

SUB-COMMITTEE ON IMPLEMENTATION
OF IMO INSTRUMENTS
4th session
Agenda item 1

III 4/1
12 December 2016
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PROVISIONAL AGENDA¹

**for the fourth session of the Sub-Committee on Implementation of IMO Instruments
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Monday, 25 to Friday, 29 September 2017**

Session commences at 9.30 a.m. on Monday, 25 September 2017

- Opening of the session
- 1 Adoption of the agenda
 - 2 Decisions of other IMO bodies
 - 3 Consideration and analysis of reports on alleged inadequacy of port reception facilities (7.1.3.1)
 - 4 Lessons learned and safety issues identified from the analysis of marine safety investigation reports (12.1.2.1)
 - 5 Measures to harmonize port State control (PSC) activities and procedures worldwide (5.3.1.1)
 - 6 Identified issues relating to the implementation of IMO instruments from the analysis of PSC data (12.1.2.2)
 - 7 Analysis of consolidated audit summary reports (2.0.2.1)
 - 8 Updated Survey Guidelines under the Harmonized System of Survey and Certification (HSSC) (5.2.1.17)
 - 9 Non-exhaustive list of obligations under instruments relevant to the IMO Instruments Implementation Code (III Code) (5.2.1.20)

¹ To be approved by MEPC 71.

- 10 Unified interpretation of provisions of IMO safety, security, and environment related Conventions (1.1.2.3)
- 11 Review the Model Agreement for the authorization of recognized organizations acting on behalf of the Administration (2.0.1.6)
- 12 Biennial agenda and provisional agenda for III 5
- 13 Election of Chairman and Vice-Chairman for 2018
- 14 Any other business
- 15 Report to the Committees

Notes:

1 In accordance with 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.5):

- .1 documents should be received in the Secretariat as follows:²
 - .1 bulky documents³ (those containing more than six pages) by **Friday, 23 June 2017 (13-week deadline)**;
 - .2 non-bulky documents (those containing six pages or fewer) and also bulky information documents by **Friday, 21 July 2017 (nine-week deadline)**; and
 - .3 documents commenting on those referred to in subparagraphs .1 and .2 above and containing four pages or fewer, by **Friday, 4 August 2017 (seven-week deadline)** (see also paragraph 6.12.5 of MSC-MEPC.1/Circ.5);
- .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 MSC-MEPC.1/Circ.5;
 - .2 substantive documents should conclude with a summary of the action which the Sub-Committee is invited to take; and
 - .3 information documents should conclude with a summary of the information they contain; and

² 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 6.11 of MSC-MEPC.1/Circ.5, 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).

³ In the case of documents containing more than 50 pages, the provisions of paragraph 6.12.1 of MSC-MEPC.1/Circ.5 are to be applied.

.3 the following word-processing format should be observed in order to standardize the presentation of documents:

- font: Arial;
- font size: 11;
- justification: full; and
- 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 the processing of documents, they should be submitted in Microsoft Word, preferably to: iii@imo.org.

2 The MSC and the MEPC recommended the sub-committees to strictly observe the above provisions of MSC-MEPC.1/Circ.5, 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.
