



TECHNICAL CO-OPERATION COMMITTEE
61st session
Agenda item 1

TC 61/1
10 November 2010
Original: ENGLISH

PROVISIONAL AGENDA

**for the sixty-first session of the Technical Co-operation Committee
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,
from Tuesday, 21 June to Thursday, 23 June 2011**

Session commences at 9.30 a.m. on Tuesday, 21 June 2011

- Opening of the session
- 1 Adoption of the agenda
 - 2 Work of other bodies and organizations
 - 3 Integrated Technical Co-operation Programme:
 - (a) Interim report on 2010-2011
 - (b) Programmes for 2012-2013
 - 4 Financing the Integrated Technical Co-operation Programme:
 - (a) Technical Co-operation Fund: Allocation for 2012-2013
 - (b) Sustainable financing
 - 5 Linkage between the Integrated Technical Co-operation Programme and the Millennium Development Goals
 - 6 Partnerships for progress
 - 7 Voluntary IMO Member State Audit Scheme
 - 8 Programme on the integration of women in the maritime sector
 - 9 Global maritime training institutions
 - 10 Report on the planned outputs of the Committee for 2010-2011
 - 11 Impact Assessment Exercise 2008-2011
 - 12 Revision of the Guidelines on Methods and Organization of Work of the Technical Co-operation Committee

- 13 Work Programme
- 14 Any other business
- 15 Election of the Chairman and Vice-Chairman for 2012
- 16 Consideration of the report of the Committee on its sixty-first session

Notes:

1 In accordance with the Guidelines on Methods and Organization of Work of the Technical Co-operation Committee (TC 58/13, annex 2), documents should be received by the Secretariat as follows:

- .1 documents (including information documents) containing more than six pages of text (bulky documents), not later than **Monday, 18 April 2011**; and
- .2 documents (including information documents) containing six pages or less of text (non-bulky documents), not later than **Monday, 2 May 2011**.

2 In accordance with Circular letter No.3031 of 15 February 2010, 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.

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

3 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.

4 The Technical Co-operation Committee has recommended that the provisions of the above-mentioned 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.

5 Furthermore, in accordance with Circular letter No.3087 of 26 July 2010, documents, other than information documents, which contain more than 20 pages, will, in future, not be translated into all working languages in their entirety. They 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 (e.g., English) that may be needed, for example, by working groups.