

WIMA EUROPE

MEMBERSHIP ADMISSION CRITERIA AND PROCEDURE

1. Purpose

This procedure establishes transparent and consistent criteria for admission to WIMA Europe and defines the process for reviewing and approving membership applications.

Membership is granted to individuals who support the objectives of WIMA Europe and have a professional, academic, educational or demonstrated interest in the maritime, transport, logistics, blue economy or related sectors.

WIMA Europe operates individual membership only. Membership does not constitute institutional or corporate membership of the organization represented by the individual.

2. Membership Categories

WIMA Europe has three individual membership categories:

1. **Student & Early Career Member**
2. **Academic Member**
3. **Industry Professional Member**

WIMA Europe does not grant institutional or corporate membership under this policy.

2.1 Student & Early Career Member

Student & Early Career Membership may be granted to individuals under the age of 25 who are studying, undertaking professional education or training, or beginning their professional career.

This category may include:

- university students;
- students of maritime academies;
- students enrolled in vocational education programmes;
- trainees and cadets;
- participants in recognized professional education or training programmes;
- interns;
- recent graduates;
- young professionals working in maritime, transport, logistics, blue economy or related sectors; and
- other individuals under the age of 25 with a demonstrated interest in the relevant sectors.

WIMA Europe may request evidence of age, current student status, training status or other relevant information where necessary.

Student & Early Career Membership may be provided free of charge or subject to a preferential membership fee in accordance with the membership fee structure approved by WIMA Europe.

2.2 Academic Member

Academic Membership may be granted to individuals whose principal professional role is connected with education, teaching or research.

This category may include:

- university lecturers and professors;
- researchers;
- teachers and instructors;
- academic staff of maritime academies;
- academic staff of universities and higher education institutions;
- researchers affiliated with research centres or institutes; and
- other individuals engaged primarily in maritime, transport, logistics, blue economy or related education and research.

Academic Membership is individual membership. The university, academy, research centre or other institution represented by the member does not itself become a member of WIMA Europe.

2.3 Industry Professional Member

Industry Professional Membership may be granted to individuals who work in, provide services to, or are professionally connected with the maritime and related sectors.

This category may include individuals working in:

- maritime administrations and public institutions;
- ports and terminals;
- shipping companies and ship management companies;
- crewing and manning agencies;
- logistics and freight-forwarding companies;
- maritime service providers;
- classification societies;
- insurance, legal and consulting services;
- maritime technology and digitalization;
- maritime education and training organizations where the applicant's principal role is professional, managerial or operational rather than academic;
- international and regional organizations;
- environmental and blue economy activities;
- transport and infrastructure organizations; and
- other maritime, transport, logistics or related activities.

Industry Professional Membership is individual membership. Employment by or representation of a company, authority, organization or institution does not make that organization a member of WIMA Europe.

3. General Eligibility Criteria

An applicant may be admitted where the applicant:

- meets the requirements of one of the established membership categories;
- has a relevant professional, academic, educational or demonstrated connection with the maritime or related sectors;
- supports the mission, objectives and values of WIMA Europe;
- supports the advancement, participation and professional development of women in the maritime sector;
- agrees to comply with WIMA Europe's Statute, internal policies and Code of Conduct;

- provides complete and accurate information in the membership application; and
- pays the applicable membership fee, where required.

Submission of an application or payment of a membership fee does not automatically constitute acceptance as a member.

4. Membership Application Process

Step 1 – Application

The applicant completes the official WIMA Europe membership application form.

The application should include:

- full name;
- date of birth or age, where required for category determination;
- current employer, university or institution, where applicable;
- position, profession or field of study;
- brief professional or academic background;
- contact information;
- requested membership category, where applicable;
- brief motivation for joining WIMA Europe; and
- confirmation of acceptance of WIMA Europe's rules and Code of Conduct.

The final membership category may be determined or adjusted by WIMA Europe during the eligibility review.

Step 2 – Administrative Review

The designated WIMA Europe representative reviews the application to verify:

- completeness of the application;
- eligibility for membership;
- appropriate membership category;
- age or status, where relevant;
- supporting information or documentation, where required; and
- any other information necessary for the assessment.

WIMA Europe may request clarification or additional documentation where necessary.

Step 3 – Decision on Membership

Routine applications that clearly satisfy the established eligibility criteria may be approved by a person authorized by the Executive Board.

Applications shall be referred to the Executive Board where they:

- do not clearly fall within a membership category;
- raise eligibility questions;
- involve exceptional circumstances;
- present a potential conflict of interest;
- present a potential reputational concern; or
- otherwise require additional consideration.

The Executive Board retains final authority over membership admission.

Step 4 – Notification

The applicant shall be informed that the application has been:

- approved;
- approved subject to payment;
- approved subject to additional documentation;
- deferred pending further information; or
- declined.

Step 5 – Payment

Where a membership fee applies, membership becomes active upon receipt of the applicable fee following approval of the application.

Payment made before formal approval shall not by itself create membership rights.

Step 6 – Registration

Once approved and, where applicable, paid, the member shall be entered into the WIMA Europe Membership Register.

The Membership Register should include:

- member's full name;
- employer, university or institution, where applicable;
- position, profession or field of study;
- membership category;
- date of approval;
- membership start date;
- membership expiry or renewal date;
- payment status;
- membership number, where used; and
- contact information.

Step 7 – Membership Confirmation

The approved member may receive:

- official confirmation of membership;
- a membership certificate and/or digital membership card;
- information regarding membership benefits;
- information regarding the Code of Conduct and relevant internal rules; and
- access to events, programmes, activities and opportunities applicable to the member's membership category.

5. Membership Category Assessment

The membership category shall be determined primarily according to the applicant's current principal status.

The following classification rules shall normally apply:

- A student, trainee or early-career individual under the age of 25 may be classified as a Student & Early Career Member.
- A university professor, lecturer, researcher, academic instructor or other person whose principal role is academic shall normally be classified as an Academic Member.
- A person working professionally in maritime, shipping, ports, crewing, logistics, public administration, technology, consulting, legal services, transport, blue economy or a related sector shall normally be classified as an Industry Professional Member.

Where an applicant could qualify as both a Student & Early Career Member and an Industry Professional Member, WIMA Europe shall determine the appropriate category based on the applicant's principal status and stage of professional development.

Employment by, or representation of, a university, company, public authority, port, shipping company or other organization does not create institutional membership. Membership remains personal to the approved individual.

6. Exceptional Cases

Where an applicant could reasonably qualify for more than one membership category, WIMA Europe shall determine the most appropriate category based on the applicant's principal professional, academic or educational status.

Exceptional or unclear cases may be referred to the Executive Board for determination.

The Executive Board may approve an exception where justified by the applicant's circumstances and where such exception is consistent with the objectives and interests of WIMA Europe.

7. Membership Approval Authority

The Executive Board has overall authority over membership admission.

The Executive Board may authorize the President, Secretary General, Membership Coordinator or another designated person to approve routine applications that clearly meet the established criteria.

Any exceptional, unclear or potentially sensitive application shall be referred to the Executive Board.

Membership decisions should be documented appropriately.

8. Membership Renewal

Membership shall be renewed in accordance with the membership period and fee structure approved by WIMA Europe.

At renewal, WIMA Europe may verify:

- continued eligibility;
- current membership category;
- current professional, academic, educational or student status;
- payment of applicable membership fees; and
- compliance with WIMA Europe rules and the Code of Conduct.

Where a member's circumstances have changed, the member may be transferred to another appropriate membership category at renewal.

9. Membership Suspension or Termination

Membership may be suspended or terminated in accordance with WIMA Europe's Statute and applicable internal rules.

Grounds may include:

- serious or repeated violation of WIMA Europe rules or the Code of Conduct;
- provision of materially false or misleading information;
- serious misconduct;
- conduct that materially damages the reputation or interests of WIMA Europe;
- misuse of WIMA Europe membership, name or affiliation; or
- non-payment of applicable membership fees.

Any suspension or termination decision shall be properly documented and handled in accordance with the applicable internal procedures.

10. Membership Records

All approved memberships shall be recorded in the WIMA Europe Membership Register.

Applications requiring an Executive Board decision should also be reflected in the relevant Board decision, written resolution or meeting minutes.

Membership records shall be maintained appropriately and access to personal information shall be limited to authorized persons in accordance with applicable requirements.

11. Review of this Procedure

The Executive Board may periodically review and amend this Membership Admission Criteria and Procedure as necessary to reflect the development, membership structure and operational needs of WIMA Europe.