



Ref. T5/1.01

MEPC/Circ.477  
17 August 2005

## **POLICY FOR NEW OR REVISED OPRC MODEL COURSES**

- 1 The Marine Environment Protection Committee, at its fifty-third session (18 to 22 July 2005), approved a policy and validation process for new and revised OPRC model training courses (MEPC 53/24, paragraph 7.5.11).
- 2 The policy addresses the format, timeframe for review and updating, and distribution and validation process for newly developed or revisions to OPRC model courses in order to ensure a consistent approach with other IMO model courses.
- 3 The policy and validation process, as approved by the Committee, are attached in the annex hereto.

\*\*\*



## ANNEX

### **POLICY FOR NEWLY DEVELOPED AND REVISED OPRC MODEL COURSES**

#### **Format and distribution**

1 Courses will be available in both hard copy and on CD-ROM for purchase through the IMO Publishing Service.

#### **Review and updating**

2 Courses will be reviewed on a five-year cycle to determine whether a major revision may be needed, noting that if any compelling reason for considering a review of the courses comes to light in the interim period, the MEPC OPRC-HNS Technical Group is free to consider and initiate such a revision at any time, subject to the approval of the Marine Environment Protection Committee.

#### **Validation process**

3 In order to ensure proper vetting of both newly developed and revised OPRC training materials for technical content in a structured and consistent fashion, and to assist the Technical Group in reviewing model courses submitted, a validation group will be established comprised of one IMO representative and representatives from three or four interested Member States and International Organizations which participate in the OPRC-HNS Technical Group, possessing a combination of technical and training expertise.

The validation of new or revised courses will be carried out as follows:

- .1 the members of the group may be assisted by advisers as needed and should be authorized by the Technical Group to work intersessionally by correspondence as necessary;
- .2 upon receiving a finished draft model course from the course designers, the Secretariat will distribute copies to each designated member of the validating group;
- .3 each validating group member, following consultation as necessary with their advisers, will provide the other members of the validating group and the Secretariat with their proposed amendments and supporting remarks within an agreed time limit, usually one month;
- .4 the Secretariat will transmit all proposed amendments and supporting remarks to the course designers;
- .5 the course designers will respond as appropriate through the Secretariat to the members of the validating group within an agreed time limit;

- .6 proposed amendments will be reviewed and incorporated, as appropriate, in a revised model course;
  - .7 the revised draft model course will be processed by the Secretariat for distribution on the basis of one copy per delegation, observing the rules governing submission of documents;
  - .8 comments submitted on the proposed model courses by other members of the Technical Group will be distributed in the usual manner;
  - .9 the Technical Group will give preliminary consideration to the draft model courses and all comments made thereon, if any. Following this, the Technical Group will either refer it to the validating group for consideration in detail or validate the model course;
  - .10 the course designer, if considered necessary, will be made available to advise the validating group on the course design rationale;
  - .11 the validating group will prepare a report listing all agreed amendments to the revised draft model course as circulated to the Technical Group;
  - .12 the Technical Group will then consider the validating group report together with the revised draft model course and validate that course if appropriate; and
  - .13 any course validated by the Technical Group will be referred to the Marine Environment Protection Committee for its consideration and approval.
-