

SUB-COMMITTEE ON IMPLEMENTATION
OF IMO INSTRUMENTS
5th session
Agenda item 1

III 5/1
15 January 2018
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PROVISIONAL AGENDA¹

**for the fifth session of the Sub-Committee on Implementation of IMO Instruments
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Monday, 24 to Friday, 28 September 2018**

Session commences at 9.30 a.m. on Monday, 24 September 2018

- Opening of the session
- 1 Adoption of the agenda
 - 2 Decisions of other IMO bodies
 - 3 Consideration and analysis of reports on alleged inadequacy of port reception facilities (6.7)
 - 4 Lessons learned and safety issues identified from the analysis of marine safety investigation reports (6.4)
 - 5 Measures to harmonize port State control (PSC) activities and procedures worldwide (OW 10)
 - 6 Identified issues relating to the implementation of IMO instruments from the analysis of PSC data (6.5)
 - 7 Analysis of consolidated audit summary reports (1.4)
 - 8 Updated Survey Guidelines under the Harmonized System of Survey and Certification (HSSC) (OW 16)
 - 9 Non-exhaustive list of obligations under instruments relevant to the IMO Instruments Implementation Code (III Code) (1.5)
 - 10 Unified interpretation of provisions of IMO safety, security, and environment-related conventions (6.1)

¹ To be approved by MEPC 72 and MSC 99.

- 11 Review the Model Agreement for the authorization of recognized organizations acting on behalf of the Administration (OW 49)
- 12 Biennial agenda and provisional agenda for III 6
- 13 Election of Chair and Vice-Chair for 2019
- 14 Any other business
- 15 Report to the Committees

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):

- .1 documents should be received in the Secretariat as follows:²
 - .1 bulky documents³ (those containing more than six pages) by **Friday, 22 June 2018 (13-week deadline)**;
 - .2 non-bulky documents (those containing six pages or fewer) and also bulky information documents by **Friday, 20 July 2018 (nine-week deadline)**; and
 - .3 documents commenting on those referred to in subparagraphs .1 and .2 above and containing four pages or fewer, by **Friday, 3 August 2018 (seven-week deadline)** (see also paragraph 6.12.5 of the annex to MSC-MEPC.1/Circ.5);
- .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 section 6 of MSC-MEPC.1/Circ.5;
 - .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 they contain; and

² 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 annex to MSC-MEPC.1/Circ.5, 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).

³ In the case of documents containing more than 50 pages, the provisions of paragraph 6.12.1 of the annex to MSC-MEPC.1/Circ.5 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; 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 submitted in Microsoft Word, preferably to: iii@imo.org. It should be noted that the file size limit for the IMO email system is set at 10Mbytes. If submitters do not receive an acknowledgement receipt by the Secretariat within five working days, they should contact the Secretary of the Sub-Committee without delay.

2 The MSC and the MEPC recommended the sub-committees to strictly observe the above provisions of MSC-MEPC.1/Circ.5, which, inter alia, provide that the Secretariat should strictly apply the rules concerning the submission of documents and not accept late submissions from Member States or international organizations.
