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Circular Letter No.4801
6 November 2023

To: All IMO Member States

Subject: **Courses to be held at IMSSEA, Genoa, Italy during 2024**

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 2024, 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 (8-18 October 2024);
- .2 Port State Control (8-18 October 2024);
- .3 International Ship and Port Facility Security Code (ISPS Code) (13-22 November 2024); and
- .4 Marine Accident Investigation Procedures (12-22 November 2024).

2 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 **only** by email with a copy to IMO (see contact details in annex 1, page 3).

3 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.

4 Admission is open to 20 participants for each course and participation is subject to the payment of a fee unless a fellowship has been awarded, as detailed in the relevant annex.

5 Course costs are covered by participants unless a fellowship has been awarded. Candidates may wish to explore available options of co-funding and sponsorships under government and donor schemes or programmes.

6 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. Unless a fellowship has been awarded, participants are required to have 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 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 fund 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.

7 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.

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

9 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.**

10 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.

11 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.

12 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**. Preference will be given to those officials who are in the early stages or in the middle of their career.

13 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 of participants who have not been awarded a fellowship will be confirmed once the applicable fees have been received by IMSSEA.

14 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).

15 The Secretary-General wishes to take this opportunity, once again, to express appreciation to the Government of Italy and the Metropolitan City 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 training courses are delivered at the Academy premises, Villa Figoli des Geneys, via Olivette n. 38, 16011 Arenzano (GE). The maximum intake is 20 participants per course.

Financial arrangements

Course costs are covered by participants unless a fellowship has been awarded. 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.

ELIGIBILITY

Nomination and application forms will be reviewed and assessed to ensure the candidates' eligibility. Only eligible candidates can be considered for admission.

Qualifications required

Participants should:

- .1 hold the highest seagoing certificates in nautical or marine engineering or other appropriate relevant qualifications;
- .2 have a working knowledge of the provisions of international maritime conventions and related national legislation; and
- .3 have relevant administrative and/or technical experience.

Selection process

All applications are reviewed against the entry requirements, bearing in mind the maximum intake for each course. Additional information or evidence of information referred to on the application form may be requested to assist with the selection process. Among the eligible candidates, priority will be given to female applicants and applications from least developing countries and small islands developing States, 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 eligibility **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 and, where applicable, 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: info@imssea.org; applications@imssea.org
Website: www.imssea.org

Applications should also be copied to IMO, via email at 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, at a place selected by IMSSEA 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, 8 to 18 October 2024

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), as well as international maritime conventions and other mandatory instruments.

The course programme, in line with the framework set out in the IMO Instruments Implementation Code (III Code) (IMO resolution A.1070(28)), systematically introduces relevant IMO instruments, such as SOLAS, MARPOL, Load Lines, STCW, COLREG, AFS and BWM Conventions; the ISM Code, the ISPS Code, the Casualty Investigation Code; the Survey Guidelines under the HSSC and other instruments related to flag State implementation including the ILO Maritime Labor Convention 2006 (MLC), with particular emphasis on the implementation and enforcement of these conventions and codes, including discharge of obligations on reporting through GISIS.

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 government technical officials from maritime administrations and port authorities who have responsibility for the enforcement of maritime legislation, particularly that related to flag state responsibilities, or those who may be planning to undertake such responsibilities subject to confirmation from their nominating authority. A good working knowledge of the English language is also required.

Deadline

The deadline for submitting applications for the Flag State Implementation course is **2 May 2024**.

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**.

Course modules and duration

IMO: what it is, what it does, how it works	1 hr
United Nations Convention on the Law of the Sea (UNCLOS)	2 hrs
SOLAS, Load Lines	11 hrs
Types of Vessels, COLREG, STCW, Minimum Safe Manning (IMO resolution A.1047(27))	6 hrs
ISM Code and ISPS Code	4hrs
MARPOL	8 hrs
Other IMO Conventions (eg AFS and BWM)	4 hrs
MLC 2006	4 hrs
III Code (IMO resolution A.1070(28))	3 hrs
Casualty Investigation Code, casualty analysis and report writing	6 hrs
Survey and certification (IMO resolutions A.1156(32)) and A.1157(32)) and Recognized Organizations (RO) Code	4 hrs
Port State Control (IMO resolution A.1155(32))	4 hrs
GISIS and reporting	1 hr
Total duration	58 hrs

Course costs

The tuition fee is **€1,100** 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 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.

When applicable, 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, 8 to 18 October 2024

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 (PSC) in accordance with the relevant provisions of IMO conventions. The course presents a comprehensive introduction to relevant IMO instruments, focuses on port State control procedures and practices and emphasizes the harmonization of PSC activities worldwide in order that the participant will be capable of carrying out PSC inspections including, inter alia, verifying ships' certificates, identifying deficiencies, preparing PSC reports and reporting to concerned parties while ensuring that the ships are in compliance with the provisions of relevant international maritime conventions, ships' officers are properly certified and that the safety management system and ship's security requirements are correctly applied and implemented.

Objectives

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

- emphasize the responsibility of the flag State to exercise control over its ships and 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 government technical officials from maritime administrations who have responsibility for the control of foreign ships in their territorial waters or to those who may be planning to undertake such responsibilities subject to confirmation from their nominating authority. A good working knowledge of the English language is also required.

Deadline

The deadline for submitting applications for the Port State Control course is **2 May 2024**.

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**.

Course modules and duration

Provisions for PSC in IMO Conventions	1 hr
Main elements of conventions' requirements	1 hr
SOLAS, Load Lines, Tonnage 69, COLREG, STCW, Minimum Safe Manning (IMO resolution A.1047(27))	10 hrs
ISM Code and ISPS Code	4hrs
MARPOL	4 hrs
Other Conventions (eg AFS and BWM)	2 hrs
MLC 2006	4 hrs
HSSC (IMO resolution A.1156(32)) and exemptions	2 hrs
Regional Agreement on PSC, Common Practice for PSC Inspection Procedures and Ships of Non-Parties (IMO resolution A.1155(32))	3 hrs
Approved Manuals on Board Ship, PSC on operational requirements (IMO resolution A.1155(32) and relevant conventions)	4 hrs
Inspection of Ships, Document Examination and Certificates Required under IMO Conventions (IMO resolution A.1155(32) and relevant conventions)	6 hrs
PSCOs Profile and Professional Qualifications	1 hr
Violations, deficiencies, reporting	4 hrs
Action of PSC Deficiencies under IMO Conventions (IMO resolution A.1155(32) and relevant conventions)	4 hrs
Field Trip on Board	4 hrs
Case Study	3 hrs
Total duration	57 hrs

Course costs

The tuition fee is **€1,100** 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 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.

When applicable, 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, 13 to 22 November 2024

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 (2021 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 government 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 subject to confirmation from their nominating authority. A good working knowledge of the English language is also required.

Deadline

The deadline for submitting applications for the ISPS Code course is **7 July 2024**.

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**.

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 ISPS Code	8 hrs
Auditing port facilities/ships	4 hrs
Preparation and Assessment of Security Plans	12 hrs
The Threat, Cyber security, Drones, Piracy and Armed Robbery	5 hrs
National Maritime Security Strategy and National Maritime Security Committee	4 hrs
Case Study	5 hrs
Total duration	62 hrs

Course costs

The tuition fee is **€1,100** 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 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.

When applicable, 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, 12 to 22 November 2024

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 international standards and practices.

Entry standards

The course is open to government technical 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 subject to confirmation from their nominating authority. 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 **7 July 2024**.

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**.

Course modules and duration

Purpose of Investigations, brief introduction to relevant International Instruments and Obligations (UNCLOS, SOLAS, LL, MARPOL, MLC 2006, III Code, Marine Casualty Investigation (CIC) Code, etc.)	2 hrs
CIC Code and Guidelines for its Implementation	5 hrs
Operational Readiness, Initial Assessment, Response and Investigation Strategy, including use of equipment in accident Investigation	4 hrs
Setting-up the Scene Methodology	2 hrs
Data Collection, Interviewing and media management	6 hrs
Categories of casualties, including grounding, collisions, fire, stability foundering, pollution etc. in connection with case study, such as Estonia, Samina, Spring Glory, Star Princess	23 hrs
Human Element, fatigue, risk management and implementation of ISM Code	5 hrs
Accident Analysis, preparation of report and Safety Recommendations	7 hrs
Reporting through GISIS	2 hrs
Total duration	56 hrs

Course costs

The tuition fee is **€1,100** 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 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.

When applicable, 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 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:** _____ **2024**

Completed nomination and application forms should be sent **only** by email to the International Maritime Safety Security and Environment Academy (IMSSEA), Genoa, at applications@imssea.org with copy to 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)**, using a separate form for each nomination, clearly indicating the Government's priority if more than one participant is nominated.

NB: DUE CARE SHOULD BE TAKEN WHEN COMPLETING THE APPLICATION FORM. ILLEGIBLE, INCOMPLETE, UNSIGNED OR UNSTAMPED FORMS 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: _____
