

FACILITATION COMMITTEE  
41st session  
Agenda item 1

FAL 41/1  
7 July 2016  
Original: ENGLISH

## PROVISIONAL AGENDA

**for the forty-first session of the Facilitation Committee  
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,  
from Tuesday, 4 April 2017 at 9.30 a.m. to Friday, 7 April 2017**

- 1 Adoption of the agenda; report on credentials
- 2 Decisions of other IMO bodies
- 3 Consideration and adoption of proposed amendments to the Convention
- 4 Review and update the Explanatory Manual to the FAL Convention
- 5 Application of single-window concept
- 6 Measures to protect the safety of persons rescued at sea
- 7 Unsafe mixed migration by sea
- 8 Consideration and analysis of reports and information on persons rescued at sea and stowaways
- 9 Guidelines on the facilitation aspects of protecting the maritime transport network from cyberthreats
- 10 Analysis and consideration of recommendations to reduce administrative burdens in IMO instruments including those identified by the SG-RAR
- 11 Technical cooperation activities related to facilitation of maritime traffic
- 12 Relations with other organizations
- 13 Application of the Committee's procedures on organization and method of work
- 14 Work programme
- 15 Election of Chairman and Vice-Chairman for 2018
- 16 Any other business
- 17 Consideration of the report of the Committee on its forty-first session

**Notes:**

1 In accordance with the document on the *Organization and method of work of the Committee* (FAL.3/Circ.211):

- .1 documents should be received by the Secretariat as follows<sup>1</sup>:
  - .1 documents containing proposals for new and unplanned outputs, by **Monday, 2 January 2017 (13-week deadline)**;
  - .2 documents (including information documents) containing more than six pages of text (bulky documents<sup>2</sup>), by **Monday, 2 January 2017 (13-week deadline)**;
  - .3 non-bulky documents including information documents (six pages or fewer) and bulky information documents submitted in electronic format, by **Monday, 30 January 2017 (nine-week deadline)**; and
  - .4 documents (four pages or fewer) commenting on those referred to in subparagraphs .1 to .3 above, by **Monday, 13 February 2017 (seven-week deadline)** (see also paragraph 6.11.5 of the document on the *Organization and method of work of the Committee*);
- .2 for reasons of economy, documents should be submitted in single spacing and be as concise as possible and:
  - .1 all documents should include a brief summary prepared in accordance with paragraph 6.1.1 of the document on the *Organization and method of work of the Committee*;
  - .2 substantive documents should conclude with a summary of the action that the Committee is invited to take; and
  - .3 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.A template is available on the IMODOCS website for use in the preparation of documents; and

To facilitate the processing of documents, they should be sent via email in Microsoft Word to IMO's email address: [info@imo.org](mailto:info@imo.org).

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<sup>1</sup> Documents other than information documents and reports from sub-committees, working, drafting, correspondence and other working groups and the Secretariat, which contain more than 20 pages, in line with paragraph 6.10 of the document on the *Organization and method of work of the Committee*, will not be translated in their entirety. Such documents should include, for translation purposes, a summary not longer than four pages, with the technical content submitted as an annex in the language needed by working groups (i.e. English).

<sup>2</sup> In the case of documents containing more than 50 pages, the provisions of paragraph 6.11.1 of the document on the *Organization and method of work of the Committee* are to be applied.

2 The Committee has recommended that the provisions of the above-mentioned document, which, *inter alia*, also provide that the Secretariat should strictly apply the rules concerning the submission of documents and not accept late submissions from Governments or delegations.

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