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Circular Letter No.4220/Add.13  
24 February 2022

To: All IMO Members  
United Nations and specialized agencies  
Intergovernmental organizations  
Non-governmental organizations in consultative status  
Liberation movements

Subject: **Update on the status of the International Maritime Organization  
Headquarters building and telecommuting arrangements due to the  
COVID-19 pandemic**

1 Further to Circular Letters No.4220 of 13 January 2020, No.4220/Add.1 of 18 March 2020, No.4220/Add.2 of 10 September 2020, No.4220/Add.3 of 2 November 2020, No.4220/Add.4 of 2 December 2020, No.4220/Add.5 of 6 January 2021, No.4220/Add.6 of 9 April 2021, No.4220/Add.7 of 17 May 2021, No.4220/Add.8 of 19 July 2021, No.4220/Add.9 of 1 September 2021, No.4220/Add.10 of 1 December 2021, No.4220/Add.11 of 12 January 2022 and No.4220/Add.12 of 24 January 2022 providing information on the status of the IMO Headquarters building at 4 Albert Embankment, London, SE1 7SR; the purpose of this circular letter is to update Member States, international organizations and other interested persons regarding access to the Headquarters building.

2 The IMO Secretariat has been closely monitoring developments of the impact of the COVID-19 pandemic at local and global levels and has followed advice provided by the World Health Organization (WHO), the Government of the United Kingdom (as the host government) and actions taken by other UN agencies.

3 The host government will end all COVID-19 restrictions on 24 February 2022.

4 The Secretary-General would like to advise on the following measures regarding access to the Headquarters building, effective from 28 February 2022.

5 The IMO Headquarters building will be fully open with some access limitations, superseding the guidelines in Circular Letter No.4220/Add.12, as follows:

- .1 for Secretariat staff, working from the Headquarters building is now the working modality, in conjunction with the teleworking policy of the Organization, offering an opportunity for staff to work from home for up to three days a week, in line with the general UN teleworking policy. Staff will be available to meet with delegates and other visitors in the Headquarters building. Advance appointments are encouraged;
- .2 those wishing to conduct research in the Maritime Knowledge Centre (MKC) are encouraged to email [mkc@imo.org](mailto:mkc@imo.org) in advance and for assistance;

- .3 the cafeteria will be open with a full service; and
- .4 any person with COVID-19 like symptoms or who has tested positive for COVID-19 should refrain from coming to the building.

6 As advised in document C 126/3 at the 126th session of the Council and in Circular Letter No.4220/Add.12, it remains no longer possible for delegates to follow the remote programme of meetings from the IMO building. Work has begun on the refurbishment of the audio-visual (AV) facilities in the Main Hall and Committee rooms and the enhancement of IMO remote participation capabilities. The contractor will carry out the work in several phases including the preparation for the new control room, on-site installation, commissioning and testing. The contractor will be removing existing AV systems, cameras and video systems. Therefore, no AV equipment will be operational in the Main Hall or in the Committee rooms.

7 The new equipment will be installed and tested through the end of March 2022. Until this part of the work is completed, no access to the Main Hall or Committee rooms will be permitted as scaffolding towers will be in place and potentially noisy work will be ongoing. All remote meetings scheduled up to early April will be held without the opportunity for delegates to participate from these meeting rooms. We will issue information when it is safe for delegates to participate in remote meetings from these meeting rooms in April.

8 The programme of remote IMO meetings is not affected by these new measures and will continue as scheduled in document PROG/130 of 16 December 2021.

9 The Secretary-General requests your forbearance in these unique circumstances and looks forward to continued cooperation and collaboration. Full normal operation of the IMO Headquarters building will resume as soon as feasible.

10 This guidance will remain under review and will be updated, as appropriate.

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