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Ref. TCD/2014

Circular letter No. 3434
15 April 2014

To: All IMO Member States and Associate Members

Subject: **Twenty-eighth Advanced Course on Port Operations and Management,
Le Havre, France, 8 September to 10 October 2014**

1 The Secretary-General is pleased to announce that the twenty-eighth Advanced Course on Port Operations and Management, sponsored, amongst others, by the International Maritime Organization and the "Grand Port Maritime du Havre", is to be held in Le Havre, France, from 8 September to 10 October 2014. The course will be delivered by the Institut Portuaire d' Enseignement et de Recherche (IPER) and is open for twenty 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 includes 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 implication 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 Waterfront operations – receiving a ship;
- .2 Inland operations – cargo management;
- .3 Port security;
- .4 Port maintenance;
- .5 Port administration; and
- .6 Port polices.

5 Course fees, accommodation and some meals will be provided for the twenty selected participants, through donor funding. In addition, IMO will provide each participant with €20 per day to cover dinner, weekend meals and incidental expenses.

6 Participants are responsible for:

- .1 obtaining the required visa for entry and stay in France for the duration of the course;
- .2 having adequate travel and medical insurance cover for the duration of the course. The selected participants will be required to provide documentary evidence to this end prior to the issue of the formal letter of their acceptance; and
- .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 for 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 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 IMO, as indicated on the attached Guidance and Instructions, no later than 30 May 2014.

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

ANNEX 1

28th Advanced Course on Port Operations and Management, Le Havre, France 08 September to 10 October 2014

Guidance and Instructions for completion of the Application Form

1 Applications for this course should be submitted to IMO by the nominating Government on behalf of their candidate(s) no later than 30 May 2014.

2 Applications for this course must be made using the attached Application Form, which should be completed in BLOCK CAPITALS IN BLACK INK or TYPEWRITTEN, 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 Parts II and III and the Examining Physician has completed Part IV. The official seal or stamp of the authority nominating the candidate must be affixed to this part;
- 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;
- Part III of the Application Form should be completed and signed by the applicant. This part should be presented to the Examining Physician(s); and
- Part IV of the Application Form should be completed after the candidate has been examined by a registered, licensed or accredited Physician(s), in accordance with the local laws.

3 The original of the completed Application Form together with 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) should be sent to:

Senior Deputy Director
Technical Cooperation Division
International Maritime Organization
4 Albert Embankment
London SE1 7SR
United Kingdom

4 An advance copy of the completed Application Form together with the copy of the candidate's passport should be sent by email to the Technical Cooperation Division of the International Maritime Organization (email address: martrain@imo.org).

5 Applications received by email or post after 30 May 2014 will not be considered. Provided an application has been received by email prior to 30 May 2014, the required original of the completed Application Form may reach IMO after 30 May 2014 but no later than 6 June 2014.

6 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 re-submission of incomplete applications. In addition, whilst an assessment of an application may commence and/or progressed on the basis of the advance copy referred to in paragraph 4 above, candidates should note that if the original of their application is not received as required in paragraphs 3 and 5, their relating application will be deemed to be incomplete and will not be considered.

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

8 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.
