



4 ALBERT EMBANKMENT  
LONDON SE1 7SR

Telephone: +44 (0)20 7735 7611

Fax: +44 (0)20 7587 3210

Ref. T4/3.02

Circular letter No.3138  
7 December 2010

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

Subject: **Ad hoc Working Group on Lifeboat Release Hooks  
(16 to 18 March 2011)**

1 Pursuant to the decisions of the Maritime Safety Committee at its eighty-eighth session, the Secretary-General has the honour to invite representation at the intersessional meeting of the *Ad hoc* Working Group on Lifeboat Release Hooks, which has been scheduled to take place from 9.30 a.m. on Wednesday, 16 March to Friday, 18 March 2011, at IMO Headquarters, 4 Albert Embankment, London SE1 7SR. The meeting will be chaired by the Vice-Chairman of the Sub-Committee on Ship Design and Equipment, Dr. S. Ota (Japan), and will be conducted in English without interpretation.

2 The terms of reference for the working group as agreed at MSC 88 (MSC 88/26, paragraphs 3.41 and 23.58) are as follows:

- .1 finalization of the draft Guidelines for evaluation and replacement of lifeboat release and retrieval systems;
- .2 finalization of the associated draft amendments to SOLAS regulation III/1;
- .3 finalization of the associated draft amendments to chapter IV of the LSA Code;
- .4 preparation of associated draft amendments to the Revised recommendation on testing of life-saving appliances with a view towards finalization;
- .5 preparation of a procedure for reporting the results of each type of existing lifeboat release and retrieval system evaluation to the Organization; and
- .6 further consideration of matters related to the use of FPDs.

The Working Group is expected to continue its work through DE 55 (21 to 25 March 2011) as a working group of DE 55 and to report its outcome to DE 55.

3 The Working Group will base its work on documents submitted to DE 55 and, therefore, the deadlines for submissions related to the above-mentioned matters are those set out in document DE 55/1, with modifications agreed by MSC 88 as follows:

- .1 documents containing more than 6 pages of text (bulky documents) and non-bulky documents, including information documents, by Friday, **14 January 2011**. As a general rule, documents, other than information documents, which contain more than 20 pages, will not be translated into all working languages in their entirety, but should include, for translation purposes, a summary of the document not longer than four pages; and
- .2 documents commenting on those referred to in subparagraph .1 above containing 4 pages or less, by Friday, **28 January 2011**. 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 4.10.5 of the aforementioned Guidelines.

4 Since MSC 88 agreed that the implementation date of the new SOLAS regulation III/1.5 should be 1 July 2014 and instructed DE 55 to urgently resolve the above-mentioned matters with the highest priority, participants are advised that there will be strict adherence to the terms of reference as agreed by MSC 88 and submitted documents not pertaining to the terms of reference will not be considered.

5 The Secretary-General would appreciate being informed, in due course, of the names of delegates and observers, as appropriate, intending to participate in the forthcoming intersessional meeting of the Working Group.

#### **Security at IMO meetings**

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. 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 All delegates will be required, on first arrival, to show proof of identity, e.g., their passport or identity card. Additionally, Member Governments, IGOs and NGOs are required to transmit, prior to the meeting date, the list of their representatives, alternates, advisers or observers, as appropriate, so that their particulars may be entered into the list of participants database. The list, 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 and, along with the completed registration forms, should be sent by fax or e-mail, by Thursday prior to the start of the meeting, at the latest, to:

Registration Unit  
Conference Section  
Fax: +44 20 7463 4116  
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 To expedite the registration process, the attached pre-registration form should be completed by every delegate attending the session, including Permanent Representatives to IMO. Delegates are advised to arrive early on the first day of the meeting to complete the registration process. Registration will begin at 8.30 a.m. on 16 March 2011 in the registration area.

**Procedure for visa applications**

10 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.

\*\*\*





## 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).