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Circular Letter No.5106  
18 December 2025

To: All IMO Members  
United Nations and specialized agencies  
Intergovernmental organizations  
Non-governmental organizations in consultative status with IMO

Subject: **Twelfth session of the Sub-Committee on Implementation of IMO Instruments (20 to 24 July 2026)**

1 The Secretary-General has the honour to invite representation at the twelfth session of the Sub-Committee on Implementation of IMO Instruments, which has been scheduled to take place from 9.30 a.m. (UTC+1) on Monday, 20 to Friday, 24 July 2026, at IMO Headquarters, 4 Albert Embankment, London SE1 7SR.

2 The provisional agenda for the twelfth session of the Sub-Committee (III 12/1) is attached hereto, which is subject to decision by MSC 111 and MEPC 84. Other relevant documentation will be issued in due course.

3 The Secretary-General would appreciate being informed, in due course, of the names of representatives, delegates or observers, as appropriate, intending to participate in the forthcoming twelfth session of the Sub-Committee.

#### **Use of hybrid meeting facilities to complement in-person participation**

4 The Council, at its 132nd session (C 132), agreed to permanently establish the utilization of hybrid capabilities to support in-person meetings and invited the other IMO organs to do the same. Information on hybrid meetings is provided in Circular Letter No.4627.

#### **Submission of documents**

5 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.6), the deadlines and the method of submitting documents are specified in paragraph 1 of the notes to the provisional agenda for III 12 (III 12/1). A link to a template is available on the home page of the IMODOCS website for use in the preparation of documents. Documents should be submitted through the Meeting Document Submission Portal, available on the IMODOCS homepage (<https://docs.imo.org>) under the "Submissions" tab, to help streamline and harmonize the process of submitting documents for consideration by the different IMO bodies (MSC-MEPC.1/Circ.5/Rev.6, paragraph 6.2).

6 Further to the decision taken by the Council, at its 120th regular session (C 120/D, paragraph 4.9), the Maritime Safety Committee, at its 100th session (MSC 100/20, paragraphs 2.2 and 2.3) and the Marine Environment Protection Committee, at its seventy-third session (MEPC 73/19, paragraph 15.29), regarding access to information and 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.

### **Presentations**

7 Member Governments and international organizations planning presentations during III 12 are requested to contact the Secretariat at [iii@imo.org](mailto:iii@imo.org) with a defined title for the presentation as soon as possible following the issuance of this circular letter so that necessary arrangements can be made in time. Given the limited number of available time slots for presentations, these will be allocated on a first come, first served basis.

### **Working and drafting groups**

8 The Chair of the Sub-Committee, taking into account the submissions received on the respective subjects, will advise well in time before III 12 on the final selection of working and drafting groups to be established. It is envisaged that working and drafting groups on the following subjects may be established as per the decisions at III 11 (III 11/16, paragraph 13.9):

- .1 Analysis of marine safety investigation reports, and Review of the Casualty Investigation Code and the associated implementation Guidelines (resolution A.1075(28));
- .2 Measures to harmonize port State control (PSC) activities and procedures worldwide, and development of an entrant training manual for PSC personnel;
- .3 Analysis of consolidated audit summary reports;
- .4 Survey Guidelines under the HSSC, the Non-exhaustive list of obligations and Comprehensive revision of the guidelines on the implementation of the ISM Code by Administrations and companies; and
- .5 Cooperate with the United Nations on matters of mutual interest, as well as provide relevant input/guidance – Review the draft guidelines for the seaworthiness and safety inspection of small fishing vessels and associated inspection checklist.

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## ANNEX 1

### REGISTRATION AND CODE OF CONDUCT

#### Registration

Member Governments, UN agencies, IGOs and NGOs are required to provide, prior to the meeting date, the names of all the members of their delegations including Permanent Representatives, Assistant Permanent Representatives and Members of Permanent Missions attending the meeting via the Online Meeting Registration System (OMRS), as advised in Circular Letter No.4336 of 5 November 2020.

**Active participants** are those registered as either *physical* (attending meetings at IMO Headquarters in-person) or *remote-active*. They are authorized to take the floor and make interventions. **Passive participants** are those only able to follow proceedings remotely via live streaming.

**Remote-active participants** will receive a personalized joining link via email daily before each session starts at approximately 08:30 a.m. (UTC+1). The Zoom link is unique to the recipient and should not be shared with anyone. Accuracy of the registered email address in OMRS is crucial.

**Remote-passive participants** automatically receive a link, once their registration is approved, to a web stream of the session (live streaming), which will be broadcast via the IMODOCS page. It is important to note that the option for remote-passive participation is available only if the meeting is livestreamed.

**In-person participants** should not join the Zoom meeting when physically present in the Main Hall or Committee Rooms, as this will have a detrimental impact on the hybrid system and reduce the number of licences available for those joining remotely.

Delegates wishing to change their participation status from in-person to remote-active or vice versa must do so in the OMRS through their respective OMRS Delegation Coordinator(s). Subsequently, they will receive a joining link for the meeting.

Delegates attending the meeting in person who have completed the registration procedure will be issued with an electronic access card at IMO to pass through the security barrier in the IMO Headquarters.

Issue of the access card will require photographic proof of identity, e.g. passport, identity card or driving licence. Delegates may also be required to show proof of identity at any time while they are in the IMO Headquarters if requested by IMO Security. In view of the significant costs incurred in producing access cards, delegates who have previously been issued with one are kindly requested to bring it with them for reactivation.

Any matters relating to the use of the OMRS and the participation in the forthcoming meetings of III 12 should be communicated to:

Registration Unit  
Meeting Services and Interpretation Section  
Email: [onlineregistration@imo.org](mailto:onlineregistration@imo.org)

Members of delegations will not be registered to attend the meeting without authorization from their respective OMRS Delegation Coordinator(s). Delegates whose names do not appear on the OMRS list will be requested to contact their OMRS Delegation Coordinator in order to process their authorization to attend the meeting.

Delegates are advised that the Registration Desk will be open from 7.30 a.m. (UTC+1) on Monday, 20 July 2026, when early arrival would be appreciated.

### **Remote or hybrid participation**

Delegates joining the meeting remotely are urged to use appropriate equipment, and are kindly requested to wait a few seconds before starting to speak and to endeavour to speak slowly and clearly, to facilitate interpretation in other languages.

### **Statements**

To facilitate the interpretation of interventions during the session, delegations are encouraged to provide advance copies of statements to the Secretariat by email to [statements@imo.org](mailto:statements@imo.org).

### **Code of Conduct**

Delegates, participants, attendees and guests are subject to the Code of Conduct for Delegates, Observers and Other Participants at IMO Meetings, Events and Activities to Prevent Harassment including Sexual Harassment (Circular Letter No.4908).

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## ANNEX 2

### PROCEDURES GOVERNING IMO SUPPORT FOR VISA APPLICATIONS

As established in article 7.2 of part III on Access and communications of the Headquarters Agreement, delegates are entitled to have their entry into the United Kingdom authorized without delay and without charge.

All delegates who are travelling to participate in this meeting will require an entry visa for the United Kingdom. Delegates should **not** apply for an electronic travel authorisation (ETA) but instead apply for an "**EXEMPT**" visa at [www.gov.uk/exempt-vignette](http://www.gov.uk/exempt-vignette), note the reference numbers and follow the online instructions to attend either the nominated Visa Application Centre or the United Kingdom Embassy or High Commission. Those delegates travelling to the United Kingdom on a regular basis may apply for a multi-entry exempt visa. United Kingdom visa applications should be accompanied by the following documentation:

- i. a copy of this circular letter, (numbered CL.5106), to be used as the official letter of invitation;
- ii. the nomination letter; and
- iii. a Note Verbale from the Ministry of Foreign Affairs.

Delegates must be nominated by their competent ministry (usually the Ministry of Transport or the National Maritime Administration). The nomination letter should be accompanied by a note verbale issued by the Ministry of Foreign Affairs.

This exercise should be undertaken as early as possible, but no later than **six weeks** before the date of arrival in the UK.

If delegates encounter visa problems, either the Ministry of Foreign Affairs, the Ministry of Transport, the National Maritime Administration or the competent ministry should send an official communication to the Head of the IMO External Relations Office requesting visa assistance. The communication should state the reasons given by the British Embassy/High Commission as to why visas have been or may be refused and contain the following details:

- i. First name  
Family name  
Profession  
Date of birth  
Passport No  
Valid until  
Visa reference number  
Date and place of visa application
- ii. Purpose of visit
- iii. Duration of anticipated stay in the United Kingdom

Any requests for visa assistance should be communicated to [visa@imo.org](mailto:visa@imo.org)

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SUB-COMMITTEE ON IMPLEMENTATION OF  
IMO INSTRUMENTS  
12th session  
Agenda item 1

III 12/1  
18 December 2025  
Original: ENGLISH  
Pre-session public release:

### **PROVISIONAL AGENDA<sup>1</sup>**

**for the twelfth session of the Sub-Committee on Implementation of IMO Instruments,  
to be held at IMO Headquarters, 4 Albert Embankment, London, SE1 7SR,  
from Monday, 20 to Friday, 24 July 2026**

**(Session commences at 9.30 a.m. (UTC+1) on Monday, 20 July 2026)**

- Opening of the session
- 1 Adoption of the agenda
  - 2 Decisions of other IMO bodies
  - 3 Consideration and analysis of reports on alleged inadequacy of port reception facilities (7.7)
  - 4 Lessons learned and safety issues identified from the analysis of marine safety investigation reports (7.4)
  - 5 Review of the Casualty Investigation Code and the associated implementation Guidelines (resolution A.1075(28)) (7.43)
  - 6 Measures to harmonize port State control (PSC) activities and procedures worldwide (1.11)
  - 7 Development of an entrant training manual for PSC personnel (6.10)
  - 8 Identified issues relating to the implementation of IMO instruments from the analysis of data (7.5)
  - 9 Analysis of consolidated audit summary reports (1.4)
  - 10 Updated Survey Guidelines under the Harmonized System of Survey and Certification (HSSC) (7.27)
  - 11 Non-exhaustive list of obligations under instruments relevant to the IMO Instruments Implementation Code (III Code) (1.5)

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<sup>1</sup> Subject to concurrent approval by MSC 111 and MEPC 84.

- 12 Comprehensive revision of the Guidelines on the implementation of the ISM Code by Administrations and companies (6.5)
- 13 Unified interpretation of provisions of IMO safety, security, environment, facilitation, liability and compensation related conventions (7.1)
- 14 Cooperate with the United Nations on matters of mutual interest, as well as provide relevant input/guidance - Review the draft guidelines for the seaworthiness and safety inspection of small fishing vessels and associated inspection checklist (OW 8)
- 15 Biennial agenda and provisional agenda for III 13
- 16 Election of Chair and Vice-Chair for 2027
- 17 Any other business
- 18 Report to the Committees

**Notes:**

1 In accordance with the *Organization and method of work of the Maritime Safety Committee and Marine Environment Protection Committee and their subsidiary bodies* (MSC-MEPC.1/Circ.5/Rev.6):

- .1 documents should be received by the Secretariat as follows:<sup>2</sup>
  - .1 documents (including information documents) containing more than six pages of text (bulky documents<sup>3</sup>), by **17 April 2026 (13-week deadline)**;
  - .2 non-bulky documents including information documents (six pages or fewer) and bulky information documents submitted in electronic format, by **15 May 2026 (nine-week deadline)**; and
  - .3 documents (four pages or fewer) commenting on those referred to in sub-paragraphs .1 and .2 above, by **29 May 2026 (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.6;

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<sup>2</sup> Documents other than information documents and reports of sub-committees, working, drafting, correspondence and other groups and the Secretariat, which contain more than 20 pages, in line with paragraph 6.11 of MSC-MEPC.1/Circ.5/Rev.6, 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).

<sup>3</sup> In the case of documents containing more than 50 pages, the provisions of paragraph 6.12.1 of the annex to MSC-MEPC.1/Circ.5/Rev.6 apply.

- .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 6 of the annex to MSC-MEPC.1/Circ.5/Rev.6;
  - .2 substantive documents should conclude with a summary of the action the Sub-Committee is invited to take; and
  - .3 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: Arial;
  - font size: 11;
  - justification: full;
  - margins: 2 cm top, 2.5 cm bottom, left and right; and
- .4 to facilitate processing, documents should be submitted via the Meeting Document Submission Portal on IMODOCS in DOCX format, as set out in paragraph 6.2 of MSC-MEPC.1/Circ.5/Rev.6.

2 The Committees' Method of Work, inter alia, requests the Secretariat to strictly apply the rules concerning the submission of documents and not to 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.

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