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Circular Letter No.4427
7 July 2021

To: All IMO Member States and Associate Members
Contracting Governments to the Convention on Facilitation of International
Maritime Traffic, 1965, as amended, which are not Members of IMO
United Nations and specialized agencies
Intergovernmental organizations
Non-governmental organizations in consultative status
Liberation movements

Subject: **Fifth meeting of the IMO Expert Group on Data Harmonization (EGDH 5)
(25 to 29 October 2021)**

General

1 The Secretary-General has the honour to invite representation at the fifth session of EGDH (EGDH 5), which will be held remotely from 25 to 29 October 2021.

2 Should the IMO Headquarters building become available for hybrid meetings (part virtual, part physical), delegations will be given at least 30 days' notice of such hybrid meetings. Delegations will be given at least 90 days' notice before full physical meetings resume, so that proper arrangements can be made.

3 The meeting will be conducted in English without interpretation.

Waiver of the rules of procedure and interim guidance to facilitate remote sessions of the Committee

4 Certain rules of procedure which presupposed in-person Committee meetings were waived, due to the prevailing exceptional circumstances imposed by the COVID-19 pandemic, to allow for EGDH 5 to take place remotely.

5 In this regard, a remote extraordinary session of the MSC, LEG, MEPC, TC and FAL Committees to address procedural matters took place from 16 to 21 September 2020. Decisions at the session included waivers of certain rules of procedure of all Committees to allow for remote sessions and the approval of MSC-LEG-MEPC-TCC-FAL.1/Circ.1 on *Interim guidance to facilitate remote sessions of the Committees during the COVID-19 pandemic*. The report of the extraordinary session is set out in document ALCOM/ES/5/1.

Terms of reference and provisional agenda

6 FAL 44 agreed to convene the fifth meeting of the EGDH in the second half of 2021 (FAL 44/21/1, paragraph 18.17).

7 The Group should work in line with the instructions of the Facilitation Committee, in accordance with the terms of reference approved by FAL 45 as set out in annex 2. The provisional agenda for the meeting is set out in annex 3.

Modality of the meeting and platform for the virtual meeting

8 EGDH 5 is expected to take place from **Monday, 25 to Friday, 29 October 2021**, from 11 a.m. to 2 p.m. (GMT), with a 15-minute break in the middle, using Microsoft Teams as the virtual meeting platform.

Technical recommendations

9 To ensure the best possible sound quality and connectivity, the recommended equipment is:

- .1 USB headset;
- .2 wired internet connection (20mbps download and 10mbps upload speed);
- .3 laptop or PC with Intel 5 or higher and 8GB memory (RAM) or higher; and
- .4 latest version of Google Chrome or Mozilla Firefox (Chrome v68+ or Mozilla Firefox v77+) with access to microphone and camera in browser settings when prompted.

10 The joining instructions will be emailed to registered participants by 22 October 2021.

Submission of documents

11 Members are invited to note that the meeting documentation will be issued in English only. In order to allow sufficient time for preparation, documents should be received by the Secretariat at the latest, as indicated in the Notes at the end of the attached provisional agenda.

12 A document template is available on the IMODOCS website for use in the preparation of documents. When submitting a data set for consideration by EGDH, a detailed submission of data elements is required as described in appendix of EGDH 5/1. The submission should also include a description of the sequence of data exchanges when known.

Distribution of documents

13 Relevant documentation will be made available on IMODOCS (<https://docs.imo.org>) under "IMO Documents", "Meeting Documents", "FAL Committee" and finally "IMO EGDH" or by simply clicking on <https://docs.imo.org/Category.aspx?cid=799>

14 Upon request, documents will also be distributed via email. Interested Members are invited to provide their email address to falsec@imo.org for inclusion in the distribution list.

Contact details

15 For any enquiries with respect to this meeting, please contact falsec@imo.org

ANNEX 1

REGISTRATION AT IMO MEETINGS

Member Governments, UN agencies, IGOs and NGOs are required to provide, prior to the meeting date, the names of all the members of their delegations attending the meeting via the Online Meeting Registration System (OMRS) as advised in Circular Letter No.3463 of 14 July 2014.

Any matters relating to the use of OMRS and the participation in the forthcoming virtual meeting of EGDH 5 should be communicated to:

Registration Unit
Meeting Services and Interpretation Section
Email: onlineregistration@imo.org

Members of delegations will not be registered to attend the meeting without authorization from their OMRS Delegation Coordinator. Delegates whose names do not appear on the OMRS list will be requested to contact their OMRS Delegation Coordinator in order to process their authorization to attend the meeting.

A link for the virtual meeting and joining instructions will be sent to those delegates who registered in OMRS.

ANNEX 2

**TERMS OF REFERENCE OF THE IMO EXPERT GROUP
ON DATA HARMONIZATION (EGDH)**

(FAL 45/WP.5, annex 5)

The Committee agreed to the following terms of reference of the IMO Expert Group on Data Harmonization:

- 1 continue work related to the maintenance of the IMO Compendium on Facilitation and Electronic Business;
- 2 consider data sets, based on the priority list, and giving priority to data sets with priority 1;
- 3 update the priority list of data sets;
- 4 provide the NCSR Sub-Committee with information on the work in progress, when relevant;
- 5 submit a report for consideration by the Facilitation Committee.

EXPERT GROUP
ON DATA HARMONIZATION
5th session
Agenda item 1

EGDH 5/1
7 July 2021
ENGLISH ONLY
Pre-session public release:

PROVISIONAL AGENDA

**for the fifth session of the IMO Expert Group on Data Harmonization (EGDH 5),
to be held remotely,* from Monday 25 to Friday 29 October June 2021**

The meeting will commence at 11.00 a.m. (GMT) on Monday 25 October 2021

Opening of the meeting

- 1 Adoption of the agenda
- 2 IMO data set related to "IMO environmental information (e.g. waste delivery, information on bunker, ballast water and emissions)"
- 3 IMO data set related to "IMO safety information (e.g. ship particulars)"
- 4 IMO data set on "Audits and surveys"
- 5 IMO data set on "Port State control inspection history data"
- 6 IMO data set on "Notice of Hazardous Condition"
- 7 IMO data set on berth locations (S-131 (Marine Harbour infrastructure))
- 8 Terminal codes (Child code of UN/LOCODE, IMO Port Facility number, SMDG, BIC facility codes and IHO S-131 product specification)
- 9 Review of the priority list of data sets
- 10 Development of draft terms of reference for the next meetings of EGDH
- 11 Any other business
- 12 Report to FAL 46

Closing of the meeting

* Refer to the decisions of ALCOM/ES (ALCOM/ES/5/1) and MSC-LEG-MEPC-TCC-FAL.1/Circ.1 on *Interim guidance to facilitate remote sessions of the Committees during the COVID-19 pandemic.*

Notes:

1 Documents should be received by the IMO Secretariat as follows:

- .1 by **Monday, 27 September 2021**; and
- .2 by **Monday, 11 October 2021**, commenting on those referred to in subparagraph .1 above.

2 All documents should include a brief summary.

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

- font: Arial;
- font size: 11 pt;
- justification: full;
- margins: 2 cm top, 2.5 cm bottom, left and right.

4 A document template is available on the IMODOCS website for use in the preparation of documents. When submitting a data set for consideration by EGDH, a detailed submission of data elements is required as described in appendix. The submission should also include a description of the sequence of data exchanges when known.

To facilitate processing, documents should be submitted in Microsoft Word, preferably by email to: falsec@imo.org.

5 In order to improve access to information and increase transparency, submitters of meeting documents are invited to give their consent for their documents to be released to the public prior to the meeting by checking the "opt-in box" at the top right corner of the new document template provided on IMODOCS (pre-session public release). In the absence of explicit consent, submissions will not be released to the public prior to the meeting.

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APPENDIX

FORM FOR SUBMISSION OF NEW DATA ELEMENTS

- 1 Description of the sequence of data exchanges**

- 2 Description of data elements**

Change Indicator	Data Number	Data Element	Definition	Format	Code lists	Business rules	Notes