

Training to prepare Member State officials for the IMO Member State Audit Scheme (IMSAS) Helsinki (?) (Finland), 7 – 9 March 2023

DAY 1			
Time	Agenda item	Learning objective	Speaker
08:45 – 09:00	Registration	---	---
09:00 – 09:15	Welcoming address and introduction to the training course – Introduction of speakers and participants	---	---
09:15 – 09:45	01. IMSAS background	Identify why and how IMSAS has been introduced	
Legislative framework			
09:45 – 10:15	02. Framework and procedure for the IMSAS – Res. A.1067(28)	Identify purpose, application and standards of the IMSAS framework and procedure	
10:15 – 11:00	Exercise no. 1 (individual) <i>Multiple choice quizzes</i>	Demonstrate how to implement correctly the relevant procedures	---
11:00 – 11:20	Coffee break		
11:20 – 12:00	03. The IMO Instruments Implementation (III) Code – Res. A.1070(28) <i>Common areas</i>	Identify and understand the common areas under the applicable international relevant instruments and the guiding principle of the overall maritime strategy of the administration	
12:00 – 13:00	04. The IMO Instruments Implementation (III) Code – Res. A.1070(28) <i>Flag State</i>	Outline the guiding principles of obligations as Flag State as stemming from the Code and the related IMO instruments	
13:00 – 14:30	Lunch break	---	---
14:30 – 15:30	Exercise no.2 (groups) <i>Definition of the satisfaction of the administration</i>	Identify and discuss possible procedures to define the “Satisfaction of the administration” supporting the establishment of a related process or the enhancement of the one in place	---
15:30 – 16:00	Presentation of the exercise outcome by the groups and discussion		
16:00 – 16:15	Coffee break		
16:15 – 17:00	05. The IMO Instruments Implementation (III) Code – Res. A.1070(28) <i>Coastal State</i>	Outline the guiding principles of obligations as Coastal State as stemming from the Code and the related IMO instruments	

DAY 2			
Time	Agenda item	Learning objective	Speaker
08:45 – 09:00	Registration	---	---
09:00 – 09:45	06. The IMO Instruments Implementation (III) Code – Res. A.1070(28) <i>Port State</i>	Outline guiding principles of obligations as Port State as stemming from the Code and the related IMO instruments	
Preparation to the audit			
09:45 – 10:30	07. Road map, action plan for IMSAS and audit process	Describe how to effectively prepare for IMSAS	
10:30 – 11:00	Coffee break		
11:00 – 12:00	08. Preparation and review of the Pre-Audit Questionnaire (PAQ)	Outline the principles for preparation of PAQ	
12:00 – 14:00	Lunch break		
14:00 – 15:00	Exercise no.3 (groups) <i>Groups are called to draft some parts of PAQ for Flag, Coastal or Port State taking into consideration the organisation of their maritime administration</i>	Implement the guiding principles to prepare PAQ	---
15:00 – 15:30	Presentation of the exercise outcome by the groups and discussion		
15:30 – 16:00	Coffee break		
During the audit			
16:00 – 17:00	09. Audit process and reporting		

DAY 3			
Time	Agenda item	Learning objective	Speaker
09:00 – 09:20	Registration	---	---
09:20 – 11:00	Exercise no.4 <i>One staff from the Flag, Coastal and port administration will be interviewed by the auditors (lecturers) based on the PAQ prepared during the Exercise no.5</i>	Demonstrate how to conduct an audit interview	
11:00: 11:30	Discussion on the outcome of the interviews		
11:30 – 11:45	Coffee break		
11:45 – 12:30	10. Corrective Action Plan (CAP) and follow up	Describe how to prepare the CAP and follow up the IMSAS	
12:30 – 14:00	Lunch break	---	
14:00 – 14:30	Final questions and discussion	---	
14:30 – 15:00	Evaluation and delivery of certificates	---	
15:00 – 15:30	Closing meeting	---	