

**TERMS OF REFERENCE FOR THE AD HOC STEERING GROUP FOR
REDUCING ADMINISTRATIVE REQUIREMENTS (SG-RAR)**
(Approved by Council at its 108th session)

Introduction

1 In accordance with operative paragraph 1 of resolution A.1043(27) on Periodic review of administrative requirements in mandatory IMO instruments, the Council, at its 108th session, established the Ad Hoc Steering Group For Reducing Administrative Requirements (SG-RAR).

Purpose

2 The purpose of the SG-RAR is to assist the Organization in its efforts to identify and reduce administrative burdens for all stakeholders in the maritime sector.

Tasks

3 The tasks of the SG-RAR are to:

- (a) develop a work plan;
- (b) further develop an inventory of administrative requirements;
- (c) conduct consultations with stakeholders;
- (d) analyse the responses from the consultations;
- (e) identify administrative burdens;
- (f) develop recommendations to address administrative burdens; and
- (g) report accordingly to the Council.

Relevant documents

4 In conducting its work, the SG-RAR should take into account the following documents:

- (a) resolution A.1043(27) on Periodic review of administrative requirements in mandatory IMO instruments, in particular the understanding of administrative requirement and administrative burden therein;
- (b) resolution A.1037(27) on the Strategic Plan for the Organization (for the six year period 2012 to 2017), in particular Strategic Direction 8; and
- (c) resolution A.1038(27) on the High-level Action Plan of the Organization and priorities for the 2012-2013 biennium, in particular, planned outputs 8.0.4.1 8.0.4.4.

Principles and considerations

5 The SG-RAR must conduct its work with utmost transparency.

6 The SG-RAR must ensure proper information management, including documentation and record-keeping.

7 In further developing an inventory of administrative requirements (paragraph 3.b), the SG-RAR should use C 108/INF.2 as a base document and taking into account FSI 20/INF.14. The SG-RAR should further ensure that the inventory is accurate and complete. The inventory should also be presented in a manner so as to facilitate consultations, without pre-empting responses from stakeholders.

8 In conducting the consultations (paragraph 3(c)), the SG-RAR must ensure that consultations are open and inclusive in terms of gathering views from all stakeholders. For the purposes of receiving views from the stakeholders, the SG-RAR should utilize efficient means for receiving information, such as a dedicated website.

9 When analysing the responses (paragraph 3(d)), the SG-RAR should clearly identify those administrative requirements that are perceived as a burden and make recommendations to address these burdens, including the rationale for any changes. Furthermore, the SG-RAR should highlight those administrative requirements that were not identified as a burden by stakeholders.

Deliverables to the Council

10 The SG-RAR must submit a work plan to the 109th session of the Council, and report progress on its activities to each session of the Council.

11 In accordance to the above work plan, the SG-RAR will report the following to the Council:

- (a) an updated inventory of administrative requirements that includes the results of the consultation and analysis of the requirements;
- (b) recommendations on changes to administrative requirements that are perceived as administrative burdens, and, as appropriate, their prioritization; and
- (c) any other relevant findings and recommendations, as appropriate.
