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Circular letter No.3387  
14 August 2013

To: All IMO Members  
United Nations and Specialized Agencies  
Intergovernmental Organizations  
Non-Governmental Organizations in Consultative Status

Subject: **First session of the Sub-Committee on Ship Design and Construction  
(20 to 24 January 2014)**

1 The Secretary-General has the honour to invite representation at the first session of the Sub-Committee on Ship Design and Construction (SDC), which has been scheduled to take place from 9.30 a.m. on Monday, 20 to Friday, 24 January 2014, at IMO Headquarters, 4 Albert Embankment, London SE1 7SR.

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

3 The Maritime Safety Committee, at its ninety-second session, when discussing the restructuring of the sub-committees, agreed that working groups on the following subjects should be established during the session:

- .1 development of a mandatory Code for ships operating in polar waters;
- .2 stability; and
- .3 construction,

and that the drafting groups to be established should be selected before SDC 1, depending on submissions received.\*

4 The Secretary-General would appreciate being informed, in due course, of the names of representatives, delegates and observers, as appropriate, intending to participate in the forthcoming first session of the Sub-Committee.

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The 2013 Chairmen of the DE and SLF Sub-Committees, in consultation with the Secretariat, 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 *Guidelines on the organization and method of work of the Maritime Security Committee and the Marine Environment Protection Committee and their subsidiary bodies* (MSC–MEPC.1/Circ.4/Rev.2), the deadlines for 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 SDC 1 (SDC 1/1).

### **Security at IMO meetings**

6 With reference to Circular letter No.2692 of 20 January 2006, concerning security at IMO meetings, all delegates are required to carry a specially-issued pass to gain access to IMO meetings. Issuance of the security pass will require photo proof of identify, e.g. passport, identity card or driving licence. Delegates may also be required to show proof of identity if requested by IMO Security. In view of the significant costs incurred in the production of the pass, delegates who have previously been issued with a security pass are kindly requested to bring this pass with them for reactivation.

7 Additionally, Member Governments, IGOs and NGOs are required to provide, prior to the meeting date, the list 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.3251, to facilitate their entry into the building and for the production of the list of participants. The list of representatives, which serves as authorization for representatives to attend, must be on official letter-headed paper and signed by the responsible officer of the Government or organization concerned, should be attached to the registration details sent via the OMRS, by **Friday, 17 January 2014** at the latest. Any issues related to the use of the OMRS should be communicated to:

Registration Unit  
Conference Section  
E-mail: [registration@imo.org](mailto:registration@imo.org)

8 No representative will be registered without such evidence of authorization to attend the meeting. Delegates whose names appear on the aforementioned list will be issued with the requisite pass, which will include a photograph of the bearer. Delegates whose names are not on the list will be requested to provide evidence of their authorization to attend the meeting.

9 Delegates are advised that the Registration Desk will be open for registration from 7.30 a.m. on **Monday, 20 January 2014**, when early arrival would be of assistance.

10 For those who are still using the existing paper-based registration process in the interim, the attached pre-registration form should be completed by every delegate attending the session, including Permanent Representatives to IMO.

### **Procedures governing the support by IMO of visa applications**

11 With a view to facilitating visa applications by those delegates who require United Kingdom entry visas, the Procedures governing the support by IMO of visa applications are attached.

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SUB-COMMITTEE ON SHIP DESIGN  
AND CONSTRUCTION  
1st session  
Agenda item 1

SDC 1/1  
24 July 2013  
Original: ENGLISH

### PROVISIONAL AGENDA

**for the first session of the Sub-Committee to be held at IMO Headquarters,  
4 Albert Embankment, London, SE1 7SR,  
from Monday, 20 to Friday, 24 January 2014  
(Session commences at 9.30 a.m. on Monday, 20 January 2014)**

- Opening of the session and election of Chairman and Vice-Chairman for 2014
- 1 Adoption of the agenda
  - 2 Decisions of other IMO bodies
  - 3 Development of a mandatory Code for ships operating in polar waters
  - 4 Development of provisions to ensure the integrity and uniform implementation of the 1969 TM Convention
  - 5 Development of second-generation intact stability criteria
  - 6 Review of the damage stability regulations for ro-ro passenger ships
  - 7 Revision of SOLAS chapter II-1 subdivision and damage stability regulations
  - 8 Development of guidelines on safe return to port for passenger ships
  - 9 Amendments to SOLAS regulation II-1/11 and development of associated guidelines to ensure the adequacy of testing arrangements for watertight compartments
  - 10 Development of amendments to the 2011 ESP Code
  - 11 Development of guidelines for use of Fibre Reinforced Plastic (FRP) within ship structures
  - 12 Development of amendments to SOLAS chapter II-2, the FTP Code and MSC/Circ.1120 to clarify the requirements for plastic pipes on ships
  - 13 Review of the recommendation on evacuation analysis for new and existing passenger ships
  - 14 Development of amendments to the criterion for maximum angle of heel in turns of the 2008 IS Code

- 15 General cargo ship safety
- 16 Development of an interpretation of SOLAS regulation II-1/13.6 on means of escape from ro-ro cargo spaces
- 17 Classification of offshore industry vessels and consideration of the need for a non-mandatory Code for offshore construction support vessels
- 18 Carriage of more than 12 industrial personnel on board vessels engaged in international voyages
- 19 Development of guidelines for wing-in-ground craft
- 20 Consideration of IACS unified interpretations
- 21 Biennial agenda and provisional agenda for SDC 2
- 22 Election of Chairman and Vice-Chairman for 2015
- 23 Any other business
- 24 Report to the Maritime Safety Committee

**Notes:**

1 In accordance with the *Guidelines on 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.4/Rev.2):

- .1 documents should be received in the Secretariat as follows:<sup>\*</sup>
  - .1 documents (including information documents submitted in hard copy only) containing more than 6 pages of text (bulky documents), by Friday, **18 October 2013**;
  - .2 non-bulky documents (including information documents and bulky information documents, if submitted in electronic format), by Friday, **15 November 2013**; and
  - .3 documents commenting on those referred to in subparagraphs .1 and .2 above containing 4 pages or less, by Friday, **29 November 2013** (see also paragraph 6.12.5 of the Guidelines);

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In the case of:

- .1 documents exceeding the number of pages specified, the provisions of paragraph 6.12.1 of the Guidelines will apply; and
- .2 documents other than information documents and correspondence group reports, which contain more than 20 pages, will not be translated into all working languages in their entirety. Such documents 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).

- .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 the above-mentioned Guidelines;
  - .2 substantive documents should conclude with a summary of the action which the Sub-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 pt;
  - justification: full;
  - margins (centimetres): 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; and
- .4 to facilitate the processing of documents, they should be accompanied by a USB flash drive preferably in Microsoft Word, where available, or sent via e-mail in Microsoft Word to the dedicated IMO e-mail address for documents to the Ship Design and Construction (SDC) Sub-Committee: [sdc@imo.org](mailto:sdc@imo.org).

2 The MSC recommended the sub-committees to strictly observe the above provisions of the aforementioned Guidelines 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.



## PROCEDURES GOVERNING THE SUPPORT BY IMO OF VISA APPLICATIONS

Delegates invited by the Organization, and who require United Kingdom entry visas, should, in the first instance, apply for a visa at the nearest British Consulate or Embassy and obtain reference numbers. The necessary documentation (such as copy of the IMO programme of meetings (usually issued during December/January each year); the original and relevant IMO official letter of invitation (usually issued some six months prior to the time the meeting is to convene at IMO); nomination letter and note verbale from the Ministry of Foreign Affairs) must accompany such visa applications.

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

If, upon following the above procedures, the delegates still have visa problems, then either the Ministry of Foreign Affairs, Ministry of Transport or the National Maritime Administration should communicate, on letterhead, the following details to the Head, Human Resources Services of IMO, requesting visa assistance and communicating the reasons, given by the British Embassy/High Commission, why visas have been refused or may be refused.

- i First Name:  
Surname:  
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 meeting is to take place to enable the Organization to support the visa application accordingly and the visa to be issued in good time\*.

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\* Request for visa assistance should be sent to IMO by fax at (+44(0)20 7587 3210) or by e-mail at: [visa@imo.org](mailto:visa@imo.org).