



SUB-COMMITTEE ON SAFETY OF  
NAVIGATION  
57th session  
Agenda item 1

NAV 57/1  
9 December 2010  
Original: ENGLISH

**PROVISIONAL AGENDA\***

**for the fifty-seventh session of the Sub-Committee  
to be held from Monday, 6 to Friday, 10 June 2011  
at IMO Headquarters, 4 Albert Embankment, London SE1 7SR**

**Session commences at 9.30 a.m. on Monday, 6 June 2011**

- Opening of the session
- 1 Adoption of the agenda
  - 2 Decisions of other IMO bodies
  - 3 Routing of ships, ship reporting and related matters
  - 4 Amendments to the Performance standards for VDR and S-VDR
  - 5 ITU matters, including Radiocommunication ITU-R Study Group matters
  - 6 Development of an e-navigation strategy implementation plan
  - 7 Review of vague expressions in SOLAS regulation V/22
  - 8 Development of policy and new symbols for AIS aids to navigation
  - 9 Casualty analysis
  - 10 Consideration of IACS unified interpretations
  - 11 Development of performance standards for inclinometers
  - 12 Biennial agenda and provisional agenda for NAV 58
  - 13 Election of Chairman and Vice-Chairman for 2012
  - 14 Any other business
  - 15 Report to the Maritime Safety Committee

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\* Agenda item numbers do not indicate priorities.

**Notes:**

1 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.2 as amended):

- .1 documents should be received in the Secretariat as follows:<sup>\*</sup>
- (a) documents (including information documents submitted in hard copy only) containing more than 6 pages of text (bulky documents), by **11 March 2011**;
  - (b) non-bulky documents (including information documents) and bulky information documents submitted in electronic format, by **8 April 2011**; and
  - (c) documents, containing 4 pages or less, commenting on those referred to in subparagraphs (a) and (b)<sup>\*\*</sup> above, by **22 April 2011** (see also paragraph 4.10.5 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 the Guidelines;
  - (b) substantive documents should conclude with a summary of the action the Committee is invited to take; and
  - (c) 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.

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

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<sup>\*</sup> In the case of:

- .1 documents exceeding the number of pages specified, the provisions of paragraph 4.10.1 of the Guidelines will apply; and
- .2 documents other than information documents, which contain more than 20 pages, C 104 decided that they 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).

<sup>\*\*</sup> MSC 87 agreed that paragraph (c) should also apply to documents indicated in paragraph (b).

- .4 to facilitate the processing of documents, they should be accompanied by a 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.

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