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Circular letter No.3193
15 June 2011

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

Subject: **Fifty-fourth session of the Sub-Committee on Stability and Load Lines and on Fishing Vessels Safety (16 to 20 January 2012)**

1 The Secretary-General has the honour to invite representation at the fifty-fourth session of the Sub-Committee on Stability and Load Lines and on Fishing Vessels Safety (SLF), which has been tentatively scheduled to take place from 9.30 a.m. on Monday, 16 to Friday, 20 January 2012, at IMO Headquarters, 4 Albert Embankment, London SE1 7SR.

2 The provisional agenda for the fifty-fourth session of the Sub-Committee (SLF 54/1) is attached and further documentation, including the annotated agenda and the provisional timetable, will follow in due course. Other relevant documentation will be distributed as and when received by the Secretariat.

3 *Ad hoc* working groups are envisaged to be established during the session on the following subjects:

- .1 intact stability;
- .2 guidelines for verification of damage stability requirements for tankers; and
- .3 subdivision and damage stability.

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 fifty-fourth session of the Sub-Committee.

Submission of documents

5 In accordance with the Guidelines on the organization and method of work of the MSC and the MEPC and their subsidiary bodies (MSC-MEPC.1/Circ.2, as amended), 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 SLF 54 (SLF 54/1).

Registration and security

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. 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 All delegates will be required, on first arrival, to show proof of identity, e.g., their passport or identity card. Additionally, Member Governments, IGOs and NGOs are required to transmit, prior to the meeting date, the list of their representatives, alternates, advisers or observers, as appropriate, so that their particulars may be entered into the list of participants database. The list, 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 and, along with the completed registration forms, should be sent by fax or e-mail, by Thursday, prior to the start of meeting, at the latest to:

Registration Unit
Conference Section
Fax: +44 20 7463 4116
E-mail: 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 To expedite the registration process, the attached pre-registration form should be completed by every delegate attending the session, including Permanent Representatives to IMO. Delegates are advised to arrive early on the first day of the meeting to complete the registration process. Registration will begin on 16 January 2012 at 7.30 a.m. in the registration area.

Procedure for visa applications

10 With a view to facilitating visa applications by those delegates who require United Kingdom entry visas, the Procedure governing the support by IMO for visa applications is attached.

SUB-COMMITTEE ON STABILITY AND
LOAD LINES AND ON FISHING VESSELS
SAFETY
54th session
Agenda item 1

SLF 54/1
15 June 2011
Original: ENGLISH

PROVISIONAL AGENDA

**for the fifty-fourth session of the Sub-Committee, to be held at
IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Monday, 16 to Friday, 20 January 2012**

(Session commences at 9.30 a.m. on Monday, 16 January 2012)

- Opening of the session
- 1 Adoption of the agenda
 - 2 Decisions of other IMO bodies
 - 3 Development of second generation intact stability criteria
 - 4 Development of guidelines on safe return to port for passenger ships
 - 5 Development of guidelines for verification of damage stability requirements for tankers
 - 6 Revision of the damage stability regulations for ro-ro passenger ships
 - 7 Development of amendments to SOLAS chapter II-1 subdivision standards for cargo ships
 - 8 Revision of SOLAS chapter II-1 subdivision and damage stability regulations
 - 9 Development of provisions to ensure the integrity and uniform implementation of the 1969 TM Convention
 - 10 Development of amendments to part B of the 2008 IS Code on towing and anchor handling operations
 - 11 Consideration of IACS unified interpretations
 - 12 Development of amendments to the criterion for maximum angle of heel in turns of the 2008 IS Code

- 13 Development of amendments to SOLAS regulation II-1/4 concerning subdivision standards for cargo ships
- 14 Biennial agenda and provisional agenda for SLF 55
- 15 Election of Chairman and Vice-Chairman for 2013
- 16 Any other business
- 17 Report to the Maritime Safety Committee

Notes:

1 In accordance with the Guidelines on the organization and method of work of the MSC and MEPC and their subsidiary bodies (MSC-MEPC.1/Circ.2, as amended):

- .1 documents should be received in the Secretariat as follows:
 - (a) documents (including information documents submitted in hard copy only) containing more than 6 pages of text (bulky documents), by **14 October 2011**;
 - (b) non-bulky documents (including information documents) and bulky information documents submitted in electronic format, by **11 November 2011**; and
 - (c) documents, containing 4 pages or less, commenting on those referred to in subparagraphs (a) and (b)** above, by **25 November 2011** (see also paragraph 4.10.5 of the Guidelines);
- .2 for reasons of economy, documents should be submitted in single spacing, be as concise as possible and:
 - (a) all documents should include a brief summary prepared in accordance with section 4.1 of the above mentioned Guidelines;
 - (b) substantive documents should conclude with a summary of the action which the Sub-Committee is invited to take; and
 - (c) information documents should conclude with a summary of the information contained therein;

* In the case of:

- .1 Documents exceeding the number of pages specified, the provisions of paragraph 4.10.1 of the Guidelines will apply; and
- .2 Documents other than information documents, which contain more than 20 pages, C 104 decided that they 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).

** MSC 87 agreed that paragraph (c) should also apply to documents indicated in paragraph (b).

.3 the following word-processing format should be observed in order to standardize the presentation of documents:

- font: Arial
- font size: 11pt
- 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; and

.4 to facilitate the processing of documents, they should be submitted on a USB stick, if possible, or sent via e-mail to info@imo.org, in which case hard copies of the documents should also be sent by mail or facsimile. Microsoft Word format is preferable in either case.

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.

Meeting: **SLF**
From: **16 January 2012**

Session No.: **54**
to: **20 January 2012**

PRE-REGISTRATION FORM

<i>Attendee Name</i>	Last Name:		First Name:		
	<i>Title</i> (Mr/Mrs/Miss/Ms/Other)				
<i>Position</i>					
<i>Organization</i>					
<i>Delegation</i>					
<i>Attendee Status</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Head of Delegation	Representative	Alternate	Adviser	Observer
<i>Individual documents required during the meeting</i>	Number of copies required				
	English		French		Spanish
<i>Preferred address during the meeting</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Permanent Contact information:

<i>Name</i>	
<i>Job Title</i>	
<i>Organization/Company</i>	
<i>Street line 1</i>	
<i>Street line 2</i>	
<i>City</i>	
<i>State/County</i>	
<i>Post Code/Zip</i>	
<i>Country</i>	
<i>Phone</i>	
<i>FAX</i>	
<i>Mobile phone</i>	
<i>E-Mail</i>	

Please fill in the blank fields and return the form to the IMO either by e-mail to registration@imo.org or FAX at +44 20 7463 4116.

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); copy of the completed IMO Pre-Registration Form; 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*.

* 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.