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Circular Letter No.4811
14 November 2023

To: All IMO Member States

Subject: **Thirty-eighth Advanced Course on Port Operations and Management,
Le Havre, France, 9 September to 11 October 2024**

1 The Secretary-General is pleased to announce that the thirty-eighth Advanced Course on Port Operations and Management, sponsored by, among others, the International Maritime Organization (IMO) and HAROPA PORT, is to be held in Le Havre, France, from 9 September to 11 October 2024. The course will be delivered by the Institut Portuaire d'Enseignement et de Recherche (IPER) and is open to 20 participants.

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

3 The course will be conducted in both English and French. 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 give the participants 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 course 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 master plan;
- .4 ship call operations and management;
- .5 port technology and information system;
- .6 port security;

- .7 port works and maintenance;
- .8 public domain management;
- .9 port tariffs;
- .10 port marketing and commercial action; and
- .11 port environment.

5 Course fees, accommodation and some meals will be covered for the 20 selected participants, through donor funding, including IMO funding. In addition, IMO will provide each participant with **€30** per day to cover dinner, weekend meals 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 All participants, irrespective of whether they have been awarded a full or a partial IMO fellowship, 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 France 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 medical and travel insurance which shall be valid for all countries which the participant may be staying or travelling to or from or transiting through and 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 the medical and travel insurance coverage;
- .3 making, at their own risk, and at their expense and/or at the expense of the nominating authority or their employer, arrangements for the issuance of a medical certificate of fitness endorsed by a physician establishing they are in good health to take part in the course. The selected participants will be required to provide related documentary evidence alongside their application form; and
- .4 making, at their own risk, 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 Applicants must be fluent English or French speakers and be able to demonstrate that, through their participation in the course, they will benefit their country.

8 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 women and girls, the nominating authorities are strongly urged to put forward female candidates who meet the criteria for admission to the course. 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.

9 In addition, nominating authorities are strongly advised to refrain from putting forward applicants who have graduated from the World Maritime University (WMU) and/or the IMO International Maritime Law Institute (IMLI) as the course 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 **30 April 2024.**

13 Participants and nominating authorities should note that **only** the candidates who have been selected for an IMO fellowship award will be contacted. Please note also that IMO will not enter into correspondence with the nominating authorities nor the applicants regarding the status of their applications.

14 The Secretary-General wishes to take this opportunity once again to express appreciation to the Government of France for its ongoing support for this training programme.

ANNEX 1

THIRTY-EIGHTH ADVANCED COURSE ON PORT OPERATIONS AND MANAGEMENT, LE HAVRE, FRANCE, 9 SEPTEMBER TO 11 OCTOBER 2024

Guidance and instructions for completion of the application form

1 Applications for this course should be submitted to IPER by the nominating Government on behalf of their candidate(s) no later than 30 April 2024. Applications received after that date will 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/her colleagues on returning to his/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 together with a medical certificate of fitness, **a copy 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/her employer**, should he/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), with a copy to martrain@imo.org.

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

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

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

7 The application form, in Microsoft Word format, may be requested from the Technical Cooperation Division of the International Maritime Organization by sending an email to: martrain@imo.org

ANNEX 2

**APPLICATION TO ATTEND THE
THIRTY-EIGHTH ADVANCED COURSE ON PORT OPERATIONS AND MANAGEMENT,
LE HAVRE, FRANCE, 9 SEPTEMBER TO 11 OCTOBER 2024**

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 **38th Advanced Course on Port Operations and Management** and certifies that:

- (a) the studies to be made under this fellowship are necessary for the advancement of the economic or social or sustainable development of the country and/or of the public administration of the country to the same end, and that in the case of a fellowship being granted, full use would be made of the fellow in the field covered by the fellowship;
- (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 either English or French, in which languages this course will be presented;
- (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 course;
- (f) the nominee has adequate medical and travel insurance coverage to cover his/her stay in Le Havre and return travel to his/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 course, should he/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: _____
- Sex: Male Female

- 3 Passport Number: _____ Country of issue: _____
Place issue: _____ Date of issue: _____ Date of expiry: _____
- 4 Home address: _____ Home telephone: _____
Mobile telephone: _____
Email for correspondence with IMO and IPER: _____

Emergency contact details

- 5 Name: _____ Work telephone: _____
Relationship: _____ Home telephone: _____
Address: _____ Mobile telephone: _____
Email: _____

- 6 **Preference of the course language** English French

- 7 **Language skills** (list your mother tongue first)

Language	Read			Write			Speak		
	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"/>
French	<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 port management courses attended in the last 3 years (list most recent first)

- 8
- | Year | Subject | Country | Duration |
|------|---------|---------|----------|
| | | | |
| | | | |
| | | | |

Secondary and tertiary education (list most recent first)

9	Name of Institution	Location	Years of study	Subject(s)	Qualification(s)

10 Have you studied at WMU and/or IMLI? Yes No

If you studied, which year did you graduate? _____

11 **Employment** (for each post, please provide full details, including duties and responsibilities)

A Current post: Job title: _____

From: _____ To: _____ Government Private NGO

Current work email: _____

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: _____

12 **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)

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 IPER 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 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 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, 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 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 medical and travel insurance 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;
- bear the cost of all expenses in excess of the medical and travel insurance coverage provided; and
- return, the soonest practically possible, to my home country after the end of my participation in the course.

Date: _____ Signature of candidate: _____
