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SUB-COMMITTEE ON STANDARDS OF
TRAINING AND WATCHKEEPING
36th session
Agenda item 1

STW 36/1
16 June 2004
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PROVISIONAL AGENDA

**for the thirty-sixth session of the Sub-Committee to be held at
IMO Headquarters, 4 Albert Embankment, London SE1 7SR
from Monday 10 to Friday 14 January 2005**

(Session commences at 9.30 a.m. on Monday, 10 January 2005)

Opening of the session

- 1 Adoption of the agenda
- 2 Decisions of other IMO bodies
- 3 Validation of model training courses
- 4 Unlawful practices associated with certificates of competency
- 5 Large passenger ship safety
- 6 Training of crew in launching/recovering operations of fast rescue boats and means of rescue in adverse weather conditions
- 7 Measures to prevent accidents with lifeboats
- 8 Measures to enhance maritime security: training and certification requirements for ship security officers
- 9 Education and training requirements for fatigue prevention, mitigation and management
- 10 Requirements for knowledge, skills and training for officers on WIG craft
- 11 Development of training requirements for the control and management of ship's ballast water and sediments
- 12 Development of competences for ratings
- 13 Training and certification requirements for company and port facility security officers
- 14 Work programme and agenda for STW 37

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- 15 Election of Chairman and Vice-Chairman for 2006
- 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 (MSC/Circ.1099-MEPC/Circ.405):

- .1 documents should be received in the Secretariat as follows^{*}:
 - .1 documents (including information documents) containing more than 6 pages of text (bulky documents), by 8 October 2004;
 - .2 non bulky documents (including information documents), by 5 November 2004; and
 - .3 documents commenting on those referred to in subparagraph .1 above containing 4 pages or less, by 19 November 2004^{**};
- .2 for reasons of economy, documents should be submitted in single spacing, be as concise as possible and:
 - .1 all documents should include a brief summary prepared in accordance with section 4 of the above-mentioned Guidelines;
 - .2 substantive documents should conclude with a summary of the action which the Sub-Committee is invited to take; and
 - .3 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 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 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.

^{*} In the case of documents exceeding 50 pages, the provisions of paragraph 4.10.1 of the Guidelines will apply.

^{**} In these documents, the provisions of paragraph 4.10.5 of the Guidelines will apply.