

COUNCIL
112th session
Agenda item 14

C 112/14
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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

SUMMARY

<i>Executive summary:</i>	The annex to this document contains the fourth report of the Ad Hoc Steering Group for Reducing Administrative Requirements (SG-RAR)
<i>Strategic direction:</i>	8
<i>High-level action:</i>	8.0.4
<i>Planned output:</i>	8.0.4.1
<i>Action to be taken:</i>	Paragraph 5
<i>Related documents:</i>	A 28/D; C/ES.27/D; C 110/D; C 109/D; C 108/D and resolution A.1043(27)

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, with appropriate terms of reference.

2 At its 108th session, the Council approved the terms of reference for the Ad Hoc Steering Group for Reducing Administrative Requirements (SG-RAR) and subsequently established the SG-RAR. According to its terms of reference the SG-RAR is to report to each session of the Council, and has done so in documents C 109/11/1, C 110/14/1 and C/ES.27/9.

3 At its twenty-eighth session, the Assembly noted the progress made on the periodic review of administrative requirements in mandatory IMO instruments and expressed its appreciation to the Council and its Ad Hoc Steering Group on Reducing Administrative Requirements. The Assembly also requested the Council to continue to monitor the outcome

of the periodic review process and its recommendations, and to submit a progress report to the Assembly at its twenty-ninth session.

Fourth report of the SG-RAR

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

Action requested of the Council

5 The Council is invited:

- .1 to note the fourth report of the SG-RAR in the annex to this document; and
- .2 to endorse the Steering Group's views on the release of the public version of the final report (annex, paragraph 8).

ANNEX

FOURTH REPORT OF THE AD HOC STEERING GROUP FOR REDUCING ADMINISTRATIVE REQUIREMENTS

General

1 After submission of its third report to the Council (annex to document C/ES.27/9) the Ad Hoc Steering Group for Reducing Administrative Requirements (SG-RAR) held three meetings (on 16 January, 20 February and 4 to 5 March 2014) at IMO Headquarters. In between meetings, the group worked by correspondence.

2 During this same period, the SG-RAR – upon approval of the Secretary-General – welcomed two new members:

- .1 Mr. Carlos Salgado, replacing Mr. Jorge Imhoff; and
- .2 Mr. Wei Zhang, replacing Mr. Jun Sun.

3 A recruitment procedure for external assistance was successfully completed by the end of November 2013. The external assistant – financed from the donation provided by the United Kingdom – commenced work early December 2013.

Analysis phase; state of affairs

4 After completion of the consultation phase, during which a satisfactory number of 1.091 responses had been received, the external assistant prepared the analysis phase by collating and organizing the responses for assessment by the SG-RAR. The preparatory work included:

- .1 identification and listing of administrative requirements that received no response at all (30 out of 563);
- .2 identification and listing of administrative requirements that none of the respondents perceived to be an administrative burden (331 out of 563); and
- .3 identification, collation and organization of responses for administrative requirements perceived to be an administrative burden by at least one respondent (202 out of 563).

5 On the basis of the preparatory work, the SG-RAR held a trial assessment meeting on 20 February and a first assessment meeting on 4 to 5 March 2014. In accordance with its terms of reference, the group's assessment concentrated on:

- .1 analysis of the 202 administrative requirements that are perceived to be a burden and development of recommendations to address these burdens, including the rationale for any changes; and
- .2 identification of other relevant findings and development of recommendations on such other findings.

Future work

6 The analysis phase is currently still ongoing, in accordance with the group's revised work plan and timeline as endorsed by C 110.

7 Following the completion of the analysis phase, the SG-RAR will concentrate its work on the preparation of its final report to C 113. The group provisionally agreed on the structure of the final report and its annexes, in accordance with the Council's pertinent instructions in the group's terms of reference.

Public report

8 At its 110th session, the Council endorsed the group's view that the final report of the SG-RAR should be made publicly available, in order to ensure transparency for respondents to the consultation. After having considered this matter further, the SG-RAR agreed:

- .1 that there would be two distinct audiences for the report: (a) the Council, in order to report on the tasks assigned to the group, and (b) the specific stakeholders and general public, in order to provide feedback on the group's findings;
- .2 that it would be preferable to produce two separate reports, targeted to each specific audience: (a) the report to the Council in accordance with regular IMO procedures and practices, and (b) the public report as a more concise version, easily accessible and understandable to the specific stakeholders and general public;
- .3 that the public report could be released as the outcome of the group's work;
- .4 that the public report would be made available on IMO's website while the respondents in the public consultation would be informed about its publication; and
- .5 that the Council's endorsement should be sought for the group's views on the release of the public report.
