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**PROCEDURE FOR THE SUBMISSION OF DOCUMENTS CONTAINING
PROPOSALS FOR THE ESTABLISHMENT OF, OR AMENDMENTS TO,
SHIPS' ROUTEING SYSTEMS OR SHIP REPORTING SYSTEMS**

Background

1 The Sub-Committee on Navigation, Communications and Search and Rescue (NCSR), at its sixth session (16 to 25 January 2019), noted that some ships' routeing and ship reporting systems proposals submitted in recent years were not in conformity with the criteria outlined, in particular, in the *General provisions on ships' routeing* (resolution A.572(14), as amended) and the associated *Guidance Note on the preparation of proposals on ships' routeing systems and ship reporting systems for submission to the Sub-Committee on Safety of Navigation* (MSC/Circ.1060, as amended), as well as in the *Guidelines and criteria for ship reporting systems* (resolution MSC.433(98)).

2 Therefore, NCSR 6 agreed to a procedure which would give the Secretariat, in consultation with the Chair of the Sub-Committee, ample time to review proposals and provide advice on the establishment of, or amendments to, ships' routeing systems or ship reporting systems, and allow the proponents ample time to amend their proposals, as appropriate, before the deadline for submission of documents to a sub-committee meeting.

Procedure

3 The Maritime Safety Committee, at its 101st session, with a view to ensuring the proper development, drafting and submission of proposals for the establishment of, or amendments to, ships' routeing systems or ship reporting systems, approved the following procedure for the submission of documents containing such proposals:

- .1 for proposals primarily related to matters of protection of the marine environment and wildlife, proponents should consider first a submission to the Marine Environment Protection Committee (MEPC) with a view to establishing Particularly Sensitive Sea Areas (PSSAs), and/or associated protective measures, as appropriate;
- .2 Member States intending to submit a document proposing the establishment of, or amendments to, ships' routeing systems or ship reporting systems should submit a draft document to the Secretariat for initial review not later than six months before the opening of the relevant session of the NCSR Sub-Committee;

- .3 the requirement outlined in sub-paragraph 2 above should not be applied for minor amendments to ships' routing systems and ship reporting systems; and
- .4 the Secretariat should only accept a document containing a proposal when it has been submitted for initial review, as outlined in sub-paragraph 2 above, or otherwise, if it contains proposals for minor amendments as stated in sub-paragraph 3 above.

Explanatory notes

4 The Committee further decided that the procedure set out in paragraph 3 above would be included in the explanatory notes attached to the provisional agendas of sessions of the NCSR Sub-Committee, along with other notes on submission deadlines.
