

4 ALBERT EMBANKMENT
LONDON SE1 7SR
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

Circular Letter No.4952
13 December 2024

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 Navigation, Communications and Search and Rescue (13 to 22 May 2025)**

1 The Secretary-General has the honour to invite representation at the twelfth session of the Sub-Committee on Navigation, Communications and Search and Rescue (NCSR), which has been scheduled to take place from 9.30 a.m. (UTC+1) on Tuesday, 13 to Thursday, 22 May 2025 (i.e. eight-day session with four days of full interpretation), at IMO Headquarters, 4 Albert Embankment, London SE1 7SR.

2 The provisional agenda for the twelfth session of the Sub-Committee (NCSR 12/1) is attached hereto. Other relevant documentation will be issued in due course.

3 Working, experts and drafting groups may be established during the session on subjects to be selected from the following:

- .1 ships' routing measures and ship reporting systems;
- .2 SOLAS amendments and related performance standards and guidelines for VDES;
- .3 procedures and requirements for the recognition of augmentation systems in the WWRNS;
- .4 guidelines for software maintenance of shipboard navigation and communication equipment and systems;
- .5 EPIRB implementation of the two-way communication service;
- .6 Performance Standards for Shipborne BeiDou Satellite Navigation System (BDS) Receiver Equipment;
- .7 NAVDAT implementation and coordination, including NAVDAT manual;
- .8 dissemination of MSI and SAR-related information;
- .9 SOLAS amendments to mandate the dissemination of MSI and SAR-related information over all RMSSs;

- .10 ITU-related matters;
- .11 SAR matters;
- .12 framework for data distribution and global IP-based connectivity between shore-based facilities and ships for ECDIS S-100 products;
- .13 unified interpretation of provisions of IMO safety, security, environment, facilitation, liability and compensation-related conventions; and
- .14 validation of model courses,

whereby the Chair, in consultation with the Secretariat, taking into account the submissions received on the respective subjects, will advise before the session on the final selection of such groups.

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

Use of hybrid meeting capability to complement in-person participation

5 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

6 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), the deadlines for the submission of documents to the session and the method of submitting documents are specified in paragraph 1 of the notes to the provisional agenda for NCSR 12 (NCSR 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 home page (<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.5, paragraph 6.2).

7 Further to the decisions taken by the Council at its 120th regular session (C 120/D, paragraph 4.9), and by the Maritime Safety Committee, at its 100th session (MSC 100/20, paragraphs 2.2 and 2.3), 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.

Code of Conduct

8 Delegates 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).

ANNEX 1**REGISTRATION AT IMO MEETINGS****Registration**

Member Governments, UN Agencies, IGOs and NGOs are required to provide, prior to the meeting date, the names of their delegations 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. **Remote-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+1). The Zoom link is unique to the recipient and should not be shared with any other person. 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-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.

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

For those delegates attending the meeting in-person and who have completed the registration procedure, an electronic access card will be issued 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 Headquarters 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 meetings of NCSR 12 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 OMRS Delegation Coordinator. 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 **Tuesday, 13 May 2025**, 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. Delegates are kindly requested to familiarize themselves with the contents of the information leaflet.

ANNEX 2**PROCEDURES GOVERNING THE SUPPORT BY IMO OF 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.

Delegates who are travelling to participate in this meeting and who require United Kingdom entry visas should, in the first instance, apply online for an **"EXEMPT" visa** at: 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. United Kingdom visa applications should be accompanied by the following documentation:

- i. a copy of this Circular Letter, (numbered CL.4952), 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.

If, after following the above-mentioned procedure, delegates still encounter visa problems, either the Ministry of Foreign Affairs, the Ministry of Transport, the National Maritime Administration or the competent Ministry should request visa assistance in writing to the Head of the IMO External Relations Office, on paper bearing the official letterhead. The letter 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
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 session begins, to enable the Organization to support the visa application accordingly and the visa to be issued in good time.

Any requests for visa assistance should be communicated to visa@imo.org.

SUB-COMMITTEE ON NAVIGATION,
COMMUNICATIONS AND SEARCH AND
RESCUE
12th session
Agenda item 1

NCSR 12/1
13 December 2024
Original: ENGLISH
Pre-session public release: ☒

PROVISIONAL AGENDA

**for the twelfth session of the Sub-Committee
to be held from Tuesday, 13 to Thursday, 22 May 2025
at IMO Headquarters, 4 Albert Embankment, London SE1 7SR**

(Session commences at 9.30 a.m. (UTC+1) on Tuesday, 13 May 2025)

Opening of the session

- 1 Adoption of the agenda
- 2 Decisions of other IMO bodies
- 3 Routeing measures and ship reporting systems (7.22)
- 4 Updates to the LRIT system (7.23)
- 5 Developments in GMDSS services, including guidelines on maritime safety information (MSI) (7.2)
- 6 Response to matters related to the ITU-R Study Groups and ITU World Radiocommunication Conference (2.1)
- 7 Development of global maritime SAR services, including harmonization of maritime and aeronautical procedures and amendments to the IAMSAR Manual (1.34)
- 8 Development of procedures and requirements for the recognition of augmentation systems in the Worldwide Radionavigation System (2.[...])
- 9 Development of amendments to SOLAS chapters IV and V and performance standards and guidelines to introduce VHF Data Exchange System (VDES) (2.28)
- 10 Development of guidelines for software maintenance of shipboard navigation and communication equipment and systems (2.[...])
- 11 Development of guidelines for EPIRB which implement the two-way communication service via the SAR/Galileo Return Link service as a complement to EPIRB performance standards (resolution MSC.471(101)) (2.[...])
- 12 Development of guidelines for the use of electronic nautical publications (ENP) (7.49)

- 13 Revision of the Performance Standards for Shipborne BeiDou Satellite Navigation System (BDS) Receiver Equipment (resolution MSC.379(93)) (2.[...])
- 14 Development of guidance to establish a framework for data distribution and global IP-based connectivity between shore-based facilities and ships for ECDIS S-100 products (new)
- 15 Validated model training courses (6.2)
- 16 Unified interpretation of provisions of IMO safety, security, environment, facilitation, liability and compensation-related conventions (7.1)
- 17 Biennial status report and provisional agenda for NCSR 13
- 18 Election of Chair and Vice-Chair for 2026
- 19 Any other business
- 20 Report to the Maritime Safety Committee

Notes:

1 In accordance with the document on *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 as follows:¹

- .1 documents (including information documents) containing more than six pages (bulky documents),² by **10 February 2025** (13-week deadline);
- .2 non-bulky documents including information documents (six pages or fewer) and bulky information documents submitted in electronic format, by **10 March 2025** (nine-week deadline); and
- .3 documents (four pages or fewer) commenting on those referred to in sub-paragraphs .1 and .2 above, by **24 March 2025** (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;

¹ Documents other than information documents and reports from sub-committees, working, drafting, correspondence and other working groups and the Secretariat, and 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 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.5 are to be applied.

-
- .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 which 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 pt;
 - 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.

To facilitate processing, documents should be submitted via the Meeting Document Submission Portal on IMODOCS (Submission Portal) in DOCX format, as set out in paragraph 6.2 of MSC-MEPC.1/Circ.5/Rev.5.

2 Documents containing proposals for the establishment of, or amendments to, ships' routing systems or ship reporting systems should take into account the *Procedure for the submission of documents containing proposals for the establishment of, or amendments to, ships' routing systems or ship reporting systems* (MSC.1/Circ.1608).

3 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.

4 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.