

MARINE ENVIRONMENT PROTECTION
COMMITTEE
69th session
Agenda item 1

MEPC 69/1
6 July 2015
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PROVISIONAL AGENDA

**for the sixty-ninth session of the Marine Environment Protection Committee
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Monday, 18 to Friday, 22 April 2016**

Session commences at 9.30 a.m. on Monday, 18 April 2016

- 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 Amendments to MARPOL Annex V, Form of Garbage Record Book
 - 9 Use of electronic record books
 - 10 Identification and protection of Special Areas and PSSAs
 - 11 Inadequacy of reception facilities
 - 12 Pollution prevention and response
(urgent matters emanating from the third session of the Sub-Committee)
 - 13 Reports of other sub-committees
 - 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 Analysis and consideration of recommendations to reduce administrative burdens in IMO instruments as identified by the SG-RAR
- 18 Application of the Committees' Guidelines
- 19 Work programme of the Committee and subsidiary bodies
- 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.4):

- .1 documents should be received by the Secretariat as follows¹:
 - .1 documents containing proposals for unplanned outputs, by **Friday, 15 January 2016 (13-week deadline)**;
 - .2 documents (including information documents) containing more than six pages of text (bulky documents²), by **Friday, 15 January 2016 (13-week deadline)**;
 - .3 non-bulky documents including information documents (six pages or fewer) and bulky information documents submitted in electronic format, by **Friday, 12 February 2016 (nine-week deadline)**; and
 - .4 documents (four pages or fewer) commenting on those referred to in subparagraphs .1 to .3 above, by **Friday, 26 February 2016 (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 Committees' 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, request the Secretariat to strictly apply the rules concerning the submission of documents and not to accept late submissions from Governments or delegations.
