



## **TERMS OF REFERENCE OF THE IMSO ADVISORY COMMITTEE**

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### **1 ADVISORY COMMITTEE**

1.1 The Advisory Committee is established by the Assembly on a permanent basis, to carry out, on behalf of and under delegation from the Assembly, the tasks set forth in these Terms of Reference.

1.2 The Advisory Committee shall consist of representatives from at least fifteen Parties, elected by each Session of the Assembly, taking into account the need for full geographical representation, for rotation, and for continuity of membership.

1.3 The Committee shall appoint its own Chairman and Vice-Chairman.

### **2 WORKING METHODS**

2.1 The Rules of Procedure for the Assembly shall *mutatis mutandi* apply to the Advisory Committee, including quorum which shall be a simple majority of the members.

2.2 The Committee shall determine its own working procedures, including the frequency and location of its meetings.

2.3 The Director General is requested to provide such practical assistance to the Committee as may be necessary. In arranging its work and holding meetings, the Committee shall endeavour to minimise costs to the extent possible.

### **3 COSTS**

Costs associated with all travel, accommodation and subsistence of the members of the Committee at their meetings shall be borne by their respective Parties.

### **4 GMDSS RELATED TASKS**

The Committee shall consult with the Director General and give its guidance and advice to the Director General on the following matters:

- (a) the negotiation and execution of Public Services Agreements with GMDSS Providers recognized by the International Maritime Organization.

- (b) any proposed action by a GMDSS Provider in relation to assignment or voluntary winding up under Articles 11 or 12 of the Public Services Agreement.

## **5 LRIT RELATED TASKS**

5.1 The Committee shall consult with the Director General and give its guidance and advice to the Director General on the following matters:

- (a) the negotiation and execution of LRIT Services Agreements and/or contracts with the different components of the LRIT system subject to the LRIT Co-ordinator audit and review.
- (b) continuing review of the LRIT Business Plan, the annual audit/review fee and the daily “per diem” fee for LRIT.

5.2 The Committee shall agree, within the charging mechanism approved by the Assembly:

- (a) the annual LRIT related charges to be levied by the Director General, recognizing that the charging mechanism whereby IMSO shall recover the expenditure it incurs for providing its services as LRIT Coordinator should be simple, predictable, easy to understand, fair, equitable, at no risk to IMSO, and internationally acceptable; and
- (b) the formula for apportionment of LRIT fees to Data Centres.

5.3 The Committee shall agree the Director General's final proposals for LRIT Audit and Review Procedures once IMO has completed its consideration of the matter.

## **6 GENERAL TASKS**

6.1 The Committee shall consult with the Director General and give its guidance and advice to the Director General on the following matters:

- (a) preparation by the Director General of the annual budget of the Organization, and accounting and auditing procedures;
- (b) determination by the Director General of the staffing structure of the Directorate, and standard terms of employment of Directorate staff, and the Staff Rules;

- (c) admittance of observers, subject to the criteria and procedures established by the Assembly;
- (d) any other matters delegated by the Assembly; and
- (e) any other matters on which the Director General identifies a need to consult the Advisory Committee on a case-by-case basis.

6.2 The Committee shall agree the annual budget, seek to resolve any related issues and submit comments thereon to the Director General.

6.3 The Committee shall review the Audited Annual Financial Statements of the Organization, and submit any comments thereon to the Director General.

6.4 The Committee shall agree the apportionment of the annual budget between the GMDSS/Legacy services and the LRIT Co-ordinator services.

## **7 REPORTING TO PARTIES AND TO THE ASSEMBLY**

On behalf of the Committee, the Chairman shall, through the Director General, send regular reports to Parties on the results of its work, and shall also submit a report thereon to the Assembly.

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