

Subcommittee on Class IV Vessels under the Local Vessels Advisory Committee

Meeting Procedures

Purpose

This paper introduces the details of the roles of members and observers, standing orders, openness and transparency of the Subcommittees under the Local Vessels Advisory Committee (“LVAC”) (i.e. the Subcommittee on Class I and Class II Vessels, the Subcommittee on Class III Vessels, the Subcommittee on Class IV Vessels, and the Subcommittee on Safety for Works on Vessels) (“the Subcommittees”).

Members

2. Like the LVAC, non-official members of the Subcommittees are appointed on **an ad personam basis**.¹ In addition, if separate discussion is required for any specific issues, the Chairman of the Subcommittees may set up an ad hoc working group and invite relevant parties to attend the meetings. Before deliberating issues that might involve conflicts of interests, members should first declare interests to the Chairman and the Secretary. The Chairman can decide whether the member concerned should withdraw from the meeting, and whether the relevant papers should be withheld from that member. Details on the system of declaration of interests are set out in Paper No. 1/2018 of the Subcommittees.

¹ With the exception of the representatives nominated by the Maritime Services Training Institute and the Occupational Safety and Health Council respectively. The two representatives are appointed on **an institutional basis** as non-official members of the Subcommittee on Safety for Works on Vessels.

Observers

3. Meetings of the Subcommittees, like those of the LVAC, are not private sessions. If seats are available in the venue, interested members of the industry can be accommodated to observe the meetings, but they have to contact the Secretariat of the respective Subcommittees in advance and the Secretary concerned will consult the Chairman separately. After due consideration, the Chairman of the Subcommittee concerned has the right to refuse the sit-in request. Please note that observers will not have the right to vote if and when there is a question coming or arising before an LVAC meeting. Observers should have the Chairman's signal of consent before speaking in the meeting. The Secretary will not make written records of the oral comments made by observers in the meetings. If the discussion items involve classified documents (i.e. restricted or confidential documents), the Chairman will ask observers to withdraw from/leave the meeting pursuant to the "need-to-know" principle. The paper concerned and the discussion will be restricted to officers of the MD and members of the Subcommittee concerned.

Standing Orders

4. With reference to the meeting arrangements² of the LVAC, the Subcommittees will make their standing orders setting out the details of the language of meeting, meeting schedules, notice and place of meeting, composition of members, quorum, minutes requirements, voting procedures and declaration of interests, to ensure participants understand the house procedures of meetings of the respective Subcommittees. The proposed standing orders are set out in the *Annex*.

Openness and Transparency

5. Openness and transparency are one of the guiding principles of advisory and statutory bodies. As always, the Subcommittees will regularly upload agendas, papers, minutes and member lists to the MD's website for information to promote understanding of the consultation work on matters related to local vessels and enhance transparency and accountability to the public.

² The LVAC has its standing orders in place since its establishment in 2006.

Way Forward

6. Members are invited to consider and endorse the standing orders set out in the *Annex*.

Shipping & Multi-lateral Policy Divisional Secretariat cum
Secretariats of the Subcommittees
Marine Department
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