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Circular Letter No.4876
23 May 2024

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

Subject: **Intersessional Working Group on the Comprehensive Review of the
STCW Convention and Code (ISWG-STCW) (7 to 11 October 2024)**

1 The Secretary-General has the honour to invite representation at the Intersessional Working Group on the Comprehensive Review of the STCW Convention and Code (ISWG-STCW), which has been scheduled to take place from 9.30 a.m. on Monday, 7 October to Friday, 11 October 2024, at the IMO Headquarters, 4 Albert Embankment, London SE1 7SR. The meeting will be conducted in English without interpretation.

2 The meeting of the ISWG-STCW will be conducted in person, complemented by hybrid capabilities. Information on hybrid meetings is provided in Circular Letters No.4623 and No.4627.

Terms of reference and provisional agenda

3 The Maritime Safety Committee, at its 108th session, approved the convening of the ISWG-STCW* and its terms of reference, as set out in annex 1.

4 The provisional agenda is set out in annex 2 and contains the following information:

- .1 a set of notes advising on the submission and distribution of documents;
- .2 template for submission, providing an indicative list of information to facilitate consideration by the ISWG-STCW;
- .3 list of specific areas for the comprehensive review of the STCW Convention and Code;
- .4 methodology for the comprehensive review of the STCW Convention and Code; and
- .5 road map for the comprehensive review of the STCW Convention and Code.

* Subject to endorsement by the Council.

Registration at IMO meetings and procedure governing IMO support for visa applications

5 With a view to facilitating the registration as well as visa applications by those delegates who require United Kingdom entry visas, the instructions on registration at IMO meetings and the procedure governing IMO support for visa applications are set out in annex 3.

Contact details

6 For any queries with respect to this meeting, please contact htw@imo.org

ANNEX 1**TERMS OF REFERENCE FOR THE INTERSESSIONAL WORKING GROUP ON
THE COMPREHENSIVE REVIEW OF THE STCW CONVENTION AND CODE**

The Intersessional Working Group, guided by the aims, principles and the methodology of the Comprehensive Review approved by the Committee, taking into account the list of specific areas identified, the non-exhaustive lists of the documents on proposals for amendments to the STCW Convention and Code and topics for consideration, and the submissions received, is instructed to:

- .1 consider proposals on identified gaps and provisions that should be addressed;
- .2 evaluate the non-exhaustive lists of documents and topics to support the identification of gaps and provisions to be addressed;
- .3 based on the outcome of sub-paragraph .1 and .2, develop a preliminary list of gaps and provisions to be addressed;
- .4 prepare a work plan and recommendations to complete the review of all the provisions of the Convention and Code;
- .5 revise the road map, if necessary;
- .6 consider the draft MSC resolution on accessibility of information related to medical provisions in the STCW Convention set out in the annex to document HTW 10/6/9, with a view to approval by the Committee; and
- .7 submit a report to HTW 11.

ANNEX 2**PROVISIONAL AGENDA**

for the Intersessional Working Group on the Comprehensive Review of the STCW Convention and Code to be held at IMO Headquarters, 4 Albert Embankment, London, SE1 7SR, from Monday, 7 to Friday, 11 October 2024

(Work commences at 9.30 a.m. on Monday, 7 October 2024)

- Opening of the meeting
- 1 Adoption of the agenda
 - 2 Consideration of identified gaps and provisions to be addressed
 - 3 Preparation of a work plan for the review of all the provisions of the Convention and Code
 - 4 Consideration of the draft MSC resolution on accessibility of information related to medical provisions in the STCW Convention
 - 5 Any other business
 - 6 Report to the HTW Sub-Committee

Notes:

1 To facilitate processing, documents should be submitted via the new **Meeting Document Submission Portal** on IMODOCS (Submission Portal), as set out in Circular Letter No.4662.

2 Documents for the meeting will be issued in English only. In order to allow for proper preparation, documents should be received by the Secretariat, in DOCX format, not later than **[Friday, 6 September 2024]**. Documents commenting on those received by 6 September 2024 may be submitted up to **[Friday, 27 September 2024]**.

3 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.

4 In order to facilitate the consideration of documents under agenda item 2, they should be prepared using the template set out in appendix 1.

5 Relevant documentation will be made available on IMODOCS (<https://docs.imo.org>). In order to locate and download the documents on the IMODOCS home page, go to "IMO Documents", "Meeting Documents", "HTW - Sub-Committee on Human Element, Training and Watchkeeping (formerly STW)" and finally "ISWG/STCW".

APPENDIX 1

TEMPLATE FOR SUBMITTING GAPS/PROVISIONS FOR PHASE 1 (REVIEW/IDENTIFICATION OF GAPS)¹

This template, to be used on a voluntary basis, contains an indicative list of information to facilitate consideration by the ISWG-STCW

Title / Topic

Identified gap, with references to the existing provision, if applicable	[Relevant existing provisions where a gap is identified: .1 one or more of the articles of the Convention; or .2 one or more chapters of the 1978 STCW Convention; or .3 one or more regulations of the 1978 STCW Convention; or .4 one or more sections of the STCW Code; or .5 one or more standards of competence of the STCW Code.]
	[Free text explanation, for the gap/provision identified]
	[Indication of possible actions in the next phase (revision, addition, deletion, further considerations, etc.)]
Principle(s) ²	Choose the most appropriate Principle from the drop-down menu [Add more Principles, if applicable]
	[Optional - Free text explanation for the choice of principle. If more than one principle is applicable, provide an explanation for each of the principles]
Criterion ³	Choose any one or both criteria if applicable from the drop-down menu
	[Optional - Free text explanation for the choice of criterion]
Specific area(s) ⁴	Choose the most appropriate area
	[Add more Areas, depending of the decision of MSC 108, if applicable]
	[Optional - Free text explanation for the choice of area. If more than one area is applicable, provide an explanation for each of the areas.]

¹ Template in Word format can be downloaded at <https://rb.gy/ijrauo>

² Choose any one of the most appropriate principles from the list of 16 principles approved by MSC 107 from the drop-down menu, and add more principles in the free text field, if applicable.

³ Choose a criterion i.e. internal or external. If both criteria apply, choose the last option from the drop-down menu.

⁴ Choose an area amongst the 24 areas in the list from the drop-down menu. If applicable, add more areas, including those approved by MSC 108.

Example of a document submitted under agenda item 2

INTERSESSIONAL WORKING GROUP ON
THE COMPREHENSIVE REVIEW OF THE
STCW CONVENTION

ISWG/STCW [1/2]
[DATE]
ENGLISH ONLY

1st meeting
Agenda item 2

COMPREHENSIVE REVIEW OF THE 1978 STCW CONVENTION AND CODE**[Identification of Gaps Identified During a Review of the STCW Convention and Code]**

Submitted by [Submitting Party/Organization]

SUMMARY

Executive summary: Based on the methodology established by HTW10, this document provides gaps identified by **[Submitting Party/Organization]** while conducting a review of the STCW Convention and Code.

*Strategic direction,
if applicable:* 6

Output: 6.17

Action to be taken: Paragraph 9

Related documents: HTW 6/13; MSC 104/15/5; MSC 105/20; HTW 9/15; MSC 107/20; HTW 10/10 and HTW 10/WP.3

Background

1 The Maritime Safety Committee, at its 105th session, agreed to include in the biennial agenda of the HTW Sub-Committee an output on "Comprehensive review of the 1978 STCW Convention and Code" (MSC 105/20 Paragraph 18.13.1).

2 At its 9th session, the HTW Sub-Committee agreed to draft aims and principles to guide the work of the comprehensive review which also constituted a preliminary assessment of the scope of the work to be conducted during the comprehensive review of the STCW Convention and Code (HTW 9/15 Paragraph 7.24). MSC 107 subsequently approved the draft aims and principles to guide the work on the comprehensive review of the STCW Convention and Code, prepared at HTW 9.

3 At its 10th session, the HTW Sub-Committee finalized a list of specific areas for the comprehensive review, including the articles of the Convention, prepared a draft methodology, including the prioritization of the areas to be addressed in the comprehensive review and finalized a road map for the comprehensive review (HTW 10/WP.3, paragraph 31), which were approved at MSC 108, in conjunction with the approval of the establishment of an intersessional working group on the Comprehensive review of the 1978 STCW Convention and Code to take place in the third quarter of 2024 to further progress the work of the comprehensive review, subject to endorsement by C 132.

Discussion

4 Based on the methodology for a structured approach to the comprehensive review of the STCW Convention and Code established by HTW 10, **[Submitting Party/Organization]** has engaged with interested stakeholders to conduct a review of the STCW Convention and Code to identify existing gaps and provisions that should be addressed.

5 As a result of this review, issues emanating/resulting from external factors including trends and new developments, (Criterion 1) and/or issues emanating/resulting from existing provisions based on implementation experiences, (Criterion 2), as set out in the annex.

8 **[Submitting Party/Organization]** has divided the identified gaps into the following categories for consideration by the ISWG:

Annex 1: Gaps identified in the articles of the STCW Convention

Annex 2: Gaps identified in the annex to the STCW Convention

Annex 3: Gaps identified in the part A of the STCW Code

Annex 4: Gaps identified in the part B of the STCW Code

Action requested of the ISWG

9 The ISWG is invited to consider the information provided in the document and the annex and take action, as appropriate.

ANNEX

GAPS/PROVISIONS IDENTIFIED IN PHASE 1 OF THE REVIEW

Gaps identified in the STCW Regulations
Training and qualifications for seafarers on ships operating in polar waters

Identified gap, with references to the existing provision, if applicable	Regulation V/4- Mandatory minimum requirements for the training and qualification of masters and deck officers on ships operating in polar waters.
	Regulation V/4 paragraph 6 and paragraph 7 contain transitional provisions that expired in 2020.
	Indication of possible actions in the next phase: Deletion
Principle(s) ⁵	3. Address new and obsolete competencies and proficiencies, outdated requirements and unnecessary duplications
	3. The transitional provisions for seafarers who commenced seagoing service in polar waters prior to July 1, 2018 have expired.
Criterion ⁶	Issues emanating/resulting from existing provisions based on implementation experiences
	[Optional - Free text explanation for the choice of criterion]
Specific area(s) ⁷	21. Implementation and transitional provisions
	[Optional - Free text explanation for the choice of area. If more than one area is applicable, provide an explanation for each of the areas.]

⁵ Choose any one of the most appropriate principles from the list of 16 principles approved by MSC 107 from the drop-down menu, and add more principles in the free text field, if applicable.

⁶ Choose a criterion i.e. internal or external. If both criteria apply, choose the last option from the drop-down menu.

⁷ Choose an area amongst the 22 areas in the list from the drop-down menu. If applicable, add more areas, including those approved by MSC 108.

APPENDIX 2

LIST OF SPECIFIC AREAS FOR THE COMPREHENSIVE REVIEW OF THE STCW CONVENTION AND CODE

The below areas in the STCW Convention and Code are identified for the comprehensive review. The scope of work specified for each area is based on preliminary assessment of the relevant issues however, to be comprehensive, the scope should include all pertinent issues and provisions of the STCW Convention and Code, including the articles.

1 Emerging technologies on ships and ship operations

Technological developments in shipping, as well as environmental challenges, have provided the industry with new types of vessels, equipment, propulsion, energy sources and manoeuvring and operations, which may require new standards of competence, functions, and levels of responsibility.

Action: Review existing standards and determine the need for a new requirement to address provisions established by IMO and other relevant instruments, taking into account current and future work.

2 Digitalization of documentation, including certificates issued under STCW

The utilization of electronic documents in the maritime industry will demand modifications in the traditional issuance and processing of documentation issued under STCW. This also includes validation and authentication of certificates.

Action: Review provisions in the Convention and Code concerning documentation issued under STCW to facilitate the utilization of electronic documentation. (Reference to MSC.1/Circ.1665)

3 Emerging technologies in education and training

With the experience already gained in using digitalization and emerging technologies in education and training, it is envisaged that further use of those technologies will continue. Therefore, a review of the existing provisions in the STCW Convention and Code would allow for the expansion of teaching and teaching aids to supplement and support shore-based training, methods for assessment of competence, and approval and monitoring of training programmes including those outside the jurisdiction of the Party.

Action: Review and determine the need to amend existing standards and guidance to incorporate emerging instructional and assessment techniques such as distance learning, and improve the quality and flexibility of onboard training, shore-based and workshop skills training, including use of simulators.

4 Facilitation, flexibility and quality of onboard, shore-based and workshop skills training, including use of simulators

It is important to focus on facilitating and improving the quality of onboard and workshop skills training and seagoing service required in different chapters of the Convention, also taking into account up-to-date learning technologies, including additional use of simulators.

Action: Review and determine the need to amend existing standards and guidance to incorporate emerging instructional and assessment techniques, and improve the quality and flexibility of onboard training, distance learning, shore-based and workshop skills training, including use of simulators.

5 Flexibility and efficiency in implementation of new training requirements and reduction of administrative burdens

It is important that amendments related to new training standards, particularly those emanating from amendments to other IMO instruments, enter into force in the shortest possible time.

Action: Review the current text of the STCW Convention and Code and identify the provisions that should be addressed in order to provide for a viable and efficient amendment process. This would allow any changes in standards of education and training, including Knowledge, Understanding and Proficiency (KUPs) stemming from the introduction of new technologies in ships and shipping operations, to be incorporated seamlessly and swiftly.

6 Requirements for sea time or practical experience in relation to new and emerging technologies including the use of simulation

New and emerging technologies may support training and certification of seafarers. This could include the use of simulations as an alternative to a portion of a requirement for seagoing service. In addition, considering the initial phase, the training and certification of seafarers often precede the implementation or installation of these new technologies on ships.

Action: Review the STCW Convention and Code to determine the appropriateness of seagoing service requirements for training and certification and the feasibility of meeting requirements using new and emerging technologies, considering that in an initial phase, the training and certification of seafarers often precede the implementation or installation of these new technologies on ships. This may include consideration of the use of simulation as an alternative to a portion of a requirement for seagoing service.

7 Psychological safety, bullying and harassment, including SASH, gender diversity and gender sensitization

The review and revision of the STCW Convention and Code should be done in parallel with the work already initiated on the development and finalization of training provisions on psychological safety, bullying and harassment in the maritime sector, including sexual assault and sexual harassment. Furthermore, the responsibilities of companies should be reviewed to consider responsibility for psychologically safe working environments including the prevention of bullying and harassment.

Action: Review the STCW Convention to consider incorporating psychological safety, bullying and harassment, including SASH, gender diversity and gender sensitization into the training requirements for seafarers.

8 Mental health

In order to reduce the stigma of mental health issues, it should be considered to require appropriate competence so that seafarers understand the impact of living and working at sea and can recognize and triage a mental health challenge that may arise while on board a ship. The comprehensive review of the STCW Convention and Code should identify tools and methods to allow seafarers to recognize risk factors and know how and when to search for appropriate help. Furthermore, the responsibilities of companies should be reviewed to consider responsibility for the promotion of mental health and well-being on board ship.

Action: Review the STCW Convention to consider incorporating mental health concepts into the training requirements for seafarers.

9 Twenty-first century and interpersonal skills

Action: Review the STCW Convention and Code for the need to address twenty-first century competence and interpersonal skills, such as digital skills, communications, information management and the ability to adapt to a changing work environment.

10 Addressing inconsistencies

A significant number of inconsistencies were identified in the text of the annex to the STCW Convention and Code. Many of those are a consequence of amendments that were adopted at different times. The above may lead to ineffective implementation of the STCW Convention. Thus, the Parties to the STCW Convention and those involved in implementing, applying or enforcing its measures may not always give to the STCW Convention in a uniform manner.

Action: Review STCW provisions to address inconsistencies, duplications, and different interpretations.

11 Addressing different interpretations

Different interpretations of the requirements have been identified which result in inconsistency in implementation and possible confusion. The comprehensive review would give the opportunity to clarify issues arising from inconsistent interpretations of the various standards, including those related to near-coastal voyages, in particular, the entering of an undertaking among Parties. It is also important to review and identify new and existing definitions for a more unison interpretation of the STCW Convention and Code.

Action: Review STCW provisions to address inconsistencies, duplications, and different interpretations.

12 Addressing taxonomy and terminologies

The newly developed action verb taxonomy in appendices 4 and 5 of the *Guidelines for the development, review and validation of model courses* (MSC-MEPC.2/Circ.15/Rev.2) should be considered when reviewing the STCW Convention and Code in order to ensure the consistency of the verb used in the STCW Convention and Code defining the standards of competence with the action verbs used in modern educational systems.

Action: Review STCW provisions to address taxonomy and terminologies.

13 Flexibility in revalidation of certificates and endorsements

A comprehensive review of the STCW Convention and Code would allow for the identification of provisions that could be amended or new provisions that would need to be added to provide flexibility in revalidation and renewal of certificates, endorsements, and medical certificates, including whenever exceptional circumstances may occur.

Action: Review STCW provisions to consider incorporating flexibility and provisions for revalidation of certificates and endorsements in normal and exceptional circumstances.

14 Overview of the implementation of the Convention, in particular the need to update the STCW "White List"

Following the ongoing work of the HTW and III Sub-Committees, the review of the STCW Convention and Code should consider the need for clarification on the provisions related to quality standard systems, independent evaluation, and the preparation, reporting and consideration of information and identification of STCW compliance Parties for common understanding and uniform implementation.

Action: Review the Convention oversight infrastructure to clarify the process to identify parties that are giving the convention full and complete effect.

15 Lessons learned

Action: Review the STCW Convention and Code to take into account issues based on experience, including experience implementing previous amendments, casualty investigations and lessons learned during the COVID-19 pandemic, inter alia, extension of the validity of the certificates, in extraordinary circumstances/cases of force majeure.

16 Flexibility

Action: Review STCW Convention and Code to consider facilitating to the possible extent the mobility of seafarers across different ship types and trades and conventions.

17 Alternative certification under chapter VII

Review chapter VII of the STCW Convention and Code to determine whether a revision is needed for more effective utilization of alternative certification as part of the flexibility needed to accommodate new and emerging technologies and organizational innovations, as well as the option for certifying different functions on board and different types of ships and taking a more goal-based approach.

Action: Review STCW provisions to use alternative certification in support of emerging technologies and other organizational changes.

18 Watchkeeping arrangements and principles to be observed (chapter VIII)

Review regulation VIII/2 of the Convention and sections A-VIII/2 and B-VIII/2 of the Code with a view to formulating these provisions in a goal-based manner to enable the accommodation of new and emerging technologies and organizational innovations.

Action: Review STCW provisions related to watchkeeping to support the use of emerging technologies and other organizational changes.

19 Alignment of STCW with requirements placed on ships, seafarers, and shipowners by other IMO and relevant international instruments

Action: Review the STCW Convention and Code to ensure, where necessary, that both are fully aligned with requirements placed on ships, seafarers, and shipowners by IMO and other relevant international instruments.

20 Cybersecurity

Action: Review the STCW Convention and Code to consider an approach to addressing the need for cybersecurity awareness for seafarers, especially as maritime operations become more reliant on the digitally integrated and automated systems.

21 Implementation and transitional provisions

The implementation of any amendments developed under this review must be reasonable and achievable for all Parties. Previous difficulties in meeting requirements by established effective dates due to the lengthy process associated with the multiple steps that must be taken to fully implement any new requirements should be considered.

Action: Review transitional provisions to ensure efficient implementation of respective amendments

22 Addressing outdated training requirements

Action: Review the tables of competence in the STCW Code to identify the need to update competences, KUPs, and training requirements that are outdated and no longer relevant.

23 MSC 108 instructed the HTW Sub-Committee to consider:

- .1 measures to increase awareness, detection, information sharing and prosecution of fraudulent activities concerning certificates (document MSC 108/WP.1, paragraph 16.9.1.1); and
- .2 to consider the proposal in paragraph 14.2 of document ILO/IMO JTWG-SIHE 2/3/1, on the inclusion of a requirement in STCW regulation I/5 (National provisions) to take action in case of sexual assault,

and agreed to include these matters in the list of specific areas for the comprehensive review of the STCW Convention and Code (MSC 108/WP.1, paragraphs 16.9.1.1 and 16.14).

APPENDIX 3

METHODOLOGY FOR THE COMPREHENSIVE REVIEW OF THE STCW CONVENTION AND CODE

Purpose

To provide a methodology for a structured approach for the comprehensive review of the STCW Convention and Code.

Methodology

Using the principles, the list of areas and actions as a basis, identify gaps with a view to developing amendments that address them.

The approach to apply this methodology will be divided into two phases.

Phase 1 – Review/Identification of gaps

Review the Convention and Code (regulation by regulation and section by section, including articles) to identify gaps/provisions that should be addressed based on two criteria:

- .1 Criterion 1: Issues emanating/resulting from external factors including trends and new developments.

For example: use of new technological developments in ships and ship's operations, technological advances in training, requirements from other Conventions, etc.; and
- .2 Criterion 2: Issues emanating/resulting from existing provisions based on implementation experiences.

For example: inconsistencies, differing interpretations, challenges with the interpretation, flexibility, etc.

The documents submitted for consideration under this phase 1 must be structured as follows:

- .1 Provision with an identified gap;
- .2 The principle(s) (of those already approved at MSC 107) associated with the proposal;
- .3 Explanation under the applicable criteria (1 and/or 2) above; and
- .4 The area(s) associated with the gap and criterion.

Example 1 of document:

- .1 Gap – section A-I/7 – Communication of Information – undertakings under regulation I/10;
- .2 Principle – XXXX;

- .3 Criterion 2 – Differing interpretations on whether or not the panel of competent persons must review the submission and issue their determination as to whether or not the Party is giving the Convention full and complete effect; and
- .4 Area – XXXX.

Example 2 of document:

- .1 Gap – Standards of competence to address cyber security awareness;
- .2 Principle – XXXX;
- .3 Criterion 1 – Recent shipping cyber security incidents have shown the need for cyber security training at all levels. Awareness should be commensurate with their responsibilities. Changes may be needed to include a new competence in tables A-II/1, A-II/2, A-III/1, A-III/2 and A-VI/1; and
- .4 Area – XXXX.

The output from phase 1 is a list of provisions with identified gaps that will be addressed in phase 2.

Phase 2 – Revision⁸

Develop amendments to address gaps identified under phase 1. This phase may result in consequential amendments to other regulations and sections.

The documents submitted for discussion under this phase 2 must be structured as follows:

- .1 Provisions and gaps identified – from the list generated in phase 1;
- .2 Proposed amendment; and
- .3 Explanation.

⁸ Subject to review upon completion of phase 1.

APPENDIX 4**ROAD MAP FOR THE COMPREHENSIVE REVIEW
OF THE STCW CONVENTION AND CODE**

Session	Action
REVIEW STAGE	
HTW 10 (February 2024)	<ul style="list-style-type: none"> – Finalize preliminary list of specific areas identified for review. – Finalize road map for the comprehensive review of the STCW Convention and Code. – Agreeing and finalizing a methodology for proposing and considering amendments for review to the STCW Convention and Code. – Invite proposals for review of the STCW Convention and Code to ISWG-STCW 1, subject to MSC 108's approval of areas identified and methodology for the comprehensive review, as applicable. – Consideration of the option to convening an ISWG and agree to ToR. – Report of HTW 10 to MSC 108.
MSC 108 (May 2024)	<ul style="list-style-type: none"> – Approval of preliminary list of specific areas identified for review. – Approval of a road map for the comprehensive review of the STCW Convention and Code. – Approval of methodology for the Comprehensive review of the STCW Convention and Code. – Approval of the convening of ISWG-STCW 1.
Council 132 (summer 2024)	<ul style="list-style-type: none"> – Endorsement of the convening of ISWG-STCW 1.
ISWG-STCW 1 (2024-2025)	<ul style="list-style-type: none"> – Consideration of phase 1 (proposals for the review stage). – Development of a list of identified gaps based on proposals received. – Revise road map if necessary. – Report of ISWG-STCW 1 to HTW 11.

Session	Action
HTW 11 (spring 2025)	<ul style="list-style-type: none"> – Consideration of the report of the ISWG-STCW 1. – Consideration of phase 1 (proposals for the review stage). – Finalization of a list of identified gaps based on proposals received. – Examine prioritization, if necessary/if applicable. – Finalize the methodology for the revision. – Invite proposals for revision of the STCW Convention and Code. – Consideration of the convening of an intersessional working group and agree to its ToR for ISWG-STCW 2. – Revise road map if necessary. – Report of HTW 11 to MSC 110.
MSC 110 (summer 2025)	<ul style="list-style-type: none"> – Approval of the convening of ISWG-STCW 2.
Council (summer 2025)	<ul style="list-style-type: none"> – Endorsement of the convening of ISWG-STCW 2.
REVISION STAGE	
ISWG-STCW 2 (2025-2026)	<ul style="list-style-type: none"> – Consideration of phase 2 (proposals for the revision stage). – Revise road map if necessary. – Report of ISWG-STCW 2 to HTW 12.
HTW 12 (spring 2026)	<ul style="list-style-type: none"> – Consideration of the report of the ISWG-STCW 2. – Preparation of draft text of amendments. – Consideration of the convening of an intersessional working group and agree to ToR for ISWG-STCW 3. – Consideration of the type of meeting to adopt amendments of the STCW Convention and Code for advice to MSC 111. – Consideration of the development or revision of the model courses. – Revise road map if necessary. – Report of HTW 12 to MSC 111.

Session	Action
MSC 111 (2026)	<ul style="list-style-type: none"> – Consideration of the type of meeting to adopt amendments of the STCW Convention and Code for final decision. – Approval of the convening of ISWG-STCW 3.
Council (2026)	<ul style="list-style-type: none"> – Endorsement of the convening of ISWG-STCW 3.
ISWG-STCW 3 (2026-2027)	<ul style="list-style-type: none"> – Finalization of draft text of amendments. – Preparation of draft resolutions. – Revise road map if necessary.
HTW 13 (spring 2027)	<ul style="list-style-type: none"> – Consideration of the report of the ISWG-STCW.3 – Finalization of the draft text of amendments of the STCW Convention and Code and the draft resolutions. – Report of HTW 13 to MSC 113.
MSC 113 (2027)	<ul style="list-style-type: none"> – Approval of the draft text of amendments to the STCW Convention and Code in accordance with the procedure set out in the Convention.
Meeting to adopt amendments (autumn 2027)	<ul style="list-style-type: none"> – Holding of the meeting to adopt draft amendments to the STCW Convention and Code and the associated draft MSC resolutions.

ANNEX 3**INFORMATION ON MEETING REGISTRATION AND VISA APPLICATION****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 attending the meeting via the Online Meeting Registration System (OMRS), as advised in IMO 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 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 the participation in the forthcoming meeting 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 8.30 a.m. on **Monday, 7 October 2024**, when early arrival would be appreciated.

Procedure governing IMO support for 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 <https://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 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 abovementioned 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:
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 begins, to enable the Organization to support the visa application accordingly and for the visa to be issued in good time.

Any requests for visa assistance should be communicated to the IMO External Relations Office (visa@imo.org).