

SUB-COMMITTEE ON HUMAN ELEMENT,  
TRAINING AND WATCHKEEPING  
4th session  
Agenda item 1

HTW 4/1  
7 June 2016  
Original: ENGLISH

## PROVISIONAL AGENDA

**for the fourth session of the Sub-Committee, to be held at  
IMO Headquarters, 4 Albert Embankment, London SE1 7SR  
from Monday, 30 January to Friday, 3 February 2017**

**(Session commences at 9.30 a.m. on Monday, 30 January 2017)**

### Provisional agenda for HTW 4

- Opening of the session
- 1 Adoption of the agenda
- 2 Decisions of other IMO bodies
- 3 Validated model training courses (5.2.2.3)
- 4 Reports on unlawful practices associated with certificates of competency (5.2.2.4)
- 5 Guidance for the implementation of the 2010 Manila Amendments (5.2.2.1)
- 6 Comprehensive review of the 1995 STCW-F Convention (5.4.1.1)
- 7 Role of the Human Element
- 8 Revision of the Guidelines on Fatigue (5.4.1.2)
- 9 Draft Modernization Plan of the GMDSS (5.2.5.3)
- 10 Amendments to the IGF Code and development of guidelines for low-flashpoint fuels (5.2.1.2)
- 11 Revision of requirements for escape route signs and equipment location markings in SOLAS and related instruments (5.1.2.4)
- 12 Revised SOLAS regulation II-1/3-8 and associated guidelines (MSC.1/Circ.1175) and new guidelines for safe mooring operations for all ships (5.2.1.1)
- 13 Biennial status report and provisional agenda for HTW 5
- 14 Election of Chairman and Vice-Chairman for 2018
- 15 Any other business
- 16 Report to the Maritime Safety Committee

**Notes:**

1 In accordance with the *Guidelines on the organization and method of work of the Maritime Safety Committee and the Marine Environment Protection Committee and their subsidiary bodies* (MSC-MEPC.1/Circ.4/Rev.4):

- .1 documents should be received in the Secretariat as follows<sup>1</sup>:
  - .1 bulky documents<sup>2</sup> (those containing more than six pages) by **Friday, 28 October 2016**;
  - .2 non-bulky documents (those containing six pages or fewer) and also bulky information documents by **Friday, 25 November 2016**; and
  - .3 documents commenting on those referred to in subparagraphs .1 and .2 above and containing four pages or fewer, by **Friday, 9 December 2016** (see also paragraph 6.12.5 of the Guidelines).
- .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 section 6 of the above-mentioned Guidelines;
  - .2 substantive documents should conclude with a summary of the action that the Sub-Committee is invited to take; and
  - .3 information documents should conclude with a summary of the information they contain; and
- .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.

To facilitate processing, documents should be submitted in Microsoft Word, preferably by email to the Human Element, Training and Watchkeeping (HTW) Sub-Committee: [htw@imo.org](mailto:htw@imo.org).

2 The MSC recommended the sub-committees to strictly observe the above provisions of the aforementioned 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.

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<sup>1</sup> Documents other than information documents and reports from sub-committees, working, drafting, correspondence and other groups and the Secretariat, which contain more than 20 pages, in line with paragraph 6.11 of the above-mentioned Guidelines, 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 6.12.1 of the Committees' Guidelines are to be applied.