



COORDINATOR ROLE

MWApp Port Coordinator

Role Description

ROLE DESCRIPTION

MWApp Port Coordinator

The MWApp Port Coordinator is a staff member, volunteer, or representative of a partner organisation who helps IMWIRSA keep the information about a port and its terminals up to date inside MWApp.

The coordinator works with a specific port: finding and verifying information, completing the questionnaire, and then keeping the data current — correcting and adding to it as things change.

What the Coordinator Does

- Finding and verifying information about the port and terminal for the MWApp port card.
- Completing the coordinator questionnaire with verified data.
- Correcting and adding information as things change — through the IMWIRSA MWApp Bot.
- Answering follow-up questions from IMWIRSA when data needs further verification.
- Optionally taking part in experience-sharing with other coordinators in the network.

The MWApp Port Coordinator is not a live support channel for the seafarer and does not publish data in the app directly — all information is verified by IMWIRSA Central Office before publication.

Who Can Become a Coordinator	What's Needed	How Verification Works
A staff member, volunteer, or representative of a partner organisation with a good understanding of local conditions.	A working phone and email; Telegram — to pass on updates through the IMWIRSA MWApp Bot.	Every change is submitted by the coordinator through the questionnaire or the bot; it is published only after verification by IMWIRSA Central Office.

Recognition & Support Options

Recognition of Contribution	Financial Support	Professional Involvement
A coordinator's contribution may be recognised with an IMWIRSA certificate, a reference, or a feature of their work in the organisation's communications.	For certain ports, IMWIRSA may engage coordinators on a paid basis — depending on the scope and nature of the local work required.	The opportunity to take part in growing the coordinator network, exchanging practical experience, and improving the methodology for verifying port information.

How to Start

The organisation nominates a candidate → IMWIRSA sends a pre-filled draft, a link to the questionnaire, and the working instructions → the coordinator verifies the data and completes the questionnaire → once verified by IMWIRSA Central Office, the port goes live in MWApp.