

4 ALBERT EMBANKMENT
LONDON SE1 7SR
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

Circular Letter No.4938
30 October 2024

To: All IMO Members
United Nations and specialized agencies
Intergovernmental organizations
Non-governmental organizations in consultative status

Subject: **Call for applications to the Voluntary Multi-Donor Trust Fund (VMDTF) to facilitate the participation of developing countries, especially small island developing States (SIDS) and least developed countries (LDCs), to attend meetings of the Marine Environment Protection Committee (MEPC 83), the Intersessional Working Groups on Reduction of GHG Emissions from Ships (ISWG-GHG 18 and 19) and the Intersessional Working Group on Air Pollution and Energy Efficiency (ISWG-APEE 1)**

Introduction

1 Further to Circular Letter No.4866 of 17 April 2024, the Secretary-General is pleased to announce that applications for financial support through the VMDTF are open for sponsored participation from developing countries, especially SIDS and LDCs, in the forthcoming sessions of ISWG-GHG 18, ISWG-GHG 19, ISWG-APEE 1¹ and MEPC 83. Following are the dates for the meetings:

- ISWG-GHG 18: 17 February to 21 February 2025;
- ISWG-GHG 19: 31 March to 1 April 2025;
- ISWG-APEE 1: 2 April to 4 April 2025; and
- MEPC 83: 7 April to 11 April 2025.

2 The objective of the Fund is to provide financial assistance to representatives of SIDS and LDCs which are IMO Member States in attending the sessions of MEPC and meetings related to greenhouse gases (GHG) matters. The Fund will cover the cost of one delegate from each Member State to attend MEPC and ISWG-GHG/ISWG-APEE sessions, including economy round-trip air fares and respective daily subsistence allowance (DSA).

¹ The dates for ISWG-GHG 18, ISWG-GHG 19 and for ISWG-APEE 1 are subject to endorsement by the Council at its 133rd session, to be held from 18 to 22 November 2024.

Method of application for financial assistance

3 The requesting State, its Permanent Mission, or in its absence, its respective Ministry, shall send a note verbale or official letter to the IMO Secretariat VMDF email address (vmdtfdevelopingcountries@imo.org), together with an application form, requesting financial assistance from the Fund. The request should be made as soon as possible, and by 6 December 2024 at the latest. The Fund application form is provided as the annex to this circular letter.

4 IMO is strongly committed to the United Nations Sustainable Development Goals (SDGs), particularly Goal 5: *Achieve gender equality and empower all women and girls*. Accordingly, Member States are encouraged to include women in their nominations for delegations.

Status of the Fund and eligibility for funding

5 The current balance of the Fund is approximately £75,000. Member States are strongly encouraged to continue contributing to the Fund to ensure its sustainability. The Fund is also open for contributions from non-governmental organizations, intergovernmental organizations, other interested entities, and individuals, noting that contributions will remain anonymous, unless otherwise requested, without the option of donors to target specific beneficiary States or regions with their contributions, beyond supporting the Fund's overall mandate.

Submission of completed application forms

6 IMO Member States that are developing countries, particularly those that are SIDS or LDCs in line with the official United Nations List of SIDS and LDCs,² are eligible and strongly encouraged to apply for financial assistance to attend the above-mentioned meetings. Completed application forms should be addressed to Mr. Jose Matheickal, Director, Technical Cooperation and Implementation Division, and sent to the email address: vmdtf-developingcountries@imo.org.

7 As per the last round of meetings in September and October 2024, IMO will be utilizing the services of the United Nations Development Programme (UNDP), and other regional organizations if required, to assist with the logistical and administrative arrangements, including travel and payment of DSA. As such, participants will be required to submit their payment instructions accordingly, rather than to IMO. IMO will retain oversight of all bookings and arrangements.

Closing date for the submission of applications

8 Please be advised that the closing date for the submission of all completed application forms is **6 December 2024**. Participants to be sponsored by the Fund will be notified by **20 December 2024** to allow Member States sufficient time to apply for an entry visa to the United Kingdom and to make other logistical arrangements.

9 Participants must allow sufficient time to arrange the necessary visa prior to travel. Those who do not attend the meetings in person will be requested to refund any payments made in advance.

10 It will therefore be appreciated if applying authorities give this Circular Letter urgent attention.

² <https://www.un.org/ohrlls/content/list-ldcs>
<https://www.un.org/ohrlls/content/list-sids>

ANNEX

ORGANISATION
MARITIME
INTERNATIONALE



ORGANIZACIÓN
MARÍTIMA
INTERNACIONAL

TRUST FUND APPLICATION FORM

IMO Voluntary Multi-Donor Trust Fund (VMDTF) – assistance to developing countries, especially small island developing States (SIDS) and least developed countries (LDCs), to attend MEPC 83, ISWG-GHG 18 and 19 and ISWG-APEE 1

General instructions: This form must be completed in "TYPE WRITTEN" format and submitted within the established deadlines accompanied by a note verbale conveying the nomination through the Government's Permanent Mission in London, United Kingdom.

Meeting information

Please tick the box(es) for the meeting(s) you plan to attend:

ISWG-GHG 18 (17 to 21 February 2025)
 ISWG-GHG 19 (31 March to 1 April 2025)
 ISWG-APEE 1 (2 to 4 April 2025)
 MEPC 83 (7 to 11 April 2025)

Location of meeting: IMO Headquarters, London

Participant information:

Surname or family name (as in passport)	Given name	Middle name	
Gender	Date of birth (dd.mm.yyyy)	City of birth	Country of birth
Passport number	Passport date of issuance (dd.mm.yyyy)	Passport date of expiry (dd.mm.yyyy)	
Place of issuance	Country of issuance		

Contact information:

Departure city/airport:			
Home address			
City	Postal code	State/province	Country
Email address			
Phone number (including international dialling code)		Mobile number (including international dialling code)	

I hereby certify that I will adhere strictly to the rules of the International Maritime Organization, including those governing the granting of assistance under trust funds and those applicable to travel.

Signature

Date