INTERNATIONAL MARITIME ORGANIZATION

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RESOLUTION A.548(13)

adopted on 17 November 1983

GUIDELINES FOR HIRE OR CONFERENCE FACILITIES AT IMO HEADQUARTERS

THE ASSEMBLY,

NOTING that the new Headquarters premises of the Organization have been constructed with the intention that the main conference room and related areas should be hired out when not in use by the Organization,

NOTING ALSO the desirability of establishing basic guidelines for the arrangements pertaining to such hirings,

ADOPTS the Guidelines for Hire of Conference Facilities at IMO Headquarters detailed in the Annex to the present resolution.

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ANNEX

GUIDELINES FOR HIRE OF CONFERENCE FACILITIES AT IMO HEADQUARTERS

1. The premises listed in the appendix, when not in use by the Organization, may be hired out at the discretion of the Secretary-General to:

(a) the Governments of Member States;

(b) the United Nations and the specialized agencies;

(c) inter-governmental organizations with which the Organization has signed agreements of co-operation;

(d) non-governmental international organizations in consultative status.

2. The premises may also be hired out at the discretion of the Secretary-General, subject to priority being given to the needs of the Organization and to arrangements made under paragraph 1 above, to other organizations and associations whose aims and activities do not conflict with the purpose and programmes of IMO and its status as an international agency of the United Nations system.

3. Charges for hire will be at full market rates. Other terms of the hire agreements will be determined by the Secretary-General.

4. Net rentals shall be such sums received by the Organization as rentals or hiring fees less an appropriate element attributable to furnishings and equipment owned by the Organization and included in such hiring and also the cost to the Organization of heating, lighting and operating such parts of the premises hired for the period thereof. Net rentals shall be shared in the proportion of twenty per centum to IMO and eighty per centum to the United Kingdom Government.

APPENDIX

Accommodation available for hire

1. CONFERENCE ROOM (Ground floor)

Area: 1,000 m^2

Capacity:

Delegates at desk	254 places
Advisers and observers (without desks)	414 "
Platform, at desk	9 "
Platform, without desk	12 "
Gallery (on first floor)	100 "

Note: Desks are in fixed positions. Desks are equipped with microphones. Each delegate, adviser and observer has at his disposal a headset and a ten-channel selector for languages.

2. SIMULTANEOUS INTERPRETATION FACILITIES (First floor)

Ten simultaneous interpretation booths

One control room

3. DOCUMENTS DISTRIBUTION FACILITIES (Ground floor)

Documents counter with 290 pigeon-holes

One office for storing and handling documents

4. CONFERENCE OFFICES (Furnished)

Two offices (Ground floor) each of 35 m^2

Seven offices (First floor) each of 9 m^2

Committee room space of 196 m^2 divisible by folding partitions into four rooms (First floor)

5. LOUNGE (First floor)

Delegates' lounge of 192 m^2 (screened off area of large lounge)

Coffee and refreshment bar with service room of 20 m^2

6. TELEPHONE FACILITIES

12 booths on the Ground floor

14 booths on the First floor