

**IMO ARAB ASSOCIATION
FOR
WOMEN IN THE MARITIME SECTOR (WIMA¹)**

**AWIMA ESTABLISHMENT, HOSTSHIP, GOVERNANCE
AND MEMBERS' DUTIES & RESPONSIBILITIES GUIDELINES**

2017-2019

1 AWIMA OBJECTIVES

The objectives underpinning the assistance to regional associations are as follows:

- 1 Enhanced national and regional recognition of the role of Arab women as a resource for the maritime industry;
- 2 strengthened cooperation network among Arab women in the port and maritime Sectors of the region or subregion;
- 3 national and regional capacity-building; and
- 4 Increased employment opportunities for Arab women at the higher management levels of the port and maritime sectors.

2 AWIMA GOVERNANCE

- President, serving *pro bono*
- Vice-President, serving *pro bono*
- Governing Council, serving *pro bono* (posts listed in Section 7)
- Director of the AWIMA Secretariat (with assistance of: administrative officer; and IT officer)

3 AWIMA Secretariat

- .1 The AWIMA Secretariat ensures the continuity and institutional memory for the Association. It is recommended to maintain a strong Secretariat in order to facilitate the ongoing work and activities throughout the development of AWIMA.
- .2 The AWIMA Secretariat will act as the central point of contact for all Members and external stakeholders.
- .3 The AWIMA Secretariat is managed on behalf of the Association by a Director, to be appointed on a permanent basis by the Secretariat official host entity;
- .4 the AWIMA Secretariat will be supported by an IT and database officer;
- .5 the Secretariat Director is a Member of the AWIMA Governing Council;

4 AWIMA Secretariat responsibilities

- .1 The AWIMA Secretariat will have the main responsibility for:
 - a. Managing the funding provided to AWIMA by its Members and by donors, including establishment of the AWIMA bank account in a branch where the AWIMA Secretariat is based, and reporting on expenditure to the AWIMA Governing Council and annual meeting;

¹ WIMA: regional or sub-regional association launched, under the auspices of IMO, for women in the maritime sector (reference SDG5)

- b. Any funds spent by AWIMA will require the signatures of both the President of AWIMA and the Director of the AWIMA Secretariat; and
 - c. Managing the relevant website, social media... etc., for AWIMA.
- .2 coordination of communication with Members and with IMO;
 - .3 coordination and dissemination of information during the year;
 - .4 ensuring continuity of the Association;
 - .5 maintaining database of AWIMA Members and other relevant stakeholder contacts;
 - .6 support to National Chapters associated with the AWIMA;
 - .7 coordination of the implementation of the AWIMA annual Work Programme, in collaboration with the Governing Council;
 - .8 jointly implement IMO ITCP-related activities, as requested by IMO and approved by the AWIMA President;
 - .9 reporting to IMO (annual report to the Technical Cooperation Committee, drafted by the Drafting Member of the Governing Council in conjunction with the Governing Council); and
 - .10 Issuance of the AWIMA Membership ID cards.

HOSTSHIP RESPONSIBILITIES

5 AWIMA Secretariat premises

The official entity hosting the AWIMA Secretariat is typically responsible for providing the following:

- .1 Permanent AWIMA Secretariat offices;
Supplementary remuneration for three Secretariat posts (Director; administrative assistant; and IT officer) – dependent on availability of funding;
- .2 funding for supporting office equipment and material: telephones; computers; printers; photocopiers; laptops; and
- .3 Funding for annual running costs of the Secretariat, with operational costs (electricity; air conditioning as required; office supplies for the photocopier).

6 AWIMA annual meetings

The country hosting the AWIMA meetings (the host country) will provide the following:

- .1 venue: including main conference/meeting hall; room for secretarial and support staff;
- .2 meeting facilities: IT facilities; overhead projector; microphones; photocopying facilities;
- .3 interpretation services (as required);
- .4 transport for participants to and from the nearest international airport;
- .5 field visit and related transport; and
- .6 refreshments during coffee/tea breaks for meeting participants

7 AWIMA governance

- .1 The position of the President of AWIMA is rotational among Member States;
- .2 the President is elected by the participating Members at the Association annual meeting (by 50% +1 of the Members present), for a one-year term renewable;

- .3 the President is responsible for high-level coordination with maritime administrations and other major stakeholders, including donors, and for identifying external resources (financial and in-kind) on behalf of the Association;
- .4 the Governing Council is to be elected by the participating Members at the Association annual meeting, for a one year term renewable; and
- .5 Governing Council posts, in addition to the AWIMA President and Vice-President, could include the following (the list is indicative only – to be determined at the annual meeting), with the following non-exhaustive list of duties:
- **President:** responsible for representing AWIMA in the international forums; and primary fund-raiser.
 - **Vice-President:** support the President in her duties, and provide guidance to other members, as required.
 - **Director AWIMA Secretariat:** see Section 4 above.
 - **Communications Media Officer:** drafting information for uploading to the AWIMA Website (which will be maintained by the Secretariat); drafting media news and information documentation; responding to AWIMA Facebook and Twitter comments.
 - **Strategy Development Officer:** Development of medium and short term strategy for the expansion of the Association and the development of projects.
 - **Membership Registrar:** responsible for vetting applications to AWIMA and preparing relevant lists for transmission to the Secretariat (which is responsible for importing the up to date information to the relevant database).
 - **Reporting:** recording of decisions at the Annual Meetings of AWIMA and any other relevant events; drafting of annual report to be transmitted by the President (through her national delegation to IMO) to the annual meeting of the Technical Cooperation Committee.
 - **Legal Officer:** responsible for overseeing any legal matters pertaining to AWIMA and providing advice thereon.
 - **Treasurer:** responsible for compiling income and expenditure reports, and receipt of donor funding.
- .6 National Chapters will receive advice and guidance from all members of the Governing Council, as requested.

8 Eligibility criteria for AWIMA membership

- .1 Age requirement: women under the age of retirement to be admitted as an AWIMA Member;
- .2 Serving in the maritime Administrations, maritime academies, shipping industries or related fields;
- .3 the maximum age for any Member to be eligible for Fellowship funding in support of long term training (over 3 months) is 52 years, so as to enable enough years of service in which to apply the knowledge and skills thus gained;
- .4 in order to be eligible for long term training through the auspices of AWIMA, the nominating country will formally agree to ensure the Fellow will return to their administration for a minimum number of years; and
- .5 an AWIMA Member must be a graduate in a maritime subject, master mariner, maritime training lecturer, maritime administration, or have been employed in the maritime sector at a professional level for a minimum of 5 years.
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