



CONFERENCE OF PARTIES TO THE  
INTERNATIONAL CONVENTION ON  
STANDARDS OF TRAINING,  
CERTIFICATION AND WATCHKEEPING  
FOR SEAFARERS, 1978  
Agenda item 5

STCW/CONF.2/7  
15 December 2009  
Original: ENGLISH

**ORGANIZATION OF THE WORK OF THE CONFERENCE, INCLUDING THE  
ESTABLISHMENT OF OTHER COMMITTEES, AS NECESSARY**

**Work programme and schedule of meetings**

**Note by the Secretariat**

**SUMMARY**

|                             |                                                                                         |
|-----------------------------|-----------------------------------------------------------------------------------------|
| <i>Executive summary:</i>   | The document provides the work programme and schedule of meetings during the Conference |
| <i>Strategic direction:</i> | 5.2                                                                                     |
| <i>High-level action:</i>   | 5.2.1                                                                                   |
| <i>Planned output:</i>      | 5.2.2.1                                                                                 |
| <i>Action to be taken:</i>  | Paragraph 13                                                                            |
| <i>Related documents:</i>   | STCW/CONF.2/1 and STCW/CONF.2/2                                                         |

**Introduction**

1 The Conference is being convened, pursuant to the decisions of the Assembly of the Organization at its twenty-sixth session, the Council at its one hundredth session and the Maritime Safety Committee, at its eighty-fourth session, at the Philippine International Convention Centre, Manila, The Philippines, in accordance with article XII(b)(i) of the 1978 STCW Convention.

**Duration of the Conference**

2 Provisions have been made for a five-day Conference to be held from Monday, 21 to Friday, 25 June 2010.

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## Meeting of Heads of Delegations

3 In accordance with usual practice, a meeting of the Heads of Delegations will be convened prior to the formal opening of the Conference in order to discuss certain organizational and procedural matters. The conclusions reached by the Heads of Delegations will be reported by the Secretary-General to the Plenary for consideration and adoption. Accordingly a meeting of the Heads of Delegations will be held at 10 a.m. on Monday, 21 June 2010.

## Opening of the Conference

4 The Plenary of the Conference will open on Monday, 21 June 2010, at 11.00 a.m.

## Structure of the Conference

5 The Conference, in plenary sessions, will decide on Conference organizational arrangements; consider the reports of Committees to be established; and adopt the treaty instrument expected to result from the work of the Conference. The Plenary will also be invited to adopt the Final Act of the Conference which representatives of Parties to the 1978 STCW Convention participating in the Conference will be invited to sign in the closing session of the Conference.

6 With due regard to the agenda for the Conference (STCW/CONF.2/1) and the provisional Rules of Procedures (STCW/CONF.2/2), the following structure of the Conference is proposed:

- .1 **a Plenary** presided over by the President or, in his/her absence, by one of the Vice-Presidents;
- .2 **a Committee of the Whole**, with a Chairman elected by the Plenary and two Vice-Chairmen elected by the Committee itself. This Committee, to be established under rule 44 of the Rules of Procedure, will consider proposed amendments to the 1978 STCW Convention and STCW Code and, associated draft Conference resolutions and related documents submitted under items 6, 7 and 8 of the provisional agenda. The Committee of the Whole, which will be open to all delegations and observers, may set up subsidiary bodies (*ad hoc* working and drafting groups) to consider, without interpretation, specific technical matters relevant to the scope of the Conference;
- .3 **a Drafting Committee** composed of not more than nine members, with a Chairman elected by the Plenary. The Drafting Committee will elect its own Vice-Chairman. This Committee, to be established under rule 45 of the Rules of Procedure, will examine the draft texts of the proposed amendments to the 1978 STCW Convention and the STCW Code, and the associated draft Conference resolutions referred to it by the Committee of the Whole, for submission to the Plenary for adoption. It will also prepare the draft Final Act of the Conference; and
- .4 **a Credentials Committee** composed of five members appointed by the Plenary on the proposal of the President, to be established under rule 4 of the Rules of Procedure. The Credential Committee will elect its own Chairman.

7 Matters relating to the coordination of the work of the various Committees of the Conference, their day-to-day work and the consideration of any organizational matters related to the Conference will be decided following consultations between the Conference President, the Secretary-General and the Chairmen of the relevant Committees.

### **Interpretation and records of decisions**

8 As per past practice, the official languages of the Conference (for interpretation during meetings) will be Arabic, Chinese, English, French, Russian and Spanish; and the working languages (for the production of documents) will be English, French and Spanish. Meetings of the Plenary, the Committee of the Whole and the Drafting Committee will be with interpretation. The Credentials Committee will work in English only.

9 In the interest of economy, summary records will not be produced for any of the meetings of the Conference. However, records of decisions of the Plenary and the Committee of the Whole will be issued during the Conference.

10 The financial provisions for the Conference envisage that only one team of interpreters will be available. Accordingly, only one meeting requiring interpretation can be held at any one time, with Plenary and, subsequently, the Committee of the Whole taking precedence.

### **Organization of the work of the Conference**

11 On the basis of the structure proposed above and the facilities available, it is suggested that the work of the Conference be organized as follows:

- .1 the morning of the opening day of the Conference (Monday, 21 June) will be devoted to consideration of organizational arrangements. This will take place informally at a meeting of the Heads of Delegations and, subsequently, at the inaugural session of the Plenary, which will elect the President and the Vice-Presidents of the Conference, as well as the Chairmen of the Committee of the Whole and the Drafting Committee; appoint members of the Credentials Committee; adopt the Rules of Procedure; establish the various Committees and decide on the organization of the work of the Conference;
- .2 the Committee of the Whole will work from Monday, 21 June, starting at 2.30 p.m. until Wednesday, 23 June, 12.30 p.m., and again on Thursday, 24 June, from 9.30 a.m. to 12.30 p.m.;
- .3 the Credentials Committee will meet in the afternoon of Tuesday, 22 June, starting at 4.30 p.m.;
- .4 the Drafting Committee will meet on Wednesday, 23 and Thursday, 24 June, each day from 2.30 to 5.30 p.m.;
- .5 the Plenary will be re-convened in the morning of Friday, 25 June, with a view to adopting amendments to the International Convention on Standards of Training, Certification and Watchkeeping of Seafarers, 1978, amendments to the Seafarers' Training, Certification and Watchkeeping Code, Conference resolutions and the Final Act; and

- .6 the signing ceremony of the Final Act resulting from the deliberations of the Conference will be held in the afternoon of Friday, 25 June.

12 The proposed timetable is set out in the annex. In light of the progress made during the Conference and other relevant considerations, plenary may decide on any adjustments which may become necessary.

**Action requested of the Conference**

13 The Conference is invited to consider the information and suggestions provided in this document and take such action as it deems appropriate.

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## ANNEX

## PROPOSED TIMETABLE OF THE CONFERENCE

21 to 25 June 2010

| CONFERENCE BODIES            | MONDAY<br>21 JUNE |      | TUESDAY<br>22 JUNE |      | WEDNESDAY<br>23 JUNE |      | THURSDAY<br>24 JUNE |      | FRIDAY<br>25 JUNE |      |
|------------------------------|-------------------|------|--------------------|------|----------------------|------|---------------------|------|-------------------|------|
|                              | a.m.              | p.m. | a.m.               | p.m. | a.m.                 | p.m. | a.m.                | p.m. | a.m.              | p.m. |
| HEADS OF DELEGATIONS MEETING |                   |      |                    |      |                      |      |                     |      |                   |      |
| PLENARY                      |                   |      |                    |      |                      |      |                     |      |                   |      |
| COMMITTEE OF THE WHOLE       |                   |      |                    |      |                      |      |                     |      |                   |      |
| DRAFTING COMMITTEE           |                   |      |                    |      |                      |      |                     |      |                   |      |
| CREDENTIALS COMMITTEE        |                   |      |                    |      |                      |      |                     |      |                   |      |
| SIGNING CEREMONY             |                   |      |                    |      |                      |      |                     |      |                   |      |