

SUB-COMMITTEE ON STANDARDS OF
TRAINING AND WATCHKEEPING
44th session
Agenda item 1

STW 44/1
16 July 2012
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PROVISIONAL AGENDA*

**for the forty-fourth session of the Sub-Committee, to be held at
IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Monday, 13 May to Friday, 17 May 2013**

(Session commences at 9.30 a.m. on Monday, 13 May 2013)

- Opening of the session
- 1 Adoption of the agenda
- 2 Decisions of other IMO bodies
- 3 Validation of model training courses
- 4 Unlawful practices associated with certificates of competency
- 5 Casualty analysis
- 6 Development of an e-navigation strategy implementation plan
- 7 Development of guidance for the implementation of the 2010 Manila Amendments
- 8 Promotion of the implementation of the 1995 STCW-F Convention
- 9 Development of guidelines for wing-in-ground craft
- 10 Role of the human element:
 - .1 Guidelines on how to present relevant information to seafarers
 - .2 Enhancing the efficiency and user-friendliness of ISM Code
- 11 Development of guidance for personnel involved with tug-barge operations
- 12 Revision of the Recommendations on training of personnel on mobile offshore units (MOUs)
- 13 Development of a mandatory Code for ships operating in polar waters

* Agenda item numbers do not indicate priorities.

- 14 Review and modernization of the Global Maritime Distress and Safety System (GMDSS)
- 15 Review of general cargo ship safety
- 16 Biennial agenda and provisional agenda for STW 45
- 17 Election of Chairman and Vice-Chairman for 2014
- 18 Any other business
- 19 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*:
 - (a) documents (including information documents) containing more than 6 pages of text (bulky documents) by **Friday, 8 February 2013**;
 - (b) non-bulky documents (including information documents) and bulky information documents, if submitted in electronic format, by **Friday, 8 March 2013**; and
 - (c) documents containing 4 pages or less, commenting on those referred to in subparagraphs (a) and (b) above, by **Friday, 22 March 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:
 - (a) all documents should include a brief summary prepared in accordance with section 6 of the above-mentioned guidelines;
 - (b) substantive documents should conclude with a summary of the action which the Sub-Committee is invited to take; and
 - (c) information documents should conclude with a summary of the information contained therein;

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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).

.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 IMO's e-mail address 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.

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.
