



**MARITIME INDUSTRY AUTHORITY**

**MEMORANDUM CIRCULAR NO.SC-2020-01**  
Series of 2020

**TO: ALL SHIP OWNERS, PROFESSIONAL ASSOCIATION OF SEAFARERS, MARITIME EDUCATION AND TRAINING INSTITUTIONS, MANNING AGENCIES, MARITIME REGULATORY EXPERTS**

**SUBJECT: DUTIES, RESPONSIBILITIES AND ORGANIZATION OF THE STCW ADVISORY COUNCIL (SAC)**

**ARTICLE I  
AUTHORITY**

**Section 1.** In accordance with section 5 of Republic Act (RA) No. 10635 and section 6.10 of its Implementing Rules and Regulations (IRR) which established the Maritime Industry Authority (MARINA) as the Philippines' Single Maritime Administration responsible for the implementation and enforcement of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended, and international agreements or covenants related thereto, the Maritime Industry Authority (MARINA) Board may establish the STCW Advisory Council (SAC) to assist the MARINA in ensuring compliance with the STCW Convention 1978, as amended.

**ARTICLE II  
OBJECTIVES**

**Section 2.** To provide the specific duties, responsibilities and organization of the SCTW Advisory Council;

**ARTICLE III  
APPLICATION**

**Section 3.** This Circular shall apply to the existing STCW Advisory Council (SAC) or to any amendment or reorganization thereof;

**ARTICLE IV  
MEMBERSHIP**

**Section 4.** The SAC shall consist of not more than eleven (11) members, who shall be appointed from the concerned maritime sectors representing, but not limited to, ship owners, seafarers, maritime education and training, and shipbuilders in the following manner:

- |  |   |   |
|--|---|---|
| 1. Ship-owner  | - | 1 |
| 2. Professional Association of Seafarers                     | - | 2 |
| 3. Members of the Academe teaching professional STCW courses | - | 2 |
| 4. Maritime Education and Training Institutions              | - | 1 |
| 5. Maritime Business Service Provider (Manning)              | - | 2 |
| 6. Maritime Regulatory Expert                                | - | 2 |
| 7. Listed STCW Competent Person of PH                        | - | 1 |

**Section 5.** The MARINA Board shall appoint the members of the SAC from the list of nominees submitted by concerned stakeholders taking into consideration the following criteria:

- A. Integrity;
- B. Exemplary leadership;
- C. Advocacy for transparency and good governance;
- D. Commitment to participate in the works of the SAC.

## **ARTICLE V ROLES AND RESPONSIBILITIES**

**Section 6.** The primary role of SAC is to assist the Administration on the orderly and proper implementation of the 1978 STCW Convention, as amended, taking into consideration the best interest of the Philippine Maritime Industry, towards this end, the SAC shall:

6.1. Provide advice to MARINA pertaining to the formulation of appropriate, clear and coherent policies and regulatory document frameworks as it implements the requirements of STCW Convention 1978, as amended;

6.2. Assist MARINA by providing information and updates on new developments in the maritime industry and in identifying key issues which affect the country's maritime education and training;

6.3. Propose amendments or recommend alternative solutions and enhancement on existing policies and regulations, as well as emerging critical issues particularly covering maritime education, training, certification and assessment to ensure the effective and complete implementation of STCW Convention, as amended;

6.4. Participate in meaningful dialogues and exchanges between MARINA and stakeholders in matters affecting policies and regulations promulgated, or to be promulgated pertaining to the implementation of the STCW convention; and

6.5. Undertake any other activities the MARINA Board or STCW Administration may so identify.

## **ARTICLE VI ORGANIZATION**

**Section 7.** The SAC members shall designate a Chairman and a Vice Chairman from among themselves.

### **The Chairman**

The Chairman shall have the following functions:

- 7.1. Set the agenda for the SAC Council meetings based on recommendations made by the MARINA Administrator and by members of the SAC;
- 7.2. Seek prior concurrence by the MARINA Administrator or the Executive Director of the STCW Office on the agenda tabled for the meetings;
- 7.3. Preside over SAC meetings;
- 7.4. Coordinate SAC activities;

**7.5.** Inform the MARINA Board through the Administrator of SAC activities; and

**7.6.** Represent the SAC at functions and proceedings.

In the absence of the Chairman, the Vice Chairman shall assume the functions of the Chairman as above outlined.

### **Members**

**Section 8.** The members shall:

**8.1** Participate in SAC meetings;

**8.2** Propose topics/issues to be included in the agenda meetings.

### **Term**

**Section 9.** The SAC member shall serve for a period of 3 (three) years subject to reappointment not to exceed a total period of 6 (six) years.

## **ARTICLE VII MEETINGS**

**Section 10.** The SAC shall meet at least once a month. The Chairman may convene additional meetings during the month as s/he may deem necessary or as proposed by any SAC member.

**Section 11.** The Executive Director of the STCW Office or his representative shall participate in all SAC meetings.

### **Venue of Meetings**

**Section 12.** The SAC shall meet at the MARINA Central Office or any other venue as they may agree on.

## **ARTICLE VIII SECRETARIAT AND LOGISTICAL SUPPORT**

**Section 13.** The MARINA shall provide the following to the SAC operations:

**13.1.** A secretariat which shall be responsible for:

- a. Preparing and disseminating the meeting Agenda to the SAC members;
- b. Giving notice of meetings to the members;
- c. Documenting the proceedings of the meetings and the drafting of the minutes of the meetings;
- d. Maintaining the records of the SAC meetings;
- e. Coordinating the logistical support to the SAC including preparation of the venue and necessary papers for discussions.

**ARTICLE IX  
REPORTORIAL REQUIREMENT**

**Section 14.** The SAC, through its Chairman, shall provide the MARINA Administrator of copy of the Minutes of the Meeting and all documents that may have been generated during SAC meetings.

14.1 The SAC shall submit to the MARINA Board, through the MARINA Administrator, an annual report on activities/meetings undertaken.

**ARTICLE X  
MISCELLANEOUS PROVISIONS**

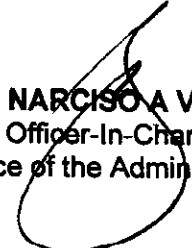
**Section 15. Repealing Clause.** All issuances, which are inconsistent with the provisions of this Memorandum Circular are hereby repealed, amended, modified or superseded in accordance with the intent of this Circular.

**Section 16. Separability Clause.** If any part or provision of this Memorandum Circular shall be held unconstitutional or invalid, other provisions hereof which are not affected shall continue to be in full force and effect.

**Section 17. Effectivity Clause.** This Memorandum Circular shall take effect 15 days after its publication in a newspaper of general circulation.

Done in Manila, Philippines on DEC 19 2019

**BY THE AUTHORITY OF THE BOARD:**

  
**VADM NARCISO A VINGSON JR**  
Officer-In-Charge  
Office of the Administrator

**SECRETARY'S BOARD CERTIFICATE**

This is to Certify that Memorandum Circular No. SC-2020-01 has been approved by the MARINA Board in its 273<sup>rd</sup> Regular Board Meeting held on DEC 19, 2019.

  
**Atty. EUSEBIA CADLUM-BOCO**  
Corporate Board Secretary

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