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Circular letter No.3184
24 May 2011

To: All IMO Member States
United Nations and Specialized Agencies
Intergovernmental Organizations
Non-Governmental Organizations in Consultative Status with IMO

Subject: **Joint IMO/ITU Experts Group on Maritime Radiocommunication Matters
(13 to 15 September 2011)**

1 The Secretary-General has the honour to invite representation at the meeting of the Joint IMO/ITU Experts Group on Maritime Radiocommunication Matters, which has been scheduled to take place from 9.30 a.m. on Tuesday, 13 to Thursday, 15 September 2011, at IMO Headquarters, 4 Albert Embankment, London SE1 7SR.

2 The session will be conducted in English without interpretation. As agreed by COMSAR 15 and endorsed by MSC 89, the Experts Group should work in line with the terms of reference, as attached. The provisional agenda for the meeting is also attached.

Correspondence Group on the Scoping exercise

3 COMSAR 15 established a Correspondence Group on the GMDSS Scoping exercise, under the coordination of the United States* to continue the work intersessionally between COMSAR 15 and COMSAR 16 (COMSAR 15/16, paragraph 3.33 refers). COMSAR 15 instructed the Correspondence Group to submit an interim report on the draft Work Plan to the Joint IMO/ITU Experts Group for its consideration and included a corresponding item on the agenda of the latter. Delegates who wish to participate in the work of the Correspondence Group are encouraged to contact the coordinator of the Correspondence Group (note the contact details at the bottom of this page).

Submission of documents

4 Members are invited to note that the meeting and documentation will be in English only. In order to allow proper preparation time, documents should be received by the IMO Secretariat (hvanderq@imo.org) or the ITU Secretariat (Karlis.Bogens@itu.int) via e-mail in Microsoft Word **not later than Friday, 2 September 2011.**

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Coordinator:

Mr. Robert L. Markle
President of the Radio Technical Commission for Maritime Services (RTCM)
1800 N. Kent St., Suite 1060
Arlington, VA 22209, United States
Tel (office): +1 703 527-2000
E-mail: RMarkle@rtcm.org

Distribution of documents

5 Relevant documentation will be made available on the IMO website (<http://www.imo.org>). On the home page go to 'IMO Documents', 'Meeting Documents', 'COMSAR Subcommittee' and finally 'IMO/ITU EG' (<http://docs.imo.org/Category.aspx?cid=508>).

Registration and security

6 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 reactivation.

7 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 participant's 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 Friday, 9 September 2011, at the latest**, to:

Registration Unit

Conference Section

Fax: +44 20 7463 4116

E-mail: registration@imo.org

8 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.

9 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 that the Registration Desk will be open from 8.30 a.m. on Tuesday, 13 September 2011, when early arrival would be of assistance.

Procedure for visa applications

10 With a view to facilitating visa applications by those delegates who require the United Kingdom entry visas, the Procedure governing the support by IMO for visa applications is attached.

**TERMS OF REFERENCE FOR THE SEVENTH MEETING OF THE
JOINT IMO/ITU EXPERTS GROUP
ON MARITIME RADIOCOMMUNICATION MATTERS**

Purpose

To develop the future requirements for maritime radiocommunications taking into account the operational needs as defined by IMO and the regulatory needs as defined by ITU.

Structure

The Experts Group consists in principle of people active in IMO and ITU with a representative range of viewpoints.

Contact points:

IMO Secretariat	–	Mr. H. van der Graaf
ITU Secretariat	–	Mr. K. Bogens

IMO is prepared to provide the group leader.

Instructions

The Experts Group is instructed to:

- 1 consider the need to add more non-contentious information in the background sections of the agenda items contained in the IMO position for WRC-12, in order to strengthen the arguments supporting the IMO position on WRC-12 Agenda items concerning matters relating to maritime services, as approved by MSC 89 (11 to 20 May 2011);
- 2 consider the issue of a "Scoping exercise to establish the need for a review of the elements and procedures of the GMDSS", taking into account the interim report of the Correspondence Group and other proposals received; and
- 3 prepare a detailed report, containing comments, recommendations and proposals, as well as any comments concerning the impact on the ITU Radio Regulations, to COMSAR 16 and, as appropriate, to meetings of the relevant Study Groups and/or Working Parties of ITU-R.

Suggested method of working

To meet at IMO Headquarters, London, from 13 to 15 September 2011 to consider:

- 1 the outcome of recent meetings of ITU-R WP 4C, WP 5B and meetings of other relevant Study Groups and/or Working Parties of ITU;
- 2 proposals already available for WRC-12; and
- 3 the outcome of COMSAR 15, MSC 89, NAV 57 and other IMO bodies, as appropriate.



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JOINT IMO/ITU EXPERTS GROUP ON
MARITIME RADIOCOMMUNICATION
MATTERS
7th session
Agenda item 1

IMO/ITU EG 7/1
23 May 2011
ENGLISH ONLY

PROVISIONAL AGENDA

**for the Joint IMO/ITU Experts Group on Maritime radiocommunication matters
to be held at IMO Headquarters, 4 Albert Embankment, London, SE1 7SR,
from Tuesday, 13 to Thursday, 15 September 2011**

The meeting will commence at 9.30 a.m. on Tuesday 13 September 2011

- 1 Adoption of the agenda
- 2 Consideration of the outcome of COMSAR 15, MSC 89, NAV 57 and other IMO bodies, as appropriate
- 3 Consideration of the outcome of ITU-R WP 4C, WP 5B and meetings of other relevant Study Groups and/or Working Parties of ITU
- 4 IMO position on WRC-12 Agenda items concerning matters relating to maritime services
- 5 Scoping exercise to establish the need for a review of the elements and procedures of the GMDSS
- 6 Any other business

Meeting: Joint IMO/ITU Experts Group

Session No.: 7

From: Tuesday, 13 Sep 2011

to: Thursday, 15 Sep 2011

PRE-REGISTRATION FORM

Attendee Name

First Name:	Last Name:
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Position

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Organization

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Delegation

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Attendee Status

<input type="checkbox"/> Representative	<input type="checkbox"/> Alternate	<input type="checkbox"/> Adviser	<input type="checkbox"/> Observer
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Documents

English only

I wish to receive paper copies during the meeting

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Preferred address during the meeting

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Permanent Contact information (optional):

Name

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Job title

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Organization/Company

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Street line

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City

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State/County

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Post Code/Zip

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Country

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Phone

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Fax

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Mobile phone

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E-mail

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Please fill in the blank fields and return the form to the IMO by **Fax:**

+44 20 7587 3210

E-Mail:

hvanderq@imo.org

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 United Kingdom visa applications.

Delegates must be nominated by the Ministry of Transport 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, requesting visa assistance and communicating to us the reasons, given by the British Embassy/High Commission, why the 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 Purposes 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 be convened at IMO. IMO will then be in a position to support the visa applications accordingly and the visas may 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