



**INTERNATIONAL ASSOCIATION OF CLASSIFICATION SOCIETIES**

## **IACS PROCEDURES**

### **Volume 1: IACS GENERAL PROCEDURES**

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Revision history



## ABBREVIATIONS

ABS	American Bureau of Shipping
AVC	Quality Advisory Committee
BV	Bureau Veritas Marine & Offshore SAS
CCS	China Classification Society
CG	Correspondence Group
CIMAC	International Council for Combustion Engines
CMI	Comite Maritime International
CO	Chairman's Office
CRS	Croatian Register of Shipping
CS	Classification Society
CSR	Common Structural Rules
DNV GL	DNV GL
EG	Expert Group
EU	European Union
FSA	Formal Safety Assessment
FUA	Follow-up Action
GBS	Goal Based Standards
GPG	General Policy Group
IAB	Independent Appeal Board
IACS	International Association of Classification Societies
IACS TC Forum	International Association of Classification Societies Technical Contributions Forum
ICS	International Chamber of Shipping
IEC	International Electrotechnical Commission
ILO	International Labour Organization/Office
IMO	International Maritime Organization
IRS	Indian Register of Shipping
ISM-ISPS	International Safety Management & International Ship and Port Facility Security
ISO	International Organization for Standardization
IUA	International Underwriting Association
IUMI	International Union of Marine Insurance
JWG	Joint Working Group
KR	Korean Register of Shipping
LR	Lloyd's Register
MEPC	Marine Environment Protection Committee
MSC	Maritime Safety Committee
M&W	Material and Welding
NK	Nippon Kaiji Kyokai (ClassNK)
NM	Non-Member
OCIMF	Oil Companies International Marine Forum
PRS	Polish Register of Shipping
PT	Project Team
PTMN	Project Team Manager
QC	Quality Committee
QS	Quality Secretary
QP	Quality Policy
QSCS	Quality System Certification Scheme
RINA	RINA
RS	Russian Maritime Register of Shipping
SC	Steering Committee
SG	Small Group
SG/QP	Small Group / Quality Policy
SoS	Safety of Surveyors
TB	Technical Background

TC	Technical Contributions (Forum)
TC	Technical Committee
TOS	Terms of Service
TSB Canada	Transportation Safety Board of Canada
UK MAIB	United Kingdom Marine Accident Investigation Branch
UI	Unified Interpretation
UR	Unified Requirement
USCG	United States Coast Guard
US NTSB	National Transportation Safety Board (US)
WG	Working Group

## A INTRODUCTION

1 The purpose of the *International Association of Classification Societies (IACS) Procedures* is to codify the working procedures of the Association, its Council, General Policy Group (GPG), Quality Committee (QC) and Working Groups (WGs), together with their inter-relations and responsibilities. The Procedures also define the responsibilities of the Permanent Secretariat and define the extent and means of communications with external bodies.

2 Generally, and unless stated otherwise, IACS's scope of interest and activity is with respect to vessels of over 100 GT of whatever type, self-propelled or not, restricted or unrestricted service; except for "inland waterway" vessels, military vessels, and other government ships operated for non-commercial purposes.

### *Composition*

3 In entirety, the *IACS Procedures* comprise:

- *Volume 1: IACS General Procedures (this document);*
- *Volume 2: Procedures concerning requirements for Membership of IACS;*
- *Volume 3: IACS Quality System Certification Scheme (QSCS);*
- *Volume 4: Procedures for the maintenance and harmonisation of the Common Structural Rules.*

4 These are evolving documents and subject to periodical review and update by the GPG or QC (as appropriate) for Council approval.

## B IACS ORGANISATION

### B1 GOVERNING DOCUMENTS

1 IACS operations are governed by the following:

- *The International Association of Classification Societies Charter (IACS Charter)* and its Annexes:
  - Annex 1: Procedures for Membership applications and periodical verification of existing members
  - Annex 2: Appeal Board Rules of Procedure
  - Annex 3: Participation in IACS' technical work and access to IACS Resolutions and Technical Background documents;
  - Annex 4: Definitions
- *IACS Procedures* (as listed in the Introduction).

2 The IACS Charter is published on the IACS website (<http://www.iacs.org.uk>) and takes precedence over all other operational documents of IACS, in case of any perceived or actual conflict between the documents.

### B2 ORGANISATIONAL STRUCTURE, ROLES, AND TERMS OF REFERENCE

1 IACS operates through the following bodies:

- Council;
- GPG;
- QC;
- WGs, which are further divided into:
  - Panels (currently Cyber Systems Panel, Environmental Panel, Hull Panel, Machinery Panel, Safety Panel and Survey Panel) and
  - GPG Expert Groups (EGs);
- Small Groups reporting to Council, GPG, Panels or QC, set up from time to time, as necessary;
- EGs advising Council, set up from time to time, as necessary;
- Project Teams (PTs);
- The Permanent Secretariat including the QSCS Operations Centre.

2 In addition to the above, the QC is supported, in an advisory capacity, by the Quality Advisory Committee. The roles of the Quality Secretary and QSCS Operations Centre, QC and Quality Advisory Committee are detailed in *Volume 3: IACS Quality System Certification Scheme (QSCS)*.

3 The chart of the IACS organisation is attached as [D2.2](#). The organisational structure is to be reviewed and updated as necessary by Council.

4 There is also an Independent Appeal Board whose terms of reference are given in *Annex 2 to the IACS Charter*.

#### B2.1 THE COUNCIL

##### B2.1.1 Membership

1 The Council is the governing body of the Association and consists of one representative of each Member Society, with voting rights as specified in the IACS

Charter. There may be additional non-voting members as specified in the IACS Charter or in the relevant section of these Procedures.

2 The Council shall elect a Chair, by rotation, from among its Members. The term of office shall be for a period of one year or until the election of the next Chair. The Chair shall preside at the Council meetings and act as the Principal Officer of the Association.

3 The established rotation of the Chair is:

- DNV GL
- KR
- IRS
- NK
- RS
- PRS
- LR
- RINA
- CRS
- BV
- ABS
- CCS

New Members of IACS shall take the Chair immediately following the next Chairmanship of the Member holding office when they were accepted into Membership, provided that the schedule allows for a Chair's office always comprised of at least two societies that have chaired the association previously.

4 The Council shall also elect a Vice-Chair, by rotation, from among its Members. The term of office shall be the same as that of the Chair whom the Vice-Chair shall normally succeed. The immediate past Chair may act as second Vice-Chair, primarily to facilitate continuity in external relations.

5 The IACS Charter documents, inter alia, the functions of the Council, structure, meetings, voting, and procedures.

#### **B2.1.2 The "Chairman's Office"**

1. The purpose of the "Chairman's Office" (CO) is to improve the efficiency of IACS operation and its responsiveness to industry and other maritime stakeholders for better achievement of the collective goals of all Members.
2. The CO will be led by the Chair of IACS Council. The other members of the CO will be the Vice-Chairs and the Secretary General.
3. The CO will meet regularly at a quarterly interval, i.e. physically at least twice a year, before the biannual Council meetings and, virtually, at least once between Council meetings. Additional meetings can be convened if deemed necessary. The duration of the meetings shall be at the discretion of the Chair.
4. Summary records of each meeting should be kept, executive summaries to be shared with Council. The CO shall make a written report of its work to the Council at the biannual Council meetings and reporting to Council shall be effected by the Secretary General.
5. The CO's terms of reference are:

- a. To consider where future threats and opportunities for IACS may lie and how the Association can best navigate these issues;
  - b. To assess the progress of the Association in the delivery of its 6yr Strategic Plan and core values and make recommendations to Council accordingly;
  - c. To ensure the effective implementation of high-priority follow-up actions (FUAs) agreed by Council;
  - d. To promptly recommend a response to industry enquiries, challenges and upcoming issues where IACS is expected to have an opinion;
  - e. To support the Council Chair in promoting the Association to industry and regulators with a view to maintaining consistency of leadership;
  - f. To participate in and speak on behalf of IACS as agreed by Council or GPG at major external events such as IMO events, NorShipping, Posidonia, Marintec China, SeaAsia, CMA, LISW, Tripartite, IACS Christmas Reception etc. and other events agreed by Council;
  - g. To oversee the arrangements for the IACS Roundtable in line with the existing internal guidance;
  - h. To recommend action in enhancing the association's role as a primary technical body to IMO; and
  - i. To recommend measures to enhance IACS leadership position on quality.
6. Noting the remit of the IACS Procedures, the CO is authorised by Council to take independent action on matters relevant to items 5e and 5g, and share the outcome with Council. For the remaining duties, the CO should make a recommendation for Council to decide upon.
  7. Keeping in view the main duties of the CO, as enumerated in para 5, the Chairman's Office may delegate issues where required to other bodies such as GPG, SG-QP as per the current practice. In certain situations, depending upon the subject matter under consideration, the CO may co-opt one or more Council members for the limited purpose and a limited period.
  8. If the matter is urgent and it is not practical or possible to consult with CO members, the authority for action lies with the Chair of Council. As soon as practicable, the Chair shall advise the other CO members and the Council of the action taken.

### **B2.1.3 Steering Committee on Strategy (SC/Strategy)**

#### *B2.1.3.1 Membership and office holders*

- 1 The Steering Committee on Strategy (SC/Strategy) is an advisory body to Council.
- 2 Members of the SC/Strategy shall be:
  - Incoming Council Vice-Chair;
  - Senior Member Representatives from volunteering Members;
  - SG/QP Chair;
  - GPG Chair;
  - GPG Vice-Chair;
  - QC Chair;
  - Secretary General;
  - Technical Specialists or additional Permsec Staff may be invited as necessary.
- 3 The Chair of the SC/Strategy shall be the incoming Vice Chair. The Chair is considered 'in post' as soon as he is elected Vice-Chair of the association.

4 The Steering Committee on Strategy will meet annually, preferably before the Summer Council meeting, in May. The SC/Strategy meeting will typically be held at the SC Chair's headquarters.

The SC/Strategy may work intersessionally if the SC/Strategy Chair considers it appropriate and necessary.

5 The SC/Strategy Chair shall act as the representative of the SC/Strategy to the Council, and to such other bodies as may be required and determined by Council, from time to time.

#### *B2.1.3.2 Terms of Reference*

1 The SC/Strategy has the following responsibilities assigned by Council:

(a) Advise Council with respect to identifying and implementing an effective IACS Strategy towards the continuous improvement and protection of IACS and its Members role in improving the safety of life at sea and the protection of property and the environment.

(b) The SC/Strategy considers and advises Council on:

- The challenges identified and assessed as being relevant and current or impending;
- The maintenance and updating of the Strategic Plan to address identified challenges in a manner consistent with IACS values and that is underpinned by an Action Plan;
- Strategic questions regarding the IACS organisational structure and whether it is capable of delivering the strategic plan and able to cope with future membership developments;
- Strategy questions regarding the representation and promotion of an external image that enhances the reputation of both IACS and Classification and properly reflects their scope and function.

(c) Facilitate Council's discussion on the outcome of the strategic measures proposed.

(d) Address challenges, to ensure that the strategic measures maintain the IACS values of Leadership, Technical Knowledge, Quality Performance and Transparency and the central importance of Quality Operations to the work and reputation of IACS.

(e) Report to IACS Council, as required.

#### **B2.1.4 Small Group Quality Policy (SG/QP)**

##### *B2.1.4.1 Membership and office holders*

1 The Small Group Quality Policy (SG/QP) is a small group which may be constituted by Council to act as an intermediary between the Quality Committee (QC) and Council, in order to facilitate speedy decisions and approval of quality related issues and to discharge a strategic role by anticipating quality initiatives for the QC to follow through.

2 Members of the SG/QP shall be:

- Members of Council (limited in number for efficiency, ideally more than two and less than five inclusive), as voting members;
- QC Chair, as voting member;
- Quality Secretary (QS), as non-voting member;
- other QC Members (to assist the QC Chair, if required), as observers and non-voting members.

3 The Chair of the SG/QP shall be nominated and elected from among the Members of Council participating in the SG/QP. The Chair will normally serve for a period of three years, with the possibility of extension up to one year.

4 The SG/QP Chair shall act as the representative of the SG/QP to the Council, the Quality Advisory Committee (AVC) and to such other bodies as may be required and determined by SG/QP or Council, from time to time.

5 In case of unavailability of the Chair, another Member of Council participating in the SG/QP shall fulfil all duties normally carried out by the Chair.

#### *B2.1.4.2 Terms of Reference*

1 The SG/QP has the following responsibilities assigned by Council:

- (a) Advise Council with respect to maintaining an effective IACS Quality Policy towards continuous improvement of quality standards of classification societies aiming to improve safety of life at sea, property and the environment.
- (b) Assess the feedback on the implementation of the QSCS scheme, where independent Accredited Certification Bodies (ACB's) conduct the audits and issue the relevant statements of compliance, based on periodic Quality Management Review (QMR) reports, prepared by the QS and considered by the QC, in order to facilitate Council's assessment of its robustness, consistency and integrity.
- (c) Facilitate Council's discussion on the outcome of the different quality groups, including the QC and QS, in particular about recommendations for continuous improvement.
- (d) Consult the Quality Advisory Committee (AVC) and other interested Parties on policy related issues and recommend relevant follow-up actions to Council as deemed appropriate.
- (e) Consider the alignment between the IACS QSCS and other quality management schemes applicable to classification societies and/or recognised organisations, in order to promote policies intended to enhance their effectiveness and minimise any burdens.
- (f) Promote quality improvement policies among its Members beyond the strict compliance with the IACS Quality Management System Certification Scheme (QSCS) requirements.
- (g) Report to IACS Council, as required.

## **B2.2 THE GENERAL POLICY GROUP (GPG)**

### **B2.2.1 Membership**



1 GPG shall consist of one representative of each Member Society, with voting rights as specified in the IACS Charter. There may be additional non-voting members as specified in the IACS Charter or in the relevant section of these Procedures.

2 The Chair and Vice-Chair shall be nominated by the Member Society holding the same positions in Council and mirror the same fixed pattern of rotation based on a one year term.

#### B2.2.2 Terms of reference

1 GPG's terms of reference are:

(a) To develop and implement actions giving effect to the policies, directions and long term plans of Council and provide advice to Council as necessary on issues in the maritime field, and initiate action in areas of strategic importance to the Association.

(b) To ensure that the WG structure is fit for purpose. The creation and disbandment of WGs is to be specifically subject to approval by Council.

(c) To oversee the work programmes and budgets of the WGs. The annual budget and any significant variation from which, are to be submitted to Council for approval.

(d) To annually review the status of implementation of IACS Unified Requirements and report to Council including proposing appropriate action with a view to achieving uniform implementation by Members.

(e) Following a political/policy review, to formally adopt IACS Resolutions developed by WGs (except for the initial adoption of Common Rules, which is the prerogative of Council). In general, GPG should not undertake in-depth technical discussions on the results achieved by WGs.

(f) To deal with high priority work of a general character which cannot be dealt with by WGs.

(g) To monitor, influence and respond to the activities and work programme of IMO and other organizations whose work IACS is interested in.

(h) To approve the establishment of any Joint Working Group (JWG) with the industry on a specific technical topic and monitor the outcome of the JWG and report to Council, as necessary.

(i) To interact with the Secretary General in the work of administering the Association.

#### B2.3 QUALITY COMMITTEE (QC)

1 The QC is the governing body of the QSCS and reports directly to IACS Council. Its procedures are described in *Volume 3: IACS Quality System Certification Scheme (QSCS)*.

2 The QC shall consist of one representative per Member Society, with voting rights as specified in the IACS Charter.

- 3 The Chairmanship of the QC and the QC's terms of reference are prescribed in *Volume 3: IACS Quality System Certification Scheme (QSCS)*.
- 4 The Chairmanship of the QC shall be considered as the Chair's primary duty and the costs associated with the Chairmanship shall be borne by the Members in a manner to be determined by IACS Council.
- 5 The QC Chair shall prepare and submit to GPG Chair a report on the progress of the Quality Committee twice a year, with a copy to Permanent Secretariat, at least 30 days before the scheduled date of the Autumn and Spring GPG meetings. The procedure and standard format of Annual Progress Report of WGs contained in D1.3.2 A and B and D1.3.3 are to be used as appropriate and needed, supported by QC Chair Report to GPG.
- 6 The QC Chair budgets and accounts are to be prepared and submitted to GPG in accordance with C8.2.
- 7 The GPG Chair shall invite the QC Chair to attend and report to the GPG meetings based on the GPG Chair's review of the issues on the agenda and to be discussed at the GPG meeting and the QC Chair's report.

## **B2.4 WORKING GROUPS (WGs)**

1 A WG may be a:

- Panel – a permanent working group, established by Council or GPG (with Council's consent) related to specific areas of the technical work of classification societies.
- Expert Group (EG) – a non-permanent working group, established by GPG (with Council's consent) to advise on a specialised area of work of classification societies.

### **B2.4.1 Panels**

#### ***B2.4.1.1 Membership***

- 1 Each Panel shall be made up of one representative from each Member Society, with voting rights as specified in the IACS Charter. There may be additional non-voting members and participants as specified in the IACS Charter or in the relevant section of these Procedures.
- 2 The IACS Accredited Representative to IMO is to be a non-voting member of the Environmental and Safety Panels.
- 3 A Chair of each Panel shall be nominated by Members and approved by Council, normally to serve for a period of three years, with a possibility of a prolongation of up to one year in case of lack of candidates to take the Chair. The Chair of each Panel shall then nominate a technical Secretary to assist the Panel Chair. The Chair of the Safety Panel shall nominate a Vice Chair to assist her/him.
- 4 The Chairmanship of a Panel shall be considered as the Chair's and Vice Chair's where applicable, primary duty and the costs associated with the Chairmanship and technical Secretary shall be borne by the Members in a manner to be determined by GPG. The Panel Chair shall perform the function in an impartial way and has no voting right. For that reason the Society having provided the Chair is entitled to nominate a further Panel representative who has the right to vote.

5 The Panel Chair shall convene and preside over meetings, and shall act as the representative of the Panel to GPG and the Council.

*General guiding principles for Panel Chair selection*

The below guiding principles are to assist in the selection process of Panel Chairs:

- Equal contribution and participation by encouraging Member Societies to nominate candidates for Panel Chairs;
- One Member should only have one Chair at a time;
- Continuation of Panel Chair to be avoided unless under special circumstances;
- The competence and experience of the individual Chair under consideration should be a primary concern in determining who can best advance the work of the Association within the context of the established voting and concluding practices;
- Not to place strict restrictions on number of nominations to chairs but to use the above guiding principles when selecting future Panel Chairs.

*B2.4.1.2 Function and fields of competence of Panels*

1 Each of the six Panels has three standing tasks:

- (a) maintenance of IACS Resolutions: in general a simple task to update existing resolutions which can be undertaken without generating a separate Form A (see [C4.2.1](#));
- (b) annual review of the implementation of IACS Resolutions with a view to removing any impediments to their effective and uniform implementation;
- (c) liaison with external organisations.

2 The fields of competence of Panels are defined as follows:

**Cyber Systems Panel**

All technical items related to the

- electronic systems of ships including automation, control and safety systems "Cyber-Physical Systems" related to essential systems such as:
  - Propulsion system
  - Auxiliary machinery systems
  - Electric power generation and distribution system
  - Safety systems (for example fire detection systems, fire-fighting systems, etc.)
  - Communication systems (for example Public address systems, etc.)
- Systems assurance
- Integration issues

- Software quality control
- Data storage transfer, integrity and security control.

General knowledge and understanding of shipboard systems using cyber data such as communication, navigation and commercial business systems particularly those interfaced with ship-wide computer networks and in communication with outside networks

General understanding of automated systems engineering processes and software system lifecycle.

#### **Environmental Panel**

All technical items related to environmental issues, which are addressed by international instruments e.g. IMO and other bodies on:

- Marine Pollution
- Air Pollution
- Energy use
- All other Environmental issues.

#### **Hull Panel**

All technical items related to the structure of ships, other than those covered by the Survey and Safety Panels, such as:

- Loads and strength
- Materials and welding
- Hull damages.

#### **Machinery Panel**

All technical items related to the mechanical and electrical systems of ships (electronic navigational equipment excluded), other than those covered by the Cyber, Survey, Environmental and the Safety Panel, such as:

- Propulsion system
- Auxiliary machinery systems
- Electric power generation and distribution system
- Machinery damages.

#### **Safety Panel**

All technical items, other than those covered by the other Panels, which are addressed by international instruments, e.g. IMO and ILO conventions.

IMO matters relevant to a specific field of interest of other Panels shall be dealt with by those Panels (e.g. surveys for the purpose of statutory certificates fall under the Survey Panel). The Environmental and/or the Safety Panels may, if requested by the parent Panel or GPG, act as "advisory" Panel. Where a doubt about the assignment of any particular IMO-related matter may exist, GPG shall be asked for advice.

#### **Survey Panel**

All technical items related to the survey and certification of ships, components and materials.

### **B2.4.2 Expert Groups (EGs)**

#### *B2.4.2.1 Membership*

1 Each Member Society shall be entitled to nominate one member to the group, with voting rights as specified in the IACS Charter. There may be additional non-voting members and participants as specified in the IACS Charter or in the relevant section of these Procedures.

2 A Chair of each EG shall be nominated by Members for approval by Council, normally to serve for a maximum period of three years. Any extension of Chairmanship is to be brought to Council's attention.

#### *B2.4.2.2 Terms of reference*

1 The terms of reference shall be established on a case-by-case basis.

2 EGs established for short-term tasks shall be closed when relevant tasks are completed.

## **B2.5 SMALL GROUPS**

### **B2.5.1 Membership**

1 A Small Group shall normally be composed of 3 to 5 members unless otherwise specifically agreed.

2 Small Groups established by the Council may include members from other bodies, if required and necessary. In such cases, it should preferably be chaired by a Council member.

### **B2.5.2 Terms of reference**

1 Small Groups are generally established, for short durations, by Council, GPG, Panels or QC from amongst their own members to deal expeditiously and efficiently with a specific task.

## **B2.6 THE PERMANENT SECRETARIAT**

### **B2.6.1 Office holders**

1 The Permanent Secretariat is the sole function of The International Association of Classification Societies Ltd, which is the service company of the Association, otherwise composed by representatives from each Member Society. Refer to the IACS Charter and the company's *Articles of Association*.

2 The Permanent Secretariat consists of:

- the Secretary General
- the Accredited Representative to IMO
- the Representative to the European Union
- the Quality Secretary
- the Technical Secretary, and
- additional staff as the Association may require.

3 The Council shall appoint the Secretary General, the Accredited Representative to IMO, the Representative to EU, the Technical Secretary, and the Quality Secretary and shall make provision for the appointment of other personnel as may be necessary to comprise the Permanent Secretariat. The Council shall determine the

terms and conditions of service of the Permanent Secretariat staff. The Secretary General shall, subject to the following provisions, appoint the necessary staff.

#### B2.6.2 Terms of reference

1 The terms of reference of the Permanent Secretariat are as follows:

(a) To serve the Association on matters that are necessary for the efficient discharge of the functions of the Association and its day to day running, including *inter alia*, (i) the maintenance of records, documents and correspondence; (ii) publication of IACS resolutions, news, press releases and management of the IACS website; (iii) preparation and circulation of papers documents, agenda, minutes, and information that may be required for the work of the Council and GPG; (iv) gathering administrative information on the work carried out by Panels and Project Teams; and (v) the administration of the QSCS and membership criteria.

(b) To maintain a close relationship with the International Maritime Organisation (IMO), the International Labour Organisation (ILO), the International Standards Organisation (ISO) and other international and national organisations and the maritime industry associations in the world as may further expand the purpose and objectives of the Association, reporting as appropriate to Council, GPG and Panels, as appropriate, on a regular basis.

(c) To oversee the effective implementation of the Association's Quality System Certification Scheme (QSCS) by its Members and applicants, including relationship with Accredited Certification Bodies, Advisory Committee, Governments, and others to promote a uniform application of high quality standard within the Association.

(d) To review information concerning the compliance with the IACS membership criteria by applicants as well as periodic verification of continuous compliance by Member Societies.

(e) To act as technical secretariat for the main bodies of the Association (Council and GPG) and assist the Chairmen of Panels in the coordination of technical activities carried out by Members in Panels and Project Teams, as well as in Joint Working Groups with industry.

(f) To prepare and submit to the Council the financial statements for each year and the budget estimates on an annual basis, and to produce periodic (quarterly) account reports relating to Permanent Secretariat's work and technical activities carried out by Members in panels and Project Teams.

(g) To effect invoicing of Members and related controlling on the basis of the budget as agreed by Council.

(h) To keep Members advised, at Permanent Secretariat's discretion, with respect to requests, claims or complaints received by the Permanent Secretariat and concerning the Association or individual Member Societies.

(i) To produce periodic reports of newsletters concerning the activities carried out by the Permanent Secretariat and by the Association, in general;

(j) To monitor the output from the safety digests and studies produced by official casualty investigation bodies, such as the UK MAIB, TSB Canada, US

NTSB, USCG, and others and raise any issues of concern or recommendations with GPG.

### B2.6.3 The Secretary General

- 1 The Secretary General is the Chief Administrative Officer of the Association and the service company of the Association, IACS Ltd, and is directly responsible for the work and efficient day to day running of the Permanent Secretariat.
- 2 The Secretary General is accountable to the IACS Council. In the performance of his duties, the Secretary General shall not be directed by any IACS Member or by any authority external to the Association.
- 3 The Secretary General is obliged to bring to the attention of Council any matter which, in his opinion, may impact IACS' work or reputation with regard to the safety of ships and/or the protection of the marine environment.
- 4 The Secretary General is entitled to contribute, when felt necessary and in a non-voting capacity, to all Council and GPG correspondence.
- 5 The Secretary General shall:
  - (a) provide support to the Council and GPG Chairs in implementing the policies and strategies adopted and updated on a regular basis by Council and/or GPG, ensuring a smooth handover and transfer of responsibilities, in the periodic (annual) rotation of the chairmanship among the Members;
  - (b) work closely with the Council Chair, during the conduct of Council meetings and in all relevant exchanges of correspondence with all the other Council Members, to ensure the effective operation of the Association;
  - (c) maintain strong working links with the International Maritime Organisation, International Labour Organisation, international and national industry associations, and other leading bodies which have responsibility for world maritime safety, protection of the environment and sustainability policies;
  - (d) keep regularly in touch with Council Members and Senior Executives in each Member Society;
  - (e) keep relationships with applicants or other entities seeking to be recognized by IACS as classification society or seeking to apply for membership in IACS with a view to their compliance with the IACS membership criteria;
  - (f) represent the Association in public fora and conferences (see C7.2.2.1);
  - (g) assist the Chair of Council and/or the Chairman's Office on public and media relations matters and prepare an annual communication, participation at key events and media relations plan, for the incoming Council Chair's consideration and approval and (see C7.2);
  - (h) prepare and submit to Council the financial statements and budget estimates on an annual basis and do the necessary accounting and invoicing to address cost sharing among Members and participation by non-Members in the technical work of the Association (see C8);

(i) establish and maintain an auditable Quality Management System within the Permanent Secretariat in accordance with ISO 9001 standards - however this does not necessarily require auditing;

(j) keep Council and GPG fully informed of ongoing matters, including any claims or complaints, recommendations, suggestions, or requests for consideration by the Association;

(k) organise the arrangements for the IACS Roundtable in line with existing internal guidance;

(i) assume any other function which may reasonably be assigned to him by Council and/or GPG.

#### ***B2.6.3.1 Succession Committee***

1 A Succession Committee will be established by Council, well before the estimated time of the replacement of the Secretary General, normally composed of the Chair, and two Vice-Chairs of Council, one other Council Member, and the Secretary General.

2 An "executive search firm" may be used to identify as many eligible candidates as possible, and it is the responsibility of the Succession Committee to appoint a reliable search firm.

3 The Succession Committee is to interview candidates short-listed by the search firm, which is to include not more than five candidates, and should, normally, select two candidates it considers to be the best choices, and report these to Council for its final selection, preferably at a regular Council meeting.

4 The remuneration and other contractual details of the Secretary General shall be approved by Council prior to the appointment.

#### **B2.6.4 The Accredited Representative to IMO**

1 The Accredited Representative to IMO shall:

(a) establish and maintain contact between IACS and IMO guided by the policies which the Council develops;

(b) liaise with the IMO Secretary General and the IMO Secretariat on all matters relevant to IACS;

(c) establish and maintain contact with national administration and NGO representatives on matters of concern to IACS and advise on the IACS view as necessary;

(d) arrange meetings with national administration representatives and other IMO delegations as necessary, when matters of interest require consultation;

(e) maintain continuity of IACS representation at IMO and co-ordinate the activity of IACS Observers;

(f) attend all IMO meetings of interest to IACS and brief IACS Observers and, as needed, advise GPG about the possible number and quality of IACS representatives who might be required with regard to the number of IMO



Working Groups and Drafting Groups in addition to the attendees identified in [C6.1.2](#) to [C6.1.4](#);

- (g) consult with other Members' staff attending IMO on behalf of national delegations as may be deemed necessary and represent the IACS view in plenary;
- (h) be responsible, through the Secretary General, to the Chair of Council, consult the Chair of Council and report to Council as and when required, and have direct contact with the Chair of Council on urgent matters;
- (i) prepare and transmit reports of IMO meetings to GPG and the Environmental and Safety Panel Chairs (see [C6.1.7](#));
- (j) keep the Council, GPG and Permanent Secretariat and, where appropriate the Panel Chairs, advised well in advance of developments within IMO of importance to IACS and to make recommendations on the development of further work or study;
- (k) provide procedural advice on the composition of IACS submissions to IMO, paying particular attention to the avoidance of the lifting of IACS Resolutions (UIs excluded), or extracts thereof, into IMO instruments, and ensure that WGs provide papers in time for submission;
- (l) in order to be effective at IMO, attend all meetings of the Council and GPG and study all correspondence among Council Members, GPG Members and within the WGs of relevance to IMO;
- (m) provide each Member Society with all papers of special interest issued by IMO in good time for comments;
- (n) be responsible for maintaining a technical library and archive of IMO papers;
- (o) carry out any additional duties required by the Chair of the Council and/or the Secretary General.

2 IACS working methods in preparing for, attending and following-up IMO meetings are further addressed in [C6.1](#).

#### **B2.6.5 IACS Representative to the European Union**

- 1 The IACS Representative to the EU shall be based in Brussels, in order to keep IACS Members fully informed of all EU matters relevant to the Association, to promulgate to the EU the aims of IACS regarding safe and environmentally friendly shipping, to draft policy position papers for the consideration of Council and subject to approval by Council to lobby EU staff and member states on such matters.
- 2 The Representative to the EU shall:
  - (a) report formally to IACS Council, and GPG at bi-annual meetings, including a tabulated consolidated overview of participation by IACS representatives in EU Working Groups;
  - (b) liaise with any consulting firms contracted by IACS using their knowledge and networks;

- (c) act as Secretary to EG/EU and to promote and generate the Group's activities;
- (d) interact with relevant EU officials from the Directorates General MOVE, CLIMA and ENV – and others if necessary – as well as with relevant Commissioners and their Cabinet advisors on IACS' work and issues;
- (e) interact with EU MEP's and Intergroups on IACS work and issues;
- (f) keep an oversight of the EU's IMO alignment work and interact with EU Representative at IMO on IACS work and issues through and in liaison with IACS Accredited Representative to IMO;
- (g) interact with Maritime Industry Associations on EU work and issues relevant to IACS through and in liaison with IACS Secretary General based on agreed agenda or input;
- (h) interact with EU Member State Brussels representatives on IACS work and issues based on agreed input;
- (i) attend all EU meetings of interest to IACS and report back to the relevant body within IACS Liaise with and support IACS representatives who may be appointed from the membership to participate in specialised working groups;
- (k) monitor EMSA on IACS work and issues;
- (l) carry out any additional duties required by Chair of IACS Council and/or the Secretary General.

#### **B2.6.6 The Quality Secretary**

- 1 The Quality Secretary's role and responsibilities are detailed in *Volume 3: IACS Quality System Certification Scheme (QSCS)*.
- 2 The Quality Secretary, in the discharge of those duties specified in the QSCS, shall not be directed by the Secretary General.
- 3 The Quality Secretary shall attend meetings of Council at the request of the Chair of Council.

#### **B2.6.7 The Technical Secretary**

1. The Technical Secretary is a member of the Permanent Secretariat in charge of monitoring the technical activities carried out by IACS, in order to assist:
  - a) the GPG Chair and Vice-Chair in the overall coordination and monitoring of the technical work of the Association and that which is carried out by the Panels and Expert Groups (as well as small groups if established)
  - b) the Panel and Expert Group Chairmen in the management of their specific Project Teams
  - c) with IACS joint Working Groups with industry
2. The Technical Secretary shall:

- (a) provide support to the Chairs of Council and GPG, as needed, in preparation for and follow-up from Council and GPG meetings, providing the draft minutes of meetings and relevant follow up actions, and in all day-by-day activities, normally carried out by correspondence, for matters submitted to Council/GPG consideration and/or approval;
- (b) keep records, documents and background material relevant to resolutions adopted by IACS and published on the IACS website (i.e., common structural rules, unified requirements, unified interpretations, and procedural requirements) and other technical documents (e.g., recommendations, guidelines), etc.);
- (c) gather information about the activities carried out by Panels and Project Teams, Expert Groups, with a view to preparing periodic (technical and administrative) progress reports for GPG consideration and approval;
- (d) assist the Panel Chairs to coordinate the technical activities of Panels and Project Teams, from the management point of view, with a view to improving their effectiveness and time schedule;
- (e) assist the GPG and Panel Chairs and individual Members who participate in joint working groups with industry, participating at meetings, where needed, according to GPG instructions;
- (f) amend the IACS Procedures and other IACS instruments upon decisions taken by Council and/or GPG;
- (g) prepare papers and presentations relevant to IACS technical work, for Council and GPG Chairs' or Secretary General's participation at meetings, conferences or other events, or for publication in magazine
- (h) carry out any additional duties required by Chairs of IACS Council, GPG and/or the Secretary General.

#### **B2.6.8 Performance of Duties**

1 In the performance of their duties, the Secretary General and the Permanent Secretariat staff shall not seek or receive instruction from any authority or body external to the Association. They shall refrain from any action which might reflect adversely on their position as officials of the Association. Each Member will respect the impartial nature of the responsibilities of the Permanent Secretariat and will not seek to influence prejudicially the Permanent Secretariat in the discharge of its responsibilities.

2 The performance of the Permanent Secretariat, relating to the above-mentioned duties and responsibilities, will be subject to periodic verification carried out by the Council Chair assisted by GPG Chair and presented to periodic (June) Council meetings.

#### **B2.6.9 Retention of Records in Permanent Secretariat's Office**

1 The Permanent Secretariat shall retain specific documentation as given in [D2.5 "Retention of Records"](#).

## C PROCEDURES

### C1 QUORUM AND GENERAL ADMINISTRATION OF IACS BODIES

- 1 The quorum for any meeting shall be equal to the voting majority required in each case.
- 2 The Chair shall convene and preside at the meetings of the respective body.
- 3 If the Chair is absent from a meeting or is unable to carry out his/her other duties, the Vice-Chair (if any) shall preside over the meeting or carry out such other duties as is necessary. If the Chair, for any reason, is unable to continue his/her term of office, the Vice-Chair (if any) shall act as Chair pending the election of a new Chair.
- 4 If the Chair and Vice-Chair are both unable to preside at a Meeting, the body shall elect one of the Members present as the Chair for that meeting.
- 5 The Secretariat shall prepare, collect and circulate the papers, documents, agenda, minutes, and information required for the work of the body.
- 6 After each meeting, the Chair, with the assistance of the relevant Secretariat, shall prepare and submit a report or minutes of meeting to all members of the body.
- 7 In addition to any meetings, all bodies conduct their business throughout the year, by email correspondence.

### C2 THE IACS COUNCIL

#### C2.1 VOTING

- 1 In accordance with 4.13 of the IACS Charter, unless otherwise provided, all decisions of the Council to be adopted at meetings or by correspondence shall require the agreement of three-quarters of all Council members entitled to vote.
- 2 Initial editions of Common Rules require explicit, unanimous agreement of all Council members entitled to vote.

#### C2.2 MEETINGS AND GENERAL ADMINISTRATION

- 1 In addition to the provisions of the IACS Charter, the following procedures apply:
  - (a) The regular Summer meeting will normally be held in the Chair society's country and shall be for the attendance of Council members, GPG members, Secretary General, Accredited Representative to IMO, QC Chair, and Permanent Secretariat staff as necessary.
  - (b) The regular Winter meeting will normally be held in London and shall be for the attendance of Council members, the Chair and Vice-Chair of GPG, Secretary General, Accredited Representative to IMO, and Permanent Secretariat staff as necessary.
  - (c) A linguistic assistant may accompany a member at Council meetings.
  - (d) Generally, no new item shall be added to the agenda later than two weeks before the meeting. Reports, etc. shall be made available to the

Secretariat in good time so that meeting papers can be circulated electronically not later than 10 days before the meeting.

(e) The Council shall review the report by GPG on the activities of each WG and its work programme for the ensuing year, indicating appropriate priority if necessary. The Council shall examine all conclusions or proposals submitted by GPG on the activities and budgets of the WGs and take decisions as appropriate.

(f) Council shall review the distribution of responsibility for chairing the QC, Panels and the EGs amongst the Members - normally at three-year intervals.

### **C2.3 SG/QP VOTING, MEETINGS AND GENERAL ADMINISTRATION**

1 Decisions by the SG/QP shall be taken by Council Members and the QC Chair participating in the meeting as members of the SG/QP, when required. If a consensus cannot be achieved, the Chair of the SG/QP may report the different opinions of SG/QP Members to Council for its deliberations.

2 The SG/QP normally meets once per year in preparation of the December Council meeting. Additional meetings may be called by the Council or the Chair of the SG/QP subject to agreement of its Members.

(a) Four weeks of written notice is given to SG/QP Members, as far as possible, in preparation for the meeting.

(b) Meetings of the SG/QP will be held, unless otherwise agreed, under the auspices of the SG/QP Chairing Society.

(c) The SG/QP Chair shall be responsible for preparing the minutes of meetings and presenting SG/QP reports, coordinated with the QS and QC Chair's reports on quality issues to Council.

3 The SG/QP Chair shall attend periodic IACS meetings with the AVC.

4 The SG/QP Chair shall track all actions arising out of decisions of the SG/QP meetings and relevant Council instructions / Follow-Up Actions (FUA's).

## **C3 THE GENERAL POLICY GROUP (GPG)**

### **C3.1 VOTING**

1 The required voting majority is two-thirds of members entitled to vote. However, an explicit three-quarters majority is required for the adoption of new or revised Unified Requirements, Unified Interpretations, and Procedural Requirements. The adoption of amendments to the Common Structural Rules requires the explicit agreement of three-quarters of all IACS Members entitled to vote, including at least eight of the IACS Members that are parties to the Common Structural Rules for Bulk Carriers and Double-Hull Oil Tankers – Copyright Ownership Agreement. Note that for Common Structural Rules there is no possibility of Reservation and initial adoption is the prerogative of Council. Adoptions of Unified Interpretations with retroactive application require unanimous agreement from GPG members entitled to vote (see [C5.2.3](#)).

At the discretion of the GPG Chair, tacit agreement approach can be utilised when discussing issues other than those relating to IACS Resolutions, including CSR.

### C3.2 MEETINGS AND GENERAL ADMINISTRATION

1 The provisional agenda for each meeting shall be prepared by the Permanent Secretariat in consultation with the Chair and members. Generally, no new item shall be added to the agenda later than two weeks before the meeting. Reports, etc., shall be made available to the Secretariat in good time so that meeting papers can be circulated electronically not later than 10 days before the meeting.

2 At its regular Autumn meeting GPG shall, inter alia:

(a) review the annual progress reports of the Panels and the EGs which report to GPG submitted in accordance with [C4.2.7](#) and decide as necessary;

(b) review the composition and distribution of members' participation in PTs (see [C4.2.3](#), Method of work within Panels and EGs);

(c) review the approved current cost sharing budget, and prepare the cost sharing budget for the following year for Council approval.

3 Panel Chairs should normally attend those parts of the regular Autumn GPG meeting which are relevant to Panel Work.

4 At its regular Spring meeting, GPG shall:

(a) receive a brief interim report (which shall be submitted in accordance with [C4.2.7](#)) on the status of tasks in progress focusing on deviations from original plans;

(b) update the work plan and the individual work programmes; and

(c) review and adjust the approved cost sharing budget for the current year.

5 If the GPG Chair's review of the agenda of the meeting and the interim Panel reports demonstrates the need for further advice during the meeting, the Chairs of the Panels may be invited by the GPG Chair to attend the relevant parts of the regular Spring GPG meeting. Alternatively, a GPG Member or a Panel Chair may propose such attendance, which is subject to agreement by GPG.

6 After each meeting, the Chair, with the assistance of the Permanent Secretariat, and, if necessary, of the Vice Chair, shall prepare and submit a report or Minutes of Meeting to all participants. This shall be presented by the GPG Chair to the following Council meeting.

### C3.3 THE ROLE OF VICE-CHAIRMAN

1. Considering the dual role of GPG which consists of:

(1) scanning the regulatory horizon and responding to issues to determine the best technical policy for the Association, and

(2) managing the production work carried out by IACS WGs reporting to GPG,

the workload is shared between Chair and Vice-Chair of GPG, the latter having been delegated the responsibilities for managing the production work in IACS WGs. This allows the Chair of GPG to concentrate on specific priority technical work items on WG's work programme as identified, inter alia, by the Vice-Chair.

2. In order to better manage the delivery of work products, the coordination between IACS WGs, ensure a better overview by GPG of the WG's work and support their Chairs, the responsibilities of the Vice-Chair include:

1. assisting the WG Chairs to:
  1. set priorities within their Work Programmes
  2. review targets
  3. review manning of PTs – members' active contribution to the technical work
  4. deliver products on scope and on time
  5. identify tasks which should be allocated GPG meeting time.

To achieve this and produce the report to GPG, the Vice-Chair is to request a meeting of Panel Chairs before the autumn meeting of GPG. The meeting is to be chaired by the Vice-Chair. In order to save costs and time, the meeting is to be held immediately prior to the autumn GPG meeting.

The meeting should be structured to address:

- (1) the general aspects of IACS technical work in the Panels, within GPG and in respect of the support necessary and provided by the Permanent Secretariat;
- (2) specific task management based on the quarterly reporting by the Panels to GPG, and
- (3) exchange of good practice by the Panel Chairs in relation to budget management and other aspects, as invited for by the GPG Vice-Chair.

The report from this meeting to the GPG autumn meeting should contain specific recommendations on (1) and (2).

2. acting as facilitator of tasks / technical work items that require input to one WG from another.

The Vice Chair is to follow up the work programme already set up, monitor the sub-processes, and coordinate and facilitate, as needed, the work done by the WGs in these cases but without taking over the role of WG Chair. All correspondence concerning such items is to be copied by the WG Chairs to the GPG Vice Chair.

## C4 WORKING GROUPS (WGs)

### C4.1 VOTING AND MEETINGS

1 Unless otherwise stated the required voting majority is two-thirds of the members of the body entitled to vote. In the case of approval by a WG of new or revised Unified Requirements, Unified Interpretations, Procedural Requirements, an explicit two-thirds majority is required. The approval of amendments to the Common Structural Rules requires the explicit agreement without reservation of three-quarters of all IACS Members entitled to vote, including at least eight of the IACS Members that are parties to the Common Structural Rules for Bulk Carriers and Double-Hull Oil Tankers – Copyright Ownership Agreement.

2 Autumn Panel meetings shall be held at least three weeks before the scheduled date of Autumn GPG meeting in order to allow Panel Chairs to submit to GPG their

progress reports at least two weeks before the scheduled date of the Autumn GPG meeting in accordance with C4.2.7.1.

3 Normally, the meetings of WG's should be held at the Head Office of the Society holding the WG Chair.

4 The Chair of a WG, while taking a neutral role in his/her capacity as the Chair, can also represent and vote the views of his/her society in the WG. Alternatively, the society chairing a WG may wish to nominate a separate representative to express and vote the society's views.

## C4.2 WORK PROGRAMMES

1 WGs are to deal with the tasks on the work programme which may be initiated by Council, GPG or the WG itself through GPG and include but not be limited to the following:

- (a) develop and update relevant IACS Resolutions.
- (b) monitor and, to the extent deemed necessary, participate in the work of organizations (e.g. IMO, International Labour Organization (ILO), International Organization for Standardization (ISO), International Electrotechnical Commission (IEC), International Council for Combustion Engines (CIMAC), etc.) relating to the field of competence of the group and to report to GPG. IACS participation in other organizations' work should be limited to work challenging the concept of class or standards covering similar issues as the class rules or IACS Resolutions.
- (c) identify issues relating to its field of competence and propose IACS action to GPG.
- (d) take action as necessary to improve the effectiveness of existing IACS Resolutions by evaluating the status of requirements in IACS Resolutions within its area of responsibility/competence with due regard to:
  - degree of implementation by Members;
  - difficulties encountered in practical implementation;
  - in the case of Unified Interpretations, acceptance or otherwise by flag Administrations;
  - decisions by the IMO Committees, Sub-Committees and amendments to the regulation or the resolution the UI refers to or are linked with;
  - new technical developments.
- (e) develop and keep up to date a list of unanimous agreements on queries (see C4.5).

2 The respective group is responsible for addressing, monitoring and resolving all technical issues within the field of its competence. To this end it shall define technical tasks and related time-frames for approval or acceptance by GPG.

3 To allow GPG to monitor the overall work programme of the Panels, each quarter each Panel Chair is to email its current programme to GPG and the Permanent Secretariat, indicating for each item whether it is a 'TC Forum' work item or not (see C4.2.2 below). The third-quarter report will be a full Progress Report to the autumn GPG meeting in the format in D1.3.2 and the remaining three interim quarterly reports will be in the format in D1.3.3. The first-quarter report will be an interim



report to the spring GPG meeting and the other two interim reports will be submitted mid-summer and mid-winter. Refer to the following table.

Quarter	Title	Format	Due Date
1 (Jan - Mar)	Interim Report to the Spring GPG Meeting	D1.3.3	*
2 (Apr - Jun)	Interim Report	D1.3.3	30 June
3 (Jul - Sep)	Full Progress Report to the Autumn GPG Meeting	D1.3.2	*
4 (Oct - Dec)	Interim Report	D1.3.3	31 Dec

\* dates are determined based on the GPG meeting dates.

#### C4.2.1 Assignment of tasks

1 A WG task / technical work item may be initiated by Council, GPG or within the WG itself.

2 When a proposal for a new task / technical work item is initiated within the WG and agreed to by a two-thirds majority and when it may be dealt with by the WG itself within the approved budget, the task / technical work item specification 'Form A' (see [D1.1.1](#)) is to be sent to GPG for record and monitoring. For tasks / technical work items requiring a PT (see [C4.2.3.3](#), below), both Form A and Form 1 (see [C4.2.3.3](#) and [D1.1.2](#)) shall be submitted to GPG for approval. Tasks / technical work items initiated by a WG which, in the opinion of the WG may have significant policy or political implications should be brought to the attention of GPG by the Chair of the WG.

Form As are not required for:

- (a) Tasks anticipated to last shorter than 3 months, or;
- (b) Tasks relating to development of IACS positions for IMO meetings, regardless of task duration, or;
- (c) Tasks relating to IACS submissions to IMO, regardless of task duration.

3 Otherwise, proposals for new work are to be submitted to GPG through GPG Members or the WG Chair. Proposals must contain:

- a clear description of the issue;
- justification for IACS to do the work, and the consequences if it is not done; and
- any other information which will assist in defining the task to be performed, in assigning it to the appropriate group, and in assigning a priority to the work.

4 GPG will approve or disapprove the new task / technical work item, and assign it to the appropriate WG or deal with the issue itself.

5 For a new task / technical work item initiated by Council or GPG, the Form A (and Form 1, if any) drafted by the WG shall be approved by GPG.

6 The WG Chair is to advise GPG in cases where a Form A or Form 1 was adopted by a two-thirds majority or greater but not unanimously, with a brief summary of the dissenting Societies' reasons. Forms A and Forms 1 are to be updated by PermSec following GPG approval (both the initial approval and any subsequent approval of further modifications following periodical GPG reviews) and then forwarded to the relevant WG to proceed with the task. Updated Forms A and Forms 1 are to be copied to GPG.

7 Some tasks / technical work items may concern topics covered by more than one WG. In that case a lead Panel, designated by GPG, is to establish a PT made up of members covering the expertise of all disciplines concerned. The lead Panel is to be responsible for the work of such an interdisciplinary PT and coordinate the work with the other Panels concerned. The lead Panel is to report the results to GPG and disband the interdisciplinary PT.

8 As a general principle, the following should originate from the Member society, which suggested a new work programme item:

1. the production of the proposed Form A,
2. nomination of the Project Manager for production of the proposed Form 1,
3. development of the first draft of the work product, when the task is progressed in a WG without delegating to a PT.

8.1 At the same time it is recognised that the nature of the technical work may require a different approach, over which the Panel and EG Chairmen may exercise their discretion.

9 The procedure for budgeting, monitoring and accounting of work group cost sharing is shown in [C8.2](#).

#### **C4.2.2 Publication of work programme**

1 The Permanent Secretariat will post on the IACS TC forum:

- a) On monthly basis, the IACS Working Groups' work programme items leading to new or revised IACS Resolutions.
- b) A summary of the tasks leading to new or revised IACS Resolutions undertaken by an IACS Working Group on receipt of work items from Panels and EG Chairmen to Permanent Secretariat.

The Permanent Secretariat will monitor the use of the TC Forum on the basis of the quarterly reports required in [C4.2](#).

2 Publication advises all interested parties (such as flag Administrations and Industry Associations) of the programme and offers them the possibility of commenting through the Permanent Secretariat or individual Societies. See [C4.2.4](#).

3 The Forum provides non-IACS classification societies with a direct platform for publication of comments and discussion with other classification societies (IACS Members and non-IACS) relating to IACS' technical work programmes. See [C4.3.1](#).

#### **C4.2.3 Method of work within Panels and Expert Groups (EGs)**

1 This section should be read in conjunction with [C5.2](#), DEVELOPMENT AND IMPLEMENTATION OF RESOLUTIONS.

##### ***C4.2.3.1 Instructions and communication***

1 Instructions to the Panel and EG Chairs should come only from the GPG Chair/Council Chair. However, the means of transmitting such instructions can vary and may include either a direct message from the GPG Chair or the Vice Chair (if within the scope of [C3.3](#) The role of the Vice Chair) or through the Permanent Secretariat which is there to assist both the GPG Chair and Panel and EG Chairs.

2 The Panel and EG Chairs are free to communicate with each other directly if this would facilitate the development process. If there is a need to send a request to

action a task or provide information from one Panel/EG Chair to another, the requesting Chair shall always set a deadline for reply in the message requesting an input from another Panel/EG. If differing views between the two Panel Chairs arise, the GPG Chair or Vice Chair should be brought in to resolve the situation with assistance from Permanent Secretariat.

#### *C4.2.3.2 Addressing the work programme*

1 WGs develop their work programmes under the overall control of GPG. They should feel free to discuss problems or questions relating to any assignment with GPG. Where possible, this should be done informally between the Chair of the group and the GPG Member of his/her own society. Problems should be aired and resolved at an early date.

2 In general, WGs are to progress and, where possible, conclude tasks by correspondence. This should be accomplished by addressing the work programme throughout the year and not just prior to and at annual meetings. The principal purpose of meetings is to consider issues where face to face discussion and debate is essential, to resolve issues in dispute and to improve uniform implementation of IACS Resolutions.

3 The WG Chair shall assign responsibility for creating a first draft of a technical Resolution to:

- a PT or
- an individual or
- a small group of WG members or
- the group itself.

4 The availability of the first draft triggers the possibility of participation in its development by all member societies and by non-IACS classification societies; thus it is to be posted on the website *Technical Contributions Forum* as indicated in [C.4.3](#).

5 Panels shall meet, in principle, twice a year. EGs may meet at intervals of about one year. Additional meetings shall be kept to the minimum, but may be permitted if GPG considers it necessary and appropriate. Unless otherwise specifically agreed to by the Council and/or GPG, provisions in this section shall in principle apply to additional meetings. Panel Chairmen are to organize their Panel meetings such that the budgeting and reporting cycle and the work programme of the coming calendar year are decided at the meetings.

#### *C4.2.3.3 Establishment and administration of Project Teams (PTs)*

1 Subject to GPG approval, a PT may be established by a Panel with a view to producing a first draft document on a specific technical work item in an efficient and timely manner.

2 Subject to GPG approval, a PT may be established by an EG, following the procedure set out for Panels, below. However, this should only occur in exceptional and duly justified cases, as an EG by definition is a group of experts in a specialised area and consequently its members should be able to carry out the tasks at the Group level.

3 The PT shall be chaired by a Project Manager, and shall consist of experts with the necessary knowledge, experience, and authorisation to perform the tasks. The number of team members should be kept to the minimum necessary to ensure efficient completion of the assigned task(s), and is not to exceed four including the PM unless additional expertise is needed. In general, duplication of expertise should

be avoided and a Member Society should not have more than one representative in a PT. The establishment of "one man" PT is allowed for short term tasks and tasks of mainly editorial nature; and the use of "one man" PT is encouraged when this improves the efficiency and reduces the costs.

4 The PT shall carry out as much work as possible through correspondence and through workshops held at venues selected to minimise the total travel costs of the members. The host society shall provide the necessary facilities and support for the workshops.

5 PTs may meet as agreed in the approved project plan. However it should be noted that it is not mandatory for PTs to meet although there will be occasions when a meeting is the most effective method of dealing with the work.

6 Any Members who do not directly participate in the PT should not intervene in its work until the work is completed within the PT.

7 Expenses incurred by the participants in the PT are to be shared among Member Societies. In general, only the time actually expended by participants on the work of the PT and associated travel and hotel expenses shall be charged at cost and be subject to cost sharing. Time shall be charged at the standard IACS daily rate (pro-rata, based on an 8-hour day – see [C8.2.2](#)). Estimated host society expenses for such things as PT meals, word processing of extensive PT documents, drafting or computer generation of graphics for documents, etc. are to be included in the PT budget proposal, at cost.

8 In order to (i) propose the establishment of a PT; (ii) bring it into operation; (iii) evaluate the achieved results; and (iv) enable expenses to be shared, the procedure below shall be followed:

(a) The establishment of a PT is to be initiated by a Panel and is subject to GPG approval. Each Member Society may nominate an expert through its Panel member. The Panel Chair shall first to ask for a volunteer to act as Project Manager. When no project Manager is nominated, the Panel Chair shall request members not leading existing PTs to provide a Project Manager. When the Panel agrees with the nominated Project Manager, the Panel Chair is to ask the proposed Project Manager to prepare a draft task (work item) specification Form A, with the assistance of the Panel Chair, and budget Form 1, including a list of required specializations against which Members need to nominate their candidates.

(b) In case there are more nominations than required by the list of specializations of the draft Form A, and considering that the Project Manager is responsible for the successful completion of the task, the Project Manager shall review the CVs of the volunteers and make a recommendation to the Panel regarding the individuals he/she considers necessary to complete the task. The Panel Chair, with the advice of the Project Manager, shall decide the final composition of the PT which will take into account the distribution of participation of Members in existing PTs.

(c) The Panel shall define the requirements for liaison, reporting and work product reviews that shall apply to the PT when interfacing with the Panel.

(d) The Project Manager shall complete the Form 1, stating the PT objectives, membership, host society, work specification, liaison and reporting requirements, work product review requirements, estimated schedule of

workshops and milestones, deliverables, deadlines and detailed (not-to-exceed) budget estimate.

(e) The Project Manager shall submit Form 1 to the Panel for consideration. Once the Panel has accepted the Form 1, the Panel shall submit it, together with the associated Form A to GPG for approval.

(f) If the submitted Form A and/or Form 1 is not approved by GPG, the Panel Chair should invite the Panel Members to propose the necessary amendments to address GPG's concerns. If the Panel members are unable to reach a conclusion, the Panel Chair may propose amendments for Panel approval and resubmission to GPG. If the Panel is still unable to reach agreement the matter shall be referred to GPG.

(g) Any modifications proposed subsequently to the approved Form 1 are subject to Panel approval. The Project Manager shall monitor costs against the budget and shall advise the Panel Chair should the likelihood of a budget over-run arise. The Panel shall promptly seek GPG approval should a significant budget over-run appear likely or should a significant budget increase be needed to achieve the objectives of the PT in the agreed time frame.

(h) On completion of its assigned task, the PT's final work on a first draft document shall be reviewed by the Panel, which shall decide whether the objectives stated in Form A and Form 1 have been achieved. To facilitate technical review by the Panel, the Project Manager shall, in a timely manner, provide additional information or clarification if so requested by the Panel Chair or Panel members. If the PT is not unanimous in its conclusions, the PT is to submit a report of its discussions for further consideration by the Panel.

9 To supplement the above, the Chair of the Panel concerned should advise the Project Manager and the PT members as below.

10 The Panel Chair shall manage the Progress Reports of all PTs allocated to them, amalgamating these within the Panel's annual progress reports to GPG, see [C4.2.7](#).

11 The Project Team numbering will be: **PT PPxx/yyyy (subject n°)**

Where PP=Panel abbreviation (PC, PE, PH, PM, PS, PSU)

xx=sequential number for the Panel

yyyy= year of adoption by GPG of the Form 1

Subject n°= subject number used in Panel correspondence

11.1 The "subject number used in Panel correspondence" is to be included in the PT name to facilitate tracking the issue in the correspondence.

11.2 The "year of adoption by GPG of the PT Form 1" is to be included in the PT name to identify the financial year of PT adoption that could be different from the year of the starting of the task (that can be derived from the subject number used in Panel correspondence) since the establishment of a PT can be decided later when the task proves to be difficult to be carried out at Panel level.

11.3 The "sequential number for the Panel" is to be introduced in the PT name for giving a clear picture and statistics of the total number of PTs established by the Panel.

- 11.4 The "Panel abbreviation" is to be introduced in the PT name for those (few) cases when the "subject number used in Panel correspondence" is not available, does not include the Panel abbreviation or changes during the course of a task, even if the Panel abbreviation is normally also included in the subject number.

#### *C4.2.3.4 Operational instructions from Panel Chairs to Project Team (PT) Managers and Members*

##### *1 General*

Instructions contained in this note are intended as a quick reference for Project Managers and PT members.

The Project Manager shall provide PT members with a copy of the relevant Form 1 in order to inform them of the work specifications assigned and the approved budget.

The Project Manager is requested to manage the PT in such a way that the work specifications, timetable and budget indicated in Form 1 are respected.

Any problems encountered in developing the work specifications or any foreseen delay in meeting the relevant timetable shall be communicated promptly (with justifications and/or appropriate proposals) to the Panel Chair.

The Project Manager shall verify that each PT member participates actively and in a timely manner in the PT's work; any lack of participation shall be communicated to the Panel Chair in time for corrective action to be pursued.

PT Manager and PT members should refrain from disseminating any information and documents of work under development to any external parties, and ensure that other individuals within their organisations involved with the work are also so instructed and act accordingly.

##### *2 Correspondence* [section to be amended as required by individual Panels]

All correspondence should be handled in a traceable manner.

To accomplish this, all correspondence should have a standard format for the subject header. In particular:

- a) The subject number [format to be prescribed by the Panel Chair], as well the correspondence topic's title is assigned by the Panel Secretary and remains unchanged in all correspondence since it identifies the PT in the Panel files.
- b) In order to immediately identify the author and the progressive sequence of the correspondence, the subject number shall be completed with the author's identification code (PTMN stands for PT Manager, AB, BV, CC, CR, NV, IR, KR, LR, NK, PR, RI, RS, for PT members, as appropriate) and a sequential letter (a, b, c...).
- c) Thus, the numbering of correspondence will look as follows:
  - from the Project Manager, [subject number] PTMNa (a is the sequential letter which identifies the progression of correspondence);

- from PT members [subject number] PTXXa where XX, where XX is the two letter code of the Society of the PT member.

The correspondence shall be restricted among PT Members and copied to the Panel Chair ([email:](#) ). Use of the Panel Chair's and Secretary's personal email addresses shall be avoided.

### 3 Administrative instruction

On a regular basis, as requested by the Panel Chair, the Project Manager is to collect the hours' value and expenses (in Pounds Sterling at the current IACS standard rate) of the PT members which are to be shared by Member Societies and submit them to the Panel Chair.

The hours to be accounted for are those directly spent on the project (hours spent for travelling shall not be counted).

Expenditures shall be reported to the Project Manager by each PT member on Forms 2 and provided by the Project Manager to Panel Chair by using the same Form. In the event that a PT member does not submit their Form 2 to the PM by 10 days before the Panel's GPG reporting deadline (e.g., by 5 Feb (10 days before 15 Feb) for the last four months of the previous year), the actual expenditures for the PT Member for that period will not be reimbursed.

At the completion of the PT task, the Project Manager shall endorse the most updated Form 2 and submit it to the Panel Chair copying to their respective Panel Member and GPG Member along with the other PT deliverables (report, other documents, etc.).

Form 2 can be found under [D1.1.3](#) in the IACS General Procedures (IACS Procedures, Volume 1).

[signed]

Panel Chair.

\*\*\*\*\*

#### **C4.2.4 External participation by organisations other than classification societies**

(Refer to [C.4.3](#) regarding non-IACS classification society participation.)

1 The exchange of information between any outside organizations and the WGs may be permitted by GPG and directed through the Panel or EG Chair, though any outcome of the WGs shall be kept confidential, in general, until so decided by GPG.

2 When a WG deals with problems in close cooperation with, or on request of, an outside organization, the WG may be authorized by GPG to exchange information with the outside organisation to obtain comment prior to consideration by GPG.

3 Though correspondence with outside organizations containing statements on behalf of IACS is exclusively through the Chair of Council or Chair of GPG, the Chair of a WG may directly request any information from outside organizations.

4 Representatives from outside organizations may be invited to attend IACS WG meetings when it is regarded as beneficial for discussion of specific issues.

5 The Panel or EG Chair is to acknowledge receipt of any input from external interested parties. On conclusion by GPG of the outcome, any respondent is to be advised of the results of his/her input. To facilitate this, the Permanent Secretariat should provide a copy of the final approved Resolution under a standard cover letter to the external interested party or, on substantive comments which were raised by the interested party, the Panel or EG Chair is to submit a draft response for consideration by GPG when so requested by GPG.

#### **C4.2.4.1 Principles for the involvement of external parties in the development of IACS Resolutions**

1. These principles do not apply to the development of IACS submissions to IMO.
2. The involvement of external parties in the development of IACS Resolutions should be decided on a case by case basis.
3. Such a decision should be made at GPG level for every case on request from external parties or as proposed by an IACS WG.
4. The involved IACS WG agrees on the draft new or revised IACS Resolution and submits it to GPG for a preliminary general acceptance and approval of its circulation to external parties;
5. Upon GPG preliminary approval, Permsec or the involved WG, as decided in each particular case by GPG, sends the draft new or revised IACS Resolution to the agreed external parties for their comments by a fixed deadline;
6. The involved IACS WG deals with the comments received and decides whether to amend the concerning IACS Resolution or not.
7. The draft IACS Resolution with due consideration of the comments received should be submitted to GPG for final approval with an appropriate description about comments received and how they were addressed.
8. Upon GPG final approval, Permsec sends the approved new or revised IACS Resolution to the involved external parties with information – agreed by GPG - on how their comments have been addressed.

#### **C4.2.5 Recording of participation**

1 Participation by IACS Members is a criterion for membership of IACS in accordance with the *IACS Charter, 3.1(vii)* and *IACS Charter, Annex 1, 1.2*. Such participation in WGs is to be reported by the Chair of each group in accordance with Annex 4 of the Annual Progress Report (see [D1.3.2](#)).

#### **C4.2.6 Approval and adoption**

1 The Chair of a Panel or EG shall strive for unanimous conclusions by Member Societies on the subjects under consideration and shall avoid voting wherever possible. However, repeated discussion shall be avoided on matters where unanimous conclusions within the group are unlikely. In such cases the Chair of a group shall finalize an issue on a two-thirds majority basis of Member Societies



eligible to vote and forward it to GPG, together with identification and explanation of Members' reservations, if any.

2 Where the Panel or EG finalize an issue, the Chair shall submit the outcome to GPG for review and approval or adoption, complemented, in the case of technical Resolutions or Recommendations, by a History File and Technical Background (TB) document [D1.2](#). Before submitting conclusions to GPG for approval or adoption, it is recommended to make sure, as far as possible, that, where required, the conclusions are likely to be ratified by the governing body of each Member Society.

#### **C4.2.7 Progress Report and brief Interim Report as part of Quarterly Reporting**

1 Each Chair of a Panel and EG shall prepare and submit to GPG a report on the progress of the group once a year, with a copy to Permanent Secretariat, at least two weeks before the scheduled date of the autumn GPG meeting. The procedure and standard format of Annual Progress Report of WGs contained in [D1.3.2](#) is to be used.

2 The report is to include a summary of the participation in the technical work by each Member Society and by non-member classification societies.

3 All Panels are to submit their Panel's performance (for the period 1 October to 30 September), including financial, key projects and balance of workloads to the Autumn GPG meeting for review and approval. The Panels' submitted reports to autumn GPG meeting and subsequent approval by GPG will form the basis for GPG's submission to Council's December meeting.

4 Quarterly reports, a brief interim report to the spring GPG meeting being part thereof, is to be submitted to GPG in the format given in [D1.3.3](#).

5 The Panel budgets and accounts are to be submitted to GPG in accordance with [C8.2](#). It should be noted that the Panels' deadlines are earlier than those for the reports above.

6 The Panel Chairs should normally attend the autumn GPG meeting and may attend the spring meeting if invited by the GPG Chair. In the oral presentation of the Annual Progress Reports of their Panels at the Autumn GPG meeting, the Panel Chairs shall focus only on tasks to be prolonged and matters for GPG special attention reported in sections A.3.3 and B.4 of the Annual Progress Report.

#### **C4.3 NON-IACS CLASSIFICATION SOCIETY PARTICIPATION**

1 The procedure for participation by non-IACS Classification Societies in IACS' technical work and for access by non-IACS Classification Societies to IACS' resolutions and TB documents is in the *IACS Charter, Annex 3*.

2 In order to participate under this section an organisation must first establish that it is a "Classification Society" as defined in the *IACS Charter, Annex 4* and in accordance with the guidance and procedures given in *IACS Procedures, Volume 2: Procedures concerning requirements for Membership of IACS*.

##### **C4.3.1 Technical Contributions Forum**

1 IACS shall maintain a subscription-based online Technical Contributions Forum ("IACS TC Forum") on the IACS website providing Classification Societies (CSs) with a platform for publication of comments and discussion with other CSs (including both

IACS Members and non-IACS CSs) relating to IACS' technical work programmes. The IACS TC Forum shall show all technical work items leading to new or revised technical IACS Resolutions and, as soon as they become available, the initial draft related to those technical work items.

2 The Terms of Service of the Forum are given in [D3.1](#) and posted with the Forum on the website.

3 An organization interested in participating in the IACS Technical Contributions Forum should send a letter to the IACS SG accompanied by the necessary documentation that demonstrates that it is a Classification Society as defined in Annex 4 to the IACS Charter, for the purposes of participating in the Technical Contribution Forum.

IACS undertakes that this confirmation process will be completed within 4 months from the initial submission of documentation. Interested organisations are to accept that their request of participation in the TC Forum will be considered by IACS on the basis of the information submitted and any further information requested by IACS and provided in accordance with reasonable timetable set by IACS.

4 If a non-member CS wishes to participate in the IACS WG development of particular Work Programme Item(s) then the CS must apply to the IACS Secretariat as above. The Task work, correspondence and interim documentation will not be posted on the TC Forum.

#### *C4.3.1.1 Forum Content*

<i>Information posted on TC Forum</i>	<i>Publicly accessible - Visible to any interested party who visits TC Forum website</i>	<i>Accessible to Members and interested CSs - Visible to non-member CSs who have applied for access, been reviewed, granted access by IACS, and paid annual subscription fee</i>
a. Current IACS Work Programme assigned to each WG and leading to IACS Resolutions.	Yes	Yes
b. Summary and posting date of each Work Programme Task.	Yes	Yes
c. Deleted		
d. Work Programme Item related to Task *1	No	Yes
e. Initial draft of a new or revised technical IACS Resolution *1	No	Yes
f. Deadline for comments on initial draft document *1	No	Yes
g. All comments voluntarily posted to TC Forum on each Item *1	No	Yes
h. Final Item closure statement by moderator *1	No	Yes

\*1 Only if external interest is registered within permitted time.

#### C4.3.2 Participation in IACS WGs

- 1 The Terms of Service are given in [D3.2](#) and posted with the Forum on the website.
- 2 Application and notification forms are given in [D3.3](#).

IACS Charter, Annex 3	Procedure
<p><b>1.7</b> Any non-IACS CS which is registered on the IACS TC Forum can at its option participate with its own employees in IACS WGs in accordance with the following procedures.</p>	
<p><b>1.7 (a)</b> Within 1 month of publication of a new technical work item on the IACS TC Forum, any non-IACS CS which wishes to participate in the work relating to that item may notify the IACS Secretary General of its request to be granted full access to the relevant discussions of the WG in charge of that work item.</p>	<p>Non-IACS CSs shall advise the IACS Secretary General within one month of publication of the new technical work item(s) on the IACS TC Forum that they wish to participate using the Application/Response Forms for Participation in WG Item(s) published on the IACS website and at <a href="#">D3.3</a>.</p>
<p><b>1.7 (b)</b> The IACS Secretary General shall promptly inform the relevant WG Chair of any such request for participation, who shall make all necessary arrangements and provide the relevant non-IACS CS with all relevant information to allow the non-IACS CS full access to the work of the WG.</p>	<p>Secretary General shall forward the completed application form to the WG Chair/Chairs concerned.</p> <p>The WG Chair concerned shall advise the WG members that CS is joining the item(s).</p>
<p><b>1.7 (c)</b> A non-IACS CS which participates in a WG shall have full access to the same information, the same opportunities to state its views and to contribute to the discussions within the WG as any IACS Member in that WG on a non-discriminatory basis.</p>	<p>The WG Chair concerned shall establish contact with CS by welcoming CS to participate in the WG task(s) concerned. CS shall be included in all correspondence of the WG item(s) concerned during the duration of participation.</p> <p>The WG Chair concerned shall record the opinions and decisions of WG.</p>
<p><b>1.7 (d)</b> A non-IACS CS which has made a request for participation in accordance with paragraph 1.7(a) but considers that it has been denied the effective exercise of the specific rights particularised in paragraphs 1.7(b) and (c) shall promptly raise the matter with the relevant IACS WG Chair with a view to finding an agreeable solution:</p>	<p>IACS Charter Annex 2 1.7 (d)</p>

<p><b>1.7 (d) (i)</b>  If not resolved at the WG level to the satisfaction of the non-IACS CS within 14 days of the grievance having arisen, the non-IACS CS shall, within 14 days of the determination at WG level, be entitled to refer the matter to the Chair of the IACS GPG for a decision. The reference shall be made in writing, shall be copied to the IACS WG Chair and all WG members and shall, among other things, specify the specific nature of the alleged complaint; the precise nature of the redress sought; and details concerning the attempts made to resolve the matter at the WG level. The Chair of the IACS GPG shall decide the matter by way of a written and reasoned decision within 14 days.</p>	<p>IACS Charter Annex 2 1.7 (d) (i)</p>
<p><b>1.7 (d) (ii)</b>  The relevant non-IACS CS shall be entitled to appeal the decision of the Chair of the IACS GPG to the Chair of the Independent Appeal Board in accordance with the Appeal Board Rules of Procedures.</p>	<p>IACS Charter Annex 2 1.7 (d) (ii)</p>
<p><b>1.7 (e)</b>  The WG Chair shall summarise all views expressed by the WG participants in the technical recommendation that the IACS Members within the WG may resolve to put to GPG/Council for adoption by IACS.</p>	<p>The WG Chair summarises all views expressed by the WG participants in the TB document accompanying the IACS Resolution when it is concluded by the WG and forwarded to GPG or Council for consideration for adoption. However, non-IACS CS representatives do not have a "vote" in the WG with respect to taking technical decisions on the content of a Resolution or in deciding whether to send the Resolution forward for consideration by GPG or Council.</p>
<p><b>1.7 (f)</b>  All IACS Members and non-IACS CSs which participate in a WG shall bear their own costs of their employees' participation in the WG and shall make a reasonable and proportionate contribution to the running expenses of the WG.</p>	<p>Such contributions are to be calculated by the Permanent Secretariat on the basis of each WG's Chairmanship costs divided by the number of the WG's work items. The costs of any PTs are not included.</p>

*C4.3.2.1 Guidance for Working Group Chairs regarding non-member participation in WGs*

1 The Permanent Secretariat is to forward a copy of the request form regarding application for participation in one technical work item to the WG Chair bearing a

remark confirming that the non-Member (NM) has been determined to be a "Classification Society" (CS). The request form contains all the necessary data providing the WG Chair, inter alia, with information regarding the knowledge and experience of the applying NM CS as well as its own employee who will be assigned as the NM CS representative for the technical work item concerned.

2 The WG Chair is to ensure that the NM representative is included in the WG correspondence list for the technical work item concerned and makes sure that the NM representative has full access to all relevant information. He/she then informs all WG members about the NM representative's participation in the discussion of the technical work item concerned.

3 The WG Chair should welcome the new NM representative and express her/his appreciation for the expected contribution to IACS work.

4 The WG Chair is to advise the NM representative of the WG status and schedule, including meetings.

5 If there are any problems arising regarding acceptance of the NM's request for participation, the NM's representative is to make these known to the WG Chair with a view to finding an agreeable solution in accordance with Annex 3, 1.7(d) of the IACS Charter where the grievance procedure is described.

6 During the working period the NM's representative is to be treated like any IACS Member's representative in carrying out the concerned technical work item in that WG on a non-discriminatory basis. The WG Chair is to summarise all views expressed by the WG participants in the History File document accompanying the IACS Resolution or Recommendation when it is concluded by the IACS Members within the WG and forwarded to GPG or Council for consideration for adoption. In cases where a formal vote is required, NMs' representatives do not have a formal vote in the WG with respect to taking technical decisions on the content of a Resolution or in deciding whether to send the Resolution forward for consideration by GPG or Council.

7 Upon completion of the technical work item, the WG Chair is to report to GPG including notification that the technical work item is finalized, that no further work is carried out on the technical work item and that the technical work item is no longer chargeable.

#### **C4.4 FSA STUDIES – PROCEDURE FOR THE EXCHANGE OF DATA**

##### *Objective*

1 To improve IACS' capabilities to carry out Formal Safety Assessment, by use of data in classification files in the FSA process.

##### *Background*

2 FSA is a rational and systematic process for assessing the risks relating to maritime safety and the protection of the marine environment and for evaluating the costs and benefits of IMO's options for reducing these risks.

3 The use of FSA is consistent with, and should provide support to, the IMO decision-making process. IACS may be asked by IMO to carry out FSA studies, or IACS may decide to carry out its own FSA with the purpose of improving IACS URs or UIs or IMO regulations.

4 The IACS member society keeps files on all ships it classes covering the documentation required by its Rules. Reports will not be disclosed to any party, apart from the national or administrative or judicial authorities involved, without the owner's consent.

#### *Approach*

5 For the purpose of carrying out an FSA, IACS will establish a project team (PT), with a PT leader.

6 The PT will carry out the FSA study as specified in the FSA Guidelines (MSC Circ. 1023/MEPC Circ.392, MSC 83/INF.2).

7 In analysing accident and incident data from available databases, there may be relevant data in the classification files. These data may be used by the PT subject to:

(a) Agreement to use the information in the files has been reached with the owner ([C4.4.1](#));

(b) The PT members that are granted access to the files have signed a confidentiality declaration ([C4.4.2](#));

(c) The information retrieved from the files shall only be used for statistical purposes;

(d) No names or ID numbers of specific ships shall be presented in the final FSA report.

#### *Permission to use information in files*

8 The classification society holding the files is responsible for receiving permission from the owner, e.g. by using the attached model letter ([C4.4.1](#)).

9 The PT leader is responsible for having all PT members sign a confidentiality declaration, and in which the PT member commits to ensure that information from classification files received during the project is destroyed after the completion of the FSA ([C4.4.2](#)).

10 The IACS Permanent Secretariat is to archive, and maintain in confidence, one full copy of the documents used for the FSA for 15 years after completion of the FSA.

#### **C4.4.1 Model letter to Owner**

Owner

Date

#### **Permission to use information in classification files**

The International Association of Classification Societies (IACS), where [XXX] is a member is currently involved in carrying out a Formal Safety Assessment (FSA) for ['ship-type/scope'].

FSA is a rational and systematic process for assessing the risks relating to maritime safety and the protection of the marine environment and for evaluating the costs and benefits of IMO's options for reducing these risks.

The FSA methodology is described in the GUIDELINES FOR FORMAL SAFETY ASSESSMENT (FSA), FOR USE IN THE IMO RULE-MAKING PROCESS (MSC Circ. 1023/MEPC. Circ. 392, amended by MSC Circ.1180/MEPC Circ.474).

The IACS Project Team (PT) that is currently carrying out this work may, during the process of carrying out the FSA, wish to analyse data in the files relating to ships owned by [‘Name of owner’s company’].

Any specific information provided to the members of the Project Team will be provided to them and used by them in confidence, solely for the purpose of carrying out their work on this FSA, and they will destroy any such information provided to them at the end of their work on the project. However, one full copy will be kept in confidence by the IACS Permanent Secretariat for a duration of 15 years after completion of the FSA.

The information will be supplied/presented to the relevant IACS-PT in statistical form for carrying out necessary technical/scientific analysis. No data regarding the identity of ship, owner, shipbuilder or classification society will be disclosed in the published FSA report.

We therefore respectfully request your permission to make such information available to the members of the Project Team and request that you indicate your agreement by signing, dating and returning a copy of this letter to the undersigned, acknowledging your agreement.

Very Truly Yours,

For [Classification society]

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Permission granted as specified in the above letter

For Owner \_\_\_\_\_ Date \_\_\_\_\_

#### C4.4.2 Draft Confidentiality Declaration

The International Association of Classification Societies (IACS) is currently involved in carrying out an FSA for [‘ship-type/scope’].

The work is carried out by a project team ‘PT/FSA/YYYY’

As member of the Project Team I may receive information from other member societies’ files that the owner has agreed to make available for the project team, according to IACS Procedures, Volume 1, C4.4, *FSA Studies – Procedure for the exchange of data*.

I hereby declare that information received will be used only within the scope of the FSA/YYYY, and that all information received will be destroyed on completion of the FSA/YYYY which is the case when it is accepted by GPG.

PT Member Name  
Society

## C4.5 REPLIES TO QUERIES

### *Application*

1 These procedures apply to the management of queries, received either internally (i.e. from an IACS member) or externally (i.e. through Permsec or directly to a WG Chair) on technical issues within the fields of competence or terms of reference of the WG.

2 Replies with unanimous agreement or majority decisions shall not be used as a substitute for Unified Interpretations or amendments of IACS Resolutions.

### *Approach*

3 Queries from a single ship owner, shipyard or manufacturer:

3.1 received by Permsec or a WG Chair, shall be acknowledged by Permsec, including an invitation to raise the issue through an appropriate international organisation or international industry association; or

3.2 received by an IACS member, shall be addressed directly by the IACS member that can, if deemed necessary, bring draft replies to the queries to the attention of the relevant WG to seek the WG Member's advice. The IACS member that received the queries is responsible to reply to the querist. If the response to query is unanimously agreed in the WG, that information may be conveyed to the querist.

4 Queries from external international organizations, international industry associations or Administrations:

4.1 received by Permsec, shall be discussed by, and draft responses shall be prepared by, the WGs as requested by GPG; and

4.2 resulting in non-unanimous agreements, shall be responded to by Permsec after draft responses are approved by GPG. The reply offered the querist shall reflect the majority conclusions and further considerations, if any; or

4.3 resulting in unanimous agreements on subjects not covered by existing IACS Resolutions or IACS submissions to IMO, shall be responded to by Permsec after draft responses are approved by GPG. Consideration should be given to developing new IACS Resolutions; or

4.4 resulting in unanimous agreements on subjects covered by existing IACS Resolutions or IACS submissions to IMO, shall be responded to by Permsec after draft responses are approved by GPG, and should be recorded by the WG Chair for future reference.

4.5 When agreement is reached (either unanimous or not), consideration should be given to developing and/or amending relevant IACS Resolutions.

5 Reporting to GPG on decisions made on internal queries is not required.



6 Decisions reached unanimously on internal queries and on external queries covered by existing IACS Resolutions or IACS submissions to IMO should be collected in a database or a list established and maintained by the WG as "WG (or Panel) decisions" for future reference.

7 The database or list may, at the discretion of the WG, be used to record also majority decisions on both internal and external queries.

8 The format of the recording shall be at the discretion of the WG Chair.

9 The database or list shall not be shared outside IACS, unless agreed on case by case by GPG.

## C5 IACS RESOLUTIONS

1 As defined in *Annex 4 of the IACS Charter*, IACS Resolutions are Unified Requirements (URs), including Common Structural Rules, Unified Interpretations (UIs) and Procedural Requirements (PRs). In addition, IACS may produce Recommendations, Guidelines or other non-mandatory information on subjects on which it is considered it would be helpful to offer some advice to the industry: some may serve as examples or models, and may be incorporated into the Rules and practices of Members. All are subject to adoption by GPG, except for the initial adoption of Common Rules and Harmonised Common Structural Rules (see *IACS Procedures, Volume 4, D3.1*) which is the prerogative of Council.

2 A History File and TB document is to be produced for each new or revised Resolution or Recommendation (unless GPG advises relevant WG that H&TB is not required for the Recommendation under development or revision), following the format given in *D1.2*.

3 The full text of all adopted Resolutions, or Recommendations with their History File and TB documents, shall be posted on the IACS website and distributed to Members.

4 IACS shall relinquish its copyright protection on the condition that a reference to the source of information is to be made where those IACS Resolutions are reproduced partly or wholly in documents or publications. See *D3.4*.

5 The IACS website is to carry a statement that non-IACS classification societies are free to use such material, royalty free and without licence, by embedding it in their own classification rules, notwithstanding any intellectual property rights that may be held by IACS Members and that IACS and IACS Ltd place no restriction on their individual freedom to enter into any agreement with any classification society in relation to the provision of further information or assistance with regard to the application of IACS Resolutions.

6 The statement mentioned above is made on the premise that, where a classification society decides to embed IACS Resolutions into its own published rules, it shall be the responsibility of that classification society to verify the contents and the application of the IACS Resolutions. IACS, IACS Members and IACS Ltd shall not be taken to have made any representation that any classification society using IACS Resolutions, pursuant to the preceding paragraph or otherwise, is operating in compliance with IACS Resolutions and they accept no liability (in contract, tort or otherwise) for any defect or deficiency in IACS Resolutions, or the related information, or for any resulting damage. See *D3.6*.

7 A member is absolved of its obligation to comply with an IACS Resolution where a Member Society is bound by the requirements of international legislation, domestic legislation or domestic regulation, which are to take precedence over an IACS Resolution. In such case, the Member Society shall notify GPG.

## C5.1 SCOPE AND IMPLEMENTATION

### C5.1.1 Unified Requirements (URs)

1 As defined in Annex 4 of the IACS Charter, Unified Requirements (UR) are minimum technical requirements adopted by IACS which, subject to ratification by the governing body of each IACS Member, are to be incorporated in their Rules and practices. URs set forth minimum requirements; each IACS Member remains free to set more stringent requirements. More stringent requirements are not to be considered as reason for taking Reservation.

2 URs are relevant to matters directly connected to or covered by specific Rule requirements and practices of classification societies and the general philosophy on which the Rules and practices of classification societies are established.

3 The existence of a UR does not oblige a Member Society to issue respective Rules if it chooses not to have Rules for the type of ship or maritime structure concerned.

4 *Reservations:* Since each Member has its own Governing Body and serves different clients, a situation may arise where certain aspects not foreseen during the draft UR development process, or external review, are found unsuitable to the Governing Body of a Member Society. In such a case, that Society is obliged to notify GPG forthwith of the situation by declaring a reservation to all or part of the UR. In doing so, the Society concerned is to identify all or part of the UR (e.g. by paragraph number or numbers) for which a reservation is found necessary and provide technical reasons for the reservation, using the Form X contained in [D1.4.1](#). When a Member Society chooses not to offer classification for the type of ship or maritime structure addressed by a UR, or group of URs, it shall be reported as N/A (not applicable) using the Form Z contained in [D1.4.3](#).

5 The expected date of coming-into-force for each Member Society of adopted URs shall be communicated to GPG, using the Form Y contained in [D1.4.2](#).

6 Each year the Permanent Secretariat shall circulate a summary of the current status of implementation by the Members of all adopted URs and their incorporation into their Rules. It shall be published in the IACS Blue Book and by posting on the IACS web site.

7 URs applicable only to ships covered by Common Structural Rules are to be superseded by the Common Structural Rules once the content has been incorporated in the Common Structural Rules.

8 URs applicable to ships covered by Common Structural Rules as well as other ships are to be treated according to the Common Structural Rule Maintenance Procedures as defined in *Volume 4: Procedures for the maintenance and harmonisation of the Common Structural Rules*.

9 The Procedure for the development and implementation of IACS URs is given in [C5.2.1 and 5.2.2](#).

### C5.1.2 Common Rules

- 1 Common Rules are IACS URs covering broad areas of classification requirements which, once adopted, shall be applied by all Members without the possibility of reservations.
- 2 The procedure for the development and implementation of Common Rules is to be decided by Council on a case-by-case basis.
- 3 As defined in *Annex 4 of the IACS Charter*, IACS Common Structural Rules (CSR) are a comprehensive set of minimum requirements for the classification of the hull structures of double-hull oil tankers and bulk carriers, in relation to which the contract for construction was signed on or after 1 April 2006.
- 4 The procedure for the maintenance, harmonization and further development of the Common Structural Rules for Double Hull Oil Tankers and Bulk Carriers is covered by *Volume 4: Procedures for the maintenance and harmonisation of the Common Structural Rules*.

### C5.1.3 Unified Interpretations (UIs)

- 1 As defined in *Annex 4 of the IACS Charter*, Unified Interpretations (UIs) are Resolutions on matters arising from implementing the requirements of IMO instruments. They provide uniform interpretations of Convention Regulations or IMO Resolutions on those matters which in the Convention are left to the satisfaction of the Administration or where more precise wording is found to be necessary.
- 2 UIs are circulated to Administrations concerned, as appropriate, and are to be submitted to IMO for information and any FUA.
- 3 UIs shall be applied by Member Societies to ships whose flag Administration has not issued definite instructions on the interpretation of the Regulations concerned.
- 4 The Procedure for the development and implementation of IACS UIs is given in [C5.2.1](#) and [5.2.3](#).

### C5.1.4 Procedural Requirements (PRs)

- 1 As defined in Annex 4 of the IACS Charter, IACS Procedural Requirements (PRs) are Resolutions on technical matters of procedure.
- 2 Requirements under this category are to be followed by Members and, for parts of some PRs, by the Permanent Secretariat.
- 3 PRs adopted shall be incorporated in the practices and procedures of the Members within the periods agreed by GPG.
- 4 The Procedure for the development and implementation of PRs is given in [C5.2.1](#) and [5.2.4](#).

## C5.2 DEVELOPMENT AND IMPLEMENTATION OF RESOLUTIONS

- 1 This section refers specifically to the development and implementation of URs, UIs and PRs. The development of other publications (e.g. Recommendations and Guidelines), except Common Structural Rules, should follow similar principles as far as practicable, taking into account their non-mandatory nature. The procedure for

the development and maintenance of Common Structural Rules is given in *Volume 4: Procedures for the maintenance and harmonisation of the Common Structural Rules*.

### C5.2.1 General

1 This section should be read in conjunction with *C4* WORKING GROUPS (WGs).

2 *Scope of application:* Statutory requirements shall not be copied into Resolutions (UIs excluded) and inclusion of matters related to statutory compliance should in general be avoided (UIs excluded), unless otherwise agreed by GPG. In a new or revised Resolution, the scope of application should be clearly defined, having regard to the type, size and area of navigation of the ships targeted. Revisions of Resolutions are not retroactively applicable, unless specifically so decided by GPG. Each new Resolution addressing certification of materials, components or equipment is to clearly define, whether and to what extent the requirements also apply to the replacement of material, components or equipment on board existing ships (e.g., retroactively, only at a time of replacement, not at all, etc.).

Particular consideration shall be given in the development of any Resolution, or a revision thereto, so as not to hinder development of or improved new technologies provided an equivalent or improved level of safety is achieved.

For example careful consideration shall be given if a proposed new, or revised, IACS Resolution could be seen as a hinderance to permitting more extensive automation provisions than are currently found on most ships. If deemed necessary, a statement shall be included in a Resolution, in the 'scope of application' or similar part, to allow special consideration (equivalent arrangements) of more extensive automation than is currently found on most ships provided the overall safety of the vessel is not compromised.

3 *Implementation* means that the Member Society has in place mandatory documented provisions in the form of Rules, requirements, procedures, and/or instructions:

- (a) in which the Resolution is reflected verbatim, or
- (b) the application, scope, contents and effects of which are, as a minimum, equivalent to those of the Resolution.

4 *Enforceability:* In drafting a Resolution, it should be borne in mind that the eventual goal is a full implementation into the Rules and/or practices of all IACS Members and other QSCS certified Classification Societies. To accomplish this, the first priority is that the Resolution should be enforceable within the limits of normal plan review and physical survey or audit.

5 *Technical Integrity:* The Resolution is to be technically and/or procedurally self-standing, addressing all relevant aspects with the aim of achieving uniform requirements and results. Any UR, UI or PR not meeting this requirement may become an IACS Recommendation.

6 *Unification:* References within Resolutions to compliance with the Rules of individual Member Societies defeat the purpose of unification and are not permissible. However, a single society's Rules or practices or those of several societies may be used as the basis or starting point for development. Reference to international regulations or, in their absence, to national or regional standards, may be accepted provided the requirements elsewhere in this procedure are complied with. The latter case is to be limited to the purpose of defining a normative standard; i.e. no national

or regional standard is to be the sole acceptable standard in order to avoid local bias. Equivalency should always be acceptable.

7 *Language*: Due to the international nature of IACS's work, it is of the utmost importance that the language is plain, without any implication and ambiguity, to eliminate any problem in ensuing translation. The guidance given in [C5.2.5](#) regarding 'mandatory' and 'non-mandatory' language should be followed.

8 *Format*: The requirements are to be presented in a rational manner and logical sequence, subdivided into applicable sections and sub-sections, all with appropriate title and of a reasonable length. A decimal system of numbering is recommended.

9 *Uniform Application Statement*: Unless decided otherwise by GPG, each new or revised Resolution is to contain a footnote giving a uniform application statement for the Resolution. The statement is to include a date and clear and suitable criteria for defining the application of the Resolution (e.g. be uniformly implemented from X date, ships contracted for construction from X date, ships constructed from X date, engine installed on ships constructed from X date, equipment submitted for type approval from X date, etc.).

10 *Difficulty in completion*: Where the WG is unable to finalise the Resolution, a report is to be submitted to GPG together with the latest text of the draft and the TB, the latter identifying the comments and discussions as required in [C4.2.6](#) and actions recommended which may be, but not limited to, one of the following:

- (a) extension of Target Date;
- (b) modification of the task;
- (c) adoption as another form of Resolution;
- (d) suspension or deletion.

11 *Clarity*: All Resolutions should be developed with unambiguous words which can be easily interpreted and implemented by all in a uniform manner.

12 *Adoption of Resolutions*: On conclusion by the WG, the draft Resolution is to be reviewed by GPG for adoption. GPG is to strive to achieve unanimous agreement on the proposed Resolutions and TBs. For voting rules refer to [C3.1](#). GPG shall adopt entry into force dates which GPG finds suitable for the Resolution (UIs excluded), even if it is copied, referenced or quoted in IMO instruments.

13 The GPG review should focus on whether:

- (a) the necessary procedures have been fulfilled;
- (b) the contents meet the defined objective (in general, GPG should not undertake in-depth technical discussions on the results achieved by Panels);
- (c) all required co-ordination with other WGs has been made;
- (d) the Resolution is clear and capable of uniform application by all societies in practice;
- (e) it is likely to be implemented by all IACS Member Societies;

(f) there are other political or policy ramifications pertaining to the Resolution which need be addressed by GPG or Council. If so, GPG should develop a plan of action for doing so.

(g) that statutory requirements have not been copied into the Resolution (UIs excluded) and inclusion of matters related to statutory compliance has in general been avoided (UIs excluded), unless otherwise agreed by GPG;

14 *Typesetting*: Where IACS Resolutions are to be typeset, in addition to the text in '.doc' file format, an electronic file of any graphics, preferably in '.eps' file format, should be sent to the Permanent Secretariat.

15 *Periodical review*: A periodical review of IACS Resolutions is the responsibility of the WG concerned and is intended to:

(a) find ways to eliminate Reservations, (in the case of URs and if any), and maximise uniform implementation and to eliminate any statutory requirement that would be embedded in Resolutions (UIs excluded);

(b) ascertain that the Resolution is suitable for the latest developments in technology;

(c) reflect the latest or expected IMO Resolutions of technical nature;

(d) determine if any Resolution is more suitable for another WG.

To ensure that periodical review of Resolutions is carried out in an uninterrupted manner, if a WG is disbanded, the WG Chair, shall inform GPG Chair of Resolutions that the WG was responsible for, if any, and the GPG Chair, with assistance of Permanent Secretariat, shall reassign responsibility for maintenance of the Resolutions to another WG. Permanent Secretariat will advise all Working Group (WG) Chairs for any changes to the "Panels Responsible" document.

16 *Information to IMO*:

(a) GPG may decide – on a case by case basis – to inform IMO when Resolutions (UIs excluded) have different entry into force dates than IMO instruments containing references, quotes and/or requirements copied from such Resolutions, and this is considered to cause possible complications to industry; and

(b) GPG shall, through the IACS Accredited Representative to IMO, provide information to make IMO aware, when revisions to IACS Resolutions have the effect of changing IMO requirements that include or refer to such IACS Resolutions.

### **C5.2.2 Unified Requirements (URs) - specifics**

1 Where, in developing URs, it is considered that an interpretation to a statutory requirement is necessary, such interpretation shall not be included in the UR, but instead a UI shall be developed to complement the UR.

2 Panel Chairs are to strive to identify and eliminate possible Reservations to URs at the development stage while also striving to develop URs which will be uniformly implemented in practice.

3 Where practicable, GPG may decide to circulate a draft UR for review or discussion with the Members' governing bodies prior to adoption in order to minimise the likelihood of later Reservations.

4 *Application date:* The uniform application date for URs is normally to be either 1 January or 1 July with the year to be decided in each case based on the Members' rule change cycles and relevant external considerations, and usually the period between the date of the URs adopted by GPG and the implementation date of the URs is not to be shorter than one year. In exceptional circumstances, when it is necessary to introduce a UR rapidly, a different uniform application date may be agreed. Care should be taken in drafting the uniform application statement with a view to prompt but effective application of the UR.

5 Each Member Society is to implement a UR into its Rules, requirements, procedures and/or instructions within one year of the adoption of the UR, unless another application date is specified in the UR. By necessity, the implementation is subject to approval by the governing body of each Member Society. Each Member Society is responsible for notifying the IACS Permanent Secretariat, of the date of coming into force of the new/revised/reserved UR in its Rules. The process is triggered by the Permanent Secretariat on an annual basis and Members are provided with a summary report by the Permanent Secretariat.

6 *Actions against Reservation:* If a Reservation is made against a UR by a Member, GPG will decide the period during which this Requirement is to be reconsidered. In this case the relevant Panel shall be obliged to consider the Reservation and to seek unanimous adoption by revising the text. The adoption of a compromise solution at Panel and GPG shall be on a unanimous basis.

7 If unanimous agreement on a compromise solution cannot be achieved, GPG is to examine the reasons for the Reservation(s) and assess if the UR maintains value for mandatory implementation, with the following outcomes:

(a) If GPG finds that the UR maintains value for implementation, notwithstanding the nature of the Reservation(s), then the UR is to be kept as a UR.

(b) In cases where GPG concludes, based on the nature of the UR and the Reservation(s) against it, that it should not be adopted as a UR with stated Reservation(s), the UR, in total or those parts not unanimously agreed, may be adopted as a Recommendation or some other course of action taken that GPG concludes to be appropriate.

8 Each Panel is to review annually the status of implementation of the URs, difficulties encountered and proposed remedies and report to GPG its findings and recommendations.

9 *Subsequent Rule Changes:* Where a Member Society's Rules are subsequently amended resulting in the loss of implementation of a UR, the Society concerned must notify that fact to GPG. Technical reasons are to accompany such notification. All notifications are to be channelled through the Permanent Secretariat for inclusion in the GPG annual report to Council.

### C5.2.3 Unified Interpretations (UIs) - specifics

1 *Initiation:* GPG, with the assistance of the Accredited Representative to IMO, as well as the relevant IACS Panel, is to anticipate the need for interpretation of regulations developed by IMO for subsequent adoption, or newly adopted or

amended regulations and to develop any UIs needed well in advance of such regulations coming into force.

2 For regulations already in force, when the need for an IACS UI is identified by a Member Society, the Society's representative on the relevant IACS Panel, or the Society's GPG member where no relevant Panel exists, is to raise the matter directly to the Panel or GPG, respectively. The initiator should propose a draft UI stating the regulation to be interpreted, the proposed IACS interpretation, and a proposed uniform implementation date (i.e. a complete draft of the proposed UI), and a draft TB.

3 The cover paper for the submission of the UI to IMO is to be drafted by the Panel that drafted the UI and is to include a technical justification, based on the TB. It should explain the reasoning behind the development of the Resolution with the reporting of discussions limited to a summary of the main issues.

4 *Interpretation vs. Amendment:* An IACS UI shall not amend a Convention requirement. If the Panel concludes that a proposed UI does, in fact, constitute an amendment of a Convention requirement, it is to bring this conclusion to the attention of GPG together with its recommendation as to whether IACS should pursue amendment of the requirement at IMO.

#### *Adoption and implementation*

5 There is no possibility of "reservation" against a UI. However, the governance of a Member Society may require that the UI adopted by IACS be reviewed by its own governing body before inclusion in its own rules or procedures. As the governing body may not accept it, measures as laid out in paragraph 9 below are needed to ensure that a UI can be implemented.

#### *Submission to GPG*

6 It is the responsibility of Members to identify issues at the Panel level which will have a potential to block the uniform application of a UI. It is the responsibility of the Panel to consider necessary actions and recommend them to GPG.

7 For a version of the UI for which two-thirds majority support could not be achieved within the target date, the Chair of the relevant Panel is to promptly revise the draft UI taking account of comments received with the objective of achieving at least a two-thirds majority support for the revised draft and circulate the revision for agreement of the Panel.

8 For those UIs for which at least a two-thirds majority agreement is achieved within the target date and no strong disagreement with a potential to block the uniform application of the UI has been expressed, the Chair of the Panel is to send the UI and TB, containing a summary of the dissenting comments by each dissenting Society, if any, to GPG for adoption.

9 Where there is a possibility for a strong disagreement from one or two members with a potential to block the uniform application of the UI:

(a) the disagreeing member(s) is to clearly define the problem and submit technical justification for its position together with the proposed resolution;

(b) the Panel is to attempt to solve the problem without forcing the decision on to a member by a two-thirds majority rule;



(c) the Panel is to carry out an additional round of correspondence (internal review) focusing on the submission by the dissenting member(s) with explicit participation of all members. All members' positions should be recorded and reported in TB;

(d) in case of positive resolution, the UI is submitted to GPG for adoption.

In case the internal review has not proven successful the Panel is to consider addressing the problem by, inter alia:

(a) addressing a request for clarification to IMO (no text of UI is submitted);

(b) setting up a JWG with Industry (owners, builders, manufacturers) and/or flags;

(c) seeking a further external review from specific parties;

(d) submitting the draft UI to selected flag Administrations most relevant to the subject of the UI to seek their agreement.

#### *Action by GPG and Council*

10 GPG reviews whether the UI constitutes an amendment to the regulation rather than an interpretation, in which case GPG is to decide whether and how to pursue amending of the regulation at IMO.

11 Where unanimous agreement is not achieved while adopting the UI, at GPG level, the dissenting Member Society or Member Societies may request explicit consideration of their views by Council.

12 Where adoption by *three-quarters* of GPG or Council is not achieved, GPG under the leadership of its Chair shall endeavour to develop a course of action for resolving the matter so as to achieve uniform application of the regulation in question by all IACS Societies by the most appropriate and expeditious means possible.

13 GPG is to consider the possible need for retroactive or corrective application of the proposed UI in each instance but is only to require such retroactive or corrective application of a UI in the rare event that there is compelling evidence that an unacceptable safety or pollution prevention risk exists. Adoption of retroactive application of a UI shall require unanimous agreement by GPG. Retroactive application cannot go beyond (in the past) the application date of the regulation.

#### *Action by Permanent Secretariat*

14 The entry into force date of the UI shall always be selected after the time of the IMO meeting at which the UI was reviewed, unless GPG identify the need for an earlier date and explicitly agree on it in the exceptional circumstances when it is necessary to introduce a UI rapidly.

15 The IACS Accredited Representative to IMO is to arrange for the submission of adopted UIs to IMO, together with the technical justification, at the first available opportunity following their adoption or revision and record the action taken, and subsequent decisions of the IMO, in the Permanent Secretariat's UI Full History Database.

#### *Post IMO action*

16 The Safety or Environmental Panel, as appropriate (see section C.7.1.1) is to assess the results of the IMO review of each IACS UI submitted and task the relevant Panel or the Permanent Secretariat to take appropriate action which should be decided in accordance with the following principles.

(a) If an IACS UI is adopted or superseded by a *mandatory* IMO document, the IACS UI is to be withdrawn not later than the entry into force of the IMO requirement.

(b) If an IACS UI is incorporated into a *non-mandatory* IMO document, the IACS UI is to be retained and consideration given to amending the UI to adopt any changes or additions introduced in the non-mandatory IMO document. If the amendments to the UI are of purely editorial nature, the modified UI is to be issued as a corrigendum and the original implementation date is to be retained. An explanatory note or reference to the IMO document should be added to such UIs.

(c) If an IACS UI is rejected by IMO, the rejected parts of the UI are either to be withdrawn or, if desirable and practicable, amended to obviate IMO's objections and resubmitted to IMO.

#### C5.2.4 Procedural Requirements (PRs) - specifics

1 *Initiation*: In all cases, GPG is to agree to the development of a PR before detailed development/debate of the initial draft is undertaken.

*Action by General Policy Group (GPG) and Quality Committee (QC)*

2 Prior to final adoption by GPG, the PRs are to be transmitted to the QC for an auditability review (see below) to ensure that the PR can be audited. On completion of their review of the PRs, QC submits their comments to GPG for consideration. The developing WG shall consider and adopt, as applicable, the comments of the QC, respond to QC about actions taken, all prior to submitting the PR to GPG for adoption.

3 *Auditability Review* means identifying in the document under review, the following:

- (a) inconsistent requirements within the document;
- (b) inconsistency with other IACS requirements;
- (c) vague or ambiguous requirements, which are difficult to understand or implement;
- (d) requirements for which producing evidence is difficult;
- (e) any other issue relevant to ensure that the texts can be audited.

4 If in the course of the auditability review the QC considers that the document under review:

- (a) includes unreasonable requirements, in terms of technicalities, time etc.;
- (b) includes unnecessary requirements which do not add value to the intent of the document; or

(c) that requirements are missing which are important to meet the document's intent;

the QC should bring these points to GPG's attention for consideration.

#### *Adoption and implementation*

5 There is no possibility of "reservation" against a PR. A PR supported by three-quarters majority vote of GPG shall constitute adoption making the application of the PR mandatory for all IACS Members and other QSCS certified Classification Societies.

6 Where adoption by three-quarters majority vote of GPG is not achieved, GPG under the leadership of its Chair shall endeavour to develop a course of action for resolving the matter. This is in order to achieve uniform application of the procedure in question by all IACS Societies by the most appropriate and expeditious means possible.

#### *Submission to IMO*

7 Technical matters of procedure in PRs may cover both class and statutory issues. For PRs covering statutory issues, the submission to IMO for endorsement by Flag States is to be considered on a case by case basis, depending on the impact of the PR on the implementation of the relevant statutory requirements.

#### **C5.2.5 Use of mandatory/non-mandatory language**

1 The principles embodied in this section shall be applied also for specifying the mandatory or non-mandatory nature of all the provisions in IACS Resolutions, not only for making a reference.

2 Making reference to other instruments in IACS resolutions may be done in one of the following forms:

(a) referring to the instrument; or

(b) referring to the relevant part of the instrument (the reference to instrument hereunder means the reference to the whole instrument or part of it).

3 In IACS resolutions, making reference may change the status of the relevant provision in the referred instrument for the purpose of the resolution. However, the reference will not change the status of the referred instrument itself.

4 Any reference which makes the referred instrument mandatory for the purpose of the resolution shall be made in the main text, and not in a Note or a footnote of the resolution.

5 To avoid misunderstanding, the words "refer to" or "reference is made to" should generally be avoided since they could imply a mandatory application where none is intended, or vice versa.

6 A Member that has a declared reservation against a referred UR shall, for clarity, also make a reservation to the reference in another UR that makes the former UR mandatory requirements.

7 Taking the above into account, the following ways of making reference in IACS resolutions will prevail.

<i>Status of resolution referring FROM</i>	<i>Status of instrument referred TO</i>	<i>Intended status of provisions in the referring resolution</i>	<i>Suggested wording to be used in the reference</i>
<i>Mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	"shall (or is to/are to) comply with..."; "shall be... in accordance with..."
	<i>Mandatory</i>	<i>Non-mandatory</i>	"may...", "taking into account..."
	<i>Non-mandatory</i>	<i>Mandatory</i>	"shall comply with (instrument) the provisions of which are made mandatory under this resolution."; "shall be... in accordance with (instrument) the provisions of which are considered mandatory under this resolution"
	<i>Non-mandatory</i>	<i>Non-mandatory</i>	"may...", "taking into account..."
<i>Non-mandatory</i>	<i>Mandatory</i>	<i>Mandatory</i>	Not applicable
	<i>Non-mandatory</i>	<i>Non-mandatory</i>	"may", "taking into account"
	<i>Mandatory</i>	<i>Non-mandatory</i>	"may", "taking into account"
	<i>Non-mandatory</i>	<i>Mandatory</i>	Not applicable

### C5.3 REVIEW OF IACS RESOLUTIONS

1 Any IACS adopted Resolution which is subsequently covered, either wholly or in part, by an IMO Technical Resolution shall be reviewed by the relevant Panel which shall propose appropriate action to GPG. (The term "IMO Technical Resolution" includes the International Conventions, the Protocols relating to the International Conventions, the International Codes, IMO Assembly Resolutions, other Codes than the International Codes, Circulars, etc.).

2 The proposed action should be one of the following:

- (a) to delete the IACS Resolution concerned or, where only part of it is covered by an IMO technical Resolution, the application of which is internationally mandatory, to modify the remaining part into a revised IACS Resolution of an appropriate category.

(b) to retain the IACS Resolution concerned if it is covered, either wholly or in part, by an IMO technical Resolution, the application of which is not internationally mandatory.

(c) Any other appropriate action.

3 Any IACS UI that is taken over, in substance, in non-mandatory form by IMO is to lead to the original IACS UI being editorially amended to refer to the IMO text and source. The text is to be quoted (for ease of reference), replacing the original IACS text but thus retaining the status of the IACS UI. These amended UIs need not be resubmitted to IMO (other than through their availability on the IACS website and in the Blue Book CD-ROM). The Safety or Environmental Panel, as appropriate (see section C6.7.1.1) and Permanent Secretariat are charged with monitoring IMO interpretations and the subsequent editorial tasks, with assistance from the appropriate WG, if necessary. The UI Full History Database is to be updated by the Permanent Secretariat accordingly.

## C5.4 PUBLICATION OF IACS RESOLUTIONS

1 Once a Resolution or a Recommendation has been approved by GPG, the document is to be typeset by the Permanent Secretariat.

2 Once typeset, each approved Resolution or Recommendation is to be posted on the IACS website (and the RSS feed activated) following which it is to be circulated by the Permanent Secretariat to GPG members with a reference number in the format RESYYYYNNN, where YYYY refers to the year of circulation and NNN relates to the number of documents that have been circulated that year, e.g. RES2009001 would be applied to the first document circulated in 2009.

3 After circulation to GPG the Blue Book is to be updated with the approved Resolution or Recommendation.

4 The same procedure applies to any approved History file/TB documents accompanying the new or amended Resolution or Recommendation.

5 Publication on the website by the Webmaster should be done within 10 working days of approval by GPG and this is to be confirmed by the Permanent Secretariat.

6 Records are to be kept of the dates on which the resolution is approved, published on the website and circulated.

## C6 EXTERNAL RELATIONS

### C6.1 RELATIONS WITH IMO

#### C6.1.1 General

1 IACS is a non-Governmental Organization having observer status at IMO developing statutory provisions and the Members have the possibility to implement them in their roles as Recognised Organisations (ROs). IACS should therefore give the highest priority to those subjects under discussion at IMO which have a close relationship to the functions of classification societies and ROs. The following is intended to facilitate the effective and efficient input of IACS to the work of IMO.

1bis IACS shall to the extent possible avoid that IACS Resolutions (UIs excluded), or extracts thereof, are lifted into IMO instruments and statutory requirements are copied into IACS Resolutions (UIs excluded), unless otherwise agreed by GPG.

2 With regard to provisions developed at IMO pertaining to aspects not covered by the classification societies, IACS should strive to ensure that such texts are clear, unambiguous and can easily be applied.

3 In considering the IMO long term Issues, IACS should assess its possible involvement and the effects this involvement may have on its work.

4 In the context of the above the following points should be kept in mind:

- (a) careful and timely preparation is required on matters which may be discussed at IMO to enable the Accredited Representative to IMO or IACS Observers to act effectively;
- (b) speedy consideration and conclusion on matters which have been already adopted by IMO in its work programme;
- (c) the IACS Observers at IMO should highlight in their reports important issues and possible actions by IACS;
- (d) where appropriate consultation should take place with experts of other Members prior to and during IMO meetings with the purpose of ensuring the best course of action both from the technical and tactical point of view; to this effect IACS experts in National Delegations should make themselves known to the Accredited Representative to IMO;
- (e) the Accredited Representative to IMO or, in his/her absence, the person assigned these duties (see C6.1.1.5), with his/her expertise is free to act on matters of minor importance or those brought up during the meeting which could not be anticipated and for which no preparation was made;
- (f) to minimise the need for unprepared reactions Members taking part in meetings of National Administrations should advise when new or consequential proposals are likely to be made at IMO which are of interest to IACS;
- (g) it has to be borne in mind that IACS, as an Observer organisation at IMO, is not entitled to propose either new work programme items or amendments to IMO mandatory instruments unless co-sponsored by an IMO member or a government that is a Party to that instrument, respectively.
- (h) Despite IACS' goal of Transparency, and to avoid lifting of IACS resolutions (UIs excluded) or extracts thereof into IMO instruments, IACS shall not actively bring to the attention of the IMO existing IACS resolutions (UIs excluded), unless the goal is to discourage IMO from developing similar.

5 In the unanticipated absence of the Accredited Representative to IMO either before, during or after an IMO meeting, the following principles are to apply with the aim of facilitating the effective and efficient input of IACS to the work of IMO:

- (a) before IMO meetings – the Permanent Secretariat as directed by the Secretary General will finalise IACS submissions (see C6.1.5.1 and C6.1.5.3); and the Permanent Secretariat will assist the Secretary General (for IMO Assembly, Council and Legal Committee), GPG Chair (for the FAL Committee),

the Safety Panel Chair (for MSC and all IMO Sub-Committees, except PPR) or the Environment Panel Chair (for MEPC and the PPR Sub-Committee) to review papers, commission briefing and make recommendations on IACS participation (see C6.1.5.4, C6.1.5.5, C6.1.5.9 and C6.1.5.10);

(b) during IMO meetings – the Secretary General (for IMO Assembly, Council and Legal Committee), GPG Chair (for the MSC, MEPC and FAL Committee), the Safety Panel Chair (for all IMO Sub-Committees, except the PPR Sub-Committee) or the Environment Panel Chair (for the PPR Sub-Committee) is to perform, or assign to another representative of IACS attending the meeting, the role, as explained in C6.1.6, of the IACS Accredited Representative to IMO; and

(c) post IMO meetings - the Secretary General (for IMO Assembly, Council and Legal Committee), GPG Chair (for the MSC, MEPC and FAL Committee), the Safety Panel Chair (for all IMO Sub-Committees, except the PPR Sub-Committee) and the Environment Panel Chair (for the PPR Sub-Committee) is to perform the role, as explained in C6.1.7, of the IACS Accredited Representative to IMO; and the Permanent Secretariat as directed by the Secretary General will make the notification as C.6.1.8.4.

#### **C6.1.2 IACS representation at Assembly and Council Meetings**

1 Meetings of the Assembly will be attended by the Accredited Representative to IMO and, as appropriate, the Secretary General. Meetings of IMO Council will be attended by the Accredited Representative to IMO and, if considered necessary on the basis of the agenda, the Secretary General.

Individuals above in C6.1.1.5(b) and (c) should be registered with the IACS delegation.

#### **C6.1.3 IACS representation at the Maritime Safety Committee (MSC) and Marine Environment Protection Committee (MEPC) Meetings**

1 Meetings of MSC and MEPC will normally be attended by the Chair and Vice-Chair of GPG, the Accredited Representative to IMO and, as appropriate, the Secretary General and the Safety Panel Chair (MSC) or the Environmental Panel Chair (MEPC). Members are encouraged to volunteer IACS experts to the IACS delegation having regard to the number of IMO Working and Drafting Groups which will be involved at that particular meeting and the expertise desirable in representing IACS at these meetings.

The adequacy of both the IACS representation and the IACS delegation to IMO Committee Meetings will be checked by the Accredited Representative to IMO and advice of any recommended changes will be forwarded to GPG.

#### **C6.1.4 IACS representation at Sub-Committee Meetings**

1 In addition to the attendance of the Accredited Representative to IMO and, as appropriate, the Safety Panel Chair (for meetings of the CCC, HTW, III, NCSR, SDC and SSE Sub-Committees) or Environmental Panel Chair (for meetings of the PPR Sub-Committee), Members are encouraged to volunteer IACS experts to the IACS delegation having regard to the number of IMO Working and Drafting Groups which will be involved at that particular meeting and the expertise desirable in representing IACS at these meetings.

The adequacy of both the IACS representation and the IACS delegation to the IMO Sub-Committee Meetings will be checked by the Accredited Representative to IMO and advice of any recommended changes will be forwarded to GPG.

#### C6.1.5 Preparing for IMO meetings

1 The timely submission of IACS papers to the IMO Secretariat is essential. The IMO Secretariat will not allow late submissions. It is therefore vital to progress the development of IMO papers in a timely manner. In the absence of exceptional circumstances (as agreed by Chair of Council/GPG – depending on the issue being considered – in consultation with the Accredited Representative to IMO), the body within IACS that initiates a draft IACS submission to an IMO meeting shall set internal target dates so that the draft submissions are sent to GPG or Council (as appropriate) for approval at least three weeks before the published submission deadline to the IMO Secretariat. Finally, 3 working days shall be allowed after Council or GPG (as appropriate) approval and before the published submission deadline to the IMO Secretariat, for the Accredited Representative to IMO to review and finalise all papers.

2 The body within IACS that initiates a draft IACS submission to an IMO meeting shall ensure that, before the paper is sent to any other IACS bodies for approval, it does not propose the lifting of/referencing to/quotes from IACS Resolutions (UIs excluded) into an IMO instrument, complies with the IMO agreed format (including all entries required to be completed in the Summary box) and that the process of securing any desired or necessary co-sponsorship of the paper has started. The Accredited Representative to IMO shall be contacted at an early stage of development of the draft IACS submission (e.g. when circulating the first draft to the members for comments) to seek assistance in the drafting and co-sponsorship seeking processes, if any, before sending the draft IACS submission to GPG or Council (as appropriate) for approval.

3 The Accredited Representative to IMO is authorised to make any format and presentational improvements before papers are submitted to the IMO Secretariat. This is on the understanding that any such changes will be of a non-substantive nature. In undertaking this task, GPG is to be informed immediately if it is considered the paper proposes the lifting of/referencing to/quotes from IACS Resolutions (UIs excluded) into an IMO instrument.

4 The Accredited Representative to IMO will review all papers submitted to an IMO meeting (IACS and non-IACS).

5 On the basis of this review, the Accredited Representative to IMO will commission briefing from any IACS representatives who have participated in Correspondence Groups that are reporting to an IMO meeting. The Accredited Representative to IMO will also commission any necessary briefing from the Chair of any relevant IACS bodies, such as Panels and EGs, and will assign the responsibility to review an IMO document to one Working Group only, taking into account that such WG can ask for input from other WGs, if necessary. In commissioning such briefing, the Accredited Representative to IMO is to bring to the attention of the Chair of the relevant IACS body if the paper proposes the lifting of/referencing to/quotes from IACS Resolutions (UIs excluded) into an IMO instrument.

6 A briefing paper on an issue exclusively within its remit can be prepared and approved by the Safety or Environmental Panel on a matter being considered at an IMO Sub-Committee if the Panel unanimously agrees both that the issues in the briefing paper are of a technical nature and do not infringe on matters of policy; and the content of the briefing paper. In all other instances briefing papers will be



approved by GPG, or Council if appropriate and in the absence of exceptional circumstances (as agreed by Chair of Council/GPG – depending on the issue being considered – in consultation with the Accredited Representative), any draft IACS position should be submitted for such approval by the chair of the IACS body that developed it, at least five working days before the start of the relevant IMO meeting.

7 If any Working Group agrees unanimously that no IACS agreed position need be developed, no endorsement of this decision need be sought from GPG; however, the Accredited Representative should be advised so that it can be noted in the briefing paper mentioned below.

8 The Accredited Representative to IMO will prepare a written briefing paper for each IMO meeting. This will consolidate those *approved* briefs produced as above and indicate the agreed IACS comments on any agenda item and related paper. In undertaking this consolidation work, the Accredited Representative to IMO is to inform GPG immediately if it is considered any element of the briefing paper has not correctly addressed the policy of avoiding lifting of/referencing to/quotes from IACS Resolutions (UIs excluded) into an IMO instrument. For all IMO meetings, the Accredited Representative to IMO briefing papers will be sent to the Chair of GPG – and the Chair of Council depending on the issues being considered - at least 3 working days before the start of the IMO meeting. In general, it is to be understood that these briefs are sent for 'information' - and not 'approval' - purposes. However, the opportunity to have this degree of 'final checking', to ensure there are no obvious mistakes or omissions in the briefing, is considered to be beneficial.

9 Noting C6.1.5.11, C6.1.5.12 and C6.1.8.5 the Accredited Representative to IMO will provide recommendations to GPG regarding any representatives of IACS that are considered necessary to attend any Groups expected to be established at an IMO meeting (IMO Group). GPG will consider these recommendations and decide accordingly.

10 Well in advance of each IMO meeting, the IACS Accredited Representative to IMO is to request details of those member society staff attending. Chairs of IACS WGs, and others from among the Members attending various IMO meetings as representatives of IACS should confirm their availability to attend through their GPG Member to the IACS Secretariat no later than two weeks prior to the scheduled commencement of the meeting to ensure their proper registration by the IACS Secretariat as required. IACS representatives scheduled to participate on a Member State's Delegation should also be identified.

**11 If the development of a new IACS UI or draft IACS paper/position (requesting IMO for clarification, bringing some concern to the IMO attention, commenting on the paper(s) submitted by administrations/organizations, etc.) is proposed by a Panel/EG Member:**

(a) the Accredited Representative to IMO, should be requested to provide his/her best assessment to the Panel/EG on where the submission/position is likely to be addressed (plenary or an IMO Group);

(b) if it is determined with a good deal of certainty that the IACS submission/position will be addressed in plenary, the Panel/EG will proceed with developing the draft IACS interpretation/paper/agreed position and corresponding statement/comments/intervention to be included in the IACS brief; otherwise, the instigator will be requested to nominate a representative for the IMO Group that will have a deal with the matter;

(c) if no volunteer is nominated by the instigator, Members will be invited to indicate

their willingness/readiness to nominate candidates for the IMO Group (on a rotation basis so that everyone is engaged);

(d) if no volunteer is nominated by the Panel/EG and the Panel/EG Chair or IACS representative to the CG is not available for the IMO Group, the Accredited Representative to IMO will be requested to advise the Panel/EG whether anyone of the IACS Permsec staff is available for the IMO Group; and

(e) if no IACS representative is available for the IMO Group, the Panel/EG may proceed with developing a draft IACS agreed position that is succinct enough to be effectively introduced in the plenary discussion before the IMO Group is established, bearing in mind further clarification of/support for the point(s) raised will not be made in the IMO Group. In particular, consideration should be given to developing such comments in a way that they can readily be taken into account in the ToR for the IMO Group being established. If this way forward is not practicable, then the subject should be concluded without any further discussion.

## **12 If the development of an agreed IACS position is recommended by the Accredited Representative to IMO:**

(a) the Accredited Representative to IMO should clearly advise the Panel/EG as per item 1)(a) above;

(b) if it is determined with a good deal of certainty that the IACS position will be addressed in plenary, the Panel/EG will proceed with developing the draft agreed position/comments to be included in the IACS brief; otherwise, Members will be invited to indicate their willingness/readiness to nominate candidates for the IMO Group (on a rotation basis so that everyone is engaged);

(c) if no volunteer is nominated by the Panel/EG and the Panel/EG Chair or IACS representative to the CG is not available for the IMO Group, the Accredited Representative to IMO will be requested to advise the Panel/EG whether anyone of the IACS PermSec staff is available for the IMO Group; and

(d) if no IACS representative is available for the IMO Group, the Panel/EG may proceed with developing a draft IACS agreed position that is succinct enough to be effectively introduced in the plenary discussion before the IMO Group is established, bearing in mind further clarification of/support for the point(s) raised will not be made in the IMO Group. In particular, consideration should be given to developing such comments in a way that they can readily be taken into account in the ToR for the IMO Group being established. If this way forward is not practicable, then the subject should be concluded without any further discussion.

### **C6.1.6 Conduct during IMO meetings**

1 Any representative attending an IMO meeting is expected to report to, and liaise with, the Accredited Representative to IMO.

2 Member Society staff attending IMO meetings as representatives of IACS should be made aware of the importance of such responsibility and therefore should be agreeable to take guidance from the Accredited Representative to IMO on specific participation in working or drafting groups, proper conduct, and the making of statements or interventions on behalf of IACS.

3 On the first morning of the IMO meeting, copies of the finalised briefing paper will be made available at a pre-meeting of those IACS representatives attending the IMO

meeting either on behalf of IACS or Member States. A copy of this paper will also be sent to GPG at this time. This pre-meeting may also permit the Accredited Representative to IMO to determine where there may be support for, or opposition to, the IACS positions from among the Administrations or other Observer Organizations. It is to be understood that any representative making a contribution to an IMO meeting – either in plenary or a Group – on behalf of IACS shall be bound by the relevant section of the briefing paper. Member representatives attending the IMO meeting as part of a delegation other than IACS are encouraged to ‘educate’ those delegations on the basis of this IACS briefing paper.

4 Any persons attending meetings as members of the IACS delegation, in addition to adhering to the specific advice of the Accredited Representative to IMO, should also observe the following procedure for any oral comments which may be necessary during the session:

(a) the representative may speak on resolutions which have been adopted by IACS;

(b) the representative must not make contributions which could support IMO regulatory work being expanded into the domain of classification societies. In particular, all representatives of IACS at IMO meetings shall be cognisant of, and be ready to take action in respect to, the IACS policy that, to the extent possible, it should be avoided that IACS Resolutions (UIs excluded), or extracts thereof, are lifted into IMO instruments and statutory requirements are copied into IACS Resolutions (UIs excluded), unless otherwise agreed by GPG;

(c) the representative may contribute to discussions in areas where no formal IACS position has been established but strictly on the grounds of IACS principles and any related development within IACS which might be underway. In such cases, in order to keep options open, the representative might need to state that their contributions are personal opinions;

(d) the representative should be prepared subsequently to report in detail how they contributed - and their reasons for so doing.

5 Further liaison on the part of such representatives with the Accredited Representative to IMO during the IMO meeting is also encouraged in the interest of sharing information which could be of benefit or use to IACS in pursuing its objectives at IMO. In particular, any concerns that IACS representatives have during the conduct of an IMO meeting, especially in relation to sections C6.1.6.4(b) and (c), should be reported to the Accredited Representative to IMO as soon as practicable. Action (in terms of undertaking discussions with other delegations of plenary or IMO Group chairmen) to resolve any such problems is more effective the earlier it is started. For example, any problems in a Working or Drafting Group should not be ‘kept’ for when the IMO Group reports back to plenary.

6 Occasions may arise at IMO meetings where the number of IMO Groups constituted and dealing with subjects of particular interest to IACS, exceeds the ability of IACS to participate, due to having a limited number of representatives available. In such cases, representatives from IACS Member Societies, participating in such IMO Groups on behalf of Member States, may provide the only possible source of information for the Accredited Representative to IMO. Accordingly, these representatives - when so requested by the Accredited Representative to IMO - shall assist by providing information to IACS as to developments within such IMO Groups both during the meetings of the Groups and upon their conclusion. If necessary, at

the preparation meeting the Accredited Representative to IMO shall ensure that one representative in each IMO Group volunteers to supply this information.

7 Any experts attending IMO Groups as IACS Observers will prepare, in a timely manner, a written report to the Accredited Representative to IMO. IACS representatives are not permitted to make further written statements on the matters related to the relevant IMO meeting to outside bodies other than their own Society.

8 Notwithstanding the authority given to the Accredited Representative to IMO to act during IMO meetings, as far as practicable, any issues that arise during an IMO meeting, which are outside those addressed in the IACS briefing paper, will be discussed between the Accredited Representative to IMO and the Chair(s) of the relevant IACS body or bodies, which in a significant number of cases it is anticipated will be the Chair of GPG.

#### C6.1.7 Post IMO meeting activities

1 As necessary, the Accredited Representative to IMO will prepare and issue to GPG, a report of the outcome of meetings of the IMO Assembly, Council, Legal (LEG) and Facilitation (FAL) Committees and meetings of sub-bodies of these IMO bodies. The Accredited Representative to IMO will also prepare and issue to Safety or Environmental Panel, with a copy to GPG, a report of the outcome of other IMO meetings (and any sub-bodies of these IMO bodies, as necessary) as follows:

Maritime Safety Committee (MSC) and the Sub-Committees on:

- Carriage of Cargoes and Containers (CCC)
- Human Element, Training and Watchkeeping (HTW)
- Implementation of IMO Instruments (III)
- Navigation, Communication and Search and Rescue (NCSR)
- Ship Design and Construction (SDC)
- Ship Systems and Equipment (SSE)

to the Safety Panel; and

Marine Environment Protection Committee (MEPC) and Sub-Committee on Pollution Prevention and Response (PPR) to the Environmental Panel.

The Accredited Representative to IMO will also copy such a report to any other IACS bodies, which are addressing issues outside the scope of the Environmental and Safety Panels of GPG as appropriate i.e. another Panel or a Group under the auspices of Council or GPG. This report will take account of the reports received from any representatives who attended Working or Drafting Groups on behalf of IACS, highlight any areas of concern regarding the lifting of/referencing to/quotes from IACS Resolutions (UIs excluded) into an IMO instrument, and will include the Accredited Representative to IMO recommendations for further action. This report should be prepared and disseminated within 3 working days of the end of an IMO meeting.

2 The follow-up to this report is to be co-ordinated by the Chair of the Reviewing Body (Safety or Environmental Panel or GPG, depending on the IMO meeting under consideration – see C6.1.7.1). In particular, the Chair of the Reviewing Body will take responsibility for proposing courses of actions with regard to the recommendations in the report of the Accredited Representative to IMO, except that:

- a) for issues that fall within the overall purview of GPG, but fall outside the scope of the Reviewing Body, the Chair of the Reviewing Body may, at his/her

discretion, request the Chairmen of other relevant IACS bodies to propose courses of actions; and

b) for issues that fall outside the overall purview of GPG, the Chair of the Reviewing Body will note that any FUAs, including consideration of the Accredited Representative to IMO recommendations, are to be considered by the Chair of that other IACS body.

3 The actions recommended by the Chair of the Reviewing Body, for issues addressed in (a) above shall be subject to the approval of GPG. The actions covered by (b) shall be subject to the approval of Council. In the latter instance, Council Members are encouraged to consult internally and concurrently with their GPG representatives, in order to have a central memory and point of reference within IACS on all IMO issues.

4 After approval by GPG, Panels can undertake tasks assigned to them under an existing Task Form A, if one exists. Otherwise they need to prepare a new draft Task Form A and send it to GPG in the normal manner. Normal procedures apply if a Panel sets up a PT to perform the Task.

5 If a Panel strongly objects to a task it thereby receives from GPG, the Panel Chair should address the objections (along with an alternative proposal for a suitable course of action to address the task if possible) to GPG. If the receiving Panel only needs clarification of the task, the Panel Chair should write to GPG requesting it.

6 The Chairmen of the relevant IACS bodies e.g. Panel, EG, or Small Group, are responsible for monitoring and progressing any approved actions resulting from an IMO meeting.

#### **C6.1.8 IACS participation in IMO Correspondence Groups**

1 When matters of interest to IACS are discussed at IMO Committee or Sub-Committee meetings, and a decision is made to establish an IMO Correspondence Group (CG) in order to progress the matter between sessions, IACS participation in such a group shall be decided by GPG (or Council as appropriate) based on its consideration of the Accredited Representative to IMO report of the meeting and the proposed course of actions against the recommendations in this report (see C6.1.7.3 above); except in such exceptional cases where the Accredited Representative to IMO, or in his/her absence, the person performing these duties in the IMO meeting (see C6.1.1.5) has agreed to IACS participation in response to a request for an immediate reply during the course of an IMO meeting. This latter course of action will normally only occur in cases where there is no prior indication of the establishment of such a group or where for emerging political or technical reasons it is deemed appropriate for IACS to offer participation.

2 In all cases where it is anticipated that IACS may be invited to lead a CG, or where it may be in the interest of IACS to offer to lead such a CG, the Accredited Representative shall be responsible for seeking the advice of GPG (or Council if appropriate) and the presumed governing WG who shall decide the optimum approach to be adopted.

3 Once a commitment has been agreed by GPG or Council to participate in a Correspondence Group (CG), the governing WG shall:

- .1 finalise the designation of an IACS Representative to the CG;
- .2 review the terms of reference of the CG; and

.3 develop and agree a high-level mandate for the IACS Representative, including desired objectives and any specific instructions relating to each of the terms of reference of the CG and any other related issues, which may include issues on which IACS should not provide any input to the CG or issues on which input to the CG should only be made after consideration within the governing WG. In the latter case, this may necessitate the IACS Representative advising the CG that an IACS response on an issue may have to be submitted to a subsequent round of correspondence within the CG. This mandate is to include a reminder to the IACS Representative, of the IACS policy that, to the extent possible, it should be avoided that IACS Resolutions (UIs excluded) are lifted into IMO instruments and statutory requirements are copied into IACS Resolutions (UIs excluded), unless otherwise agreed by GPG.

4 The Accredited Representative to IMO shall advise the name and contact information of the IACS Representative in writing to the coordinator (leader) of the CG. In all correspondence, the IACS Representative shall identify himself or herself as the IACS Representative to the CG.

5 As a general policy, in order to assure continuity in IACS actions, it is important that the IACS representative to a particular CG confirms to the IACS WG to which he/she reports his/her familiarity with paragraphs C6.1.8.6 - C6.1.8.13 and availability to attend any corresponding Working or Drafting Group at IMO.

6 The coordinator of the CG will either provide a base document and request comments within a specified time, or will solicit general comments. The IACS Representative shall meet the deadlines specified by the coordinator of the CG for comments and to send these comments to the coordinator and all other members of the CG.

7 The IACS Representative is to ensure that submissions and representations made to the CG are representative of, and have full regard for, the agreed mandate (see C6.1.8.3.3 above).

8 At the same time as a submission is to be made to the CG, the IACS Representative is to circulate a copy to the governing WG. Any member of the governing WG can seek clarification from the IACS Representative on each such submission and/or ask for the WG to review/further consider the submission. It is noted that it is possible to modify (on the basis of 'after further consideration' or 'taking account of the comments of other members of the CG') an IACS position on an issue in a subsequent round of correspondence in the CG or even when the draft report of the CG is considered (see C6.1.8.12). The Chair of the governing WG or Accredited Representative to IMO may request a progress report from the IACS Representative at any time, to be copied to both.

9 In all cases where IACS appears to be supporting a position opposite to that being generally shared by the other CG members, the IACS Representative must ensure that the IACS position is clearly reflected in the report of the CG and that the report contains specific wording preferred by IACS. Under no circumstance shall any correspondence between IACS Members be submitted to the IMO CG and a single IACS position is always to be expressed to the CG. If there is no single position within IACS then the IACS Representative shall not provide any input on that issue to the CG.

10 Since IACS is considered to be a source of significant technical expertise, participation in an IMO CG is expected to result in a significant contribution. The IACS Representative should therefore be prepared to participate actively.

11 The IACS Representative shall contact that Member's representative in the governing WG, in the first instance, and if necessary thereafter the Accredited Representative to IMO in instances where there are concerns or reservations about how to proceed or the direction of progress in the CG. Such concerns may, if necessary, be referred to the governing WG, through its Chair, for consideration. If new substantive issues, which are clearly outside the scope of the agreed mandate (see C6.1.8.3.3), are raised in the CG they are to be referred to the governing WG, through its Chair, for consideration before any IACS input is provided to the CG.

12 The IACS Representative shall forward a copy of the draft report of the CG to the governing WG and the Accredited Representative to IMO, together with any comments/recommendations of the IACS Representative. The governing WG shall subsequently:

.1 review the draft CG report and consider if the coordinator of the CG should be asked to include any final IACS comments/statements; and/or

.2 develop the IACS views to be presented at the IMO parent body meeting where the report of the CG is to be discussed, either as part of the briefing paper for, or in a paper to be submitted to, that meeting (see C6.1.5).

13 The IACS Representative is also to take due account of the latest version of the IMO *"Guidelines on the organisation and method of work of the Maritime Safety Committee and the Marine Environment Protection Committee and their Subsidiary Bodies"* and the relevant part on "Correspondence Groups".

## C6.2 RELATIONS WITH OTHER EXTERNAL ORGANISATIONS

1 Relations with outside organisations other than IMO fall into four categories: Liaison; JWG; Informal and other governmental organisations.

### C6.2.1 Liaison relations

1 No reciprocal rights are required (only IMO has reciprocal relations), but IACS may exert influence, if necessary. This category includes contacts established for occasional exchange of views and attendance of meetings, in order to exchange factual information. Intercargo, Intertanko, Oil Companies International Marine Forum (OCIMF), International Chamber of Shipping (ICS), BIMCO, IUMI, International Group of P&I Clubs, International Underwriting Association (IUA), Comite Maritime International (CMI), International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) fall into this category.

2 GPG may establish permanently or on an ad hoc basis contacts with an outside organization through a limited number of representatives from both the outside organization and IACS. The number and attendance of IACS representatives will be at the discretion of GPG.

3 In general, IACS will not establish liaison relations with purely *national* organisations.

### C6.2.2 Joint Working Groups (JWG)

1 An IACS JWG with the industry on a specific technical topic may be established by GPG. It should report to GPG. The outcome of any JWG meeting may be communicated to the appropriate IACS WG.

#### C6.2.2.1 Membership and office holders

1 Members of an IACS JWG may be:

- Selected Chair;
- Representatives from IACS Members\*;
- Representatives from Shipbuilder Associations;
- Representatives from Shipowner Associations;
- Representatives from Multinational companies or Manufacturers Associations;
- Representatives of the International P&I Club and IUMI;
- Other representatives that can make a positive contribution to the subject under discussion (e.g. representatives of Flags or maritime Administrations who may be invited to join on occasion\*\*);
- Technical Specialists or additional Permsec Staff may be invited as necessary;
  - \* At least one member from involved cognizant IACS WGs should be included.
  - \*\* Participation of a flag State in the JWG should not be taken as an indication that a submission to a Regulatory Body is the desired, or even the likely, outcome of the JWG.

2 The Chair of the JWG can be either drawn from an IACS member or Industry and nominations for the Chairmanship of a JWG can be submitted by IACS and/or Industry. The selection of the Chair will be decided by GPG.

3 The JWG Chair in consultation with JWG members will decide meetings, their frequency and dates. The JWG meetings will typically be held in London or at the JWG Chair's office.

4 The JWG Chair shall maintain a membership list of names, association and contact details. Also, the JWG Chair shall maintain records of the JWG meetings.

5 Where the JWG Chair is an IACS representative, then the JWG Chair shall act as the representative of the JWG reporting to GPG, and to such other bodies as may be required and determined by GPG, from time to time.

6 Where the JWG Chair is not an IACS representative, an IACS attending member shall be identified by GPG and tasked to act as the JWG representative reporting to GPG.

7 The JWG Chair or the IACS JWG representative reporting to GPG shall submit her or his report to the Spring and Autumn GPG meetings.

8 IACS intention to convene a JWG should not be made public until GPG has agreed on whether IACS wishes to chair the JWG, has identified an individual and has developed a draft Terms of Reference (ToR) for discussion and agreement in association with the JWG Chair.

#### *C6.2.2.2 Terms of Reference*

1 The purpose of setting up a JWG on a particular topic, is to benefit all maritime stakeholders through the JWG output. The JWG output normally falls under the following categories:

- a) To develop a technical standard for adoption as an IACS Resolution or Recommendation;
- b) To develop a purely technical Guideline for the Industry's use;
- c) To develop a paper, standard, guidelines, etc. for submission to an International body, e.g. IMO;



- d) To develop common position(s) on a particular issue to be discussed in a forum or when it is to be discussed for the development of a policy or legislation.

2 The Terms of Reference (ToR) for the JWG will be drafted by the JWG Chair and will be submitted to GPG for approval.

3 At the GPG meetings, GPG will assure itself that the work of the JWG is not contrary to any other IACS positions. IACS positions on issues to be discussed by the JWG are to be agreed well in advance of the JWG meeting itself.

4 Where no agreed IACS positions are required or exist, all IACS participants representing different IACS Members would work together to achieve the objective as set in the JWG ToR. This can be facilitated through unofficial bilateral, trilateral, etc. messages and conversations to establish technical positions and possible ways forward and proposals for discussion at the JWG meetings. Efforts should be made to avoid differences between IACS Members hindering the progress of the JWG.

5 The JWG Chair or the IACS JWG representative reporting to GPG has the following responsibilities assigned by GPG:

- (a) Considers and advises GPG on the challenges identified and assessed as being relevant and current or impending on the subject matter under consideration;
- (b) Advise GPG with respect to progress made and meeting set deadlines;
- (c) Identify and advise on any adverse effect the outcome of the JWG may cause;
- (d) Facilitate GPG discussion on the progress and proposed outcome of the JWG;
- (e) Report to GPG and associated IACS WG, as required.

### **C6.2.3 Informal contacts**

1 Informal contacts, limited to exchange of views and information on factual problems, may be established, if necessary. When IACS representation to meetings is requested, IACS may send an Observer to the technical meetings of such organizations, but generally not to subsidiary WGs.

### **C6.2.4 General principles of relations with outside organisations (other than IMO)**

1 In its relations with outside organisations of categories specified above, IACS' overriding strategy is to maintain unchallenged its position of leader in matters which are traditionally within the scope of classification or parent activity such as statutory certification, to foster the proper understanding of what classification is within the maritime industry at large, and to make known what IACS is doing for the benefit of safety at sea and protection of the marine environment. IACS representatives who make contact with such organisations should abide by this strategic positioning, and should avoid involvement in the works of outside organisations which would not respect these principles.

2 Requests from outside organizations for collaborations with IACS are examined by GPG who, if necessary, may refer them to the appropriate WG. Where GPG considers

it necessary or convenient, an IACS Observer may be appointed to an outside organization. The arrangement of IACS Observer may be subject to review by the Council.

3 In contacts with outside organizations wishing to collaborate with IACS, it should be kept in mind that IACS would prefer to deal with specific proposals on problems of mutual interest, or with results of corresponding research or investigations, or to harmonize relevant programmes of such work. Requests to take part in IACS's own technical work are discussed in [C4.2.4](#).

4 When IACS is invited to an International Conference or Seminar, the Council or GPG will decide on IACS representation.

5 Written statements submitted to outside organisations require approval of a *two-thirds* majority of GPG Members. If approval is not unanimous, the fact is to be included in the statement; dissenting members will be identified in the statement if they so desire. To enable GPG to consider submissions to outside organisations, the IACS Observer will collect each Member's views, if necessary through arranging a meeting among Members' experts and propose the wording of the IACS statement for GPG approval. IACS Observers may, however, directly request information from outside organisations.

6 The IACS Observer/Representative is to ensure that submissions and representations made are, in fact, representative of the views agreed by the IACS Members. To achieve this, a governing group (normally GPG itself, but may be a Panel or EG) shall be designated for liaison purposes and the IACS Observer/Representative is to request input and views from the governing group as necessary.

7 To supplement the above, the Chair of the governing group or the Permanent Secretariat, as may be directed by GPG, should advise the selected Observer/Representative on the lines of the 'Note to IACS Representative' ([C6.1.8.1](#)).

#### **C6.2.5 Representation in International Organization for Standardization (ISO)**

1 IACS's relationship and objectives with respect to the work carried out by ISO have to be considered in view of the fact that both develop technical criteria or requirements, and both are observers at IMO. This gives both organisations the possibility to influence IMO. IACS overriding strategy must be to maintain its presence as the foremost authority in developing criteria related to ship structural strength, and mechanical and electrical systems. Such fields of work are traditionally within the scope of classification and, as of 1 July 1998, are principal criteria which ships built after 1 July 1998 must meet under SOLAS Regulation II-1/3-1.

2 The IACS Representative to IMO shall liaise with the ISO representative to IMO with the aim to ensure that standards under development by ISO for IMO are not in conflict with IACS interests.

3 GPG shall monitor ISO to determine the committees, subcommittees and WGs of ISO in which IACS should be represented. GPG shall identify IACS policy and strategy with regard to the activities of the relevant committees, sub-committees and WGs and communicate these to the IACS representative to be appointed.

4 An IACS representative appointed to an ISO committee, subcommittee or WG shall act in accordance with the policies and strategies agreed by GPG in addition to the general instructions stated below.

5 The IACS representatives to ISO bodies with which IACS has a Category A liaison shall, to the extent practicable, attend the meetings held by the ISO committee, subcommittee or WG. As necessary, IACS views shall be sought on matters that are discussed at the meeting. In order to form IACS opinions and/or needs, an evaluation of the matter with possible alternative proposals shall be presented to GPG for consideration.

6 Within 30 days after a meeting a written report of the meeting shall be submitted to GPG.

#### C6.2.6 Meetings other than ISO

1 An IACS Observer nominated by GPG should attend meetings of the organisation to which that person is appointed. If necessary, the Observer should collect the Members opinions and prepare IACS views and circulate among the Members the documents received from the organisation.

2 When prevented from attending a meeting, an IACS Observer shall suggest another appropriate person to the Chair of GPG.

3 After attending a meeting an IACS Observer should submit a report to GPG. This report should underline all items of interest to IACS and should contain suggestions for any action to be taken by IACS.

4 An IACS Observer at any meeting of an outside organisation may speak on resolutions which have been adopted by IACS. If the Observer is asked for views on any technical matter on which there is no IACS resolution, the Observer may reserve comments or may summarize Members' opinions, stating that this is a personal assessment.

#### C6.2.7 Other Governmental Organisations

##### C6.2.7.1 European Union (EU)

###### C6.2.7.1.1 General principles of relations with the European Union (EU)

Where appropriate, IACS engages in the role of a maritime technical stakeholder towards the European institutions (European Commission, European Parliament, European Council).

###### C6.2.7.1.2 Procedure on IACS participation in EU groups

1 When matters of interest to IACS are discussed at EU level, IACS participation in EU groups, by an IACS Representative, shall be decided by GPG (or Council as appropriate) based on its consideration of the EU Representative's or EG/EU's proposal to contribute on specific matters. In deciding IACS participation, GPG (or Council as appropriate) shall also identify the IACS governing WG that will have to develop IACS common positions to be provided to the designated IACS Representative.

#### C6.2.8 List of appointed IACS Observers

1 A list is given in [D2.3](#).

## C7 COMMUNICATION

### C7.1 INTERNAL COMMUNICATION

#### C7.1.1 Language

- 1 The official language of IACS is English; the working language is also English.
- 2 In meetings, use of languages other than English by individual members may be permitted, only when a facility for interpretation into English is provided by the respective member.

#### C7.1.2 Correspondence

- 1 Messages from the Chair of Council to Members are to be addressed personally to the Council Members, unless a desire to change this procedure is indicated.
- 2 Correspondence between the Permanent Secretariat and the Council Chair should be copied to all Council Members.
- 3 As a general practice, correspondence between IACS Members is not to be copied outside IACS. An exception may be correspondence on a technical work item within a WG - see [C4.2.4](#) and [C4.3](#).
- 4 In general, correspondence within any IACS group shall be addressed to the Chair of the group, and copies shall be sent to all members of the group. All correspondence shall indicate where copies have been sent. WG Chairs are responsible for maintaining their Group's correspondence in a traceable manner.
- 5 All correspondence between WGs shall be addressed by the Chair of one group to the Chair of the other. See also [C4.2.7](#) regarding the role of the GPG Vice Chair in facilitating inter-WG coordination.
- 6 Correspondence within any IACS group need not be copied to the Permanent Secretariat, with only the following exceptions:
  - (a) Council and GPG correspondence;
  - (b) Safety and Environmental Panel correspondence to the Accredited Representative to IMO;
  - (c) Occasions when WG Chairmen have requests, questions or explicit information for the concern of members of the Permanent Secretariat.
- 7 Files of all correspondence relating to the Council and GPG shall be stored within the office of the Permanent Secretariat, see [D2.5](#).
- 8 All QC and WG correspondence is to be copied to dedicated email depositories too. The email depository email address and further details for each IACS WG and use by its Chair is available from Permsec.

#### *Additional notes*

- 9 These Notes are intended to provide Members and the Permanent Secretariat with guidance in implementing the above.

10 When assigning a new subject number in accordance with [C7.1.3 email protocol](#) below, the Permanent Secretariat shall check if a number has already been given to the subject so as not to start with a new subject number for an ongoing issue.

11 When there is a need to assign a new subject number for the ongoing issue, the Permanent Secretariat shall make a clear reference to the old number, so that one can easily trace the matter back to and through the old subject number.

12 Members shall endeavour to reference the message to which they are replying at least by the subject number suffix and the date of the message.

13 The subject number and its title shall be kept unchanged as given by the Permanent Secretariat or the initiator of a message, as far as practicable.

14 When there is a need to sort out the numbering, for example, use of different numbers for the same topic, the Permanent Secretariat will intervene for email traffic control.

15 When concluding an issue, the Permanent Secretariat and Council and GPG Chairs should indicate a close of the subject number. This does not preclude re-opening of the closed subject number at some future time.

16 The length of the title in an email shall be kept to the minimum necessary, bearing in mind that Member Societies are using different email transaction systems.

17 The file name of a MS WORD or Acrobat pdf file attached to an e-mail should be kept short.

18 For periodic check purposes, the Permanent Secretariat shall post monthly a consolidated list of all subject numbers, together with a list of open subject numbers, on the IACS website, with access restricted to Members only.

*Messages between WG Chairs and GPG and the Permanent Secretariat (the same principles apply to correspondence with the QC)*

19 Messages intended for GPG should be addressed directly to the Chair of GPG, with copy to GPG Members and the Permanent Secretariat (not directed via the Permanent Secretariat), and use the Council or GPG subject number and the sending Chair's identifier. Messages from GPG or the Permanent Secretariat intended for WG action should be addressed or copied to the WG Chair.

20 In cases where GPG subject numbers exist, they should be communicated to the WG when the task is given and the Group's Chair should reply back to GPG using the GPG subject number.

21 GPG FUA lists are copied to Panel Chairs (and EG Chairs as appropriate), so they should use the GPG subject number assigned to the FUA when replying to GPG.

22 When in doubt, WG Chairs should check with the Permanent Secretariat to see if a GPG subject number exists. They may also contact their GPG member, if necessary.

23 In cases where no subject number exists or it cannot be identified, the Council/GPG/WG Chair should address the message to Permsec as "XXXXX\_ZZa", cueing the Permanent Secretariat to assign an appropriate subject number to the matter and circulate the message to the provided email list. In cases where the message originates from a WG Chair, the WG Chair can put their own subject number

in parenthesis following the text of the subject if they wish to keep track of matters within their own system.

24 In the case of bilateral messages to the Permanent Secretariat, WG Chairs should open the subject line with '(bilateral to Permsec)' to clearly distinguish those messages from Group internal messages. All such messages should be addressed to [permsec@iacs.org.uk](mailto:permsec@iacs.org.uk) .

### C7.1.3 Email protocol

1 This section provides guidance for use of emails and their file attachments amongst IACS Council/GPG Members/Panel Chairs/QC Chair/Quality Secretary and the Permanent Secretariat.

2 Messages within Council or GPG Small Groups or within WGs should be identified on similar lines, with the details arranged by the respective chair, but including a Group or Panel identifier e.g. for the Hull Panel: PH13025\_IHe (subject title).

3 *Internet Service Providers:* The individual member societies and the Permanent Secretariat are free to choose their preferred service provider(s) for sending and receiving Internet emails and file attachments.

4 *Email Application Programs:* The individual member societies are free to choose their preferred application program(s) for sending and receiving emails and file attachments.

5 *Encoding and Decoding Program:* The individual member societies and the Permanent Secretariat must use MIME 1.0 for encoding and decoding of the emails and file attachments.

6 *File Attachments:* Efforts should be made to minimize the use of file attachments, however, when necessary, messages should be attached as MS Word documents. IACS Resolutions for IACS Blue Books should be saved in Acrobat pdf for circulation from the Permanent Secretariat; where possible an MS word version should also be provided. File sizes should less than 10 MB as some receivers may have a delay or blocking limit in their system.

7 *Message identification (subject number):* The Permanent Secretariat will assign a number to each new subject for discussion between Council and GPG and the subsidiary bodies reporting to them. For new subjects until 31 December 2009, the main subject was assigned a four-digit number. From 1 January 2010, the main subject will be assigned a five-digit identifier, followed by an 'underscore' \_. Related (sub or 'daughter' subjects) will be assigned a 'sub-alpha' in place of the 'underscore'. The subject number thus comprises five or six characters. The individual message identifier is completed by the sender's identification and the message sequence letter (or letters if more than 26 messages from the individual sender).

8 *The sender's identifications for the societies are:*

AB, BV, CC, CR, NV, IR, KR, LR, NK, PR, RI, RS;

*for the Council Chair, GPG Chair and Permanent Secretariat respectively:*

IC, IG, and IA;

*for the Panel Chairs:*

Cyber Systems – PC; Environmental – PE; Hull - PH; Machinery - PM; Safety - PS; Survey - PY;

*for Expert Group Chairs:*

Data – ED; European Union – EU; Formal Safety Assessment – EF; Goal Based Standards – EG; Management Systems – EMS; Law – EW; Material & Welding – EMW; Polar Code – EP.

*for the Quality Committee Chair and the Quality Secretary:*

QC and QS.

9 For example, the identifier of the first message of the Permanent Secretariat on the main subject would be 10999\_IAa; and of the second message from the Permanent Secretariat on the first sub-subject in this example, 10999aIAb.

10 In addition, to highlight and distinguish those emails circulating adopted IACS Resolutions, the Permanent Secretariat will insert specific identifiers in the subject line, viz:

"NNNNN\_IAX:RESyyyy001 UR Xnn (Rev.n).....:"

in which "NNNNN\_IAX" is as usual and the addition of "RESyyyy001" means that the email is in particular for circulating resolution(s) just adopted and it is the first one in year yyyy. This means that both the numerical order of issue and the Resolution(s) are track-able in the subject line.

11 Council and GPG messages intended for IACS Members and the Permanent Secretariat should be sent to the addresses given in [D2.4.4](#).

#### C7.1.3.1 Committees and Panels Internal communications

This section provides guidance for use of emails and their attachments amongst Panel Members and their Chair.

PANELS	INTERNAL COMMUNICATIONS	EXTERNAL COMMUNICATIONS
Cyber Systems	PCXXxxx_IDz	Vol. 1 – C7.1.3 Email Protocol
Environmental	PEXXxxx_IDz	Vol. 1 – C7.1.3 Email Protocol
Hull	PHXXxxx_IDz	Ditto
Machinery	PMXXxxx_IDz	Ditto
Safety	PSXXxxx_IDz	Ditto
Survey	PSUXxxx_IDz	Ditto

COMMITTEES	INTERNAL COMMUNICATIONS	EXTERNAL COMMUNICATIONS
Quality	QCXXxxx_IDz	Vol. 1 – C7.1.3 Email Protocol

Where:

“XX” : first two digits of the reference number identify the year (e.g. 14 for the year 2014) and is assigned by the Chair.

- "xxx" : next three digits is a number starting with 001 selected assigned by the Chair.
- "D" : Members identifiers – AB, BV, CC, CR, NV, IR, KR, LR, NK, PR, RI, RS.
- "D" : Chairmen identifiers – "C" for cyber, "E" for environmental, "H" for hull, "M" for machinery, "S" for safety, SU for survey and QC for Quality Committee Chair.
- "z" : Is a letter from a to z and za to zz. For the first message "a," the second "b" and so on until z, after which za, zb, and so on.

Note 1: "I" stands for "internal Panel" and is used with Chair identifiers only."

Note 2: The underscore "\_" can be replaced by sub-alpha, i.e. "a", "b", "c", etc., for sub-topics discussions on the same subject matter.

#### C7.1.4 Exchange of Directory, Rules and Register/Record Books

1 Member societies shall exchange regularly, free of charge, one copy of each of the English edition of their latest Directory as well as their Register Books, Classification and Construction Rules and pertinent supplements, for seagoing vessels only, except in such cases where an exchange of Rules etc. will already be implemented on the basis of bilateral agreements.

2 The documents should be sent to the GPG member of each society, at the addresses given in [D2.4.1](#).

3 The Permanent Secretariat does not need to be supplied.

### C7.2 EXTERNAL COMMUNICATION

#### C7.2.1 Correspondence

1 All correspondence containing statements on behalf of IACS is to be conducted through or by direction of the Chair of Council, or Chair of GPG, as relevant.

2 In general, all correspondence on behalf of IACS to IMO shall pass through the office of the Permanent Secretariat.

#### C7.2.2 Public Relations

1 IACS' aim shall be to make a constructive contribution to the wide range of issues which arise from its international functions. This shall be achieved through appropriate recognition of the Association's role and by making its views known by all appropriate methods and channels.

2 The objectives of the public relations activities shall be:

(a) to build long term relationships between the Secretary General and the news media based on confidence and trust;

(b) to achieve optimum, accurate and favourable coverage for IACS in the news media and ensure understanding of its objectives and activities;



(c) to maintain an effective, quick response to news media questions on IACS related issues;

(d) to establish and maintain communications between IACS Council Chair and news media through regular contacts;

(e) to enhance IACS' image to Ship owners / Operators, Underwriters, National Administrations, IMO, decision makers, opinion leaders, official bodies, outside organisations and the general public;

(f) to develop media programmes around specific objectives and issues defined after discussion with the Chair and Council.

(g) to make Industry Organisations aware of IACS publications that have an influence on the Members of these Industry Organisations;

i) IACS Recommendations to be distributed on publication and re-publication;

ii) Distribution of other IACS publications of use to, or which affect, the maritime industry would be decided on a case by case basis;

3 The Secretary General and the SG/Communications, in consultation with the Chairman's Office, shall have responsibility for developing the public relations activities of the Association through the implementation of the above objectives.

4 The Secretary General shall organise a continuous, targeted programme for improving media relations and media coverage at all levels. The key facets of the programme shall be:

(a) press releases following Council meetings and at such other times as recommended to Council by the Secretary General or as directed by Council;

(b) visits/meetings between journalists and the Secretary General to promote new IACS Resolutions, provide in-depth background material or for interviews;

(c) IACS articles for the technical press, written by Members of the Association or through provision of background material/research;

(d) participation in industry related symposia, conferences, etc.;

(e) encouragement of open discussion on important debates in industry;

(f) press conferences;

5 IACS generated press releases and other proactive media communications developed in conjunction with the above programme and whose core messages have been previously agreed by Council, maybe released or reissued into the public domain by the Secretary General whenever is most likely to gain maximum media coverage and without specific approval.

6 Generally IACS shall respond, where necessary, to criticism in the press. Where appropriate, this shall also include contacting authors of articles personally and explaining problems directly. Press articles containing such criticism, should be forwarded to the Chair of Council and the Secretary General who jointly will consider the nature of the criticism and develop an appropriate line to take.

7 In general, reactive press releases should be shared with Council or GPG prior to distribution. Every effort should be made to avoid comments on minor stylistic alterations.

8 In exceptional circumstances, given the very tight deadlines imposed by 24hr rolling news and the immediacy of social media, responses developed by the Chair of Council together with the Secretary General may sometimes need to be issued without Council's review of the draft prior to release. However, prior to release, Council is to be informed that a response is being developed, with indication of the subject.

#### *C7.2.2.1 Conferences and seminars*

1 When IACS is invited to speak at an International Conference or Seminar, the Council or GPG will decide on IACS representation. Decisions to decline an invitation, on the basis that it is out of the scope, may be taken by the Secretary General.

#### **C7.2.3 Press statement guidelines**

1 IACS should seek and take all suitable opportunities to build up the reputation and credibility of IACS and classification as a whole, and to make sure that there is a proper understanding of the essential contribution that IACS and its Members individually make to the establishment, maintenance and application of proper standards of maritime safety worldwide. This is a major responsibility of the Secretary General under the direction of the Chair of Council.

2 IACS should respond to criticism as considered appropriate. IACS should not become involved in public disputes about individual allegations but must be prepared, by whatever means are appropriate, to counter any challenges to the value of the system of classification or the integrity or effectiveness of IACS as a whole.

3 Individual IACS members will have opportunities to respond to criticism or to contribute to the reputation and credibility of IACS. It is important that such responses or contributions are consistent with the public comments of other members and the declared policy of IACS as a whole. Where there is no previously agreed public position, Members' responses should be discussed with the IACS Secretary General and the Chairman's Office.

4 Member Societies have, of course, absolute freedom to prepare and release statements on matters which concern their own Organisation and which do not touch on IACS affairs.

5 Some public statements on the affairs of a Member Society may touch on matters of principle concerning the concepts and practices of Classification in general. In making such statements Council's resolutions on matters of policy shall be adhered to. In such cases the Member should also consider whether it would be desirable to consult or advise other Council Members in advance. If another Member considers such a statement to be in conflict with IACS policy he/she may bring the matter to the attention of the Chair and Council.

6 Adverse comments by one IACS member on the performance or abilities of another member should be avoided - not least because of the damaging effect on the public perception and the cohesion of IACS. The same concept applies to comments concerning IACS. The clear responsibilities of the member and its action versus IACS coordination/technical role must be respected.

7 Releases concerning IACS may be made by each Member Society where they repeat or follow up an IACS release or the Society's arrangements to apply IACS decisions are encouraged. Such Releases should be copied to the Permanent Secretariat as a matter of routine.

#### **C7.2.4 Casualty/Crisis Response**

##### *Preamble*

1 In the event of a casualty or accident involving loss of life or significant pollution, and which is likely to attract media attention, IACS Societies should be alert to the potential need for such information to be made available early and to be issued as a Press Release.

2 In many instances it may be desirable for an initial Press Release to be issued by the Member Society classing the vessel. The actual Press Release issued by a Society is fully at the discretion of the Society.

3 Where the concerned Member Society declines to issue a press release or where IACS Council consider additional background information may be useful, then IACS Council may decide to issue an IACS Press Release.

## **C8 FINANCING / EXPENSES**

### **C8.1 GENERAL EXPENSES**

1 Except as provided for below, each Member shall bear the salary, travel, and other expenses of its employees engaged in IACS business or acting as IACS observers at meetings of IMO and other organizations.

2 Where a Member will incur abnormal expenses as the result of its employees being engaged on business to the benefit of the Association then, on a case by case basis, the Council may consider the sharing of the expenses among the Members. Such cases will require Council approval before the work is commenced.

3 The expenses connected with the Permanent Secretariat (including the QSCS Operations Centre) shall be borne by Members on an equal share basis.

4 The Secretary General is to draw up and submit to the Council, for approval, the proposed annual budget for the operation of the Permanent Secretariat, comprising all the employees of IACS Ltd., in detail, including a breakdown of the budget estimates and to report periodically to Council on forecasted expenditures against the approved budget, highlighting unexpected costs or anticipated cost overruns as early as possible.

5 The expenses associated with other specific Association activities and schemes shall be distributed in a manner agreed by Council.

### **C8.2 COMMITTEES AND WORKING GROUP (WG) COST-SHARING: BUDGETING, MONITORING AND ACCOUNTING**

#### **C8.2.1 General**

1 Except as specified below, or specifically decided otherwise by Council, each Member is to bear its own costs for participation in the WGs of IACS.

2 The costs of the following functions are to be shared equally among the members in accordance with the procedures described below:

- (a) QC Chair
- (b) Panel Chairs, Vice Chair and Panel Secretaries;
- (c) PTs executed in accordance with [C4.2.3.3](#).

3 However, the total assessment for cost-sharing for items (b) and (c) shall take into account any charges on non-IACS classification societies participating in IACS WGs, in accordance with [C4.3](#).

4 Complex projects (e.g., development of Common Rules) will be subject to specific accounting procedures to be agreed by Council in each instance.

5 The Secretary General, with the assistance of GPG, is to draw up and submit to the Council, for approval, the proposed annual "cost-sharing" budget for the operation of the QC Chair, Panels and any/all PTs. The PT budget should distinguish:

- (a) ongoing tasks from previous years;
- (b) new tasks approved by GPG or Council;
- (c) discretionary new tasks proposed by Panels for approval by GPG or Council; and
- (d) contingency funds for tasks arising.

6 The Secretary General, with the assistance of GPG, QC Chair and WG Chairs, is to report periodically to Council on forecasted expenditures against the approved "QC Chair, Panel and PT" budget, highlighting unexpected costs or anticipated cost overruns as early as possible.

7 The presentation of budget and forecast information should be done in a manner designed to allow the Member Societies to understand the total budgets for the operation of IACS, the QC Chair, IACS Panels and PTs, so that Member Societies can estimate their financial contribution for the next year as easily as possible.

#### **C8.2.2 Cost Sharing of QC Chair, Panel Chairs and Panel Secretaries**

1 QC Chair, Panel Chairs, Panel Vice Chair and Secretaries (one each per Panel) are employees of their Member Society but costs associated with their work leading Quality Committee and IACS Panels is shared amongst the Members and non-IACS classification societies participating in WGs, as noted above.

2 QC Chair, Panel Chairs and Vice Chair are to carefully record their working hours on the work of the Quality Committee and IACS Panel, which are to be charged at a standard "IACS rate" (established by GPG and currently £400 per day, based on an 8 hour day); plus travel, meeting, and ancillary expenses directly related to their work in their capacity as QC Chair, IACS Panel Chairs and Vice Chair. Panel Secretaries are to do likewise but their working hours are to be charged at one-half (1/2) the "IACS rate".

3 Expenses are to be documented in the same manner as is required of them by their own Society when accounting for reimbursable expenses.

4 Only actual working time is to be charged to IACS Members; travel and leave time are to be borne by their Member Society.

### C8.2.3 Budgeting, Monitoring and Accounting of Shared Costs of Panels and Project Teams (PTs)

1 The annual budget and accounting cycle follows the calendar year as follows:

(a) *(See also (f) below)* Autumn regular meeting of GPG: GPG, with the assistance and input of the Panel Chairs, reviews the status of the current year work plan and budget and prepares the work plan and budget, including a suitable budget contingency, for the coming year, taking account of Council's Long Term Plan. GPG submits summary of work plan and budget to Council.

(b) Winter regular meeting of Council: Council reviews, modifies as deemed necessary, and approves the budget and work plan for the coming year.

(c) (by 15 Feb latest): Panel Chairs report the actual hours and expenses for themselves and their Secretary for the last four months of the previous year, approved by their supervisor in their Member Society, together with the costs (hours and expenses) of each PT under their Panel against the budgeted hours and expenses to GPG and Permanent Secretariat. Permanent Secretariat subsequently invoices each Member for an equal share of the total actual hours (using standard IACS hourly rate) and expenses. Panel Chairs submit their progress reports for the prior calendar year including a summary of their actual costs against budget to GPG.

(d) Spring regular meeting of GPG: GPG, with assistance of Panel Chairs, reviews the annual progress reports and summary of actual costs against budget for the prior year and any matters or proposals arising affecting the current year work plan and budget and approves changes within the approved budget contingency. Proposed increases to the approved budget are subject to Council approval.

(e) (by 8 June) Panel Chairs report the actual hours and expenses for themselves and their Secretary for the 1<sup>st</sup> five months of the current year (January through May, inclusive), approved by their supervisor in their Member Society, together with the costs (hours and expenses) of each PT under their Panel against the budgeted hours and expenses to GPG and Permanent Secretariat. In addition to the "remainder" showing the difference between the anticipated budget figure at the beginning of the year, as approved by Council at its December meeting, and the current expenditure a "revised forecast" to the end of the year is also to be given.

(f) Summer regular meeting of Council: GPG reports to Council including a summary of any relevant issues/changes to the approved cost shared work program and budget. Council updates Long Term Plan.

(g) (by 7 October): Panel Chairs report the actual hours and expenses for themselves and their Secretary for the 1<sup>st</sup> eight months of the current year (January through August, inclusive), approved by their supervisor in their Member Society, together with the costs (hours and expenses) of each PT under their Panel against the budgeted hours and expenses to GPG and Permanent Secretariat. In addition to the "remainder" showing the difference between the anticipated budget figure at the beginning of the year,

as approved by Council at its December meeting, and the current expenditure a “revised forecast” to the end of the year is also to be given. (Depending on the autumn GPG meeting dates, the reporting dates may be different, as notified by the GPG Chair). Permanent Secretariat subsequently invoices each Member for an equal share of the total actual hours (using the standard IACS hourly rate) and expenses.

2 The Chair of any other WG (e.g. Expert Group) subject to a cost-shared budget is to report in the same way as indicated above.

#### *Project Teams (PTs)*

3 PT leaders (Project Managers) are responsible for completing their projects within time and budget. Forecasts of the need to increase the time or budget for completion of a project are to be communicated to the Panel as early as possible. Any submission by PMs should be copied to their own society’s Panel representative and GPG member. Approved budgets are not to be exceeded without the agreement of Panel and GPG.

4 Panel Chairs are responsible for closely monitoring their actual hours and expenses, and those of their Secretary, against their approved budget; closely monitoring the expenses of the PTs under their Panel against their approved budget; and for advising GPG of anticipated budget overruns as early as possible. Approved budgets are not to be exceeded without agreement of GPG.

5 On a regular basis, to be specified by the Panel for each PT, the PM is to collect – at the request of the Panel Chair – the hours and expenses expended on the PT which are to be shared by societies and submit them to the Panel Chair. As a minimum, this has to be done in very early June and prior to Council’s summer meeting (accounting for expenditure for the first five months), prior to the autumn GPG meeting (accounting for expenditures in the first three-quarters of the year) and at year-end (accounting for expenditures in last quarter of the year). Expenditures shall be reported to the PM by each PT member on the time and expenses Form 2, [D1.1.3](#).

6 In the event that a PT member does not submit their Form 2 to the PM by 10 days before the Panel’s reporting deadline (e.g., by 5 Feb (10 days before 15 Feb) for the last quarter of the previous year), the actual expenditures for the PT Member for that period will **not** be reimbursed.

7 At the completion of the PT task, the PM shall endorse the most updated Form 2 and submit it to the Panel Chair along with the other PT deliverables.

8 In addition to the normal thrice-yearly submissions of Form 2, Panel and EG Chairs are requested to assist by sending to the Secretariat the complete package of Form 1 and Forms 2 at the end of each Project.

9 The Permanent Secretariat shall complete the allocation Form 3, [D1.1.4](#), and circulate it to all Member societies. Accounts will be kept in sterling and shall be settled at the time of the societies' subscription to IACS Ltd.

### **C8.3 INVOICING AND PAYMENT OF DUES**

The dues payable by IACS Members shall be calculated by the Secretary General, and notices of the dues payable, "payment notices", shall be issued to each Member by courier and electronically as they arise. If an IACS Member shall fail to pay the dues

payable by it in full within 30 days of the Secretary General issuing a payment notice, the Secretary General shall send a payment reminder forthwith by courier and electronically, requiring payment in full by the Member in question within 60 days of the date of the payment reminder.

Refer also to *IACS Procedures, Volume 2, D II*.

## D ANNEX

### D1 FORMATS AND TEMPLATES

#### D1.1 FORMAT OF TASK FORMS

##### D1.1.1 Task specification Form A

## IACS TASK SPECIFICATION FORM A

[Working Group] Task no.

TASK

**Background** *(Who triggered the Task/item? Why? What is the expected benefit of undertaking the work? What is the priority?)*

**Priority** High/Medium/Low (Delete as appropriate)

**References**

GPG subject number(s):

Working Group correspondence number(s):

**Objectives** *(see also below regarding TC Forum)*

**Strategic Plan item number** *(Specify the item number of the IACS strategy plan to which the task is related to, if applicable.)*

**Work items**

*(Distinguish which items are to be completed by the Working Group and which by a Project Team.)*

**Carried out by** *(List lead Working Group, as header, plus any others required to contribute. When the initial work is to be undertaken by a Project Team reporting to the Working Group, the required specialisations are to be listed and the Project Team specification Form 1 is to be attached)*

**Target completion dates**

a) Working Group(s):

b) Overall:

*(See also Form 1, if any)*

*(The following to be annotated as applicable)*



**Task Project Team specification Form (Form 1) attached** Yes/No

**Technical Contributions Forum – item to be posted?** Yes/No

*(The IACS TC Forum shall show all technical work items leading to new or revised technical IACS Resolutions - Unified Requirements, Common Structural Rules, Unified Interpretations, Procedural Requirements).*

**Approved by Working Group at/on:**

**Date sent to GPG for record/approval:**

**Approved by GPG at/on:**

**Date sent to Working Group following GPG approval:**

**Revision History:** To be updated when Form A is updated. Also, changes to Form 1 are to be captured in "Revision History" whenever Form 1 is updated.

**IACS** TASK PROJECT TEAM SPECIFICATION FORM 1

[Working Group] Task no.

*(to be completed, endorsed and submitted to the Working Group Chair by the PM)*

Project Team...

Project Manager...

Host Society...

Team Members

1.....	from	.....
2.....	from	.....
3.....	from	.....

Aim\*...

Proposed by\*...

As a consequence of\*...

Objectives...

Work specification\* ...

Liaison and reporting requirements...

Work product review requirements...

Estimated: work duration...  
number of workshops...  
duration / place of each workshop...

Not-to-exceed budget (Pounds Sterling)  
Work hours...  
Travel and hotel...  
Other...  
Total.....

*Indicate as applicable:* This PT is already included in the Working Group's approved budget as established PT number ..... / This PT is already included in the Working Group's approved budget as possible PT number ..... / This PT has not been included in any prior budget.

Date .....Signature.....(Project Manager)

\* Add detail in support of Form A, as needed.

D1.1.3 Task Project Team invoice Form 2

**IACS** TASK PROJECT TEAM INVOICE FORM 2

(Working Group) Task no.

*(To be updated, endorsed by the Team Member and their society's administrative person responsible and sent to the Project Manager; the most updated Form to be endorsed by the Project Manager and submitted to the Panel Chair. All costs and expenses to be expressed in Pounds Sterling)*

Project Team.....

Society.....

Team Member.....

Administrative person responsible.....

Project Team hourly rate per person.....

Workshop or Base	Period		Staff Cost	Travel expenses and subsistence	Other Expenses	Total
	From	To				

Total 

--	--	--	--

Date .....Signature.....  
*Team Member*

Date .....Signature.....  
*Administrative person responsible*

Date .....Signature.....  
*Project Manager*

D1.1.4 Task Project Team cost allocation Form 3

**IACS** TASK PROJECT TEAM COST ALLOCATION FORM 3

(Working Group) Task no.

*(To be completed, endorsed and circulated to all societies by the Permanent Secretariat at the completion of the PT's task. All costs and expenses to be expressed in Pounds Sterling)*

Project Team...

Project Manager...

Host Society...

Team Members

- 1..... from .....
- 2..... from .....
- 3..... from .....

Cost sharing criterion (if other than equal shares).....

**SUMMARY OF EXPENSES INCURRED AND EACH SOCIETY'S SHARE**

Member	Expenses incurred in the Project Team				Each Society's share
	Staff cost	Travel expenses and subsistence	Other expenses	Total	
ABS					
BV					
CCS					
CRS					
DNVGL					
IRS					
KR					
LR					
NK					
PRS					
RINA					
RS					

Total

Date .....Signature.....

Permanent Secretariat

## D1.2 FORMAT OF HISTORY FILE AND TECHNICAL BACKGROUND DOCUMENT

### D1.2.1 Template

This document provides the preferred format and content of the History file and Technical Background documents, which are required when a draft new/amended IACS Resolution is submitted to GPG for adoption.

This document consists of **Part A** for revision history, and **Part B** for Technical Backgrounds. **Part A** will continue to be updated with the revision history when revisions or corrections occur. **Part B** will also be updated by adding Technical Background documents as annexes for each revision.

**Resolution No. "Title"**

### Part A. Revision History

Part A is to be written in simple and concise language. When more details are required, they are to be included in Part B 'Technical Background'.

#### Summary

A brief explanation describing the reason and changes to the latest revision is to be added.

Version no.	Approval date	Implementation date when applicable
<i>Current version being proposed</i>		
<i>Previous version(s)</i>		
<i>Original version</i>		

### Current Revision / Development being proposed (e.g. Revision No.4)

This section is to provide a revision history for the proposed resolution. This part will move down to become the second section when the resolution is revised next time.

#### 1 Origin of Change:

Select a relevant option and delete the rest.

- Request by non-IACS entity (*Name*)
- Suggestion by IACS member
- Based on IMO Regulation (*Specify:* )
- Based on IACS Requirement (*Specify:* )
- Based on Other Standard (*Specify:* )
- Based on Vessel Incident (*Specify:* )
- Other (*Specify:* )

#### 2 Main Reason for Change:

*Main technical reason for the change only. Any detailed information such as the effect on requirements should be covered in Part B.*

**3 List of non-IACS Member classification societies contributing through the TC Forum and/or participating in IACS Working Group:**

**4 History of Decisions Made:**

*Executive summary of the history, such as internal decisions made, meeting minutes, reference to Form A or Form 1.*

*The Working Group (WG) Chair shall summarise all relevant technical input posted on the TC Forum and expressed by WG participants, including dissenting or supporting views expressed by non-IACS Member classification societies.*

**5 Other Resolutions Changes:**

*Identify other related Rules, Resolutions, URs, etc. impacted or requiring similar change, for cross-reference purposes*

**6 Dates:**

Original Proposal: (Date: )      Made by: (Specify: )

Panel Approval: (Date: )

GPG Approval: (Date: )

**Previous revision (e.g. Revision No.3)**

[same format as above]

**Previous revision (e.g. Revision No.2)**

[same format as above]

**Previous revision (e.g. Revision No.1)**

[same format as above]

**Original document)**

[same format as above]

\*\*\*\*\*

**Part B. Technical Background**

This Part B will include Technical Background documents for each revision and development. For record-keeping purposes, TB documents for each version are to be annexed hereto.

List of Technical Background (TB) documents:

Annex 1.      **TB for Original Resolution**

See separate TB document in Annex 1.



Annex 2. TB for Revision No.1

See separate TB document in Annex 2.



Annex 3. TB for Revision No.2

See separate TB document in Annex 3.



Annex 4. TB for Revision No.3

See separate TB document in Annex 4.



## Template

Annex x Technical Background (TB) document

The following template is to be used for all resolutions as appropriate.

### Current Version being proposed

This section is to describe Technical Background for the proposed resolution in the following format.

#### 1 Scope and objectives

*This section is to describe a general overview of the proposed IACS Resolution with its scope and objectives. It should also introduce the reader to the basic concept of the IACS Resolution and the consequences that are expected to develop from it.*

#### 2 Engineering background for technical basis and rationale

*This section is to describe the technical basis and rationale of the IACS Resolution apparent to users of the Resolution, within the Societies or the industry with the objective of providing sufficiently comprehensive information; if necessary, by using visual and/or matrix presentations where appropriate.*

### **3 Source/derivation of the proposed IACS Resolution**

*This section is to describe the source and derivation of the proposed IACS Resolution. If any international or national standards including industry standards have been referenced in the course of development of the IACS Resolution, such standards are to be identified and their text reproduced<sup>1</sup> in the TB as appropriate.*

### **4 Summary of Changes intended for the revised Resolution**

*Executive summary of the change, including a general description of the change and the objective. May use an attached document if necessary. The actual modified text indicating changes with underlining for new additions and strike through for deletions is also to be attached, when considered necessary.*

### **5 Points of discussions or possible discussions**

*This section is to review all relevant parts of the resolution that have been the subject of discussion during its development by the WG or which can be anticipated to be the subject of discussion with industry during the implementation stage of the resolution. The summary of issues discussed or anticipated and how they were resolved serve, in part, as justification for the resolution. It is recommended that TB be drafted with the same numbering system as the resolution and the discussion/justification given in each section, subsection or paragraph, as relevant and appropriate.*

### **6 Attachments if any**

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<sup>1</sup> May be subject to copyright



## D1.3 FORMAT OF AUTUMN (ANNUAL) REPORT AND SPRING (INTERIM) REPORT OF GROUPS REPORTING TO GPG

### D1.3.1 Introduction

1 Each Working Group Chair is to report to GPG on the programme of the group twice a year. A full report shall be submitted to the autumn meeting, which determines the programme and budget for the coming calendar year; and an interim report to the spring meeting, highlighting any variances and including the final budget status from the previous year. Each report should be received by GPG *at least* two weeks before the scheduled date of its meeting.

2 The autumn report should address activities since the previous autumn report. Working Group Chairs have to manage the Progress Reports of the Project Teams reporting to them, and to include a summary of their activities within the report of the Working Group for GPG consideration. It is essential to make the report a tool for efficient decision making by GPG and to this end a standard reporting format shall be used by Chairs of Working Groups.

### D1.3.2 Format of Annual Progress Report

1 An Autumn Report is to contain the following as a standard format. If any item of this standard is not relevant to activity of any Working Group, the items should be marked as N/A so as not to alter the order of appearance.

#### A. THE SUMMARY

##### 1. Meetings

*Lists of Working Group meetings held, Working Group Chair's participation in non-IACS meetings as an IACS liaison/observer, and meeting schedules for the coming year.*

##### 2. Budget Status

*Summary of actual versus budgeted costs for the Panel Chair and Secretary and the Panel's cost shared tasks*

##### 3. Actions requested of GPG

*This item is dedicated to any issue that requires GPG decision at the meeting and is to contain the following:*

#### 3.1 Alteration to the current work programme

(a) **Tasks completed** [*in the reporting year*],  
[Task number, Task title, outcome, e.g. New UR [xx]].

(b) **Tasks to be prolonged**  
(see section B item 1.1 for details),  
[Task number, Task title, from (target date) to (new target date)].

(c) **Tasks to be deleted**  
[Number, title of tasks, deletion of which is sought for reasons not related to their completion (details to be provided in section B-7 item 1.1)]

#### 3.2 List of matters or GPG special attention

*This section is to indicate the name of any topic which the Working Group wishes to bring to GPG Members' special attention (for details see section B.4) so that GPG members can concentrate on these critical elements of the WG technical work during their preparation for the GPG Autumn meeting.*

## **B. DETAILED REPORT**

*This part is to contain detailed description of what is reflected in the Summary.*

### **1. Review of individual tasks**

*A full list of issues in the work programme should be provided in this section. It is to contain a task by task review of the activities of the Working Group since the last autumn report, comprising:*

1. *Short statement of progress made on each task.*

*Reasons for any request for prolongation.*

*Detailed explanation of the reasons behind a request for a deletion of an existing work item for reasons not associated with task completion.*

*Summary of actual versus budgeted costs for cost shared tasks.*

*Periodical review of IACS Resolutions has been carried out.  Yes  No*

2. *Reservation Expressed by any Member, if applicable.*

### **2. List of any new items for future Work Programme**

*This section is to contain any new items that the Working Group wishes to be included in its future work programme with a detailed explanation of the reasons for IACS attention to this subject.*

### **3. Participation record of Members and non-IACS classification societies.**

*The record referred to in Annex C 1 covers the Working Group as a whole. A separate note should be included regarding participation by non-IACS societies in individual work programme items.*

### **4. Any other matters**

1. *The information in this section is intended to bring to GPG Members' attention issues that the Working Group deems important for IACS to be proactive, reactive or have in mind for future action.*

2. *This section may also contain the Working Group's request for a deletion of an existing resolution. The reasons for such a request are to be provided.*

## **C. ANNEXES**

*The following are to be annexed to the Progress Report (not exhaustive):*

## 1 Records of Members' ongoing participation

Members	Participation in Meetings			No. of Correspondence (see Footnote 1)	No. of participations in PTs
Dates					PTs in total:
ABS					
BV					
CCS					
CRS					
DNVGL					
IRS					
KR					
LR					
NK					
PRS					
RINA					
RS					
[New Member]					

### Footnote (1)

Replies to correspondence stipulating tacit acceptance shall not be counted unless such replies require an additional round of correspondence or contain comments that have been taken on board

### Footnote (2)

Record of Members' on-going participation is not applicable to Expert Groups (EG)

## 2 Lists of Subjects/Tasks

Subject No. (under WG)	Subject No. (under GPG)	Title	Is there an approved Form A?	Task No (as indicated in Form A)	Original Target Date*	Revised Target Date (if applicable) **	Inter-group (Lead Panel)	Driven by 'External' interests	Carried out by (WG/PT)	Status***	Comment	T C Forum	IACS Action Plan	Priority

\*Original Target Date

Original Target Date indicated in the approved Form A or, in case of a long-standing task, assigned by EG/Panel Chair.

\*\*Revised Target Date

For tasks with Original Target Date indicated in the approved Form A, a Revised Target Date already agreed by GPG should be shown in this column. If the task is

overdue, the new Target Date proposed for GPG approval is to be indicated in the "comment" column.

For tasks with Original Target Date assigned by EG/Panel Chair, a revised Target Date set by EG/Panel Chair should be shown in this column.

After the agreed Revised Target Date, one of the following codes is to be added to indicate whether the Original Target Date has been revised due to delay in the work or to the assignment of additional work as an expansion of the task:

(d) = delayed task

(a) = additional work assigned

\*\*\* Status codes to be used:

On time and budget, according to plan = "P" (planned)

Deviating from plan in time, but the task will reach its goals = "O" (overdue) with respect to either the Revised Target Date (if any) or the Original Target Date (if no Revised Target Date has been agreed yet)

Deviating from plan in budget, but the task will reach its goals = "D" (deviating)

A new subject/task intended to be dealt with = "N" (new)

Subject/Task is completed = "C" (completed)

Subject/Task will not be completed = "NC" (not completed)

For subjects/tasks with reported status "P", "N" or "C" no additional information is needed. For subjects/tasks with reported status "O" or "D" a description of the actions proposed to achieve the goals and a proposed new Target Date (in case of status "O") shall be included in the "comment" column. For subjects/tasks with status "NC" a separate explanation shall be given.

The subjects/task lists shall include the relevant information as shown in the above table.

### 3 Lists of PTs

Task No. (under WG)	Task No. (under GPG)	Title	Project Manager	PT Members	Target Date	Forecasted Budget	Actual Budget	IACS Action Plan	Priority

### 4 Lists of Common Views (as applicable)

No.	Subject No. in Working Group	Problem	Initial request from instigator	Raised by	Common View	Date	Remarks

### D1.3.3 Format of Quarterly reports (including Spring Report but excluding Autumn report)

1 For the quarterly reporting, one of which is the Spring report, a format identical to the format of Section C 2 & C3 of the Autumn report referred to in D1.3.2 is to be used.

In addition, for the Spring report to the GPG meeting, IACS Working Groups' report should contain the following items:

- I. Actions requested of GPG
  - I.1 Alteration to the current work programme
    - (a) Tasks completed
    - (b) Tasks to be prolonged
    - (c) Tasks to be deleted
  - I.2 List of matters for GPG special attention
    - (a) when necessary, provide advice on any anticipated changes to the approved budget for that year.
- II Lists of Subjects/Tasks
- III List of PTs

## D1.4 FORMAT FOR REPORTING ON IMPLEMENTATION OF UNIFIED REQUIREMENTS

### D1.4.1 Notice of Reservations

#### Form X

#### NOTICE OF RESERVATIONS FILED FOR IACS UNIFIED REQUIREMENTS

##### A Full Complete Listing

The society is to identify all or part of the UR (e.g. by paragraph number or numbers) for which a reservation is found necessary and provide technical reasons for the reservation. When a Society chooses not to offer classification for the type of ship or maritime structure addressed by a UR, or group of URs, it shall be reported as N/A (not applicable) using Form Z in D1.4.3: those so marked will not be counted when analysing the total number of reservations.

UR Number and Title:

UR	Version	Clause	Society	Reservation

UR Number and Title:

UR	Version	Clause	Society	Reservation

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(GPG Member)

D1.4.2 Notice of expected implementation date

Form Y

NOTICE OF EXPECTED IMPLEMENTATION DATE IN THE RULES AND PRACTICES

A Full Complete Listing

UR Number and Title:

UR	Version	Clause	Society	Expected Implementation Date

UR Number and Title:

UR	Version	Clause	Society	Expected Implementation Date

UR Number and Title:

UR	Version	Clause	Society	Expected Implementation Date

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(GPG Member)

D1.4.3 Notice of not applicability

Form Z

NOTICE OF NOT APPLICABLE IACS UNIFIED REQUIREMENTS

A Full Complete Listing

The society is to identify all or part of the UR (e.g. by paragraph number or numbers) that they do not apply because they choose not to offer classification for the type of ship or marine structure addressed by a UR, or group of URs.

UR Number and Title:

UR	Version	Clause	Society	Reason for non applicability

UR Number and Title:

UR	Version	Clause	Society	Reason for non applicability

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(GPG Member)



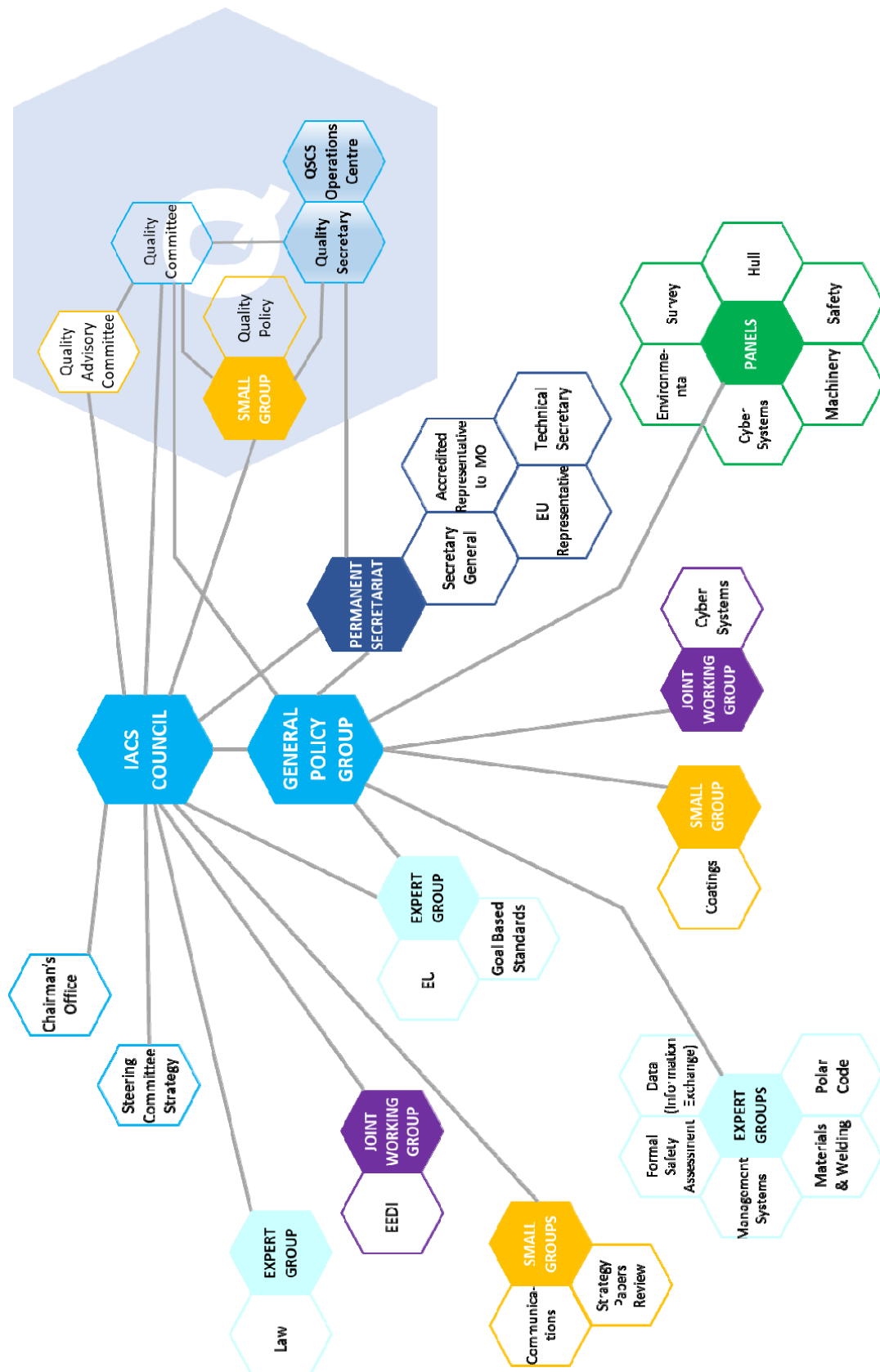
## D2 ORGANISATION

### D2.1 LIST OF MEMBERS

(with date of joining)

ABS	American Bureau of Shipping	11 Sept 1968
BV	Bureau Veritas Marine & Offshore SAS	11 Sept 1968
CCS	China Classification Society	31 May 1988
CRS	Croatian Register of Shipping	3 May 2011
DNV GL	DNV GL	17 Dec, 2013
IRS	Indian Register of Shipping	22 June 2010
KR	Korean Register of Shipping	31 May 1988
LR	Lloyd's Register	11 Sept 1968
NK	Nippon Kaiji Kyokai (ClassNK)	11 Sept 1968
PRS	Polish Register of Shipping	3 June 2011
RINA	RINA	11 Sept 1968
RS	Russian Maritime Register of Shipping	1 Nov 1969

## D2.2 ORGANISATION CHART



## D2.3 LIST OF APPOINTED IACS OBSERVERS

### International Maritime Organisation (IMO)

Responsible for Liaison: IACS Observers - see [C6.1](#).

### International Labour Organisation/International Labour Office (ILO)

Responsible for Liaison: Chair of EG/MS

### International Shipping Industry Associations

Responsible for Liaison: Secretary General

### International Chamber of Shipping (ICS)

Responsible for Liaison: Marine Committee: Accredited Representative to IMO

### International Electrotechnical Commission (IEC)

Responsible for Liaison: Chair of Machinery Panel

### International Organization for Standardization (ISO)

Group		Responsible for Liaison
TC8	<b>Ships and Marine Technology</b>	CCS
	SC1 Lifesaving and Fire Protection	ABS
	SC2 Marine Environment Protection	IRS
	SC3 Piping and Machinery	ABS
	SC4 Outfitting and deck machinery	CCS
	SC6 Navigation and Operations	DNVGL
	SC8 Ship design	Chair of Hull Panel
	SC11 Intermodal and Short Sea Shipping	none
	SC12 Large Yachts	none
	WG10 Smart Shipping	CCS
TC17	<b>Steel</b>	none
	SC3 Steels for Structural Purposes	Chair of EG/M&W
TC28	<b>Petroleum Products and Lubricants</b>	none
	SC4 Classifications and Specifications	LR
TC67	<b>Materials, equipment and offshore structure for petroleum and natural gas industries</b>	none
	SC7 Offshore Structures	ABS
TC70	<b>Internal Combustion Engines</b>	Chair of Machinery Panel
	SC8 Exhaust Gas Emissions Measurement	LR
TC104	<b>Freight Containers</b>	RS
	WG8 Mechanical Seals	RS
	SC1 General Purpose Containers	RS
	SC2 Specific Purpose Containers	RS
	SC4 Identification and Communication	RS

TC184	Industrial automation system and integration	none
SC4	Industrial Data	none

#### The Society of International Gas Tanker and Terminal Operators (SIGTTO)

Responsible for liaison: LR

#### The Society of Gas as Marine Fuels (SGMF)

Responsible for liaison: ABS

#### International Council on Combustion Engines (CIMAC)

Responsible for liaison: Chair of Machinery Panel

## D2.4 CONTACT ADDRESSES

### D2.4.1 Members' postal addresses

#### *Postal addresses for exchange of Directory, Rules and Register Books*

ABS	ABS World Headquarters Regulatory Affairs Dept. ABS Plaza 16855 Northchase Drive Houston, Texas 77060 USA
BV	Bureau Veritas Marine & Offshore SAS Le Triangle de l'Arche 8, cours du Triangle 92937 PARIS LA DEFENSE Cedex France
CCS	Executive Department China Classification Society CCS Mansion 9 Dongzhimen Nan Da Jie Beijing, China 100007
CRS	Croatian Register of Shipping 21000 Split Marasovićeve 67 POB 187 Croatia
DNV GL	DNV GL AS Attn: MGUNO855 International Regulatory Affairs N-1322 Høvik, Norway
IRS	Indian Register of Shipping 52A, Adi Shankaracharya Marg

- Opp Powai Lake  
Powai  
Mumbai 400072  
India
- KR Korean Register of Shipping  
36 Myeongji ocean city 9-ro,  
Gangseo-gu, Busan,  
46762,  
Republic of Korea
- LR Head of Regulatory Affairs  
Lloyd's Register Marine and Offshore  
Lloyd's Register Global Technology Campus  
Southampton Bolderwood Innovation Campus  
Burgess Road  
Southampton SO16 7QF  
United Kingdom
- NK General Manager of External Affairs Department  
Nippon Kaiji Kyokai  
4-7 Kioi-Cho  
Chiyoda-Ku  
Tokyo 102-8567  
Japan
- PRS External Affairs Bureau  
Polski Rejestr Statków S.A.  
al. gen. Józefa Hallera 126  
80-416 Gdańsk  
Poland
- RINA RINA Services S.p.A.  
Regulatory Affairs  
Attn: Manager of Relations with Regulatory Bodies, Marine  
Via Corsica 12  
16128 Genova  
Italy
- RS Head of International Affairs Department  
Russian Maritime Register of Shipping  
8 Dvortsovaya Naberezhnaya  
191186 St Petersburg  
Russian Federation

#### D2.4.2 Permanent Secretariat postal and visitor address

International Association of Classification Societies Ltd  
6<sup>th</sup> Floor  
36 Broadway  
London SW1H 0BH  
United Kingdom

#### D2.4.3 Quality Secretariat postal and visitor address

IACS QSCS Operations Centre  
International Association of Classification Societies Ltd  
6<sup>th</sup> Floor  
36 Broadway  
London SW1H 0BH  
United Kingdom

#### D2.4.4 Members' and Permanent Secretariat emails etc.

Council and GPG messages intended for IACS Members and the Permanent Secretariat, as a group, should be sent to the following addresses:

ABS:	<a href="mailto:AIACS@eagle.org">AIACS@eagle.org</a>
BV:	<a href="mailto:iacs@bureauveritas.com">iacs@bureauveritas.com</a>
CCS:	<a href="mailto:iacs@ccs.org.cn">iacs@ccs.org.cn</a>
CRS:	<a href="mailto:iacs@crs.hr">iacs@crs.hr</a>
DNV GL:	<a href="mailto:iacs@dnvgl.com">iacs@dnvgl.com</a>
IRS:	<a href="mailto:iacs@irclass.org">iacs@irclass.org</a>
KR:	<a href="mailto:krsiacs@krs.co.kr">krsiacs@krs.co.kr</a>
LR:	<a href="mailto:iacs@lr.org">iacs@lr.org</a>
NK:	<a href="mailto:classnkiacs@classnk.or.jp">classnkiacs@classnk.or.jp</a>
PRS:	<a href="mailto:iacs@prs.pl">iacs@prs.pl</a>
RINA:	<a href="mailto:iacs@rina.org">iacs@rina.org</a>
RS:	<a href="mailto:iacs@rs-class.org">iacs@rs-class.org</a>
	<a href="mailto:efs@iacs.org.uk">efs@iacs.org.uk</a>
	<a href="mailto:robertashdown@iacs.org.uk">robertashdown@iacs.org.uk</a>
	<a href="mailto:paulsadler@iacs.org.uk">paulsadler@iacs.org.uk</a>
	<a href="mailto:johnvanezos@iacs.org.uk">johnvanezos@iacs.org.uk</a>
	<a href="mailto:yulongwan@iacs.org.uk">yulongwan@iacs.org.uk</a>
	<a href="mailto:muralikrishna@iacs.org.uk">muralikrishna@iacs.org.uk</a>
	<a href="mailto:joshuaelder@iacs.org.uk">joshuaelder@iacs.org.uk</a>
	<a href="mailto:Permsec@iacs.org.uk">Permsec@iacs.org.uk</a>

Other messages to the Permanent Secretariat should be sent to the following address:

[permsec@iacs.org.uk](mailto:permsec@iacs.org.uk)

Messages to the IACS Representative to the EU should be sent to the following address:

[astridgrunert@iacs.org.uk](mailto:astridgrunert@iacs.org.uk)

Messages to the QSCS Operations Centre should be sent to the following addresses:

[gscs.ops@iacs.org.uk](mailto:gscs.ops@iacs.org.uk)  
[peterwilliams@iacs.org.uk](mailto:peterwilliams@iacs.org.uk)  
[tanyacross@iacs.org.uk](mailto:tanyacross@iacs.org.uk)

The operational email addresses of the Council, GPG and QC Chairs are notified by them when taking over.

Email addresses and other contact details of Panel and EG Chairs and Members are given in separate listings posted in the TC Forum area on the IACS Website (In the password protected area for Members only).

Similarly, a list for the IACS observers and ISO Liaisons are also posted in the TC Forum.

Members shall update these lists and notify the Chair of the corresponding Panel or EG Chair and Permsec whenever there is any change of member's details. The lists are circulated by the Permanent Secretariat from time to time.

The guidance for editing the files in the TC Forum area is available in the IACS Members' Password protected area.

## D2.5 RETENTION OF RECORDS

The Permanent Secretariat shall retain specific documentation concerning:

Council/GPG/QC:	Meeting papers and minutes - unlimited period; Other papers - 5 years.
QSCS Certification Documents:	See QSCS Procedures ( <i>IACS Procedures, Volume 3</i> )
Working Groups:	Minutes of Meetings - 10 years; Final reports - 10 years Correspondence on live issues (only as indicated elsewhere in these procedures).
IMO and other organisations:	IACS Papers to IMO - for an unlimited period.  Papers and correspondence as related to IACS - to be kept to ensure continuity and availability for a period as deemed appropriate by the Permanent Secretariat.
FSA Studies by PT (Project Teams)	When IACS sets up a project team to carry out a Formal Safety Assessment, the IACS Permanent Secretariat is to archive and maintain in confidence one full copy of the documents used for the FSA for 15 years after completion of the FSA.



## D3 TERMS OF SERVICE (TOS)

### D3.1 TERMS OF SERVICE FOR PARTICIPATION IN THE TC FORUM

#### 1 Forum and Public Communications

1.1 The TC Forum (the "Forum") is provided by the International Association of Classification Societies ("IACS") to any Classification Society ("CS") (whether a member of IACS or not) subject to these Terms of Service ("TOS"), the IACS Charter ("Charter") and other applicable rules that may be published from time to time by IACS. For the purposes of these TOS, references to "IACS" include a reference to both IACS and IACS Ltd.

1.2 On receipt of a request by an interested party seeking to participate in the IACS Technical Contribution Forum, the Secretary General is to acknowledge receipt of the interested party and advise Council of the received request.

1.23 IACS provides this Forum, subject to charges as established by IACS, to CSs who agree to abide by these TOS. The subscription charges are designed to recover the reasonable costs of establishing and maintaining the Forum only. IACS reserves the right to change the nature of this relationship (other than the basis for its charges) at any time.

#### 2 Definitions

2.1 In these TOS all terms shall have the same meaning as in the IACS Charter unless otherwise stated:

*Confidential Content* means any Content other than Content which IACS may decide to publish.

*Content* means text, files, links, software, photographs, video, sound, music which is transmitted, posted, or otherwise provided to any part of the Forum, whether posted by IACS, a CS or any other user of the Forum. For the avoidance of doubt, Content shall include (without limitation) drafts of resolutions (IACS CSR, IACS PR, IACS UR and IACS UI), comments on such drafts by CSs in the Forum, opinions and votes expressed by CSs in the Forum, technical models, data sheets, software, computer outputs, personal data relating any individuals authorised by a CS to use its Account.

#### 3 Registration and Acceptance of Terms

3.1 In consideration of the right to use the Forum, each CS which participates in the Forum, whether or not it is a member of IACS, agrees to (i) comply with these TOS; and (ii) allow participation in the Forum through its Account (as defined below) only by its own employees. A CS which violates these TOS may, at IACS's sole discretion, and subject only to the provisions of the IACS Charter, be banned from using the Forum.

3.2 In addition, each non-IACS CS agrees to (i) provide IACS with accurate, complete and true information about itself as required on the Forum's registration form (its "Registration Information") in order to create its IACS Online Forum Account (its "Account"); and (ii) maintain and update, as applicable, its Registration Information with current and complete information. A non-IACS CS which provides inaccurate, false, or non-current Registration Information may, at IACS's sole discretion, subject only to the provisions of the IACS Charter, have its Account suspended or terminated.

3.3 As part of its Account, each CS will be responsible for creating and maintaining the confidentiality of its user name and password. Each CS is responsible for all activity occurring under its Account. Each CS agrees that it will (i) immediately notify IACS of any unauthorised use of its user name or password and (ii) ensure that it properly exits the Forum at the completion of its session.

3.4 IACS shall have no liability for any loss or damage arising from a CS's Account or a CS's failure to comply with these requirements.

3.5 ENTERING THE FORUM WILL CONSTITUTE ACCEPTANCE OF THESE TOS. IF A CS DOES NOT AGREE TO ABIDE BY THESE TOS, IT SHOULD NOT ENTER THE FORUM.

#### 4 Confidentiality

4.1 Each CS agrees that it will, and will procure that each individual authorised to use its Account will:

- not use any Confidential Content other than is necessary in order to discharge his/her duties in connection with furthering the interests of the Forum (the "Purpose"); and
- not disclose any Confidential Content to any person other than any of the employees, agents or contractors of the CS that he/she represents, other parties specifically provided for by IACS Procedures or to other CSs participating in the Forum and then only subject to procuring that any person to whom any Confidential Content is disclosed by it/him/her in accordance with these TOS complies with the confidentiality restrictions contained in these TOS and only uses such Confidential Content in connection with the Purpose.

4.2 Notwithstanding the provisions in section 4.1 above, each CS and each individual authorised to use that CS's Account, may disclose any Confidential Content:

- if and to the extent required by law or for the purpose of any judicial proceedings (provided always that the disclosing party gives as much notice as possible to IACS prior to such disclosure);
- to its professional advisers;
- if and to the extent the Content has come into the public domain through no fault of the CS or the individual authorised to use that CS's Account which is seeking to disclose the Confidential Content; or
- if and to the extent that IACS has given prior consent to the disclosure.

4.3 In addition, nothing in this section 4 shall prohibit a CS from publishing its own technical Rules and Guides which may incorporate its own comments and opinions on subjects discussed in the Forum.

#### 5 Guidelines for Use of the Forum

5.1 Each CS is entirely responsible and liable for all activities conducted by it and any authorised user of its Account in the Forum, including the submission of Content.

5.2 Listed below are some, though not all, violations that may result in IACS terminating or suspending a CS's access to the Forum. Each CS agrees not to do, or permit any person using its Account to do, any of the following actions while using any Forum:

- Harass, threaten, embarrass or cause distress or discomfort to another Forum participant, user, or other individual or entity;

- Post any Content to any Forum that is disruptive, unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, hateful or racially, ethnically or otherwise objectionable;
- Post or transmit any unsolicited advertising, promotional materials, or any other forms of solicitation in the Forum;
- Intentionally or unintentionally violate any applicable local, state, national or international law, including but not limited to any regulations having the force of law while using or accessing any Forum;
- Introduce viruses, Trojans, worms, logic bombs or other material which is malicious or technologically harmful, or access without authority, interfere with, damage or disrupt the Forum, or any part of them or any equipment or network on which the Forum are hosted;
- Invade the privacy or violate any personal or proprietary right of any person or entity; and
- Infringe the intellectual property rights or similar rights, including but not limited to copyrights and trademarks, of any person or entity.

5.3 By posting Content on the Forum or submitting any other Content to IACS, a CS shall, and shall procure that any person appointed to use its Account shall, automatically grant (or warrant that the owner of such rights has expressly granted) to IACS a perpetual, worldwide, royalty-free, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, translate, sub-license (including sublicensing other users of the Forum), create derivative works from and distribute such materials or incorporate such Content for any purpose and into any form, medium, or technology now known or later developed.

5.4 While IACS endeavours to ensure that the Forum is available at all times, IACS shall not be liable if for any reason the Forum is not always available, including where maintenance is required.

5.5 The Forum may contain typographical errors or other inaccuracies, or be incomplete or out of date. IACS is under no obligation to update or correct such material. Content posted on the Forum is not intended to amount to advice on which reliance should be placed. IACS does not warrant the accuracy or completeness of the Content of the Forum. Each CS acknowledges that the Content of the Forum is provided "as is", without any conditions, warranties or other terms of any kind. Without prejudice to the restrictions imposed in section 6.1 of these TOS, any CS which uses or relies on the Content does so entirely at its own risk and irrevocably agrees not to bring any claim, action or proceeding in respect of any loss, damage, cost or expense suffered or incurred by it as a result of its use or reliance on any Content. Accordingly, to the maximum extent permitted by law, IACS excludes all representations, express or implied warranties, conditions and other terms which but for this legal notice might have effect in relation to the Forum.

5.6 IACS and its Members (to the extent that Members may be held liable for any act or omission of IACS), partners, officers, employees and advisers shall not be liable for any indirect or consequential loss or damage (however arising, including in negligence), nor for any direct loss of revenue, profit, business, goodwill or anticipated savings or any loss of or damage to data or systems suffered as a result of a disclosure, statement or omission on, or the use of, the Forum or its Content, save to the extent that the same cannot be excluded under the laws of England and Wales. Without prejudice to the foregoing, the maximum aggregate liability of IACS and its Members (to the extent that Members may be held liable for any act or omission of IACS), partners, officers, employees and advisers to any CS, or to any person appointed to use that CS's Account, in connection with the Forum shall not in any calendar year exceed an amount equivalent to all charges received or receivable

by IACS from that CS for its use of the Forum in relation to the calendar year in which the event giving rise to the claim arose.

5.7 Where the Forum contains links to third party websites and resources, these links are provided for information only. IACS has no control over the content of these sites or resources, and has no liability for them or for any loss or damage that may arise from a CS's use of them. The inclusion of a link to a third party website does not constitute an endorsement by IACS of that third party's website, product or services (if applicable).

5.8 Each CS agrees to indemnify IACS and its Members (to the extent that Members may be held liable for any act or omission of IACS), partners, officers, employees and advisers for any and all claims, damages, losses, and causes of action arising as a result of that CS or any person using that CS's Account posting to the Forum, submitting any Content to the Forum or that CS's failure or the failure by any person using that CS's Account to comply with these TOS and other rules that may be published from time to time by IACS regarding the use of the Forum. While IACS does not and cannot review all Content posted by CSs in the Forum and is not responsible for the content of these postings, IACS reserves the right to delete, move, or edit Content that it, in its sole discretion, deems to be abusive, defamatory, obscene, in violation of copyright or trademark laws, in violation of any person's rights of privacy or publicity or otherwise unacceptable.

## **6 No Resale/Exploitation**

6.1 Without prejudice to section 4.3 above, each CS understands and agrees that it may not reproduce, copy, resell, manipulate, or exploit any Content for any commercial purpose, other than explicitly permitted by IACS Procedures or by the IACS Council.

## **7 Termination**

7.1 Each CS understands and agrees that IACS may, in its sole discretion and at any time, subject only to the provisions of the IACS Charter, terminate that CS's password, Account or use of the Forum, and discard and remove any Content posted on or submitted by that CS to the Forum, for any breach of these TOS or any other rules that may be published from time to time by IACS. Each CS understands and agrees that IACS may take any one or more of these actions without prior notice. Should IACS take any of these actions, it may, in its sole discretion, subject only to the provisions of the IACS Charter, immediately deactivate and/or delete any or all Content about and concerning the CS's Account, including its Registration Information and submitted Content.

7.2 Each CS acknowledges and agrees that IACS may be irreparably harmed by the breach of these TOS and/or the Guidelines or other rules published by IACS from time to time and damages may not be an adequate remedy; IACS shall be entitled to an injunction or specific performance for any threatened or actual breach of the provisions of these TOS and/or the Guidelines or other rules published by IACS from time to time.

## **8 Other**

8.1 These TOS shall be governed by and construed in accordance with the laws of England and Wales without giving effect to any principles of conflicts of law.

8.2 Each CS agrees that any action at law or in equity arising out of or relating to these terms shall be filed only in the courts located in England and Wales and each

CS hereby consents and submits to the personal jurisdiction of such courts for the purposes of litigating any such action. In no event shall a CS be entitled to injunctive or other equitable relief. If any provision of these terms shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from these terms and shall not affect the validity and enforceability of any remaining provisions.

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## **D3.2 TERMS OF SERVICE FOR PARTICIPATION IN IACS WORKING GROUPS (WGs)**

### **1 Introduction and Acceptance of Terms**

1.1 A Classification Society (CS), whether or not it is a Member of the International Association of Classification Societies (IACS), has the right to participate in IACS Working Groups (WGs) in accordance with the *IACS Procedures, Volume 1, C4.3* and the IACS Charter. Participation in the WGs by a non-IACS CS is subject to reasonable and proportionate charges as established by IACS from time to time.

1.2 In consideration of the right to participate in the WGs, each CS which participates in a WG, whether or not it is a Member of IACS, agrees to (i) comply with these Terms of Service for Participation in IACS Working Groups (TOS); and (ii) procure that individuals appointed by it to participate in a WG on its behalf (a) meet the definition of a WG Participant (as defined below) and (b) comply with these TOS.

1.3 In addition, each non-IACS CS agrees to (i) provide IACS with accurate, complete and current information about itself as required on the WG Item Registration Form (Registration Information) and (ii) maintain and update, as applicable, its Registration Information with current and complete information.

1.4 IACS, at its sole discretion and subject only to the provisions of the IACS Charter, reserves the right to withdraw participation rights in WGs where a CS and/or its WG Participants breach these TOS.

1.5 For the purposes of these TOS, references to "IACS" include a reference to both IACS and IACS Ltd.

1.6 THE SUBMISSION OF REGISTRATION INFORMATION BY A NON-IACS CS WILL CONSTITUTE ACCEPTANCE OF THESE TOS. IF A NON-IACS CS DOES NOT AGREE TO ABIDE BY THESE TOS, IT SHOULD NOT SUBMIT ITS REGISTRATION INFORMATION.

### **2 Definitions**

2.1 In these TOS all terms shall have the same meaning as in the IACS Charter unless otherwise stated:

***Confidential Information*** means any Information other than Information which IACS must publish pursuant to IACS Procedures, or otherwise decides to publish.

***Information*** means all information in any form, whether written or oral, which is shared between WG Participants including (without limitation) drafts of resolutions (IACS CSR, IACS PR, IACS UR and IACS UI), comments on such drafts by WG Participants, opinions and votes expressed by WG Participants, technical models, data sheets, software, computer outputs, personal data relating to WG Participants.

**WG Participant** means an employee of a CS that has applied to participate in a WG, whether or not such CS is an IACS Member, who has been appointed by that CS to participate in that WG on its behalf.

### 3 Confidentiality

3.1 Each CS agrees that it will, and will procure that each WG Participant that it appoints will:

- not use any Confidential Information other than is necessary in order to discharge his/her duties in connection with furthering the interests of the WG (the "Purpose"); and
- not disclose any Confidential Information to any person other than any of the employees, agents or contractors of the CS that he/she represents, other parties specifically provided for by IACS Procedures or to other WG Participants and then only subject to procuring that any person to whom any Confidential Information is disclosed by it/him/her in accordance with these TOS complies with the confidentiality restrictions contained in these TOS and only uses such Confidential Information in connection with the Purpose.

3.2 Notwithstanding the provisions in section 3.1 above, each CS and each WG Participant that it appoints may disclose any Confidential Information:

- if and to the extent required by law or for the purpose of any judicial proceedings (provided always that the disclosing party gives as much notice as possible to the Chair of the WG prior to such disclosure);
- to its professional advisers;
- if and to the extent the information has come into the public domain through no fault of the CS or WG Participant seeking to disclose the Confidential Information; or
- if and to the extent that the WG Chair has given prior consent to the disclosure.

3.3 In addition, nothing in this section 3 shall prohibit a CS from publishing its own technical Rules and Guides which may incorporate its own comments and opinions on subjects discussed by the WG.

### 4 Guidelines for WG Participation

4.1 Each CS is entirely responsible and liable for all activities conducted by it and by any WG Participant that it appoints to participate in a WG on its behalf.

4.2 Listed below are some, though not all, violations that may result in IACS terminating or suspending the right to participate in a WG. No WG Participant shall do any of the following actions while participating in a WG:

- Harass, threaten, embarrass or cause distress or discomfort to another WG Participant, or other individual or entity;
- Distribute any material that is disruptive, unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, hateful or racially, ethnically or otherwise objectionable;
- Transmit any unsolicited advertising, promotional materials, or any other forms of solicitation within the WG;
- Intentionally or unintentionally violate any applicable local, state, national or international law, including but not limited to any regulations having the force of law while participating in any WG;

- Introduce viruses, Trojans, worms, logic bombs or other material which is malicious or technologically harmful, or access without authority, interfere with, damage or disrupt a WG, or any part of it or any equipment or network on which correspondence relating to the WG is hosted or transmitted;
- Invade the privacy or violate any personal or proprietary right of any person or entity; and
- Infringe the intellectual property rights or similar rights, including but not limited to copyrights and trademarks, of any person or entity.

4.3 By contributing Information to the WG, each CS shall, and shall procure that each WG Participant appointed by it shall, automatically grant (or warrant that the owner of such rights has expressly granted) to IACS a perpetual, worldwide, royalty-free, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, translate, sub-license (including sublicensing other CSs), create derivative works from and distribute such Information or incorporate such Information for any purpose into any form, medium, or technology now known or later developed.

4.4 IACS and its Members (to the extent that the Members may be held liable for any act or omission of IACS), partners, officers, employees and advisers are not responsible for the Information made available in the WGs, which is provided "as is", without any conditions, warranties or other terms of any kind. Without prejudice to the restrictions imposed in section 5.1 of these TOS, any CS or WG Participant who uses or relies on the Information does so entirely at their own risk and irrevocably agrees not to bring any claim, action or proceeding in respect of any loss, damage, cost or expense suffered or incurred by it as a result of its use or reliance on any Information. To the maximum extent permitted by law, IACS excludes all representations, express or implied warranties, conditions and other terms which but for this legal notice might have effect in relation to the Information that is shared within the WG.

4.5 IACS and its Members (to the extent that the Members may be held liable for any act or omission of IACS), partners, officers, employees and advisers shall not be liable for any indirect or consequential loss or damage (however arising, including in negligence), nor for any direct loss of revenue, profit, business, goodwill or anticipated savings or any loss of or damage to data or systems suffered as a result of a disclosure, statement or omission relating to any Information, save to the extent that the same cannot be excluded under the laws of England and Wales.

4.6 Without prejudice to the foregoing, the maximum aggregate liability of IACS and its Members (to the extent that the Members may be held liable for any act or omission of IACS), partners, officers, employees and advisers to a CS or its WG Participants in connection with a WG shall not in any calendar year exceed an amount equivalent to all charges received or receivable by IACS from that CS for its participation in the WG in accordance with IACS Procedures in relation to the calendar year in which the event giving rise to the claim arose.

4.7 Each CS agrees to indemnify IACS and its Members (to the extent that the Members may be held liable for any act or omission of IACS), partners, officers, employees and advisers for any and all claims, damages, losses, and causes of action arising as a result of that CS or any WG Participant appointed by that CS failing to comply with these TOS and other rules that may be published from time to time by IACS regarding participation in WGs or as a result of reliance on any Information.

## 5 No Resale/Exploitation

5.1 Without prejudice to section 3.3 above, each CS acknowledges and agrees that it may not reproduce, copy, resell, manipulate, or exploit any Information for any

commercial purpose, other than as explicitly permitted by IACS Procedures or by the IACS Council.



## 6 Termination

6.1 Each CS understands and agrees that IACS may in its sole discretion, subject only to the provisions of the IACS Charter, withdraw its right to participate in a WG and that IACS may take this action without prior notice to that CS.

6.2 Each CS acknowledges and agrees that IACS may be irreparably harmed by the breach of these TOS or other rules published by IACS from time to time and damages may not be an adequate remedy; IACS shall be entitled to an injunction or specific performance for any threatened or actual breach of the provisions of these TOS and/or the Guidelines or other rules published by IACS from time to time.

## 7 Other

7.1 These TOS shall be governed by and construed in accordance with the laws of England and Wales without giving effect to any principles of conflicts of law and without prejudice to any right a CS and/or WG Participant may have to raise a grievance in accordance with the applicable Procedures set out in part 1.7(d) of Annex 3 of the IACS Charter.

7.2 Each CS and each WG Participant agrees that any action at law or in equity arising out of or relating to these terms shall be filed only in the courts located in England and Wales and hereby consents and submits to the personal jurisdiction of such courts for the purposes of litigating any such action. In no event shall a CS and/or WG Participant be entitled to injunctive or other equitable relief. If any provision of these terms shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from these terms and shall not affect the validity and enforceability of any remaining provisions.

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### D3.3 APPLICATION AND RESPONSE FORMS FOR NON-IACS CS PARTICIPATION

#### D3.3.1 Regarding 'Classification Society' status

1 Refer to *IACS Procedures, Volume 2: Procedures concerning requirements for Membership of IACS* for the relevant documents.

#### D3.3.2 Application form for participation in Working Group item(s)

1 Form to be sent to The Secretary General, The International Association of Classification Societies, 6th Floor, 36 Broadway, London SW1H 0BH, United Kingdom (email: permsec@iacs.org.uk).

Applicant	[classification society name]
Name of participant	
Position in class society	
Qualifications	
Working Group(s)	
Working Group Item(s)	
Short CV listing participant's experience. Please list any experience or expertise of particular value to the Working Group Item(s)	

<p>I hereby request that [classification society name] participates in the above listed Working Group Items(s) and agree to pay for all costs of attendance by our nominated personnel.</p> <p>The nominated individual will participate in an effective and efficient manner, and will meet the deadlines set for the item(s). I understand that [classification society name] will also be required to contribute a proportionate part of the cost of running the Working Group, and that IACS will inform us of the amount when replying to this application.</p> <p>I accept the Terms of Service for IACS Working Groups attached hereto.</p>
Name: Position: Date/Signature:

FOR IACS USE ONLY	
Has CS status been confirmed?	Yes, invite to participate                      No, decline
Working Group Chair/Chairs advised	
CS advised of their proportion of running costs of the WG	Amount advised.....

### D3.3.3 Response form for participation in Working Group item(s)

*(This part to be completed by the Permanent Secretariat and sent to the CS)*

Class Society	
Date	
Working Group	
Working Group Item(s)	
Proportionate cost of participation	
Secretary General	[Signature of Sec Gen]

*(This part to be completed by the CS)*

<p>[Classification society name] agrees to participate in the above listed Working Group Items(s) and will pay for all costs of attendance by our own nominated personnel and the proportionate contribution to the running expenses of the Working Group, as stated above. The nominated individual will participate in an effective and efficient manner, in accordance with the Terms of Service for IACS Working Groups, and will meet the deadlines set for the item(s).</p>
<p>Name: Position: Date/Signature:</p>

Completed Form to be sent by the CS to The Secretary General, The International Association of Classification Societies, 6th Floor, 36 Broadway, London SW1H 0BH, United Kingdom. (email: permsec@iacs.org.uk)

Permanent Secretariat is to forward the completed form to the Working Group chair.

#### D3.4 IACS COPYRIGHT CLAUSE

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**Revision 1, October 2010**

*Subject no: 10104\_*

Indian Register of Shipping became a full Member of IACS at C61, 22 June 2010.

**B2.6.6:** ToR of IACS Representative to the European Union (Representation in Brussels) updated following approval by C61. Headings B2.6.6.1 and B2.6.6.2 deleted.

**C6.1.5:** as approved at GPG 68 following a satisfactory trial, new paragraph 6 inserted and subsequent paragraphs renumbered to formalise authority of Statutory Panel to approve, based on conditions being satisfied, briefing for IMO Sub-Committee meetings (GPG 68 FUA 6).

**C7.1.3:** formation of EG/Training was proposed by the Quality Committee and approved by C60 (C60 FUA 32). Email protocol, added sender identification for EG/Training.

**D1.3.2, C:** IRS added.

**D2.1:** IRS added.

**D2.2:** C61 agreed that EG/Safety of Surveyors should draft Procedural Requirements (C61 FUA 12) and that consequently the reporting line should be through GPG instead of direct to Council. EG/Training added, reporting initially to the Quality Committee.

**D2.4.1 and D2.4.4:** IRS added.

**D2.4.4:** Permanent Secretariat staff emails amended – Zoe Wright deleted, Thomas Sia added.

**History:** updated

**Revision 2, March 2011**

*Subject no: 11001\_*

**B2.1.1:** Rotation of Council Chair in respect of an expanded membership. (C62 FUA 7).

**B2.1.3:** added Small Group Quality Policy (SG/QP) Membership and Terms of Reference. (C62 FUA 16).

**B2.4.1.2:** (correction) deleted ISM/ISPS from Statutory Panel responsibilities.

**B2.6.2 (f):** UK CHIRP deleted (as the Maritime programme funding has been withdrawn).

**C2.3:** added SG/QP voting, meetings and general administration. (C62 FUA 16).

**C4.2:** new para 3 regarding reporting overall work programme. (GPG 69 FUA 2).

**C4.2.2:** in para 1, clarified reference to publication of work programme on TC Forum in respect of IACS Resolutions. Added note regarding Permanent Secretariat monitoring. (GPG 69 FUA 2).

C4.2.3.3: para 3 - PTs should in general contain only one person from any given society. (GPG 69 FUA 18).

C8.1 para 3: included QSCS Operations Centre. (C62 FUA 39).

C8.2.3: financial reporting periods changed from two half years to first 3Q and last 1Q. All WGs subject to cost-shared budgets included. (GPG 69 FUA 30).

D1.1.1: Form A modified to show if the task is to be added to TC Forum or not. The items at the end of the Form have also been re-ordered. (GPG 69 FUA 2).

D1.1.2: Addition to Form 1 to indicate if the new PT is already included in the original budget. (GPG 69 FUA 32).

D2.2: deleted EG/Coating. (GPG 69).

History: updated.

### Revision 3, August 2011

*Subject no: 11001\_*

**Contents:** added C8.3

**Abbreviations:** added CRS and PRS

B2.2.2 (e): amended assigning only the initial adoption of Common Rules to Council.

C2.1: para 1, "resolutions" changed to "decisions" to avoid confusion with technical 'Resolutions'; also deleted "explicit" qualifying "agreement", both as per Charter.

C2.1: para 2, deleted second sentence, in alignment with Vol 4 of the Procedures (CSR).

C3.1: 1<sup>st</sup> para, second sentence amended in line with IACS Procedures, Vol 4.

C3.2: para 6, addition re Vice Chair (GPG 70 FUA 23/GPG 69 FUA 1/10161\_IGc).

C4.2.1: added new para 8 re Vice Chair (GPG 70 FUA 23/GPG 69 FUA 1/10161\_IGc).

C4.2.3.1: additions re Vice Chair (GPG 70 FUA 23/GPG 69 FUA 1/10161\_IGc).

C4.2.3.4: amendments regarding reporting periods missed in Revision 2. See also C8.2.3.

C4.2.3.4, 2 (b): added CR and PR.

C4.3.1: para 1, second sentence, for the avoidance of doubt added 'or revised' (see also D1.1.1).

C5: 1<sup>st</sup> para, last sentence amended in line with IACS Procedures, Vol 4.

C5.1.2: deleted "by IACS Council" in line with IACS Procedures, Vol 4.

C6.1.5: new para 7 added regarding 'no position' (GPG 70 FUA 5).

C7.1.2,5: addition re Vice Chair (GPG 70 FUA 23/GPG 69 FUA 1/10161\_IGc).

C7.1.3,8: CRS and PRS added.

C8.2.3: paras 4, 5 and 7, amendments regarding reporting periods missed in Revision 2.

C8.3: added new section regarding invoicing and payment of dues (in parallel with amendments to Vol 2).

D1.1.1: for the avoidance of doubt added 'or revised' re TC Forum.

D1.1.4 and 1.3.2: CRS and PRS added.

D2.1: CRS and PRS added (10016\_ICg; 9661\_ICz).

D2.4.1 and 2.4.4: CRS and PRS added.

History: updated.

#### **Revision 4, January 2012**

*Subject no: 11001\_, 10151c, 11120\_.*

**Contents:** added C4.4, C4.4.1 and C4.4.2

**Abbreviations:** added FSA

**B2.1.2:** Add the duty of identifying opportunities and threads to the Chairman's office (C64 FUA 11).

**C3.1:** Changes to Voting criteria for the Common Structural Rules (C64 FUA 12, 10151c)

**C.4.1:** Changes to Voting criteria for the Common Structural Rules (C64 FUA 12, 10151c)

**C4.2:** Panel chairs reporting time changed from monthly to quarterly (C64 FUA 1, 11001).

**C4.2.2:** The basis of monitoring the use of TC Forum was changed from the monthly to quarterly reports (C64 FUA 1, 11001).

**C4.4:** New Section, FSA Studies - Procedure for the exchange of data (11120\_IGc)

**C4.4.1 Model Letter to the Owner.**

A Standard template letter when permission is sought to use information in classification files for FSA studies.

**C4.4.2 Draft Confidentiality Declaration.**

A standard template to be used by Project Team members when taking part in FSA studies.

**C7.1.3:** paragraph 8, Removal of EG/Coating and adding of EG/Law identification.

**D1.3.2 C. Annexes Footnote (2)** A footnote was added advising that record of Members' ongoing participation is not applicable to Expert Groups (GPG71 FUA 22).



D2.2: Organisation Chart. EG/Law was added

D2.4.3: Quality Secretariat postal and visitor address changed.

D2.4.4: Added email address of the IACS Permanent Representative to the EU.

D2.4.4: Following a retirement and recruitment of new Principal Technical Officer, the permanent Secretariat email addresses were amended.

D2.5: Added retention period of records for FSA investigations (10151c)

History: updated.

#### Revision 5, October 2012

C3.3, C4.2, C4.2.1, C4.2.3.1, C4.2.7, D1.3.2 & D1.3.3: Role of GPG Vice-Chairman was added as well as other revisions and additions proposed as a result of the GPG Vice-Chairman's meeting with the Panel Chairs (12044\_IGb & GPG71 FUAs 1 & 5 bis).

C4.2.1: A note for GPG's decision to extend the role of Permanent Secretariat to update Forms A/1 was added (12040\_IGb & GPG 71 FUA 2).

C7.1.3 & D2.2: EG/M&W was added to the email protocol and in the Organisation Chart (12108\_IGe).

D2.3: Update of IACS liaisons (12081\_IAa).

D2.4.1: KR, RS, PRS, DNV and RINA address change (12153\_KRa), (12143\_RSa), (12143\_PRa), (Bilateral 12143\_IAa) & (11001\_RIn) respectively.

D2.4.4: RS email change (12156\_RSa). Also a note on the list for IACS observers is added.

History: updated.

#### Revision 6, January 2013

Subject no: 12179\_

C6.1.8: Procedures and method of work of IACS participation in IMO Correspondence Groups revised (12179\_IGb).

#### Revision 7, June 2013

Subject no: 13028\_, 13028a, 12194\_, 11001 & 13084

C4.1: The Autumn Panel meetings are to be held at least three weeks before the GPG meeting was added.

Location of Working Group meetings was added.

C4.2.3.1: The "EG Chair" was added and guidance was made with regards to who issues deadlines.

C4.2.3.3: Paragraph 3 - A "one man" Project Team was included.

C4.2.3.3: Paragraph 11 – Consistency in naming Project Teams was introduced.

C4.2.7: Guidance to Panel Chairmen on the contents of their oral reports to autumn GPG meeting was included.

C5: Notes on Members' obligation to comply with IACS Resolutions in cases where there is conflict with International or National legislation and/or regulation was added.

C6.1.5: Panel internal target dates to be set so that the draft submissions to IMO are sent to GPG at least three weeks before the deadline for submission to the IMO meetings and the IACS IMO Accredited Representative to be invited to assist in drafting the paper before submitted to GPG.

C8.2.3(f): The requirements for the submission of budget information to autumn GPG meeting were improved.

D1.3: Matters for special GPG attention to be listed in section 3.3 of Part A of the Annual Progress Report and changes to the format of the report were made.

History: updated.

#### Revision 8, April 2014

Subject no: 13184\_\_, 13169\_, 11010\_, 13151, 13100\_ & 11001

B2.4.1.1, B2.6.1, B2.6.5, B2.6.6, C2.2, C5.2.3, C6.1.1, C6.1.2, C6.1.4, C6.1.5, C6.1.6, C6.1.7, C6.1.8, C7.1.2, & D2.3: The title of IACS Permanent Representative to IMO was changed to IACS Accredited Representative to IMO following IMO's directive earlier in 2014 that Permanent Representatives are Flag States' personnel attending IMO meetings and those of NGOs (Non-governmental Organisations) are Accredited Representatives.

B2, B2.4.1.1, B2.4.1.2, B2.6.5, C4.2.3.3, C5.2.3, C5.3, C6.1.3, C6.1.4, C6.1.7, C7.1.2, C7.1.3, & D2.2: Changes and references were introduced to reflect the splitting of the "Statutory Panel" into "Environmental Panel" and "Safety Panel".

C6.1.5: Introduced paragraphs 11 and 12 to aid in the IACS preparations and participation in IMO meetings.

C6.1.7: Clarification on the distribution of IMO reports, produced by IACS Accredited Representative, to Panels was added.

D2.2: EG/Environment was removed and EG/Polar Code was introduced.

D2.3: List of appointed IACS observers was updated.

D2.4.4: The word "Permanent" was removed to reflect correct title.

History: updated, including listing of GPG Chairs and GPG meetings dates and their location. Also, the list of IACS Permanent Representatives to IMO since 1993 has been introduced.

## Revision 9, February 2015

Subject no: 12232\_NVc, 13170dICi, 12177aIGc, 14179\_ICc

**Abbreviations:** New abbreviations were introduced.

**B2.6.1 to B2.6.9:** Introduction of new B.2.6.7 on the Technical Secretary and update of all the sections B2.6.1 to B2.6.8 relating to Permanent Secretariat, including change of name for the Permanent Secretary to Secretary General.

**C7.1.3:** Identifiers were introduced for EG/Container and EG/COSDI.

**C7.1.3.1:** Section on Inter-panel communications is introduced following discussion and agreement among GPG Chair, Panel Chairs and Permanent Secretariat.

**C4.1:** Introduced paragraph 4 gives guidance on WG Chair's voting rights and an alternative in nominating an additional representative.

**D1.3.B:** Renumbering of subparagraphs 1.1.

**D2.2:** EG/COSDI was introduced.

**D2.3:** SGMF was introduced and DNV GL's address was changed.

**D2.4.1:** LR and DNV GL addresses were updated.

**"Permanent Secretary":** It has been replaced by "Secretary General" throughout this document.

**GL:** GL was deleted throughout this document.

**DNV:** "DNV" was replaced by "DNV GL" throughout this document.

**Appendix I:** A new Appendix I was introduced containing "Guiding Principles for IACS Communication (Rev. 0 – Apr. 2014).

**Appendix II:** Original Appendix I "History of the Association" is now Appendix II

**History:** updated.

## Revision 10, September 2015

Subject no: 14187\_, 15074\_, 15018\_, 15144\_

**C4.2.2:** Changes to indicate that technical work details leading to an IACS Resolution, will only be posted on the IACS TC Forum if external official interest is registered with IACS and in response to a published summary of the work to be undertaken by IACS during the first 30 days following its publication.

**C4.3.1.1:** As in C4.2.2 above.

**C6.1.5.(9):** Changes to indicate that the Accredited Representative to IMO will submit recommendations to GPG on IACS participation to IMO Working, Drafting, Review and other Groups. See GPG 78 approved report and GPG, FUA 4.

C7.1.3: Changes to names from EG/COSDI to EG/CYBS and following the merger of the EG/ISM-ISPS and EG/ILO were implemented.

D2.2: Changes for the merged Expert Groups (EG/ISM-ISPS and EG/ILO) and the reporting of EG/GBS and EG/EU t GPG too, were shown.

D2.4.1: Changes to KR & PRS postal addresses.

D2.4.3: Change to the QSCS Operations Centre address.

D2.4.4: Changes to IACS personnel email addresses.

D3.2: In paragraph 1.1 the reference to C4.4. was changed to C4.3

History: updated.

### Revision 11, August 2017

Subject no: 15202, 16070, 16186, 15130, 16081, 16224, 16074a, 16211, 16138, 16204, 17078, 16074b, 17060.

B2.1.1.3: Clarifications on the sequence of the IACS Chairmanship were provided.

B2.1.3: A new section on SC/Strategy based on approved white paper was introduced (C74 FUA7, 16204\_).

B2.4.1.1: Introduction of general guiding principles for Panel Chair selection was included (C73 FUA 6).

B2.4.1.2: Introduction on the Cyber Systems fields of competency and deletion of Machinery Panel's responsibility for electronic aspects were introduced (16013\_).

B2.6.3: A correction in the status of the Sec. Gen. was made.

B2.6.5: Changes were introduced as a result of the work carried out by task force in reviewing Volume I (16138\_).

C3.1: Introduction of the principle of tacit agreement for issues that do not relate to IACS Resolutions was included.

C3.3: Introduction of text relating to exchange of good practices by the Panel Chairs (see 17078\_).

C4.2: Responsibilities (e) & (f) were added (see 16074bIGa).

C4.2.3.3 (11): "PC" identifier for the Cyber Systems Panel was introduced in the Project Team numbering.

C4.2.3.4: Clause to prevent release of working documents to external parties was incorporated.

C4.2.4.1: New section on Principles for the involvement of external parties in the development of IACS Resolutions was introduced (16211\_IGi).

C4.2.7.3: Submission of Panel performance reports to Autumn GPG meeting was added.

- C4.5: Replies to Queries section were added (see 16074bIGa).
- C4.6: Common Views section were added (see 16074bIGa).
- C6.1, C6.2, C6.2.1: Changes were introduced as a result of the work carried out by task force (16138\_).
- C6.2.4: The word "common" – in front of the word "views" was deleted (see 16074bIGb).
- C6.2.7: Introduction of a new section for other government organisations (16138\_).
- C6.2.7.1: The EU section is introduced (16081\_IGc, 16138\_ICf item 2.1.2).
- C6.2.7.1.1: Introduction of the general principles of relations with EU (16081\_IGc, 16138\_ICf item 2.1.2).
- C6.2.7.1.2: The procedure for IACS participation in EU groups was introduced (16081\_IGc, 16138\_ICf item 2.1.2).
- C7.1.2 (8): Instructions on the use of emails depositories was introduced.
- C7.1.2 (22): Instructions on the XXX messages to be forwarded to Permsec was introduced.
- C7.1.3: Introduction of Cyber Panel, deletion of EG/CYBS, EG/Containerships, EG/SoS and change to EG/MS in the Email Protocol.
- C7.1.3.1: Introduction of the Cyber Panel in the Panel Internal Communications.
- C8.2.3: Introduction of changes for the additional budget to Council's summer meeting (See C73 FUA4).
- D1.1.1: Introduction of Strategic Plan item number.
- D1.3: Changes to the format of the Autumn and Spring reports were introduced as described in 16074aIGd.
- D1.3.1: Additional columns for IACS Action Plan and Priority at the end of the table were introduced.
- D1.3.3: Additional details on the spring report were introduced (See GPG 82 report, section 4 and GPG 82 FUA 3).
- D2.2: Introduction of the Cyber Systems Panel, change to the name of the EG/MS and deletion of EG/SoS, EG/CYBS & EG/Containerships were introduced in the IACS Organisation Chart.
- D2.3: Introduction of TC8/WG10 on smart shipping and deletion of the IACS observer in TC8/SC11 were introduced in the list of IACS Observers.
- D2.4.4: Procedure for routine periodical tasks was included. Also, changes to IACS personnel email addresses and inclusion of Permsec's email address were introduced.

Throughout the document: Change of Bureau Veritas name to Bureau Veritas Marine & Offshore SAS.

#### Appendix I

GUIDING PRINCIPLES FOR IACS COMMUNICATION (Rev. 0 – Apr. 2014): Deleted. This part becomes a standalone document (16138\_ICd).

#### Appendix II

History of the Association: Deleted and moved to the IACS Website (16138\_ICd).

### Revision 12, January 2018

Subject no: 17136\_, 16138\_, 17120\_, 16082\_, 16237\_, 17151\_, 17137\_, 17139\_.

B2.6.4: Clarification was added in 1(k) (17151\_).

C4.2: Clarification was added in 1(d) (17151\_). Also, item (f) was deleted (17137\_).

C4.2.1.2: Clarification when Form A is required was added (17136\_).

C4.2.6: "Recommendations" was added to paragraph 2 (17139\_).

C4.3.1: Paragraphs 3 & 4 were adjusted to suit TC Forum participation (16237\_)

C4.3.2.1: "Recommendations" was added to paragraph 6 (17139\_).

C4.5: A sentence was added at the end of paragraph 3.2. Paragraph 4.3 was slightly altered to capture deletion of section C4.6. Editorial changes were also introduced in paragraph 4.5 (17137\_).

C4.6: This section was deleted (17137\_).

C5: "Recommendations" were added unless GPG indicated otherwise in paragraph 2 & 3 (17139\_).

C5.2.1: A sentence was added in paragraphs 2, 12 & 15(a). New paragraphs 13(g) & 16 were added (17151\_).

C5.2.2: A new paragraph 1 was added (17151\_).

C5.2.3: A new paragraph 14 was added (17151\_).

C5.2.4: A new paragraph 7- Submission to IMO - was added (17151\_).

C5.4: The word "Recommendation" was added to paragraphs 1, 2, 3 & 4 (17139\_).

C6.1.1: A new paragraphs 1bis & 4(h) were added (17151\_).

C6.1.5: New sentences were added to paragraphs 2, 3, 5 & 8 (17151\_).

C6.1.6: A new sentence was added to paragraph 4(b) and an editorial was introduced in paragraph 5 (17151\_).

C6.1.7: A sentence in paragraph 1 was added (17151\_).

- C6.1.8: A sentence in paragraph 3.3 was added (17151\_).
- C6.2.2: Editorial changes were implemented and new sub-sections C6.2.2.1 & C6.2.2.2 were added (16082\_).
- C7.2.2: New paragraphs 5, 7 & 8 were added and small editorial changes were introduced elsewhere in the "Public Relations" section (16138\_).
- C7.2.2: A new item g was added to paragraph 2 (17120).
- C7.2.2.1: The Secretary General was added for taking decisions on IACS participation to conferences and seminars based on their scope (16138\_).
- C7.2.3: Paragraphs 1, 2 & 6 were deleted and small editorial changes and additional sentences were introduced in other paragraphs (16138\_).
- C7.2.4: The title for this section was altered. Small editorial changes were introduced and the Press Release for IACS Members' use was removed (16138\_).
- D1.1.1: Revision History section was added as a requirement in Form A.
- D1.5: Template for Press Statements was removed (16138\_).
- D2.4.1: BV postal address was changed.
- D3.1.1: Transfer relevant script on TC Forum from Volume 2 to Volume 1(16237\_).

#### **Revision 13, September 2018**

- Subject no: 17117\_, 17153a, 18038\_, 17064\_, 18014\_, 18103\_, 17041a, 17183a, 18128\_.
- B2.1.2 The Chair's Office text description was redefined.
  - B2.3 Paragraphs 4, 5, 6 & 7 were added.
  - B2.4.1.1 Clarifications were added at the end and beginning of paragraphs 3 & 4 respectively.
  - B2.6.3 Paragraphs 2, 3, 4 were added 3 and the paragraph describing the role of the Secretary General (renumbered as paragraph 5) was refined.
  - C2.3.2 "Chairs" was added in item (c).
  - C4.2.1: The last sentence in paragraph 1 item b) was added giving clarity on the IACS participation in other organisations' work.
  - C5.2.1 Text relating to automation was introduced at the end of paragraph 2.
  - C5.2.1: Permanent Secretariat to advise IACS WG Chairs of any changes to the "Panel Responsible" document was added in paragraph 15.
  - C5.2.3.14 Clarification on UI's entry into force date was added.

C5.2.3.14 Clarifications on the provision of information to IMO were added in paragraph 16.

C5.2.3.16 Clarifications on UI's entry into force date was added.

C7.1.2 QC was added in paragraph 8.

C7.1.3.1 Committees was added in the title and a table for Committees' internal communications, Note 2 and a QC identifier were introduced.

C8.2 Committee was included in the title.

C8.2.1 QC Chair and Vice Chair were introduced in the text.

C8.2.2 QC Chair, Quality Committee and Vice Chair were introduced in the text.

D1.1.1: Priority of task was added to Form A.

D1.2.1: A summary section in a box for the latest revision was added.

D2.2: Organisation Chart was updated

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