

LEGAL COMMITTEE
104th session
Agenda item 1

LEG 104/1
1 November 2016
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**PROVISIONAL AGENDA
for the 104th session of the Legal Committee
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Wednesday, 26 April to Friday, 28 April 2017**

Session commences at 9.30 a.m. on Wednesday, 26 April 2017

Opening of the session

- 1 Adoption of the agenda
- 2 Report of the Secretary-General on credentials
- 3 Facilitation of the entry into force and harmonized interpretation of the 2010 HNS Protocol
- 4 Provision of financial security in case of abandonment of seafarers, and shipowners' responsibilities in respect of contractual claims for personal injury to, or death of seafarers, in light of the progress of amendments to the ILO Maritime Labour Convention, 2006
- 5 Fair treatment of seafarers in the event of a maritime accident
- 6 Advice and guidance in connection with the implementation of IMO instruments
- 7 Piracy
- 8 Matters arising from the 116th and 117th regular sessions of the Council
- 9 Analysis and consideration of recommendations to reduce administrative burdens in IMO instruments as identified by the SG-RAR
- 10 Technical cooperation activities related to maritime legislation
- 11 Review of the status of conventions and other treaty instruments emanating from the Legal Committee
- 12 Work programme
- 13 Election of officers
- 14 Any other business
- 15 Consideration of the report of the Committee on its 104th session

Notes

1 In accordance with the *Organization and method of work of the Legal Committee*, as revised by the Committee at its 103rd session (LEG.1/Circ.8):

- .1 documents should be received by the Secretariat as follows¹:
 - .1 documents containing proposals for new outputs, by **Tuesday, 24 January 2017 (13-week deadline)**;
 - .2 documents (including information documents) containing more than six pages of text (bulky documents²), by **Tuesday, 24 January 2017 (13-week deadline)**;
 - .3 non-bulky documents (six pages or fewer) commenting on those referred to in subparagraphs .1 and .2 above, or on items already on the agenda, or non-bulky information documents by **Tuesday, 21 February 2017 (nine-week deadline)**; and
 - .4 documents (four pages or fewer) commenting on those referred to in subparagraphs .1 to .3 above, by **Tuesday, 7 March 2017 (seven-week deadline)**. These documents should start with a paragraph clearly indicating the document on which comments are made and stating that the document is submitted in accordance with the provisions of paragraph 6.6.5 of the *Organization and method of work of the Legal Committee*.
- .2 for reasons of economy, documents should be submitted in single spacing, be as concise as possible, and:
 - .1 all documents should include a brief summary prepared in accordance with section 6 of the *Organization and method of work of the Legal 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.

¹ Documents other than information documents, which contain more than 20 pages, should not be translated into all working languages in their entirety. They 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). However, this restriction on translation will not limit the translation of a legal text.

² In the case of documents containing more than 50 pages, the provisions of paragraph 6.6.1 of the *Organization and method of work of the Legal Committee* will apply.

.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 submitted on a USB flash drive or by email to , preferably in Microsoft Word using Arial font size 11. Hard copies of documents may also be submitted to facilitate processing of the document, e.g. by attachment of annexes to main texts, and to check that none of the text has been garbled during sending or conversion.

2 The Legal Committee has recommended that the provisions of the above-mentioned document, *Organization and method of work of the Legal Committee*, which, inter alia, also provides 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.
