

**IALA COUNCIL
72nd session**



**8 -10 December 2020
Video Conference**

10. INDUSTRIAL MEMBERS COMMITTEE

10.2 Draft Terms of Reference

NOTE FROM THE SECRETARIAT

The Constitution and Bye-Laws of the Industrial Members Committee (IMC) has a long history and was last modified by the General Assembly of the Industrial members 29th September 2008, more than 12 years ago.

Since June 2016 the Bye-Laws have formed an integral part of the IALA Basic documents.

The IMC has decided that it was necessary to review and up-date the Bye-Laws without changing the basic content of the rules.

To fit in with the other subsidiary bodies of IALA the name Bye-Laws is proposed changed to Term of Reference (ToR), and the name Industrial Members Committee (IMC) is proposed changed with Industrial Members Group (IMG), because the term Committee has very specific conditions, in accordance with the Constitution Article 9.

As mentioned in the Bye-Laws and draft ToR they are amended and approved at the General Assembly of the Industrial members. The next General Assembly is planned at the IALA Conference in 2022 in Brazil.

The draft Terms of Reference were agreed by the Mid-Term meeting of the Industrial members and are attached for information.

**THE COUNCIL IS INVITED TO
Note the draft Terms of Reference.**

DRAFT TERMS OF REFERENCE – INDUSTRIAL MEMBERS GROUP

1 INTRODUCTION

Industrial membership may be applied for by manufacturers and distributors of Marine Aids to Navigation equipment for sale, or organizations providing Marine Aids to Navigation (AtoN) services or technical advice under contract.

Each Industrial member shall nominate one person ('representative') as its representative in all matters concerning IALA.

The Industrial members are represented by the Industrial Members Group (IMG) comprising a minimum of five Industrial members.

The IMG is elected at the Industrial Members General Assembly held in conjunction with each Conference.

The IMG will be responsible to the Council.

2 OBJECTIVES

The Industrial Members Group will:

- a) Support the objectives of the Strategic Vision and encourage adoption of the Standards by Industrial members to promote global harmonization of AtoN services.
- b) Advise the Council and the Secretariat on matters relevant to the field of activity of IALA with special consideration for the interest of Industrial members.
- c) Provide support to the World-Wide Academy on specific issues related to Industrial members in connection with education, training, capacity building and research and development.
- d) Provide an agreed coordinated view from Industrial members on IALA policy, and on the development and maintenance of IALA guidance documents.
- e) Keep industrial members informed about all important decisions and events in IALA.
- f) Call the Industrial members General Assembly and call such other meetings from time to time as the IMG considers necessary to achieve its objectives.
- g) Promote involvement of Industrial members in committee's work.
- h) Organize and manage an industrial exhibition during the Conferences and Symposia and an Industrial members' evening at Conferences in collaboration with the host country.
- i) Provide support to the Secretariat concerning the organization of other events such as Seminars and Workshops.
- j) Carry out such other work as the Council may from time to time require.

3 COMPOSITION AND ELECTION

The IMG is composed of a minimum of five Industrial members and the Secretary General. The members of the IMG shall be elected at the Industrial members General Assembly by voting with a simple majority, as follows:

- a) One member elected by the Industrial members in the Americas region. (Regional Representative).
- b) One member elected by the Industrial members in the Asia and Oceania region. (Regional Representative).
- c) One member elected by the Industrial members in the Europe and Africa region. (Regional Representative).
- d) One member elected by the Industrial members of the country wherein the next Conference will be held.
- e) One or two members elected by all Industrial members after the other four have been elected.

4 PRESIDENT AND VICE-PRESIDENT

Immediately after their election, the newly elected Members shall meet and vote by simple majority to designate a President and a Vice-President.

The President should normally be from the country that will host the next Conference. If the President or the Vice-President resign, the Industrial member concerned may nominate an alternate to take the place of the resigning representative.

5 DUTIES OF THE PRESIDENT, VICE-PRESIDENT AND THE REGIONAL OFFICERS

The collective duty of IMG members is to represent the interest of all Industrial members and to contribute by reasonable means to the achievement of the objectives listed in Article 2.

The individual duties of the President/Vice-President are:

President:

- a) Chair IMG meetings and General Assemblies of Industrial members;
- b) ensure that the interests of the Industrial members are always taken into consideration by IALA; and
- c) ensure the objectives of the IMG are met.

Vice President:

- a) Provide such assistance to the President as is necessary to ensure the smooth running of the IMG; and
- b) deputize for the President as and when required.
Other participants may be invited by the Chair to participate in IMG meetings and General Assemblies to provide expert advice.

The Secretariat will appoint a Secretary to the IMG to record meetings and provide such other support to the IMG as may be required.

6 DELIVERABLES

The IMG will produce a written report of each meeting and the Chair will report the advice of the IMG to Council at the following Council meeting.

These reports will be made available to all members by the Secretariat.

7 FINANCIAL ASPECTS

An IMG provision is created in the Balance Sheet to cover the expenses related to the main events and duties of the IMG. The amount of the provision will follow the normal budget procedures of IALA.

In the interval between two conferences, any operational expenses may be made directly from the general IALA budget of Expenditure, approved by the Council.

8 PROCEDURES

The IMG should ordinarily meet at least once each year. Meetings may be in person or by electronic means and may be held more frequently if deemed necessary by the President. Decisions will be made by consensus.

Meetings will normally be held at IALA Headquarters. However, during the preparation for an industrial exhibition in conjunction with a Conference or Symposium, at least one meeting should be held in the host city.

IMG members can, if requested, be reimbursed for economy full fare air travel to IMG meetings outside of their region for a maximum of four (4) meetings between Conferences.

The IMG should make use of electronic tools (e-mail, correspondence groups, discussion forums, teleconferences/computer conferences etc.) to augment regular meetings, as required, to progress the work.

These Terms of Reference are approved and amended by the General Assembly of the Industrial members by a simple majority of those present and voting either at ordinary meetings or by electronic means.