Circular Letter No.3574
14 August 2015

To: IMO Member States
Intergovernmental organizations
Non-governmental organizations in consultative status

Subject: Request for input on Trends, Developments and Challenges for IMO's strategic framework for 2018-2023

1. The Secretary-General has the honour to advise that in order to develop the Organization's strategic framework for 2018-2023, IMO is seeking information from Member States, intergovernmental organizations and non-governmental organizations in consultative status related to the trends, developments and challenges (TDCs) facing the Organization and the maritime community for the 2018-2023 period. The deadline for submitting information is 31 December 2015.

2. At its 114th session, the Council endorsed the development of a new strategic framework for directing the work of the Organization and set out a timeline in order to finalize the creation of the strategic framework in time for its implementation in the 2018-2019 biennium.

3. The development of the new strategic framework involves, as a first step, the preparation of a document, setting out the overall TDCs facing the Organization and the maritime community for the 2018-2023 period. The outcome of the process to define the relevant trends, developments and challenges will be the basis for the development of a vision statement and the Strategic Directions for the six-year period 2018-2023.

4. These TDCs should represent a collection of the emerging issues, substantiated by trend data, facing the maritime community that the Organization must take into account in the future and can relate to economic, regulatory, political, technological, organizational and other issues. Though the TDCs could have a longer time horizon, they should have an impact on the Organization's activities in the six-year period. The impact should be on one or more of IMO's core activities (safety, security, environmental protection, facilitation and technical cooperation).
All submissions should, as a minimum, contain the following information:

1. a short description of the overall topic;
2. a narrative of the trends and developments, such as the history and the underlying issues;
3. where possible, supporting trend and/or forecast data, to substantiate the trends and developments; and
4. a description of the challenges facing the maritime community in relation to IMO's core activities as well as implications on IMO's role in providing a response.

The annex provides further information on how inputs from Member States, intergovernmental organizations and non-governmental organizations in consultative status can be structured.

The Secretariat will collate and organize the inputs received, in order for those to be discussed at the second session of the Working Group on the Development of a new Strategic Framework (SF-WG 2) which will meet just prior to the 116th session of Council in the spring of 2016.

It should be noted that though all inputs will be considered, due to overlaps and the review by Member States, it might not be possible to carry all inputs forward in the process of the development of the vision statement and Strategic Directions within the Strategic Framework.

It should be noted that all inputs submitted will be placed on the IMO public website to facilitate a transparent and inclusive process. Information will be updated on a regular basis (accessible through http://www.imo.org/en/About/strategy/TDC).

Submissions should be sent to the following email address: tdc@imo.org. The submissions can be provided in the working languages of the Organization. Questions related to the process should also be sent to the aforementioned email address.

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Guidance for inputs of Member States, intergovernmental organizations and non-governmental organizations in consultative status to the Trends, Developments and Challenges (TDCs) for the development of the Organization’s strategic framework for 2018-2023

The following provides a suggested outline for how to best structure contributions on Trends, Developments and Challenges (TDCs).

**Short description of the overall topic**

The overall topic should be introduced in a concise manner.

**Narrative of the trends and developments**

Provide an in depth explanation of the topic, including the history and the underlying issues.

It could be issues related to developments within the maritime community, such as the emergence of new transport patterns/types, emerging safety and/or environmental issues, technology, lessons learned and best practices, as well as larger societal trends and developments, such as economic, regulatory, political or other changes that affect the maritime community. Finally, organizational issues related to the internal functioning of the Organization such as working methods, etc.

Further, the narrative should set out the relevance of the trends and developments to the maritime community. It is very conceivable that some topics will have an impact on several aspects of the maritime community.

**Supporting data**

Where possible, supporting trend and/or forecast data should be submitted to substantiate the trends and developments. Apart from statistics, information in the form of relevant industry or academic studies could be used.

References to sources should also be provided.

**The challenges facing the maritime community**

Finally, a narrative should be given of what challenge the identified issue poses to the maritime community, and its relation to IMO's core activities as well as implications on IMO's role in providing a response.

It should be noted that this should not be detailed in terms of planned outputs, but rather the overall consequences for IMO in terms of safety, security, environmental protection, facilitation and/or technical cooperation.