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Circular letter No.3029
17 February 2010
ENGLISH ONLY

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

Subject: **Contact Group for Piracy off the Coast of Somalia – Working Group 3
Meeting at the IMO Headquarters on 18 and 19 March 2010**

1 Working Group 3 of the Contact Group for Piracy off the Coast of Somalia (CGPCS) will be meeting at the IMO Headquarters on 18 and 19 March 2010.

2 The CGPCS has designated the United States as the chairman of Working Group 3. Information on the issues to be discussed and the working hours are attached.

3 This circular covers issues in relation to pre-registration for the meeting, access to the IMO Headquarters and matters relating to the facilitation of issue of visa.

Pre-registration

4 Member States and Associated Members, the United Nations and its specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with IMO are required to transmit, by the close of business on **Monday, 15 March 2010**, a list setting out the names of their representatives, alternates, advisers or observers, as appropriate, so that their particulars may be entered into the provisional list of participants.

The list, which serves as authorization for the nominated participants to attend, must be on official letter-headed paper and signed by the responsible officer of the Government or organization concerned. The list should be accompanied by the completed pre-registration form for each person mentioned in the list (including any Permanent, Alternate Permanent and Deputy Permanent Representatives to IMO), should be sent by fax or e-mail to:

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

5 Delegates whose names appear on the aforementioned list will be issued on arrival with the requisite security pass (or their existing pass will be reactivated). Delegates whose names are not on the list will be requested to provide evidence of their authorization to attend the meeting.

Registration and security

6 All delegates are required to show, at all times whilst at the IMO Headquarters, a delegate's security pass incorporating a photograph of the bearer. For the issue of the security pass all delegates are required, on first arrival, to show proof of identity, e.g., their passport or identity card. If their name is already included in the aforementioned list they will be issued with a delegate's security pass or any previously issued pass will be reactivated. In view of the significant costs incurred in the production of the security pass, delegates who have been previously issued with a pass are kindly requested to bring this with them for re-activation.

7 To expedite the registration process and the issue or reactivation of security passes delegates are advised to arrive early on the first day of the meeting as the Registration desk will begin at 8:00 a.m. on 18 March 2010.

No smoking policy

8 Delegates are advised that IMO Headquarters is a No-Smoking building.

Procedures governing the support by IMO of visa application

9 With a view to facilitating visa applications by those delegates who require the United Kingdom entry visas, the Procedures governing the support by IMO of visa applications are attached. Request for visa assistance should be sent to IMO by fax at (fax number +44 20 7587 3210) or by e-mail (e-mail address visa@imo.org).

Contact Group for Piracy off the Coast of Somalia

Working Group 3

Meeting at IMO Headquarters on 18 and 19 March 2010

The meeting will take place in Conference room 10, will be in English only and Mr. Jeff Lantz (United States) will be the Chairman and Facilitator of the proceedings

AGENDA

18 March 2010

Opening remarks by the Chairman

Opening remarks by the United States (in its capacity as convening Government)

Seafarer welfare

(desired outcome – document(s) to submit for discussion/consideration at MSC 87 & MSC 88)

- Presentations by interested groups
- Discussion and decision on submission(s) to the Maritime Safety Committee

Methods to improve compliance with Best Management Practices (BMPs) and other anti-piracy guidance

Reports from participants on observed compliance rates

- Possible use of LRIT
- General discussion

Status of BMPs and other anti-piracy guidance

- Industry efforts
- IMO Secretariat presentation
- General discussion

19 March 2010

Items of interest in other Working Groups

Any new business

Future work plan for the Working Group

Consideration and adoption of the Report of Meeting

Closing remarks by the Chairman

Closing remarks by the United States (in its capacity as WG3 convening Government)

Working hours

	18 March 2010	19 March 2010
09:30 – 11:00	In session	In session
11:00 – 11:30	Morning break	Morning break
11:30 – 12:30	In session	In session**
12:30 – 14:30	Lunch break	-----
14:30 – 16:00	In session	-----
16:00 – 16:30	Afternoon break	-----
16:30 – 17:30	In session*	-----
* may continue beyond 17:30 hours at the discretion of the Chairman		
** may continue beyond 12:30 hours, at the discretion of the Chairman, until completion of the business		

**Contact Group for Piracy off the Coast of Somalia
Working Group 3
Meeting at the IMO Headquarters on 18 and 19 March 2010**

PRE-REGISTRATION FORM

(Please transmit the completed form to +44 20 7463 4116 or to registration@imo.org)

<i>Attendee Name</i>	First Name:	Last Name:		
<i>Title (Mr/Mrs/Miss/Ms/Other)</i>				
<i>Position</i>				
<i>Organization</i>				
<i>Delegation</i>				
<i>Attendee Status</i>	Representative	Alternate	Adviser	Observer
<i>Preferred address during the meeting</i>				

Permanent Contact information:

<i>Name</i>	
<i>Job title</i>	
<i>Organization/Company</i>	
<i>Street line 1</i>	
<i>Street line 2</i>	
<i>City</i>	
<i>State/County</i>	
<i>Post Code/Zip</i>	
<i>Country</i>	
<i>Phone</i>	
<i>Fax</i>	
<i>Mobile phone</i>	
<i>E-Mail</i>	

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