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Procedure for submission to the IMO MSC

# Summary

This paper outline the procedure for input of documents to the IMO and in particular the procedure for proposing an unplanned output item.

## Related documents

IMO MSC-MEPC.1-Circ.4-Rev.4 - Guidelines On The Organization and Method of Work of the Maritime Safety Committee and the Marine Environment Protection Committee and their Subsidiary Bodies.

# Background

At the 31st session of the Policy Advisory Panel (PAP31), the Secretariat (Committee Secretaries) were requested to inform the Committees about the procedure to amend documents at IMO (how – who – when).

# Discussion

IMO MSC-MEPC.1-Circ.4-Rev.4 - Guidelines on The Organization and Method of Work of the Maritime Safety Committee and the Marine Environment Protection Committee and their Subsidiary Bodies provides a full explanation of the procedure for submissions to the IMO MSC. Sections 4 and 6 are particularly relevant.

The following is a general procedure for submitting unplanned output work to the IMO.

## Proposal preparation

The procedure shall start by a submission to MSC requesting to include a new agenda item on the agenda of the Committee, or more generally, on the agenda of a Sub-Committee. The proposal shall include answers to all questions quoted in the circular (item 4). In some case, it needs to join an FSA study. The easiest way to elaborate the document is to use as model previous proposals made at previous sessions from influent countries (US, UK, Germany or others).

## Submitting organisation

IALA as a NGO may not submit directly such a proposal. It shall be submitted by at least one Member Government (preferably several). But IALA can be a co-sponsor of the proposal.

## Deadline for submission

The submission shall arrive at the IMO Secretariat at least 13 weeks before the opening day of the Committee. The agenda of the Committee (document MSC.xx/1 contains the precise date for the deadline). The IMO Secretariat is very strict on the deadline.

# Action requested of the Committee

The Committee is requested to note the procedure for submissions to the IMO MSC.

The Committee is requested to not that this procedure is available on the IALA Wiki under Procedures for easy future reference.

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