

Annex- I

to the BASIC AGREEMENT [First Amendment]

Regulation I - Preamble

A. Official Title:

(No provision)

B. Shared Recognitions:

a) *(No provision)*

b) *(No provision)*

c) *(No provision)*

C. “Non-Profit” Principle: *(No provision)*

Regulation II – Objectives

(No provision)

Regulation III – The Goals

(No provision)

Regulation IV – IAMU Activities

(No provision)

Regulation V – Members

- A. Maritime universities/faculties offering four (4) year undergraduate courses, and post-graduate Masters and/or Ph.D. courses in the fields of Maritime Education and Training (MET), and maritime transport are qualified to be members.
- B. On a case-by-case basis, the International Executive Committee can admit to membership a maritime related sector teaching institution without post-graduate courses which can reasonably be

judged as academically competent and suitable to participate in IAMU activities based on Articles I, II, and III of this Basic Agreement.

- C. Special membership: A party who is not a maritime institution qualified for membership to IAMU as per the preceding items A and B in this Article, and yet whose contribution to IAMU has been considered as extremely valuable, may be admitted by the International Executive Committee as a Special Member. The Nippon Foundation is hereby recognized as having been extremely valuable to IAMU, and is thereby appointed as a special member. A special member cannot be Chair.

Regulation VI – Representative Universities

(No provision)

Regulation VII – Organization and Management

A. Honorary Chairperson:

(No provision)

B. Chair:

The Chair shall be appointed by members of the International Executive Committee based on the recommendation by the Steering Board. The decision of the International Executive Committee shall be ratified by the Annual General Assembly by a simple majority of the members present.

C Senior Vice Chair:

The Senior Vice Chair shall be elected by members of the International Executive Committee, by a simple majority of the members present, based on a recommendation from the Steering Board. The Senior Vice Chair shall host the next Annual General Assembly.

D. Vice Chairs:

There will be six (6) Vice Chairs. Vice Chairs shall be elected by members of the International Executive Committee, by a simple majority of the members present, based on a recommendation from the Steering Board.

E. International Executive Committee:

- a) The Representative Universities/Faculties are members of International Executive Committee.
- b) The Representative Universities/Faculties can nominate other member universities/faculties in their region for membership of the International Executive Committee. The International Executive Committee shall determine the result of this nomination by a simple majority of the members present.

The maximum number of additional members on the International Executive Committee successfully nominated by the Representative Universities/Faculties for the respective region is three (3).

- c) A Special Member can be a member of International Executive Committee upon approval of the said Committee.
- d) The annual International Executive Committee meeting shall be held at the time of the Annual General Assembly of IAMU.
- e) A meeting of the International Executive Committee can also be held at any time requested by a member of this Committee. Such a meeting may be held via email communications.

F. Steering Board:

(No provision)

G. Working Groups:

a) [Working Group - I] Maritime Education and Training System

1. The Goals:

(No provision)

2. The Activities:

- 1) Identify current practices and future needs of the maritime community, focusing on:
 - i) The analysis and assessment of the positive/negative impacts of the “globalization” on the standards of Maritime Education and Training at IAMU member universities/faculties at:
 - (a) International convention, and legal framework level
 - (b) Respective country level
 - (c) Individual university/faculty level
 - (d) Individual company level
 - (e) Student level
 - ii) Sorting out and establishing the boundary conditions requested for IAMU member universities/faculties towards the future.
- 2) Response to the globalization of the world maritime labor force:
 - i) To design the highest standard of Maritime Education and Training System through the scientific and academic approach, which IAMU member universities/faculties shall satisfy,

- ii) To design the practical boundary conditions in all areas of the universities/faculties scientifically and academically, which IAMU member universities/faculties are required to satisfy,
 - iii) To assess and identify academically the legal and institutional :
 - (a) barriers to be abolished,
 - (b) new framework to be introduced, including the utilization of “flexible learning techniques” such as ;
 - (1) multi-media technologies,
 - (2) satellite and internet.
- 3) Required level of competency and ability for the future seafarers:
- i) The establishment of requirements in specific terms, including the requirements for the teaching staff and trainers,
 - ii) Designing curricula, examinations, assessment and evaluation methods,
 - iii) Defining and designing required resources and educational techniques, including the use of simulators.
- 4) International excellence of Maritime Education System:
- i) The establishment of the optimum system of Maritime Education and Training at IAMU member universities/faculties based on the scientific and academic analysis and approach,
 - ii) The evaluation and assessment of the above from the legal and institutional perspective.
- 5) Improvement of the existing certification system for competency for the graduates of IAMU member universities/faculties:
- i) Designing the optimum uniform examinations, and assessment system for evaluating the level of competency,
 - ii) To establish the uniform system for the certification of competency applicable internationally to the graduates of IAMU member universities/faculties through academic approach.

b) [WG-II] Maritime Safety Management System:

1. The Goals:

(No provision)

2. The Activities:

- 1) Current reality, and the future needs of the maritime community.
- 2) Analysis and assortment of Maritime Safety Management System from shore side from the viewpoint of :
 - i) International convention level
 - ii) Respective country level
 - iii) Individual company level
 - iv) Safety managers
- 3) Scientific and academic analysis approach to develop necessary skills and techniques which support Maritime Safety Management System.
- 4) The establishment of the curriculum on Maritime Safety Management System at IAMU member universities/faculties.
- 5) The shared images on the various practical activities of maritime safety managers in the maritime community.
- 6) The structure of the maritime community which provides employment opportunities for maritime safety managers.
- 7) The international excellence and certification for Maritime Safety Management System.

c) [WG-III] Promoting Global Maritime Excellence:

1. The Goals:

(No provision)

H. Secretariat:

(No provision)

I. Annual General Assembly:

- a) It is understood that the venue of the Annual General Assembly will, in principle, be at the premises of the host university/faculty.
- b) The following advance plan has already been agreed:

<Year/Month>	<A.G.A.>	<Place >	<Host>
2003. Sept./Oct.	4 th	Alexandria	AASTMT
2004. November	5 th	Launceston	AMC
2005. October	6 th	Malmo	WMU
2006.	7 th		
2008.	8 th		

c) The host university shall appoint a Local Executive Committee to ensure the smooth and efficient operation of the Annual General Assembly.

d) The main purpose of the Annual General Assembly is to present to members the worthwhile outcomes achieved through the various IAMU activities. Accordingly, administrative matters associated with the Annual General Assembly shall be kept to a minimum.

J. Project System:

(No provision)

K. Website Committee:

1. Website Committee is an independent committee expressly designated to manage the website of IAMU.
2. Taking the boundary condition that native English aspect of this Committee, Maine Maritime Academy shall be in charge of IAMU Website management and development.

L. Editorial Board

(No provision)

M. Honorary Fellows:

(No provision)

Regulation VIII – Roles and Responsibilities

A. Honorary Chairperson:

The Honorary Chairperson is to represent the good cause of IAMU, by enhancing the prestige of the Association and encouraging the morale of all the parties of both within and outside of IAMU.

B. Chair:

- a) Chair shall be responsible for the overall operation and the management of IAMU, including

the Annual General Assembly, in line with the decisions of International Executive Committee and the Annual General Assembly.

- b) Chair shall preside Annual General Assembly, International Executive Committee, and Steering Board meetings.

C. Senior Vice Chair:

Senior Vice Chair shall assist and support Chair through regular and close communication for the purpose of efficient and productive operation and management of IAMU, with the cooperation of Vice Chairs.

Senior Vice Chair shall organize Local Executive Committee, and be responsible for the Annual General Assembly to be hosted in the coming year.

D. Vice Chairs:

Vice Chairs shall jointly or independently coordinate and assist Chair for the smooth and efficient execution of authorities so that the responsibilities of Chair can successfully be accomplished.

E. International Executive Committee:

- a) The International Executive Committee is the supreme decision making body of this organization, except on the matters specifically mentioned otherwise.
- b) Functions:
1. Decisions on the basic policy
 2. Decisions on the matters related to the Annual General Assembly
 3. Decisions on the policy matters on the Working Groups, including establishment, unification, and termination, as well as personnel matters thereof.
 4. Decisions on the policy on the external matters (including the matters related to IMO, and other relevant international organizations.)
 5. Decisions on the financial and accounting matters, including personnel matters of financial/accounting officer.
 6. Decisions on the policies on publicity including matters related to periodicals, and personnel matters of the Editorial Board.
 7. To approve annual activity reports presented by Steering Board, each Working Groups, and the financial and accounting officer.
 8. To approve annual activity plans presented by the Steering Board, each Working Groups, the financial and accounting officer.
 9. To make proposals to the activities of IAMU.
 10. To discuss and decide the matters concerning to the membership.
 11. To discuss, decide, and approve any other matters of importance.

International Executive Committee shall accept proposals of Steering Board for discussion and decision on any of the matters so proposed by Steering Board.

c) Decisions:

Quorum shall be “50% plus one(1)” of the International Executive Committee members.

The decisions are made by two-thirds(2/3) majority.

The presence by way of proxy is accepted, subject to the simple majority approval of the rest of the members.

- d) The International Executive Committee shall report their decisions and minutes to all the members of IAMU.

F. Steering Board:

- a) The Steering Board is authorized to act within the scope of the relevant decisions by the International Executive Committee for the execution of the matters on day to day basis.
- b) The main responsibilities of the Steering Board are to efficiently execute the policy decisions approved and adopted by the International Executive Committee, and to steer jointly and collectively the activities of IAMU, above all those of Working Groups and Editorial Board, in the smooth and fruitful manner, including the cooperation with the host university/faculty to support for the successful Annual General Assembly.
- c) Steering Board may present proposals on any matters related to IAMU to International Executive Committee for their consideration and decision.

G. Working Groups:

a) **Head:**

1. Appointment: The Heads of each Working Groups shall be appointed from the members of International Executive Committee member university/faculty.

2. Qualification:

i) Past activity with IAMU and expected high productivity and leadership as Working Group Head.

ii) Steering Board member universities/faculties are not eligible to be a Head of Working Group.

3. Nomination:

i) The Steering Board shall firstly nominate the candidate for consideration and decision by the International Executive Committee, considering geographic regional representation.

4. Term: In principle, the term is two(2) years, commencing the forthcoming 1st April after the AGA where the selection is officially approved through 31st March of the following year.

5. Team Building and Planning Period: The period between the approval as Head of Working Group at AGA and the forthcoming 1st April of the following year will be considered as, when the forthcoming Head of a Working Group will build up an appropriate team with the cooperation of other IAMU member universities/faculties, and develop a plan of activities for the year.

6. Tangible Results: Activities should conclude with tangible results that will be of significant benefit to IAMU member universities/faculties.

7. Budget: A budget that supports the accomplishment of the plan must be included.

b) Deputy Head:

1. Appointment: The International Executive Committee shall consider the preliminary evaluation and proposal of Steering Board, and shall give the final decision.

2. Nomination: The Heads of each Working Groups shall nominate a candidate for Deputy Head of his Working Group. The nominee can either be from the same institution as the Head, or from a different institution. The Steering Board shall consider, and present its assessment on the nominee to the International Executive Committee with full detail of its evaluation.

3. The nomination, evaluation, and selection standards:

i) Academic qualification in the fields of the Working Group in question to lead all of its practical activities, including administrative matters, of the Working Group on day-to-day basis,

ii) Leadership capability in multi-cultural environment

iii) Personality, including sense of responsibility, ethical discipline, and enthusiasm

4. Term: The term of Deputy Head is also two (2) years, in principle.

c) Members of Working Group:

1. The Head and Deputy Head of each Working Group shall nominate at least four (4) members to their Working Group strictly out of IAMU member universities/faculties as the

academic and research staff who shall support them in carrying out the actual practical works of their Working Group activities.

2. The Steering Board firstly consider and propose to the International Executive Committee for their final decision.

3. The nominees:

i) Nomination from the different universities/faculties from those of Head and Deputy Heads are expressly expected.

ii) If these standards can not be satisfied, the Head of the Working Group shall give reasonable presentation to Steering Board why these standards can not be satisfied.

4. The term of such members of Working Groups is also two (2) years, in principle.

d) **Annual Plan:**

1. The Head of the respective Working Groups shall present the detailed annual plans of activities for the forthcoming fiscal year to the Steering Board within two (2) month after his assignment as Head of Working Group.

2. The Steering Board shall recommend to International Executive Committee for their final decision within three(3) weeks after receipt thereof.

3. The International Executive Committee shall give final decision within two(2) weeks after its receipt of the Steering Board recommendation.

e) **Activity report:**

The Head of each Working Groups shall present its detailed activity report to the next Annual General Assembly for the academic scrutiny of all the IAMU members, irrespective of its annual plan has already been completed, or preliminary.

f) **The final annual report:**

1. Submission to the Steering Board:

The Head of each Working Groups shall make its final detailed annual report to Steering Board for their review and evaluation by the end of April of the next fiscal year of the budgetary allocation for its activities.

2. Review by the Steering Board:

The Steering Board shall review the final detailed report and report to the International Executive Committee within one(1) month.

3. The International Executive Committee shall evaluate, and respond to the Head of each Working Group with specific comments within one (1) month.
4. Modification: The original final detailed report may be modified according to the evaluation by the International Executive Committee for further improvement in time for the official presentation at the next Annual General Assembly.
5. Presentation at the Annual General Assembly: The final (modified) detailed report shall be presented at the next Annual General Assembly following the submission of their project(s) to the Steering Board.

H. Secretariat:

Secretariat is responsible for:

1. Administration and coordination of the Steering Board, and of the overall activities of IAMU.
2. To make and keep various records, including financial records.
3. To handle publicity related matters
4. To prepare annual report, and annual plan to International Executive Committee at the Annual General Assembly.
5. All other matters not directly covered by or assigned to the specific IAMU offices, and other various administrative matters of IAMU.

I. Annual General Assembly:

- a) The main purpose of the Annual General Assembly is for the academic exchange and discussion among the members on the matters within the scope of IAMU.
- b) The Annual General Assembly, however, shall approve the selection by the International Executive Committee of Chair, Senior Vice Chair, and Vice Chairs. The quorum being “50% plus one (1)” of all the registered members of IAMU
- c) The Annual General Assembly shall have the right to propose agenda items for discussion at the on-going Annual General Assembly, or at the International Executive Committee, with the support of the simple majority of the members present, in which occasion the quorum should be “50% plus one (1)” of all the members registered.
- d) Host University/Faculty:
 - i) Senior Vice Chair is the representative officer of the Host University/Faculty of IAMU, which shall host the Annual General Assembly of the next fiscal year, in principle, at its premises through Local Executive Committee organized by the Host University/Faculty.

- ii) Host University/Faculty shall be so agreed by International Executive Committee, in principle, at the Annual General Assembly in the previous year of its hosting the A.G.A.

J. Project System:

1. For the express purpose of encouraging the active participation of all levels of academic and research staff of IAMU member universities/faculties, IAMU agreed to initiate Project System at 3rd Annual General Assembly in Maine in September, 2002.
2. The main feature of this System is to invite rank and file IAMU members to present new project proposals for yielding tangible results. International cooperation is positively encouraged. The successful proposals are financially supported.
3. The management of the Project System will be decided yearly by Steering Board, and International Executive Committee.
4. The successful awardees shall present their latest status of the proposed Projects at the latest Annual General Assembly, and the final results shall be presented in an presentable manner in accordance with the detailed instruction of the annual announcement.

K. Website Committee:

1. Website Committee is an independent committee expressly designated to manage the website of IAMU.
2. Taking the boundary condition that native English aspect of this Committee, Maine Maritime Academy shall be in charge of IAMU Website management and development.

L. Editorial Board:

- a) The Head of the Editorial Board shall be selected from the non-Steering Board members of the International Executive Committee.
- b) The Head of the Editorial Board will select and recommend to the Steering Board
 - (1) a Deputy Head, and
 - (2) candidates for Editorial Board members from each International Executive Committee member universities/faculties.

The Steering Board will then make a recommendation to the International Executive Committee, which shall approve such recommendation immediately upon receipt of the decision of the Steering Board..

- c) The Head of Editorial Board so approved shall execute its overall contribution for the maximum productivity of producing the IAMU quality publications on regular basis through collaboration with the Editorial Board members, and the members as much as possible.
- d) The Secretariat will cooperate with and assist the Editorial Board on practical matters such as printing and distribution.
- e) Paid advertisements in appropriate IAMU publications will be invited.

M. Honorary Fellows:

Honorary Fellow may from time to time be asked to contribute his/her expertise for the benefit of IAMU by the International Executive Committee.

Regulation IX - Finance and Accounting

A. Basic Policy:

(No provision)

B. Annual Membership Fee:

The financial year is from 1st April to 31st March of the following year.

The membership fee shall be paid in full irrespective of the time of joining in IAMU, except those who join in the last quarter of the each fiscal year, in which case the membership fee for the year of joining may be exempted.

C. Members' Contributions:

(No provision)

D. Financial and Accounting Officer:

- a) A senior officer of the Secretariat shall be designated as a financial officer and accounting officer by the International Executive Committee.
- b) The financial and accounting officer shall have authority and responsibility for the true and accurate financial management of IAMU.
- c) The financial and accounting officer shall make regular reports to the International Executive Committee and additional reports as and when required.
- d) A report on the annual financial affairs of IAMU shall be made to the Annual General Assembly.

Regulation X - Publications

A. Periodicals:

a) *(no provision)*

b) Distribution:

1. To Members: Free for a certain number of copies as determined by the Editorial Board.
2. To Third Parties: At a price to be determined by the Editorial Board.

c) Language: The language of all IAMU publications is to be English.

Regulation XI – Internal and External Communications

Effective academic collaboration and cooperation between members will be facilitated by the use of effective modern communication media.

Regulation XII - Language

(No provision)

Regulation XIII - Amendment

This Annex I to the First Modified Basic Agreement has been approved on this day of 6th May, 2004 by all the members of IAMU.

Two (2) original Annex-I to the First Amended Basic Agreement have mutually been signed by each member and the Chair, and one (1) each original shall be kept by respective member and by the Secretariat in Tokyo.