

INTERNATIONAL MARITIME ORGANIZATION

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Circular Letter No.4767
23 August 2023

To: All IMO and ILO Member States
United Nations and specialized agencies
Intergovernmental organizations
Non-governmental organizations in consultative status with IMO
Non-governmental organizations in consultative status with ILO

Subject: **Joint IMO/ILO Conference on Work at Sea (Work@Sea)
(13 November 2023)**

1 The Secretary-General of the International Maritime Organization and the Director-General of the International Labour Organization have the honour to invite participation in the forthcoming joint IMO/ILO "Work at Sea" (Work@Sea) Conference, which has been scheduled to take place on **Monday, 13 November 2023**, at IMO Headquarters, 4 Albert Embankment, London SE1 7SR. The Conference will be conducted in person, complemented by hybrid facilities.*

2 The Conference will focus on the human element in the maritime sector, sharing views and experience on ensuring the rights of seafarers and fishers; identifying gaps in the current regulatory framework, including in relation to responsible management and exploring how Governments, industry, IGOs and NGOs can collaborate to improve the relevant international maritime legal framework.

3 The one-day conference will be structured around three sessions to discuss subjects of mutual interest to both IMO and ILO, as follows:

- .1 ensuring rights at sea;
- .2 regulatory framework at sea; and
- .3 perspectives for the future.

4 During each session, a moderator and several speakers will share their views on a particular subject from different perspectives and interact with the audience in a Q&A session.

* Information on hybrid meetings is included in Circular Letter No.4623 and No.4627, downloadable at <https://docs.imo.org/>

5 Participation in the event is open to all IMO and ILO Member Governments, UN agencies, IGOs, NGOs and other interested parties. Member States and international organizations are invited to disseminate this invitation widely to interested parties and stakeholders.

6 The Conference will be conducted in English only and will be streamed on IMODOCS. A recording will also be made available on [IMO's YouTube channel](#) after the event. The Conference will start at 9:00 a.m. (UTC) and will be followed by a reception. A detailed conference programme will be circulated in due course.

7 Registration is mandatory for participation and registration procedures are set out in the annex. On-site participants are responsible for their own travel and accommodation. Visa support letters can be provided upon request once registration has been completed.

8 Delegates are advised that the Registration Desk will be open from 8:00 a.m. (UTC) on Monday, 13 November 2023, when early arrival would be appreciated.

9 For any additional information and queries, please contact the IMO Secretariat by email at: htw@imo.org

ANNEX

REGISTRATION PROCEDURES

Participants' registration

Registration for the Joint IMO/ILO Conference will be available as follows:

- .1 via the IMO Online Meeting Registration System (OMRS) for participants registering through their national OMRS Delegation Coordinator; or
- .2 for non-OMRS registered participants as set out below.

Online Meeting Registration System (OMRS)

Member Governments, UN Agencies, IGOs and NGOs are required to provide, prior to the meeting date, the names of all members of their delegations attending the Joint IMO/ILO Conference via OMRS, as advised in IMO Circular Letter No.4336 of 5 November 2020. This facilitates both their entry into the building and the production of the list of participants by the Secretariat.

Active participants are those attending the Joint Conference at IMO Headquarters in person or remote-active participants authorized to take the floor. Remote-active participants will receive an email with a joining link for Zoom. The Zoom link is unique and should only be used by the receiver. The link should not be shared with any other person.

Remote-passive participants are those who follow the Joint Conference remotely via live streaming. They will be sent a link to a Web stream of the conference (live streaming), which will be broadcast via the IMODOCS page.

Delegates wishing to change their participation status from in-person to remote-active must change their status through their respective OMRS Delegation Coordinator in the OMRS. Subsequently, they will receive a joining link to the meeting.

For those delegates attending the Joint Conference in person who have completed the registration procedure, an electronic access card will be issued at IMO to pass through the security barrier in the IMO building.

Issue of the access card will require photographic proof of identity, e.g. passport, identity card or driving license. Participants may also be required to show proof of identity at any time while they are in the Headquarters building if requested by IMO Security. In view of the significant costs incurred in producing access cards, delegates who have previously been issued with one are kindly requested to bring it with them for reactivation.

Any matters relating to the use of the OMRS and participation in the forthcoming Joint IMO/ILO Conference on Work at Sea should be communicated to:

Registration Unit
Meeting Services and Interpretation Section
Email: onlineregistration@imo.org

Members of delegations will not be registered to attend the Joint Conference without authorization from their OMRS Delegation Coordinator. Delegates whose names do not appear on the OMRS list will be requested to contact their OMRS Delegation Coordinator in order to process their authorization to attend the conference.

Non-OMRS registered participants

Participants wishing to attend the Joint IMO/ILO Conference by sharing the invitation from Member States or international organizations but who are not affiliated with an IMO delegation are requested to contact htw@imo.org with the name, title, email address and indication if participation will be in-person or remote, for specific registration procedures.
