

SUB-COMMITTEE ON STANDARDS OF
TRAINING AND WATCHKEEPING
43rd session
Agenda item 1

STW 43/1
18 July 2011
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PROVISIONAL AGENDA*

**for the forty-third session of the Sub-Committee, to be held at
IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Monday, 30 April to 4 May 2012**

(Session commences at 9.30 a.m. on Monday, 30 April 2012)

- 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 training standards for recovery systems
 - 8 Preparation of guidelines for the implementation of the medical standards of the 2010 Manila amendments
 - 9 Development of guidance for the implementation of the 2010 Manila amendments
 - 10 Role of the human element**
 - 11 Biennial agenda and provisional agenda for STW 44
 - 12 Election of Chairman and Vice-Chairman for 2013
 - 13 Any other business
 - 14 Report to the Maritime Safety Committee

* Agenda item numbers do not indicate priorities.

** Subject to concurrence by MEPC 63.

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.4):

- .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, 27 January 2012** (13 weeks deadlines);
 - (b) non-bulky documents (including information documents) and bulky information documents, if submitted in electronic format, by **Friday, 24 February 2012** (9 weeks deadline); and
 - (c) documents containing 4 pages or less, commenting on those referred to in subparagraphs (a) and (b) above, by **Friday, 9 March 2012** (see also paragraph 6.12.5 of the Guidelines – 7 weeks deadline).
- .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.
- .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 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.

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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, which contain more than 20 pages. 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).

2 The Maritime Safety Committee (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.
