

MARITIME SAFETY COMMITTEE
104th session
Agenda item 1

MSC 104/1
20 May 2021
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PROVISIONAL AGENDA

**for the 104th session of the Maritime Safety Committee,
to be held remotely¹ from Monday, 4 October, to Friday, 8 October 2021**

Session commences at 11 a.m. (UTC+1) on Monday, 4 October 2021

Opening of the session

- 1 Adoption of the agenda; report on credentials
- 2 Decisions of other IMO bodies²
- 3 Consideration and adoption of amendments to mandatory instruments
- 4 Capacity-building for the implementation of new measures²
- 5 Measures to improve domestic ferry safety
- 6 Goal-based new ship construction standards
- 7 Measures to enhance maritime security
- 8 Piracy and armed robbery against ships
- 9 Unsafe mixed migration by sea²
- 10 Formal safety assessment²
- 11 Human element, training and watchkeeping (report of the seventh session of the Sub-Committee)
- 12 Navigation, communications and search and rescue (report of the eighth session of the Sub-Committee)

¹ Refer to the decisions of ALCOM/ES (ALCOM/ES/5/1) and MSC-LEG-MEPC-TCC-FAL.1/Circ.1 on *Interim guidance to facilitate remote sessions of the Committees during the COVID-19 pandemic*.

² Submissions on this agenda item are restricted to non-bulky documents (six pages or less) commenting on documents previously submitted to MSC 102 and MSC 103.

- 13 Implementation of IMO instruments (report of the seventh session of the Sub-Committee)
- 14 Application of the Committee's method of work²
- 15 Work programme
- 16 Election of Chair and Vice-Chair for 2022
- 17 Any other business
- 18 Consideration of the report of the Committee on its 104th session

Notes:

1 In accordance with the *Organization and method of work of the Maritime Safety Committee and Marine Environment Protection Committee and their subsidiary bodies* (MSC-MEPC.1/Circ.5/Rev.2):

- .1 documents should be received by the Secretariat as follows:³
 - .1 documents containing proposals for new outputs and documents (including information documents) containing more than six pages of text (bulky documents⁴), by **2 July 2021 (13-week deadline)**;
 - .2 non-bulky documents including information documents (six pages or fewer) and bulky information documents submitted in electronic format, by **30 July 2021 (nine-week deadline)**; and
 - .3 documents (four pages or less) commenting on those referred to in sub-paragraphs .1 and .2 above, as well as those commenting on documents previously submitted to MSC 102 and MSC 103 (refer to footnote 2), by **13 August 2021 (seven-week deadline)**. These documents should start with a paragraph clearly indicating the document on which comments are made and stating that the document is submitted in accordance with the provisions of paragraph 6.12.5 of MSC-MEPC.1/Circ.5/Rev.2;
- .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 MSC-MEPC.1/Circ.5/Rev.2;
 - .2 substantive documents should conclude with a summary of the action the Committee is invited to take; and

³ 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 MSC-MEPC.1/Circ.5/Rev.2, 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).

⁴ In the case of documents containing more than 50 pages, the provisions of paragraph 6.12.1 of MSC-MEPC.1/Circ.5/Rev.2 are to be applied.

- .3 information documents should conclude with a summary of the information contained therein; and
- .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.

To facilitate the processing of documents, they should be sent via email in Microsoft Word to IMO's email address: info@imo.org. It should be noted that the file size limit for the IMO email system is set at 10 Mbytes. If submitters do not receive an acknowledgement receipt by the Secretariat within five working days, they should contact info@imo.org without delay referring to the original email.

2 MSC has recommended that the provisions of MSC-MEPC.1/Circ.5/Rev.2, 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 In order to improve access to information and increase transparency, submitters of meeting documents are invited to give their consent for their documents to be released to the public prior to the meeting by checking the "opt-in box" at the top right corner of the new document template provided on IMODOCS (pre-session public release). In the absence of explicit consent, submissions will not be released to the public prior to the meeting.
