



MARINE ENVIRONMENT PROTECTION
COMMITTEE
60th session
Agenda item 1

MEPC 60/1
31 July 2009
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PROVISIONAL AGENDA

**for the sixtieth session of the Marine Environment Protection Committee
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Monday, 22 March to Friday, 26 March 2010**

Session commences at 9.30 a.m. on Monday, 22 March 2010

- Opening of the session
- 1 Adoption of the agenda
 - 2 Harmful aquatic organisms in ballast water
 - 3 Recycling of ships (WG)
 - 4 Prevention of air pollution from ships (WG)
 - 5 Consideration and adoption of amendments to mandatory instruments (DG)
 - 6 Interpretations of, and amendments to, MARPOL and related instruments
 - 7 Implementation of the OPRC Convention and the OPRC-HNS Protocol and relevant conference resolutions
 - 8 Identification and protection of Special Areas and Particularly Sensitive Sea Areas
 - 9 Inadequacy of reception facilities
 - 10 Reports of sub-committees
 - 11 Work of other bodies
 - 12 Status of conventions

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- 13 Harmful anti-fouling systems for ships
- 14 Promotion of implementation and enforcement of MARPOL and related instruments
- 15 Technical Co-operation Sub-programme for the Protection of the Marine Environment
- 16 Role of the human element
- 17 Formal safety assessment (WG)
- 18 Noise from commercial shipping and its adverse impacts on marine life
- 19 Work programme of the Committee and subsidiary bodies
- 20 Application of the Committees' Guidelines
- 21 Any other business
- 22 Consideration of the report of the Committee

Notes:

1 In accordance with the Guidelines on the organization and method of work of the MSC and the MEPC and their subsidiary bodies (MSC-MEPC.1/Circ.2):

- .1 documents should be received by the Secretariat as follows:
 - (a) documents containing proposals for new work programme items by **Friday, 18 December 2009 (13-week deadline)**;
 - (b) documents (including information documents) containing more than 6 pages of text (bulky documents) by **Friday, 18 December 2009 (13-week deadline)**;
 - (c) non-bulky documents (6 pages or less) commenting on those referred to in subparagraphs (a) and (b) above, or on items already on the agenda, by **Friday, 15 January 2010 (9-week deadline)**. Bulky information documents, submitted in electronic format, may be accepted if they are received not later than 9 weeks before the meeting; and
 - (d) documents (4 pages or less) commenting on those referred to in subparagraphs (a) and (b) above by **Friday, 29 January 2010 (7-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 4.10.5 of the Committees' Guidelines;

- .2 as a general rule, documents, other than information documents, as specified in subparagraphs 1.1(a) and (b) above, should not contain more than 50 pages. In the case of reports from working, drafting or correspondence groups and in other exceptional circumstances, this number of pages may be exceeded, provided that the appropriate deadline for receipt of the document by the Secretariat, is put back by one week for every 20 pages exceeding 50 pages;
- .3 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 the form, and containing the information as indicated in the box set out in paragraph 4.1.1 of the Committees' Guidelines. Documents – especially proposals for new work programme items – should demonstrate, where feasible, the linkages to the Strategic and High-level Action Plans by including, in the summary, references to the related strategic direction(s), high-level action(s) and planned output(s);
 - (b) substantive documents should conclude with a summary of the action which the Committee is invited to take; and
 - (c) information documents should conclude with a summary of the information contained therein;
- .4 the following word-processing format should be observed in order to standardize the presentation of documents:
- font: Times New Roman;
 - font size: 12;
 - justification: full;
 - margins (inches): 1 inch left, 0.75 inch right, 0.5 inch top and bottom; and
 - margins (centimetres): 2.54 cm left, 1.91 cm right, 1.27 cm top and bottom.

In this respect, a generic template entitled “Instruction on document presentation” is available on the IMODOCS website for use in the preparation of documents; and

- .5 to facilitate their processing, documents should be submitted via e-mail in Microsoft Word to IMO's e-mail address (i.e. “info@imo.org”). Documents, if submitted in paper form, should be accompanied by computer diskettes, preferably in Microsoft Word.

2 The Committee's 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.