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Circular Letter No.4430  
16 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: **Forty-sixth session of the Facilitation Committee  
(9 to 13 May 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 forty-sixth session of the Facilitation Committee, which will be held remotely,<sup>1</sup> from 11 a.m. (UTC+1) on Monday, 9 May 2021, to 2 p.m. (UTC+1) on Friday, 13 May 2022. Upon conclusion of the final virtual meeting on 13 May 2022, the session will remain open, by correspondence, for a further five working days, until 11.59 p.m. (UTC+1) on Friday, 20 May 2022, to allow for any comments with a view to finalizing the report of the Committee, in accordance with the *Interim guidance to facilitate remote sessions of the Committees during the COVID-19 pandemic* (MSC-LEG-MEPC-TCC-FAL.1/Circ.1).

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 provisional agenda for the forty-sixth session (FAL 46/1) is attached to this circular letter and further documentation, including an annotated agenda and a provisional timetable, will be issued in due course. The annotated agenda will include proposals of the Chair on how to deal with each item on the provisional agenda, i.e. by virtual meeting, by correspondence, by postponement, or by other means.

4 In accordance with the provisions of article VII of the 1965 FAL Convention, Contracting Governments to the Convention which are not Members of the Organization are invited to participate in the consideration and adoption of any proposed amendments.

<sup>1</sup> Refer to paragraphs 5 and 6 below for further information regarding the holding of remote sessions.

### Submission of documents

5 In accordance with the document on the *Organization and method of work of the Committee* (FAL.3/Circ.217), 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 the session (FAL 46/1). A link to a template is available on the home page of the IMODOCS website for use in the preparation of documents.

6 Further to the decision taken by the Council at its 120th regular session (C 120/D, paragraph 4.9) and by the Committee at its forty-third session (FAL 43/20, paragraphs 2.3 and 2.4), 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.

### Working and drafting groups

7 As agreed by FAL 45, the following working groups may be established:

- .1 electronic business;
- .2 facilitation instruments;
- .3 other facilitation subjects; and

A drafting group for revising the text of the amendments of the annex of the FAL Convention may be established at FAL 46.

The annotated agenda will include proposals of the Chair on the arrangements of the working groups, including which working groups will be proposed to be established at FAL 46.

8 The Chair of the Committee will advise, well in time before FAL 46, on the selection of and modalities for any working and drafting groups to be established.

9 Delegates registered for FAL 46 through the Online Meeting and Registration System (OMRS) will receive an email by **Friday, 6 May 2022** at the latest, containing a link to an online form where they will be able to select the group(s) in which they wish to participate. The link will be open until **Monday, 9 May 2022** at 9 a.m. (UTC +1), after which the registration for groups will be closed. Following registration, delegates will receive the actual joining instructions via email by the start of the opening of the session, i.e. **Monday, 9 May 2022** at 11 a.m. (UTC+1).

10 The following steps should be followed to join the working and drafting groups expected to be established:

- .1 Registration for FAL 46 through OMRS as usual.
- .2 Emails containing a link to an online form will be sent out to registered delegates by Friday, 6 May 2022.
- .3 The link remains active until Monday, 9 May 2022 at 9 a.m. (UTC+1) to allow delegates to choose the group(s) to join.

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- .4 Secretariat sends out joining links and instructions on the same day, 9 May 2022 at 11 a.m. (UTC+1).
- .5 Groups meet (at a time to be announced in plenary), with a testing session half an hour before the session starts to test internet connection and equipment.
- 11 For any queries regarding registration for groups, contact [meetingservices@imo.org](mailto:meetingservices@imo.org).
- 12 The working groups will be conducted using the virtual platform Microsoft Teams. The Secretariat will make the necessary arrangements to hold sessions of plenary and the working groups simultaneously, using KUDO and Microsoft Teams, respectively. The working groups will be held in English only, without interpretation.

### **Waivers of the rules of procedure and interim guidance to facilitate remote sessions of the Committee**

13 Certain rules of procedure, which presuppose in-person Committee meetings, need to be waived due to the prevailing exceptional circumstances imposed by the COVID-19 pandemic, to allow for FAL 46 to take place remotely. In this regard, the remote extraordinary session of the Committees (ALCOM/ES), held from 16 to 21 September 2020, invoked rule 49 of their respective rules of procedure and waived rule 3 in part, for ALCOM/ES and future remote sessions, regarding the requirement for a session to be held at IMO Headquarters.

14 The waiver of rule 3 therefore applies to FAL 46 which will be held remotely pending the IMO Headquarters building becoming available for hybrid sessions or full in-person sessions, as indicated in paragraph 2 above. Any comments or objections regarding the waiver of this rule for FAL 46 will be considered before the adoption of the agenda, at the opening of the session.

15 The *Interim guidance to facilitate remote sessions of the Committees during the COVID-19 pandemic* (MSC-LEG-MEPC-TCC-FAL.1/Circ.1) approved by ALCOM/ES, will therefore be applicable to the remote session of FAL 46 as well. The report of ALCOM/ES is set out in document ALCOM/ES/5/1.

### **Modalities and platform for the virtual meeting**

16 FAL 46 is expected to take place from Monday, 9 May 2022 to Friday, 13 May 2022, from 11 a.m. to 2 p.m. (UTC+1), with a 15-minute break approximately halfway through the proceedings, using the e-conferencing platform KUDO, which allows simultaneous interpretation into the Organization's six official languages (Arabic, Chinese, English, French, Russian and Spanish).<sup>2</sup>

17 Detailed information on how to use the e-conferencing platform 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>).

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<sup>2</sup> If FAL 46 is held in person at IMO Headquarters, as indicated in paragraph 2 above, there will be five meeting days with 8 full sessions of interpretation

18 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. Delegates are also requested to provide the Secretariat, if possible, with advance copies of their statement to facilitate interpretation, to be submitted to [statements@imo.org](mailto:statements@imo.org).

### Technical recommendations

19 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
- .4 latest version of Google Chrome or Mozilla Firefox (Chrome v68+ or Mozilla Firefox v77+)<sup>3</sup> with access to microphone and camera in browser settings when prompted.

20 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

21 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. Before you start speaking please ensure your language selection is back to "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.

22 The Secretariat will arrange a two hour on-boarding session for delegates before the session. Details will be emailed to OMRS registered delegates. On each day of the session, the platform will open one hour before the starting time so that participants can check again 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.

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<sup>3</sup> 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.

23 The plenary and working group sessions will be using different e-conferencing platforms. Delegates are therefore advised not to attend both plenary and working groups concurrently because doing so may result in technical difficulties, especially if using the same device.

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## 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 FAL 46 should be communicated to:

Registration Unit  
Meeting Services and Interpretation Section  
Email: [onlineregistration@imo.org](mailto: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 and participated in the previous session, unless otherwise indicated.

#### Accreditation

In addition to registering through OMRS, each Member or Government entitled to participate in a session of the Committee must submit a letter of credentials for its representatives and alternates, if any.

As required by rule 9 of the Committee's rules of procedure, credentials are to be issued by the Head of State, the Head of Government, the Minister for Foreign Affairs, the Minister concerned or by an appropriate authority properly designated by one of them for this purpose. In the latter case, the designated signatory should state in the letter by which of the above-mentioned authorities he/she has been authorized to issue credentials. Model letters of credentials are available upon request from the External Relations Office (Legal Affairs and External Relations Division).

Credentials should reach the Secretariat as soon as possible and, preferably, by the start of the meeting. Considering that this session of the Committee will be held remotely, **electronically submitted credentials, with originals to follow, will be accepted** under rule 9. It would be appreciated if all delegations could kindly send the copy of their credentials to the following email address: [credentials@imo.org](mailto:credentials@imo.org).

Any matters relating to letters of credentials should be communicated to:

External Relations Office  
Legal Affairs and External Relations Division  
Email: [credentials@imo.org](mailto:credentials@imo.org)



FACILITATION COMMITTEE  
46th session  
Agenda item 1

FAL 46/1  
16 July 2021  
Original: ENGLISH  
Pre-session public release:

## PROVISIONAL AGENDA

**for the forty-sixth session of the Facilitation Committee,<sup>1</sup>  
to be held remotely<sup>2</sup>  
from Monday, 9 May to Friday, 13 May 2022**

**(Session commences at 11 a.m. (UTC+1) on Monday, 9 May 2022)**

- 1 Adoption of the agenda; report on credentials
- 2 Decisions of other IMO bodies
- 3 Consideration and adoption of proposed amendments to the Convention
- 4 Review and update of the annex to the FAL Convention
- 5 Application of single window concept
- 6 Review and revision of the IMO Compendium on Facilitation and Electronic Business, including additional e-business solutions
- 7 Developing guidance for authentication, integrity and confidentiality of content for the purpose of exchange via maritime single window
- 8 Consideration of descriptions of Maritime Services in the context of e-navigation
- 9 Development of guidelines for harmonized communication and electronic exchange of operational data for port calls
- 10 Development of amendments to the *Recommendations on the establishment of National Facilitation Committees* (FAL.5/Circ.2)
- 11 Unsafe mixed migration by sea
- 12 Consideration and analysis of reports and information on persons rescued at sea and stowaways

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<sup>1</sup> The list of agenda items would be reviewed at a later stage, depending on the documents received and time available.

<sup>2</sup> 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*.

- 13 Guidance to address maritime corruption
- 14 Regulatory scoping exercise for the use of Maritime Autonomous Surface Ships (MASS)
- 15 Development of guidelines for the prevention and suppression of the smuggling of wildlife on ships engaged in international maritime traffic
- 16 Introduction of the API/PNR concept in maritime transport<sup>3</sup>
- 17 Analysis of possible means of auditing compliance with the Convention on Facilitation of International Maritime Traffic
- 18 Technical cooperation activities related to facilitation of maritime traffic
- 19 Relations with other organizations
- 20 Application of the Committee's procedures on organization and method of work
- 21 Work programme
- 22 Election of Chair and Vice-Chair for 2023
- 23 Any other business
- 24 Consideration of the report of the Committee on its forty-sixth session

**Notes:**

1 In accordance with the document on *Organization and method of work of the Facilitation Committee* (FAL.3/Circ.217):<sup>4</sup>

.1 documents should be received by the Secretariat as follows:

- .1 documents containing proposals for new outputs and documents (including information documents) containing more than six pages of text (bulky documents<sup>5</sup>), by **Friday, 4 February 2022 (13-week deadline)**;
- .2 non-bulky documents including information documents (six pages or fewer) and bulky information documents submitted in electronic format, by **Friday, 4 March 2022 (9-week deadline)**; and

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<sup>3</sup> Subject to the endorsement by Council.

<sup>4</sup> Documents other than information documents and reports from sub-committees, working, drafting, correspondence and other working groups and the Secretariat, and which contain more than 20 pages, in line with paragraph 6.10 of the document on *Organization and method of work of the Facilitation Committee*, 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).

<sup>5</sup> In the case of documents containing more than 50 pages, the provisions of paragraph 6.11.1 of the document on *Organization and method of work of the Facilitation Committee* are to be applied.

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- .3 documents (four pages or fewer) commenting on those referred to in sub-paragraphs .1 and .2 above, by **Friday, 18 March 2022 (7-week deadline)** (see also paragraph 6.11.5 of the document on *Organization and method of work of the Facilitation Committee*);
  - .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 paragraph 6.1.1 of the document on *Organization and method of work of the Facilitation 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;
  - .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.

To facilitate the processing of documents, they should be sent via email in Microsoft Word to IMO's email address: [info@imo.org](mailto:info@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 [info@imo.org](mailto:info@imo.org) without delay referring to the original email.

2 The Committee has recommended that the provisions of FAL.3/Circ.217, 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, should be strictly observed.

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.