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Circular Letter No.4431
6 July 2021

To: All IMO Members
United Nations and specialized agencies
Intergovernmental organizations
Non-governmental organizations in consultative status with IMO

Subject: **Eighth session of the Sub-Committee on Human Element Training and Watchkeeping (7 to 11 February 2022)**

1 Pursuant to the decisions of the Council at its thirty-second extraordinary session, the Secretary-General has the honour to invite representation at the eighth session of the Sub-Committee on Human Element, Training and Watchkeeping, which will be held remotely¹, from Monday, 7 to Friday, 11 February 2022. Upon conclusion of the final virtual meeting on 11 February 2022, the session will remain open, by correspondence, for a further five working days, until Friday, 18 February 2022, to allow for final review and approval of the report of the Sub-Committee. The remote session will commence on Monday, 7 February 2022, at 11.00 a.m. (UTC).

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

3 The provisional agenda for the eighth session of the Sub-Committee (HTW 8/1) is attached hereto. Other relevant documentation will be distributed as and when received by the Secretariat.

4 For the establishment of working and drafting groups, the Chair, taking into account the submissions received on the respective subjects, will advise the Sub-Committee well in time before the session on the final selection of such groups.

Submission of documents

5 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/Rev.2), the deadlines for the submission of documents to the session and the method of submitting documents are specified in paragraph 1 of the notes to the provisional agenda for HTW 8 (HTW 8/1). A link to a template is available on the home page of the IMODOCS website for use in the preparation of documents.

¹ Refer to paragraphs 7 to 15 below for further information regarding the holding of remote sessions.

6 Further to the decision taken by the Council, at its 120th regular session (C 120/D, paragraph 4.9), and by the Maritime Safety Committee at its 100th session (MSC 100/20, paragraphs 2.2 and 2.3), regarding the issue of access to information and 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.

Waivers of the rules of procedure and interim guidance to facilitate remote sessions of the Sub-Committee

7 Certain rules of procedure, which presuppose in-person meetings, need to be waived due to the prevailing exceptional circumstances imposed by the COVID-19 pandemic, to allow for HTW 8 to take place remotely.

8 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 (which also apply to their subsidiary bodies) to allow for remote sessions and the approval of *Interim guidance to facilitate remote sessions of the Committees during the COVID-19 pandemic* (MSC-LEG-MEPC-TCC-FAL.1/Circ.1). The report of the extraordinary session is set out in document ALCOM/ES/5/1.

Modalities and platform for the virtual meeting

9 HTW 8 is expected to take place from Monday to Friday, 7 to 11 February 2022, from 11 a.m. to 2 p.m. (UTC), including a 15-minute break, using the e-conferencing platform KUDO, which allows simultaneous interpretation into the six official languages of the Organization (Arabic, Chinese, English, French, Russian and Spanish).

10 Detailed information on how to use KUDO, including connectivity testing, is available under the "Hot Topics" section on IMODOCS (KUDO user guide long version: <https://docs.imo.org/Shared/Download.aspx?did=124855> and short version: <https://docs.imo.org/Shared/Download.aspx?did=125612>).

11 Given the additional challenges for interpreters working remotely, delegates are urged to use appropriate equipment, including a headset with microphone, and pay special attention to speech delivery. For the same reason, delegates are kindly requested, when making interventions, in particular when reading written reports or statements, to wait a few seconds before they start to speak and to endeavour to speak slowly, to assist the interpreters, especially if the subject matter is very technical and, if possible, to provide the Secretariat with advance copies of their statement to facilitate interpretation. The usual address statements@imo.org can be used to submit statements in advance.

Technical recommendations

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

- .1 USB headset (with microphone);
- .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

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- .4 latest version of Google Chrome or Mozilla Firefox (Chrome v68+ or Mozilla Firefox v77+)² with access to microphone and camera in browser settings when prompted.

13 Delegates are encouraged to test connectivity and audio-video quality, following the link <https://live.kudoway.eu/test> at any time.

How to join a meeting with KUDO

14 After receiving the link to the meeting from the Secretariat, participants are invited to proceed as follows:

- .1 go to the link provided, and insert the PIN code also provided in the invitation;
- .2 to join the session, fill in the two boxes on the screen by entering your display name, with the name of your delegation first (for example COUNTRY – John Day), and email; and
- .3 once you are in, choose your preferred language by clicking on "Floor" and selecting from the drop-down list. To speak, click on the blue "Request to Speak" button (if required), and activate the camera and microphone by clicking on the two red buttons once invited to take the floor. If this is your first time on KUDO, you will have to click "Allow", when prompted in a pop-up message, to enable the use of your devices.

15 The platform will open one hour before the starting time so that participants can check their connectivity and audio output before the meeting starts. It is strongly recommended to check audio settings before the meeting in order not to delay the proceedings.

² References to "Google Chrome" or "Mozilla Firefox" do not in any way imply or constitute an endorsement of these products by the Organization. The recommendations are those of the KUDO provider.

ANNEX

REGISTRATION AND ACCREDITATION

Registration

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.4336 of 5 November 2020.

Any matters relating to the use of the OMRS and the participation in the forthcoming virtual meetings of HTW 8 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 have been duly registered in OMRS.

SUB-COMMITTEE ON HUMAN ELEMENT,
TRAINING AND WATCHKEEPING
8th session
Agenda item 1

HTW 8/1
6 July 2021
Original: ENGLISH
Pre-session public release:

PROVISIONAL AGENDA

**for the eighth session of the Sub-Committee
to be held remotely¹
from Monday, 7 to Friday, 11 February 2022**

(Session commences at 11 a.m. (UTC) on Monday, 7 February 2022)

Opening of the session

- 1 Adoption of the agenda
- 2 Decisions of other IMO bodies
- 3 Validated model training courses (1.3)
- 4 Role of the human element (6.15)²
- 5 Reports on unlawful practices associated with certificates of competency (6.28)
- 6 Implementation of the STCW Convention (1.32)
- 7 Development of amendments to the Revised guidelines for the development, review and validation of model courses (MSC-MEPC.2/Circ.15/Rev.1) (1.28)
- 8 Comprehensive review of the 1995 STCW-F Convention (1.22)
- 9 Development of amendments to the STCW Convention and Code for the use of electronic certificates and documents of seafarers (5.6)
- 10 Development of measures to ensure quality of onboard training as part of the mandatory seagoing service required by the STCW Convention (6.16)
- 11 Development of measures to facilitate mandatory seagoing service required under the STCW Convention (1.16)
- 12 Development of training provisions for seafarers related to the BWM Convention (1.33)

¹ 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*.

² Includes consideration of matters which were postponed from HTW 7 to HTW 8.

- 13 Biennial status report and provisional agenda for HTW 9
- 14 Election of Chair and Vice-Chair for 2023
- 15 Any other business³
- 16 Report to the Maritime Safety Committee

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/Rev.2):

- .1 documents should be received by the Secretariat in accordance with paragraph 6.12 of the annex to MSC-MEPC.1/Circ.5/Rev.2 as follows⁴:
 - .1 bulky documents⁵ (those containing more than six pages) by **Friday, 5 November 2021** (13 weeks deadline);
 - .2 non-bulky documents (those containing six pages or fewer) and also bulky information documents by **Friday, 3 December 2021** (nine weeks deadline); and
 - .3 documents commenting on those referred to in sub-paragraphs .1 and .2 above and containing four pages or fewer, by **Friday, 17 December 2021** (seven weeks deadline).
- .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 annex to MSC-MEPC.1/Circ.5/Rev.2;
 - .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 Includes consideration of matters which were postponed from HTW 7 to HTW 8.

⁴ 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 the annex to MSC-MEPC.1/Circ.5/Rev.2, 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).

⁵ In case documents contain more than 50 pages, the provisions of paragraph 6.12.1 of the annex to MSC MEPC.1/Circ.5/Rev.2 are to be applied.

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

- 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 htw@imo.org. It should be noted that the file size limit for the IMO email system is set at 10 Mbytes. If submitters do not receive an acknowledgement from the Secretariat within five working days, they should contact the Secretary of the Sub-Committee without delay.

2 The Maritime Safety Committee has recommended that the sub-committees should strictly observe the provisions in the annex to MSC-MEPC.1/Circ.5/Rev.2, which, inter alia, provide that the Secretariat should strictly apply the rules concerning the submission of documents and not accept late submissions from Member States or international organizations.

3 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.
