

4 ALBERT EMBANKMENT  
LONDON SE1 7SR  
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

Circular Letter No.4220/Add.14  
4 April 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, No.4220/Add.12 of 24 January 2022 and No.4220/Add.13 of 24 February 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 ended all COVID-19 restrictions on 24 February 2022.

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

5 The IMO Headquarters building is fully open:

- .1 for Secretariat staff, working from the Headquarters building is the working modality, in conjunction with the Flexible Working Arrangement Policy of the Organization. Staff are 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 is 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 With regard to the refurbishment of the audio-visual (AV) facilities in the Main Hall and Committee rooms, the construction and renovation work is largely complete. Thus, from 19 April 2022, the plenary hall and all committee rooms will be open for use by delegates during scheduled committee, sub-committee and working group meetings, should delegates wish to participate in these remote meetings from the Headquarters building.

7 Concerning the enhancement of IMO remote participation capabilities, for hybrid meetings, the contractors will continue their work on the installation, commissioning testing and training, as well as trials of the equipment through to the end of July 2022.

8 The information in this circular letter does not presently alter the programme of remote IMO meetings as stated in document PROG/130 of 16 December 2021. Meetings are expected to continue in remote mode until the end of July 2022. The Secretariat will provide notice of the resumption of in-person meetings when modalities of meetings are reviewed.

9 The Secretary-General would like to thank you all for your flexibility towards the Secretariat, as we continue to adjust our approach to the new work environment.

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

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