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Ref. TCD/IMA/2004/5

Circular letter No.2606
20 December 2004

To: All IMO Member States
United Nations and Specialized Agencies
Intergovernmental Organizations
Non-Governmental Organizations in Consultative Status

Subject: **Course on Marine Accident Investigation Procedures
(Trieste, Italy, 9 March to 4 May 2005)**

1 The Secretary-General is pleased to announce that a course on Marine Accident Investigation Procedures is to be held at the IMO International Maritime Academy in Trieste, Italy, from 9 March to 4 May 2005 for selected official candidates.

2 The course is intended for officers in a maritime administration who are responsible or intended to become responsible, for the investigation of marine accidents and incidents. In addition to introducing the main IMO Conventions, it will provide a review of international obligations regarding the investigation of marine accidents and incidents and their administration. The organization and conduct of preliminary enquiries and formal investigations or hearings are also dealt with as well as the follow-up action to be taken regarding the findings and recommendations of an investigation. Extensive use is made of group activities involving case studies and role playing so as to develop investigative and analytical skills. Those who successfully completed the course will be able to organise and conduct investigations into marine accidents and incidents in accordance with generally accepted practice, subject to familiarizing themselves with national rules and regulations governing the conduct of marine investigations in the State concerned and any guidelines, investigation manuals or instructions issued by the Administration concerned.

3 The IMO International Maritime Academy is a global training institution established under the auspices of the International Maritime Organization, and funded the Government of Italy, to provide specialized maritime training to personnel in developing countries. In addition to the Italian Government, the Academy is also supported financially by the Friuli Venezia Giulia Region.

4 Detailed information on the IMO International Maritime Academy and on the scope and objectives of the course is given in annex 1.

5 The course will be conducted solely in English and only those candidates with good knowledge of the English language will be considered.

6 Admission to the course is open to **12 participants**. Participation will be free of charge.

7 Nomination of candidates by the Government concerned should be made on the attached forms (annexes 2 and 3) which should be forwarded to the Academy, **through the appropriate Italian Embassy**, with copies by fax to IMO.

8 To ensure consideration, all nominations should be made in time and should be received by the Academy on or **before 31 January 2005**. The selection of participants will take place soon after that deadline and those selected will be informed accordingly by the Academy directly thereafter. Information on travel and visa arrangements will also be forwarded by the Academy.

9 The Secretary-General wishes to take this opportunity once again to express appreciation to the Government of Italy and the Friuli Venezia Giulia Region for their support of this component of IMO's technical co-operation programme.

ANNEX 1

GENERAL INFORMATION FOR ADMISSION TO THE IMO INTERNATIONAL MARITIME ACADEMY, TRIESTE

FOREWORD - THE ACADEMY

International shipping has undergone a technological revolution in recent years. Many developing countries, while crucially dependent on maritime transport for their foreign trade and indeed, for their general economic development, find it very difficult to cope with these changes and build up an adequate maritime infrastructure. The main problem they face is that of an acute shortage of national maritime expertise. Dependence on expatriates, besides being very expensive, has not provided a viable long-term solution. The only effective way to assist the developing countries in this regard is to enable them to train their own nationals in various maritime disciplines.

The International Maritime Organization (IMO), which is the specialized agency of the United Nations system wholly dedicated to maritime affairs, has developed a co-ordinated and pragmatic strategy for maritime training based on global standards. National, regional and global maritime training institutions, assisted by this Organization, constitute a worldwide network to develop increasing self-reliance to enable developing countries to participate in international shipping in conformity with the global standards, rules and regulations developed by IMO for maritime safety and pollution prevention.

The IMO International Maritime Academy is a global institution established in Trieste, Italy, under the auspices of the IMO, to provide specialized maritime training to personnel in developing countries.

ACADEMIC PROGRAMMES

General

The Academy organizes various course programmes every year. The maximum intake ranges between 12 and 14 participants per course and are mainly based on IMO model courses.

Participants are expected to attend the whole programme.

Financial arrangements

Funds made available by the Government of Italy and the Friuli Venezia Giulia Region will cover travel, accommodation in Trieste, meals, tuition and accident insurance.

Joining the Academy

Instructions for participants joining the Academy in Trieste will be contained in the joining instructions message which will be faxed by the Academy in due course. Further details on arrival at, and accommodation in, Trieste are given in appendix 1.

ACADEMIC CLEARANCE

Nomination and application forms received at IMO and the Academy will be submitted to the Admissions Committee for its assessment of the candidates' academic eligibility.

Qualifications required

Participants should:

- (1) hold the highest seagoing certificates in the nautical or marine engineering field or other appropriate equivalent qualification;
- (2) have working knowledge of the provisions of international safety and pollution prevention conventions and related national legislation and administrative measures for their implementation; and
- (3) have relevant administrative experience of decision-making at middle or senior management level.

Course material

On arrival at the Academy participants will be provided with the necessary instruction material.

In addition, other relevant material, in the form of maritime and/or hydrographic publications, will be available on loan for the duration of the course.

Salary

It is expected that a nominating government or organization will continue the salary payments of their officials who are assigned to study at the Academy for the duration of the course to support their respective families in the home countries.

Course

The relevant particulars of the course are shown in appendix 2. The course will be conducted in English only.

Certificate

On satisfactory completion of the course, participants will be issued with an Academy certificate.

Contact address:

Correspondence with the Academy should be directed to:

Mrs. Aleksandra Kuljis
IMO International Maritime Academy
Via Edoardo Weiss 15
34127 Trieste, Italy

Telephone: + (39) 040 350829
Telefax: + (39) 040 350322
E-mail: alessandra.kuljis@imoima.org
Web site: <http://www.imoima.org>

Correspondence with IMO should be directed to:

Mrs. Janie Riordan
Programme Management and Institutional Development Section
Technical Co-operation Division
International Maritime Organization
4 Albert Embankment
London SE1 7SR
United Kingdom

Telephone: +44 20 7463 4256
Telefax: +44 20 7587 3210
Email: jriordan@imo.org

APPENDIX 1

COURSE ON MARINE ACCIDENT INVESTIGATION PROCEDURES

Trieste, Italy, 9 March to 4 May 2005

Information for Participants

ACCOMMODATION

Participants will be accommodated at the Academy's apartments.

TRAVEL DIFFICULTIES

In case of any difficulty or urgent needs during travel, participants should contact by telephone: IMA +39 040 350829; or mobile +39 348 1553762.

ARRIVAL AT TRIESTE

A member of the IMA staff will await their arrival at Trieste (Ronchi airport) to accompany them to the Academy's apartment.

LOGISTICS

Apartment arrangements: Twin-bedded room (two students per room).

Food arrangements: Breakfast, lunch and dinner will be provided by IMA in Trieste, in the vicinity of the school.

Accident insurance will be provided.

Pocket money and other personal expenses should be provided by the organization to which the students belong. Owing to technical problems, participants will have to pay for their laundry service.

Assistance in obtaining Foreigners' Permit of Stay will be provided by the IMA.

The cost of air travel will have to be refunded in event of non-completion of the course by the student.

CLIMATE

Summers in Trieste can be warm and humid with temperatures rising to above 30° Celsius. Winters are generally quite cold with air temperatures ranging from 0° to 15° Celsius; wind speed can reach up to 100 km/hour when the local wind "bora" blows.

APPENDIX 2

COURSE ON MARINE ACCIDENT INVESTIGATION PROCEDURES

Trieste, Italy, 9 March to 4 May 2005

Scope and objectives of the course

Scope

After an introduction to the main IMO Conventions SOLAS 1974, MARPOL 73/78 and STCW 1978, the course will provide a review of international obligations regarding the investigation of marine accidents and incidents and their administration. The course will contribute with an introduction to relevant codes and will provide an insight into bridge resource management. The organization and conduct of preliminary enquiries and formal investigations or hearings are also dealt with as well as the follow-up action to be taken regarding the findings and recommendations of an investigation. Extensive use is made of group activities involving case studies and role playing so as to develop investigative and analytical skills.

Objective

Those who successfully completed the course will be able to organise and conduct investigations into marine accidents and incidents in accordance with generally accepted practice, subject to familiarising themselves with national rules and regulations governing the conduct of marine investigations in the State concerned and any guidelines, investigation manuals or instructions issued by the Administration concerned.

Entry Standards

Those entering this course should hold the highest sea-going certificate in the nautical field, the marine engineering field, or other appropriate equivalent qualification and they should preferably have experience as a ship surveyor (hull, machinery or nautical) and be familiar with the provisions of international safety and pollution prevention convention and protocols and their means of national implementation by laws, regulations and administrative measures.

Course certificate, diploma or document

Upon successful completion of the course, trainees will be issued an Academy certificate attesting to their participation.

Course intake limitations

The number of trainees is limited to **12**.

Course modules and duration

| | |
|-------------------------------------|---------|
| Maritime English | 28 hrs |
| Introduction to IMO | 12 hrs |
| MARPOL | 20 hrs |
| SOLAS | 20 hrs |
| STCW | 20 hrs |
| Bulk Carrier | 8 hrs |
| Cargo Codes | 20 hrs |
| Tanker intro/Tanker safety | 32 hrs |
| Bridge resource management | 20 hrs |
| ISM Code | 12 hrs |
| IMO – VEGA | 8 hrs |
| Accident and incident investigation | 144 hrs |
| Miscellaneous activities | 16 hrs |
| | <hr/> |
| Total | 360 hrs |

ANNEX 2

COURSE ON MARINE ACCIDENT INVESTIGATION PROCEDURES

Trieste, Italy, 9 March to 4 May 2005

NOMINATION FORM FOR PARTICIPATION

A completed nomination form should be submitted to the Director of the IMO International Maritime Academy, Trieste, **through the Italian Embassy**, with a copy to the Secretary-General of the International Maritime Organization. An advance copy of this form should be faxed directly to the Academy. Nominations should be made as early as possible and should reach the Academy not later **than 31 January 2005**, using a separate form for each nomination, indicating clearly the Government's priority if more than one participant is nominated:

1 _____
 FAMILY NAME FIRST NAME OTHER NAME

2 Mailing address _____

 Phone _____ Fax _____ E-mail _____

3 Nearest airport at which air travel can commence and terminate

 Name of airport _____ Location _____

4 Date of birth _____

5 Sex Male _____ Female _____

6 Place of birth _____

7 Nationality _____

8 Passport No. _____

9 Date and Place of Issue _____

10 Person to notify in case of emergency

 Name _____

 Address _____

 Phone _____ Fax _____ E-mail _____

11 Present position and description of duties

12 Educational background

13 Previous experience

Nominee's signature

14 The salary payments to the nominee, if selected, will be continued during his/her stay at the Academy.

Name and signature of
Government official
authenticating this nomination

Title

ANNEX 3

COURSE ON MARINE ACCIDENT INVESTIGATION PROCEDURES

Trieste, Italy, 9 March to 4 May 2005

ACCEPTANCE FORM

I hereby accept the invitation of the International Maritime Organization (IMO) to participate in the course on Marine Accident Investigation Procedures at the IMO International Maritime Academy in Trieste, 9 March to 4 May 2005.

I confirm that:

- 1 I will refrain from engaging in political, commercial and any activities other than those governed by the course programme;
- 2 I will advise the Academy immediately if I am unable to attend the course; and
- 3 I will travel to Trieste, Italy and return to my home country at the end of the course, as appropriate, by the route designated by the Academy.

Signature of Participant _____

Name of Participant
(Printed) _____

Address

Date _____
