

---

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

TC.1/Circ.70  
16 August 2017

**ORGANIZATION AND METHOD OF WORK OF  
THE TECHNICAL COOPERATION COMMITTEE**

- 1 The Technical Cooperation Committee, at its sixty-seventh session (17 to 19 July 2017), amended the existing *Guidelines on the organization and method of work of the Technical Cooperation Committee*, with a view to their harmonization with the provisions of the *Application of the Strategic Plan and the High-level Action Plan of the Organization*, adopted by resolution A.1099(29). The amendments were approved by the Committee as its new document on the *Organization and method of work of the Technical Cooperation Committee*, as set out in the annex.
- 2 Member Governments are invited to apply the annexed document, as appropriate, and to bring it to the attention of their representatives to meetings of the Technical Cooperation Committee, advising them to observe the document strictly.
- 3 TC.1/Circ.68 is hereby revoked.

\*\*\*



**ANNEX**

**ORGANIZATION AND METHOD OF WORK OF  
THE TECHNICAL COOPERATION COMMITTEE**

**TABLE OF CONTENTS**

**1 INTRODUCTION**

Purpose and application

Objectives

**2 DEFINITIONS**

**3 COORDINATION OF WORK**

**4 WORK PLANNING AND DELIVERY PROCESS**

Outputs

Submission of proposals for outputs

Preliminary assessment of proposals for outputs

Assessment of proposals for outputs

Decision on acceptance and inclusion of outputs

Management, control and reporting

Responsibilities

**5 WORKING ARRANGEMENTS**

Working, drafting, correspondence, intersessional working and other groups

**6 PROCEDURES FOR PREPARATION AND SUBMISSION OF DOCUMENTS**

Preparation of documents

Submission of documents

**7 OBSERVANCE OF THE DOCUMENT**

**APPENDIX 1 INFORMATION REQUIRED IN SUBMISSION OF PROPOSALS FOR  
INCLUSION OF AN OUTPUT**

**APPENDIX 2** FORMAT 1: BIENNIAL STATUS REPORT  
FORMAT 2: POST-BIENNIAL AGENDA

**APPENDIX 3** CURRENT ARRANGEMENTS IN THE SECRETARIAT FOR THE  
PRODUCTION OF WORKING PAPERS DURING MEETINGS

## 1 INTRODUCTION

### Purpose and application

1.1 The purpose of this document is to provide a uniform method for the Technical Cooperation Committee to conduct its work in an efficient and effective manner and to strengthen the linkage between the Organization's strategy, the work of the Committee and the biennial budget with a view to achieving IMO's objectives and priorities over a biennium.

1.2 Proper application of the document will also enhance the ability of Committee members to cover the full spectrum of IMO activities relevant to their work and thus provide for their effective participation in the rule-making process of the Organization. It is also expected that the document will enable the Committee to further improve its decision-making functions.

1.3 The document is applicable to the work of the Committee as well as to working groups and correspondence groups set up by the Committee. The Chair of the Committee and of the working groups and correspondence group coordinators should make all efforts to ensure strict compliance with the document.

1.4 The document will be kept under review and will be updated as necessary in the light of experience gained in its application, taking into account the *Application of the Strategic Plan and High-level Action Plan of the Organization* (resolution A.1099(29)), as may be amended.

### Objectives

1.5 The provisions of this document are aimed at achieving the following objectives:

- .1 to align and strengthen the planning and reporting processes by linking agenda setting and reporting more clearly to the Strategic Plan and High-level Action Plan;
- .2 to strengthen the linkage between outputs on the biennial agenda and the resources required to deliver the outputs;
- .3 to facilitate the efforts of the Committee in controlling and monitoring the Organization's work;
- .4 to promote discipline in adherence to the planning procedures and the document;
- .5 to promote objectivity, clarity and realistic timeframes in the establishment of biennial agendas by the Committee;
- .6 to ensure maximum possible participation by all Member States and by organizations with observer status in all of the Committee's work; and
- .7 to establish responsibilities and promote involvement in the planning and reporting processes.

1.6 Nothing in the document shall prohibit the Committee from taking immediate action on urgent matters if the risk of not acting will adversely affect the Organization's ability to meet its purposes.

## 2 DEFINITIONS

2.1 For the purposes of the document, as appropriate, the following definitions will apply:

- .1 *Strategic Plan* is the Strategic Plan for the Organization, as revised and adopted by the Assembly, which sets out:
  - .1 the mission statement of IMO;
  - .2 the trends, developments and challenges, in the shipping and maritime world which the Organization faces in fulfilling its mission;
  - .3 the broad strategic directions towards which IMO will work in addressing the identified trends, developments and challenges; and
  - .4 performance indicators for measuring the Organization's performance against the strategic directions;<sup>1</sup>
- .2 *High-level Action Plan* is the High-level Action Plan of the Organization as adopted by the Assembly, which sets out:
  - .1 the high-level actions necessary to achieve the strategic directions included in the Strategic Plan;
  - .2 the outputs that are planned to be delivered by the Organization over a two-year period, as a result of undertaking the high-level actions; and
  - .3 the linkage between the Organization's strategy and its day-to-day work, and therefore constitutes the work programme of the Assembly, Council, committees and their subsidiary bodies for a biennium and the basis of the Organization's biennial results-based budget, including the Secretariat's Business Plan;
- .3 *IMO organs* are the Council and committees of the Organization specified in Article 11 of the IMO Convention, including their subsidiary bodies;
- .4 *Output* is an item in the High-level Action Plan to be delivered by one or more IMO organs during the current biennium or accepted for a subsequent biennium;
- .5 *Agenda* is a list of outputs for discussion at a particular meeting;
- .6 *Biennial agenda* is a list of outputs to be delivered by an IMO organ during a biennium; and
- .7 *Post-biennial agenda* is a list of outputs accepted by the Committee in one biennium that are to be delivered or initiated in the next biennium.

---

<sup>1</sup> It should be noted that the Council at its 113th session decided to suspend future analysis and presentation of PIs and KPIs in the current Strategic Plan (see C 113/D, paragraph 3.5(i)).

### **3 COORDINATION OF WORK**

3.1 The Committee shall function as a policy-making body and its working, correspondence or other groups as purely technical bodies.

3.2 The Committee shall at all times be conscious of the status and purpose of the Strategic Plan and the High-level Action Plan as well as of the strict linkages between the High-level Action Plan and the budget for the corresponding biennium.

3.3 When an issue is transferred to the Committee by another Committee of the Organization for specific action, the Committee, before including the subject in question in the biennial agenda, must decide that the provisions of section 4, as appropriate, are fully satisfied, even if the issue, in accordance with the criteria of the referring Committee, satisfies the requirements of resolutions A.500(XII), A.777(18) and A.900(21).

### **4 WORK PLANNING AND DELIVERY PROCESS**

#### **Outputs**

4.1 An overview of the Organization's strategic planning process and its steering and reporting flows are shown in diagrams 1 and 2 contained in annex 1 to the *Application of the Strategic Plan and the High-level Action Plan of the Organization* (resolution A.1099(29)).

4.2 The Committee, in determining the acceptance of an output and its inclusion on the biennial or post-biennial agendas, shall at all times be guided by the Strategic Directions and High-level Actions established in the Strategic Plan and the High-level Action Plan of the Organization, and shall in particular take due account of:

- .1 the specific necessity for an output to be started during the current biennium;<sup>2</sup>
- .2 the potential impact that the inclusion of an output on the biennial agenda may have in the timely delivery of outputs in the relevant High-level Action Plan;
- .3 the potential impact that the inclusion of an output may have on the workload of the Committee;
- .4 the personnel and budgetary resources available;
- .5 the potential adverse impacts on the ability of the Organization to meet its objectives if a decision is made not to accept a proposal for inclusion of an output in the biennial or post-biennial agendas; and
- .6 the potential impact that the inclusion of an output may have on small island developing States (SIDS) and the least developed countries (LDCs).

#### **Submission of proposals for outputs**

4.3 To enable the Committee to carry out a proper assessment of proposals for new outputs, submissions containing such proposals must, at a minimum, contain the information – including demonstration and documentation – specified in appendix 1.

---

<sup>2</sup> The normal action will be for outputs, if accepted, to be placed on the post-biennial agenda, and only in exceptional circumstances will outputs be added to the biennial agenda and current High-level Action Plan.

### **Preliminary assessment of proposals for outputs**

4.4 In order to facilitate consideration of proposals for outputs by the Committee, the Chair should undertake a preliminary assessment of such proposals. The Chair should, for that purpose, be supported by the Vice-Chair and the Secretariat.

4.5 The outcome of the preliminary assessment should be submitted to the Committee for approval, and should include the Chair's appraisal of:

- .1 whether the proposal complies with the requirements for the submission of proposals for outputs, as specified in appendix 1;
- .2 whether the proposal complies with the criteria specified in paragraph 4.6;
- .3 whether the demonstrated need of the proposal requires its inclusion on the biennial agenda; and, if so
- .4 whether the agenda of the Committee can absorb the work associated with the output.

### **Assessment of proposals for outputs**

4.6 Before deciding to accept a proposal for a new output, the Committee shall carry out an assessment of the proposal against the following criteria:

- .1 Is the subject addressed by the proposal considered to be within the scope of IMO's objectives and the Strategic Plan for the Organization?
- .2 Does the proposal contribute to the high-level actions established in the High-level Action Plan?
- .3 Does the proposal involve the exercise of functions conferred upon the Committee by the IMO Convention or a related instrument?
- .4 Has a need for the output been justified and documented?
- .5 Has an analysis been provided that justifies and documents the practicality, feasibility and proportionality of the proposed output?
- .6 Are the benefits (e.g. enhanced maritime safety, maritime security, protection of the marine environment or facilitation of maritime traffic) that are expected to be derived from the inclusion of the proposed output clearly stated?
- .7 Do adequate industry standards exist or are they being developed?
- .8 Has the proposed output been properly specified in SMART terms (specific, measurable, achievable, realistic, time-bound)?
- .9 If inclusion of the output in the current biennium is proposed, is this action properly justified?
- .10 Would a decision to reject the proposal pose an unreasonable risk to the Organization's overall objectives?

### Decision on acceptance and inclusion of outputs

4.7 Based on its assessment in accordance with paragraph 4.6, having taken due account of the Chair's appraisal of the proposal, the Committee may decide that:

- .1 the proposal is not within the scope of the current Strategic or High-level Action Plans and should not, therefore, be accepted for inclusion;
- .2 the need has not been sufficiently demonstrated and therefore the output should not be included;
- .3 the urgency of the proposed action did not justify inclusion within the current biennium, and therefore accept the output for inclusion in the next biennium;
- .4 the implications for the present workload of the Organization are unacceptable within the current biennium, and therefore accept the output for inclusion in the next biennium; or
- .5 the demonstrated need for the output is such that it should be included, together with a target date for completion, in the biennial agenda, provided it is satisfied that the implications for the workload and planning are acceptable.

Strategic plan	Need to carry out the work	Urgency to deliver the output	Work Load/Personnel and Budgetary resources	Decision
Within scope of strategic plan	Demonstrated	Justified	Implication of workload and planning are acceptable within the current biennium	Accept output for inclusion within the current biennium
			Implications for the present workload of the Organization are unacceptable within the current biennium	Accept output for inclusion in the next biennium
	Demonstrated	Not justified	Acceptable to next biennium	Accept output for inclusion in the next biennium
	Not demonstrated	Not justified	No need to further consider	Output not to be accepted for inclusion
Outside the scope of current strategic plan	No need to further consider	No need to further consider	No need to further consider	Output not to be accepted for inclusion

4.8 Following a decision by the Committee to include an output in its post-biennial agenda, it shall include the output, and the time scale for completion, in its proposals for the High-level Action Plan of the next biennium.

## **Management, control and reporting**

4.9 Management and control of the planning of, and reporting on the implementation of, the Strategic Plan and the High-level Action Plan are critical elements for measuring the Plans' effectiveness and transparency. Consequently, it is important that proper management and control mechanisms are in place to ensure that:

- .1 biennial agendas and agendas are both clearly linked to the Strategic Plan and the High-level Action Plan;
- .2 the objectives of the Strategic Plan and the High-level Action Plan can be met within the resource constraints of the Organization and its membership;
- .3 the Organization's response to changes in the environment within which it operates is consistent with the Strategic Plan and the High-level Action Plan; and
- .4 monitoring and reporting are such that progress on biennial agendas is explicitly linked to progress on the delivery of outputs.

4.10 In order to provide a transparent link between the Strategic Plan and the Organization's work, the following principles shall be applied:

- .1 the High-level Action Plan shall – together with the Secretariat's Business Plan – form the basis of the biennial work of the Committee, taking into account the budget of the Organization;
- .2 the items contained in the agenda and biennial agenda of the Committee shall all be outputs in the High-level Action Plan or included in the Secretariat's Business Plan;
- .3 the biennial status report of the Committee should follow format 1 set out in appendix 2;
- .4 for outputs with target completion dates within the current biennium, the biennial status report (see appendix 2 (format 1)) shall specify the year of planned completion and include any tasks that are to be completed on an annual basis;
- .5 continuous items are discouraged but in those cases where they are deemed unavoidable it is still necessary for them to be given a "SMART" definition so that progress during the biennium can be assessed; and
- .6 documents submitted to the Committee shall clearly demonstrate the direct relation between the proposals they contain and the output to be delivered under the relevant agenda item, on the basis of the High-level Action Plan.

4.11 In order to ensure transparent and efficient monitoring and reporting, a uniform format shall be used for reports on the status of outputs, as set out in appendix 2 (format 1).

4.12 Report on the status of outputs included in the High-level Action Plan shall constitute or be annexed to the report of each session of the Committee, and to the biennial report of the Council to the Assembly.

4.13 The Committee shall establish and maintain post-biennial agenda, using format 2, as set out in appendix 2. This should be annexed to the report of each session.

### **Responsibilities**

4.14 The Committee and the Secretariat should ensure consistency and discipline in the administrative management of the planning and reporting cycle.

4.15 The Chair, Vice-Chair and Secretary of the Committee have a specific responsibility for the effective management of the planning and reporting cycle and for the consistent and rigorous application of this document and the *Application of the Strategic Plan and the High-level Action Plan of the Organization*.

4.16 In order to fulfil the function in paragraph 4.15, well-established cooperation and coordination is expected between the Chair, Vice-Chair and Secretary of the Committee by all available means, including face-to-face meetings and teleconferences as deemed necessary.

## **5 WORKING ARRANGEMENTS**

### **Working, drafting, correspondence, intersessional working and other groups**

#### ***Working groups***

5.1 The Committee shall keep the number of working groups formed during or between its sessions to a minimum; however, a maximum of two working groups could be established, where necessary, bearing in mind the difficulties small delegations experience in being represented in such groups and the fact that such groups work without interpretation. When a working group has completed its task and has been terminated, another working group should not be convened in its place during the same session.

5.2 Where more than two working groups are needed to deal with different subjects in one session, the Committee should establish a priority order for possible subject items and decide accordingly. Where more than two unrelated topics need to be covered by independent working groups over several sessions, arrangements could be made for groups concerned to meet at alternate sessions of the Committee with the maximum of one group per session.

5.3 Working groups may start work on the morning of the first day of the meeting on the basis of the draft terms of reference presented by the Chair of the Committee, pending formal discussion of those terms of reference under the relevant agenda item. However, these measures should be an option and be decided at the meeting with caution. It should be encouraged that, whenever possible, terms of reference of working groups should be agreed at the previous sessions of the Committee. Another option would be that the draft terms of reference of working and drafting groups issued at the beginning of the session, in accordance with paragraph 5.18 of this document, also identify items on which the groups could start, if so decided, working on the morning of the first day of the meeting, without prior consideration of the related agenda items in plenary.

5.4 In principle, there should be no splinter group(s) of a working group. However, where the establishment of a splinter group(s) is necessary for the facilitation and efficiency of the work, the working groups should have a unanimous agreement on its establishment and the outcome of the group(s) work should be considered and agreed by members of the working group and incorporated in the report of the working group. Splinter group(s), if established, should meet outside normal working hours, unless the working group decides otherwise in view of the efficiency of the work.

5.5 When appropriate, working groups should make full use of the three working days of a session, submitting their reports to the next session of the Committee. When reports are to be prepared during a session, all efforts should be made to keep such reports as short as possible.

5.6 Permanent working groups should be avoided and if there ever is a need for such a group, clear justification and appropriate terms of reference should be agreed.

### ***Drafting groups***

5.7 In addition to working groups, the Committee may form drafting groups. In no case should more than three groups (e.g. two working and one drafting group) meet simultaneously during a session. If additional drafting groups are needed, they should meet outside normal working hours.

### ***Correspondence groups***

5.8 To facilitate the consideration of an issue, correspondence groups may be established by the Committee and instructed to work on the basis of a consolidated draft text prepared by a "lead country" or the Secretariat, thereby, through consultation between interested delegations by correspondence, decreasing the volume of documents submitted and processed, after the body concerned has agreed to consider the issue and has endorsed terms of reference for the group (see also paragraph 5.18).

5.9 Correspondence groups should utilize modern communication technology, such as the Internet, as much as possible.

5.10 The work of a correspondence group (e.g. the receipt and processing of comments and suggestions) should not pre-empt formal consideration of the relevant issue by the Committee or the positions taken by Member Governments or international organizations participating in the correspondence group.

5.11 In normal circumstances, the Committee should not establish more than three correspondence groups although this number may be increased where the urgency of the matter under consideration so justifies. Sub-groups within a correspondence group should not be established. No official meetings of members of correspondence groups should be held without the prior approval of the Committee.

5.12 Participation in correspondence groups is open to all delegations (Governments and organizations) which can provide the necessary expertise on a timely basis or which have a particular interest in the issue under consideration. Any Member Government or international organization can join in the work of the correspondence group subsequent to the establishment of the group and any contribution should be accepted at any stage of the work of the group.

5.13 When establishing a correspondence group, a "lead country", "lead organization" or the Secretariat should be designated to coordinate the work of the group. Responsibilities of group coordinators should include:

- .1 preparation, maintenance and circulation of list of participants;
- .2 establishment of deadlines for the preparation of draft texts and receipt of comments and proposals thereon;
- .3 preparation and circulation of draft texts and comments thereon;

- .4 preparation and submission to the Secretariat of the report of the correspondence group including any consolidated draft texts (see paragraph 5.17); and
- .5 introduction of the above-mentioned report and consolidated draft texts to the Committee.

5.14 Responsibilities of participants should include:

- .1 active participation in the work of the group;
- .2 compliance with the deadlines established for the submission of comments on draft texts, proposals, etc.; and
- .3 relaying to other group members copies of comments, proposals, etc. submitted to the group coordinator.

5.15 The responsibilities of the Secretariat, in those cases where the Secretariat acts as a group coordinator, should be the same as those listed under paragraph 5.13 above. The Secretariat may also be requested to circulate consolidated draft texts, etc. on behalf of the group coordinator.

5.16 The results of work carried out by correspondence groups should normally take the form of a consolidated draft text reflecting the information received from members of the group. Such texts should be accompanied by a succinct report summarizing the work and indicating which members have provided input to the process. Where it has not been possible to prepare an agreed consolidated draft document, texts or issues on which there was a disagreement should be clearly indicated in the draft document or the report, as appropriate.

5.17 Correspondence groups' reports should be submitted to the first session of the Committee to meet following conclusion of the groups' work in time to meet the deadline established for consideration of substantive documents, in accordance with the provisions of paragraph 6.6. Normally the work of the correspondence groups should not overlap with sessions of the Committee. In case the group has not finalized its work in time to meet such a deadline, a progress report should be made to the Committee.

#### ***Terms of reference of working, drafting and correspondence groups***

5.18 When working, drafting and correspondence groups are formed, draft terms of reference should be prepared following consultations between the Chair of the Committee and the Secretariat for approval by plenary. In the case of working and drafting groups, the aforementioned draft terms of reference should be issued by the Secretariat at the beginning of the session for agreement by plenary before the groups in question start their work. Thereafter, the agreed terms of reference should not be modified or extended without the Committee's prior consent.

#### ***Intersessional working group***

5.19 Subject to approval by the Council, intersessional meetings of working groups may be convened without interpretation services. Intersessional meetings should only be held if considered to be absolutely essential and after careful consideration of their need by the Committee on a case-by-case basis, taking into account the priority and urgency of the specific matter such meetings will be invited to address. Intersessional meetings of such groups should be held at IMO Headquarters immediately before or after an agreed session of the Committee.

Other arrangements may be considered; however, no arrangements should be made with respect to intersessional meetings until such meetings have been approved by the Committee.

## 6 PROCEDURES FOR PREPARATION AND SUBMISSION OF DOCUMENTS

### Preparation of documents

6.1 Documents should be prepared in single spacing and be as concise as possible so as to facilitate their timely processing. In order to enhance the clear understanding of documents, the following should be observed:

- .1 all documents should be preceded by a brief summary prepared in the form and containing the information indicated in the table below. Documents – especially proposals for the inclusion of an unplanned output – should demonstrate, where feasible, the linkages to the Strategic and High-level Action Plans by including, in the summary, references to the related strategic direction(s), high-level action(s) and output(s):

<b>SUMMARY</b>	
<i>Executive summary:</i>	This description should be brief, outlining the proposed objective (an amendment, an Assembly resolution, a circular, information only, etc.), and include information on whether a proposal will have any financial implications for the shipping industry or for the IMO budget.
<i>Strategic direction:</i>	A reference should be made to one or more relevant strategic directions in the Organization's Strategic Plan.
<i>High-level action:</i>	A reference should be made to one or more corresponding high-level actions in the Organization's High-level Action Plan.
<i>Output:</i>	A reference should be made to one or more corresponding outputs in the biennial's High-level Action Plan. If there is no corresponding output, an appropriate descriptive text should be included.
<i>Action to be taken:</i>	A reference should be made to the paragraph of the document which states the action to be taken by the Committee.
<i>Related documents:</i>	Other key documents should be listed to the extent they are known to the originator of the document.

- .2 substantive documents should conclude with a summary of the action the Committee is invited to take; and
- .3 information documents should conclude with a summary of the information contained therein.

6.2 To facilitate their processing, documents should be accompanied by a USB flash drive, where available, preferably in Microsoft Word, using Arial font size 11. Documents may also be submitted via the Internet as text or attached files in Microsoft Word to IMO's email

address "info@imo.org". In such cases, documents should be confirmed by hard copies to facilitate the processing of the document, i.e. attachment of annexes to main texts, and to check that none of the text has been garbled during sending or conversion. Requirements for the submission of documents set out in paragraph 6.6 should also be applicable when such documents are submitted by electronic means.

6.3 Documents made available at IMO 13 weeks or more before a session may not be introduced in the plenary unless the Chair decides that this is essential for the proper consideration of the matter concerned.

6.4 Reports of the Committee should, in general, contain under each section, only:

- .1 a summary of key documents and listing of other documents submitted by Governments, international organizations and the Secretariat;
- .2 a summary of views expressed during consideration of an item, which may have influenced the decision taken by the Committee (thus, not allowing the reports to turn into summary records, and statements by delegations should be included therein only at their express request during the session); and
- .3 a record of the decisions taken.

6.5 In drafting recommendations, codes or guidelines, cross references may, whenever possible, be made to texts and terminology previously developed by IMO or other organizations. This will avoid unnecessary duplication and will reduce the need for excessively detailed provisions and for subsequent harmonization.

### **Submission of documents**

6.6 To ensure that all documents are available at IMO Headquarters in all three working languages well in time before a session of the Committee, so as to enable the timely studying of documents and thus promoting the participation of all members in the decision-making process of the Committee, the following provisions should apply:

- .1 as a general rule, documents, other than information documents, should not contain more than 50 pages. In the case of the ITCP and its implementation reports, reports from working, drafting or correspondence groups and in other exceptional circumstances, this number of pages may be exceeded, provided that the appropriate deadline for receipt of the document by the Secretariat, as specified in subparagraphs .2 and .3 below, is put back by one week for every 20 pages exceeding 50 pages;<sup>3</sup>
- .2 documents containing proposals for inclusion of unplanned outputs should be received by the Secretariat not later than nine weeks before the opening of any session of the Committee. They should be made available at IMO Headquarters and the IMO documents website, in the Organization's three working languages, not later than four weeks before the opening of the session;

---

<sup>3</sup> To reduce the number of pages for meetings, documents other than information documents, which contain more than 20 pages, should not be translated into all working languages in their entirety. They should include, for translation purposes, a summary of the document not longer than four pages, with the technical content submitted as an annex in the language needed by Working Groups (e.g. English).

- .3 documents (including information documents) containing more than six pages of text (bulky documents) should be received by the Secretariat not later than nine weeks before the opening of any session of the Committee.<sup>4</sup> They should be made available at IMO Headquarters and the IMO documents website, in the Organization's three working languages, not later than four weeks before the opening of the session, except for information documents, which should not be translated;
- .4 documents (including information documents) containing six pages or less of text (non-bulky documents) should be received by the Secretariat not later than seven weeks before the opening of any session of the Committee. They should be made available at IMO Headquarters and the IMO documents website, in the Organization's three working languages, not later than four weeks before the opening of the session, except for information documents, which should not be translated; and
- .5 notwithstanding the provisions of subparagraph .4 above, documents commenting on those referred to in subparagraphs .2, .3 and .4 above containing four pages or less should be processed if received by the Secretariat not later than five weeks before the opening of any session of the Committee. These documents should start with a paragraph clearly indicating the document on which comments are made and stating that the document is submitted in accordance with the provisions of paragraph 6.6.5 of this document. They should be made available at IMO Headquarters and the IMO documents website, in the Organization's three working languages, not later than three weeks before the opening of the session.

6.7 The Secretariat should make every effort to ensure the timely posting of documents on the IMO document website. Member Governments and international organizations should also endeavour to submit documents as early as possible and not just on the deadlines of the submission of documents.

6.8 The Secretariat shall strictly apply the rules concerning the submission of documents and not accept late submissions from Governments or delegations. Any exemption from these provisions should have the prior authorization of the Chair of the Committee following consultation with the Secretariat. In exceptional circumstances requiring immediate action by the Committee, a document to that end consisting of no more than four pages should be received by the Secretariat not later than five weeks before the opening of the session of the Committee and made available at IMO Headquarters, in the Organization's three working languages, not later than three weeks before the opening of the session. Such a document will be considered by the Technical Cooperation Committee only if the Committee decides to do so at the opening of its session.

6.9 To save meeting time, information documents and documents requiring no action other than for their content to be noted should not be introduced in the plenary meetings of the Committee.

---

<sup>4</sup> An exception is hereby made with respect to the annual reports on the implementation of the Integrated Technical Cooperation Programme, which should be processed in accordance with the provisions of subparagraph 6.6.4.

6.10 All concerned should be continuously aware of the financial and environmental impact of the volume of documentation generated by IMO meetings and should limit, to the greatest possible extent, the number of pages of documents submitted to such meetings. For information, the current arrangements for the production of working papers during meetings are described in appendix 2.

## **7 OBSERVANCE OF THE DOCUMENT**

7.1 This document shall be observed strictly. This will assist delegations in preparing adequately for each meeting and enhance their participation in the debate and decision-making process during the meetings. It will also prevent delegations from experiencing difficulties when developing national positions on subjects on the agenda of the Technical Cooperation Committee. Committee members should also ensure that their experts attending meetings of working groups, drafting groups or correspondence groups are adequately informed of and instructed on any action necessary to give effect to decisions made by the Technical Cooperation Committee.

## APPENDIX 1

### INFORMATION REQUIRED IN SUBMISSIONS OF PROPOSALS FOR INCLUSION OF AN OUTPUT

(Reference: paragraph 4.3)

- 1 **IMO's objectives:** Provide evidence whether and how the proposal:
  - .1 is within the scope of IMO's objective; and
  - .2 is strictly related to the scope of the Strategic Plan and contributes to the implementation of the high-level actions established in the Strategic Plan.
- 2 **Need:** Demonstrate and document:
  - .1 the need for the proposed output in terms of the risks or hazards which are considered necessary to be addressed; and
  - .2 the evidence to support the perceived need.
- 3 **Analysis of the issue:** Provide an analysis of the proposed measure, including an assessment of its practicability, feasibility and proportionality.
- 4 **Analysis of implications:** Provide an analysis of the implications of the proposal, addressing the cost to the maritime industry as well as the relevant legislative and administrative burdens (including the proposed method(s) of fulfilling any resulting administrative requirement).
- 5 **Benefits:** Provide evidence that the benefits vis-à-vis enhanced maritime safety, maritime security or protection of the marine environment expected to be derived from the inclusion of the new item justify the proposed action.
- 6 **Industry standards:** Provide information on whether adequate industry standards exist or are being developed and the intended relationship between such standards and the proposed output.
- 7 **Output:** Specify the intended output in SMART terms (specific, measurable, achievable, realistic, time-bound) including the scope of application.
- 8 **Urgency:** Provide, with reference to the current Strategic Plan and High-level Action Plan, evidence of:
  - .1 the urgency of the proposed output including any proposal to include the proposed output on the biennial agenda; and
  - .2 the date that the proposed output should be completed.
- 9 **Action required:** Specify the action required by the Committee.



**APPENDIX 2**

**Format 1: Biennial status report**

TECHNICAL COOPERATION COMMITTEE (TCC)								
Planned output number <sup>a</sup>	Description	Target completion year <sup>b</sup>	Parent organ(s)	Associated organ(s)	Coordinating organ(s)	Status of output for Year 1 <sup>c</sup>	Status of output for Year 2 <sup>c</sup>	References <sup>d</sup>
<b>Notes:</b>								
<b>Notes:</b>								

**Notes:**

- a When individual outputs contain multiple deliverables, the format should report on each individual deliverable.
- b The target completion year should be specified as a year, or indicate that the item is annual or continuous. This should not indicate a number of sessions.
- c The entries under the "Status of output" columns are to be classified as follows:
  - "completed" signifies that the outputs in question have been duly finalized;
  - "in progress" signifies that work on the related outputs has been progressed, often with interim outputs (for example, draft amendments or guidelines) which are expected to be approved later in the same biennium;
  - "ongoing" signifies that the outputs relate to work of the respective IMO organs that is a permanent or continuous task; and
  - "postponed" signifies that the respective IMO organ has decided to defer the production of relevant outputs to another time (for example, until the receipt of corresponding submissions).
- d If the output consists of the adoption/approval of an instrument (e.g. resolution, circular, etc.), that instrument should be clearly referenced in this column.

**Format 2: Post-biennial agenda**

TECHNICAL COOPERATION COMMITTEE (TCC)								
ACCEPTED POST-BIENNIAL OUTPUTS				Parent organ(s)	Associated organ(s)	Coordinating organ(s)	Timescale	Remarks
Number	Biennium <sup>e</sup>	Reference to High-level Actions	Description					

**Notes:**

e Biennium when the output was placed on the post-biennial agenda.

### APPENDIX 3

#### CURRENT ARRANGEMENTS IN THE SECRETARIAT FOR THE PRODUCTION OF WORKING PAPERS DURING MEETINGS

1 The details of how to handle the preparation of working papers produced during meetings, which are agreed at the coordination meeting held between the Conference Division (CD) and the relevant technical division(s) during the week preceding each meeting, will be conveyed by the Secretary of the IMO body to the Chair of that body, as well as the Chairs of the working and drafting groups.

2 To ensure that all working papers, including the draft report, are available in all three working languages, all these documents should be as concise as possible, with a limited number of pages containing new text. The following provisions should apply:

.1 advance text

whenever possible, for working/drafting group reports, advance text should be provided to the translation sections. This could be whole annexes or documents prior to the meeting, or as the work of the groups progresses; and

.2 final text

final text should be delivered to the translation sections as early as possible in the course of the meeting week:

.2.1 working papers

working papers should be delivered not later than 9 a.m. on the day of the report night, so that they may be processed during the day shift; and

.2.2 draft report

the night shift is to be dedicated to the processing of the draft report and will end at 1 a.m. on the following day. In order to meet the established deadline, items for the draft report not delivered throughout the week should be sent to the translation sections as early as possible on the report night, with the last remaining item to be delivered not later than 11 p.m.