

SUB-COMMITTEE ON HUMAN ELEMENT,
TRAINING AND WATCHKEEPING
6th session
Agenda item 1

HTW 6/1
24 September 2018
Original: ENGLISH

PROVISIONAL AGENDA¹

**for the sixth session of the Sub-Committee, to be held at
IMO Headquarters, 4 Albert Embankment, London, SE1 7SR,
from Monday, 29 April to Friday, 3 May 2019**

(Session commences at 9.30 a.m. on Monday, 29 April 2019)

- Opening of the session
- 1 Adoption of the agenda
 - 2 Decisions of other IMO bodies
 - 3 Validated model training courses (1.3)
 - 4 Reports on unlawful practices associated with certificates of competency (OW 14)
 - 5 Guidance for STCW Code, section B-I/2 (1.21)
 - 6 Comprehensive review of the 1995 STCW-F Convention (1.22)
 - 7 Role of the human element (6.15)
 - 8 Biennial status report and provisional agenda for HTW 7
 - 9 Election of Chair and Vice-Chair for 2020
 - 10 Any other business
 - 11 Report to the Maritime Safety Committee

¹ This provisional agenda may be revised as a result of relevant decisions taken at MSC 100.

Notes:

1 In accordance with 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.5/Rev.1):

- .1 documents should be received by the Secretariat as follows:²
 - .1 bulky documents³ (those containing more than six pages) by **Friday, 25 January 2019**;
 - .2 non-bulky documents (those containing six pages or fewer) and also bulky information documents by **Friday, 22 February 2019**; and
 - .3 documents commenting on those referred to in subparagraphs .1 and .2 above and containing four pages or fewer, by **Friday, 8 March 2019** (see also paragraph 6.12.5 of the annex to MSC-MEPC.1/Circ.5/Rev.1);
- .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 section 6 of the annex to MSC-MEPC.1/Circ.5/Rev.1;
 - .2 substantive documents should conclude with a summary of the action that the Sub-Committee is invited to take; and
 - .3 information documents should conclude with a summary of the information they contain; and
- .3 the following word processing format should be observed in order to standardize presentation:
 - 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 processing, documents should be submitted in Microsoft Word, preferably by email to htw@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 the Secretary of the Sub-Committee without delay.

² 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 6.11 of the annex to MSC-MEPC.1/Circ.5/Rev.1, 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).

³ In case of documents containing more than 50 pages, the provisions of paragraph 6.12.1 of the annex to MSC-MEPC.1/Circ.5/Rev.1 are to be applied.

2 The Maritime Safety Committee has recommended that the sub-committees should strictly observe the provisions in the annex to MSC-MEPC.1/Circ.5/Rev.1, which, inter alia, provide that the Secretariat should strictly apply the rules concerning the submission of documents and not accept late submissions from Member States or international organizations.
