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Circular Letter No.4220/Add.5
6 January 2021

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 outbreak**

1 Further to the Circular Letters No.4220/Add.1 of 18 March 2020, No.4220/Add. 2 of 10 September 2020, No.4220/Add.3 of 2 November 2020 and No.4220/Add.4 of 2 December 2020, 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 delegations and other interested persons regarding access to the Headquarters building.

2 The IMO Secretariat has been closely monitoring developments of the impact of COVID-19 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 In order to protect staff and visitors and to contribute to wider efforts to mitigate the impact of the pandemic, and in view of the new measures introduced by the host government, the Secretary-General would like to advise on the introduction of the following measures regarding access to the Headquarters building effective 5 January 2021.

4 The IMO Headquarters building will remain open for limited access to staff only, superseding the guidelines in Circular Letter No.4220/Add 4, as follows:

- .1 for Secretariat staff, working remotely making full use of remote working and teleconferencing continues to be the main working modality. However, a limited number of staff may work in the Headquarters building each day, with priority given to those supporting remote sessions of the IMO organs;

- .2 the office will no longer be open for delegates and other visitors. Meetings with IMO staff will need to be conducted via Teams or other virtual technologies;
- .3 the Maritime Knowledge Centre continues to be unavailable for physical access, but those wishing to conduct research should contact the MKC at mkc@imo.org for assistance; and
- .4 the cafeteria will remain closed until further notice.

5 The remote programme of IMO meetings is not affected by these new measures and will continue pursuant to the schedules in document PROG/129 of 15 December 2020.

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

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