



# **THE ROYAL INSTITUTION OF NAVAL ARCHITECTS**

## **IMO COMMITTEE**

### **A Standing Committee of the Council**

#### **CONSTITUTION AND TERMS OF REFERENCE**

##### **PURPOSE**

The purpose of the International Maritime Organisation Committee, hereafter referred to as the IMO Committee, is to represent the Institution in its capacity as a Non-Governmental Organisation with Consultative Status at the IMO.

##### **CONSTITUTION**

1. The IMO Committee is a Standing Committee responsible to the Council for all matters relating to the Institution's work and responsibilities as a Non-Governmental Organisation (NGO) with Consultative Status at the International Maritime Organisation.
2. The membership will comprise members of RINA holding the level of expertise necessary to supply technical input at the IMO meetings. Individuals holding specific technical expertise may be appointed as ex-officio members, either as full time members or for a specified period of time, e.g. to attend a specific IMO meeting.
3. The Chairman and Vice-Chairman shall be proposed by a majority vote of the committee and approved by Council.
4. Membership of the IMO Committee shall be by the invitation of the Chairman, in consultation with other members of the IMO Committee.
5. In the absence of the Chairman or Vice-Chairman, meetings may be chaired by a voting member elected by those attending the meeting. A quorum at a meeting shall be five voting members of the Committee who are members of the Institution.
6. The Chairman will be an ex-officio member of the Safety Committee to ensure there is good liaison and support on relevant IMO safety issues.
7. The Chairman shall be an ex-officio member of Council and when necessary may be represented at Council meetings by the Vice-Chairman.

8. No maximum number of committee members is specified. The Chairman shall ensure that the membership remains manageable and does not impose an unreasonable burden on the secretariat.

## **TERMS OF REFERENCE**

1. To identify and monitor matters of relevance to naval architecture to be discussed by IMO committees, sub-committees, working groups and correspondence groups by regular attendance at IMO meetings.
2. To study and debate IMO-related material, providing input to IMO on behalf of the Naval Architecture Group and by informal networking with those interested in IMO matters; and to pass relevant papers to the Group for comment. (It is anticipated that the IMO Committee will restrict such matters to a limited number of issues, commensurate with the limited resources available, both from members of the Institution and the Group).
3. To represent the consensus view on matters raised by the IMO Committee, or members of the Naval Architecture Group, in the relevant IMO committee, sub-committee, working group and correspondence group.
4. The Chairman is to liaise with other RINA Technical Committee Chairmen as necessary to ensure mutual communication and co-operation.
5. To develop, co-ordinate and refine all submissions made by the Institution to the IMO.
6. To maintain a list of specialists of members having in-depth expertise in topics being considered by the IMO, who are able to advise the IMO Committee as requested.
7. To make statements on behalf of the Institution to external authorities on matters relating to its activities at IMO, seeking approval of Council where considered appropriate. Such statements will normally be made by the Chairman or vice-Chairman.

## **ADMINISTRATION**

1. The IMO Committee shall meet at least once a year at an agreed place and minutes of meetings shall be placed on the Institution website. Committee members are encouraged to attend meetings in person if convenient but may also contribute by conference telephone, e-mail or by any other means of correspondence. Electronic meetings may replace conventionally attended meetings by mutual agreement. RINA Secretariat shall provide support as required.
2. Eligible members may vote when invited to do so, by all convenient means. Where attendance at a meeting in person is impracticable, arrangements for postal and /or electronic voting shall be arranged by RINA Administration.

3. To observe the confidentiality of all RINA and other sourced documents, the IMO Committee Chairman shall, subject to the permission of the author, give prior approval to any document or report produced by the Committee or received from a third party, before it is copied to any individual or distributed to a group, either within the Institution or externally, or placed on the RINA website.
4. The document or report shall be considered the intellectual property of the author until it is placed into the public domain by RINA, when it shall become the intellectual property of the Institution.
5. The Chairman or the Vice Chairman is to approve the attendance of all persons at IMO Meetings as part of the RINA delegation.
6. A leader of delegation will be appointed for all attended IMO meetings, who is responsible for ensuring a report is made of the meeting. Any interventions made in IMO committees, sub-committee's and working groups are to be recorded in the report of that meeting.
7. IMO documents that are not in the public domain (such as working papers issued at IMO meetings) need careful control in their distribution. The Chairman or vice-Chairman shall be advised of any such distribution.
8. The IMO Committee will take all reasonable measures to mitigate the risk to the status and standing of the Institution by its activities at the IMO, taking full account of the Risk Register.
9. The Chairman of the IMO Committee will present a report on the activities of the Committee at each Council meeting
10. The Chairman of the IMO Committee will provide a report of the activities of the IMO Committee for inclusion in the Annual Report.