



Government of the People's Republic of Bangladesh
Ministry of Shipping
Department of Shipping
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Office Order

Subject: Revised Framework and Terms of Reference of DoS IMO Cell

Under Bangladesh's international obligations as a member state of the International Maritime Organization (IMO), and with the necessity to ensure a systematic, coordinated, and effective approach to fulfilling these obligations, a comprehensive framework and revised terms of reference for the IMO Cell have been developed and approved. This measure is also necessary to close IMO IMSAS audit 2017 findings.

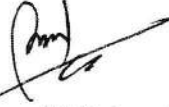
The IMO Cell shall serve as the focal unit within the Department of Shipping to the following, but not limited to:

1. Coordinate participation in IMO meetings, working groups, and correspondence groups;
2. Ensure timely and accurate communication of information and reports as required by IMO instruments and conventions;
3. Facilitate submission and co-sponsorship of technical papers;
4. Promote national interests at the international maritime forum;
5. Liaise with international stakeholders, including the IMO Secretariat, member states, and technical bodies;
6. Administer capacity-building initiatives and monitor compliance under the IMO Instruments Implementation Code (III Code).

To this effect, the structure, responsibilities, and procedures of the IMO Cell are outlined in the attached document titled **"Framework and Terms of Reference of IMO Cell"**. This framework supersedes all previous directives, orders, and instructions concerning IMO-related activities. The IMO Cell will operate under the direct supervision of the appointed Chief Co-ordinator - IMO affairs, reporting to the IMO Focal Point and, ultimately, the Director General of the Department of Shipping.

All communication to and from the IMO shall henceforth be routed through the official IMO Cell email address (i.e imo_cell@dos.gov.bd), ensuring transparency, traceability, and institutional memory.

The revised structure shall be implemented with **immediate effect**, and all concerned personnel are instructed to align their functions and reporting procedures accordingly.



Commodore Mohammad Maksud Alam, (E), BSP,
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Director General

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11-5-25

Copy for Kind Information and Necessary Action (Not in order of Seniority):

- (a) Senior Secretary, Ministry of Shipping;
- (b) Chief Nautical Surveyor, Department of Shipping;
- (c) Chief Engineer & ship Surveyor, Department of Shipping;
- (d) Director, Department of Shipping;
- (e) All Officials and Staffs, Department of Shipping,
- (f) PS to Director General, Department of Shipping.

FRAMEWORK AND TERMS OF REFERENCE FOR IMO CELL

1.0 SCOPE

This procedure & framework apply to the IMO Cell and the personnel involved with the International Maritime Organization (IMO) related activities as mandated by the Director General of the Department of Shipping and applicable IMO instruments.

2.0 PURPOSE

2.1 This framework aims to enhance Bangladesh's participation in IMO activities by ensuring a well-organized and proactive approach at various levels. The designated individuals and IMO Cell should be key in addressing technical, environmental, and legal aspects while safeguarding the country's national interests in international shipping forums.

3.0 AIMS

3.1 To actively participate in IMO meetings/ working groups/drafting groups/ correspondence groups to develop international regulations and standards.

3.2 To ensure that international obligations are complied with systematically by reviewing the applicable instruments following the established operating procedures.

3.3 To avail of the capacity-building opportunities and technical assistance from the IMO.

4.0 REFERENCE DOCUMENTS

4.1 IMO Mandatory Conventions and Codes

4.2 Bangladesh Merchant Act 2024

4.3 Resolution A. 1157(32) 2021 non-exhaustive list of obligations under instruments relevant to the IMO instruments implementation code (III code).

5.0 INVOLVEMENT IN IMO ACTIVITIES

DoS will be involved in three broad areas of IMO activities:

- a. Participation in IMO meetings/ working group/drafting group/ correspondence group
- b. Submitting /Co-Sponsoring Technical Papers

- c. To avail the capacity building and Technical cooperation support from IMO
- d. Implementation of the IMO convention and compliance with the IMO III Code

5.0 PARTICIPATION IN IMO MEETINGS/WORKING GROUP/DRAFTING GROUP/ CORRESPONDENCE GROUP

As member states, we must actively participate in IMO meetings and contribute to developing international regulations and standards. This involvement helps shape the global regulatory framework for shipping while increasing the visibility of Bangladesh's Maritime activities on IMO Floor.

5.1 Procedure For IMO Meeting Attendance:

- a) The Department of Shipping (DoS) is entrusted with overseeing Bangladesh's effective participation in International Maritime Organization (IMO) meetings. To ensure a systematic and formal approach, the DoS shall establish five high-profile committees and seven sub-committees aligned with IMO structures. These committees shall comprise members drawn from the maritime administration, academia, researchers, technical personnel, and industry experts.
- b) At the commencement of each calendar year, the IMO declares its meeting schedule. To enhance the preparedness, a predetermined list of attendees shall be declared at the outset of the year by IMO Cell. Representatives assigned to similar committees in IMO Cell must attend these meetings in person or hybrid. Before each meeting, IMO cell will ensure input of the attendee's details in IMO OMRS.
- c) The declared representatives are expected to conduct a comprehensive study and analysis of national interests, engage in stakeholder meetings, and receive briefings from the IMO cell before each scheduled meeting. This preparatory phase is critical for understanding the agenda, comprehending the backward linkage of prior meetings, and anticipating the forward agenda.
- d) Following each IMO meeting, representatives are required to submit detailed reports. These reports should encompass the discussed agenda items, comments from major maritime interest countries, outcomes of formal and informal engagements with supporting or opposing members, and proposed future steps for Bangladesh. This structured reporting mechanism ensures accountability and facilitates informed decision-making.

21 1

- e) Furthermore, a commitment to continuity and expertise is emphasized. Individuals from the same committee are to be consistently appointed to attend the same meetings annually. This practice enables representatives to effectively follow up on the status of previous engagements and build on the outcomes over successive sessions.
- f) One month before each meeting, the Maritime Counsellor (MC) based in London will review all the meeting documents from IMODOCS. He/She will shortlist the important documents relevant to the national interest, review those papers, recommend his views, and forward them to IMO cell for onward transmission to the respective committee and subcommittee members for preparing an intervention.
- g) Committee and subcommittee members, on receipt of these documents, shall prepare the intervention after conducting detailed studies, analyzing national interests, and holding stakeholder meetings and submit to IMO cell for onward transmission to MC before the meeting.
- h) Recognizing the significance of effective representation at the international level, the appointed Maritime Counsellor (MC) based in London will engage in negotiations on technical matters with other member states pertinent to international shipping as necessary. The MC will maintain liaison with various interest groups within the IMO and regularly inform IMO Cell committees in writing about the proceedings of relevant meetings. This proactive approach enhances Bangladesh's stature in the International Maritime Forum.
- i) Bangladesh's representatives, including the Maritime Counsellor, committee members, and delegations at IMO, will actively identify countries aligned with or opposing our national interests. Formal and informal meetings with these countries and interest groups will be conducted to negotiate and strategically influence votes during adopting regulations or conventions. A close collaboration with the Ministry of Foreign Affairs and diplomatic mission in London will be maintained to seek assistance on critical issues and vital national interests.

6.0 SUBMITTING TECHNICAL PAPER OR CO-SPONSORING A PAPER:

Submitting a technical paper or co-sponsoring one at the International Maritime Organization (IMO) meetings offers numerous benefits. This engagement provides a valuable platform for sharing the nation's maritime expertise and insights with the global maritime community,



enhancing the country's recognition and influence in the industry. Participation allows the country to actively contribute to developing maritime regulations and standards, shaping the international maritime landscape. It facilitates collaboration with other nations and industry stakeholders, fostering partnerships for joint initiatives. Published papers serve as a testament to the country's commitment to advancing maritime safety, sustainability, and technological progress, contributing to its positive global standing in the maritime domain.

6.1 Submitting a Technical Paper

Submitting a technical paper or co-sponsoring a paper for consideration at the International Maritime Organization (IMO) involves a formal process. Here are the general steps to follow:

- a. Review IMO guidelines and requirements for submitting technical papers. These guidelines are typically available on the IMODOCS.
- b. Identify Relevant Committee or Sub-Committee
- c. Determine the specific IMO committee or sub-committee that deals with the subject matter of your technical paper. Different committees handle various aspects of maritime regulations.
- d. Develop a well-researched and structured technical paper addressing the topic of national interest. Ensure that the paper adheres to the IMO's formatting and content requirements.
- e. Submit an abstract of the technical paper to the relevant committee or sub-committee in advance of the meeting. The abstract should concisely summarize paper's objectives, methods, and actions required.
- f. If required by the committee, submit your full technical paper well before the meeting to allow members to review the content before the session.
- g. If any person/institution wishes to present the paper at an IMO meeting, a formal request will be made. This request is typically made through the committee's secretariat through IMO Cell.
- h. Attend the committee or subcommittee meeting where the paper is being considered. Engage in discussions related to the paper with other member states.

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6.2 Co-Sponsoring a technical paper

- a. Identify relevant papers.
- b. Identify a technical paper being presented by another party that aligns with our national interests or expertise.
- c. Reach out to the member state author of the paper to express your interest in co-sponsoring. Discuss how Bangladesh's involvement can add value to the paper.
- d. Draft a formal co-sponsorship statement outlining your organization's contribution to the paper. Clearly state the added value or expertise that your organization brings.
- e. Submit the co-sponsorship request and statement to the committee or subcommittee handling the paper. This is typically done through the committee's secretariat.
- f. If the co-sponsorship is approved, actively participate in the paper presentation during the committee meeting. Be prepared to contribute to discussions and provide additional insights.
- g. Ensure that our country is properly acknowledged as a co-sponsor during the presentation and in any related documentation.
- h. It's essential to check specific guidelines and procedures outlined by the IMO for each committee or sub-committee, as they may have variations in their submission and co-sponsorship processes. Additionally, maintaining active engagement with relevant committees and staying informed about upcoming meetings is crucial for successful participation in IMO activities.
- i. Any Co-Sponsoring invitation/request is to be directed to IMO Cell for review and approval.

7.0 CAPACITY BUILDING AND IMO FUNDED PROJECTS

By following this comprehensive procedure, members of the IMO Cell can strategically utilize and benefit from IMO's capacity-building technical support, ensuring alignment with national priorities and fostering continuous improvement in the maritime sector.

7.1 Procedure for Capacity Building and IMO Funded Projects

IMO Cell in coordination with MC engages in dialogue and collaboration with relevant stakeholders to identify specific maritime priorities, conduct needs assessments to pinpoint areas requiring technical assistance, match identified needs with the appropriate levels on IMO's



capacity-building pathway, ensure alignment with Bangladesh's specific maritime priorities and submit a request for Technical Assistance to IMO.

Prepare well-documented requests specifying identified needs and desired outcomes, and ensure active collaboration with IMO representatives during the submission process.

The following broad areas are to be taken into consideration:

a. Human Capacity-Building:

i) Encourage and facilitate fellowships to World Maritime University (WMU) and IMO International Maritime Law Institute (IMLI), Oversee national and regional training courses, e-learning programs, and train-the-trainer courses, Support leadership and mentor programs and IMO Member State Audit Scheme (IMSAS) training.

ii) Opportunity to include Bangladesh national JPOs and SPOs at IMO.

b. Legal, Policy, and Institutional Capacity-Building

Initiate National Maritime Transport Policy initiatives aligned with IMO standards, Oversee the drafting of legislation to implement IMO Conventions and instruments, and Develop National Action Plans and guidance materials in collaboration with IMO.

c. Technology Infrastructure Capacity-Building

Develop and implement IT capabilities aligned with maritime requirements, Invest in new technologies and modernize port and inspection facilities, and Establish new training centers to enhance technological proficiency.

d. Regularly monitor the progress of implemented technical cooperation initiatives, evaluate the effectiveness and impact of capacity-building measures, and modify strategies based on feedback and evolving needs.

e. Regional Capacity Development Collaboration

Collaborate with neighboring countries once we achieve maturity in specific areas, Assist others in the region to strengthen overall regional capability, and facilitate a continuous exchange of knowledge and expertise within the regional maritime community.

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8.0 FULFILLING MEMBER STATE OBLIGATION TO IMO

As a member state of the International Maritime Organization (IMO) it has various obligations to ensure the organization's effective functioning and to promote safe, secure, environmentally sound, efficient, and sustainable shipping.

Some key obligations that need to be fulfilled include:

8.1 Implementation of IMO Conventions

As a Member State, we must implement and enforce the provisions of international conventions adopted by the IMO. These conventions cover a wide range of maritime issues, including safety, security, environmental protection, and the prevention of maritime pollution. We shall endeavor to ratify IMO conventions with great national interest, which is not yet. IMO Cell should take the initiative and process the accession.

8.2 Compliance with IMO III Code

IMO IMSAS Audit, using the IMO Instruments Implementation Code (III Code) as the audit standard, aims to provide an audited Member State with a comprehensive and objective assessment of how effectively it administers and implements those mandatory IMO instruments covered by the Scheme. Audits under the Scheme became mandatory on 1 January 2016. Following the above amendments, we, as a Contracting Government or Party, are responsible for facilitating the conduct of the audits and implementing a program of actions to address the findings, based on the guidelines adopted by the Organization (i.e. resolution A.1067(28) on the Framework and Procedures for the IMO Member State Audit Scheme (Framework and Procedures)). IMO Cell ensures that audit areas are prepared, required records are maintained and outstanding previous audit findings are closed out.

8.3 Compliance with IMO reporting requirements

Member States are obliged to submit periodic reports to the IMO on the measures taken to implement and enforce IMO conventions. These reports help assess the compliance of Member States with international regulations. IMO cells should ensure that periodic reports are duly communicated to IMO and IMO GISIS information is up to date.



8.3.1 Communication procedure

This procedure identifies the nature of the information to be sent, such as the text of the law, certificate, document, report, data, etc., the recipient of the information, the content of the information, and the time & frequency of communication.

- a) All IMO related communication to be received or made to a single IMO email ID i.e IMO@dos.gov.bd, for transparency, accountability, and recordkeeping. However, CC options can be used as necessary to keep informed of the relevant persons
- b) Persons responsible for the functional communication of information shall review the relevant instrument and identify the information to be communicated.
- c) Information mandated for communication shall be communicated to the IMO Cell convenor as required within the time indicated by the IMO CELL.
- d) The person responsible shall collect the information from the relevant Department, including external service providers, if relevant.
- e) Verify the content of the information against the requirements of the relevant instrument.
- f) Identify the time and frequency of communication.
- g) Complete the QMS Form XXX (Appendix 2) and place the information to be communicated with the proposed date and means of communication (email, post, GISIS) for approval by the convener of IMO Cell along with the completed QMS Form XXX.
- h) Financial Contributions: As member states, we must make financial contributions to the IMO's budget based on a scale determined by the Assembly. These contributions support the organization's operations and initiatives. Hence, IMO cell to ensure that dues payments are processed on time and up to date.

9.0 RESPONSIBILITY AND AUTHORITY OF IMO CELL MEMBERS

The following persons are responsible for the IMO-related activities.

9.1 IMO Focal Point

9.1.1 Appointment

The Director General, Department of Shipping, will appoint the Convenor of IMO Cell

9.1.2 Responsibility

- a) Ensures the implementation of the obligations regarding communicating information to IMO and other Administrations as mandated by applicable IMO instruments.
- b) Approve the contents of all information to be communicated to IMO .
- c) Approving means allocation and time of communication.
- d) Implement high-level policies and strategies related to IMO-related activities.
- e) Oversee the function of the IMO Cell, implementation of IMO conventions and guidelines into national law.
- f) Ensure meetings related to IMO activities with the IMO Cell and other stakeholders are arranged every three months.
- g) Coordinate and execute IMO-related activities.
- h) Monitor the IMO Council Election action plan and execution
- i) Selection of Nominated/recommended persons for various IMO organized training/workshops/awards, and assignments for approval and send it to IMO.
- j) Any other responsibility as necessary by the Director General, DoS, and the Ministry of Shipping (MoS)

9.2 Chief Coordinator -IMO Affairs:

9.2.1 Appointment

The Director General, Department of Shipping, will appoint the Convenor of IMO Cell

9.2.2 Responsibility

- a) In charge of the overall activities of IMO functions of the DoS and reports to the IMO Focal point and the Director General.
- b) Monitor all IMO communication and take action after discussion with IMO Focal point.
- c) Responsible for the proper functioning of IMO cell and reports to IMO Focal point.
- d) Responsible for sending information to IMO through IMO focal point on RO, legislation, document, certificate, dispensation, exemption, MARPOL Annex.VI, PRF, PSC, LRIT, Security, Piracy, independent evaluation, Marine Casualty, SAR, FAL, and all others as applicable.
- e) Identify the time and frequency of communication and its implementation.



- f) Communicate the information as approved by the focal point.
- g) Responsible for maintaining records of IMO activities.
- h) Responsible for updating the IMO GESIS.
- i) Responsible for yearly IMO meeting attendance scheduling and ensuring attendance by relevant assigned officers.
- j) Responsible for maintaining IMO OMRS for IMO meeting scheduling and attendance.
- k) Publish a list of designated representatives at the beginning of each year.
- l) Execute IMO Council election action plan
- m) Meeting related to IMO activities with IMO Cell and other stakeholders to be arranged every three months
- n) Form a team of experts for each committee and subcommittee in consultation with functional heads.
- o) Primary selection and formalities of Nominated/recommended persons for various IMO organized training/workshops/awards, and assignments for approval and send it to IMO.
- p) Any other responsibility as necessary by the IMO Focal point, Director General, DoS and Ministry of Shipping (MoS)

9.3 IMO Committee- Lead Specialist

9.3.1 Appointment

Appointed by the Director General from the subject matter experts from the Department of Shipping officers.

9.3.2 Responsibility

- a) Responsible for all types of assigned committee functions
- b) Responsible for attending respective committee meetings, Working Groups, and Drafting groups
- c) Conduct detailed studies, analyse national interests, liaise, and hold stakeholder meetings before attending IMO sessions.
- d) Responsible for preparing meeting reports and submitting them to the IMO cell.
- e) Responsible for input on any matters related to the respective committee's matters.



f. Form a team of suitable number of subject matter specialists from Internal or External academia, researchers, technical personnel, and industry.

g. The above activities will be performed in consultation with the IMO cell. Any other responsibility as necessary by the IMO Cell.

9.4 IMO Sub-Committee- Lead Specialists

9.4.1 Appointment

Appointed by the Director General from the subject matter experts from the Department of Shipping officers.

9.4.2 Responsibility

- a) Responsible for all types of assigned subcommittee functions
- b) Responsible for attending respective Subcommittee meetings, Working Groups, and Drafting groups in Hybrid or In person mode.
- c) Conduct detailed studies, analyze national interests, and hold stakeholder meetings before attending IMO sessions
- d) Responsible for maintaining records.
- e) Responsible for input on any matters related to the respective committee matters
- f) Form a team of suitable number of subject matter specialists from Internal or External academia, researchers, technical personnel, and industry.
- g) Any other responsibility as necessary by the IMO Cell.

9.5 Committee and Subcommittee - Specialists

9.5.1 Appointment

Appointed by the Director General from the subject matter experts from the Department of Shipping officers, Internal or External academia, researchers, technical personnel, and industry.

9.5.2 Responsibility

- a) Responsible for attending respective Subcommittee meetings, Working Groups, and Drafting groups in hybrid or in-person mode.
- b) Conduct detailed studies and analyze national interest meetings before attending IMO sessions.
- c) Responsible for preparing interventions.
- d) Responsible for input on any matters related to the respective committee/sub-committee matters
- e) Any other responsibility as necessary by the IMO Cell or Lead specialist.

9.6 . Maritime Counsellor (MC):

9.6.1 Appointment

The Ministry of Shipping will appoint a Maritime Counsellor in London for representation at IMO. He/She will work closely with the Department of Shipping on all matters related to IMO.

9.6.2 Responsibilities

- a) Attend all IMO Meetings. Prepare a list of essential documents in the context of Bangladesh and make a detailed report on why it should be important to us, what action we should take, and the assistance required from the IMO cell side.
- b) Liaise with IMO interest groups.
- c) Keep IMO Cell and Committees in Bangladesh informed about IMO proceedings. Identify countries in favor and against national interests.
- d) Regularly conduct both formal and informal meetings with relevant countries and groups. The meeting report is to be forwarded to IMO Cell/DoS.
- e) Assist as a link to matters related to the Ministry of Foreign Affairs and diplomatic missions as necessary.
- f) Look for opportunities in capacity building and Technical operations, and keep the IMO Cell apprised in writing and a strategy/position paper to avail the opportunity.



- g) Assist MoS, DoS, and IMO Cell on the IMO council election campaign.
- h) Any other responsibility and assignment as necessary by MoS, DoS, and IMO Cell.

9.7 Special Envoy to IMO (If appointed)

9.7.1 Appointment

The Ministry of Shipping may appoint a Shipping Minister Special Envoy to IMO in London for representation at IMO.

9.7.2 Responsibilities

- a) Liaise with IMO Cell, Maritime Counsellor and interest groups.
- b) Keep IMO Cells , and Committees in Bangladesh informed about IMO proceedings.
Identify countries in favor and against national interests.
- c) Conduct both formal and informal meetings with relevant countries and groups.
- d) Maintain close collaboration with the Ministry of Shipping, Ministry of Foreign Affairs, and diplomatic missions.
- e) Look for opportunities in capacity building and Technical operation and keep IMO Cell appraised in writing and strategy/position paper to avail the opportunity.
- f) Notify DoS regarding any planned seminar and expected budget requirement at least two months before,
- g) Any other responsibility as necessary by MoS, DoS and IMO Cell.

Appendices:

Appendix 1: IMO Committees & Sub-Committees and Assigned Officers

Appendix 2: IMO Meeting Proposal Instruction/Approval/Information Request



Appendix 1: IMO Committees & Sub-Committees and Assigned Officers

IMO Focal Person	Capt. Md. Giashuddin Ahmed
Chief Co-Ordinator IMO Affairs	MarEngr Md Obaidullah Ibne Bashir
IMO Cell Support Staff	Mr Shahadat Shihab

	Committees	Lead Specialist¹	Specialist²
LEG	Legal committee (Deals with all legal questions, including Conventions and Protocols of a general nature)	I. Captain Sabbir Mahmood (Principal Officer ,MMO)	1. MarEngr Md Obaidullah Ibne Bashir
MSC	Maritime Safety Committee (Deals with all questions related to safety at sea)	I. Capt. Md. Giashuddin Ahmed (CNS)	1. MarEngr Md Obaidullah Ibne Bashir 2. Capt Mostafizur Rahman
FAL	Facilitation Committee (Deals with reducing and simplifying documentation required from ships in connection with arrival and departure from ports. Issues such as stowaways, transport of illegal migrants, and drug smuggling by ships are also dealt with by FAL)	I. Captain Quazi Muhammed Ahsan (Nautical Surveyor and Examiner)	1. MarEngr Md Obaidullah Ibne Bashir 2. Engr Nazrul Islam
MEPC	Marine Environment Protection Committee (Deals with all questions relating to prevention and control of pollution from ships)	I. MarEngr Kabir Manjurul (Chief Engineer and Ship Surveyor)	1. MarEngr Abul Bashar 2. MarEngr Md Obaidullah Ibne bashir
TC	Technical Co-Operation Committee (deals with all questions related to the implementation of technical co- operation projects, in particular technical assistance to developing countries)	I. MarEngr Md Obaidullah Ibne Bashir (Engineer and Ship Surveyor and Examiner)	1. Capt Sayeed Ahmed

Signature

Signature

Sub Committees	Lead Specialist	Specialist
HTW Human Element, Training and Watchkeeping	1. Capt Sayeed Ahmed (Chief Maritime Education)	1. Capt Sabbir Mahmood 2. MarEngr Obaid bashir
SDC Ship Design and Construction	1. Engr. Mashruf Ahmed	1. Engr Shahriar Hossain 2. Cdr Saiful 3. Lt Cdr Shahriar Navigation: 1. Capt Sayeed Ahmed 2. Capt Mostafizur Rahman 3. Capt Kazi Mehedi Masud (ND)BN (Rtd)
NC-SR Navigation, Communication and Search and Rescue	1. Captain Sheikh Jalal Uddin Gazi	Search & Rescue 1. MarEngr Abul Bashar 2. Capt Abu Sayeed Md Delowar Rahman 3. Capt Farhad Jalil Biplob 4. Lt Cdr Rakibul Hasan 5. Lt Cdr Rahatuzzaman 6. Lt Cdr Dickson Chowdhury 7. Lt Cdr Ahsanul Kabir Ship Security: 1. Capt Captain Quazi Muhammed Ahsan 2. Commander M Shaker, (Retd.)
PPR Pollution Prevention and Response	1. MarEngr Abul Bashar	1. MarEngr Arafat Hossain 2. MarEngr Mahmudur Rahman
SSE Ship Systems and Response	1. MarEngr Arafat Hossain	1. MarEngr Rafiqul Alam 2. Cdr Saiful



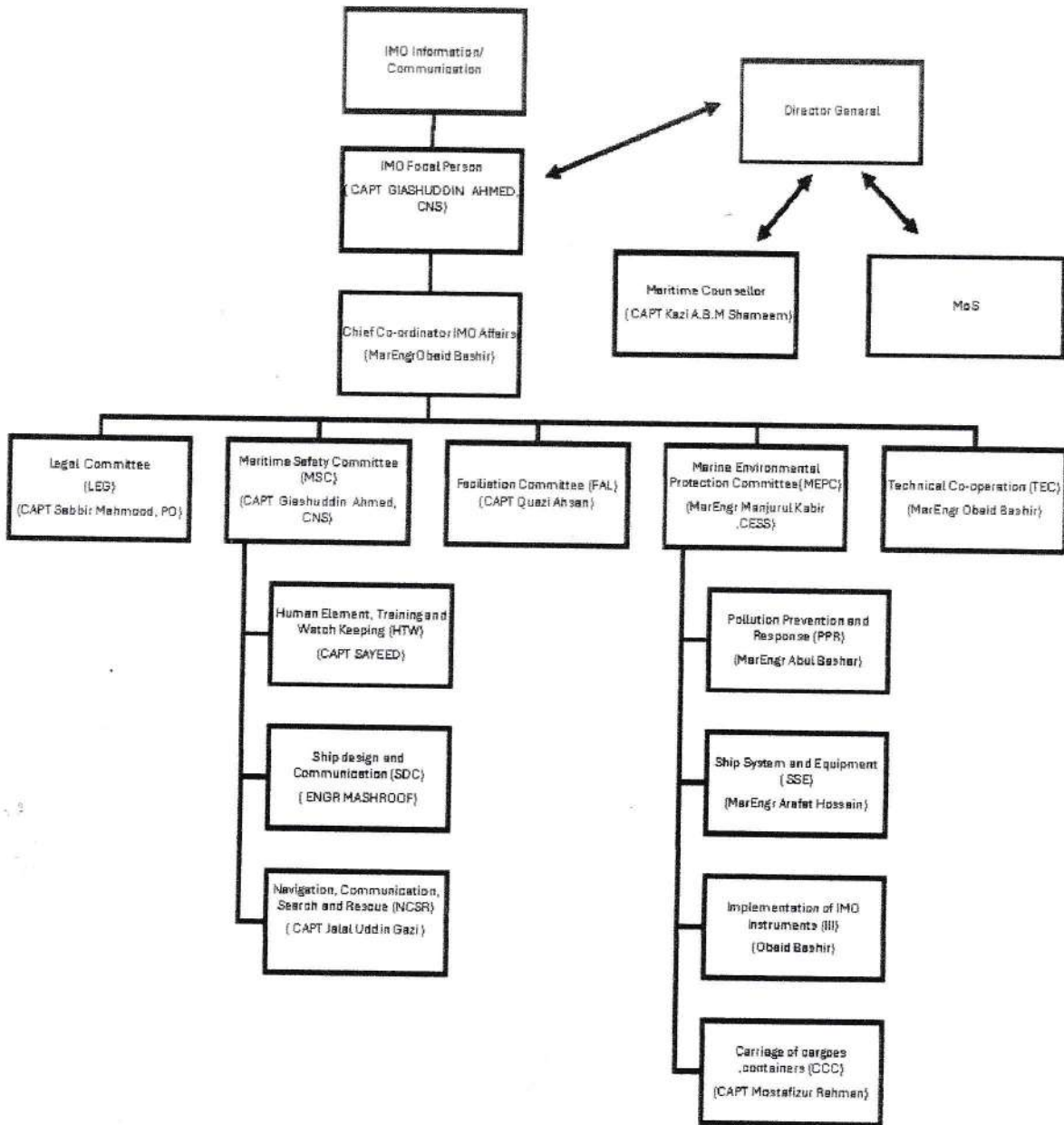

III	Implementation of IMO Instruments	1. MarEngr Md Obaiddullah Ibne Bashir	3. Lt Cdr Shahriar 1. Capt Sayeed Ahmed
CCC	Carriage of Cargoes and Containers	1. Captain G.M. Mustafizur Rahman	1. Sheikh Jalal Uddin Gazi IMDG: 1. Capt Kazi Mehedi Masud (ND)BN (Retd) 2. Dr. Md. Abdul Hannan

¹ The Lead Specialist is a designated position appointed by the Director General of the Department of Shipping (DoS). This role is typically filled by an internal DoS expert and is generally intended for longer time. The primary responsibility of the Lead Specialist is to serve as the coordinator for the assigned committee or sub-committees' specialists to ensure effective oversight, strategic guidance, and alignment with IMO cell objectives.

² Specialists are temporary appointments that may be from both internal and external experts from the DoS, academic institutions, and other relevant public or private sector organizations. These positions are intended to provide subject-specific expertise and support to the lead specialist dealing with the IMO Cell objectives.

DoS IMO Cell work/Communication flow chart of IMO activities/Matters

(NB: This is not to be treated as an Organogram)



IMO Meeting Proposal Instruction/Approval/Information Request

Reference:

(To be filled in with document reference number, date, and relevant details)

Part -A: Proposal Summary

(Proposal of the Summary In Brief to be filled by the IMO Cell Convenor/Function heads/Maritime Counsellor)

Title of the Proposal:

Source & Proponent:

(Who submitted the proposal)

Summary of the Proposal and action necessary:

(Concise 3-5 line summary)

Part -B: Initial Analysis & Recommendations

(To be filled by IMO Cell Convenor/Function heads/Maritime Counsellor Considering Following Aspects)

1. Analysis of the proposal

(Assess the proposal's implications under the following categories)

- a. Strategic:
- b. Operational:
- c. Technical:
- d. Social:
- e. Economical:
- f. Environmental:
- g. Regional and Legal Implication:

2. Key Benefits, Potential Challenges, and Risks:

(Concise 3-5 line summary)

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3. Specific Recommendation:
(2/3 Concise actionable recommendations)

Signature of IMO Cell Convenor/Function head/Maritime Counsellor
(Name, Designation, Date)

Part – C: Internal Review by Department of Shipping

(To be filled by the concerned section of the Department of Shipping)

Comments on Recommendation on part B : (Detailed observations and any necessary amendment)

Signature of Concerned Officer IMO cell :
(Name, Designation, Date)

Part-D: Final Review & Approval

(To be filled by Director General of Department of Shipping)

Final Decision and Recommendation:
(Final remarks and instructions)

Signature of Director General
(Name, Designation, Date)