

SUMMARY OF DECISIONS
4th MEETING OF THE AD HOC STEERING GROUP
FOR REDUCING ADMINISTRATIVE REQUIREMENTS (SG-RAR)
7 March 2013

The SG-RAR, which met on 7 March 2013 at IMO Headquarters (see annex for participation):

- 1) Agreed to the agenda, as set out in SG-RAR/24.
- 2) Agreed to a number of minor changes to the Consultation website that Mr. Juhl would implement in the near future.
- 3) Agreed to a phased launch process, where a "soft launch" would start from 15 April 2013, and the official launch would take place on 7 May 2013.

The following steps would be performed

- until 15 April 2013 finalization of the consultation documents

 - functionality test of the website and draft consultation document on different platforms and using different browsers and operating systems

 - 15 to 22 April, review of the consultation matrix to ensure the correct consultation documents are referred to

 - 15 to 22 April, SG-RAR members to request 3-5 contacts to use the consultation website to submit comments in order to test the websites usability. Respondents should be requested to report back on the ease of using the system, if the explanation of the procedure is satisfactory and the time taken to complete the consultation document(s).
- 4) Agreed on the revised Communications Program Proposal & Action Plan, with the modification that Ships Crew should be included as a stakeholder with Masters in the section on "Stakeholders", SG-RAR/20/Rev.1

Agreed to the Circular Letter, as amended, in SG-RAR/21/Rev.1

Agreed to a number of activities to promote the consultation process, including;

- IMO press release to be released on 7 May 2013 (IMO Public Information Services);
- IMO main website to link to the consultation website (IMO Public Information Services);
- utilising IMO social media including Facebook, Twitter (IMO Public Information Services);
- IMO News to include feature article on the reduction of administrative burdens;
- Development of flyer to be distributed at IMO meetings plus other relevant outlets; and
- Presentation to be held on 17 June 2013 during MSC 92.

Further agreed that any articles, speeches etc. during the consultation that might be of relevance for others should be shared with the Steering Group

- 5) Agreed that the qualitative analysis of responses would start only when the consultation had come to an end on 31 October 2013. During the process, statistical data on number of respondents broken down by stakeholder group and instrument should be developed and presented on the consultation website.

Agreed that it might be relevant to hire assistance in order to collate and structure the information to facilitate the Steering Groups analysis.

Agreed that a mid-term review should be held in order to decide if further actions would be needed to ensure broad participation in the consultation process. During the mid-term review, the analysis phase should be further considered, including the need for and type of external assistance to be hired.

- 6) Agreed that the consultation website should be closed at the end of the consultation, but that the structure should be preserved in case IMO would do similar exercises in the future.

Further agreed that the final report of the SG-RAR should be made available publicly, in order to ensure transparency for respondents in the consultation phase, and would request the Council to endorse this.

- 7) Agreed to change its work plan to reflect the one batch approach, and to report this to the Council, including the understanding that the timetable was very much dependent on the number of responses received.
- 8) Agreed that further work would be needed in order for the Steering Group to carry out the final analysis and develop recommendations, and that a meeting should be held during the first week of July 2013 to carry out the mid-term review.

ANNEX

LIST OF PARTICIPANTS

Mr. John Akhurst

Dr. Christos Atalianis

Captain Ike Enriques (morning only)

Captain Jorge Imhoff

Mr. Jeppe Juhl

Mr. Hyuntae Kim

Mr. Bjørn Erik Kristoffersen (accompanied by Mr John Bainbridge)

Mr. Hideo Kubota (accompanied by Mr Shin Imai)

Mr. Jesper Loldrup (accompanied by Ms Naomi Fraser)

Captain Khalid Loudiyi (on behalf of Mr. Mohamed Marzagui)

Mr. Ali Akbar Marzban (morning only)

Mr. Dumisani T. Ntuli

Ms Angela Plott

Mr. Kees Polderman

Ms Anne Skov Strüver (accompanied by Ms Mette Reinholt)

Mr. Jun SUN

Mr. E.J. Terminella

Mr. David Tongue

Ms Katy Ware
