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Circular Letter No.4923
23 September 2024

To: All IMO Members
Intergovernmental organizations
Non-governmental organizations in consultative status with IMO

Subject: **Orientation Seminar for IMO delegates**

1 The Secretary-General has the pleasure to invite participation in the 2024 edition of the Orientation Seminar for IMO delegates, which will be held at IMO Headquarters, 4 Albert Embankment, London SE1 7SR, on **25 and 26 November 2024**, in Committee Room 9, as an in-person meeting complemented with hybrid capabilities. Information on hybrid meetings is provided in Circular Letters Nos.4623 and 4627. The seminar will be conducted in English without interpretation.

2 The seminar's first edition was held in 2015. It is primarily designed for members of the permanent missions, delegates and technical experts who are either new to the Organization or have little prior experience with the workings of the Organization; however, it is open to all interested delegates. The objective of the seminar is to offer participants information regarding the functioning of the Organization's governing and technical bodies and of the role of the Secretariat in order to provide the opportunity for all delegations to be better informed about IMO's work. The Secretary-General hopes that this seminar will assist new and existing delegates in their understanding of IMO and will encourage their participation in the work of the Organization. Representatives of observer organizations are also welcome to attend.

3 The seminar will be delivered by relevant IMO staff members and is expected to also include presentations by the Chair of one of IMO's main organs; by representatives of the host country, the United Kingdom of Great Britain and Northern Ireland; the Maritime Attachés and Representatives Club (MARC); and the IMOGEN Network. A panel discussion by experienced delegates will also take place. The provisional syllabus can be found in annex 1 to this circular letter.

4 A recommended reading list for those participants who may wish to familiarize themselves with some of the key documents to be discussed during the seminar is available, with hyperlinks, in annex 2.

5 Delegates intending to participate are kindly requested to register via the Online Meeting Registration System (OMRS) by **Friday, 22 November 2024**. More information on the registration procedures can be found in annex 3.

6 Any enquiries relating to the seminar should be communicated to:

External Relations Office, Legal Affairs and External Relations Division
Email: ero@imo.org

ANNEX 1

PROVISIONAL SYLLABUS

Monday, 25 November 2024

9.30 a.m. – 12.30 p.m.

1. Welcome and introduction
2. IMO structure
 - The IMO Convention
 - The IMO governing bodies
 - The IMO committees and sub-committees
 - Election of Officers
 - Relations with the secretariats of other conventions and international bodies
3. The treaty-making and regulatory process
 - Rules of Procedure and Guidelines on the Organization and method of work of the IMO organs
 - Sub-committees, working groups, drafting groups, correspondence groups, intersessional working groups
4. Depositary role
 - Signature, ratification, acceptance, approval and accession to IMO instruments
5. Composition of IMO
 - Member States
 - Observers (NGOs, IGOs, United Nations)
 - Secretariat
 - Budget and assessments of Member States' contributions
6. IMO meetings procedures
 - Programme of meetings and hybrid meetings
 - Statements, interventions and meeting etiquette
 - Interpretation services
 - Drafting and formatting documents, deadlines, document submission portal and IMOSpace
 - IMODOCS and public availability, distribution of hard copies of documents and audio files
 - Terminology and reference
 - ICT support during meetings

2.30 p.m. – 5.30 p.m.

7. Registration and accreditation
 - IMO Web Accounts
 - Online Meeting Registration System (OMRS)
 - Visas and credentials for IMO meetings
8. Access to information
 - Communication and outreach
 - The Maritime Knowledge Centre
 - IMO publications
 - Global Integrated Shipping Information System (GISIS)
9. Other matters
 - IMO observances
 - IMO prizes and decorations
 - Group visits and official visits to IMO Headquarters by dignitaries
 - IMO facilities (room booking, rental of facilities, the cafeteria, delegations' logistics, hotel reservations, IMO souvenirs, etc.)

Tuesday, 26 November 2024

9.30 a.m. – 12.30 p.m.

10. Divisional updates
11. The work of IMO from a Chair's perspective
12. The Maritime Attachés and Representatives Club (MARC)
13. IMOGEN Network
14. The host country
15. Experienced delegate panel
16. Closing remarks

ANNEX 2

RECOMMENDED READING LIST

[Convention on the International Maritime Organization](#) in particular articles 1, 2 and 15

[Resolution A.1173\(33\)](#) adopted on 6 December 2023 on the Revised Strategic Plan for the Organization for the six-year period 2024 to 2029

[Resolution A.1174\(33\)](#) adopted on 6 December 2023 on the Application of the Strategic Plan of the Organization

[Rules of Procedure of the Maritime Safety Committee](#)

[Circular Letter No. 4825](#) of 5 January 2024 on the Organization and method of work of the Council

[MSC-MEPC.1/Circ.5/Rev.5](#) of 31 July 2023 on the Organization and method of work of the Maritime Safety Committee and the Marine Environment Protection Committee and their subsidiary bodies

[Circular Letter No.2892](#) of 24 June 2008 on Access to IMO web services, including GISIS and IMODOCS

[Circular Letter No.4797](#) of 6 November 2023 on Access Control - IMO Headquarters Building

ANNEX 3

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, Alternate Permanent Representatives and other 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 8.30 a.m. (UTC). 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 live streamed.

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.

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, endeavouring to speak slowly and clearly.

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 building.

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 building 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 participation in the forthcoming Orientation Seminar should be communicated to:

Registration Unit
Meeting Services and Interpretation Section
Email: 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 asked 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 8.30 a.m. (UTC) on Monday, 25 November 2024**, when early arrival would be appreciated.

General information on administrative and housekeeping issues relating to meetings at IMO may be found in an information leaflet for delegates, which can be downloaded from IMODOCS and is also available at the documents and registration counters on the ground floor. Delegates are kindly requested to familiarize themselves with the contents of the information leaflet.

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](#)).
