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4 ALBERT EMBANKMENT  
LONDON SE1 7SR  
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

**COPY**

A1/A/8.01 (NV.64)

He has the honour to state that, pursuant to the decision of the Council at its 106<sup>th</sup> session, the twenty-seventh regular session of the IMO Assembly will open at the Headquarters of the Organization (4 Albert Embankment, London SE1 7SR) at 11.30 a.m. on Monday, 21 November 2011 and is expected to last until Wednesday, 30 November 2011.

The provisional agenda for the session is enclosed. Supporting documentation in respect of the various agenda items will be circulated in due course.

In accordance with the established practice, a meeting of Heads of Delegation, to agree on certain procedural and administrative matters to facilitate the smooth running of the session, will take place prior to the official opening of the session, i.e. at 10 a.m. on Monday, 21 November 2011.

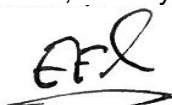
The Secretary-General would be grateful if he could be advised, as early as possible, of the names of representatives, who will be appointed to attend the forthcoming session of the Assembly and of the names of any alternates or advisers.

The attention of Member States is drawn to rule 9 of the Rules of Procedure of the Assembly, which provides that each Member shall transmit to the Secretary-General the credentials of its representatives and alternates, if any, together with the names of any other members of its delegation not later than the opening day of the Assembly. Credentials are to be issued by the Head of State or by the Head of Government or by the Minister for Foreign Affairs or by an appropriate authority properly designated by one of them to act for this purpose.

In this connection, the Secretary-General wishes to recall the decision of the seventh session of the Assembly to request the Secretariat, when issuing invitations to sessions of the Assembly, to circulate to Governments a set of "Model Credentials" in order to ensure that all credentials furnish the information required under the rule referred to above. Accordingly, "Model Credentials" have been prepared and are attached at annex 1. These model credentials are intended solely to assist Governments in the preparation of their respective instruments and are not intended, in any way, to replace the form of instruments required by the law or practice of individual States.

Attention is further invited to the security and visa arrangements operating at IMO meetings as shown at annex 2.

London, 25 July 2011

A handwritten signature in black ink, consisting of the letters 'EFL' in a stylized, cursive script, with a horizontal line underneath.

**ANNEX 1**

**LETTER OF CREDENTIALS**

**Alternative 1:** To be signed by the Head of State, Head of Government or Minister for Foreign Affairs

**Applicable for Assembly**

Sir,

I have the honour to inform you that I have appointed:

.....  
(full name(s) and title(s))

as Representative(s) of ..... to the ..... session of the Assembly of the International Maritime Organization with full authority to take part in the meeting, to transact all such matters as may appertain to the work of this meeting and to vote with the other Representatives in accordance with the agreed procedures.

I have also the honour to designate:

.....  
(full name(s) and title(s) of Alternate(s))

as Alternate Representative(s) and

.....  
(full name(s) and title(s) of Adviser(s))

as Adviser(s) to compose the remainder of the delegation of:

.....  
(name of State)

Please accept, Sir, the assurance of my highest consideration.

.....  
(signature)

.....  
(full name and title)

**LETTER OF CREDENTIALS**

**Alternative 2:** To be signed by a person authorized by the Head of State, Head of Government or Minister for Foreign Affairs to issue credentials

**Applicable for Assembly**

Sir,

I have the honour to inform you that I have been authorized  
by ..... of .....  
(full name and title) (name of State)

to issue credentials in respect of the Representative(s) of my Government to the  
..... session of the Assembly of the International Maritime Organization and to  
designate the other members of the delegation of ..... to the meeting.  
(name of State)

Acting upon this authority, I have the honour to inform you that

.....  
(full name(s) and title(s))

has (have) been appointed as the Representative(s) of ..... to the  
meeting and is(are) fully authorized to take part in the meeting, to transact all such matters  
as may appertain to its work and to vote with the other Representatives in accordance with  
agreed procedures.

I have also the honour to designate:

.....  
(full name(s) and title(s) of Alternate(s))

as Alternate Representative(s) and

.....  
(full name(s) and title(s) of Adviser(s))

as Adviser(s) to compose the remainder of the delegation of .....  
(name of State)

Please accept, Sir, the assurance of my highest consideration.

.....  
(signature)

.....  
(full name and title)

## ANNEX 2

### Security at IMO meetings

With reference to Circular letter No.2692 of 20 January 2006 concerning security at IMO meetings, all delegates are required to carry a specially-issued pass to gain access to IMO meetings. In view of the significant costs incurred in the production of the pass, delegates who have previously been issued with a security pass are kindly requested to bring this pass with them for reactivation.

Furthermore, delegates are required, on first arrival at IMO meetings, to show proof of their identity, e.g. passport or identity card.

Additionally, Member Governments, IGOs and NGOs are required to transmit a list of their representatives to meetings prior to any meeting date, so that their particulars may be entered into the list of participants' database. In addition, a Pre-Registration form (copy attached) should be completed for every delegate (including Permanent Representatives to IMO). The list, which serves as authorization to attend, must be on official letter-headed paper, signed by the officer responsible and, along with the completed registration forms, should be sent by fax or e-mail, by Thursday prior to the meeting, at the latest, to:

Registration Unit  
Conference Section  
**Fax: +44 20 7463 4116**  
**E-mail: [registration@imo.org](mailto:registration@imo.org)**

No delegate will be registered without evidence of his/her authorization to attend the meeting.

Delegates whose names appear in the list of a particular meeting will be issued with a requisite pass for entry to that meeting.

Those delegates whose names are not on the list will be requested to provide evidence of their authorization to attend the meeting.

Registration will take place from 2 p.m. to 7 p.m. on Sunday, 20 November 2011 and from 7.30 a.m. on Monday, 21 November 2009, when early arrival would be of assistance.

General information on administrative and housekeeping issues relating to meetings at IMO can be found in an information leaflet for delegates which can be downloaded from IMODOCS and which is also available at the Documents and Conference counters on the ground floor and second floor, respectively. Delegates attending IMO meetings are kindly requested to familiarize themselves with the contents of the information leaflet.

## Procedures Governing the Support by IMO of Visa Applications

Delegates invited by the Organization, and who require United Kingdom entry visas, should, in the first instance, apply for a visa at the nearest British Consulate or Embassy and obtain reference numbers. The necessary documentation (such as copy of the IMO programme of meetings (usually issued during December/January each year); the original and relevant IMO official letter of invitation (usually issued some six months prior to the time the meeting is to convene at IMO); copy of the completed IMO Pre-Registration Form; nomination letter and note verbale from the Ministry of Foreign Affairs) must accompany such visa applications.

Delegates must be nominated by the Ministry of Transport (or any other competent Ministry) or the National Maritime Administration. The nomination letter should be taken to the Ministry of Foreign Affairs to prepare a note verbale to the British Embassy/High Commission.

If, upon following the above procedures, the delegates still have visa problems, then either the Ministry of Foreign Affairs, Ministry of Transport or the National Maritime Administration should communicate, on letterhead, the following details to the Head, Human Resources Services of IMO, requesting visa assistance and communicating the reasons, given by the British Embassy/High Commission, why visas have been refused or may be refused.

- i First Name:  
Surname:  
Profession:  
Date of birth:  
Place of birth:  
Type of passport:  
Passport No:  
Place of issue:  
Date of issue:  
Valid until:  
Visa reference number:  
Date and place of visa application:
- ii Purpose of visit:
- iii Duration of anticipated stay in the United Kingdom:

This exercise must be undertaken **at least six weeks** before the date on which the meeting is to take place to enable the Organization to support the visa application accordingly and the visa to be issued in good time\*.

\*

Request for visa assistance should be sent to IMO by fax at (+44(0)20 7587 3210) or by e-mail at: [visa@imo.org](mailto:visa@imo.org).

ASSEMBLY  
27th session  
Agenda item 1

A 27/1  
25 July 2011  
Original: ENGLISH

**PROVISIONAL AGENDA FOR THE TWENTY-SEVENTH  
REGULAR SESSION OF THE ASSEMBLY**

**To be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR, from  
Monday, 21 to Wednesday, 30 November 2011**

**Approved by the Council, at its 106th session, in accordance with rule 13 of the  
Rules of Procedure of the Assembly**

Opening of the session by the Representative of the delegation of Germany

- 1 Adoption of the agenda
- 2 Election of the President and the Vice-Presidents of the Assembly
- 3 Application of Article 61 of the IMO Convention – Report of the Council to the Assembly on any requests by Members for waiver
- 4 Establishment of committees of the Assembly:
  - (a) Establishment of the Credentials Committee
  - (b) Establishment of other committees, as necessary
- 5 Consideration of the reports of the committees of the Assembly:
  - (a) Report of the Credentials Committee
  - (b) Reports of other committees
- 6 Report of the Council to the Assembly on the work of the Organization since the twenty-sixth regular session of the Assembly
- 7 Strategy and planning
- 8 Voluntary IMO Member State Audit Scheme
- 9 Consideration of the reports and recommendations of the Maritime Safety Committee
- 10 Consideration of the reports and recommendations of the Legal Committee
- 11 Consideration of the reports and recommendations of the Marine Environment Protection Committee

- 12 Consideration of the reports and recommendations of the Technical Co-operation Committee
- 13 Consideration of the reports and recommendations of the Facilitation Committee
- 14 Report on diplomatic conferences:
  - (a) 2010 International Conference on the revision of the HNS Convention
  - (b) 2010 Conference of Parties to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978
- 15 Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter, 1972 and the 1996 Protocol thereto: report on the performance of Secretariat functions and other duties
- 16 Resource management:
  - (a) Report on arrears of contributions and advances to the Working Capital Fund
  - (b) Presentation of accounts and audit reports
  - (c) Results-based budget for 2012-2013
- 17 Financial sustainability of the World Maritime University
- 18 Global maritime training institutions:
  - (a) Report on the World Maritime University
  - (b) Report on the IMO International Maritime Law Institute
- 19 External relations:
  - (a) Relations with the United Nations and the specialized agencies
  - (b) Joint Inspection Unit
  - (c) Relations with intergovernmental organizations
  - (d) Relations with non-governmental organizations
  - (e) Report on World Maritime Days, 2010 and 2011
  - (f) International Maritime Prize
  - (g) IMO Award for Exceptional Bravery at Sea
  - (h) Day of the Seafarer
- 20 Report on the status of the Convention and membership of the Organization



- 21 Report on the status of conventions and other multilateral instruments in respect of which the Organization performs functions
  - 22 Election of Members of the Council, as provided for in Articles 16 and 17 of the IMO Convention
  - 23 Election of Members of the IMO Staff Pension Committee
  - 24 Appointment of the External Auditor
  - 25 Approval of the appointment of the Secretary-General
  - 26 Date and place of the twenty-eighth regular session of the Assembly
  - 27 Farewell to Mr. E.E. Mitropoulos
  - 28 Supplementary agenda items, if any
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Meeting: Assembly  
From: 21 Nov. 2011

Session No.: 27  
to: 30 Nov. 2011

## PRE-REGISTRATION FORM

<i>Attendee Name</i>	Last Name:		First Name:		
	<i>Title (Mr/Mrs/Miss/Ms Other)</i>				
<i>Position</i>					
<i>Organization</i>					
<i>Delegation</i>					
<i>Attendee Status</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Head of Delegation	Representative	Alternate	Adviser	Observer
<i>Individual documents required during the meeting</i>	<b>Number of copies required</b>				
	English	French	Spanish		
<i>Preferred address during the meeting</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Permanent Contact information:

<i>Name</i>	
<i>Job Title</i>	
<i>Organization/Company</i>	
<i>Street line 1</i>	
<i>Street line 2</i>	
<i>City</i>	
<i>State/County</i>	
<i>Post Code/Zip</i>	
<i>Country</i>	
<i>Phone</i>	
<i>FAX</i>	
<i>Mobile phone</i>	
<i>E-Mail</i>	

Please fill in the blank fields and return the form to the IMO either by e-mail to [registration@imo.org](mailto:registration@imo.org) or FAX at +44 20 7463 4116.

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