropriate, intending to participate in the forthcoming fifty-fifth session of the Sub-Committee.

#### **Submission of documents**

5 In accordance with the Guidelines on the organization and method of work of the MSC and the MEPC and their subsidiary bodies (MSC–MEPC.1/Circ.4/Rev.2), the deadlines for submission of documents to the session and the method of submitting documents are specified in paragraph 1 of the Notes to the provisional agenda for SLF 55 (SLF 55/1).

### **Security at IMO meetings**

6 With reference to Circular letter No.2692 of 20 January 2006, concerning security at IMO meetings, all delegates are required to carry a specially-issued pass to gain access to IMO meetings. Issuance of the security pass will require photo proof of identify, e.g. passport, identity card or driving licence. Delegates may also be required to show proof of identity if requested by IMO Security. In view of the significant costs incurred in the production of the pass, delegates who have previously been issued with a security pass are kindly requested to bring this pass with them for reactivation.

7 Additionally, Member Governments, IGOs and NGOs are required to provide, prior to the meeting date, the list of their representatives, including Permanent Representatives, heads of delegations, alternates, advisers or observers, via the Online Meeting Registration System (OMRS), as advised in Circular letter No.3251, to facilitate their entry into the building and for the production of the list of participants. The list of representatives, which serves as authorization for representatives to attend, must be on official letter-headed paper and signed by the responsible officer of the Government or organization concerned, should be attached to the registration details sent via the OMRS, by **Friday, 15 February 2013** at the latest. Any issues related to the use of the OMRS should be communicated to:

Registration Unit  
Conference Section  
E-mail: [registration@imo.org](mailto:registration@imo.org)

8 No representative will be registered without such evidence of authorization to attend the meeting. Delegates whose names appear on the aforementioned list will be issued with the requisite pass, which will include a photograph of the bearer. Delegates whose names are not on the list will be requested to provide evidence of their authorization to attend the meeting.

9 Delegates are advised that the Registration Desk will be open for registration from 7.30 a.m. on **Monday, 18 February 2013**, when early arrival would be of assistance.

10 For those who are still using the existing paper-based registration process in the interim, the attached pre-registration form should be completed by every delegate attending the session, including Permanent Representatives to IMO.

### **Procedures governing the support by IMO of visa applications**

11 With a view to facilitating visa applications by those delegates who require United Kingdom entry visas, the Procedures governing the support by IMO of visa applications are attached.

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SUB-COMMITTEE ON STABILITY AND LOAD  
LINES AND ON FISHING VESSELS SAFETY  
55th session  
Agenda item 1

SLF 55/1  
15 June 2012  
Original: ENGLISH

### **PROVISIONAL AGENDA**

**for the fifty-fifth session of the Sub-Committee, to be held at  
IMO Headquarters, 4 Albert Embankment, London SE1 7SR  
from Monday, 18 to Friday, 22 February 2013**

**(Session commences at 9.30 a.m. on Monday, 18 February 2013)**

- Opening of the session and election of Chairman and Vice-Chairman for 2013
- 1 Adoption of the agenda
  - 2 Decisions of other IMO bodies
  - 3 Development of second generation intact stability criteria
  - 4 Development of guidelines on safe return to port for passenger ships
  - 5 Development of guidelines for verification of damage stability requirements for tankers
  - 6 Development of mandatory carriage requirements for stability instruments on board tankers
  - 7 Review of the damage stability regulations for ro-ro passenger ships
  - 8 Revision of SOLAS chapter II-1 subdivision and damage stability regulations
  - 9 Development of provisions to ensure the integrity and uniform implementation of the 1969 TM Convention
  - 10 Development of amendments to part B of the 2008 IS Code on towing and anchor handling operations
  - 11 Consideration of IACS unified interpretations
  - 12 Development of amendments to the criterion for maximum angle of heel in turns of the 2008 IS Code
  - 13 Development of a mandatory Code for ships operating in polar waters
  - 14 Biennial agenda and provisional agenda for SLF 56

- 15 Election of Chairman and Vice-Chairman for 2014
- 16 Any other business
- 17 Report to the Maritime Safety Committee

**Notes:**

1 In accordance with the Guidelines on the organization and method of work of the MSC and the MEPC and their subsidiary bodies (MSC-MEPC.1/Circ.4/Rev.2):

- .1 documents should be received in the Secretariat as follows:
  - .1 documents (including information documents submitted in hard copy only) containing more than 6 pages of text (bulky documents), by Friday, **16 November 2012**;
  - .2 non-bulky documents (including information documents and bulky information documents, if submitted in electronic format), by Friday, **14 December 2012**; and
  - .3 documents commenting on those referred to in subparagraphs .1 and .2 above containing 4 pages or less, by Friday, **4 January 2013** (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;
- .3 the following word-processing format should be observed in order to standardize the presentation of documents:
  - font: Arial;
  - font size: 11 pt;
  - 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

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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).

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



Meeting: **SLF**  
From: **18 February 2013**

Session No.: **55**  
to: **22 February 2013**

## PRE-REGISTRATION FORM

<i>Attendee Name</i>	Last Name:		First Name:		
	<i>Title</i> (Mr/Mrs/Miss/Ms/Other)				
<i>Position</i>					
<i>Organization</i>					
<i>Delegation</i>					
<i>Attendee Status</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Head of Delegation	Representative	Alternate	Adviser	Observer
<i>Individual documents required during the meeting</i>	<b>Number of copies required</b>				
	English	French	Spanish		
<i>Preferred address during the meeting</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Permanent Contact information:

<i>Name</i>	
<i>Job Title</i>	
<i>Organization/Company</i>	
<i>Street line 1</i>	
<i>Street line 2</i>	
<i>City</i>	
<i>State/County</i>	
<i>Post Code/Zip</i>	
<i>Country</i>	
<i>Phone</i>	
<i>FAX</i>	
<i>Mobile phone</i>	
<i>E-Mail</i>	

Please fill in the blank fields and return the form to the IMO either by e-mail to [registration@imo.org](mailto:registration@imo.org) or FAX at +44 20 7463 4116.



## PROCEDURES GOVERNING THE SUPPORT BY IMO OF VISA APPLICATIONS

Delegates invited by the Organization, and who require United Kingdom entry visas, should, in the first instance, apply for a visa at the nearest British Consulate or Embassy and obtain reference numbers. The necessary documentation (such as copy of the IMO programme of meetings (usually issued during December/January each year); the original and relevant IMO official letter of invitation (usually issued some six months prior to the time the meeting is to convene at IMO); copy of the completed IMO Pre-Registration Form; nomination letter and note verbale from the Ministry of Foreign Affairs) must accompany such visa applications.

Delegates must be nominated by the Ministry of Transport (or any other competent Ministry) or the National Maritime Administration. The nomination letter should be taken to the Ministry of Foreign Affairs to prepare a note verbale to the British Embassy/High Commission.

If, upon following the above procedures, the delegates still have visa problems, then either the Ministry of Foreign Affairs, Ministry of Transport or the National Maritime Administration should communicate, on letterhead, the following details to the Head, Human Resources Services of IMO, requesting visa assistance and communicating the reasons, given by the British Embassy/High Commission, why visas have been refused or may be refused.

- i First Name:  
Surname:  
Profession:  
Date of birth:  
Place of birth:  
Type of passport:  
Passport No:  
Place of issue:  
Date of issue:  
Valid until:  
Visa reference number:  
Date and place of visa application:
- ii Purpose of visit:
- iii Duration of anticipated stay in the United Kingdom:

This exercise must be undertaken **at least six weeks** before the date on which the meeting is to take place to enable the Organization to support the visa application accordingly and the visa to be issued in good time\*.

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\* Request for visa assistance should be sent to IMO by fax at (+44(0)20 7587 3210) or by e-mail at: [visa@imo.org](mailto:visa@imo.org).