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Circular Letter No.4866
17 April 2024

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 (MEPC 82) and the Intersessional Working Group on Reduction of GHG Emissions from Ships (ISWG-GHG 17)**

Introduction

1 Further to Circular Letter No.4800 of 1 November 2023, 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 ISWG-GHG 17¹ and MEPC 82, being held adjacently between 23 to 27 September 2024¹ and 30 September to 4 October 2024, respectively.

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, but at least four months before the meeting starts. The Trust Fund application form is provided as annex 1 to this Circular Letter.

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.

¹ The dates of 23 to 27 September 2024 for ISWG-GHG 17 are subject to endorsement by the Council at its 132nd session, to be held from 8 to 12 July 2024.

Status of the Fund and eligibility for funding

5 The current balance of the Fund is approximately £370,000. 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. José Matheickal, Director, Technical Cooperation and Implementation Division and sent to the email address: vmdtf-developingcountries@imo.org.

Closing date for the submission of applications

7 Please be advised that the closing date for the submission of all completed application forms is **17 May 2024**. Participants to be sponsored by the Fund will be notified by **7 June 2024** to allow Member States sufficient time to apply for an entry visa to the United Kingdom and to make other logistical arrangements.

8 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.

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

² <https://www.un.org/ohrls/>

ANNEX 1

TRUST FUND APPLICATION FORM

ORGANISATION
MARITIME
INTERNATIONALE



ORGANIZACIÓN
MARÍTIMA
INTERNACIONAL

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 82 and ISWG-GHG 17

General instructions: This form must be completed in "TYPE WRITTEN" format and submitted within the established deadlines with the following supporting documents:

- 1) a note verbale conveying the nomination through the Government's Permanent Mission in London, United Kingdom;
- 2) a copy of the biodata page of the applicant's national passport; and
- 3) a completed payment instructions form (as provided in annex 2)

Meeting information

Name of meeting: ISWG-GHG 17 (23-27 September 2024) and MEPC 82 (30 September 2024 to 4 October 2024)
Location of meeting: IMO Headquarters, London
Date of first working day: 23 September 2024
Date of last working day: 4 October 2024

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

ANNEX 2
PAYMENT INSTRUCTIONS

Please read the instructions carefully and provide the required information in BLOCK CAPITALS or typewritten as *shown* on your bank account. **Please choose only one bank account and provide ALL the details.** Providing the IMO Secretariat with the Standard Settlement Instruction (SSI) from your bank will help to ensure a successful transfer.

I, _____
(FIRST NAME) (LAST NAME)

OF _____
(ADDRESS)

DATE _____ SIGNATURE _____

TEL. No. _____ EMAIL _____

do hereby, authorize the International Maritime Organization to transfer the expenses due to me as per the following bank details:

UK bank account

Name of account holder			
Bank name			
Bank address			
Account No.			
Swift code		Sort Code	
IBAN			

Other bank accounts (Europe, Asia, Africa and non-US America)

Name of account holder			
Bank name			
Bank address			
Account No.			
IBAN			
Swift code			

USA bank account

Name of account holder			
Bank name			
Bank address			
Account No.			
Swift code		ABA Routing No.	
Corresponding Swift code			

For all accounts: Intermediary/Corresponding bank

Bank Name:	
Swift code	