

4 ALBERT EMBANKMENT  
LONDON SE1 7SR

Telephone: +44 (0)20 7735 7611

Fax: +44 (0)20 7587 3210

Circular letter No.3293/Rev.1  
3 October 2012

To: All IMO Members  
United Nations and Specialized Agencies  
Intergovernmental Organizations  
Non-governmental Organizations in Consultative Status  
Liberation Movements

Subject: **Revised dates for the forty-fourth session of the Sub-Committee on Standards of Training and Watchkeeping (29 April to 3 May 2013)**

1 The Secretary-General has the honour to invite representation at the forty-fourth session of the Sub-Committee on Standards of Training and Watchkeeping (STW), which has been re-scheduled to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR, from **Monday, 29 April 2013 at 9.30 a.m. to Friday, 3 May 2013.**

2 The provisional agenda for the forty-fourth session of the Sub-Committee (STW 44/1/Rev.1) is attached and further documentation, including an annotated agenda and a provisional timetable, will follow in due course.

3 It is expected that the following working and drafting groups will be established during this session:

.1 working groups on:

.1.1 Role of the Human Element;

.1.2 Development of guidance for the implementation of the 2010 Manila Amendments; and

.1.3 Development of an e-navigation strategy implementation plan; and

.2 a drafting group will be established on validation of model courses.

4 The Secretary-General would appreciate being informed, in due course, of the names of representatives, delegates or observers, as appropriate, intending to participate in the forthcoming forty-fourth session of the Sub-Committee.

#### **Submission of documents**

5 In accordance with the Guidelines on the organization and method of work of the MSC and MEPC and their subsidiary bodies (MSC-MEPC.1/Circ.4/Rev.2), the deadlines for the submission of documents to the session and the method of submitting documents are specified in paragraph 1 of the Notes to the provisional agenda for STW 44 (document STW 44/1/Rev.1).

A document template is available on the IMODOCS website for use in the preparation of documents.

### **Registration and security**

6 With reference to Circular letter No.2692 of 20 January 2006 concerning security at IMO meetings, all delegates are required to carry a specially-issued pass to gain access to IMO meetings. Issuance of the security pass will require photo proof of identity, e.g. passport, identity card or driving licence. Delegates may also be required to show proof of identity if requested by IMO Security. In view of the significant costs incurred in the production of the pass, delegates who have previously been issued with a security pass are kindly requested to bring this pass with them for reactivation.

7 Additionally, Member Governments, IGOs and NGOs are required to provide, prior to the meeting date, the list of their representatives, including Permanent Representatives, heads of delegations, alternates, advisers or observers via the Online Meeting Registration System (OMRS), as advised in Circular letter No.3251, to facilitate their entry into the building and for the production of the list of participants.

The list of representatives, which serves as authorization for representatives to attend, must be on official letter-headed paper and signed by the responsible officer of the Government or organization concerned, should be attached to the registration details sent via the OMRS, by Thursday, 25 April 2013, at the latest.

Any issues related to the use of the OMRS should be communicated to:

Registration Unit  
Conference Section  
E-mail: [registration@imo.org](mailto:registration@imo.org)

8 No representative will be registered without such evidence of authorization to attend the meeting. Delegates whose names appear on the aforementioned list will be issued with the requisite pass, which will include a photograph of the bearer. Delegates whose names are not on the list will be requested to provide evidence of their authorization to attend the meeting.

9 Delegates are advised that the Registration Desk will be open for registration from 7.30 a.m. on 29 April 2013, when early arrival would be of assistance.

10 For those who are still using the existing paper-based registration process in the interim, the attached pre-registration form should be completed by every delegate attending the session, including Permanent Representatives to IMO.

### **Procedure for visa applications**

11 With a view to facilitating visa applications by those delegates who require United Kingdom entry visas, the Procedure governing the support by IMO for visa applications is attached.

12 Delegates are advised that IMO Headquarters is a non-smoking building.

\*\*\*

SUB-COMMITTEE ON STANDARDS OF  
TRAINING AND WATCHKEEPING  
44th session  
Agenda item 1

STW 44/1/Rev.1  
3 October 2012  
Original: ENGLISH

**PROVISIONAL AGENDA\***

**for the forty-fourth session of the Sub-Committee, to be held at  
IMO Headquarters, 4 Albert Embankment, London SE1 7SR  
from Monday, 29 April to Friday, 3 May 2013**

**(Session commences at 9.30 a.m. on Monday, 29 April 2013)**

- Opening of the session
- 1 Adoption of the agenda
  - 2 Decisions of other IMO bodies
  - 3 Validation of model training courses
  - 4 Unlawful practices associated with certificates of competency
  - 5 Casualty analysis
  - 6 Development of an e-navigation strategy implementation plan
  - 7 Development of guidance for the implementation of the 2010 Manila Amendments
  - 8 Promotion of the implementation of the 1995 STCW-F Convention
  - 9 Development of guidelines for wing-in-ground craft
  - 10 Role of the human element:
    - .1 Guidelines on how to present relevant information to seafarers
    - .2 Enhancing the efficiency and user-friendliness of ISM Code
  - 11 Development of guidance for personnel involved with tug-barge operations
  - 12 Revision of the Recommendations on training of personnel on mobile offshore units (MOUs)
  - 13 Development of a mandatory Code for ships operating in polar waters

---

\* Agenda item numbers do not indicate priorities.

- 14 Review and modernization of the Global Maritime Distress and Safety System (GMDSS)
- 15 Review of general cargo ship safety
- 16 Biennial agenda and provisional agenda for STW 45
- 17 Election of Chairman and Vice-Chairman for 2014
- 18 Any other business
- 19 Report to the Maritime Safety 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 in the Secretariat as follows\*:
  - (a) documents (including information documents) containing more than 6 pages of text (bulky documents) by **Friday, 25 January 2013**;
  - (b) non-bulky documents (including information documents) and bulky information documents, if submitted in electronic format, by **Friday, 22 February 2013**; and
  - (c) documents containing 4 pages or less, commenting on those referred to in subparagraphs (a) and (b) above, by **Friday, 8 March 2013** (see also paragraph 6.12.5 of the Guidelines);
- .2 for reasons of economy, documents should be submitted in single spacing, be as concise as possible and:
  - (a) all documents should include a brief summary prepared in accordance with section 6 of the above-mentioned guidelines;
  - (b) substantive documents should conclude with a summary of the action which the Sub-Committee is invited to take; and
  - (c) information documents should conclude with a summary of the information contained therein;

---

\*

In the case of:

- .1 documents exceeding the number of pages specified, the provisions of paragraph 6.12.1 of the Guidelines will apply; and
- .2 documents other than information documents and correspondence group reports, which contain more than 20 pages, will not be translated into all working languages in their entirety. Such documents should include, for translation purposes, a summary of the document not longer than four pages, with the technical content submitted as an annex in the language needed by working groups (e.g. English).

.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.

In this respect, a template is available on the IMODOCS website for use in the preparation of documents; and

.4 to facilitate the processing of documents, they should be accompanied by USB flash drive, preferably in Microsoft Word, where available or sent via e-mail in Microsoft Word to IMO's e-mail address [info@imo.org](mailto:info@imo.org).

2 The MSC has recommended that the provisions of the above Guidelines, 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 It should be noted that, in accordance with Circular letter No.2995 on Measures to reduce the costs of IMO meetings and meet United Nations climate neutral objectives, the distribution of meeting documents in hard copy, in advance of a meeting, will cease and hard copies of meeting documents produced in advance of meetings will no longer be available during the meetings themselves.



Meeting: **STW**  
From: **29 April 2013**

Session No.: **44**  
to: **3 May 2013**

## PRE-REGISTRATION FORM

<i>Attendee Name</i>	Last Name:		First Name:		
<i>Title (Mr/Mrs/Miss/Ms Other)</i>					
<i>Position</i>					
<i>Organization</i>					
<i>Delegation</i>					
<i>Attendee Status</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Head of Delegation	Representative	Alternate	Adviser	Observer
<i>Individual documents required during the meeting</i>	<b>Number of copies required</b>				
	English	French	Spanish		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>Preferred address during the meeting</i>					

### Permanent Contact information:

<i>Name</i>	
<i>Job Title</i>	
<i>Organization/Company</i>	
<i>Street line 1</i>	
<i>Street line 2</i>	
<i>City</i>	
<i>State/County</i>	
<i>Post Code/Zip</i>	
<i>Country</i>	
<i>Phone</i>	
<i>FAX</i>	
<i>Mobile phone</i>	
<i>E-Mail</i>	

Please fill in the blank fields and return the form to the IMO either by e-mail to [registration@imo.org](mailto:registration@imo.org) or FAX at +44 20 7463 4116.





## PROCEDURES GOVERNING THE SUPPORT BY IMO OF VISA APPLICATIONS

Delegates invited by the Organization, and who require United Kingdom entry visas, should, in the first instance, apply for a visa at the nearest British Consulate or Embassy and obtain reference numbers. The necessary documentation (such as copy of the IMO programme of meetings (usually issued during December/January each year); the original and relevant IMO official letter of invitation (usually issued some six months prior to the time the meeting is to convene at IMO); copy of the completed IMO Pre-Registration Form; nomination letter and note verbale from the Ministry of Foreign Affairs) must accompany such visa applications.

Delegates must be nominated by the Ministry of Transport (or any other competent Ministry) or the National Maritime Administration. The nomination letter should be taken to the Ministry of Foreign Affairs to prepare a note verbale to the British Embassy/High Commission.

If, upon following the above procedures, the delegates still have visa problems, then either the Ministry of Foreign Affairs, Ministry of Transport or the National Maritime Administration should communicate, on letterhead, the following details to the Head, Human Resources Services of IMO, requesting visa assistance and communicating the reasons, given by the British Embassy/High Commission, why visas have been refused or may be refused.

- i First Name:  
Surname:  
Profession:  
Date of birth:  
Place of birth:  
Type of passport:  
  
Passport No:  
Place of issue:  
Date of issue:  
Valid until:  
Visa reference number:  
Date and place of visa application:
- ii Purpose of visit:
- iii Duration of anticipated stay in the United Kingdom:

This exercise must be undertaken **at least six weeks** before the date on which the meeting is to take place to enable the Organization to support the visa application accordingly and the visa to be issued in good time\*.

---

\* Request for visa assistance should be sent to IMO by fax at (+44(0)20 7587 3210) or by e-mail at: [visa@imo.org](mailto:visa@imo.org).