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Agenda item 6

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COMPREHENSIVE REVIEW OF THE 1978 STCW CONVENTION AND CODE

Report of the Correspondence Group

Submitted by Sweden

SUMMARY

Executive summary: This document contains the report of the Correspondence Group on the Comprehensive Review of the 1978 STCW Convention and Code.

Strategic direction, if applicable: 6

Output: 6.17

Action to be taken: Paragraph 8

Related documents: HTW 9/7, HTW 9/7/2, HTW 9/7/3, HTW 9/7/6, HTW 9/7/7, HTW 9/7/8, HTW 9/7/9, HTW 9/7/10, HTW 9/7/11, HTW 9/7/12, HTW 9/7/13, HTW 9/7/14, HTW 9/INF.6, HTW 9/WP.9 and HTW 9/15

Background

1 The Sub-Committee on Human Element, Training and Watchkeeping (HTW), at its ninth session, established the Correspondence Group on the Comprehensive Review of the 1978 STCW Convention and Code, under the coordination of Sweden (Mr. Julian Planken).

2 Representatives from the following Member States participated in the Group:

AUSTRALIA
BAHAMAS
BELGIUM
BRAZIL
CANADA
CHINA
CROATIA
DENMARK
FINLAND
FRANCE

GEORGIA
GERMANY
GREECE
ICELAND
INDIA
IRAN (ISLAMIC REPUBLIC OF)
IRELAND
JAPAN
LATVIA
LIBERIA

LUXEMBOURG
KENYA
MALTA
MARSHALL ISLANDS
NETHERLANDS (KINGDOM OF
THE)
NEW ZEALAND
NORWAY

POLAND
REPUBLIC OF KOREA
RUSSIAN FEDERATION
SINGAPORE
SWEDEN
UNITED KINGDOM
UNITED STATES

observers from the following intergovernmental organizations:

EUROPEAN COMMISSION (EC)
LEAGUE OF ARAB STATES (LAS)

observers form the following non-governmental organizations:

INTERNATIONAL CHAMBER OF SHIPPING (ICS)
BIMCO
INTERNATIONAL FEDERATION OF SHIPMASTERS' ASSOCIATIONS (IFSMA)
CRUISE LINES INTERNATIONAL ASSOCIATION (CLIA)
INTERNATIONAL MARINE CONTRACTORS ASSOCIATION (IMCA)
INTERFERRY
INTERNATIONAL ASSOCIATION OF MARITIME UNIVERSITIES (IAMU)
INTERNATIONAL TRANSPORT WORKERS' FEDERATION (ITF)
GLOBAL MARITIME EDUCATION AND TRAINING ASSOCIATION (GlobalMET)
NAUTICAL INSTITUTE (NI)

and observers from the following IMO training institute:

WORLD MARITIME UNIVERSITY (WMU)

Terms of reference (ToR)

3 The Correspondence Group was instructed by the Sub-Committee, taking into account the comments made and decisions taken at HTW 9, to:

- .1 taking into account decisions and comments made in plenary at HTW 9 and documents HTW 9/7, HTW 9/7/3, HTW 9/7/6, HTW 9/7/7, HTW 9/7/8, HTW 9/7/9, HTW 9/7/10, HTW 9/7/12, HTW 9/7/13 and HTW 9/7/14, as well as documents HTW 9/7/2, HTW 9/7/11, HTW 9/INF.6 and the aims and principles identified in HTW 9/WP.9:
 - .1 preliminarily undertake the identification of the specific areas to be reviewed; and
 - .2 prepare a road map for the comprehensive review of the STCW Convention and Code, based on document HTW 9/7/4;
- .2 prepare draft terms of reference in accordance with the template set out in annex 3 to document HTW 4/3 for the revision of Model Course 1.21 on Personal Safety and Social Responsibilities to include the competence on prevention and response to bullying and harassment, including sexual assault and sexual harassment (SASH); and
- .3 submit a report to HTW 10.

Working procedure

4 The participants were invited to provide their feedback and comments on the work items prepared by the coordinator regarding the terms of reference outlined in paragraph 3 above. The work of the Group was carried out through the circulation of sequential rounds where proposals were considered, positions identified and, where possible, common ground agreed upon. The following summarizes and provides the results of the discussion held during the aforesaid rounds.

Preliminarily undertake the identification of the specific areas to be reviewed (ToR 1.1)

5 The Group completed the identification of specific areas to be reviewed. The Group used document HTW 9/7/4 as a basis for the work and included relevant parts from submissions to HTW 9 under agenda item 7 and the discussions in plenary. Summary and conclusion of the Group's discussions of ToR 1.1 are as follows:

- .1 ToR 1.1 consisted of three rounds of discussions. The coordinator prepared a draft document and solicited the members of the Group to comment and provide proposals for amendments. After the members had sent in their proposals, the coordinator reviewed and consolidated these comments and proposed a new document for consideration by the Group in a second round. After the third round, the coordinator finalized the document that is presented in annex 1;
- .2 the Group was divided on how detailed the specific areas should be described at this stage. While approximately half of the Group wanted to keep the areas as general as possible not to limit the future work, the other half believed more specificity was what the ToR required. As a way forward, the decision was made to keep the specific areas but keep the describing text as general as possible;
- .3 discussion arose as to whether the areas for review should be specific or not. After careful consideration, the coordinator concluded that MSC 105 had instructed the HTW Sub-Committee to start with a preliminary assessment of the scope of the work to be conducted, identifying specific areas to be reviewed and HTW 9 had instructed the Correspondence Group to preliminarily undertake the identification of the specific areas to be reviewed;
- .4 a preamble was inserted to highlight that the specific areas identified are part of a preliminary assessment of relevant issues but for the comprehensive review the scope should include all pertinent issues and provisions of the STCW Convention and Code;
- .5 the Group considered a proposal to include the articles in the list of areas to be reviewed. Some members noted that amending articles would prevent the tacit acceptance process and make concurrent entry into force of amendments impossible. The Group was divided on the inclusion of articles and was not able to come to an agreement on the issue. It was noted that the report of HTW 9 stated the following: "... whilst some delegations opposed revising and amending articles of the Convention due to the application of the explicit acceptance procedure, the severe delay this would cause in the implementation of the revised Convention and the need to identify the need for these amendments, other delegations highlighted the need to address existing ambiguities and update some provisions in the

articles to avoid implementation problems for administrations and the industry". The preamble to annex 1 of this report is worded not to preclude the possibility of reviewing articles if it is determined to be necessary;

- .6 one member pointed out that ".2 Digitalization in seafarers' certification, including e-certification" has already been achieved by the amendments to the STCW Convention and Code adopted by resolutions MSC.540(107) and MSC.541(107). However, the coordinator still decided to keep this specific area for review due to the important topic of digitalization in seafarers' certification; and
- .7 finally, the Group identified 22 areas in the STCW Convention and Code for the comprehensive review.

Prepare a road map for the comprehensive review of the STCW Convention and Code (ToR 1.2)

6 The Group completed the task of preparing a road map for the comprehensive review of the STCW Convention and Code. The Group used document HTW 9/7/9 as a basis for the work and included relevant parts from submissions to HTW 9 under agenda item 7 and the discussions made in plenary. Summary and conclusions of the Group's discussions of ToR 1.2 are as follows:

- .1 ToR 1.2 consisted of three rounds of discussions. The coordinator prepared a draft document and solicited the members of the Group to comment and provide proposals for amendments. After the members had sent in their proposals, the coordinator reviewed and consolidated these comments and proposed a new document for consideration by the Group in a second round. After the third round, the coordinator finalized the document that is presented in annex 2;
- .2 the decision was made to remove the procedure for the comprehensive review process from the road map. Instead, the action point "agreeing and finalizing a methodology for proposing and considering amendments to the STCW Convention and Code" was included as an action item for HTW 10;
- .3 discussions arose whether the early stages of the review process should be conducted through an intersessional working group (ISWG) or a virtual meeting in the Correspondence Group be held in between the sessions of HTW 10 and HTW 11. Some members expressed concern that there would be budgetary implications of attending an ISWG and some expressed concern over the limitations of virtual meetings. The members of the Group could not reach a consensus and both options were retained in the road map for further discussion and decision at HTW 10; and
- .4 in the last round the Group was asked by a member to consider adding into the timeline the effective date of any amendments, and the time needed to complete necessary updates of the required model courses. It was decided that without knowing the extent of any potential amendments it would be difficult to pinpoint these dates at this time. However, it is an important aspect of the review and revision process of the STCW Convention and Code and the Group asks the Sub-Committee to consider during HTW 10 adding the effective date of any amendments, and the time needed to complete necessary updates of the required model courses to the timetable.

Prepare draft terms of reference in accordance with the template set out in annex 3 to document HTW 4/3 for the revision of Model Course 1.21 on Personal Safety and Social Responsibilities to include the competence on prevention and response to bullying and harassment, including SASH (ToR 2)

7 The Group completed the task of preparing terms of reference for the revision of Model Course 1.21 on Personal Safety and Social Responsibilities. The Group used the template set out in annex 3 of the document HTW 4/3. Summary and conclusions of the Group's discussions of ToR 2 are as follows:

- .1 ToR 2 consisted of two rounds of discussions. The coordinator prepared a draft document and solicited the members of the Group to comment and provide new proposals for amendments. After the members had sent in their proposals, the coordinator reviewed and consolidated these comments and proposed a new document for consideration by the Group in a second round. After two rounds, the coordinator finalized the document that is presented in annex 3;
- .2 one member pointed out that "sexual assault" is a major criminal offence and therefore should be treated differently. However, the Group concluded that the model training course should be developed based on the provisions given in the STCW Convention and Code; and
- .3 the Group noted that at HTW 9, Dominica had kindly offered to serve as the developer to update this model course. However, the Correspondence Group could not confirm their offer since the delegation of Dominica was not part of the Correspondence Group. The Sub-Committee at HTW 10 should consider the need to confirm if Dominica will take on this role. If Dominica is not able to do so, the Sub-Committee should consider engaging a course developer with specialized expertise in this important topic.

Action requested of the Sub-Committee

- 8 The Sub-Committee is invited to consider this report in general and, in particular, to:
- .1 endorse the preliminary list of specific areas identified for the comprehensive review of the STCW Convention and Code (paragraph 5 and annex 1);
 - .2 note the Group's discussion and decide whether, in the early stages of the review process, an intersessional working group (ISWG) or a virtual meeting of the Correspondence Group should be held in between the sessions of HTW 10 and HTW 11 (paragraph 6.3);
 - .3 endorse the road map for the comprehensive review of the STCW Convention and Code (paragraph 6 and annex 2);
 - .4 note the Group's discussion and confirm whether Dominica will take on the role as course developer for revision of Model Course 1.21 on Personal Safety and Social Responsibilities (paragraph 7.3);
 - .5 endorse the draft terms of reference for the revision of Model Course 1.21 on Personal Safety and Social Responsibilities to include the competence on prevention and response to bullying and harassment, including SASH (paragraph 7 and annex 3); and
 - .6 establish a working group to address the issues identified in annex 2 for HTW 10.

ANNEX 1

PRELIMINARY LIST OF SPECIFIC AREAS IDENTIFIED FOR THE COMPREHENSIVE REVIEW OF THE STCW CONVENTION AND CODE

The below areas in the STCW Convention and Code are identified for comprehensive review. The scope of work specified for each area is based on preliminary assessment of the relevant issues; however, to be comprehensive, the scope should include all pertinent issues and provisions of the STCW Convention and Code.

1 Emerging technologies on ships and ship operations

Technological developments in shipping, as well as environmental challenges, have provided the industry with new types of vessels, equipment, propulsion, energy sources and manoeuvring and operations, which may require new standards of competence, functions and levels of responsibility.

2 Digitalization in seafarers' certification, including e-certification

The current introduction of e-certification in the maritime industry, which will demand modifications in the traditional process of certification of seafarers, including the validation and authentication of certificates, is a development that will require amendments to the STCW Convention and Code. Such amendments would facilitate the issuing and application of e-certificates for administrations, seafarers and the industry.

3 Emerging technologies in education and training

With the experience already gained in using digitalization and emerging technologies in education and training, it is envisaged that further use of those technologies will continue. Therefore, a review of the existing provisions in the STCW Convention and Code would allow for the expansion of teaching and teaching aids to supplement and support shore-based training, methods for assessment of competence, and approval and monitoring of training programmes including those outside the jurisdiction of the Party.

4 Facilitation, flexibility and quality of onboard, shore-based and workshop skills training, including use of simulators

It is important to focus on facilitating and improving the quality of onboard and workshop skills training and seagoing service required in different chapters of the Convention, taking also into account up-to-date learning technologies, including additional use of simulators.

5 Flexibility and efficiency in implementation of new training requirements and reduction of administrative burdens

It is important that amendments related to new training standards, particularly those emanating from amendments to other IMO instruments, enter into force in the shortest time possible. Consequently, it is suggested to identify through the review of the current text of the STCW Convention and Code the provisions that should be addressed in order to provide for a viable and efficient amendment process. This would allow any changes in standards of education and training, including KUPs stemming from the introduction of new technologies in ships and shipping operations, to be incorporated seamlessly and swiftly.

6 Requirements for sea time or practical experience in relation to new and emerging technologies including the use of simulation

Review the STCW Convention and Code to determine the appropriateness of seagoing service requirements for certification and the feasibility of meeting requirements using new and emerging technologies, considering that in an initial phase, the training and certification of seafarers often precede the implementation or installation of these new technologies on ships. This may include the use of simulation as an alternative to a portion of a requirement for seagoing service.

7 Bullying and harassment, including SASH, gender diversity and gender sensitization

The review and revision of the STCW Convention and Code should be done in parallel with the work already initiated on the development and finalization of training provisions on prevention of bullying and harassment in the maritime sector, including sexual assault and sexual harassment. Furthermore, the responsibilities of companies should be reviewed to consider responsibility for psychologically safe working environments including the prevention of bullying and harassment.

8 Mental health

In order to reduce the stigma of mental health issues, it should be considered to require appropriate competence so that seafarers understand the impact of living and working at sea and can recognize and triage a mental health challenge that may arise while on board a ship. The comprehensive review of the STCW Convention and Code should identify tools and methods to allow seafarers to recognize risk factors and know-how and when to search for appropriate help. Furthermore, the responsibilities of companies should be reviewed to consider responsibility for promotion of mental health and well-being on board ship.

9 Twenty-first century and interpersonal skills

Review the STCW Convention and Code for the need to address twenty-first century competence and interpersonal skills such as digital skills, communications, information management and the ability to adapt to a changing work environment.

10 Addressing inconsistencies

A significant number of inconsistencies were identified in the text of the annex to the STCW Convention and Code. Many of those are a consequence of amendments that were adopted at different times. In addition, provisions having similar aims should be harmonized. The above may lead to ineffective implementation of the STCW Convention. Thus, Parties to the STCW Convention and those involved in implementing, applying or enforcing its measures may not always give to the STCW Convention full and complete effect in a uniform manner.

11 Addressing different interpretations

Different interpretations of the requirements have been identified which result in inconsistency in implementation and possible confusion. A review of the areas where different interpretations occur is important in order to allow IMO to issue the necessary clarifications or to modify the text in the instrument. The comprehensive review would give the opportunity to clarify issues arising from inconsistent interpretations of the various standards, including those related to near-coastal voyages, in particular the entering of an undertaking among Parties. It is also

important to review and identify new and existing definitions for a more unison interpretation of the STCW Convention and Code.

12 Addressing taxonomy and terminologies

The newly developed action verb taxonomy in appendices 4 and 5 of the *Guidelines for the development, review and validation of model courses* (MSC-MEPC.2/Circ.15/Rev.2) should be considered when reviewing the STCW Convention and Code in order to ensure the consistency of the verbs used in the STCW Convention and Code defining the standards of competence with the action verbs used in modern educational systems.

13 Flexibility in revalidation and renewal of certificates and endorsements

A comprehensive review of the STCW Convention and Code would allow for the identification of provisions that could be amended or new provisions that would need to be added to provide flexibility in revalidation and renewal of certificates, endorsements and medical certificates, including whenever exceptional circumstances may occur.

14 Overview of the implementation of the Convention, in particular the need to update the STCW "White List"

Following the ongoing work of the HTW and III Sub-Committees, the review of the STCW Convention and Code should consider the need for clarification on the provisions related to quality standard system, independent evaluation and the preparation, reporting and consideration of information and identification of STCW compliance Parties for common understanding and uniform implementation.

15 Lessons learned

The review of the STCW Convention and Code should take into account issues based on experience including experience implementing previous amendments, casualty investigations and lessons learned during the COVID-19 pandemic, inter alia, extension of the validity of the certificates, in extraordinary circumstances/cases of force majeure.

16 Flexibility

The review should consider allowing for the use of electronic documentation and remove a burden to maintain paper records; and options in meeting requirements and reducing barriers for seafarers entering and re-entering the industry, and to facilitate the mobility of seafarers across different ship types and trades.

17 Alternative certification under chapter VII

Review chapter VII of the STCW Convention and Code to determine whether a revision is needed for more effective utilization of alternative certification as part of the flexibility needed to accommodate new and emerging technologies and organizational innovations, as well as the option for certifying different functions on board and different types of ships and taking a more goal-based approach.

18 Watchkeeping arrangements and principles to be observed (chapter VIII)

Review regulation VIII/2 of the Convention and sections A-VIII/2 and B-VIII/2 of the Code with a view to formulating these provisions in a goal-based manner to enable the accommodation of new and emerging technologies and organizational innovations.

19 Alignment of STCW with requirements placed on ships, seafarers and shipowners by other IMO and relevant international instruments

Review the STCW Convention and Code to ensure that both are fully aligned with requirements put on ships, seafarers and shipowners by other IMO instruments.

20 Cybersecurity awareness

Review the STCW Convention and Code to consider an approach to addressing the need for cybersecurity awareness for seafarers, especially as maritime operations become more reliant on the digitally integrated and automated system.

21 Implementation and transitional provisions

The implementation of any amendments developed under this review must be reasonable and achievable for all parties. Previous difficulties in meeting requirements by established effective dates due to the lengthy process associated with the multiple steps that must be taken to fully implement any new requirements should be considered. Additionally, a review of the transitional provisions in the STCW Convention and Code to allow for efficient implementation of future amendments should be included.

22 Addressing outdated training requirements

The tables of competence in the STCW Code should be reviewed to identify the need to update competences, KUPs, and training requirements that are outdated and no longer relevant.

ANNEX 2

**ROAD MAP FOR THE COMPREHENSIVE REVIEW
OF THE STCW CONVENTION AND CODE**

Session	Action
HTW 10 (February 2024)	<ul style="list-style-type: none"> – Finalize preliminary list of specific areas identified for review. – Finalize road map for the comprehensive review of the STCW Convention and Code. – Agreeing and finalizing a methodology for proposing and considering amendments to the STCW Convention and Code, including effective date of any amendments, and the time needed to complete necessary updates of the relevant instruments. – Invite proposals for amendments to the STCW Convention and Code to ISWG-STCW 1, subject to the MSC 108 approval of areas identified and methodology for proposing and considering amendments, as applicable. – Consideration of the option to convening of an intersessional working group (ISWG) or/and a virtual Correspondence Group meeting and agree to ToR. – Report of HTW 10 to MSC 108.
MSC 108 (May 2024)	<ul style="list-style-type: none"> – Approval of preliminary list of specific areas identified for review. – Approval of a road map for the comprehensive review of the STCW Convention and Code. – Approval of a methodology for proposing and considering amendments to the STCW Convention and Code. – Approval of the convening of ISWG-STCW 1, if applicable.
Council 132 (Summer 2024)	<ul style="list-style-type: none"> – Approval of the convening of ISWG-STCW 1, if applicable.
ISWG-STCW 1 or virtual CG meeting(s)	<ul style="list-style-type: none"> – Consideration of proposed amendments. – Preparation of draft text of amendments. – Revise road map if necessary. – Report of ISWG-STCW 1 to MSC 109 and HTW 11, as applicable.

MSC 109 (December 2024)	<ul style="list-style-type: none"> – Instruction to HTW 11 based on outcomes of ISWG-STCW 1 if held before MSC 109, as applicable. – Consideration of the type of meeting to adopt amendments of the comprehensive review of the STCW Convention and Code.
HTW 11 (spring 2025)	<ul style="list-style-type: none"> – Consideration of the report of the ISWG-STCW 1, if applicable. – Preparation of draft text of amendments and finalize work of review stage. – Consideration of the convening of an intersessional working group and agree to its ToR for ISWG-STCW 2. – Revise road map if necessary. – Report of HTW 11 to MSC 110.
MSC 110 (summer 2025)	<ul style="list-style-type: none"> – Approval of the type of the meeting to adopt amendments to the STCW Convention and Code and recommendation to Council. – Approval of the convening of ISWG-STCW 2.
Council (summer 2025)	<ul style="list-style-type: none"> – Endorsement of the decision of MSC for the type of meeting to adopt amendments of the comprehensive review of the STCW Convention and Code (extended MSC or diplomatic conference). – Approval of the convening of ISWG-STCW 2.
ISWG-STCW 2 (2025-2026)	<ul style="list-style-type: none"> – Start work on targeted revision of STCW Convention and Code. – Consideration of the proposed amendments. – Preparation of draft text of amendments. – Revise road map if necessary. – Report of ISWG-STCW 2 to HTW 12.
HTW 12 (spring 2026)	<ul style="list-style-type: none"> – Consideration of the report of the ISWG-STCW 2. – Preparation of draft text of amendments. – Consideration of the convening of an intersessional working group and agree to ToR for ISWG-STCW 3. – Revise road map if necessary.

	<ul style="list-style-type: none"> – Report of HTW 12 to MSC 111.
MSC 111 (2026)	<ul style="list-style-type: none"> – Taking note of the progress of the work on the comprehensive review of the STCW Convention and Code. – Approval of the convening of ISWG-STCW 3. – Authorization for HTW 13 to finalize the draft text of amendments for approval with a view to circulation. – Authorization for HTW 13 to finalize the draft resolutions.
Council (2026)	<ul style="list-style-type: none"> – Approval of the convening of ISWG-STCW 3.
ISWG-STCW 3 (2026-2027)	<ul style="list-style-type: none"> – Continuing the work on the targeted revision of STCW Convention and Code. – Consideration of proposed amendments. – Preparation of draft text of amendments. – Preparation of draft resolutions.
MSC 112 (2026)	<ul style="list-style-type: none"> – Instruction to HTW 13 based on outcomes of ISWG-STCW 3 if it is held before MSC 112.
HTW 13 (spring 2027)	<ul style="list-style-type: none"> – Consideration of the report of the ISWG-STCW.3 and instruction by MSC 112, as applicable. – Finalization of the draft text of amendments of the STCW Convention and Code and the draft resolutions. – Report of HTW 13 to MSC 113.
MSC 113 (2027)	<ul style="list-style-type: none"> – Endorsement of the draft text of amendments to the STCW Convention and Code and the draft resolutions and circulation of the draft text in accordance with the procedure set out in the Convention.
Meeting to adopt amendments (autumn 2027)	<ul style="list-style-type: none"> – Holding of the meeting to adopt amendments of the comprehensive review of the STCW Convention and Code and the draft resolutions.

ANNEX 3

TERMS OF REFERENCE FOR THE COURSE DEVELOPER AND THE REVIEW GROUP FOR THE REVISION OF MODEL COURSE 1.21 ON PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

Introduction

1 The Organization, as part of the 2010 Manila Amendments, developed standards for training, watchkeeping and certification for personal safety and social responsibilities.

2 Having recognized the need to tackle bullying and harassment in the maritime sector, including sexual assault and sexual harassment (SASH), with the objective of ensuring a safe workplace, MSC 105 instructed the HTW Sub-Committee to develop and finalize, as a matter of priority, STCW training provisions addressing bullying and harassment in the maritime sector, including SASH.

3 Subsequently, the amendments to table A-VI/1-4 of the STCW Code to prevent and respond to bullying and harassment, including SASH were approved by MSC 107 and are expected to be adopted by MSC 108.

4 Furthermore, the HTW Sub-Committee, at its ninth session, also agreed, when revising the model course in the future, to:

- .1 add a reference to the existing provisions on bullying and harassment in MLC 2006, Guidance B4.3.1, into Model Course 1.21; and
- .2 align the language in Model Course 1.21 with the language used in MLC 2006.

Objectives

5 The revision of Model Course 1.21 on Personal Safety and Social Responsibilities should address all competencies and related Knowledge, Understanding and Proficiency (KUP) requirements of table A-VI/1-4 of the STCW Code, taking into account the guidance of section B-VI/1 of the STCW Code. The model course should not exceed the competencies and KUP of the STCW Code but needs to consider and incorporate recent amendments to table A-VI/1-4 of the STCW Code to include the new competence for contributing to the prevention and response to bullying and harassment in the maritime sector, including sexual assault and sexual harassment (SASH) and best practices of the industry. The model course revision should support competency-based outcomes in line with column 4 of table A-VI/1-4 of the STCW Code. The course should also consider the challenges faced by seafarers, taking into account the unique nature of their working and living environment.

6 The revision of Model Course 1.21 should include, inter alia, the following KUP updates:

- .1 basic knowledge of bullying and harassment, including SASH, and the continuum of harm;
- .2 basic knowledge of the consequences of bullying and harassment, including SASH on victims, perpetrators, bystanders, stakeholders, and its effects on safety;

- .3 understand that power dynamics, drugs or alcohol may be used to create coercive situations that contribute to bullying, harassment, including SASH;
 - .4 ability to identify bullying and harassment, including SASH;
 - .5 basic knowledge of the action to take to intervene in and report bullying, harassment, including SASH; and
 - .6 understand the basic principles of trauma-informed response and how to provide appropriate support to victims, bystanders and self.
- 7 The revision also should:
- .1 add a reference in Model Course 1.21 to the existing provisions in MLC; and
 - .2 align the language used in the Model Course 1.21 with the one used in MLC.

Activities

8 The course developer will revise IMO Model Course 1.21 to include competence on prevention and response to bullying and harassment, including SASH on Personal Safety and Social Responsibilities, based on regulation VI/1 of the STCW Convention, section A-VI/1 and table A-VI/1-4 of the STCW Code, taking into account the model course development guidance for course developers in MSC-MEPC.2/Circ.15/Rev.2, appendix 3. The references and bibliography should make citations using the Harvard style of referencing while the common abbreviations for IMO model courses in part C – Detailed Outline should be retained, e.g. R1 for SOLAS 1974, as amended.

9 The course developer prepares an initial draft, taking into account the guidance for selecting action verbs for developing or revising model courses and the guidance on learning outcomes in MSC-MEPC.2/Circ.15/Rev.2, appendices 4 and 5, and submits it to the Head, Maritime Training and Human Element, who is the designated representative of IMO for review and development of model courses.

10 The designated representative of IMO will conduct a review of the initial draft of the model course for adequacy and consistency with instructions and suggest changes, where appropriate. The course developer will then prepare a revised draft, taking into account received suggested changes and forward it again to the IMO designated representative.

11 The IMO designated representative will forward the revised model course to its review group, who will then provide any comments and guidance to the course developer for inclusion, as appropriate, in the third draft, which will then be returned by the course developer to the review group for final evaluation and comments if any.

12 The course developer will finalize the draft model course and submit it to the IMO designated representative for submission to the relevant session of the HTW Sub-Committee for consideration and validation.

Reporting

13 The model course should be drafted in English, and IMO should be provided with an electronic version compatible with Microsoft Word, to be submitted to the Head, Maritime Training and Human Element with the deadlines for submission for the first and final draft as outlined in the time frame below. All parties to the development and review process are encouraged to exchange comments and information and seek feedback at any appropriate time. The suggested dates should not serve as limitation for exchange of information.

14 All material shall be prepared in accordance with intellectual property rights and the copyright remain within IMO.

Deadline	Action to be taken
2 June 2024	The course developer prepares an initial draft to be forwarded to the Head, Maritime Training and Human Element, who is the designated representative of the IMO for the Model Course.
30 June 2024	The designated representative of the IMO, following its review of the initial draft of the revised model course for adequacy and consistency with instructions, returns the initial draft of the model course to the model course developer with suggested changes, as necessary.
14 July 2024	The model course developer submits the second draft to the designated representative of the IMO to forward it to the review group for comments.
25 August 2024	The review group returns any additional comments and guidance to course developer for additional edits and development, as appropriate.
15 September 2024	Course developer submits final revised draft of the model course to the designated representative of the IMO for forwarding it to the review group for final comments.
29 September 2024	Review group coordinator submits report to the IMO Secretariat including the evaluation questionnaire as contained in appendix 6 of MSC-MEPC.2/Circ.15/Rev.2.

COURSE DEVELOPER SPECIFIC INSTRUCTIONS/TERMS OF REFERENCE

<p>Course developer specific instructions/terms of reference</p> <p>PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES</p> <p>Model Course 1.21</p>	
<p>1) The overall goal of this model course is to provide guidance for the training and assessment of seafarer competence in PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES in accordance with table A-VI/1-4 of the STCW Code, taking into account the guidance of section B-VI/1 of the STCW Code. IMO model courses are intended for a global audience and must be adaptable to a wide variety of candidates and teaching resources.</p>	
<p>2) This model course will be validated by the Sub-Committee on Human Element, Training and Watchkeeping (HTW) at its eleventh session (HTW 11). The final revised draft of the model course should be submitted to the Head of the Maritime Training and Human Element (ModelCourses@imo.org) no later than September 2024 with the following subject line:</p> <p style="text-align: center;"><i>Revised Model Course 1.21 on Personal safety and social responsibilities for submission to HTW 11</i></p>	
<p>3) The following nations, organizations and subject matter experts (SME) have indicated their availability to work with you on this project. Their contact information is listed below. You are also encouraged to use other resources as may also be available to you.</p>	
Nation, Organization, SME	Contact information
To be confirmed after HTW 10.	
<p>4) This model course has some common and equal education and training requirements as are found in the listed model courses. The education and training requirements must use similar vernacular and be based upon the same information. However, alterations to reflect individual shipboard departmental requirements are expected.</p>	
Model course	Education and training requirement
1.21 Personal Safety and Social Responsibilities	STCW regulation VI/1, STCW Code section A-VI/1 and table A-VI/1-4.
<p>5) This model course has some common, but lower-level education and training requirements than that found in the listed model courses. These education and training requirements must use simpler taxonomy or topics to reflect their prerequisite nature.</p>	
Model course	Education and training requirement
N/A	

Course developer specific instructions/terms of reference	
MODEL COURSE 1.21 ON PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES	
6) This model course has some common, but higher-level education and training requirements than that found in the listed model courses. The education and training requirements must use a more advanced taxonomy or topics to reflect the advanced nature of the material presented.	
Model course	Education and training requirement
N/A	
7) This model course is to be included within these other model courses.	
Model Course	Education and training requirement
7.03 Officer in Charge of a Navigational Watch.	STCW regulation II/1, II/3, STCW Codes section A-II/1, A-II/3, table A-II/1 and table A-II/3.
7.04 Officer in Charge of an Engineering Watch.	STCW regulation III/1, STCW Code section A-III/1 and table A-III/1.
7.08 Electro-technical Officer.	STCW regulation III/6, STCW Code section A-III/6 and table A-III/6.
8) This model course is to include these other model courses.	
Model course	Education and training requirement
N/A	
9) This model course is to include education and training requirements from other IMO instruments.	
Convention and Codes	Education and training requirement
N/A	
These specific instructions are to provide the course developer with guidelines to use during the development of a model course. They are as inclusive as possible. However, the course developer may, at their discretion and in consultation and agreement of the IMO Secretariat, adapt these instructions to meet the intent and goals of the Committee/Sub-Committee.	