

MARINE ENVIRONMENT PROTECTION
COMMITTEE
68th session
Agenda item 1

MEPC 68/1
4 November 2014
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PROVISIONAL AGENDA

**for the sixty-eighth session of the Marine Environment Protection Committee
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Monday, 11 May to Friday, 15 May 2015**

Session commences at 9.30 a.m. on Monday, 11 May 2015

- Opening of the session
- 1 Adoption of the agenda
 - 2 Harmful aquatic organisms in ballast water
 - 3 Air pollution and energy efficiency
 - 4 Further technical and operational measures for enhancing the energy efficiency of international shipping
 - 5 Reduction of GHG emissions from ships
 - 6 Consideration and adoption of amendments to mandatory instruments
 - 7 Amendments to MARPOL Annex V, Form of Garbage Record Book
 - 8 Review of nitrogen and phosphorus removal standards in the *2012 Guidelines on the implementation of effluent standards and performance tests for sewage treatment plants*
 - 9 Use of electronic record books
 - 10 Identification and protection of Special Areas and PSSAs
 - 11 Inadequacy of reception facilities
 - 12 Reports of sub-committees
 - 13 Work of other bodies
 - 14 Promotion of implementation and enforcement of MARPOL and related instruments

- 15 Technical cooperation activities for the protection of the marine environment
- 16 Capacity building for the implementation of new measures
- 17 Work programme of the Committee and subsidiary bodies
- 18 Application of the Committees' Guidelines
- 19 Election of the Chairman and Vice-Chairman for 2016
- 20 Any other business
- 21 Consideration of the report of the Committee

Notes:

1 In accordance with the *Guidelines on 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.4/Rev.2):

- .1 documents should be received by the Secretariat as follows¹:
 - .1 documents containing proposals for unplanned outputs, by **Friday, 6 February 2015 (13-week deadline)**;
 - .2 documents (including information documents) containing more than six pages of text (bulky documents²), by **Friday, 6 February 2015 (13-week deadline)**;
 - .3 non-bulky documents including information documents (six pages or fewer) and bulky information documents submitted in electronic format, by **Friday, 6 March 2015 (nine-week deadline)**; and
 - .4 documents (four pages or less) commenting on those referred to in subparagraphs .1 to .3 above, by **Friday, 20 March 2015 (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' Guidelines;
- .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' Guidelines;

¹ 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 above-mentioned Guidelines, 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).

² In the case of documents containing more than 50 pages, the provisions of paragraph 6.12.1 of the Committees' Guidelines are to be applied.

- .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;
- .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; and

To facilitate the processing of documents, they should be sent via email in Microsoft Word to IMO's email address: info@imo.org.

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