

## **TERMS OF REFERENCE OF THE ADVISORY COMMITTEE<sup>1</sup>**

### **1 ADVISORY COMMITTEE**

1.1 The Advisory Committee (the '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 Committee shall consist of representatives from between fifteen Parties and a maximum of preferably one-third of the total membership of the Organization, appointed 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 Chair and Vice-Chair at its first scheduled meeting after a regular session of the Assembly.

### **2 WORKING METHODS**

2.1 The Committee shall follow the Rules of Procedure of the Assembly so far as they are applicable.

2.2 Any Party who is not a Member of the Committee can participate in its deliberation without participation in the recommendations and advice to the Assembly.

2.3 The Committee shall determine the frequency and location of its meetings giving due consideration to Rule 3<sup>2</sup> of the Rules of Procedure of the Assembly.

2.4 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:

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<sup>1</sup> The original text of the Terms of Reference was approved by Assembly 14 (February 1999) and subsequently amended by Assembly 15 (June 2000), Assembly 22 (June 2012), Assembly 28 (September 2022) and Assembly 29 (December 2024).

<sup>2</sup> Rules of Procedure of the Assembly - Rule 3: Place of Meetings - "Regular and extraordinary sessions shall be held in the vicinity of the Organization's headquarters, unless the Assembly decides otherwise. No meeting shall be held elsewhere unless the prospective host agrees to defray the additional expenditure involved."

- (a) the negotiation and execution of Public Services Agreements with GMDSS Providers recognized by the International Maritime Organization (IMO);
- (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;
- (c) the Analysis and assessment of GMDSS performance of each Provider; and
- (d) any other GMDSS related matters.

## **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;
- (b) the continuing review of the annual audit/review fee and the daily "per diem" fee for LRIT;
- (c) any amendments to the LRIT Review and Audit Procedures, in the light of developments and ensuring consistency with the IMO documentation.
- (d) the reports on LRIT implementation and audits; and
- (e) any other LRIT related matters.

5.2 The Committee may review and agree the formula for apportionment of LRIT fees to Data Centres which should be simple, predictable, easy to understand, fair, equitable, at no risk to IMSO, and internationally acceptable.

## **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 biennium 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;
- (e) any other matters on which the Director General identifies a need to consult the Committee on a case-by-case basis; and
- (f) any other matters identified by the Committee, as a recommendation or advice, for consideration by the Assembly.

6.2 The Committee shall agree the biennium 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 for the second year of the biennium in accordance with the Financial Regulations and within guidelines established by the Assembly 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.

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

On behalf of the Committee, the Director General shall make available on IMSO Docs the reports of each session to all IMSO Parties, and the Chair shall, through the Director General, report to each session of the Assembly on the results of its work.

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