

Message

**From:** UK.IIIC.SPC [Personal Data]@mcga.gov.uk  
**Sent:** 14/10/2021 08:02:33  
**To:** UK.IIIC.SPC [Personal Data]@mcga.gov.uk  
**Subject:** IMSAS21 United Kingdom of Great Britain and Northern Ireland \_ The Agenda & Etiquette  
**Attachments:** Opening meeting agenda\_ Remote audit of the UK.docx

Dear Colleagues,

Please find attached the  IMSAS opening Meeting Agenda. The remote opening meeting is on MS Teams will open at 1030 hrs (UK Time) for the IMO audit team and UK Secretariat.

Delegates are invited to join the Teams link from 1045 hrs, however, please note you will need to wait in the lobby and be granted admission prior to the start of the meeting.

We request ***you mute your microphone when joining the meeting***, and should you be joining a meeting with other attendees in the same room or close by to you on different devices, please ensure you have headsets to reduce feedback and wherever possible, if safe to do so, join from one device.

For **Required “to” Delegates**, please also mute your mike however keep your camera on for the Introductions.

For **Optional “cc” Delegates**, please mute you mike and keep camera’s turned off, unless requested by the IMO or UK Secretariat.

The chat function is active to all delegates, however **we request minimal use**, and **we request all delegates raise their hand to speak and wait for the IMO or Secretariat to invite you to speak**. Delegates should also note conversation, responses to questions and general comment in the chat is not formally acknowledged as part of the audit as it will not be continuously monitored.

In the event of connection failure or disruption, please telephone [Personal Data] 544 to advise by voicemail, and contact you own ICT department in the first instance to reconnect. We will communicate a different **lost communication protocol** for the audit session.

Kind regards,

[Name]

[Personal Data] 365

[Name]

UK Deputy Single Point of Contact III Code  
**Maritime Governance, Improvement & Assurance**

[Personal Data] 91

[Personal Data]@mcga.gov.uk

**Maritime and Coastguard Agency**

Marine House, Blakies Quay

Marine Office

Aberdeen

Scotland

AB11 6BP



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[www.gov.uk/mca](http://www.gov.uk/mca)



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