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Circular Letter No.5011
12 May 2025

To: All IMO Members
United Nations and specialized agencies
Intergovernmental organizations
Non-governmental organizations in consultative status

Subject: **Call for applications to the Voluntary Multi-Donor Trust Fund (VMDTF) to facilitate the participation of developing countries, especially small island developing States (SIDS) and least developed countries (LDCs), to attend meetings of the Marine Environment Protection Committee – 2nd extraordinary session (MEPC/ES.2) and the Intersessional Working Group on Reduction of GHG Emissions from Ships (ISWG-GHG 20)**

Introduction

1 Further to Circular Letter No.5004 of 16 April 2025 and Circular Letter No.5012 of 12 May 2025, the Secretary-General is pleased to announce that applications for financial support through the VMDTF are open for sponsored participation from developing countries, especially SIDS and LDCs, in the forthcoming sessions of MEPC/ES.2 and ISWG-GHG 20. The following are the dates for the meetings:

- MEPC/ES.2: 14 to 17 October 2025;
- ISWG-GHG 20: 20 to 24 October 2025.¹

2 The objective of the Fund is to provide financial assistance to representatives of SIDS and LDCs which are IMO Member States in attending the sessions of MEPC and meetings related to greenhouse gases (GHG) matters. The Fund will cover the cost of **one delegate from each Member State** to attend MEPC and ISWG-GHG sessions, including economy round-trip air fares and respective daily subsistence allowance (DSA).

Method of application for financial assistance

3 The requesting State, its Permanent Mission, or in its absence, its respective Ministry, shall send a note verbale or official letter to the IMO Secretariat VMDTF email address (vmdtf-developingcountries@imo.org), together with an application form, requesting financial assistance from the Fund. The request should be made as soon as possible, and by **20 July 2025** at the latest. The Fund application form is provided as the annex to this circular letter.

¹ Pending final approval at C 134 (7-11 July 2025)

4 IMO is strongly committed to the UN Sustainable Development Goals (SDGs), particularly Goal 5: *Achieve gender equality and empower all women and girls*. Accordingly, Member States are encouraged to include women in their nominations for delegations.

Status of the Fund and eligibility for funding

5 The current balance of the Fund is approximately £185,000. Member States are strongly encouraged to continue contributing to the Fund to ensure its sustainability. The Fund is also open for contributions from non-governmental organizations, intergovernmental organizations, other interested entities, and individuals, noting that contributions will remain anonymous, unless otherwise requested, without the option of donors to target specific beneficiary States or regions with their contributions, beyond supporting the Fund's overall mandate.

Submission of completed application forms

6 IMO Member States that are developing countries, particularly those that are SIDS or LDCs in line with the official United Nations List of SIDS and LDCs,² are eligible and strongly encouraged to apply for financial assistance to attend the above-mentioned meetings. Completed application forms should be addressed to Mr. Jose Matheickal, Director, Technical Cooperation and Implementation Division, and sent to the email address: vmdtf-developingcountries@imo.org.

7 As per the last round of meetings in March and April 2025, IMO will be utilizing the services of the United Nations Development Programme (UNDP) to assist with the logistical and administrative arrangements, including travel and payment of DSA. As such, participants will be required to submit their payment instructions accordingly, rather than to IMO. IMO will retain oversight of all bookings and arrangements.

Closing date for the submission of applications

8 Please be advised that the closing date for the submission of all completed application forms is **20 July 2025**. Participants to be sponsored by the Fund will be notified by **8 August 2025** to allow Member States sufficient time to apply for an entry visa to the United Kingdom and to make other logistical arrangements.

9 Participants must allow sufficient time to arrange the necessary visa prior to travel. Those who do not attend the meetings in person will be requested to refund any payments made in advance.

10 It will therefore be appreciated if applying authorities give this circular letter urgent attention.

² <https://www.un.org/ohrls/content/list-ldcs>

ANNEX

ORGANISATION
MARITIME
INTERNATIONALE



INTERNATIONAL
MARITIME
ORGANIZATION

ORGANIZACIÓN
MARÍTIMA
INTERNACIONAL

TRUST FUND APPLICATION FORM

IMO Voluntary Multi-Donor Trust Fund (VMDTF) – assistance to developing countries, especially small island developing States (SIDS) and least developed countries (LDCs), to attend MEPC/ES.2 and ISWG-GHG 20

General instructions: This form must be completed in "TYPE WRITTEN" format and submitted within the established deadlines accompanied by a note verbale conveying the nomination through the Government's Permanent Mission in London, United Kingdom.

Meeting information

Please tick the box(es) for the meeting(s) you plan to attend: ☐ MEPC/ES.2 (14-17 October 2025) ☐ ISWG-GHG 20 (20-24 October 2025)*

Location of meeting: IMO Headquarters, London

Participant information:

Surname or family name (as in passport)	Given name	Middle name	
Gender	Date of birth (dd.mm.yyyy)	City of birth	Country of birth
Passport number	Passport date of issuance (dd.mm.yyyy)	Passport date of expiration (dd.mm.yyyy)	
Place of issuance	Country of issuance		

Contact information:

Departure city/airport:			
Home address			
City	Postal code	State/province	Country
Email address			
Phone number (including international dialling code)		Mobile number (including international dialling code)	

I hereby certify that I will adhere strictly to the rules of the International Maritime Organization, including those governing the granting of assistance under trust funds and those applicable to travel.

Signature

Date

* Pending final approval at C134 (7-11 July 2025)