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E

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**PERIODIC REVIEW OF ADMINISTRATIVE REQUIREMENTS
IN MANDATORY IMO INSTRUMENTS**

Report of the Ad Hoc Steering Group for Reducing Administrative Requirements

Note by the Secretariat

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Introduction

1   At its twenty-seventh session, the Assembly adopted resolution A.1043(27) (*Periodic review of administrative requirements in mandatory IMO instruments*), inter alia requesting the Council to establish the Ad Hoc Steering Group for Reducing Administrative Requirements
(SG-RAR), with appropriate terms of reference.

2   At its 108th session, the Council approved the terms of reference for the SG-RAR and subsequently established the SG-RAR.

3   At its 109th session, the Council noted the first report of the SG-RAR (annex to document C 109/11/1), endorsed its work plan and agreed with the Group's proposals regarding the planned outputs related to its work.

4   At its 110th session, the Council noted the second report of the SG-RAR (annex to document C 110/14/1) and endorsed its revised work plan.

Third report of the SG-RAR

5   In accordance with its terms of reference the annex to this document presents the third report of the Ad Hoc Steering Group for Reducing Administrative Requirements.

Action requested of the Council

6   The Council is invited to note the third report of the SG-RAR in the annex to this document.

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ANNEX

**THIRD REPORT OF THE AD HOC STEERING GROUP FOR REDUCING
ADMINISTRATIVE REQUIREMENTS**

General

1   After submission of its second report to the Council (annex to document C 110/14/1) the Ad Hoc Steering Group for Reducing Administrative Requirements (SG-RAR) held two meetings (on 1 July and 19 September 2013) at IMO Headquarters. In between meetings, the Group worked by correspondence.

2   During this same period the SG-RAR – after approval of the Secretary-General – welcomed three new members:

.1   Mr. Yasufumi Onishi, replacing Mr. Hideo Kubota;

.2   Mr. Branko Berlan, replacing Mr. Bjørn-Erik Kristoffersen; and

.3   Mr. Si-Won Lee, replacing Mr. Hyuntae Kim.

Consultation; state of affairs

3   As reported in the Group's second report, the public consultation was successfully launched on 7 May 2013.

4   In accordance with its revised work plan, the Steering Group held a mid-term review meeting on 1 July 2013. By that date – 7 weeks after the launch – 140 responses had been received. Taking account of ongoing initiatives for raising awareness the Group was confident that the incoming flow of responses would further pick up, probably cumulating in September. The Group, therefore, agreed to continue monitoring response figures in order to take any additional action to encourage participation, either in general or from certain stakeholder groups.

5   On 7 October 2013, 401 responses had been received, a satisfying number of which over 60 per cent coming from Masters, Ship's crew and Shipping companies. The overall response figure can be specified as follows:

CONSULTATION RESPONSES BY 7 OCTOBER 2013			
By category of mandatory instruments		**By stakeholder group**	
SOLAS/Safety	59 %	Government/Administration	28 %
MARPOL/Environment	21 %	IMO (SG/Secretariat)	-
STCW	8 %	Surveyor/Recognized Organization	1 %
Liability	2 %	Ship's Management	60 %
Passenger ships	1 %	Other	-
Other	2 %	No specific stakeholder	10 %
General	5 %		

6   The six-month consultation period will end on 31 October 2013. Final response figures will be reported orally at the twenty-seventh extraordinary session of the Council.

Arrangements for the analysis phase

7   The SG-RAR considered the organization and method of work for the analysis phase, including the preparation of the Group's final report to the Council. Taking account of its terms of reference and its revised work plan, the Group concluded on practical arrangements for a step-by-step approach to the analysis phase, including the role of the analysis database.

8   The Group further agreed on the need for and qualifications of external assistance, in particular for collating and organizing the responses for the analysis. The external assistance will be financed from the donation provided by the United Kingdom; a recruitment procedure has been started early October, with a view to commence work early November 2013.

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