



WISTA

**Women's International
Shipping and Trading Association**

WISTA-UK

A QUICK GLANCE INTO OUR ORGANISATION

WHO WE ARE ?

WHAT WE DO

HOW DID WE START ?

HOW TO JOIN ?

WHERE CAN YOU FIND US ?

FROM THE PRESIDENT OF WISTA-UK
MARGARET LLEWELLYN

DEAR COLLEAGUES AND FRIENDS,

WELCOME!

ON READING THIS BOOKLET YOU WILL DISCOVER DETAILS OF ONE OF THE MOST SPECIALISED, FRIENDLY, NON-POLITICAL AND NON-PROFIT MAKING INTERNATIONAL ASSOCIATIONS DEDICATED TO WOMEN, "*WISTA*".

WISTA IS AN ORGANISATION FOR WOMEN INVOLVED IN SHIPPING-RELATED BUSINESSES THROUGHOUT THE WORLD.

FROM A MODEST START NEARLY 25 YEARS AGO WISTA-UK MEMBERS TODAY INCLUDE WOMEN FROM ALL OVER THE UNITED KINGDOM AND FROM ALL AREAS OF SHIPPING AND TRADING, INCLUDING OPERATIONS, FINANCE, BROKERAGE, CHARTERING, FREIGHT-FORWARDING, AGENCY, CONSULTING, MANAGEMENT, LAW, SHIP REGISTRATION AND INSURANCE.

WISTA-UK IS A MEMBER OF WISTA-INTERNATIONAL, THE HOLDING ORGANISATION, FORMED BY THE MANY NATIONAL ASSOCIATIONS. THE 400 MEMBERS OF WISTA INTERNATIONAL COME FROM EUROPE, AFRICA, THE AMERICAS, ASIA AND OCEANIA.

WISTA-UK AND WISTA-INTERNATIONAL PROVIDE THEIR MEMBERS WITH THE OPPORTUNITY TO DEVELOP PROFESSIONALLY, TO TAKE ADVANTAGE OF THE NETWORK, TO MAKE CONTACTS, SHARE EXPERIENCES AND GENERALLY FACILITATE THE FREE FLOW OF INFORMATION. WE SHARE AND HAVE ACCESS TO USEFUL AND EXCLUSIVE INFORMATION. OUR MEMBERS ASSIST, CO-OPERATE WITH AND ADVISE EACH OTHER. WE HAVE EXPERTISE AND EXPERIENCE IN SHIPPING RELATED BUSINESS WHICH IS AVAILABLE TO ALL OUR MEMBERS.

WE ARE PLEASED TO WELCOME ANY NEW MEMBERS WISH TO JOIN WISTA UK AND WISTA INTERNATIONAL. TO DO SO PLEASE FILL IN THE APPLICATION FORM WHICH CAN BE FOUND AT THE BACK OF THIS LEAFLET.

YOURS TRULY,

MARGARET LLEWELLYN

What is WISTA-UK?

Womens' International Shipping and Trading Association (WISTA-UK) is a national organization for women involved in shipping and trading related business throughout the UK. The Association is a non-profit making organization, which aims to provide opportunities for members to develop professionally, to provide information, to exchange knowledge and experiences and to make new contacts.

WHAT IS WISTA-INTERNATIONAL?

Womens' International Shipping and Trading Association (WISTA) is an umbrella organization for women involved in shipping and trading related business throughout the world, be they members of any national WISTA organisation or not. As with WISTA-UK, the Association is a non-profit making organization, which aims to provide the same opportunities for members on an international level.

HOW DID WISTA START?

In brief, WISTA started in 1974 when a handful of female brokers in the liquid and gas market in the UK met to exchange professional views on matters of common interest. Over the years the group expanded to include women from other areas of shipping, and soon spread throughout Europe. Although it remains the case that the majority of WISTA members are to be found in Europe, WISTA today has members from all over the world. Given the growth in the Association it was decided at the annual WISTA International Conference held in Liverpool in 1993 that the Association should be put on a formal footing and subject to Statutes governing the operation of the organisation (see page 8).

WHAT DOES WISTA-UK DO?

WISTA-UK organises regular meetings and activities with lectures, workshops, specialised courses, company visits, professional discussions and social gatherings mainly in London, the maritime capital of the world! We publish a quarterly newsletter, with collaboration from our members, sponsors, professional writers and journalists.

WISTA-UK promotes mutually beneficial contact between various trading and shipping companies and between organisations with similar interests and aims.

WISTA-UK keeps a record of all the paid-up members of the National organisation and deals with the publication and distribution of material to its members. WISTA-UK is a member of The Baltic Exchange in London, offering multiple benefits to all its members.

WHAT DOES WISTA-INTERNATIONAL DO ?

WISTA-INTERNATIONAL IS IN EFFECT A CO-ORDINATING UMBRELLA ORGANISATION. IT HAS A BOARD OF REPRESENTATIVES CONSISTING OF MEMBERS FROM THE VARIOUS MEMBER COUNTRIES. WISTA INTERNATIONAL IS RESPONSIBLE FOR FIXING THE VENUE and supervising the organisation of the annual conferences in different shipping centres world-wide. It ensures that all member countries are informed of any reported projects and activities undertaken in any other member country

The International organisation publishes the WISTA International Membership Book and maintains a register of all international paid-up members.

WHAT IS THE ROLE OF WISTA-UK IN

WISTA INTERNATIONAL ?

Whilst international membership is optional and independent from the national chapter, WISTA-UK co-ordinates and assists all its members in joining the international association. Upon receipt of your completed application form and membership fee we will deal with the administration and registration procedure.

WISTA-UK maintains an active presence in WISTA International with a representative on the international board attending at all of the board meetings.

WISTA-UK is responsible for all the Internet and electronic mail communications for the entire international Association. It deals with the creation, maintenance and regular updating of the web-site and the National Homepages. WISTA-UK also receives and distributes the numerous applications and e-mails received via Internet on a daily basis.

If required, all WISTA National Associations have access to the information and expertise of our webmaster when creating their individuals national home-pages which are then linked to the main WISTA site. Our Homepage address is

<http://www.wista.org>

WHY WISTA IS NEEDED ?

Since 1974, WISTA has gathered together women from all over the world, who might otherwise be isolated in a predominantly male orientated business. WISTA has helped by forming a network to offer support and assistance to all its members and to encourage them to form links in the environment within which they work. WISTA offers the opportunity for field visits to ports, vessels, factories, oil refineries, etc. and the opportunity to attend informative lectures dealing with all aspects of our business.

WHO ARE WISTA MEMBERS?

What originally started as an unofficial gathering has grown into an international organization which includes women in many related maritime fields including shipowners, brokers, traders, insurance experts, maritime lawyers, bunker suppliers/brokers, ship's agents, freight forwarders, charterers, operators, liner agents, forwarding agents, containers market, port authority employees, journalists, safety and quality assurance managers, average adjusters, bunker agents, import/export specialists, those in the shipping departments of trading companies, shipping registry employees, P & I insurance brokers and underwriters, shipping managers, safety experts, naval architects, sea-going experienced personnel, radio-telecommunications personnel, diplomatic and administration representatives, and many more.

WHERE DO WISTA MEMBERS WORK?

As with any international organisation, the companies in which WISTA members work are spread throughout the world. It is important to mention that as an organisation we are always keen to expand our membership to new areas of the world. This has been successfully achieved by the positive reports from our existing members and by encouraging coverage from the shipping press. These have contributed enormously to the introduction of new members and in forming National Organisations in countries where they did not previously exist.

COUNTRIES WHERE WISTA HAS A PRESENCE

In addition to the United Kingdom, WISTA members are scattered all over the globe from countries as far as Australia, Belgium, Denmark, Estonia, France, Finland, Germany, Greece, Italy, Israel, Jordan, Latvia, Mexico, Nigeria, Netherlands, Norway, Panama, Philippines, Poland, Portugal, Singapore, Spain, Sweden, Switzerland, Turkey, United States of America.

THE BIRTH OF WISTA

WISTA first began in 1974 when Pat Butler, who at that time was working for Trafco, Sheila Lawrence of Shell (she is now working for Wake Marine) and Stella Marks (then known as Stella Inghams), all from the U.K., arranged to meet for a Christmas lunch. The lunch was a success. The women therefore decided to get together for lunch on a more regular basis. During the course of the next six years the London women invited contacts from overseas to join them for their meetings until there were approximately 25 women involved. At that time, in view of the expanding numbers, it was decided that the group should be given a title. They decided on the "WOMEN'S INTERNATIONAL SHIPPING AND TRADING ASSOCIATION"

At the meeting in 1980, Helga Zinke of Intercoast and Erika Grambo of United Chemical Tankers suggested that the meeting in 1981 should take place in Hamburg as opposed to London. This was agreed. However, instead of organising a simple lunch, Helga and Erika arranged a visit to the Hamburg port, a number of discussions on topics of interest to the members of the association and for various dinners and lunches.

During the following years the group organised annual meetings throughout Europe. The aim of these meetings was educational and intended to enable the members to keep abreast of developments in the shipping and trading industry. It was in this way that the annual lunch expanded into a conference, sponsored by the shipping interests of the hosting country, involving visits, lectures, workshops and, of course, the Gala dinner attended by members, sponsors and all other participants. The number of delegates attending the annual conference is now in the order of between 150-200.

As the international organisation was developing a number of participating countries decided to set up their own national associations. It started in 1986 with the creation of Wista-Norway and Wista-Sweden followed in 1990 by Wista-Denmark. Since then other participating countries have followed this lead including the United Kingdom, the USA, Spain, Switzerland, and Israel.

And so the WOMEN'S INTERNATIONAL SHIPPING AND TRADING ASSOCIATION was born. It expanded rapidly throughout Europe and eventually spread as far as the Far East, the USA and Central America. While the membership was expanding geographically, so was the range of maritime skills being brought to the organisation by the increasing membership. Today, there are probably very few areas of shipping which are not represented by the membership.

WISTA'S PAST CONFERENCES

1974-1980 LONDON, UNITED KINGDOM

1981 HAMBURG, GERMANY

1982 ROTTERDAM, NETHERLANDS

1983 LE HAVRE /PARIS, FRANCE

1984 STOCKHOLM, SWEDEN

1985 LONDON, UNITED KINGDOM

1986 MADRID, SPAIN

1987 OSLO, NORWAY

1988 LISBON, PORTUGAL

1989 ANTWERP, BELGIUM

1990 ATHENS, GREECE

1991 MARSEILLES, FRANCE

1992 COPENHAGEN, DENMARK

1993 LIVERPOOL, UNITED KINGDOM

1994 HAMBURG, GERMANY

1995 GENOA, ITALY

1996 ATHENS, GREECE

1997 HELSINKI, FINLAND

WISTA INTERNATIONAL STATUTES

1. NAME:

- 1.1. THE NAME OF THE INTERNATIONAL ASSOCIATION IS:
WOMEN'S INTERNATIONAL SHIPPING AND TRADING ASSOCIATION - WISTA
- 1.2. THE VARIOUS NATIONAL ASSOCIATIONS ARE TO BE NAMED -
WISTA - COUNTRY AND/ OR REGION.

2. PURPOSE:

- 2.1. WISTA IS AN UMBRELLA ORGANIZATION FOR WOMEN INVOLVED IN SHIPPING AND TRADING RELATED BUSINESS THROUGHOUT THE WORLD. AS SUCH IT SHALL GIVE SUPPORT TO ITS MEMBERS AS WELL AS PROMOTE AN EXCHANGE OF CONTACTS AND EXPERIENCE BETWEEN ITS MEMBERS.
- 2.2. WISTA SHALL PROMOTE THE EDUCATION AND WIDENING OF ITS MEMBERS KNOWLEDGE, AND EXPERIENCE.

3. ACTIVITY:

- 3.1. WISTA SHALL SERVE AS A CENTRE FOR INFORMATION BETWEEN MEMBER COUNTRIES AND LIAISE WITH OTHER INSTITUTIONS WORLD-WIDE.
- 3.2. WISTA SHALL DRAW UP AND MAINTAIN A LIST OF MEMBERS AND PRODUCE PRINTED INFORMATION ABOUT THE ASSOCIATION.
- 3.3. WISTA WILL GIVE ADVICE AND ASSISTANCE, IF REQUESTED, TO ORGANIZERS OF THE ANNUAL INTERNATIONAL CONFERENCE.
- 3.4. WISTA WILL GIVE ADVICE IF REQUESTED TO COUNTRIES WISHING TO FORMALIZE A NATIONAL WISTA ASSOCIATION.

4. MEMBERSHIP:

- 4.1. MEMBERSHIP IN WISTA IS OPEN TO NATIONAL REGIONAL WISTA ORGANIZATIONS. IF NO NATIONAL/REGIONAL WISTA ORGANISATION EXISTS INDIVIDUAL MEMBERSHIP IS ALSO ADMITTED.
- 4.2. NATIONAL/REGIONAL ORGANIZATIONS OR INDIVIDUALS WHO WANT TO APPLY FOR MEMBERSHIP SHALL CONTACT THE WISTA BOARD. THE WISTA BOARD MAY REJECT ADMISSION ONLY WITH A TWO-THIRD MAJORITY OF THE TOTAL VOTES OF THE WISTA BOARD MEMBERS. IN THE CASE OF REJECTION THE NATIONAL/REGIONAL ORGANIZATION OR INDIVIDUAL HAVE THE RIGHT TO TAKE UP THE MATTER AT THE GENERAL ASSEMBLY.
- 4.3. IF A MEMBER IS DISCREDITING OR WORKING AGAINST THE INTEREST OF THE WISTA ASSOCIATION THE GENERAL ASSEMBLY WITH A SIMPLE MAJORITY CAN DECIDE TO EXCLUDE THE MEMBER.

5. MEMBERSHIP FEE & FUNDING:

- 5.1. MEMBERSHIP FEE FOR THE FORTHCOMING YEAR SHALL BE DECIDED AT THE ANNUAL GENERAL MEETING AND IS TO BE PAID BY THE FIRST COMING 31ST JANUARY.
- 5.2. FUNDING FOR INTERNATIONAL INITIATIVES CAN BE SOUGHT FROM THE MEMBERSHIP AS REQUESTED.

6. ANNUAL GENERAL MEETING:

- 6.1. ATTENDANCE AT THE ANNUAL GENERAL MEETING IS OPEN TO ALL MEMBERS INCLUDING MEMBERS OF NATIONAL/REGIONAL WISTA ORGANIZATIONS.
- 6.2. VOTING RIGHTS: NUMBER OF VOTES WILL BE LIMITED TO A MAXIMUM OF THREE AND WILL BE BASED ON THE MEMBERSHIP FEE PAID TO WISTA. EACH NATIONAL/REGIONAL WISTA ORGANISATION OR INDIVIDUAL MEMBERS (WHERE THERE IS NO EXISTING FORMAL ORGANISATION) HAVE A RIGHT TO THE FOLLOWING NUMBER OF VOTES:
UP TO A TOTAL OF 25 MEMBERS - ONE VOTE (1)
FROM 26 TO 50 MEMBERS - TWO VOTES (2)
MORE THAN 51 MEMBERS - THREE VOTES (3)
- 6.3. ALL MATTERS WILL BE DECIDED UPON BY SIMPLE MAJORITY EXCEPT IF OTHERWISE STATED IN THE STATUTES.
- 6.4. ANY DECISION REGARDING CHANGES IN THESE STATUTES CAN ONLY BE DECIDED UPON BY A TWO-THIRD MAJORITY OF THE VOTES.
- 6.5. MEMBERS SHALL HAVE THE RIGHT TO VOTE BY PROXY. A MEMBER CAN ONLY VOTE FOR HER ASSOCIATION AND HOLD ONE PROXY ON BEHALF OF ANOTHER MEMBER. THE PROXY MUST BE PRESENTED TO THE SECRETARY OF THE GENERAL MEETING. IN ORDER TO BE VALID THE PROXY MUST BE SIGNED BY THE NATIONAL/REGIONAL WISTA ORGANIZATION'S PRESIDENT OR IF NO NATIONAL REGIONAL ORGANIZATION EXISTS BY THE CONTACT PERSON REFERRED TO BY THE INDIVIDUAL MEMBER.

- 6.6. THE CONVENING OF THE GENERAL MEETING, INCLUDING A WRITTEN AGENDA, SHALL TAKE PLACE THREE WEEKS PRIOR TO THE MEETING AND THE FOLLOWING AGENDA (AS A MINIMUM) SHALL BE ADOPTED. THE ANNUAL GENERAL MEETING SHALL TAKE PLACE IN CONNECTION WITH THE ANNUAL WISTA CONFERENCE:
1. NOMINATION OF CHAIRMAN AND SECRETARY OF THE ANNUAL GENERAL MEETING BY HOSTING NATION.
 2. NUMBER OF VOTING MEMBERS PRESENT AND ELECTION OF 2 SECONDER.
 3. APPROVAL OF THE ANNUAL REPORT.
 4. APPROVAL OF THE FINANCIAL STATEMENT.
 5. MEMBERSHIP FEE AND FUNDING FOR NEXT FINANCIAL YEAR (1/1 -31/12).
 6. ELECTION OF OFFICERS - PRESIDENT - VICEPRESIDENT -
 7. TREASURER - SECRETARY.
 8. PROPOSALS RECEIVED.
 9. MATTERS ARISING.
- 6.7 A MEMBER CAN BE ELECTED THREE TIMES AS PRESIDENT BUT ONLY FOR TWO CONSECUTIVE PERIODS, MEMBERS CAN BE ELECTED TREASURER AND SECRETARY THREE TIMES. IF POSSIBLE THE VICE-PRESIDENT SHALL BE THE OUTGOING PRESIDENT IN ORDER TO SECURE A CONTINUITY IN THE ASSOCIATION.
- 6.8 THE GENERAL ASSEMBLY IS THE ASSOCIATION'S HIGHEST AUTHORITY.

7. WISTA BOARD:

- 7.1. EACH COUNTRY MAY APPOINT ONE REPRESENTATIVE TO THE WISTA BOARD.
- 7.2. THE MEMBERS OF THE WISTA BOARD WILL BE APPOINTED FOR A TWO YEARS PERIOD. THE APPOINTMENT CAN ONLY TAKE PLACE AT THE BOARD MEETING IN CONNECTION WITH THE YEARLY CONFERENCE.
- 7.3. THE WISTA BOARD SHALL FORM A QUORUM WHEN MORE THAN 50% OF ITS MEMBERS ARE PRESENT. EACH MEMBER OF THE WISTA BOARD HAS ONE VOTE. THE MEMBERS SHALL HAVE THE RIGHT TO VOTE BY PROXY. A MEMBER CAN ONLY VOTE FOR HER SELF AND HOLD ONE PROXY.
- 7.4. THE WISTA BOARD HAS THE RIGHT TO FORM AD HOC COMMITTEES RESPONSIBLE FOR INDIVIDUAL PROJECTS. THESE COMMITTEES SHALL ALWAYS REPORT TO THE WISTA BOARD.
- 7.5. THE PRESIDENT TOGETHER WITH A BOARD MEMBER, SO AUTHORIZED BY THE WISTA BOARD, HAVE THE AUTHORIZATION TO SIGN FOR WISTA FINANCIALLY.
- 7.6. THE WISTA BOARD SHALL MEET AT LEAST TWICE A YEAR, ONE OF THESE MEETINGS TO BE HELD PRIOR TO THE ANNUAL GENERAL MEETING. MINUTES SHALL BE KEPT.
- 7.7. THE CALLING OF A WISTA BOARD MEETING, INCLUDING A WRITTEN AGENDA, WILL BE MAILED TO THE BOARD MEMBERS AT LEAST TWO MONTHS PRIOR TO THE MEETING. PROPOSALS TO THE WISTA BOARD SHALL BE INCLUDED IN FULL IN THE AGENDA AND SHOULD BE PRESENTED ONE MONTH BEFORE THE MEETING.
- 7.8. THE MINUTES OF EACH WISTA BOARD MEETING WILL BE SUBMITTED TO EACH MEMBER, WITHIN TWO MONTHS FROM THE TIME THE WISTA BOARD MEETING HAS TAKEN PLACE.

8. ANNUAL INTERNATIONAL CONFERENCE:

- 8.1. IN ACCORDANCE WITH THE ESTABLISHED TRADITION, AN ANNUAL WISTA CONFERENCE SHALL BE ARRANGED.
- 8.2. HOST COUNTRY AND ORGANIZER FOR THE CONFERENCE IS ELECTED WITH A TWO YEAR NOTICE AT EACH CONFERENCE, WHERE PRACTICABLE.
- 8.3. CONFERENCES ONLY TO BE HELD BY MEMBER COUNTRIES, HOWEVER, THE BOARD OF DIRECTORS CAN DISPENSE IF OTHERS VOLUNTEER AS A HOST FOR A CONFERENCE. SUCH DISPENSATION WILL BE BASED ON THE DISCRETION OF THE BOARD OF DIRECTORS WHETHER THE VOLUNTEER IS CAPABLE OF ORGANIZING AND HOLDING SUCH A CONFERENCE AND SUBJECT TO THE APPROVAL OF THE CONTACT PERSON IN THE COUNTRY OF THE VOLUNTEER.
- 8.4. THE WISTA CONFERENCE IS OPEN TO ALL WOMEN IN SHIPPING AND TRADING RELATED BUSINESS.

9. DISSOLUTION:

- 9.1. A DECISION TO DISSOLVE THE ASSOCIATION SHALL BE TAKEN BY A TWO-THIRDS MAJORITY AT A GENERAL MEETING. VOTES TO BE TAKEN BY FULL MEMBERSHIP.

NOV,1996

WISTA-UK BOARD MEMBERS

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WISTA-UK APPLICATION FORM

&



WISTA INTERNATIONAL APPLICATION FORM

NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____ EXT/ DIRECT LINE: _____

FAX: _____ TELEX: _____

E-MAIL ADDRESS: _____

PRIVATE ADDRESS (OPTIONAL) : _____

PRIVATE PHONE: _____ FAX: _____

E-MAIL: _____

PROFESSIONAL PROFILE : _____

COMPANY DESCRIPTION: _____

WEB PAGE ADDRESS: _____

PARENT COMPANY: _____

MOTHER TONGUE: _____ OTHER LANGUAGES: _____

PRINT NAME

SIGNATURE

NOTES:

Please tick the boxes at the top of the form to indicate which of the Associations you would like to join. Once the form has been completed, it should be sent to Louise Krenca at Ince & Co. Knollys House, 11 Byward St, London, EC3R 5EN.

Please ensure you enclose your annual membership fee as follows: WISTA-UK : £ 12.00 (Cheques made payable to **WISTA**)

WISTA-INTERNATIONAL: £15.00 or US\$20.00 cash. (Cheques made payable to **WISTA International**)