



# Guidance for Delegates Representing IFSMA

---

Last revised in June 2014





# Preface

In order to achieve the goals of IFSMA, the secretariat and members of the executive council as well as members of the IFSMA member organizations and individual members of IFSMA are regularly participating in international and national conferences, seminars, committee meetings, working groups, correspondence groups and drafting groups.

To ensure proper procedures and a unified approach during these meetings this document has been put together to give guidance to those IFSMA delegates.

Delegates are encouraged to take good notice of these guidelines.

*(This page has been left blank intentionally.)*

# Chapter 1

## An Introduction to the International Federation of Shipmasters' Associations (IFSMA)

IFSMA was formed in 1974 by eight national shipmasters' associations to unite the world's serving shipmasters into a single professional co-ordinated body. It is a non-profit, apolitical organisation dedicated solely to the interest of the serving shipmaster. Thousands of shipmasters from all continents are affiliated to IFSMA, either through their national associations or as individual members.

IFSMA is a federation established to uphold international standards of professional competence for seafarers commensurate with the need to ensure safe operational practices, preservation from human injury, protection of the marine environment and safety of life and property at sea.

In 1975 IFSMA was granted status as a Non-Governmental Organization (NGO) at the International Maritime Organization (IMO), a specialized United Nations (UN) agency. This consultative status enables the Federation to represent the views and protect the interests of the serving shipmasters unfettered and unfiltered either by national governments or by shipping companies.

In February 1993 IFSMA was also placed on the International Labour Organizations (ILO) special list of NGOs.

## Chapter 2

# IFSMA Contacts with Various Organizations and Bodies

### United Nations (UN)

Currently IFSMA is involved in the UN Security Council Contact Group on Piracy off the Coast of Somalia (CGPCS).

Further information may be obtained from [www.un.org](http://www.un.org).

### International Maritime Organization (IMO)

By far the most important organization IFSMA participates in through its NGO status.

To familiarize yourself with the IMO procedures see [www.imo.org/about](http://www.imo.org/about) and refer to the IFSMA booklet “About the IMO”.

### International Labour Organization (ILO)

Through its NGO status IFSMA participates in the seafarer related work at the ILO.

For further information see [www.ilo.org/global/about-the-ilo/how-the-ilo-works](http://www.ilo.org/global/about-the-ilo/how-the-ilo-works).

### International Tribunal for the Law of the Sea (ITLOS)

The International Tribunal for the Law of the Sea is open to States Parties to the UN Convention on the Law of the Sea (UNCLOS) and, in certain cases, to entities other than States Parties (such as international organizations and natural or legal persons). IFSMA may be invited to participate when pertinent.

For more information see [www.itlos.org/index.php?id=15&L=0](http://www.itlos.org/index.php?id=15&L=0).

### European Parliament (EP)

The European Parliament is made up of MEPs (Members of the European Parliament) elected by the people of EU countries. It approves laws jointly with the Council of Ministers. IFSMA is invited on a regular basis to participate in various conferences and public hearings.

For more information: [www.europarl.europa.eu](http://www.europarl.europa.eu)

### European Commission (EC)

The European Commission is the executive body, similar to the UK civil service. It implements the agenda set by the European Council, by drafting new laws and

ensuring that member states put them into effect. Every member country nominates one Commissioner, who is responsible for a specific policy area, for example, education, transport or agriculture. The Commissioners are entirely independent of their countries and serve the EU as a whole. IFSMA is invited on a regular basis to participate in various conferences and projects.

For more information: [www.ec.europa.eu](http://www.ec.europa.eu)

### **The European Maritime Safety Agency (EMSA)**

In general terms, EMSA will provide advice to the European Commission in the field of maritime safety and prevention of pollution by ships in the continuous process of updating and developing new legislation, monitoring its implementation and evaluating the effectiveness of the measures in place. No formal cooperation between IFSMA and EMSA presently.

For more information: [www.emsa.europa.eu](http://www.emsa.europa.eu)

### **International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA)**

IALA is a non-profit international technical association. Their work ensures that the mariners have aids to navigation which will meet their needs both now and in the future. IALA is therefore contributing to the reduction of marine accidents and to the increasing safety of life and property at sea, while protecting the marine environment. IFSMA participates the IALA VTS Committee which, amongst other tasks, produces the IALA VTS Manual. IFSMA also cooperates in other areas, including as a member of the Advisory Board for the IALA World VTS Guide.

For more information: [www.iala-aism.org/about](http://www.iala-aism.org/about)

### **Other organizations and bodies**

In order to achieve its goals IFSMA cooperates at times with other NGOs, such as (the list is in alphabetical order and not conclusive):

- Baltic and International Maritime Council (BIMCO)  
[www.bimco.org](http://www.bimco.org)
- Institute of Marine Engineering, Science and Technology (IMarEST)  
[www.imarest.org](http://www.imarest.org)
- InterManager (INTERMANAGER)  
[www.intermanager.org](http://www.intermanager.org)
- International Association of Classification Societies (IACS)  
[www.iacs.org.uk](http://www.iacs.org.uk)

- International Association of Dry Cargo Shipowners (INTERCARGO)  
[www.intercargo.org](http://www.intercargo.org)
- International Association of Independent Tanker Owners (INTERTANKO)  
[www.intertanko.com](http://www.intertanko.com)
- International Chamber of Shipping (ICS)  
[www.ics-shipping.org](http://www.ics-shipping.org)
- International Harbour Masters' Association (IHMA)  
[www.harbourmaster.org](http://www.harbourmaster.org)
- International Maritime Pilots' Organisation (IMPA)  
[www.impahq.org](http://www.impahq.org)
- International Salvage Union (ISU)  
[www.marine-salvage.com](http://www.marine-salvage.com)
- International Seafarers Welfare and Assistance Network (ISWAN)  
[www.seafarerswelfare.org](http://www.seafarerswelfare.org)
- International Shipping Federation (ISF)  
[www.ics-shipping.org](http://www.ics-shipping.org)
- International Transport Workers' Federation (ITF)  
[www.itfglobal.org](http://www.itfglobal.org)
- Maritime Piracy Humanitarian Response Programme (MPHRP)  
[www.mphrp.org](http://www.mphrp.org)
- Seafarers' Rights International (SRI)  
[www.seafarersrights.org](http://www.seafarersrights.org)



## Chapter 3

### What is Expected from Delegates?

To maximize the results from participation in various official meetings, and to ensure that the input is in line with IFSMA policies and objectives delegates must familiarize themselves with IFSMA policies and objectives as well as procedures.

An IFSMA delegation participating in international meetings will normally consist of members of IFSMA Associations, the Secretariat and Individual Members who have been approved by the Executive Council. If necessary, the delegates will be briefed by the secretariat about their role in the meeting. Prior to a meeting a delegation should, if possible, get together to discuss and plan a common strategy for that meeting in accordance with IFSMA policy.

Members wishing to participate at meetings should announce their intention to the IFSMA Secretariat well in advance. The Secretariat will decide on the composition of the IFSMA delegation.

On occasions the need for non-member representatives with up-to-date knowledge in certain areas may arise. These representatives must be approved by the Executive Council and will attend as advisors and shall not speak on behalf of IFSMA unless otherwise agreed.

Currently, IFSMA resolutions and statements have been approved by the General Assemblies on the following subject matters (listed in alphabetical order):

Subject Area	Resolution/Statement Number	
Accident Investigation	RES 1/2008 (34 <sup>TH</sup> AGA)	RES 3/2014 (40 <sup>TH</sup> AGA)
Administrative Workload	RES 4/2007 (33 <sup>RD</sup> AGA) RES 4/2013 (39 <sup>TH</sup> AGA)	RES 12/2012 (38 <sup>TH</sup> AGA)
Argentinas Merchant Fleet	STAT 1/2004 (30 <sup>TH</sup> AGA)	
Asbestos	RES 4/2010 (36 <sup>TH</sup> AGA)	
Criminalization	RES 3/2000 (26 <sup>TH</sup> AGA) RES 1/2006 (32 <sup>ND</sup> AGA) RES 3/2012 (38 <sup>TH</sup> AGA) RES 2/2014 (40 <sup>TH</sup> AGA)	RES 1/2004 (30 <sup>TH</sup> AGA) RES 1/2011 (37 <sup>TH</sup> AGA) RES 3/2013 (39 <sup>TH</sup> AGA)
Crowd and Crisis Management	RES 3/2008 (34 <sup>TH</sup> AGA)	

Dangerous Goods	RES 2/2000 (26 <sup>TH</sup> AGA)	
Deep Water Horizon	STAT 1/2010 (36 <sup>TH</sup> AGA)	
Domestic Ferry Safety	RES 4/2014 (40 <sup>TH</sup> AGA)	
ECDIS	STAT 1/2005 (31 <sup>ST</sup> AGA)	
E-Learning	RES 2/2006 (32 <sup>ND</sup> AGA)	
Emergencies in Coastal Waters	RES 1/2005 (31 <sup>ST</sup> AGA)	
E-Navigation	RES 2/2007 (33 <sup>RD</sup> AGA)	RES 2/2009 (35 <sup>TH</sup> AGA)
Enclosed Spaces	RES 1/2009 (35 <sup>TH</sup> AGA)	
Evacuation	RES 11/2012 (38 <sup>TH</sup> AGA)	
Fairtrade	RES 3/2007 (33 <sup>RD</sup> AGA)	
Fair Treatment	RES 1/2003 (29 <sup>TH</sup> AGA)	
Fatigue	RES 7/2012 (38 <sup>TH</sup> AGA)	RES 1/2013 (39 <sup>TH</sup> AGA)
Fishing Ship Safety	RES 3/2006 (32 <sup>ND</sup> AGA)	
Green House Gas	RES 10/2012 (38 <sup>TH</sup> AGA)	
Hours of Work and Rest	RES 4/2009 (35 <sup>TH</sup> AGA)	STAT 2/2010 (36 <sup>TH</sup> AGA)
Humanitarian Assistance	RES 1/2002 (28 <sup>TH</sup> AGA)	
IMO	RES 5/2009 (35 <sup>TH</sup> AGA)	
ISM	RES 2/2002 (28 <sup>TH</sup> AGA)	
Maritime Resource Management	RES 6/2009 (35 <sup>TH</sup> AGA)	
Mentoring	RES 4/2012 (38 <sup>TH</sup> AGA)	
MLC 2006	RES 8/2012 (38 <sup>TH</sup> AGA)	
Mooring	RES 4/2008 (34 <sup>TH</sup> AGA)	
Nuclear Disaster	RES 5/2011 (37 <sup>TH</sup> AGA)	
Passenger Ship Safety	RES 1/2007 (33 <sup>RD</sup> AGA)	RES 2/2012 (38 <sup>TH</sup> AGA)

Piracy	RES 1/2000 (26 <sup>TH</sup> AGA) RES 1/2010 (36 <sup>TH</sup> AGA) RES 2/2011 (37 <sup>TH</sup> AGA) RES 4/2011 (37 <sup>TH</sup> AGA) RES 6/2012 (38 <sup>TH</sup> AGA)	RES 2/2008 (34 <sup>TH</sup> AGA) RES 2/2010 (36 <sup>TH</sup> AGA) RES 3/2011 (37 <sup>TH</sup> AGA) RES 5/2012 (38 <sup>TH</sup> AGA)
Port of Refuge	RES 4/2002 (28 <sup>TH</sup> AGA)	RES 1/2014 (40 <sup>TH</sup> AGA)
Qualifications for Command	RES 2/2013 (39 <sup>TH</sup> AGA)	
Recruitment	RES 3/2010 (36 <sup>TH</sup> AGA)	
Safe Manning	RES 2/2005 (31 <sup>ST</sup> AGA)	RES 4/2006 (32 <sup>ND</sup> AGA)
Safe Navigation	RES 9/2012 (38 <sup>TH</sup> AGA)	
Safe Operation of Ships	RES 5/2007 (33 <sup>RD</sup> AGA)	
Ship Safety	RES 7/2002 (28 <sup>TH</sup> AGA)	
Ship Security Officer	RES 3/2002 (28 <sup>TH</sup> AGA)	RES 2/2004 (30 <sup>TH</sup> AGA)
Ship-Port-Interface	RES 5/2008 (34 <sup>TH</sup> AGA)	
Shore Leave	RES 3/2004 (30 <sup>TH</sup> AGA)	
SMCP	RES 1/2012 (38 <sup>TH</sup> AGA)	
STCW	RES 3/2009 (35 <sup>TH</sup> AGA)	
Submarine Underwater Safety	RES 6/2002 (28 <sup>TH</sup> AGA)	
Survival Craft Drills	RES 5/2002 (28 <sup>TH</sup> AGA)	

**N.B.:** *The full text of all IFSMA Resolutions and Statements may be obtained from the **Compilation of IFSMA Resolutions & Statements**, a document published by IFSMA every year shortly after the meeting of the General Assembly.*

*(This page has been left blank intentionally.)*

# Notes

# Notes





**International Federation of Shipmasters' Associations**  
202 Lambeth Road  
London SE1 7JY · United Kingdom

Phone: +44 20 7261 0450  
Fax: +44 20 3468 2134  
Email: [HQ@ifsma.org](mailto:HQ@ifsma.org)  
Website: [www.ifsma.org](http://www.ifsma.org)