

FACILITATION COMMITTEE
43rd session
Agenda item 1

FAL 43/1
6 July 2018
Original: ENGLISH

PROVISIONAL AGENDA

**for the forty-third session of the Facilitation Committee
to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR,
from Monday, 8 April 2019 at 9.30 a.m. to Friday, 12 April 2019**

- 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 Review and update the Explanatory Manual to the FAL Convention
- 6 Application of single-window concept
- 7 Review and revision of the IMO Compendium on Facilitation and Electronic Business, including additional e-business solutions
- 8 Developing guidance for authentication, integrity and confidentiality of content for the purpose of exchange via maritime single window
- 9 Guidelines for setting up a maritime single window
- 10 Unsafe mixed migration by sea
- 11 Development of amendments to the *Recommendations on the establishment of National Facilitation Committees* (FAL.5/Circ.2)
- 12 Development of guidelines on creating a tool to measure domestic implementation of the FAL Convention
- 13 Consideration and analysis of reports and information on persons rescued at sea and stowaways
- 14 Technical cooperation activities related to facilitation of maritime traffic
- 15 Relations with other organizations

- 16 Application of the Committee's procedures on organization and method of work
- 17 Work programme
- 18 Election of Chair and Vice-Chair for 2020
- 19 Any other business
- 20 Consideration of the report of the Committee on its forty-third session

Notes:

1 In accordance with the document on the *Organization and method of work of the Committee* (FAL.3/Circ.214):

- .1 documents should be received by the Secretariat as follows¹:
 - .1 documents containing proposals for new and unplanned outputs, by **Friday, 4 January 2019 (13-week deadline)**;
 - .2 documents (including information documents) containing more than six pages of text (bulky documents²), by **Friday, 4 January 2019 (13-week deadline)**;
 - .3 non-bulky documents including information documents (six pages or fewer) and bulky information documents submitted in electronic format, by **Friday, 1 February 2019 (nine-week deadline)**; and
 - .4 documents (four pages or fewer) commenting on those referred to in subparagraphs .1 to .3 above, by **Friday, 15 February 2019 (seven-week deadline)** (see also paragraph 6.11.5 of the document on the *Organization and method of work of the 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 the *Organization and method of work of the 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;

¹ Documents other than information documents and reports from sub-committees, working, drafting, correspondence and other working groups and the Secretariat, which contain more than 20 pages, in line with paragraph 6.10 of the document on the *Organization and method of work of the 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).

² In the case of documents containing more than 50 pages, the provisions of paragraph 6.11.1 of the document on the *Organization and method of work of the Committee* are to be applied.

.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. 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 receipt by the Secretariat within five working days, they should contact info@imo.org without delay referring to the original email.

2 The Committee has recommended that the provisions of the above-mentioned document, which, inter alia, also provide that the Secretariat should strictly apply the rules concerning the submission of documents and not accept late submissions from Governments or delegations.
