

**Agenda item 5 – Report by the Secretary-General****5.1 Report by the Secretary-General****General**

This document provides a general update on a number of matters in relation to the governance and operation of IALA. Some matters will be dealt with in greater detail under other agenda items.

The activity and workload of IALA continues to grow, with the calendar for next year already filled. The membership of IALA has grown to 258 which is 17 more members than at the same time last year. The participation in the Committee work is overwhelming with up to 150 participants in some sessions.

Projects have been started to prepare the Secretariat for Intergovernmental Organisation (IGO) status.

To improve the governance of the organisation and as a preparation for the future work as an IGO, the Secretariat has developed a set of IALA Basic Documents. Council is requested to approve these documents.

**1. The IALA Strategic Vision**

The Strategic Vision for IALA was approved by Council in December 2013 and the Committees commenced work in accordance with the Vision in 2014. Councillors will recall that the Strategic Vision has two Goals for 2026, a Strategy to reach these, and Priorities for work in the 2014-2018 period.

Work on the 2014-2018 priorities is proceeding well in the Committees. During 2016 the PAP will be asked to make a mid-term review of the Strategic Vision and the Committees' work programme, and advise if it sees any need for adjustment.

Standards are a vital feature of the Strategic Vision. If Council approves the draft plan for the first IALA Standards at this Council session, then the Committees and the Technical Operations area of the Secretariat will continue its work on the Standards-Recommendations structure for IALA. Approval of the first set of IALA Standards is planned for 2018 at the Conference in Korea.

**2. Secretariat review**

At its 59<sup>th</sup> session in December 2014, the IALA Council was presented with the review of the IALA Secretariat, a study commissioned by the Secretary-General at the request of the Council at its 56<sup>th</sup> session. At the 59<sup>th</sup> session Councillors indicated their appreciation of the review and made a number of comments.

Council directed the Secretary-General to present a regular implementation report to Council under a standing agenda item at each Council meeting.

The Council received an implementation and status report on the project at its 60<sup>th</sup> meeting held in Kuala Lumpur in May 2015.

At this session Council noted that it was important to increase the capacity of the Secretariat. The present structure includes one additional position into the administrative area and two seconded (Korea and IFAN) technical positions in the operations/technical area. It also includes a position for communications on a consultancy basis.

Pending the results of the discussion on the draft IALA Convention and the diplomatic process it is considered as realistic that a signing of the IALA Convention can take place during the IALA Conference in Incheon in 2018.

In order to be ready for the future status as an IGO there is a need from now until 2018 to recruit one more position in the technical area and two positions in the administrative area (one for translation).

The World-Wide Academy is believed to be sufficiently staffed with a Dean, a permanent Programme Manager and two part time advisors, one of them being the Vice-Dean.

Both the Deputy Secretary-General and the Dean of the Academy are at present part time positions, but the positions will be changed to permanent positions on vacancy.

Given the wide range of matters that fall within the role of the Secretary-General, and being mindful of the limited funding resources of the organisation, the concept of 'Expert' assistance has been introduced. As is currently the case with the Academy, IALA's members have a host of experience and expertise in areas that can support the aims and function of IALA. It is anticipated that skills in areas like diplomatic advice, project and quality management, information technology, risk management; strategic planning etc. could be made available under an 'Expert' arrangement. This concept will be further developed as the new arrangements mature.

With these changes the Secretary-General believes that the Secretariat is ready to face the challenges of IGO-status and also to be able to deliver the expected service to the members.

As detailed under agenda 8 (Financial Matters) the growth in membership numbers and the steps taken to run the organisation in a more efficient manner can finance the future size of the Secretariat.

The present organisation of the IALA Secretariat is attached as Annex A.

### **3. Modernization of IALA**

As part of the corporate identity of IALA work has been undertaken to change the visual identity of the organisation. An experienced and professional branding company, Carré Noir, has been engaged to assist IALA and make proposals for a set of guidelines that should govern how the identity is applied and confirm an approved logo, supporting devices, colour palettes, typefaces, page and document layouts, and also the physical HQ facilities.

The project is finalized and Council will be presented with the results and findings at its meeting in Dakar.

The change of visual image will become effective on 1 January 2016 and the update of the HQ facilities will be carried out during the first half of 2016.

The new visual image will provide IALA's document products with a modern style and image, and also enable colour-coding within the style to differentiate Standards, Recommendations, etc. This will mesh well with the current longer-term activity within Committees and PAP to add Standards to their products and re-organise the Recommendations accordingly.

It will also extend to the website, where the new style will be applied. An upgrade to the website to suit tablets and smart-phones is needed, and later a touch or click reflection of the coming new Standards-Recommendations-Guidelines structure must be made.

#### **4. Construction of a new plenary room and extra office space**

With the growing membership numbers and the increase in Secretariat size it is necessary to look at a future project to create a larger plenary room and more office space. The Committee meetings are from time to time visited by up to 150 members and the present plenary room is only approved for 99 people. A short term solution has been made with IT connection (camera and sound) between the plenary room and meeting room 4, but a permanent solution is necessary. Also there is a need for 3-4 more offices or a big office space that can accommodate the increased Secretariat.

During 2016 a project will be undertaken to investigate the possibility to build a new plenary room for 170 people on the terrace behind the present plenary room and convert the present plenary room into offices. This new room can accommodate the largest Committees and also be used as meeting room for IALA General Assemblies etc. in the future

There is current funding available to cover the cost of the investigation project (architect etc.) and a possible realisation can be financed by the available funds as described under agenda 8.

The initial project is attached as Annex B.

#### **5. Good governance and transparency**

Intergovernmental Status will require good governance and transparency, but it is well recognised that IALA should be a well-governed organisation regardless of its legal status.

To this end work has been undertaken by the Secretariat in conjunction with the Legal Advisory Panel to finalise General Regulations, Financial Regulations, and other high level procedural documents for IALA. These will support the current IALA Constitution and will become the recognised basis upon which IALA functions. The documents will also form the basis for the General Regulations of IALA as an IGO.

For transparency these regulations etc. will be made available as part of the IALA Basic Documents publication. The draft IALA Basic Documents is input paper C61-5.1.1.

#### **6. Continuous success of World Wide Academy (The Academy).**

At its meeting in September 2015 the IFAN Board agreed to allocate 575.000 Euros to the Academy this year and from 600.000 – 695.000 Euros for the following years until the end of 2019. The Korean sponsorship representing a lump sum of 225.000 Euros was received in February allowing significant increase in Academy activities. In addition Korea integrated the Academy with development projects in Vietnam, Cambodia and Indonesia. France agreed to continue to sponsor the Academy, in cash and in kind by organising and inviting

francophone participants to a level 1 course. Spain did the same for Spanish speaking managers, as well as China for English speaking managers. Furthermore, as in previous years, several countries supported the delivery of Academy events, such as Panama, Malaysia, Japan, Singapore and Oman.

After successful activities in the first 3 years of the Academy's operation, the number of target States was reduced from 78 to 69 reorganised into 5 specified regions. The aim remains to empower those States to deliver aids to navigation services to full international standards. By the end of 2015 it is expected that 3 more States will have built their capacity sufficiently to permit their removal from the target list.

Since 2012, the list of VTS Accredited Training Organisations (ATOs) has grown from 12 to 28 and AtoN ATOs from 1 to 7. It is expected that both lists, particularly ATOs delivering AtoN training, will continue to grow. Formal agreements have been drawn up with five States to enable them to use the full suite of Level 1 training documentation produced by the Academy and further initiatives are being pursued in key target regions including Western and Southern Africa, Meso-America and Caribbean and the Pacific.

Under agenda item 12 Council will be asked to approve a new decision for the Academy. The proposed revision of the original Council decision on the Academy aims to give more clarity to the delegation given to the Board, and would allow the Academy to react rapidly when receiving requests for assistance. It also suggests an increase in the number of Board Members designated by the Council from 3 to a maximum of 6 which will provide greater international input while preserving the Board's ability to direct Academy activity in the most effective manner.

## **7. The EfficienSea 2 Project**

IALA's work as a partner in this EU supported project is proceeding to plan. The initial payment to IALA of €135,000 was received in June 2015. Dr Nick Ward of R&RNAV UK is engaged part-time to manage IALA's task in the project, and is being supported by Seamus Doyle. A check of progress made by the IALA team was last carried out by the Deputy Secretary-General and the Finance and Administration Manager in November.

Council is requested to:

- . Note the information provide
- . Approve the IALA Basic Documents (Input paper C61-5.1.1)

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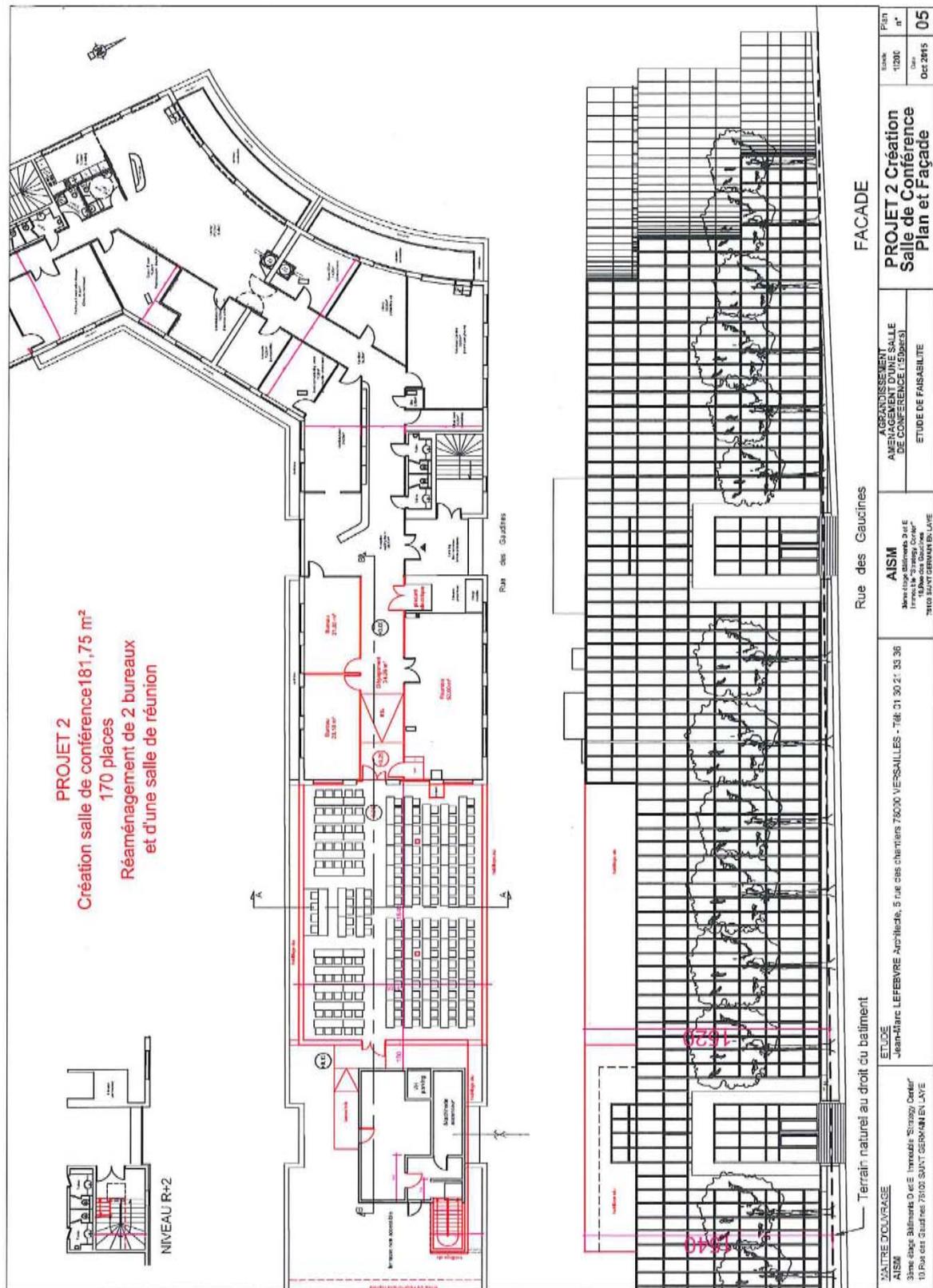
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