**{*Name*} PWC Attachment 2**

**INAUGURAL GENERAL MEETING – *{Date}***

**Outline Role of the Welfare Board (A.K.A. Port Welfare Committee) is to:**

* provide a forum where all those directly, or indirectly, involved with seafarers’ and fishers’ welfare can better network to understand one another’s roles and also provide a base of valuable contacts in times of need, under the auspices of MLC, 2006 4.4 and via www.portvisitor.com.
* ensure, where welfare facilities exist on its territory, that they are available for the use of all seafarers, irrespective of nationality, race, colour, sex, religion, political opinion or social origin and irrespective of the flag State of the ship on which they are employed or engaged or work.
* regularly review welfare facilities and services to ensure that they are appropriate in the light of changes in the needs of seafarers resulting from technical, operational and other developments in the shipping industry.
* promote the development of welfare facilities in appropriate ports of the country and determine, after consultation with the shipowners’ and seafarers’ organizations concerned, which ports are to be regarded as appropriate.
* identifies areas of concern e.g. restricted access to and from port areas and ships, need for better access to transport etc.
* monitors the level of welfare provision to ensure effective coverage and minimize duplication. Lobby for improvements.
* provides mutual support during a crisis e.g. pandemic, incidents involving casualties, abandoned seafarers, hospitalized seafarers etc.
* assist in the population of port welfare information via www.portvisitor.com and the production of leaflets with maps, important phone numbers, etc. to hand out on board as the ships arrive (via agents/pilots).
* can effectively operate independently in each region, but ultimately, ideally, under the umbrella of national SWB.
* should endeavour to meet three times a year, rotating the location of the meeting in different places/companies.
* should consider a light buffet after each meeting which allows invaluable opportunities for informal networking.
* appoint a Chairperson/President and ideally a Vice Chairperson/President.
* appoint a Secretary to prepare agendas, take minutes and liaise with members.
* support applications for grants and, where appropriate, provide feedback to maritime funders.
* Membership of a PWC should include representatives from port authorities; local ship owners; shipping agents; port state officials; trade union representatives; local authorities responsible for health and hygiene aboard vessels; pilots; immigration and voluntary organizations providing port welfare services.