
4 ALBERT EMBANKMENT
LONDON SE1 7SR
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

Circular Letter No.4208
17 February 2020

To: IMO Member States and Associate Members
United Nations and specialized agencies
Intergovernmental organizations
Non-governmental organizations in consultative status

Subject: **Fourth Annual Meeting of the Arctic Shipping Best Practice Information Forum (11 and 12 May 2020)**

1 The Secretary-General has the honour to invite representation at the fourth annual Meeting of the Arctic Shipping Best Practice Information Forum, which has been scheduled to take place from 9.00 a.m. on Monday, 11 May, to Tuesday, 12 May 2020, at IMO Headquarters, 4 Albert Embankment, London SE1 7SR. The meeting will be conducted in English without interpretation.

2 The Arctic Shipping Best Practice Information Forum ("the Forum") was established in 2017 by the Arctic Council's Working Group on the Protection of the Arctic Marine Environment (PAME) to facilitate the exchange of information and best practices among Forum Participants to assist in the effective implementation of the Polar Code.

3 In 2019, IMO became an Accredited Observer of the Arctic Council and has participated in the Forum since its inception. IMO also contributed to the Forum's Web Portal (www.arcticshippingforum.is), a publicly accessible website containing information specific to each chapter of the Polar Code and relevant to all those involved in safe and environmentally sound Arctic shipping, including, but not limited to, regulators, international organizations, vessel owners/operators, regulators, classification societies, marine insurers, and indigenous and local communities.

4 Participation in the Forum is open to Arctic States, permanent participants and Arctic Council observers, as well as to any widely recognized professional organizations dedicated to improving safe and environmentally sound marine operations in the Arctic as demonstrated by expertise and experience in Arctic shipping and/or related issues. The Forum also draws on experience from the Antarctic.

5 Recognizing the importance of the Forum's work, the Secretary-General offered for IMO to host this year's Forum meeting at IMO Headquarters in London, on 11 and 12 May 2020, immediately before the 102nd session (13 to 22 May 2020) of the Maritime Safety Committee. This invitation is open to all interested IMO Member States and Associate Members, United Nations and specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status. The provisional programme for the meeting is set out in annex 3.

6 More information on the Arctic Council's PAME Working Group and the Forum's web portal can be found at: <https://pame.is/index.php/shortcode/about-us>; and on the Forum's website at: <https://pame.is/arcticshippingforum>

7 Member States, IGOs and NGOs in consultative status with IMO wishing to attend the Forum are required to provide, prior to the meeting date, the names of all members of their delegations attending the Forum via the Online Meeting Registration System (OMRS), as advised in Circular Letter No.3463 of 14 July 2014. Refer to annexes 1 and 2 for further information on registration procedures for attending IMO meetings and support for visa applications.

8 Those who wish to attend the Forum that are not authorized to register via OMRS are requested to register using this [link](#). For further information please contact Ms Soffía Guðmundsdóttir, Executive Secretary, PAME Working Group, at soffia@pame.is

ANNEX 1

REGISTRATION AT IMO MEETINGS

Registration

Member Governments, UN Agencies, IGOs and NGOs are required to provide, prior to the meeting date, the names of all the members of their delegations attending the meeting via the Online Meeting Registration System (OMRS), as advised in Circular Letter No.3463 of 14 July 2014. This facilitates both their entry into the building and the production of the list of participants by the Secretariat.

Once they have completed the registration procedure, delegates will be issued at IMO with an electronic access card to pass through the security barrier and access the IMO building. Issue of the access card will require photographic proof of identity, e.g. passport, identity card or driving licence. Delegates may also be required to show proof of identity at any time while they are in the Headquarters building, if requested by IMO Security. In view of the significant costs incurred in producing access cards, delegates who have previously been issued with one are kindly requested to bring it with them for reactivation.

Any matters relating to the use of the OMRS should be communicated to:

Registration Unit
Meeting Services and Interpretation Section
Email: onlineregistration@imo.org

Members of delegations will not be registered to attend the meeting without authorization from their OMRS Delegation Coordinator. New delegates whose names appear in the OMRS will be issued with the above-mentioned access card. Delegates whose names do not appear on the OMRS list, will be requested to contact their OMRS Delegation Coordinator in order to process their authorization to attend the meeting.

Delegates are advised that the Registration Desk will be open from 8.30 a.m. on **Monday, 11 May 2020**, when early arrival would be appreciated.

General information on administrative and housekeeping issues relating to meetings at IMO may be found in an information leaflet for delegates, which can be downloaded from IMODOCS and is also available at the Documents and Meeting Services counters on the ground floor and second floor, respectively. Delegates are kindly requested to familiarize themselves with the contents of the information leaflet.

ANNEX 2

PROCEDURE GOVERNING IMO SUPPORT FOR VISA APPLICATIONS

As established in article 7.2 of part III on Access and communications of the Headquarters Agreement, delegates are entitled to have their entry into the United Kingdom authorized without delay and without charge.

Delegates invited by the Organization who require United Kingdom entry visas should, in the first instance, apply online for an **"EXEMPT" visa**, note the reference numbers and follow the online instructions to attend either the nominated Visa Application Centre or the United Kingdom Embassy or High Commission. United Kingdom visa applications should be accompanied by the following documentation:

- i. the relevant IMO official invitation,
- ii. the nomination letter and
- iii. a note verbale from the Ministry of Foreign Affairs.

Delegates must be nominated by their competent Ministry (usually the Ministry of Transport or the National Maritime Administration). The nomination letter should be taken to the Ministry of Foreign Affairs for preparation of a note verbale addressed to the British Embassy/High Commission.

If, after following the above-mentioned procedure, delegates still encounter visa problems, either the Ministry of Foreign Affairs, the Ministry of Transport, the National Maritime Administration or the competent Ministry should request visa assistance in writing to the Head of the IMO External Relations Office, on paper bearing the official letterhead. The letter should state the reasons given by the British Embassy/High Commission as to why visas have been or may be refused and contain the following details:

- i. First name:
Family name:
Profession:
Date of birth:
Place of birth:
Type of passport:
Passport No:
Place of issue:
Date of issue:
Valid until:
Visa reference number:
Date and place of visa application:
- ii. Purpose of visit:
- iii. Duration of anticipated stay in the United Kingdom:

This exercise must be undertaken **at least six weeks** before the date on which the session begins, to enable the Organization to support the visa application accordingly and the visa to be issued in good time.

Any requests for visa assistance should be communicated to:

External Relations Office (International Maritime Organization)
Fax: +44(0)20 7587 3210
Email: visa@imo.org

ANNEX 3

**FOURTH ARCTIC SHIPPING BEST PRACTICE INFORMATION FORUM
THE POLAR CODE: TRENDING TOWARD SUCCESS**

Provisional programme

**IMO Headquarters, London
11 to 12 May 2020**

DAY 1	
08.30	Registration
09.00	Opening Remarks <i>Mr. Sverrir Konráðsson (Forum Chair)</i> <i>IMO Representative (To be decided)</i>
SESSION 1 PAME AND THE ARCTIC SHIPPING BEST PRACTICE INFORMATION FORUM	
09.15	The Arctic Council, PAME and Forum: Introduction Forum Web-Portal (www.arcticshippingforum.is) Shipping in the Arctic Polar Code Area Discussions
10.15	Coffee Break (30 minutes)
SESSION 2 SUPPORTING AWARENESS, INTERPRETATION, AND IMPLEMENTATION OF THE POLAR CODE	
10.45	PAME Project: Overview of Arctic States' and Observer States' Interpretation of the Polar Code
11.00	International Chamber of Shipping (ICS) / Oil Companies International Marine Forum (OCIMF) - Joint Guidelines to Improve Safety in Polar Waters
11.15	Norwegian Research Centre (NORCE) Project: Polar Code Implementation, Compliance, and Enforcement
11.30	State Administration Approach
11.45	Panel Discussion
12.15	Lunch (90 minutes)



SESSION 3 INTERNATIONAL ORGANIZATIONS – SUPPORT RELATED TO SAFE ARCTIC NAVIGATION	
13.45	Arctic Regional Hydrographic Commission (ARHC): Status of Nautical charting in the Arctic
14.15	International Ice Charting Working Group (IICWG): Status of Ice charting in the Arctic
14.45	World Meteorological Organization (WMO): Marine Weather Service in the Arctic - Towards Safety of Life at Sea
15.00	Panel Discussion
15.30	Tea Break (30 minutes)
SESSION 4 ARCTIC VOYAGE PLANNING	
16.00	Summer 2019 Voyage on the CCGS Louis S. St-Laurent
16.15	Operator's perspective
16.30	Environmental NGO
16.45	Indigenous community representative: Subsistence Hunting and Arctic Shipping
17.00	Panel Discussion
17.15	Summary/End of Day 1
17.30	Reception (Until 19:30)



DAY 2	
08.30	Registration
SESSION 5 POLARIS REVIEW (POLAR OPERATIONAL LIMITATION ASSESSMENT RISK INDEXING SYSTEM)	
09.15	Industry Expert
09.30	Industry Expert
09.45	Classification Societies / IACS
10.00	Discussions
10.30	Coffee Break (30 minutes)
SESSION 6 HUMAN ELEMENT OF THE POLAR CODE	
11.00	Search and Rescue Services in the Arctic
11.15	Ice Navigator
11.30	Training: Institution
11.45	Training: State Administration
12.00	Panel Discussion
12.30	Lunch (90 minutes)
SESSION 7 UPDATE FROM IMO ON POLAR CODE DEVELOPMENTS AND OTHER RELATED DEVELOPMENTS	
14.00	Development of Measures for Non-SOLAS Vessels
14.15	Update from IMO Marine Environmental Division
14.30	Ministerial Conference on Fishing Vessel Safety and Illegal, Unreported and Unregulated (IUU) Fishing (Torremolinos, October 2019)
14.45	Panel Discussion
SESSION 8 EXPERIENCES FROM THE ANTARCTIC POLAR CODE AREA	
15.00	Implementation of the Polar Code in the Antarctic – Antarctic State
15.15	The International Association of Antarctica Tour Operators (IAATO)
15.30	Panel Discussion
15.45	Meeting summary and next steps
16.00	Close