

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

Circular Letter No.4475  
5 November 2021

To: All IMO Member States

Subject: **Courses to be held at IMSSEA, Genoa, Italy during 2022**

1 The Secretary-General is pleased to announce that the International Maritime Safety Security and Environment Academy (IMSSEA) in Genoa, Italy, will deliver the below-mentioned courses during 2022, for which a limited number of fellowships funded by IMO and the Government of Italy, covering course fees and accommodation, will be available to selected suitably qualified candidates nominated by their national authority.

- .1 Flag State Implementation (20-30 September 2022);
- .2 Port State Control (11-21 October 2022);
- .3 International Ship and Port Facility Security Code (ISPS Code) (2-11 November 2022); and
- .4 Marine Accident Investigation Procedures (22 November-2 December 2022).

2 Interested parties should note that the courses are expected to be delivered in person at IMSSEA. However, in view of the uncertainty of the COVID-19 health situation, some courses may be delivered in virtual modality. It is anticipated that a final decision on the delivery mode of each course will be taken around mid-April 2022 and the Academy will inform the selected fellows thereafter.

3 The following information can be found in the annexes:

- .1 annexes 1 and 2 provide information on the Academy;
- .2 annexes 3 to 6 give details on the scope and objectives of each course;
- .3 annex 7 provides the Government Nomination Form for candidates seeking fellowship funding; and
- .4 annex 8 provides the Participant Application Form, which is required for all candidates.

Nomination and application forms should be sent directly to IMSSEA by email with a copy to IMO (see contact details in annex 1, page 3).

4 The courses will be conducted solely in English. Applicants must therefore be fluent in written and spoken English and be able to demonstrate that their participation in the course will benefit their country.

5 Admission is open to 20 participants for each course for delivery in situ and participation is subject to the payment of a fee, as detailed in the relevant annex.

6 Course costs are covered by participants. Candidates may wish to explore available options of co-funding and sponsorships under government and donor schemes or programmes.

7 Participants are responsible for:

- .1 obtaining, at their own risk, and at their expense and/or at the expense of the nominating authority or their employer, the required visa for entry and stay in Italy for the duration of the course;
- .2 obtaining, at their own risk, and having in place at all times, at their expense and/or at the expense of the nominating authority or their employer, for the period between the time of their departure from the place in their home country where they will be commencing their travel to participate in the course and the time of their return to the place in their home country where they will be ending their travel after participating in the course, adequate travel insurance and, where applicable, medical insurance coverage which shall be valid for all countries which the participant may be staying in or travelling to or from or transiting through and irrespective of the purpose or reason for the travel or the mode of transport. The selected participants may be required to provide documentary evidence of the insurance coverage; and
- .3 making, at their own risk, arrangements for their travel to and from Genoa, Italy. It is expected that the nominating authority or the employer of the participant will cover the cost of the travel. **IMO is not in a position to cover travel costs to and from Genoa, Italy.** However, participants may, with the consent of the nominating authority or their employer, secure their own funding to cover the cost of their travel.

8 Participants sponsored by IMO or the Government of Italy will be covered by the United Nations insurance for fellows worldwide to which IMO is a participant and consequently are not required to obtain medical insurance coverage.

9 All participants will be notified by IMSSEA of any other requirements upon being issued with the formal letter of their acceptance.

10 All requests for fellowships must be made **directly through IMSSEA by submitting the nomination and application forms (annexes 7 and 8)**. It is important to note that **only** the nomination and application forms provided in annexes 7 and 8 will be accepted. Fellowships will be awarded only after IMSSEA has reviewed every application received before the deadline. **Please also note that IMO will not enter into correspondence with the nominating authorities nor the applicants regarding the status of their applications. Only those candidates that have been awarded a fellowship will be contacted by IMO through their nominating authorities.**

11 As part of the Organization's contribution towards the realization of the Sustainable Development Goals (SDGs) of the United Nations 2030 Agenda for Sustainable Development and specifically SDG 5, whose aim is to achieve gender equality and empower all women and girls, the nominating authorities are strongly urged to put forward female candidates who meet the criteria for admission to the course, as the selection process would seek to maximize the number of qualified female applicants attending the course. Naturally, it is well understood that

there may be circumstances where the nomination of female applicants who meet the criteria for admission to the course may not be possible and the needs of the country will have to be met by nominating qualified male applicants.

12 In addition, nominating authorities are strongly advised to refrain from putting forward applications from persons who have graduated from the World Maritime University (WMU) and/or the IMO International Maritime Law Institute (IMLI) as the courses are offered with a view to providing training opportunities for those who have not benefited from the education offered by WMU and/or IMLI. The selection process sets aside applications from WMU and IMLI graduates and applications from graduates who do not disclose their WMU and IMLI qualifications and studies will be considered invalid and consequently eliminated from the selection process.

13 Participation is offered on the widest possible geographical basis, but the number of admissions per country is limited. Accordingly, should nominations be made for two or more candidates from one country, **a priority order should be indicated by the nominating authority.**

14 Nominations and applications must be made using the attached application forms (annexes 7 and 8) and reach IMSSEA on or before the deadlines stipulated for each course. The selection of participants will take place soon after the deadlines have passed and those selected will be informed accordingly by the Academy directly thereafter. Applicants who have been selected for a fellowship award will receive a specific communication from IMO to this effect. Enrolment will be confirmed once the necessary finance has been secured by the participant.

15 In addition to the courses referred to in paragraph 1, IMSSEA offers other courses. Further details can be found on the Academy's website ([www.imssea.org](http://www.imssea.org)).

16 The Secretary-General wishes to take this opportunity, once again, to express appreciation to the Government of Italy and the Province of Genoa for their support of IMO capacity-building activities.

\*\*\*



## ANNEX 1

### GENERAL INFORMATION FOR ADMISSION TO THE INTERNATIONAL MARITIME SAFETY SECURITY AND ENVIRONMENT ACADEMY (IMSSEA), GENOA, ITALY

#### THE ACADEMY

IMSSEA is part of an integrated teaching system governed by institutional bodies and has been identified by the Italian Government as the appropriate instrument to provide advanced education, training and technical advice in furtherance of the objectives and goals of the International Maritime Organization (IMO).

The Academy offers a range of specialized short/medium term courses in the maritime field designed to be responsive to the needs of public sector departments and to ensure the effective exercise of flag, port and coastal State jurisdiction.

#### ACADEMIC PROGRAMMES

##### General

IMSSEA organizes various course programmes every year based, primarily, on IMO model courses. The maximum intake is 20 participants per course for delivery in situ.

##### Financial arrangements

Course costs are covered by participants. Candidates may wish to explore available options of co-funding and sponsorships under government and donor schemes or programmes.

A limited number of fellowships funded by IMO and the Government of Italy, which cover course fees and accommodation only, are available for each course referred to in paragraph 1 of this Circular Letter. All requests for fellowships must be submitted through the candidate's national maritime authority and be made directly through IMSSEA by submitting the nomination and application forms provided in annexes 7 and 8.

**The cost of travel to and from Genoa, together with any visa costs which might be incurred, remain the responsibility of the candidate or their nominating authority and are not covered by any fellowship funding.**

##### Joining instructions for IMSSEA

Successful applicants will receive joining instructions directly from the Academy. Further details regarding arrival at, and accommodation in, Genoa are given in annex 2.

#### ACADEMIC CLEARANCE

Nomination and application forms received by IMSSEA will be submitted to the Admissions Committee for assessment of the candidates' academic eligibility. Only academically cleared candidates can be considered for admission.

## Qualifications required

Participants should:

- .1 hold the highest seagoing certificates in nautical or marine engineering or other appropriate equivalent qualifications;
- .2 have a working knowledge of the provisions of international maritime conventions and related national legislation; and
- .3 have relevant administrative experience of decision-making at middle or senior management level.

## Selection process

All applications are reviewed by IMSSEA against the entry requirements, bearing in mind the maximum intake for each course. Among the academically cleared candidates, priority will be given to female applicants and applications from developing countries, and candidates selected for admission will be notified in writing by the Academy. **Furthermore, applicants must be fluent in English and be able to demonstrate that, through their participation in the course, they will benefit their country.** Applicants should be aware that an assessment of their level of the English language may be undertaken by IMSSEA, via teleconference or telephone, prior to offering a place on the course.

Advice of academic clearance **does not** indicate that a candidate can enrol: that will only be confirmed **when the candidate has secured the necessary funding from their nominating authority or other source, including self-financing.**

IMSSEA must receive confirmation, in writing, that the candidate is ready to join the programme together with confirmation that the course fee has been remitted to the Academy's bank account.

Successful candidates, and their respective nominating authorities, will receive a final confirmation of enrolment.

## Course material

On arrival at IMSSEA, participants will be provided with the necessary instruction materials.

In addition, other relevant materials, in the form of maritime publications, will be available on loan for the duration of the course.

## Salary

It is expected that a nominating government or organization will continue the salary payments of their officials who are assigned to study at IMSSEA for the duration of the course in order to support their respective families in their home countries.

## Course

Detailed information on course content is shown in annexes 3 to 6. **The courses will be conducted in English only.**

## **Certificate**

On satisfactory completion of the course, participants will be issued with a certificate of attendance.

## **Contact address:**

Correspondence with IMSSEA should be directed to:

International Maritime Safety Security and Environment Academy  
Via Nicolo' Oderico 10  
16145 Genoa, Italy

Telephone: +39 010 868 7410  
Mobile: +39 346 151 9766  
Fax: +39 010 869 0593  
Email: [applications@imssea.org](mailto:applications@imssea.org)  
Website: [www.imssea.org](http://www.imssea.org)

Applications should also be copied to IMO, via email at [martrain@imo.org](mailto:martrain@imo.org).

\*\*\*





## **ANNEX 2**

### **INFORMATION FOR PARTICIPANTS**

#### **LOGISTICS AND ACCOMMODATION**

##### **1 Accommodation for fellows**

Participants receiving a fellowship will be accommodated in single-occupancy rooms, with private bathroom and internet access, in a hotel selected by IMSSEA and located close to the Academy.

The accommodation costs will include provision of breakfast, lunch and evening meals for the duration of the course.

##### **2 Accommodation service for government/self-funded course participants**

Participants who have not been selected to receive a fellowship may benefit from the above accommodation service upon request to the Academy and on payment of an additional accommodation fee. Please refer to the relevant course for cost details.

Non-fellowship participants may choose to organize their own board and lodging, if preferred.

##### **3 Miscellaneous**

Limited accident insurance cover will be provided for all participants during the course. In addition, IMSSEA can assist participants in obtaining the Italian Government's "Foreigners' Permit of Stay".

#### **ASSISTANCE IN CASE OF TRAVEL DIFFICULTIES**

In case of any difficulty or emergency during travel, participants should contact IMSSEA by telephone: +39 010 868 7410 or +39 346 151 9766.

#### **CLIMATE**

Genoa is located in the Mediterranean climate zone. Average yearly temperatures are about 10°C in January and 29°C in August. It has a mild Mediterranean climate with no sudden changes in temperature. The average yearly temperature range is only 19°C, which is one of the lowest in Italy. As a rule, precipitation is more frequent in October and November and reaches 1,300 mm on average annually.

\*\*\*



## **ANNEX 3**

### **COURSE ON FLAG STATE IMPLEMENTATION**

**Arenzano (Genoa), Italy, 20 to 30 September 2022**

#### **Introduction**

This course, based on IMO Model Course 3.22, is intended to provide officers of the maritime administration with information on the different obligations and duties of the flag State as required by the United Nations Convention on the Law of the Sea (UNCLOS). It describes how the flag State Administration would effectively discharge such obligations and duties. The course also covers the international standards and obligations originated from IMO conventions and other mandatory instruments.

The course programme includes resolution A.1070(28) on the IMO Instruments Implementation Code (III Code), with particular reference to the implementation and enforcement of relevant IMO conventions and codes and other international mandatory instruments such as SOLAS, MARPOL, MLC 2006, the ISM Code, the ISPS Code, the STCW Code, the Casualty Investigation Code and other instruments related to flag State implementation, including UNCLOS.

#### **Objectives**

Upon completion of the course, the participants should have developed familiarity with IMO conventions and other relevant international mandatory instruments, acquired the knowledge and skills necessary to carry out the duties imposed upon a maritime administration effectively, and ensured their understanding of the different tasks that contribute in the full implementation of the applicable rules and regulations.

#### **Entry standards**

The course is open to officials from maritime administrations and port authorities who have responsibility for the enforcement of maritime legislation, or those who may be planning to undertake such responsibilities. A good working knowledge of the English language is also required.

#### **Deadline**

The deadline for submitting applications for the Flag State Implementation course is **6 May 2022**.

#### **Course certificate**

Upon successful completion of the course, participants will be issued a certificate attesting to their participation.

#### **Course intake limitations**

The number of trainees is limited to **20 for delivery in situ**.

### Course modules and duration

Brief History of IMO	1 hr
IMO resolution A.1070(28)	2 hrs
United Nations Convention on the Law of the Sea (UNCLOS)	2 hrs
International Safety Management Code (ISM Code)	4 hrs
MARPOL	10 hrs
MLC 2006	4 hrs
Types of Vessels, COLREG, Minimum Safe Manning- IMO resolution A.1047(27)	3 hrs
Accident Investigation (The Code)	4 hrs
Analysis of Reports	3 hrs
SOLAS	11 hrs
ISPS Code	5 hrs
STCW	3 hrs
Recognized Organizations	2 hrs
Port State Control	4 hrs
<b>Total duration</b>	<b>58 hrs</b>

### Course costs

The tuition fee is **€1,000** and covers teaching, study materials, use of IT facilities and accident insurance cover.

- 1 Accommodation is offered free of charge to participants awarded a fellowship (annex 2 – Information for participants, refers).
- 2 Participants not selected for a fellowship may request the same boarding service for an additional fee of **€1,350**.
- 3 Non-fellowship participants may choose to organize their own board and lodging, if preferred.

**The cost of travel to and from Genoa is not included in the course fee nor is it covered by the fellowship.**

The course fee must be remitted to the Academy's bank account **before enrolment**. Full details will be forwarded in due course.

\*\*\*

## **ANNEX 4**

### **COURSE ON PORT STATE CONTROL**

**Arenzano (Genoa), Italy, 11 to 21 October 2022**

#### **Introduction**

This course, based on IMO Model Course 3.09, is designed for government technical officials, particularly ship surveyors, masters, chief officers, chief and second engineers, who are authorized or to be authorized by their relevant Governments to execute port State control in accordance with the relevant provisions of IMO conventions. The course emphasizes IMO control procedures, in order that the participant will be capable of verifying ships' certificates and ensuring that ships' officers are properly certified and that the safety management system is correctly applied.

#### **Objectives**

Participants who successfully complete the course will be in a position to:

- identify the responsibility of the flag State to exercise control over its ships and to explain the role of a port State in supplementing such control;
- identify and use the legal instruments available for port State control; and
- identify and properly report deficiencies to the flag and to IMO, as appropriate.

#### **Entry standards**

The course is open to technical officials from maritime administrations who have responsibility for the control of ships in their territorial waters or to those who may be planning to undertake such responsibilities. A good working knowledge of the English language is also required.

#### **Deadline**

The deadline for submitting applications for the Port State Control course is **27 May 2022**.

#### **Course certificate**

Upon successful completion of the course, participants will be issued a certificate attesting to their participation.

#### **Course intake limitations**

The number of trainees is limited to **20 for delivery in situ**.

**Course modules and duration**

Types of Ships	2 hrs
SOLAS	10 hrs
MARPOL	3 hrs
STCW	2 hrs
Tonnage 69, COLREG, ILCC 66	3 hrs
Regional Agreement on PSC and IMO resolution	3 hrs
Common Practice for PSC Inspection Procedures	3 hrs
Approved Manuals on Board Ship	4 hrs
Inspection of Ships and Document Examination	10 hrs
PSC Professional Qualification	2 hrs
Action of PSC Deficiencies Under IMO Conventions	2 hrs
Field Trip on Board	3 hrs
Violations, Report, Ships of Non-Parties	4 hrs
Case Study	3 hrs
Certificates Required Under IMO Conventions	3 hrs
<b>Total duration</b>	<b>57 hrs</b>

**Course costs**

The tuition fee is **€1,000** and covers teaching, field training, study materials, use of IT facilities and accident insurance cover.

- 1 Accommodation is offered free of charge to participants awarded a fellowship (annex 2 – Information for participants, refers).
- 2 Participants not selected for a fellowship may request the same boarding service for an additional fee of **€1,350**.
- 3 Non-fellowship participants may choose to organize their own board and lodging, if preferred.

**The cost of travel to and from Genoa is not included in the course fee nor is it covered by the fellowship.**

The course fee must be remitted to the Academy's bank account **before enrolment**. Full details will be forwarded in due course.

\*\*\*

## **ANNEX 5**

### **COURSE ON THE INTERNATIONAL SHIP AND PORT FACILITY SECURITY CODE (ISPS CODE)**

**Arenzano (Genoa), Italy, 2 to 11 November 2022**

#### **Introduction**

This course, based on IMO Model Courses 3.20, 3.21 and 3.24 and the Guide to Maritime Security and the ISPS Code (2012 Edition), is designed for maritime security, coastguard and law enforcement specialists and aims to encourage the sharing of experiences of the application of ISPS Code requirements and related procedures and methods. The training focuses on the difficulties encountered by States when implementing the ISPS Code and the exploration of possible solutions to these challenges.

The course will cover all relevant measures aimed at enhancing ship and port facility security in the face of threats posed by intentional unlawful acts. Security requirements, as adopted by IMO, will be analysed as well as the requirements for setting up national maritime security measures. The course will also address the preparation and assessment of security plans for ships and ports and includes field trips on board ships and in port terminals.

#### **Objectives**

Participants who successfully complete the course will receive a comprehensive grounding in maritime security planning and a thorough understanding of current threats, including those related to piracy.

#### **Entry standards**

The course is open to officials from maritime administrations and port authorities who have responsibility for the enforcement of maritime security legislation or who may be planning to undertake such responsibilities. A good working knowledge of the English language is also required.

#### **Deadline**

The deadline for submitting applications for the ISPS Code course is **17 June 2022**.

#### **Course certificate**

Upon successful completion of the course, participants will be issued a certificate attesting to their participation.

#### **Course intake limitations**

The number of trainees is limited to **20 for delivery in situ**.

### Course modules and duration

Introduction	2 hrs
Security Responsibilities of Governments and their National Authorities	6 hrs
Security Responsibilities of Port Facility and Port Operators	6 hrs
Security Responsibilities of Ship Operators	6 hrs
Framework for Conducting Security Assessments	4 hrs
The Code	8 hrs
Responsibilities of Government/Authorities	4 hrs
Preparation and Assessment of Security Plans	12 hrs
Piracy and Armed Robbery, Types of Terrorist Actions	5hrs
Security Communications	4 hrs
Case Study	5 hrs
<b>Total duration</b>	<b>62 hrs</b>

### Course costs

The tuition fee is **€900** and covers teaching, field trip, study materials, use of IT facilities and accident insurance cover.

- 1 Accommodation is offered free of charge to participants awarded a fellowship (annex 2 – Information for Participants, refers).
- 2 Participants not selected for a fellowship may request the same boarding service for an additional fee of **€1,250**.
- 3 Non-fellowship participants may choose to organize their own board and lodging, if preferred.

**The cost of travel to and from Genoa is not included in the course fee nor is it covered by the fellowship.**

The course fee must be remitted to the Academy's bank account **before enrolment**. Full details will be forwarded in due course.

\*\*\*



## **ANNEX 6**

### **COURSE ON MARINE ACCIDENT INVESTIGATION PROCEDURES**

**Genoa, Italy, 22 November to 2 December 2022**

#### **Introduction**

This intensive course, based on IMO Model Course 3.11, is aimed at assisting the national marine accident investigation authorities in ensuring uniformity and consistency when carrying out investigations into marine casualties and incidents. The course addresses the effective implementation of the provisions of SOLAS regulations I/21 and XI-1/6 and the related IMO Casualty Investigation Code. The course provides insight into what is required when conducting casualty investigations, supporting the investigator in the field and what an investigation should achieve. After a review of the international background relating to the investigation of marine accidents and incidents, the course addresses the procedures required to support a marine casualty investigation in accordance with IMO requirements. Techniques for collecting, analysing and reporting are explained together with follow-up actions. Extensive use is made of group activities involving case studies and role play.

#### **Objectives**

Upon completion of the course, participants should have acquired the knowledge and skills necessary to organize and conduct investigations into marine casualties and incidents in accordance with generally accepted international standards and practices.

#### **Entry standards**

The course is open to officials from maritime administrations and marine investigative bodies responsible for the investigation of marine casualties and incidents or who may be planning to undertake such responsibilities. A good working knowledge of the English language is also required.

#### **Deadline**

The deadline for submitting applications for the Marine Accident Investigation Procedures course is **8 July 2022**.

#### **Course certificate**

Upon successful completion of the course, participants will be issued a certificate attesting to their participation.

#### **Course intake limitations**

The number of trainees is limited to **20 for delivery in situ**.

**Course modules and duration**

International Instruments and Obligations	4 hrs
Purpose of Investigations	2 hrs
Operational Readiness	2 hrs
Initial Assessment and Response	2 hrs
Investigation Strategy	2 hrs
IMO CIC	2 hrs
Casualty Code and Guidelines for its Implementation	5 hrs
Interested Party and Substantially Interested Party	2 hrs
Use of Equipment in Accident Investigation	1 hr
Setting-up the Scene Methodology	3 hrs
Data Collection and Interviewing	4 hrs
Grounding, Collisions, Foundering, Pollution, Case Study	10 hrs
Case studies Estonia, Samina, Spring Glory, Star Princess	4 hrs
Human Element	4 hrs
Accident Analysis and Safety Recommendations	3 hrs
Marine Safety Investigation Reports and Investigators	4 hrs
Analysis of Marine Accident Investigation Reports	2 hrs
<b>Total duration</b>	<b>56 hrs</b>

**Course costs**

The tuition fee is **€1,000** and covers teaching, field training, study materials, use of IT facilities and accident insurance cover.

- 1 Accommodation is offered free of charge to participants awarded a fellowship (annex 2 – Information for Participants, refers).
- 2 Participants not selected for a fellowship may request the same boarding service for an additional fee of **€1,350**.
- 3 Non-fellowship participants may choose to organize their own board and lodging, if preferred.

**The cost of travel to and from Genoa is not included in the course fee nor is it covered by the fellowship.**

The course fee must be remitted to the Academy's bank account **before enrolment**. Full details will be forwarded in due course.

\*\*\*

**ANNEX 7**

**GOVERNMENT NOMINATION FORM  
FOR IMSSEA SHORT COURSES**

**Nomination** (to be completed by a duly authorized officer of the nominating Government)

The Government of \_\_\_\_\_ nominates:

Family name or Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

Middle name(s): \_\_\_\_\_

Maiden or other name(s) (if any): \_\_\_\_\_

to study at IMSSEA on the following short course (insert course title and date):

and certifies that:

- (a) this course is necessary for the advancement of the economic or social development or public administration of the country, and, in the case of a fellowship being granted to the applicant, full use would be made of the fellow in the field covered by his or her fellowship;
- (b) all information supplied by the nominee is complete and correct;
- (c) the nominee has an adequate working knowledge of English, which has been appropriately tested;
- (d) the absence of the nominee during his/her studies abroad will not have any adverse effect on his/her status, seniority, salary, pension and similar rights;
- (e) the nominee's salary and benefits will continue to be paid while the nominee is attending the course;
- (f) the nominee has adequate travel and, where applicable, medical insurance coverage to cover his/her his stay in Genoa and return travel to their home country; and
- (g) this administration has allocated funding to pay for the travel and visa costs of our nominated candidate to attend the course, should they be selected to participate.

I the undersigned, \_\_\_\_\_ (Full name in CAPITALS) hereby certify

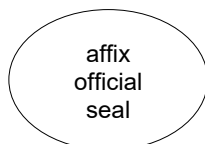
that I am duly authorized by the said Government to make this nomination and state that:

my title is:

my office address is:

my email address is:

Signed and dated by me at: \_\_\_\_\_ on \_\_\_\_\_



\_\_\_\_\_  
*Signature of authorized official*

\*\*\*



**ANNEX 8**

**PARTICIPANT APPLICATION FORM**

**COURSE ON** \_\_\_\_\_

**Dates:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **2022**

Completed nomination and application forms should be sent by email to the International Maritime Safety Security and Environment Academy (IMSSEA), Genoa, at [applications@imssea.org](mailto:applications@imssea.org) with copy to [martrain@imo.org](mailto:martrain@imo.org) at the International Maritime Organization. Original documents should be sent directly to IMSSEA by post.

Nominations **must be received** by the Academy **not later than the deadline specified in the course section on the IMSSEA website ([www.imssea.org](http://www.imssea.org))**, using a separate form for each nomination, clearly indicating the Government's priority if more than one participant is nominated.

**NB: INCOMPLETE, UNSIGNED OR UNSTAMPED APPLICATIONS WILL BE REJECTED**

**Candidate Information** *(to be completed by the candidate)*

**Personal details**

1 Family name or Surname: \_\_\_\_\_  
First name(s): \_\_\_\_\_  
Middle name(s): \_\_\_\_\_  
Maiden or other name(s) (if any): \_\_\_\_\_

2 Place of birth: \_\_\_\_\_ Country of birth: \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Sex: Male  Female  Marital status: Single  Married

3 Passport Number: \_\_\_\_\_ Country of issue: \_\_\_\_\_  
Place of issue: \_\_\_\_\_ Date of issue: \_\_\_\_\_ Date of expiry: \_\_\_\_\_

4 Work address: \_\_\_\_\_ Work telephone: \_\_\_\_\_  
Mobile telephone: \_\_\_\_\_  
Work email: \_\_\_\_\_

**Emergency contact details**

5 Name: \_\_\_\_\_ Work telephone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Home telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Mobile telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Language skills** *(list your mother tongue first)*

6		Read			Write			Speak		
	Language	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other courses attended in the last 3 years (list most recent first)**

7	Year	Subject	Country	Duration

**Secondary and tertiary education (list most recent first)**

8	Name of Institution	Location	Years of Study	Subject(s)	Qualification(s)

9 Have you studied at WMU and/or IMLI? Yes  No

If you studied, which year did you graduate? \_\_\_\_\_

10 **Employment** (for each post, please provide full details, including duties and responsibilities)

**A Current post:** Job title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Government  Private  NGO

Name of employer: \_\_\_\_\_

Employer address: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Main duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B Previous post:** Job title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Government  Private  NGO

Name of employer: \_\_\_\_\_

\_\_\_\_\_

---

Employer address: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Main duties and responsibilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C Previous post:** Job title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Government  Private  NGO

Name of employer: \_\_\_\_\_

Employer address: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Main duties and responsibilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11 **Expected outcomes** (Please describe below how this course will help you in your work following your return home, and indicate the opportunities which you will have to transmit the knowledge gained to your colleagues)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12 **Declaration and undertaking**

I certify that the information I have provided in this application is true, complete and correct to the best of my knowledge. If selected, I undertake to:

- conduct myself at all times in a manner compatible with my status as an international student at IMSSEA as well as a student whose studies are funded by IMO;
- devote and spend the time during the period of the course in studying as directed by IMSSEA and as expected from me as an international student;
- refrain from engaging, during the period between the time of the departure from my home country for participating in the course and the time of my return to my home country after participating in the course, in any political, commercial or any activities other than those which are strictly related and/or covered by the programme of the course;

- undertake any pre-course preparatory studies and/or work; and, prior to the commencement, during and/or after the end of the course, submit reports and/or participate in any assessments and/or evaluations, in accordance with the requirements specified by, and/or arrangements made by, IMSSEA and/or IMO;
- obtain and have in place, at my expense and/or the expense of the nominating authority or my employer, for the period between the time of the departure from my home in my home country for participating in the course and the time of my return to my home in my home country after participating in the course, at all times, adequate travel insurance and, where applicable, medical insurance coverage which shall be valid for all countries which I may be travelling to or from or transiting through and irrespective purpose or reason for the travel or the mode of transport;
- where applicable, bear the cost of all medical expenses in excess of the insurance coverage provided by IMO; and
- return, as soon as practically possible, to my home country after the end of my participation in the course.

Date: \_\_\_\_\_

Signature of candidate: \_\_\_\_\_

\_\_\_\_\_