

IMEC/ITF/AMOSUP International Maritime Training Fund (IMTF) Control and Management Rules

Article 1: Purpose

The IMTF ("Fund" hereinafter) is exclusively for the benefit of parties to IMEC/ITF IBF Agreements containing the funding column known as IMTT. The purpose of the fund is to supply grants to support the training, upgrading and education provided by the Employer parties to the aforementioned agreements to enhance the skill sets of Filipino Seafarers employed on board vessels of the International Maritime Employers' Council (hereafter "IMEC"), to ensure a continued provision of well-trained Seafarers.

Article 2: Joint Panel

- In order to control and manage the Fund, a Joint Panel shall be established between the International Transport Workers' Federation/AMOSUP (hereafter ITF) and IMEC. The Joint Panel will be responsible for the control and management of the Funds.
- The Joint Panel shall comprise of three (3) members nominated by ITF and three (3) members nominated by IMEC.
- Each party has two (2) votes, so attendance at the annual meetings would require a minimum of two (2) from each side.
- A Secretary and Assistant Secretary to the Fund shall be provided from within the IMEC Permanent Secretariat.
- A Chairperson to the Fund shall be elected from amongst the Joint Panel members for a period of one (1) year. The Chairperson to the Fund shall alternate between the ITF and IMEC Representatives on a yearly basis.
- The Joint Panel shall meet at least twice a year and have the authority to make decisions and give overall directions on any matters concerning the Fund, including, if appropriate, investment provisions and the reimbursement of any necessary operational costs that might be incurred.
- In case any Joint Panel members are unable to attend, ITF or IMEC are entitled to send delegates or appoint other members to act on their behalf. In this case, the delegates shall be conferred on the same assignment and authority with the other proper members.
- The Joint Panel will be convened by the Chairperson who will chair the meeting.
- IMEC shall be responsible for providing technical expertise for applications made to the Fund.
- Minutes of the Joint Panel meeting will be prepared by the Secretary and circulated among all the members for their endorsement.

Article 3: Administration

- AMOSUP will provide administrative services to the Fund under such procedures it shall determine to be consistent with and in pursuit of the purposes of the Fund. An Administrator shall be appointed by AMOSUP to oversee the administrative services to the Fund.



- Administrative procedures for the Fund shall include the documentation relating to receipts and disbursements from the Fund.
- Regular reports will be distributed on receipts into and grants paid out of the fund, to the Joint Panel.
- The Administrator shall be responsible for disbursement of approved grant applications.
- The Joint Panel will initiate appropriate procedures to ensure that funds made available for projects are used exclusively for the purpose specified in the grant application.
- Administration costs to the Fund shall be agreed unanimously between the members of the Joint Panel, which will include the costs of documentation and Fund control, together with necessary meeting costs to allow full participation of the Joint Panel and Secretariat members.

Article 4: Use of the Fund

The Fund shall be used to provide support for Filipino Seafarer training, upgrading and education to the Employer contributors to the fund. The provision of grants shall not be allowed to support the normal provision of Mandatory STCW training that is required by international convention(s), but rather to support and develop the infrastructure required in providing the aforementioned training, upgrading and education.

Salary of training staff employed by Companies is not admissible for grant from this fund.

IMEC reserves the right to check on usage and usability of any facilities to avoid wastage of funds on projects that fail to benefit Filipino Seafarers on board IBF vessels.

The Fund shall also be used for costs relating to evaluate, supervise and/or oversee, as appropriate, the projects jointly approved by ITF and IMEC.

Article 5: Process of application for the Fund

Applications for grants duly endorsed by AMOSUP shall be received and processed by IMEC and will be disseminated to the members of the Joint Panel accordingly. With the exception of joint IMEC-ITF applications, the following shall apply:

- Only contributors in to the Fund are allowed to apply.
- There will be a limit of ninety percent (90%) of the cost of the project. Applicants would need to put up the rest to show commitment.
- Grant payments would only be made upon invoice pro-forma / intention to purchase proof being provided.
- Grant for costs already incurred shall be limited in terms of quantum – (ninety percent (90%) as elsewhere stated), and will be time barred unless application is submitted within twelve (12) months of incurring the expense.

- Applicants will need to provide final accounts detailing all costs incurred supported by valid invoices and will submit a completion report.

Article 6: Contribution to the Fund

Contributions to the Fund shall be in accordance with the details contained within the relevant IBF Agreements which include the relevant funding element.

Article 7: Amendment/abolition of these rules

These rules can be amended and/or abolished based on the unanimous decision of the Joint Panel.

Article 8: Disputes Procedure

Should any dispute arise which cannot be resolved between the members of the Joint Panel, each party will nominate an arbitrator and third such arbitrator shall be jointly nominated. The panel of arbitrators so appointed shall seek a resolution to the dispute. The decision of the arbitrators shall be final and binding,

Article 9: Dissolution of the Fund

The dissolution of the Fund shall be by way of a unanimous decision of the Joint Panel.

Article 10: Execution of the Rule

These Rules shall take effect as of 17 January 2018.

