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Circular Letter No.5008  
28 April 2025

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

**Subject: Informal "Thematic Exchange Day" on 5 June 2025**

1 The Secretary-General has the honour to invite participation in the forthcoming informal "Thematic Exchange Day" scheduled to take place from 8.30 a.m. to 5.30 p.m. (GMT) **on Thursday, 5 June 2025**, followed by a cocktail at IMO Headquarters, 4 Albert Embankment, London SE1 7SR. The workshop will be conducted in English without interpretation.

2 This event aims to enhance the engagement by Member States in informal discussions, participation and networking, while discussing the new thematic approaches to technical cooperation (TC). The presentations and panel discussions will increase the visibility of technical cooperation results based on success and lessons learned. The day will be organized around the four core themes: Safety, Environment, Security, and Facilitation. Furthermore, the workshop will offer the opportunity to learn more on the best practices to request for technical assistance and to clarify any questions in an interactive exchange. Project exhibits will be displayed throughout the day, allowing participants to meet the project teams and discuss the projects in detail.

3 The event will take place in the margins of the seventy-fifth session of the Technical Cooperation Committee. Delegates registered to attend TC 75 using the hybrid capability will be able to participate under the same modality. Please refer to annex I of Circular Letter No.4927.

4 Interested in-person participants who are not registered for TC 75 must provide their names and affiliation to [tcid@imo.org](mailto:tcid@imo.org) by 31 May 2025 for the issuance of a standard visitor's pass.

5 A provisional agenda and timetable are presented in the annex. Should you have any queries, please contact the IMO Secretariat via email at [tcid@imo.org](mailto:tcid@imo.org).

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**ANNEX**

**PROVISIONAL WORKING AGENDA**

**Thematic Exchange Day: From Insights to Impactful Action**

| <b>Time</b>          | <b>Session</b>   | <b>Expected outcome</b>   |
|----------------------|--|---|
| <b>08:30 – 09:30</b> | <b>Arrival &amp; registration</b> <ul style="list-style-type: none"> <li>Welcome coffee available in the exhibition area.</li> <li>Exhibits on display, informal networking.</li> </ul>  |   |
| <b>09:30 – 09:40</b> | <b>Opening &amp; introduction</b> <ul style="list-style-type: none"> <li>Welcome remarks by the Secretary-General.</li> <li>Overview of the day's objectives and format.</li> </ul>  |   |
| <b>09:40 – 10:05</b> | <b>Building blocks of a Maritime Administration – IMO Member State Audit Scheme (IMSAS) perspective</b> <ul style="list-style-type: none"> <li>Presentation by TCID-MSAI team (15 mins)</li> <li>Interactive Q&amp;A</li> </ul>  | General outcomes from IMSAS – Highlighting common root causes and needs (geographically)  |
| <b>10:05 – 11:00</b> | <b>Session 1: Safety</b> <ul style="list-style-type: none"> <li>Presentation on maritime safety related needs and audit findings (6 mins)</li> <li>Case of a successful safety-related TC support (activity/projects) (6-8 mins)</li> <li>Panel discussion</li> <li>Interactive Q&amp;A</li> </ul>               | <ul style="list-style-type: none"> <li>Shared understanding of current needs</li> <li>Insight into what works and how it can be replicated or scaled</li> <li>Challenges faced during implementation and actionable suggestions for improvement</li> <li>Compilation of actionable ideas</li> </ul> |
| <b>11:00 – 11:30</b> | <b>Coffee break &amp; exhibitions</b>  | <ul style="list-style-type: none"> <li>Networking and exploration of TC exhibits</li> </ul>   |
| <b>11:30 – 12:30</b> | <b>Session 2: Environment</b> <ul style="list-style-type: none"> <li>Presentation on marine environment related needs and audit findings (6 mins)</li> <li>Case of a successful environment-related TC support (activity/projects) (6 -8 mins)</li> <li>Panel discussion</li> <li>Interactive Q&amp;A</li> </ul> | <ul style="list-style-type: none"> <li>Shared understanding of current needs</li> <li>Insight into what works and how it can be replicated or scaled</li> <li>Challenges faced during implementation and actionable suggestions for improvement</li> <li>Compilation of actionable ideas</li> </ul> |

| Time          | Session  | Expected outcome  |
|---------------|--|---|
| 12:30 – 14:30 | <b>Lunch reception &amp; project exhibition</b> <ul style="list-style-type: none"> <li>Hosted by IMO Secretariat to promote informal exchange and engagement</li> </ul>  | <ul style="list-style-type: none"> <li>Enhanced understanding of the long-term projects.</li> <li>Understanding of fellowships to WMU and IMLI</li> <li>Experience new TC tools (TC Dashboard and TC Request Management System)</li> </ul>  |
| 14:30 – 15:15 | <b>Session 3: Security</b> <ul style="list-style-type: none"> <li>Presentation on maritime security related needs and audit findings (6 mins)</li> <li>Case of a successful security-related activity/project (6 -8 mins)</li> <li>Panel discussion</li> <li>Interactive Q&amp;A</li> </ul>  | <ul style="list-style-type: none"> <li>Shared understanding of current needs</li> <li>Insight into what works and how it can be replicated or scaled</li> <li>Challenges faced during implementation and actionable suggestions for improvement</li> <li>Compilation of actionable ideas</li> </ul>   |
| 15:15 – 16:00 | <b>Session 4: Facilitation</b> <ul style="list-style-type: none"> <li>Presentation on maritime Facilitation related, needs and main challenges (6 mins)</li> <li>Case of a successful support activity/projects (6-8 mins)</li> <li>Panel discussion</li> <li>Interactive Q&amp;A</li> </ul>   | <ul style="list-style-type: none"> <li>Shared understanding of current needs</li> <li>Insight into what works and how it can be replicated or scaled</li> <li>Challenges faced during implementation and actionable suggestions for improvement</li> <li>Compilation of actionable ideas</li> </ul>   |
| 16:00 – 16:30 | <b>Coffee break &amp; exhibitions</b>  | <ul style="list-style-type: none"> <li>Networking and exploration of TC exhibits</li> </ul>   |
| 1630 – 17: 15 | <b>Session 5: Financing Maritime Development</b> <ul style="list-style-type: none"> <li>Case study : From Concept to Impact – Resource Mobilization and Donor Collaboration in Technical Cooperation</li> <li>Impactful Technical Cooperation through Donor's perspective – Panel Discussion</li> <li>Interactive Q&amp;A</li> </ul> | <ul style="list-style-type: none"> <li>Understanding of how a technical cooperation (TC) concept evolves into a funded and implementable initiative.</li> <li>Insight into what motivates donor support and how IMO Member States can align proposals with donor interests.</li> <li>Enhanced awareness of transparency, results-based planning, reporting and long-term impact.</li> </ul> |

| Time            | Session   | Expected outcome  |
|-----------------|---|---|
| 17:15 - 1725    | Synthesis & way forward                           | <ul style="list-style-type: none"><li>• High-level summary by the moderator.</li><li>• Outline key takeaways and potential follow-up actions.</li></ul> |
| 17:25 – 17:30   | Closing remarks by Secretary-General              |   |
| 17:30 - onwards | Informal networking (optional) cocktail reception | <ul style="list-style-type: none"><li>• Further networking and visit exhibits</li></ul>   |