

MARINE ENVIRONMENT PROTECTION  
COMMITTEE  
74th session  
Agenda item 1

MEPC 74/1/Rev.1  
17 January 2019  
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## PROVISIONAL AGENDA

**for the seventy-fourth session of the Marine Environment Protection Committee  
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR  
from Monday, 13 May to Friday, 17 May 2019**

**Session commences at 9.30 a.m. on Monday, 13 May 2019**

- Opening of the session
- 1 Adoption of the agenda
  - 2 Decisions of other bodies
  - 3 Consideration and adoption of amendments to mandatory instruments
  - 4 Harmful aquatic organisms in ballast water
  - 5 Air pollution and energy efficiency
  - 6 Further technical and operational measures for enhancing the energy efficiency of international shipping
  - 7 Reduction of GHG emissions from ships
  - 8 Follow-up work emanating from the Action Plan to address marine plastic litter from ships
  - 9 Identification and protection of Special Areas, ECAs and PSSAs
  - 10 Pollution prevention and response
  - 11 Reports of other sub-committees
  - 12 Technical cooperation activities for the protection of the marine environment
  - 13 Capacity-building for the implementation of new measures
  - 14 Work programme of the Committee and subsidiary bodies

- 15 Application of the Committees' Method of Work
- 16 Election of the Chair and Vice-Chair
- 17 Any other business
- 18 Consideration of the report of the Committee

**Notes:**

1 In accordance with 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.5/Rev.1):

- .1 documents should be received by the Secretariat as follows:<sup>1</sup>
  - .1 documents containing proposals for unplanned outputs, by **Friday, 8 February 2019 (13-week deadline)**;
  - .2 documents (including information documents) containing more than six pages of text (bulky documents<sup>2</sup>), by **Friday, 8 February 2019 (13-week deadline)**;
  - .3 non-bulky documents including information documents (six pages or fewer) and bulky information documents submitted in electronic format, by **Friday, 8 March 2019 (nine-week deadline)**; and
  - .4 documents (four pages or fewer) commenting on those referred to in sub-paragraphs .1 to .3 above, by **Friday, 22 March 2019 (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 the Committees' Method of Work;
- .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 the Committees' Method of Work;
  - .2 substantive documents should conclude with a summary of the action that the Committee is invited to take; and
  - .3 information documents should conclude with a summary of the information contained therein;

<sup>1</sup> 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 Committees' Method of Work, 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).

<sup>2</sup> In the case of documents containing more than 50 pages, the provisions of paragraph 6.12.1 of the Committees' Method of Work 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;
- 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](mailto: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](mailto:info@imo.org) without delay, referring to the original email.

2 The Committees' Method of Work, inter alia, requests the Secretariat to strictly apply the rules concerning the submission of documents and not to accept late submissions from Governments or delegations.

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.

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