



**Marine Accident Investigators' International Forum**

# MAIIF CHARTER

**Maritime Safety Through Investigation and Cooperation**



# Marine Accident Investigators' International Forum

## Charter

The intent and purpose of MAIIF was originally conceived and agreed upon at a first meeting of 17 participating administrations in Hull, QC, (Ottawa) Canada, in June 1992.

## Preamble

The Forum is an international non-profit organisation dedicated to the advancement of maritime safety and the prevention of marine pollution through the exchange of ideas, experiences and information acquired in marine accident investigation.

## Article 1 - General

### 1.1 Name

The name of the organisation is The Marine Accident Investigators International Forum. The official abbreviation is MAIIF and the organisation will hereinafter be referred to as MAIIF.

### 1.2 Definition of Marine Accident

Is any marine casualty, occurrence or incident, the investigation of which will, or has the potential to advance the objectives of MAIIF.

### 1.3 MAIIF Emblem



### 1.4 Motto

The official motto of MAIIF is:

**Maritime Safety Through Investigation and Cooperation**

## Article 2 - Purpose and Objectives

### 2.1 Purpose

MAIIF is an organisation to provide a forum to promote and improve marine accident investigation and to foster cooperation and communication between marine accident investigators.

### 2.2 Objectives

- .1 To foster, develop and sustain a co-operative relationship among national marine investigators for the purpose of improving and sharing of knowledge in an international forum.
- .2 To improve maritime safety and the prevention of pollution through the dissemination of information gained in the investigative process.
- .3 To encourage through cooperation the development, recognition, implementation and improvement of related international instruments, where appropriate.

### 2.3 The International Maritime Organisation (IMO)

- .1 MAIIF pledges to support IMO's role in advancing maritime safety and pollution prevention.
- .2 MAIIF is an accredited Inter-Governmental Organization (IGO) within the IMO through an Agreement of Cooperation between the Secretary-General of the IMO and the Chairman of MAIIF.

Note: A separate document setting out the MAIIF/IMO Strategy is appended to this Charter, together with the MAIIF/IMO Agreement of Cooperation.

### 2.4 Other International Organisations

MAIIF will co-operate with such other international organisations as may be approved by the membership, for the purpose of advancing the objectives of MAIIF.

### 2.5 MAIIF Representation

- .1 No person who is not a MAIIF Officer or a member of the Secretariat may represent or act on behalf of MAIIF without the consent of the MAIIF Chairman or, in his/her absence, the Deputy Chairman.
- .2 Any person who speaks on behalf of MAIIF can only represent the agreed views of the MAIIF Membership. (See also Articles 3.6 – Meetings; and 7.1 – Conduct of inter-sessional business).

## Article 3 – Membership

### 3.1 Membership

- .1 Membership of MAIIF is open to any individual representative of the marine safety investigation organisation of a Maritime Administration, subject to the payment of an annual subscription.
- .2 Although membership of MAIIF is based on an individual rather than a State basis, the subscription will be payable by the marine safety investigation organization.
- .3 Although there is no limit to the number of individual members, for voting purposes, there will be one nominated representative for each marine safety investigation organization.

### 3.2 Honorary Membership

- .1 Any retiring member, who in the opinion of the MAIIF officers, has contributed substantially to the aims and objectives of MAIIF, may be nominated for election to Honorary Membership.
- .2 Election to Honorary Membership will be by a majority vote of the Members at the annual meeting.
- .3 An Honorary Member may participate in MAIIF meetings, but without voting rights.
- .4 An Honorary Member may be excluded from any portion of a meeting, if the subject matter to be discussed is deemed by the Membership to be appropriate only to Members.
- .5 Where appropriate, an Honorary Member shall declare any conflict of interest.

### 3.3 Membership Dispute Settlement

Any membership dispute shall be settled by the Chairman, after consultation with the Officers, with an appeal process by a majority vote of those attending the next annual meeting of members.

### 3.4 Observer

- .1 The General Secretary, in consultation with the Chairman, may permit any individual representing a safety investigation organization that is not a MAIIF member, to attend meetings as an Observer, but without voting rights.
- .2 Exceptionally, the General Secretary, in consultation with the Chairman, may permit any individuals representing an organisation that supports the aims and objectives of MAIIF to attend meetings as an Observer.
- .3 An Observer may be excluded from any portion of a meeting, if the subject matter to be discussed is deemed by the Chairman to be appropriate only to Members.
- .4 Where appropriate, an Observer shall declare any conflict of interest.

### 3.5 Eligibility to serve as a MAIIF Officer

- .1 Any person who meets the criteria for membership is eligible to serve as a MAIIF officer.
- .2 Service as a MAIIF officer is in a private and personal capacity and not as a representative of the member marine safety investigation organization.
- .3 No member marine safety investigation organization shall be held responsible for any actions of a MAIIF officer or the consequences thereof.

### 3.6 Voting

- .1 For any MAIIF meeting each member safety investigation organization should nominate one participating representative to have the vote in the meeting.
- .2 Issues shall be decided generally by consensus but, subject to the provision of Article 7.1, when necessary by the members on the basis of a simple majority.

### 3.6 Meetings

#### .1 Quorum

- .1 A quorum shall be deemed to be present at an annual meeting whenever the Chairman or an Officer acting for the Chairman, and members from at least twelve Administrations or Agencies of Administrations are present.
- .2 Decisions requiring consensus or majority vote of the members will normally be taken only at annual meetings. But, see Article 7.1 – Conduct of inter-sessional business.

#### .2 Motions

Every motion made by a member from the floor requires seconding and shall be decided by consensus or a majority of votes.

#### .3 Annual meetings

- .1 An annual meeting shall be held at a time and place to be decided at the previous annual meeting.
- .2 The venue shall be rotated as much as possible among the continents to promote financial fairness and attendance equality.

#### .4 Other meetings

- .1 Meetings may be held whenever desired by members.
- .2 The results of such meetings shall be provided to all members.
- .3 Meetings of regional associations of marine accident investigators are beneficial to the objectives of MAIIF and are to be encouraged.

#### .5 Host Administration

- .1 Administrations are encouraged to offer to host the meetings.

.2 The Host Administration is expected to meet the cost of hosting the annual meeting, except for members' travel, hotel and daily living expenses.

.6 Written-in ballot

At times other than at a meeting, the Chairman may at his/her discretion, call for a written-in ballot.

.7 Member's absence

The absence of the head of the member safety investigation organization or a delegated representative or their inability to vote for any reason shall not invalidate any issue duly voted upon.

.8 Minutes

Minutes of a meeting shall be maintained and shall be subject to formal approval by those present at that meeting.

## Article 4 - Finances

### 4.1 Annual Fee

- .1 For Members, a one-off annual membership fee, to be agreed at the previous annual meeting, is payable after the first year of membership by each Administration or Agency of an Administration on behalf of their Member(s).
- .2 Honorary Members and Observers will not be required to pay an annual fee.
- .3 The annual fee is to fund the Secretariat, and for any other purpose subject to the approval of the Chairman, in consultation with the Treasurer.

### 4.2 Treasurer

- .1 A Treasurer shall be elected, and shall hold office for a period of two years unless he/she has to resign earlier.

### 4.3 Audit

A member Administration shall be asked to audit the Treasurer's accounts on an annual basis. The accounts and the audit shall be presented to the annual meeting.

## Article 5 – Officers

### 5.1 Officers

- .1 There shall be a Chairman, Deputy Chairman, two Assistant Chairmen, and a Treasurer as Officers of MAIIF.
- .2 Any member may be elected by secret ballot to be an Officer.
- .3 Each Officer shall hold office for a period covering two annual meetings after their election, unless he/she has to resign earlier.
- .4 Each Officer should attend each annual meeting, and shall agree to turn over all of his/her MAIIF records to his/her successor.

### 5.2 Chairman

The Chairman shall be responsible for:

- .1 The overall management and operation of MAIIF.
- .2 The conduct of each annual meeting.
- .3 Overseeing the secretariat carrying out tasks in accordance with Articles 6 and 7.
- .4 Acting as a MAIIF representative to address the Aim and Purposes of MAIIF wherever it may be required.
- .5 Overseeing the arrangements for an independent audit of all records and accounts maintained by the Treasurer, in accordance with Article 5.5.
- .6 Approval/disapproval of any claims for expenses of the Treasurer.
- .7 The conduct and direction of inter-sessional business, in accordance with Article 7.

### 5.3 Deputy Chairman

The Deputy Chairman shall:

- .1 Assist in conducting each annual meeting.
- .2 Act as Chairman in the absence of the Chairman, and shall perform such other reasonable duties as may be directed by the Chairman.
- .3 In the event that the Chairman has to resign, shall be Chairman until the next annual meeting, when a new Chairman shall be elected.
- .4 Act as a representative of MAIIF to address the Aim and Purposes of MAIIF wherever it may be required.



## 5.4 Assistant Chairmen

The Assistant Chairmen shall:

- .1 Assist in conducting each annual meeting.
- .2 Be prepared to act as Chairman or Deputy Chairman in their absence.
- .3 Act as a representative of MAIIF to address the Aim and Purposes of MAIIF wherever it may be required.
- .4 Perform such other reasonable duties as may be directed by the Chairman or the Deputy Chairman.

## 5.5 Treasurer

- .1 The Treasurer is responsible to the Chairman and the Membership for establishing and maintaining all official accounts of the Organization.
- .2 The Treasurer shall:
  - .1 Ensure that funds are held securely in a suitable bank account.
  - .2 Ensure that funds are only disbursed for properly authorised MAIIF purposes.
  - .3 Ensure that appropriate accounts are kept.
  - .4 Provide a comprehensive report of MAIIF's financial standing at each annual meeting, or at any other meeting with at least 60 days' notice.
  - .5 Establish and maintain quick and easy means for members to pay fees
  - .6 Establish and maintain accounts with recognized financial institutions to receive, hold, pay, and promise funds for the operation of MAIIF.
  - .7 Execute the day-to-day financial affairs of MAIIF, including but not limited to:
    - .1 Receipt and payment of invoices.
    - .2 Approval/disapproval of expenses of Officers, secretariat staff and contractors; except that any claims for expenses on his part shall be approved/disapproved by the Chairman.
    - .3 Maintenance of appropriate records for review by Officers and independent auditors.
  - .8 Arrange an annual independent audit of all records and accounts, in consultation with the Chairman.
  - .9 Act as a representative of MAIIF to address the Aim and Purposes of MAIIF wherever it may be required.

## Article 6 – The Secretariat

### 6.1 Headquarters

- .1 MAIIF does not have a manned headquarters.
- .2 The registered address of the MAIIF Secretariat is:

Marine Accident Investigators' International Forum  
PO Box 2342  
SALISBURY  
SP2 2LZ  
UK  
E-mail: chairman@maiif.org  
sec@maiif.org

### 6.2 The General Secretary

- .1 The General Secretary shall be appointed by a majority vote by the Membership, on the recommendation of the Chairman.
- .2 He/she shall be the Executive Officer of MAIIF and an official representative to address the Aim and Purposes of MAIIF wherever it may be required.
- .3 The General Secretary is responsible for:
  - .1 The day-to-day business and administration of the MAIIF Secretariat.
  - .2 Recording, publishing and distributing the Minutes of MAIIF and E-MAIIF meetings, and the execution of the decisions taken at those meetings.
  - .3 Ensuring that members' contact lists are kept up to date.
  - .4 Liaising with the IMO Secretariat and with other international bodies, as appropriate.
  - .5 Liaising with Host Administrations for the preparation of annual MAIIF meetings.
  - .6 Maintaining the MAIIF website.

### 6.3 The Technical Officer

The Membership may, at any annual meeting, approve the appointment of a Technical Officer (who shall be appropriately qualified for the role for which he/she is employed) for the preparation of papers for submission to the IMO, and to represent MAIIF as appropriate on IMO Committees, Sub-Committees, Working Groups or Correspondence Groups.

## Article 7 – Inter-sessional business

### 7.1 Conduct of inter-sessional business

- .1 If there are issues, other than those mentioned in Article 4.1 and 8.1, considered to be of such importance as to require action to be taken between the annual MAIIF meetings, such action is to be initiated by the Chairman, in conjunction with the officers of MAIIF (Chairman, Deputy Chairman, Assistant Chairmen and Treasurer), and then communicated by e-mail to all MAIIF members for comment or action, as appropriate. If no comment is received after 14 days, the Secretariat will assume concurrence and take the matter forward, as appropriate.
- .2 In the event of the need for a vote of members the Chairman will call for a written-in ballot, in accordance with Article 3.6.6.
- .3 The Chairman may set up inter-sessional correspondence groups comprising of MAIIF members to take forward any matters of mutual interest, resulting from the annual MAIIF meeting.
- .4 The Chairman, Deputy Chairman, Assistant Chairmen, Treasurer and General Secretary should endeavour to meet as a body in the margins of IMO meetings, at least once in between the annual MAIIF meetings.
- .5 It is important that MAIIF is proactive in submitting papers to the IMO and other bodies, as appropriate, and that time is set aside at annual MAIIF meetings, and at annual regional meetings, to discuss and agree any matters on which MAIIF can contribute to the business of these bodies. To assist in this process, the Secretariat will provide as much background information as possible, in good time, before every meeting.

## Article 8 - Amendments

### 8.1 Amendments to the Charter

Amendments to the charter may be proposed by any member at any time. Such proposals shall be submitted to the Chairman in writing who shall circulate the proposals for consideration and adoption by a two-thirds majority at the next annual meeting.

#### Appendices:

International Maritime Organization Strategy Document

Agreement of Co-Operation between the International Maritime Organization (IMO) and the Marine Accident Investigators' International Forum (MAIIF)



Signed:

Date: 19<sup>th</sup> October 2015

Steve Clinch  
Chairman

Original: May 1994  
Amended June 1996  
Amended August 1997  
Amended August 2000  
Amended August 2005  
Amended November 2010  
Amended April 2014  
Amended October 2015



**Marine Accident Investigators' International Forum**

# **INTERNATIONAL MARITIME ORGANIZATION STRATEGY DOCUMENT**

**Maritime Safety Through Investigation and Cooperation**

## THE MARINE ACCIDENT INVESTIGATORS' INTERNATIONAL FORUM (MAIIF)

1. The Marine Accident Investigators' International Forum (MAIIF) is an international non-profit organization dedicated to the advancement of maritime safety and to the prevention of marine pollution through the exchange of ideas, experiences and information acquired in marine accident investigation. Its purpose is to promote and improve marine accident investigation, and to foster international cooperation and communication between marine accident investigators.
2. MAIIF was born in June 1992 at a meeting of representatives from 17 participating administrations all of whom had a desire to further maritime safety through proper investigation and cooperation with one another.
3. Currently, the membership numbers some 70 individual representatives from over 40 Administrations. The objectives of MAIIF are:
  - a. To foster, develop and sustain a cooperative relationship among national marine investigators for the purpose of improving and sharing of knowledge in an international forum.
  - b. To improve maritime safety and the prevention of pollution through the dissemination of information gained in the investigative process.
  - c. To encourage through cooperation the development, recognition, implementation and improvement of related international instruments, where appropriate.
4. To this end, members meet annually, both regionally and internationally. It is at these MAIIF meetings that they are able to discuss matters of a mutual interest. Above all, these meetings provide an opportunity for networking and for putting 'faces to names', and as a result, the spirit of cooperation between investigators, particularly with regard to the conduct of joint investigations has been greatly improved.
5. MAIIF members are guided by the principles of IMO Resolution MSC.255(84): The Code of the International Standards and Recommended Practices for a Safety Investigation into a Marine Casualty or Marine Incident (Casualty Investigation Code) and IMO Resolution LEG.3(91): Guidelines on fair treatment of seafarers in the event of a maritime accident.
6. The MAIIF Charter sets out the intent, purpose and rules for the membership of MAIIF and for the conduct of MAIIF meetings.
7. Membership of MAIIF is open to any individual representative of the marine safety investigation organization of a Maritime Administration, subject to the payment of an annual subscription.

## THE INTERNATIONAL MARITIME ORGANIZATION (IMO)

8. The Convention establishing the International Maritime Organization (IMO) was adopted in Geneva in 1948 and IMO first met in 1959. The IMO's main task has been to develop and maintain a comprehensive regulatory framework for shipping and its remit today includes safety, environmental concerns, legal matters, technical co-operation, maritime security and the efficiency of shipping.
9. A specialized agency of the United Nations with 168 Member States and three Associate Members, IMO is based in the United Kingdom with around 300 international staff.
10. IMO's specialized committees and sub-committees are the focus for the technical work to update existing legislation or develop and adopt new regulations, with meetings attended by maritime experts from Member Governments, together with those from interested intergovernmental and non-governmental organizations.

11. The result is a comprehensive body of international conventions, supported by hundreds of recommendations governing every facet of shipping. These include:
  - a. Measures aimed at the prevention of accidents, including standards for ship design, construction, equipment, operation and manning - key treaties include SOLAS, the MARPOL convention for the prevention of pollution by ships and the STCW convention on standards of training for seafarers.
  - b. Measures which recognize that accidents do happen, including rules concerning distress and safety communications, the International Convention on Search and Rescue and the International Convention on Oil Pollution Preparedness, Response and Co-operation.
  - c. Conventions which establish compensation and liability regimes - including the International Convention on Civil Liability for Oil Pollution Damage, the convention establishing the International Fund for Compensation for Oil Pollution Damage and the Athens Convention covering liability and compensation for passengers at sea.
12. Inspection and monitoring of compliance are the responsibility of member States, but the adoption of a Voluntary IMO Member State Audit Scheme is expected to play a key role in enhancing implementation of IMO standards.
13. IMO has an extensive technical co-operation programme, which identifies needs among resource-shy Members and matches them to assistance, such as training. IMO has founded three advanced level maritime educational institutes in Malmö, Malta and Trieste.
14. IMO's mission statement is: **Safe, Secure and Efficient Shipping on Clean Oceans**
15. The Organization consists of an Assembly, a Council and five main Committees: the Maritime Safety Committee; the Marine Environment Protection Committee; the Legal Committee; the Technical Co-operation Committee and the Facilitation Committee and a number of Sub-Committees support the work of the main technical committees.

### Assembly

16. This is the highest Governing Body of the Organization. It consists of all Member States and it meets once every two years in regular sessions, but may also meet in an extraordinary session if necessary. The Assembly is responsible for approving the work programme, voting the budget and determining the financial arrangements of the Organization. The Assembly also elects the Council.

### Council

17. The Council is elected by the Assembly for two-year terms beginning after each regular session of the Assembly.
18. The Council is the Executive Organ of IMO and is responsible, under the Assembly, for supervising the work of the Organization. Between sessions of the Assembly the Council performs all the functions of the Assembly, except the function of making recommendations to Governments on maritime safety and pollution prevention which is reserved for the Assembly by Article 15(j) of the Convention.
19. Other functions of the Council are to:
  - a. Coordinate the activities of the organs of the Organization;
  - b. Consider the draft work programme and budget estimates of the Organization and submit them to the Assembly;

- c. Receive reports and proposals of the Committees and other organs and submit them to the Assembly and Member States, with comments and recommendations as appropriate;
- d. Appoint the Secretary-General, subject to the approval of the Assembly;
- e. Enter into agreements or arrangements concerning the relationship of the Organization with other organizations, subject to approval by the Assembly.

20. Council normally meets bi-annually, in June and December.

#### Maritime Safety Committee (MSC)

21. The MSC is the highest technical body of the Organization. It consists of all Member States. The functions of the Maritime Safety Committee are to “consider any matter within the scope of the Organization concerned with aids to navigation, construction and equipment of vessels, manning from a safety standpoint, rules for the prevention of collisions, handling of dangerous cargoes, maritime safety procedures and requirements, hydrographic information, log-books and navigational records, marine casualty investigations, salvage and rescue and any other matters directly affecting maritime safety”.

22. The Committee is also required to provide machinery for performing any duties assigned to it by the IMO Convention or any duty within its scope of work which may be assigned to it by or under any international instrument and accepted by the Organization. It also has the responsibility for considering and submitting recommendations and guidelines on safety for possible adoption by the Assembly.

23. The expanded MSC adopts amendments to conventions such as SOLAS and includes all Member States as well as those countries which are Party to conventions such as SOLAS even if they are not IMO Member States.

24. The MSC normally meets annually, in May/June.

#### The Marine Environment Protection Committee (MEPC)

25. The MEPC, which consists of all Member States, is empowered to consider any matter within the scope of the Organization concerned with prevention and control of pollution from ships. In particular it is concerned with the adoption and amendment of conventions and other regulations and measures to ensure their enforcement.

26. The MEPC was first established as a subsidiary body of the Assembly and raised to full constitutional status in 1985.

27. MEPC normally meets annually, in July.

#### Sub-Committees

28. The MSC and MEPC are assisted in their work by a number of sub-committees which are also open to all Member States:

- a. Sub-Committee on Human Element, Training and Watchkeeping (HTW);
- b. Sub-Committee on Implementation of IMO Instruments (III);
- c. Sub-Committee on Navigation, Communications and Search and Rescue (NCSR);
- d. Sub-Committee on Pollution Prevention and Response (PPR);
- e. Sub-Committee on Ship Design and Construction (SDC);



- f. Sub-Committee on Ship Systems and Equipment (SSE); and
- g. Sub-Committee on Carriage of Cargoes and Containers (CCC).

#### Legal Committee

- 29. The Legal Committee is empowered to deal with any legal matters within the scope of the Organization. The Committee consists of all Member States of IMO. It was established in 1967 as a subsidiary body to deal with legal questions which arose in the aftermath of the Torrey Canyon disaster.
- 30. The Legal Committee is also empowered to perform any duties within its scope which may be assigned by or under any other international instrument and accepted by the Organization.
- 31. The Legal Committee normally meets annually, in October.

#### Technical Co-operation Committee

- 32. The Technical Co-operation Committee is required to consider any matter within the scope of the Organization concerned with the implementation of technical co-operation projects for which the Organization acts as the executing or co-operating agency and any other matters related to the Organization's activities in the technical co-operation field.
- 33. The Technical Co-operation Committee consists of all Member States of IMO, was established in 1969 as a subsidiary body of the Council, and was institutionalized by means of an amendment to the IMO Convention which entered into force in 1984.
- 34. The Technical Co-operation Committee normally meets annually, in June.

#### Facilitation Committee

- 35. The Facilitation Committee was established as a subsidiary body of the Council in May 1972, and became fully institutionalised in December 2008 as a result of an amendment to the IMO Convention. It consists of all the Member States of the Organization and deals with IMO's work in eliminating unnecessary formalities and "red tape" in international shipping by implementing all aspects of the Convention on Facilitation of International Maritime Traffic 1965 and any matter within the scope of the Organization concerned with the facilitation of international maritime traffic. In particular in recent years the Committee's work, in accordance with the wishes of the Assembly, has been to ensure that the right balance is struck between maritime security and the facilitation of international maritime trade.
- 36. The Facilitation Committee normally meets annually, in January.

#### IMO Secretariat

- 37. The IMO Secretariat consists of the Secretary-General and nearly 300 personnel based at the headquarters of the Organization in London.
- 38. The current Secretary-General of the Organization is Mr. Koji Sekimizu of Japan who was appointed to the position with effect from 1 January 2012.

#### Member States

- 39. IMO currently has 170 Member States and three Associate Members.

## NON-GOVERNMENTAL ORGANIZATIONS (NGOS)

40. International non-governmental organizations that have the capability to make a substantial contribution to the work of IMO may be granted consultative status by the Council with the approval of the Assembly.
41. Any organization seeking consultative status with IMO has to demonstrate considerable expertise as well as the capacity to contribute, within its field of competence, to the work of IMO. It must also show that it has no means of access to the work of IMO through other organizations already in consultative status and that it is "truly international" in its membership, namely that it has a range of members covering a broad geographical scope and, usually, more than one region.
42. To date there are 79 international non-governmental organizations in consultative status with IMO.

## INTERGOVERNMENTAL ORGANIZATIONS (IGOs)

43. IMO may enter into agreements of co-operation with other intergovernmental organizations on matters of common interest with a view to ensuring maximum co-ordination in respect of such matters.
44. To date there are 63 intergovernmental organizations which have signed agreements of co-operation with IMO.

## MAIIF AND THE INTERNATIONAL MARITIME ORGANIZATION (IMO)

45. Membership of MAIIF is based on an individual rather than a State basis, albeit for convenience, subscriptions are per employing organization.
46. This is the basis upon which an Agreement of Cooperation (Annexed to this document) between the Secretary-General of IMO and the Chairman of MAIIF was signed, in February 2010, and through which MAIIF is accorded the status of an Intergovernmental Organization (IGO).
47. Within the terms of this Agreement of Cooperation:
  - a. The Secretary General of IMO and the Chairman of MAIIF will consult each other on matters of common interest to both with a view to ensuring maximum coordination of their work and activities in respect of such matters.
  - b. The Secretary-General of IMO and the Chairman of MAIIF will exchange information and keep each other informed of projected activities and programmes of work in fields of common interest. Accordingly, when either entity proposes to initiate a programme or activity on a subject in which the other has or may have a substantial interest, consultation will be initiated between the two with a view to harmonizing their efforts as far as possible, taking into account their respective responsibilities and any decisions or wishes of the appropriate governing bodies of the respective entities.
  - c. The Secretary-General of IMO will invite the Chairman of MAIIF to send representatives to observe meetings or conferences convened by or under the auspices of IMO to consider matters in which MAIIF has an interest, in accordance with the procedures applicable to each meeting or conference.
  - d. The Chairman of MAIIF will invite the Secretary-General of IMO to send observers to meetings or conferences convened by or under the auspices of MAIIF to consider matters in which IMO has an interest, in accordance with the procedures applicable to each meeting or conference.

- e. The Secretary-General of IMO and the Chairman of MAIIF may consult, where appropriate, on the use of personnel, material, services, equipment and facilities for joint undertakings which may be agreed between them in fields of common interest to IMO and MAIIF.
  - f. IMO shall, at the request of MAIIF, render assistance to MAIIF with respect to matters within the scope of activities of MAIIF; and MAIIF shall, at the request of IMO, render assistance to IMO in matters falling within the scope of IMO activities.
48. MAIIF will bring to the IMO a wealth of technical experience from an international body of accident investigators – which can only further its purpose to promote and improve marine accident investigation, and foster international cooperation and communication between marine accident investigators.

#### MAIIF REPRESENTATION AT THE IMO

49. To enable MAIIF to function effectively at IMO, MAIIF representation at Committees and Sub-Committees should normally include, but not be limited to:
- a. Maritime Safety Committee (MSC);
  - b. Maritime Environmental Protection Committee (MEPC);
  - c. Sub-Committee on Human Element, Training and Watchkeeping (HTW);
  - d. Sub-Committee on Implementation of IMO Instruments (III);
  - e. Sub-Committee on Navigation, Communications and Search and Rescue (NCSR).
50. This does not preclude MAIIF representation at Assembly or Council meetings - at the invitation of the Secretary General - or at other Sub-Committee meetings - at the invitation of their respective Sub-Committee Chairmen.
51. The MAIIF Secretariat is to be the conduit through which all correspondence from or to the IMO secretariat, Committees or Sub-Committees is transmitted. This includes any submissions to Committees or Sub-Committees.
52. If there are issues for which the IMO Secretariat or any Committees or Sub-Committees require a MAIIF response, such response is to be drafted by the MAIIF Secretariat, in conjunction with the officers of MAIIF (Chairman, Deputy Chairman and Assistant Chairmen), and then communicated by e-mail to all MAIIF members for comment. If no comment is received after 14 days, the MAIIF Secretariat will assume concurrence and submit the response to the IMO.
53. It is important that MAIIF is proactive in submitting papers to IMO, and that time is set aside at annual MAIIF meetings, and at annual regional meetings, to discuss and agree any matters on which MAIIF can contribute to the business of IMO Committees and Sub-Committees. To assist in this process, the MAIIF Secretariat will provide as much background information as possible, in good time, before every meeting. It is inevitable that some matters may arise between these annual meetings, which may require action before the next meeting. In this event, the procedure outlined at Article 55 will apply.
54. The consultative status of MAIIF as an IGO precludes it from proposing any work programme items to the IMO, unless it is jointly supported by an IMO Member State.
55. It may not always be appropriate for the MAIIF Secretary to partake in discussions of a technical nature at some IMO Committees and Sub-Committees; nor will it always be possible for the MAIIF Secretary to attend at all sessions of said Committees and Sub-Committees. On

these occasions, the MAIIF Secretariat will seek the assistance of MAIIF Members or a MAIIF approved Technical Officer (who shall be appropriately qualified for the role for which he/she is employed) for the preparation of papers for submission to the IMO, and to represent MAIIF as appropriate at IMO Committees and Sub-Committees. To this end, the MAIIF Secretary will call for assistance in sufficient time to allow for the drafting and timely submission of any papers.

56. MAIIF Members wishing to participate at IMO Committees and Sub-Committees on behalf of MAIIF should declare so to the MAIIF Secretariat at least two months before the meeting, in order for the MAIIF Chairman and the Secretariat to agree, and submit, the names of the MAIIF delegation for registration at the IMO. In this event, arrangements are to be made for a coordination meeting in order for the MAIIF delegation to agree a strategy for participating in Plenary, Working Groups or Drafting Groups.
57. Limited MAIIF funding precludes the payment of fees to MAIIF Members for assisting in the preparation of papers or for attending meetings. Reasonable claims for travel and subsistence for attending meetings will be reimbursed by the MAIIF Treasurer, when previously approved in principle by the Chairman, for economy class airfare and the current rate for lodging and subsistence as would be authorized by the member's or honorary member's government for official travel to the meeting location.

#### POLICY v TECHNICAL ISSUES

58. When making any submissions to the IMO, MAIIF will do so on behalf of an international body of state employed marine accident investigators, rather than their employing Administration or Agency.
59. MAIIF, therefore, can only comment on technical issues appertaining to the processes of accident investigation, accident analysis, safety issues resulting from accident investigations, or providing statistical information on accident trends.
60. MAIIF cannot be involved in any issues relating to matters of policy, such as the development of international conventions, regulations or standards - other than those standards that relate to the processes of accident investigation or accident analysis.
61. MAIIF can, however, assist in the development of Guidelines relevant to the processes of accident investigation or accident analysis, all in the interests of improving safety at sea.

#### DOCUMENT REVIEW

62. This document will be subject to review at each annual MAIIF meeting.



Signed:

Date: 14<sup>th</sup> April 2014

Steve Clinch  
Chairman