**IALA Change of Status Project Date: 10 October 2016**

**ACTION PLAN for IGO project**

**Task Area: Communication**

|  | **Element Description** | **Deliverable** | **Skills Needed** | **Risks** | **Resources Allocated** | **Status**  **(In Progress/**  **Not started/**  **Suspended** | **Due Date** | **Responsible Person** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Determine IALA’s key stakeholders | List of key stakeholders and POCs established | N.A. | None | Secretariat and Members | List in PID, but POC missing | July 2015/done | Secretariat (SG)/Comms WG |
| 2 | Determine methods of communication available and best method for each stakeholder group | Best method of communication established but regularly reviewed following feedback to ensure remains effective | N.A | Communication not effective  (eg. wrongly targeted) | None | In Progress  Underway  (Preliminary list developed at Change of Status Advisory Group) | July 2015/done | Secretariat (SG)/Comms WG |
| 3 | Ensure website is fit for purpose with regularly updated information | Regular progress reports on website | Web experience  Graphic design | Out of date information  Lack of information  Incorrect information | Secretariat/  Redwire | Web site updated and new meeting scheduled with Redwire | Ongoing.  New web site will be launched soon/done | Secretariat (SG) |
| 4 | Prepare information packages for each stakeholder group | Bespoke information packages for key stakeholder groups delivered electronically | Communications/PR expertise  Graphic design  Diplomacy skills | Out of date information,  contact details  Wrongly targeted or Incorrect information  Information overload | None.  Resources from Members and Secretariat required | Preparation started | Package will be sent in May in EN-FR and SP/done | Council/  Secretariat. |
| 5 | Establish mechanism for feedback to ensure optimum use of communication media | Regular feedback on communication initiatives  Use of test targets  Surveys | Communications/PR expertise | Mechanism is not effective | None  Secretariat and  Members | Not started | 2016 | Secretariat |
| 6 | Establish mechanism for briefings between IALA & Host Nation | Regular exchange of information | Knowledge of diplomatic process | Mechanism is not effective | Secretary  General  Deputy Secretary General and  Members | Ad-hoc briefings in progress and meeting with French FM scheduled JAN 2016. | Meeting scheduled 3rd May/done | Secretariat (SG)/French Councillor (DAM) |
| 7 | Establish stakeholders contacts programme with other IGOs / broader maritime community and maritime press | Stakeholders feel informed on Change of Status Project | Networking | Programme is not effective  Stakeholders do not feel informed. | Secretariat and  Members | Mechanism not started, although ad-hoc briefings in progress | IMO INF paper circulated to Sister org.  INFO package sent May 2016/done | Secretariat (SG) |

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| **Method of Communication** | **Stakeholder Group** |
| Website | National Members  Industrial & Associate Members  Broader maritime community |
| Newsletters  Talk Points | National Members  Industrial & Associate Members |
| 1:1 Meetings with individuals and stakeholder groups | Other IGOs  Host Nation re diplomatic process  Broader maritime community  Staff |
| IALA Bulletin | National Members  Industrial, Associate & Honorary Members  Broader maritime community |
| Maritime Press | Broader maritime community |
| Information Paper | IMO Members & Non IALA Members |
| Use of National Members / Regional Groupings | Non-IALA Members |

**Task Area: Diplomacy**

|  | **Element Description** | **Deliverable** | **Skills Needed** | **Risks** | **Resources Allocated** | **Status**  **(In Progress/**  **Not started/**  **Suspended** | **Due Date** | **Responsible Person** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Establish POC in Member organisations, Foreign Ministries and other relevant agencies | List of POC to Secretariat and French Authorities | N.A. | None | Secretariat and Members | Letter send | done | Secretariat (SG)/French Councillor/All members |
| 2 | Identify supporting countries.  Sponsors of the diplomatic conference | List of sponsoring countries to French Authorities | N.A. | No countries show interest. Project hampered | Secretariat and Council Members | Ongoing | Living document/discuss during C63 | Secretariat (SG)/Council Members |
| 3 | Information Paper to IMO. Possible IMO Assembly | An information paper to IMO on the Change of Status project | Good knowledge on IMO procedures and the Change of Status project.  Knowledge on drafting papers for IMO | Could start a negative debate in IMO | None. Members support needed | Done | IMO Assembly in December.  Papers 9 weeks before.  LAP SEP 2015, Council by e-mail/done | Secretariat (SG) |
| 4 | Coordination of next diplomatic action by France | A plan for approval by Council on the next diplomatic action by France. Probably when 1. draft convention text is ready | Knowledge of diplomatic actions and diplomatic conferences | None | French Councillor, Secretariat and Members | Road map developed with French Foreign Office. | Plan developed with Fr. Foreign Ministry | French Authorities, Council, Secretariat |

**Task Area: Financial Aspects**

|  | **Deliverable** | **Skills Needed** | **Risks** | **Resources Allocated** | **Status**  **(In Progress/**  **Not started/**  **Suspended** | **Due Date** | **Responsible Person** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Assessment report of current status | Knowledge of IALA financial matters | None | Secretariat | Many aspects described in Secretariat Review (C59) | C61/done | Secretariat (SG) and finance WG, coordinated with FAC |
| 2 | Investigate the financial implications of the transition phase against a number of scenarios | Knowledge of IALA financial matters | Depending on the outcome possible financial risks could lead to new debate about the status change | Secretariat | Not started | For IGO WG meeting NOV 2015/done | Secretariat (SG) and finance WG, coordinated with FAC |
| 3 | Investigation of “final phase” (IGO with similar number of members as today) taking into account the Secretariat Review | Knowledge of IALA financial matters and of French social security/tax legislation | Outcome about future Secretariat and financial commitments by members could hamper the status change process | Secretariat | Not started | End of 2015  Report to the Council C61/done | Secretariat (SG) and finance WG, coordinated with FAC |

**Task Area: Convention text and related documents**

|  | **Deliverable** | **Skills Needed** | **Risks** | **Resources Allocated** | **Status**  **(In Progress/**  **Not started/**  **Suspended** | **Due Date** | **Responsible Person** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Draft Convention text | Legal drafting skills | Draft cannot be agreed | Legal Advisory Panel (LAP) | LAP 14-16 SEP 2015 | IGO WG 9-10 NOV and Council 7-11 DEC 2015/done | Secretariat (SG)/ IGO WG Chairs/LAP Chair |
| 2 | Draft General Regulation (GR) | Legal drafting skills | GR cannot be agreed | Secretariat/LAP | Draft in progress to be finalised at LAP MAR 2016 | IGO WG – Council spring 2016.  Cos 4 and C63 | Secretariat (SG)/IGO WG Chairs/LAP Chair |
| 3 | Draft HQ Agreement | Legal drafting skills  Knowledge of French social security/tax legislation | Agreement cannot be reached between IALA/DAM | Secretariat/LAP/DAM | LAP SEP 2016 | IGO WG – Council informed autumn 2016 | Secretariat (SG)/DAM/LAP Chair |

