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Circular Letter No.4978
13 March 2025

To: All IMO Member States

Subject: **Inaugural "Maritime Women's Leadership and Empowerment" training course, Malmö, Sweden**

1 The Secretary-General is pleased to announce that the inaugural "Maritime Women's Leadership and Empowerment" training course, sponsored by the International Maritime Organization (IMO) and the Women's International Shipping & Trading Association (WISTA International), and delivered by the World Maritime University (WMU), will be held in a hybrid format, consisting of three days of remote learning, followed by one week on-site at WMU in Malmö, Sweden, and an additional two days of remote learning once participants have returned to their home countries. The dates for the three stages of the training are as follows:

- .1 Stage A (online) from 9 to 11 September 2025;
- .2 Stage B (in person) from 6 to 10 October 2025; and
- .3 Stage C (online) from 21 to 22 October 2025

2 The primary objective of this course is to equip mid-career women in the maritime industry with high-level leadership and strategic management skills, thereby enabling them to advance into decision-making roles. The course is designed for women in the public sector of maritime domains, including maritime administrations, port authorities, coastguards, and maritime education and training institutions. Additionally, women working in the private sector in developing countries who are members of WISTA International are eligible to participate through the granting of fellowships by this Association.*

3 The course will be conducted in the English language only. It will consist of interactive lectures, workshops, case studies and group exercises led by experts in maritime leadership, public speaking, project management and team-building. The key objectives of the course are to:

- .1 enhance participants' leadership competencies, including self-awareness, confidence and decision-making skills;
- .2 strengthen participants' ability to manage teams, projects and organizational challenges effectively;
- .3 provide a forum for knowledge-sharing, networking and collaboration among women leaders in the maritime industry; and
- .4 promote gender equity in maritime leadership by addressing barriers to advancement.

* Instructions on how to apply for the fellowships offered by WISTA International will be communicated to all WISTA members by the Association in due course.

4 The course will cover a range of essential topics, including but not limited to:

- .1 project design and management;
- .2 critical thinking and gender mainstreaming;
- .3 entrepreneurship;
- .4 strategic thinking;
- .5 leadership;
- .6 team-building;
- .7 effective communication;
- .8 public speaking;
- .9 coaching and mentoring; and
- .10 career development and guidance;

5 Course fees, accommodation, economy round-trip air fares and meals during the on-site week in Malmö will be covered for the 15 selected participants through IMO funding. In addition, IMO will provide each participant with a daily allowance of \$15 for incidental expenses and \$252 for terminal expenses. However, nominating authorities are required to continue the salary payments of their officials attending the WMU training course for its duration in order to support their families in their home countries.

6 Participants are responsible for:

- .1 securing the appropriate entry visa to Sweden for the on-site component at their own expense and/or that of their nominating authority or employer; and
- .2 obtaining adequate travel insurance, 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 mode of transport. Selected participants will be required to provide documentary evidence of travel insurance.

7 Participants sponsored by IMO will be covered for the duration of their fellowship by the United Nations Group Medical insurance for fellows worldwide in which IMO is a participant.

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

9 Additionally, 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 course is intended to provide leadership training opportunities for those who have not previously benefited from education at WMU and/or IMLI. Applications from graduates who do not disclose their WMU and IMLI qualifications will be considered invalid and 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 officials in the early to middle stages of their careers who demonstrate high potential for leadership, as well as members of the IMO-established regional Women in Maritime Association (WIMAs) .

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 WMU, as indicated on the attached guidance and instructions, no later than **25 April 2025**.

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

ANNEX 1

INAUGURAL "MARITIME WOMEN'S LEADERSHIP AND EMPOWERMENT" TRAINING COURSE, MALMÖ, SWEDEN

Guidance and instructions for completion of the application form

- 1 Applications for this training course should be submitted to WMU by the nominating Government or organization on behalf of their candidate(s) no later than **25 April 2025**. 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 or organization. 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-related experience, an explanation of the benefits the candidate hopes to derive from the training, and how the candidate will transfer the acquired knowledge to colleagues upon returning to their post. Additionally, the applicant should provide details of any leadership or career development challenges in the maritime sector in which they have 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 their employer (should they be selected for the course) should accompany the application and be sent by email to WMU's Professional Development Courses email address: pdcc@wmu.se, with a copy to IMO at email address womeninmaritime@imo.org.
- 4 Applicants who have submitted all the required documents should be aware that, if selected for the course, an assessment of their proficiency in the course language (English) may be undertaken by WMU, via teleconference or telephone, prior to offering a place on the course.
- 5 Candidates are strongly urged to ensure that their applications are complete in all respects, as incomplete applications may not be considered. WMU/IMO may not accept resubmission of incomplete applications.
- 6 All dates must be in dd/mm/yyyy format.

ANNEX 2

**APPLICATION TO ATTEND THE
INAUGURAL "MARITIME WOMEN'S LEADERSHIP AND EMPOWERMENT"
TRAINING COURSE IN MALMÖ, SWEDEN.**

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 **inaugural "Maritime Women's Leadership and Empowerment" training course**, 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 Malmö and return travel to their 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 they 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 WMU: _____**6 Language skills** *(list your mother tongue first)*

	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"/>
	<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"/>

7 Other leadership 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 **IMO Women in Maritime Association membership**

Please indicate below if you hold membership in any of the outlined IMO **Women in Maritime Associations (WIMAs)**

Pacific Women In Maritime Association (PacWIMA) ☐

Network of Professional Women in the Maritime and Port Sectors for West and Central Africa (NPWMP-WCA) ☐

Association for Women in the Maritime Sector in Eastern and Southern Africa region (WOMESA) ☐

Women in Maritime Association, Asia (WIMA Asia) ☐

Women in Maritime Association, Caribbean (WiMAC) ☐

Arab Women in Maritime Association (AWIMA) ☐

Network of Women of the Maritime Authorities of Latin America (MAMLa) ☐

Women in Maritime of West and Central Africa (WIMOWCA) ☐

13 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 WMU 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 WMU 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 course, submit reports and participate in any assessments or evaluations, in accordance with the requirements specified by, or arrangements made by, WMU 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;
- conduct myself in line with the *IMO Code of Conduct for Delegates, Observers and Other Participants at IMO Meetings, Events and Activities to Prevent Harassment including Sexual Harassment*, available in [Circular Letter No.4908](#)
- 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.

14 Date: _____ Signature of candidate: _____