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Ref. OSSHE/2

Circular letter No.3074
1 July 2010

To: All IMO Member States and Associate Members
All Contracting Governments to the 1974 SOLAS Convention
United Nations and its Specialized Agencies
Intergovernmental Organizations
Non-Governmental Organizations in Consultative Status with IMO
LRIT Coordinator
All LRIT Data Centres
International LRIT Data Exchange

Subject: **Ninth session of the *Ad Hoc* LRIT Group
(1 to 3 September 2010)**

1 Pursuant to the decisions of the Maritime Safety Committee, at its eighty-seventh session, the Secretary-General has the honour to invite representation at the ninth session of the *Ad Hoc* LRIT Group (the Group), to be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR, United Kingdom. The session will commence at 9.30 a.m. on **Wednesday, 1 September 2010** and is expected to end on **Friday, 3 September 2010**.

2 The session will be conducted in English without interpretation. The terms of reference of the Group, as approved by the Maritime Safety Committee, at its eighty-seventh session, are set out in annex 1 to document MSC 87/WP.5, and are attached. The provisional agenda for the session is also attached.

3 Documentation will be distributed as and when received by the Secretariat. Participants are invited to note that the meeting documentation will be in English only and in order for any documents to be circulated in time for consideration at the session they should be received by the Secretariat **no later than Friday, 6 August 2010**.

Registration and security at IMO meetings

4 With reference to Circular letter No.2692 of 20 January 2006 concerning security at IMO meetings, all delegates are required to carry a specially-issued pass to gain access to IMO meetings. In view of the significant costs incurred in the production of the pass, delegates who have previously been issued with a security pass are kindly requested to bring this pass with them for re-activation.

5 All delegates will be required, on first arrival, to show proof of identity, e.g., their passport or identity card. Additionally, Member Governments, IGOs and NGOs are required to transmit, prior to the meeting date, the list of their representatives, alternates, advisers or observers, as appropriate, so that their particulars may be entered into the list of participants' database. The list, which serves as authorization for representatives to attend, must be on official letter-headed paper and signed by the responsible officer of the Government or organization concerned and, along with the completed registration forms, should be sent by fax or e-mail, by Wednesday, **25 August 2010**, at the latest, to:

Registration Unit
Conference Section
Fax: +44 20 7463 4116
E-mail: registration@imo.org.

6 No representative will be registered without such evidence of authorization to attend the meeting. Delegates whose names appear on the aforementioned list will be issued with the requisite pass, which will include a photograph of the bearer. Delegates whose names are not on the list will be requested to provide evidence of their authorization to attend the meeting.

7 To expedite the registration process, the attached pre-registration form should be completed by every delegate attending the session, including Permanent Representatives to IMO. Delegates are advised to arrive early on the first day of the meeting to complete the registration process. Registration will begin at 8.00 a.m. on **1 September 2010** in the registration area.

Procedures governing the support by IMO of visa applications

8 With a view to facilitating visa applications by those delegates who require United Kingdom entry visas, the Procedures governing the support by IMO of visa applications are attached.

ANNEX 1

AD HOC LRIT GROUP

TERMS OF REFERENCE

1 The Committee, at its eighty-seventh session, in order to ensure the continuation of the establishment of the LRIT system, decided to re-establish, at no cost to the Organization, the *Ad Hoc* LRIT Group (the Group) and authorized it to decide matters relating to the LRIT system on behalf of the Committee during the period between its eighty-seventh and eighty-eighth sessions, subject to consideration and approval, acceptance or endorsement of the actions and decision taken, by the Committee, in retrospect, where such decisions of the Committee are necessary.

2 Notwithstanding the aforesaid, the Committee authorized the Group, in particular, to:

- .1 consider issues relating to Technical specifications for the LRIT system, including the XML schemas, including proposals for the adoption of amendments and agree, adopt and issue any amendments thereto as deemed warranted, and, in particular:
 - .1 develop and accept amendments to the Technical specifications for the LRIT system with respect to the existing relationship between SOLAS Contracting Governments and special administrative regions or non-metropolitan territories provided in the XML schemas and, if necessary, prepare additional test cases and procedures for DCs in order to check their proper implementation;
 - .2 consider the differences of interpretation in the usage of Message Types 1 to 5 and recommend the approach to be taken;
 - .3 consider the methods for calculating the shape of a polygon, in particular, the line joining two vertices and recommend the approach to be taken; and
 - .4 consider the timestamp parameter that should be used for determining the valid DDP version when processing ship position reports and recommend the approach to be taken;
- .2 consider issues relating to the Protocols and arrangements for the prototype, development, integration and modification testing phases of the LRIT system (Version 2), including proposals for the adoption of amendments, and agree, adopt and issue amendments thereto as deemed warranted, and, in particular:
 - .1 develop appropriate procedures for the modification testing phase of the LRIT system;
 - .2 decide and accept the test cases and procedures required during the developmental and integration testing phases of the IDE;
- .3 review and finalize the Continuity of service plan for the LRIT system, taking into account the experience gained on its use and implementation, as well as any other recommendations from SOLAS Contracting Governments, for consideration by the Committee with a view to adoption;

- .4 identify any issues which may warrant the amendment of the Revised performance standards and to prepare related draft amendments for consideration by the Committee with a view to adoption; and
- .5 to consider any other issues which might affect the continuation of the establishment of the LRIT system and to agree related recommendations and guidance to be applied in the interim,

on condition that the Group is not authorized in any way to consider or agree any matters which has an impact, consequence or entailing to a need for the adoption of amendments to SOLAS regulation V/19-1 and on the understanding that the Committee would consider and, unless it deemed to be unreasonable, would approve, accept and endorse, as the case may be, the actions taken by the Group (other than those which are subject to further consideration by the Committee), in retrospect, as if they had been taken by the Committee.

3 The rules of procedure of the Committee shall apply, as far as applicable, to the conduct of the business of the Group subject to the conditions set out below.

3.1 The Group is authorized to establish, should the need arises, a team of experts to which it may refer matters for detailed consideration, on the understanding that such a team should submit to each session of the Group a report on its deliberations.

4 The Secretariat shall notify the SOLAS Contracting Governments, all LRIT Data Centres notified to the Organization, the International LRIT Data Exchange, and the LRIT Co-ordinator at least thirty days in advance of holding a session and shall determine the date(s) on which and the place(s) where the session is to take place.

5 The Secretariat shall, taking into account the issues to be considered by the Group and their impact on the timely establishment of the LRIT system, in each case determine the various deadlines for submission of documents to be considered by the Group.

6 The Group shall submit for each of its session a report on its activities for consideration by the Committee at its eighty-eighth session. In this respect, the deadlines for the submission of documents for consideration at its eighty-eighth session, established pursuant to the Guidelines on the organization and method of work of the MSC and MEPC and their subsidiary bodies (MSC-MEPC.1/Circ.2), need not be strictly observed as the primary interest is the continuation of the establishment of the LRIT system.

7 The unanimous agreement of all the SOLAS Contracting Governments attending a particular session should be required before any matter would be deemed as agreed (other than those which are to be submitted for consideration by the Committee with a view to adoption), on condition that at least half the number of the LRIT Data Centres notified to the Organization were represented by SOLAS Contracting Governments and the SOLAS Contracting Government establishing the International LRIT Data Exchange was present.

7.1 If at the opening of any session of the Group it is found that the number of LRIT Data Centres represented by SOLAS Contracting Governments is less than half the number of the centres notified to the Organization, the session shall be adjourned for half an hour and, when reconvened, the number of LRIT Data Centres represented by SOLAS Contracting Governments present shall be deemed as fulfilling the aforesaid condition.

7.2 SOLAS Contracting Governments establishing a Regional or Cooperative LRIT Data Centre shall designate and communicate to the Organization the SOLAS Contracting Government which shall be considered as representing the LRIT Data Centre in question.

7.2.1 Alternatively, the SOLAS Contracting Governments concerned may designate as their representative those establishing and/or operating such a centre on their behalf as long as the body or entity concerned fall amongst those which the Secretary-General is required to invite to be represented by observers to each sessions of the Committee under rule 4.3 of the rules of procedure of the Committee. In such cases, the body or entity shall be considered and counted amongst those whose unanimous agreement shall be required for the purposes of paragraph 7.

7.3 LRIT Data Centres established by non-metropolitan territories to which the application of the Convention has been extended or by special administrative regions to which the Convention applies shall attend the proceeding of the Group as part of the of the delegations of the SOLAS Contracting Governments concerned, irrespective of whether the non-metropolitan territories or the special administrative regions concerned are allowed to attend sessions of the Committee as Associate Members of the Organization.

7.3.1 At the opening of each session of the Group, the SOLAS Contracting Governments concerned shall advise whether and which of the LRIT Data Centres established by the non-metropolitan territories to which they have extended the application of the Convention or by the special administrative regions to which the Convention applies are represented.

7.3.2 LRIT Data Centres established by non-metropolitan territories to which the application of the Convention has been extended or by special administrative regions to which the Convention applies shall be counted as individual LRIT Data Centres when determining the number of the LRIT Data Centres represented by SOLAS Contracting Governments.

8 Only LRIT Data Centres which have been notified to the Organization in accordance with the provisions of the Performance standards shall be allowed to attend sessions of the Group.

9 It is the responsibility of each SOLAS Contracting Government, of each LRIT Data Centre and of the International LRIT Data Exchange to ensure their participation.

10 For matters which have a bearing on the LRIT Data Distribution Plan and server and for the Public Key Infrastructure, the agreement of the Secretariat on behalf of the Organization would be required and no decision should be made which, in the opinion of the Secretariat, entails a financial burden on the Organization.

11 The Group is not required to record or document any amendments which it might be adopting to the Technical specification for the LRIT system, including the XML schemas, or the testing protocols in separate documents in line with the current methodology and practice of the Organization. Instead, the Group should incorporate the amendments it would be adopting in related basic document (e.g., technical specifications for the LRIT system), clearly identifying these, and is authorized to issue revised version(s) of the related document.



Ad Hoc LRIT Group
9th session
Agenda item 1

MSC/*Ad Hoc* LRIT 9/1
1 July 2010
ENGLISH ONLY

PROVISIONAL AGENDA

**for the ninth session of the *Ad Hoc* LRIT Group to be held from
9.30 a.m. on Wednesday, 1 September to Friday, 3 September 2010
at IMO Headquarters, 4 Albert Embankment, London SE1 7SR**

- Opening of the session
- 1 Adoption of the agenda
 - 2 Review of the progress in relation to the establishment of the LRIT system
 - 3 Consideration of issues related to the provision of LRIT information
 - 4 Consideration of issues relating to the technical specifications for the LRIT system, including the XML schemas
 - 5 Consideration of issues relating to the Protocols and arrangements for the prototype, developmental, integration and modification testing phases of the LRIT system, including matters relating to the testing process
 - 6 Consideration of issues relating to the Revised performance standards and preparation of related draft amendments
 - 7 Consideration of issues relating to the establishment and operation of the International LRIT Data Exchange
 - 8 Consideration of issues relating to the performance review and audit of LRIT Data Centres and the International LRIT Data Exchange
 - 9 Review and finalization of a continuity of service plan for the LRIT system
 - 10 Any other business
 - 11 Report to the Maritime Safety Committee

Notes:

1 Documents should be received in the Secretariat by **6 August 2010** and should comply with the provision of the Guidelines on the organization and method of work of the MSC and MEPC and their subsidiary bodies (MSC-MEPC.1/Circ.2, as amended).

2 In this respect it is recalled that:

.1 the following word-processing format should be observed in order to standardize the presentation of documents:

- font: Arial;
- font size: 11 pt;
- justification: full;
- margins (centimetres): 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; and

.2 to facilitate the processing of documents, they should be submitted on a USB stick if possible, or sent via e-mail to info@imo.org, in which case hard copies of the documents should also be sent by mail or facsimile. Microsoft Word format is preferable in either case.

3 Proposals for the consideration and adoption of amendments, correction of errors or omissions to the Technical specifications for the LRIT system, including the XML schemas and the test procedures and cases set out in the Protocols and arrangements for the prototype, developmental and integration, and modification testing phases of the LRIT system (Version 3), should be in accordance with the provisions of the Procedures for the consideration of proposals for amendments to the technical specifications for the LRIT system, the XML schemas and the test procedures and test cases, set out in annex 3 to MSC.1/Circ.1294/Rev.1.

3.1 The aforesaid proposals should have attached as annex(es) the related request forms provided in appendices 1, 2 and 3 of annex 3 to MSC.1/Circ.1294/Rev.1, as the case may be, and should be accompanied by the documents and electronic files specified therein. The electronic files specified therein should be submitted together and at the same time as the proposals they relate to.

3.2 Copies of appendices 1 to 3, Technical specifications for the LRIT system, including the XML schemas and test procedures and test cases may be obtained from the Secretariat (e-mail address: LRIT@imo.org) in Word format upon request.

4 It should be noted that, in accordance with Circular letter No.2995 on Measures to reduce the costs of IMO meetings and meet United Nations climate neutral objectives, the distribution of meeting documents to Member States in hard copy, in advance of a meeting, has ceased and hard copies of meeting documents produced in advance of meetings are no longer available during the meetings themselves.

PROCEDURES GOVERNING THE SUPPORT BY IMO OF VISA APPLICATIONS

Delegates invited by the Organization, and who require United Kingdom entry visas, should, in the first instance, apply for a visa at the nearest British Consulate or Embassy and obtain reference numbers. The necessary documentation (such as copy of the IMO programme of meetings (usually issued during December/January each year); the original and relevant IMO official letter of invitation (usually issued some six months prior to the time the meeting is to convene at IMO); copy of the completed IMO Pre-Registration Form; nomination letter and note verbale from the Ministry of Foreign Affairs) must accompany such visa applications.

Delegates must be nominated by the Ministry of Transport (or any other competent Ministry) or the National Maritime Administration. The nomination letter should be taken to the Ministry of Foreign Affairs to prepare a note verbale to the British Embassy/High Commission.

If, upon following the above procedures, the delegates still have visa problems, then either the Ministry of Foreign Affairs, Ministry of Transport or the National Maritime Administration should communicate, on letterhead, the following details to the Head, Human Resources Services of IMO, requesting visa assistance and communicating the reasons, given by the British Embassy/High Commission, why visas have been refused or may be refused.

- i First Name:
 Surname:
 Profession:
 Date of birth:
 Place of birth:
 Type of passport:
 Passport No:
 Place of issue:
 Date of issue:
 Valid until:
 Visa reference number:
 Date and place of visa application:
- ii Purpose of visit:
- iii Duration of anticipated stay in the United Kingdom:

This exercise must be undertaken **at least six weeks** before the date on which the meeting is to take place to enable the Organization to support the visa application accordingly and the visa to be issued in good time*.

* Request for visa assistance should be sent to IMO by fax at (+44(0)20 7587 3210) or by e-mail at: visa@imo.org.