

FAQs – IMO Model Training Courses

1) I am a commercial provider of oil spill courses and I wish to offer IMO training courses, can I purchase the IMO Model Courses and offer them commercially?

Yes, the IMO Model Courses, once purchased, can be used as a basis to develop oil spill preparedness and response courses to be delivered by a commercial provider, however:

- the individual model course publications themselves are subject to copyright and may not be photocopied, scanned or replicated in their entirety;
- should you wish to replicate small amounts of content from the publication, copyright permission should be sought by completing a copyright permission request form, which can be found here: <http://www.imo.org/en/Publications/Pages/PermissionRequests.aspx>; and
- where presentation slides are provided as part of an IMO Model Course, these may be used 'as is'. Any slides added to the presentation may not carry the IMO logo and any modified slides from among those provided with the Model Course must have all IMO branding removed.

For further information regarding the use of the IMO logo, kindly refer to points 4), 5) and 6) below.

2) What copyright use rules/guidelines must I follow, to use materials from the IMO Website and from the courses?

- should you wish to replicate information provided on the IMO Website, please read the Privacy Policy, which can be viewed here: <http://www.imo.org/en/About/Pages/PrivacyPolicy.aspx>;
- the individual model course publications themselves are subject to copyright and may not be photocopied, scanned or replicated in their entirety;
- should you wish to replicate small amounts of content from the publication, copyright permission should be sought by completing a copyright permission request form, which can be found here: <http://www.imo.org/en/Publications/Pages/PermissionRequests.aspx>; and
- if you are unsure as to whether copyright permission is required, please email copyright@imo.org, who will be pleased to advise you.

3) How can I get my courses accredited?

Although IMO offers the Model Training Courses for purchase through IMO Publications, IMO does not endorse or accredit national or non-national training institutions for the delivery of these courses.

Accreditation schemes, where these occur (not every country has one), are usually implemented and carried out at the national level either through the national maritime authority or a recognized national accreditation body. To facilitate this process and assist countries in establishing a system of accreditation, IMO, through its Marine Environment Protection Committee, has developed 'Guidelines and Criteria for Accreditation or Approval of Training Organizations and Experts' (MEPC/Circ.478).

For commercial and industry providers wishing to be accredited, the options are:

- Approach the national accreditation body if there is one and apply; and
- Request accreditation from a body offering the service.

Note that some countries that do not have their own national accreditation service may require non-governmental providers in that country to be accredited by a specific accreditation body.

4) Can IMO logos be used on training course certificates?

IMO does not provide template certificates as part of the IMO model training courses. This is because the participants' successful completion of the course is to be determined by the course instructor or the training institution delivering the course based on the prescribed standards which they are expected to meet. These standards may be established by a relevant National Administration or company as applicable.

It is thus recommended that the logos on the certificates to be provided to course participants should include the specific Accreditation Scheme under which the training body or instructor has received Accreditation. Whilst the IMO logo cannot be displayed, it is acceptable to make reference to IMO on the certificate to indicate that the course is based on or consistent with the IMO- Model training course.

Course certificates displaying the IMO logo will only be provided for training courses directly organized and implemented by IMO.

5) Can the IMO logo be used on course materials?

If you have purchased the IMO model course to be used as a basis for a training course, the IMO logo may be maintained on materials that have not been altered from their original form. Any amended or added material or presentation slide should not include the IMO logo, to signify that this specific material has not been officially approved by IMO Committee. It is also recommended to include a caveat at the beginning of the training course highlighting this distinction, i.e. where the IMO logo is displayed signifies unaltered material approved by IMO. Such a caveat may also state, where appropriate, that the training material is consistent with the approved IMO- model course and that alterations have been made in order to further tailor the course to the specific needs of the course participants, as recommended by IMO.

Under no circumstances should the IMO logo be used on any other materials, i.e. website, flyers, marketing materials, unless otherwise approved by IMO.

6) Can I use the name 'IMO' in the course title?

The title of a training course can only contain the name 'IMO' if the course is directly organized and implemented by IMO. Otherwise it is recommended that the title contains only the name Training Course - Level X. However reference may be made to IMO in the training course description, i.e. that the training course is consistent with, or developed on the basis of, the IMO Model Training Course.

7) What is the definition of a commercial training entity

For the purposes of these FAQs, a commercial provider is defined as not being a National agency, department or administration. So this would include commercial providers, industrial entities, e.g. oil companies, charities, universities and/or colleges.

8) Can I amend the content of the course?

As highlighted in the Instructors' manuals accompanying the course materials, it is recommended that the course materials are amended and tailored to meet the specific needs of the participants in order to enhance the national, regional or commercial applicability of the training course. However, as highlighted in point 5) above, a statement highlighting this fact should be made clear at the beginning of the training course.

9) Are there any restrictions on the use of the Model Course, once purchased?

All of the above answers provide relevant instructions to be followed.

For any further information, please do not hesitate to get in touch with IMO Publishing at the following address: copyright@imo.org.