

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

Circular Letter No.3815  
20 February 2018

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

Subject: **Special event on ports and Symposium on port security operations  
(11 to 13 June 2018)**

1 The Secretary-General has the honour to invite participation at a special event on ports which will be held at IMO Headquarters on 11 June 2018. This event, which follows immediately after the forty-second session of the Facilitation Committee (5 to 8 June 2018), will maintain the focus of IMO's World Maritime Day theme for 2017 "Connecting Ships, Ports and People" through a programme of presentations and discussion sessions featuring representatives of Member States, international organizations and ports.

2 The special event will consist of four sessions addressing: electronic exchange of information and single window systems; ways to improve the facilitation of international maritime traffic in ports; best practices for improving coordination in ports; and security in ports. After each session there will be a Q&A session. The provisional programme for the event is attached in the annex.

3 The Secretary-General has the honour to also invite participation at a Symposium on port security operations, which will be held at the IMO Headquarters on 12 and 13 June 2018, co-sponsored by the International Association of Airport and Seaport Police (INTERPORTPOLICE) and the Secretariat. The Symposium will focus on security and law enforcement operations in ports. Further details on this event will be promulgated in due course.

4 Member States are invited to disseminate these invitations to their ports and to encourage their port representatives to participate in their delegations.

5 International organizations are also encouraged to disseminate the invitations among their associates and other interested parties and to register them under their national delegations.

#### **Participants' registration**

6 Member States, IGOs and NGOs wishing to attend should provide, prior to the event date, the names of their participants, via the Online Meeting Registration System (OMRS) as advised in Circular Letter No.3463 of 14 July 2014, in order to facilitate their entry into the building.

7 Once they have completed the registration procedure, participants will be issued at IMO with an electronic access card 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. Attendees may also be required to show proof of identity at any time while they are in the Headquarters building, if requested to do so by IMO Security. In view of the significant costs incurred in producing access cards, attendees 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 should be communicated to:

Registration Unit  
Meeting Services and Interpretation Section  
Email: [onlineregistration@imo.org](mailto:onlineregistration@imo.org)

8 Participants whose names appear in the OMRS will be issued with the above-mentioned access card. Participants whose names are not on the OMRS list will be requested to contact their OMRS Delegation Coordinator in order to process their authorization to attend the event.

9 Attendees are advised that the Registration Desk will be open for registration from 08:00 a.m. on 11 June 2018 and 12 June 2018, when early arrival would be of assistance.

10 Remote participation in the Special event on ports and the Symposium on port security operations is open to Member Governments, IGOs, NGOs and the general public. Registration and log-in procedures for remote participation are set out in the annex.

#### **Procedure for visa applications**

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

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**ANNEX**

**PROGRAMME FOR THE SPECIAL EVENT ON PORTS  
11 JUNE 2018**

**PROVISIONAL PROGRAMME**

8.00 a.m.	Registration	Lobby (ground floor)
9.00 a.m.	Opening: Mr. Kitack Lim, IMO Secretary-General	Main Hall (ground floor)
9.15 a.m.	Message of the Chair of the FAL Committee: Mr.Yury Melenas	Main Hall
9.20 a.m.	Keynote Address: Mr. Santiago Garcia-Milà, President of IAPH	Main Hall

**Session 1: Electronic exchange of information and Single Window** Main Hall

Moderator Mr. Richard Morton, Secretary-General, IPCSA

9.40 a.m. Mr. Roger Butturini, US Coast Guard

09.55 a.m. Mr. Jalal Benhayoun, General Manager, PORTNET S.A.

10.10 a.m. Dr. Phanthian Zuesongdham, Hamburg Port Authority

10.25 a.m. Mr. Jarle Hauge, Norwegian Coastal Administration

10.40 a.m. Questions and discussion

11.00 a.m. Coffee break

**Session 2: Ways to improve the facilitation of international maritime traffic** Main Hall

Moderator Mr. Fabien Joret, Direction des affaires maritimes, France

11.30 p.m. Mrs. Sheri Rosenow, Director for Trade Facilitation, WTO

11.45 p.m. Mr. Frank Heijmann, Head of Trade Relations, Customs  
Administration of The Netherlands

12.00 p.m. Dr. Jan Hoffmann, Chief, Trade Logistics Branch, UNCTAD

12.15 p.m. Questions and discussion

12.30 p.m. Lunch Break

**Session 3: Best practices for improving coordination at ports** Main Hall

- Moderator Dr. Patrick Verhoeven, Managing Director Policy and Strategy, IAPH
- 2.30 p.m. Mrs. Christine Cabau-Woehrel, Présidente du Directoir, Port of Marseille (TBC)
- 2.45 p.m. Mr. Gene Seroka, Executive Director, Port of Los Angeles (TBC)
- 3.00 p.m. Mr. Gonzalo Davagnino V., Gerente General, Port of Valparaiso
- 3.15 p.m. Ms. Hadiza Bala Usman, Managing Director Nigerian Ports Authority (TBC)
- 3.30 p.m. (TBC)
- 3.45 p.m. Questions and discussion
- 4.00 p.m. Coffee break

**Session 4: Security awareness in ports** Main Hall

- Moderator Mr. Chris Trelawny, Special Adviser to the Secretary-General on Maritime Security and Facilitation, IMO
- 4.30 p.m. Mr. Mark Sutcliffe, Director, CSO Alliance
- 4.50 p.m. Mr. Jay Grant, Secretary-General, INTERPORTPOLICE (TBC)
- 5.15 p.m. Questions and discussion
- 5.30 p.m. End of the Special Event Day on Ports

## PROCEDURES GOVERNING THE SUPPORT BY IMO OF VISA APPLICATIONS

1 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); nomination letter and note verbale from the Ministry of Foreign Affairs) must accompany such visa applications.

2 Delegates must be nominated by the Ministry of Transport (or any other competent Ministry) 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.

3 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, External Relations Office, requesting visa assistance and communicating the reasons, given by the British Embassy/High Commission, why 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 Purpose of visit:
- iii Duration of anticipated stay in the United Kingdom:

4 This exercise must be undertaken **at least six weeks** before the date on which the meeting is to take place to enable the Organization to support the visa application accordingly and the visa to be issued in good time\*.

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\* Request for visa assistance should be sent to IMO by fax at +44 (0)20 7587 3210 or by email at: [visa@imo.org](mailto:visa@imo.org)

## REMOTE PARTICIPATION

Remote participation in the *Special event on ports* and *Symposium on port security operations* is open to Member Governments, IGOs, NGOs and the general public.

Participants are welcome to watch a live meeting video and may leave interactive comments during the event and the symposium.

PC, Mac and mobile devices including Android and iOS are supported. Please use any preferred browser and input:

<http://streaming.imo.org>

Remote participants are not required to register via OMRS but will be prompted online via the streaming website to fill in the following information:

Full name:  
Job title:  
Organization:  
Type of organization:  
Country:

Please note that early registration is not necessary. The streaming website will cache the above and reuse this profile for playing the video or rejoining the streaming sessions.

Live video will not be available before and after each event, which are expected to start daily at 9.30 a.m. Please follow IMO's social media sites for last-minute updates on the exact time when the events will start.

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