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Circular Letter No.4828  
19 January 2023

To: All IMO Member States

Subject: **Twenty-first "Women in Port Management" Seminar, Le Havre, France, 10 to 21 June 2024**

1 The Secretary-General is pleased to announce that the Twenty-first "Women in Port Management" seminar, sponsored by the International Maritime Organization (IMO) and HAROPA PORT, will be held in Le Havre, France, from 10 to 21 June 2024. The seminar will be delivered by the Institut Portuaire d'Enseignement et de Recherche (IPER).

2 The main purpose of the seminar is to assist developing countries to improve the management and operational efficiency of their ports. It is designed for female high-level officials and decision-makers of maritime and/or port authorities and/or maritime administrations from developing countries.

3 The seminar will be conducted in the English language only. It will consist of lectures by senior managers of port authorities, maritime specialists and university professors and include field trips. The objectives of the course are to:

- .1 provide the participants with an extensive insight into port operations and management, including the impact of new technologies; and
- .2 provide a forum for discussion and facilitate knowledge transfer on port management, the implications of emerging technical issues and the implementation of related IMO conventions.

4 The seminar will address the issues impacting efficient port management by reviewing the different aspects of port functionality. The main topics will include, inter alia:

- .1 Port organization and challenges;
- .2 Port economy;
- .3 Ship call operations and management;
- .4 Port technology and information system;
- .5 Port security;
- .6 Port works and maintenance;
- .7 Public domain management;
- .8 Port tariffs;
- .9 Port marketing and commercial action; and
- .10 Port environment.

5 Seminar fees, accommodation and some meals during the stay in Le Havre will be covered for the 25 selected participants, through IMO funding. In addition, IMO will provide each participant with **€30** per day allowance to cover dinner and incidental expenses. This notwithstanding, nominating authorities are required to continue the salary payments of their officials who are assigned to attend the IPER seminar for its duration in order to support their respective families in their home countries.

6 Participants are responsible for:

- .1 securing the appropriate entry visa to France for the seminar at their own expense and/or that of their nominating authority or employer;
- .2 obtaining adequate travel insurance which shall be valid for all countries in which the participant may be staying, residing, transiting, or travelling to/from, irrespective of the purpose or reason for the travel or the mode of transport. The selected participants will be required to provide documentary evidence of travel insurance;
- .3 making arrangements for their travel to and from Le Havre, France. 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.** 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 will be covered for the duration of their fellowship by the United Nations Group Medical insurance for fellows worldwide to which IMO is a participant.

8 Applicants must be fluent in the English language and be able to demonstrate such fluency in their participation for the course and the potential benefit of the course to their countries.

9 In addition, nominating authorities are **strongly advised to refrain from** putting forward applicants who are graduates of the World Maritime University (WMU) and/or the IMO International Maritime Law Institute (IMLI), as the seminar is 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 may be eliminated from the selection process.

10 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.**

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

12 Applications must be made using the attached application form (annex 2) and the attached guidance and instructions for the completion of the application form (annex 1) must be strictly adhered to. Applications must reach IPER, as indicated on the attached guidance and instructions, no later than **1 April 2024.**

13 Participants and nominating authorities should note that **only** the candidates who have been selected for IMO fellowship award will be contacted. Please note also that IMO will not enter into correspondence with the nominating authorities or the applicants regarding the status of their applications.

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## ANNEX 1

### TWENTY-FIRST "WOMEN IN PORT MANAGEMENT" SEMINAR, LE HAVRE, FRANCE

#### Guidance and instructions for completion of the application form

1 Applications for this seminar should be submitted to IPER by the nominating Government on behalf of their candidate(s) no later than **1 April 2024**. Applications received after that date may not be considered.

2 Applications for this course must be made using the attached application form, which should be TYPEWRITTEN or completed in BLOCK CAPITALS IN BLACK INK, as follows:

- part I of the application form must be completed and signed by a duly authorized officer of the nominating Government. This part should be completed after the candidate has completed part II. The official seal or stamp of the authority nominating the candidate must be affixed to this part; and
- part II of the application form must be completed and signed by the candidate. This part should include details of previous maritime and/or port-related experience of the applicant, an explanation of the benefits the candidate hopes to derive from the training, and how the candidate will transfer the acquired knowledge to his or her colleagues on returning to his or her post. In addition, the applicant should provide details of any port-related issues in which the candidate has a particular interest.

3 The completed application form, **a copy of the data page of the candidate's passport** (showing, as a minimum, the name of the holder, the passport number, date and place of issue and date of expiry), as well as **an official letter confirming the release of the candidate by his or her employer**, should she be selected for the course, should accompany the completed application form and be sent by email to IPER (email address: [clploneis@em-normandie.fr](mailto:clploneis@em-normandie.fr), with a copy to IMO at email address [womeninmaritime@imo.org](mailto:womeninmaritime@imo.org)).

4 Applicants who have submitted all the required documents should be aware that, should they be selected for the seminar, an assessment of their level of the seminar language (English) may be undertaken by IPER, via teleconference or telephone, prior to offering a place on the seminar.

5 Candidates are strongly urged to ensure that their applications are complete in all respects, as **incomplete applications may not be considered. IMO may not accept resubmission of incomplete applications.**

6 All dates must be in **dd/mm/yyyy** format.

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**ANNEX 2**

**Application to attend the  
Twenty-first "Women in port management" seminar**

**Part I – 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): \_\_\_\_\_

for a fellowship to study at the **twenty-first "Women in Port Management" seminar** and certifies that:

- (a) the studies under this fellowship are necessary for the advancement of the economic and social sustainable development of the country and its public institutions, and that in the case of a fellowship being granted, the beneficiary will bring the knowledge garnered from the seminar to bear on the country/nominating institution;
- (b) all information supplied by the nominee is true, complete and correct to the best of my knowledge and belief;
- (c) the nominee has an adequate working knowledge, appropriately tested, of the language in which this seminar will be presented (English);
- (d) the absence of the nominee during the period of the studies abroad would not have any adverse effect on the nominee's status, seniority, salary, pension or similar employee rights;
- (e) the nominee's salary and benefits will continue to be paid while the nominee is attending the seminar;
- (f) the nominee has adequate travel insurance coverage to cover his or her stay in Le Havre and return travel to his or her home country; and
- (g) this administration has allocated funding to pay for the travel and visa costs of the nominated candidate to attend the seminar, should he or she be selected to participate.

On return from the fellowship it is proposed to employ the fellow as follows:

Title of post: \_\_\_\_\_

With the following duties and responsibilities: \_\_\_\_\_

I, the undersigned, \_\_\_\_\_ hereby certify

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

my title is: \_\_\_\_\_

and my office address is: \_\_\_\_\_

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



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

**Part II – 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: \_\_\_\_\_
- 3 Passport number: \_\_\_\_\_ Country of issue: \_\_\_\_\_  
 Place of issue: \_\_\_\_\_ Date of issue: \_\_\_\_\_ Date of expiry: \_\_\_\_\_
- 4 Home address: \_\_\_\_\_ Home telephone: \_\_\_\_\_  
 \_\_\_\_\_ Mobile telephone: \_\_\_\_\_  
 \_\_\_\_\_ Home email: \_\_\_\_\_

**Emergency contact details**

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

**EMAIL FOR CORRESPONDENCE WITH IMO AND IPER:** \_\_\_\_\_6 **Language skills** *(list your mother tongue first)*

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

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

Year	Subject	Country	Duration

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

Name of institution	Location	Years of study	Subject(s)	Qualification(s)

9 Have you studied at WMU and/or IMLI? Yes  No   
If yes, in 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: \_\_\_\_\_

Supervisor's work telephone: \_\_\_\_\_ Supervisor's work email: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

Supervisor's work telephone: \_\_\_\_\_ Supervisor's work email: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

Supervisor's work telephone: \_\_\_\_\_ Supervisor's work 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 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 and belief. If selected as a fellow, I undertake to:

- conduct myself at all times in a manner compatible with my status as an international student at IPER as well as a student whose studies are funded by IMO;
- devote and spend the time during the period of the seminar in studying as directed by IPER 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 to participate in the seminar and the time of my return to my home country after participating in the course, in any political or commercial activities or any activities other than those which are strictly related to and/or covered by the programme of the seminar;
- undertake any pre-seminar preparatory studies or work; and, prior to, during or after the seminar, submit reports and participate in any assessments or evaluations, in accordance with the requirements specified by, or arrangements made by, IPER 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 the place in my home country where I will be commencing my travel to participate in the seminar and the time of my return to the place in my home country where I will end my travel after participating in the course, at all times, adequate travel insurance which shall be valid for all countries which I 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;
- bear the cost of all expenses in excess of the medical and travel insurance coverage provided; and
- return, as soon as practicable, to my home country after the end of my participation in the seminar.

13 Date: \_\_\_\_\_ Signature of candidate: \_\_\_\_\_

\_\_\_\_\_