



MARITIME SAFETY COMMITTEE  
84th session  
Agenda item 1

MSC 84/1  
25 October 2007  
Original: ENGLISH

**PROVISIONAL AGENDA\***

**for the eighty-fourth session of the Maritime Safety Committee  
to be held from Wednesday, 7 to Friday, 16 May 2008  
at IMO Headquarters, 4 Albert Embankment, London SE1 7SR**

**Session commences 9.30 a.m. on Wednesday, 7 May 2008**

Opening of the session

- 1 Adoption of the agenda; report on credentials
- 2 Decisions of other IMO bodies
- 3 Consideration and adoption of amendments to mandatory instruments
- 4 Measures to enhance maritime security
- 5 Goal-based new ship construction standards
- 6 LRIT-related matters
- 7 Safety of navigation (report of the fifty-third session of the Sub-Committee)
- 8 Dangerous goods, solid cargoes and containers (report of the twelfth session of the Sub-Committee)
- 9 Fire protection (report of the fifty-second session of the Sub-Committee)
- 10 Bulk liquids and gases (report of the twelfth session of the Sub-Committee)
- 11 Ship design and equipment (urgent matters emanating from the fifty-first session of the Sub-Committee)
- 12 Training and watchkeeping (urgent matters emanating from the thirty-ninth session of the Sub-Committee)

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\* Subject to relevant decisions of A 25.

- 13 General cargo ship safety
- 14 Capacity-building for the implementation of new measures
- 15 Role of the human element
- 16 Formal safety assessment
- 17 Piracy and armed robbery against ships
- 18 Technical assistance sub-programme in maritime safety and security
- 19 Implementation of instruments and related matters
- 20 Relations with other organizations
- 21 Application of the Committee's Guidelines
- 22 Work programme
- 23 Any other business
- 24 Consideration of the report of the Committee on its 84th session

**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.1):

.1 documents should be received in the Secretariat as follows:\*

- (a) documents containing proposals for new work programme items, by 5 February 2008;
- (b) documents (including information documents submitted in hard copy only) containing more than 6 pages of text (bulky documents), by 5 February 2008;
- (c) non-bulky documents (including information documents) and bulky information documents submitted in electronic format, by 4 March 2008; and
- (d) documents, containing 4 pages or less, commenting on those referred to in subparagraphs (a) and (b) above, by 18 March 2008 (see also paragraph 4.10.5 of the Guidelines);

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\* In the case of documents exceeding the number of pages specified, the provisions of paragraph 4.10.1 of the Guidelines will apply.

- .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 the Guidelines;
  - (b) substantive documents should conclude with a summary of the action the Committee is invited to take; and
  - (c) 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: Times New Roman;
  - font size: 12;
  - justification: full;
  - margins (inches): 1 inch left, 0.75 inch right, 0.5 inch top and bottom; and
  - margins (centimetres): 2.54 cm left, 1.91 cm right, 1.27 cm top and bottom.
- In this respect, a generic template entitled “Instruction on document presentation” is available on the IMODOCS website for use in the preparation of documents; and
- .4 to facilitate the processing of documents by the Secretariat, they should be accompanied by computer diskettes, preferably in Microsoft Word, where available or sent via the Internet as text or in Microsoft Word to IMO’s e-mail address “info@imo.org”, in which case hard copies of the documents should also be sent by mail or facsimile.

2 The MSC has recommended that the provisions of the above 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, should be strictly observed.

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