

SUB-COMMITTEE ON HUMAN ELEMENT,
TRAINING AND WATCHKEEPING
11th session
Agenda item 1

HTW 11/1
12 July 2024
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PROVISIONAL AGENDA

**for the eleventh session of the Sub-Committee to be held at IMO Headquarters,
4 Albert Embankment, London, SE1 7SR,
from Monday, 10 February to Friday, 14 February 2025**

(Session commences at 9.30 a.m. (UTC) on Monday, 10 February 2025)

- Opening of the session
- 1 Adoption of the agenda
 - 2 Decisions of other IMO bodies
 - 3 Validated model training courses (6.2)
 - 4 Role of the human element (6.1)
 - 5 Reports on unlawful practices associated with certificates of competency (6.3)
 - 6 Comprehensive review of the 1978 STCW Convention and Code (6.17)
 - 7 Development of a safety regulatory framework to support the reduction of GHG emissions from ships using new technologies and alternative fuels (3.8)
 - 8 Biennial status report and provisional agenda for HTW 12
 - 9 Election of Chair and Vice-Chair for 2026
 - 10 Any other business
 - 11 Report to the Maritime Safety Committee

Notes:

1 In accordance with the *Organization and method of work of the Maritime Safety Committee and the Marine Environment Protection Committee and their subsidiary bodies* (MSC-MEPC.1/Circ.5/Rev.5):

- .1 documents should be received by the Secretariat in accordance with paragraph 6.12 of the annex to MSC-MEPC.1/Circ.5/Rev.5, as follows¹:
 - .1 documents (including information documents) containing more than six pages of text (bulky documents²), by **8 November 2024** (13-week deadline);
 - .2 non-bulky documents including information documents (six pages or fewer) and bulky information documents submitted in electronic format, by **6 December 2024** (nine-week deadline); and
 - .3 documents (four pages or fewer) commenting on those referred to in subparagraphs .1 and .2 above, by **20 December 2024** (seven-week deadline). 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 6.12.5 of MSC-MEPC.1/Circ.5/Rev.5;
- .2 for reasons of economy, documents should be submitted in single spacing and be as concise as possible; and:
 - .1 all documents should include a brief summary prepared in accordance with section 6 of the annex to MSC-MEPC.1/Circ.5/Rev.5;
 - .2 substantive documents should conclude with a summary of the action that the Sub-Committee is invited to take; and
 - .3 information documents should conclude with a summary of the information contained therein; and
- .3 the following word-processing format should be observed in order to standardize the presentation of documents:
 - font: Arial;
 - font size: 11;
 - justification: full;
 - margins: 2 cm top, 2.5 cm bottom, left and right.

A template is available on the IMODOCS website for use in the preparation of documents.

¹ Documents other than information documents and reports from sub-committees, working, drafting, correspondence and other working groups and the Secretariat, which contain more than 20 pages, in line with paragraph 6.11 of the annex to MSC-MEPC.1/Circ.5/Rev.5, will not be translated in their entirety. Such documents should include, for translation purposes, a summary not longer than four pages, with the technical content submitted as an annex in the language needed by working groups (i.e. English).

² In case documents contain more than 50 pages, the provisions of paragraph 6.12.1 of the annex to MSC-MEPC.1/Circ.5/Rev.5 are to be applied.

To facilitate processing, documents should be submitted via the new **Meeting Document Submission Portal on IMODOCS** (Submission Portal) in DOCX format, as set out in Circular Letter No.4662.

2 The Maritime Safety Committee has recommended that the sub-committees should strictly observe the provisions in the annex to MSC-MEPC.1/Circ.5/Rev.5, which, inter alia, provide that the Secretariat should strictly apply the rules concerning the submission of documents and not accept late submissions from Member States or international organizations.

3 In order to improve access to information and increase transparency, submitters of meeting documents are invited to give their consent for their documents to be released to the public prior to the meeting by checking the "opt-in box" at the top right corner of the new document template provided on IMODOCS (pre-session public release). In the absence of explicit consent, submissions will not be released to the public prior to the meeting.
