

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

Circular Letter No.4163
28 October 2019

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

Subject: **Thirty-third meeting of the Editorial and Technical (E&T) Group
(IMSBC Code) of the Sub-Committee on Carriage of Cargoes and
Containers (23 to 27 March 2020)**

1 The Secretary-General has the honour to invite representation at the thirty-third meeting of the Editorial and Technical (E&T) Group (IMSBC Code) of the Sub-Committee on Carriage of Cargoes and Containers (CCC), which has been scheduled to take place from 9.30 a.m. on Monday, 23 March to Friday, 27 March 2020, at IMO Headquarters, 4 Albert Embankment, London, SE1 7SR. The meeting will be conducted in English only.

2 The provisional agenda for the thirty-third meeting (E&T 33/1) is attached hereto. Other relevant documentation will be distributed as and when received by the Secretariat.

3 The Secretary-General would appreciate being informed, in due course, of the names of representatives, delegates or observers, as appropriate, intending to participate in the forthcoming meeting of the E&T Group.

Submission of documents

4 Following the procedure set out in 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.1), 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 E&T 33 (E&T 33/1).

5 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.

ANNEX 1

REGISTRATION AT IMO MEETINGS

Registration at IMO meetings

Member States, IGOs and NGOs are required to provide, prior to the meeting date, the names of their representatives, including Permanent Representatives, heads of delegations, alternates, advisers or observers, via the Online Meeting Registration System (OMRS) as advised in Circular Letter No.3463 of 14 July 2014. This facilitates both their entry into the building and production of the list of participants by the Secretariat.

Once they have completed the registration procedure, delegates will be issued at IMO with an electronic access card to pass through the security barrier in the IMO building. Issue of the access card will require photographic proof of identity, e.g. passport, identity card or driving licence. Delegates may also be required to show proof of identity at any time while they are in the Headquarters building, if requested by IMO Security. In view of the significant costs incurred in producing access cards, delegates who have previously been issued with one are kindly requested to bring it with them for reactivation.

Any matters relating to the use of the OMRS should be communicated to:

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

No representative will be registered to attend the meeting without authorization from their OMRS Delegation Coordinator. New delegates whose names appear in the OMRS will be issued with the above-mentioned access card. Delegates whose names are not on the OMRS list will be requested to contact their OMRS Delegation Coordinator in order to process their authorization to attend the meeting.

Delegates are advised that the Registration Desk will be open from 8.30 a.m. on **Monday, 23 March 2020**, when early arrival would be appreciated.

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

ANNEX 2

PROCEDURE GOVERNING IMO SUPPORT FOR VISA APPLICATIONS

As established in article 7.2 of part III on Access and communications of the Headquarters Agreement, delegates are entitled to have their entry into the United Kingdom authorized without delay and without charge.

Delegates invited by the Organization who require United Kingdom entry visas should, in the first instance, apply online for an "**EXEMPT**" visa, note the reference numbers and follow the online instructions to attend either the nominated Visa Application Centre or the United Kingdom Embassy or High Commission. United Kingdom visa applications should be accompanied by the following documentation:

- i. the relevant IMO official invitation,
- ii. the nomination letter and
- iii. a note verbale from the Ministry of Foreign Affairs.

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

If, after following the above-mentioned procedure, delegates still encounter visa problems, either the Ministry of Foreign Affairs, the Ministry of Transport, the National Maritime Administration or the competent Ministry should request visa assistance in writing to the Head of the IMO External Relations Office, on paper bearing the official letterhead. The letter should state the reasons given by the British Embassy/High Commission as to why visas have been or may be refused and contain the following details:

- i. First name:
Family name:
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 session begins, to enable the Organization to support the visa application accordingly and the visa to be issued in good time.

Any requests for visa assistance should be communicated to:

External Relations Office (International Maritime Organization)
Fax: +44(0)20 7587 3210
Email: visa@imo.org

EDITORIAL AND TECHNICAL GROUP OF
THE SUB-COMMITTEE ON CARRIAGE OF
CARGOES AND CONTAINERS
33rd session
Agenda item 1

E&T 33/1
28 October 2019
ENGLISH ONLY
Pre-session public release:

PROVISIONAL AGENDA

**for the thirty-third meeting of the Editorial and Technical Group (IMSBC Code)
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,
from Monday, 23 to Friday, 27 March 2020**

(Meeting commences at 9.30 a.m. on Monday, 23 March 2020)

- Opening of the meeting
- 1 Adoption of the agenda
- 2 Measures to improve safe transport of solid bulk cargoes and provisions for solid bulk cargoes that may liquefy
- 3 Preparation of draft amendment 06-21 to the IMSBC Code:
 - .1 incorporation of proposals agreed in principle by CCC 6
 - .2 new proposals for amendments to the Code, new individual schedules or amendments to existing ones
 - .3 general measures and their consequential amendments
- 4 Any other business
- 5 Report to the Sub-Committee

Notes:

1 Following the procedure described in 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.1):

- .1 all documents should be received in the Secretariat by **Friday, 7 February 2020**;
- .2 for reasons of economy, documents should be submitted in single spacing, 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/Rev.1;
 - .2 substantive documents should conclude with a summary of the action which the E&T Group 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 pt;
 - 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, the documents should be in Microsoft Word and should be accompanied by a USB flash drive or sent via email to IMO's email address: etgroup@imo.org.

2 MSC instructed the sub-committees to strictly observe the above provisions of MSC-MEPC.1/Circ.5/Rev.1 which, inter alia, provides that the Secretariat should strictly apply the rules concerning the submission of documents and not accept late submissions from Governments or delegations.

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.
