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SUB-COMMITTEE ON STANDARDS OF  
TRAINING AND WATCHKEEPING  
31st session  
Agenda item 1

STW 31/1  
15 July 1999  
Original: ENGLISH

## PROVISIONAL AGENDA

**for the thirty-first session of the Sub-Committee to be held at  
IMO Headquarters, 4 Albert Embankment, London SE1 7SR,  
from Monday, 10 to Friday, 14 January 2000\***

**(Session commences on Monday, 10 January 2000 at 09.30 a.m.)**

Opening of the session

- 1 Adoption of the agenda
- 2 Decisions of other IMO bodies
- 3 Validation of model training course content
- 4 Training and certification of maritime pilots and revision of resolution A.485(XII)
- 5 Follow-up action to the 1995 STCW Conference
- 6 Unlawful practices associated with certificates of competency
- 7 Follow-up action to the 1995 STCW-F Conference
- 8 Casualty analysis
- 9 Development of guidance on training in the use of ECDIS
- 10 Medical standards for seafarers
- 11 IMO Standard Marine Communication Phrases
- 12 Development of requirements for training in ballast water management
- 13 Development of guidelines for ships operating in ice-covered waters
- 14 Work programme and agenda for STW 32
- 15 Election of Chairman and Vice-Chairman for 2001

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\* Subject to relevant decisions of A.21.

- 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 the MEPC and their subsidiary bodies:

- .1 documents should be received in the Secretariat as follows:
  - (a) documents (including information documents) containing more than 6 pages of text (bulky documents) by 14 October 1999. As a general rule, documents, other than information documents, should not contain more than 50 pages. In the case of reports from working, drafting and correspondence groups and in other exceptional circumstances, this number of pages may be exceeded, provided that the aforementioned deadline is put back by one week for every 20 pages exceeding 50 pages;
  - (b) non bulky documents (including information documents), by 12 November 1999; and
  - (c) documents commenting on those referred to in subparagraph (a) above containing 4 pages or less, by 9 December 1999. These documents should start with a paragraph clearly indicating the document on which comments are made and stating that the document is submitted in accordance with the provisions of paragraph 46.5 of the aforementioned 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 appendix 5 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; and
- .3 to facilitate the processing of documents, they should be accompanied by computer diskettes, preferably in either WordPerfect or MicrosoftWord, where available, or sent via the Internet as text or in WordPerfect or in MicrosoftWord to IMO's e-mail address [info@imo.org](mailto:info@imo.org), in which case, hard copies of the documents should also be sent by mail or facsimile.

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.