

1 **ADVISORY COMMITTEE**

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

1.2 The Advisory Committee shall consist of representatives from between fifteen Parties and a maximum of preferably one-third of the total membership of the Organization, elected at each Session of the Assembly, taking into account the need for full geographical representation, for rotation, and for continuity of membership.

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

2 **WORKING METHODS**

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

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

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

3 **COSTS**

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

4 **GMDSS RELATED TASKS**

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

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

- (b) any proposed action by a GMDSS Provider in relation to assignment or voluntary winding up under the Public Services Agreement between IMSO and the Provider.

5 LRIT RELATED TASKS

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

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

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

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

5.3 The Committee shall advise the Director General in relation to any amendments to the LRIT Audit and Review Procedures, in the light of developments and ensuring consistency with IMO documentation.

6 GENERAL TASKS

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

- (a) preparation by the Director General of the biennial budget of the Organization, and accounting and auditing procedures;
- (b) determination by the Director General of the staffing structure of the Directorate, and standard terms of employment of Directorate staff, and the Staff Rules;
- (c) admittance of observers, subject to the criteria and procedures established by the Assembly;
- (d) any other matters delegated by the Assembly; and

(e) any other matters on which the Director General identifies a need to consult the Advisory Committee on a case-by-case basis.

6.2 The Committee shall agree the biennial budget in advance of its submission to the Assembly for endorsement, seek to resolve any related issues and submit comments thereon to the Director General.

6.3 The Committee may revise the budget and fixed annual fees for the second year of the biennium, within guidelines established by the Assembly and taking into account prevailing circumstances. Any increase or reduction shall be reported to the next regular session of the Assembly.

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

6.5 The Committee shall agree the apportionment of the biennial budget between the GMDSS/Legacy services and the LRIT Coordinator services, in advance of its submission to the Assembly for approval.

7 REPORTING TO PARTIES AND TO THE ASSEMBLY

On behalf of the Committee, the Director General shall send the reports of each Session to all IMSO Member States, and the Chairman shall, through the Director General, report to each Session of the Assembly on the results of its work.
