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**IALA**

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# IALA WORLD-WIDE ACADEMY MINUTES OF THE 18<sup>TH</sup> BOARD MEETING

17 JUNE 2020



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## 1. OPENING

### 1.1 Welcome by the Chair

The Chair welcomed all members to the 18<sup>th</sup> meeting of the IALA World-Wide Academy Board which was conducted online for the first time due to the challenges stemming from the COVID-19 pandemic. The Chair thanked IALA for the efforts undertaken during the pandemic to keep operations and work moving forwards.

### 1.2 Approval of the Agenda

*The Board approved the agenda.*

## 2. MATTERS ARISING FROM LAST MINUTES

### 2.1 Action items from last meeting

Updates on the following actions items from the 17<sup>th</sup> Board, which were not considered elsewhere on the agenda, meeting were provided:

*Board members should continue efforts to negotiate future financial support from existing sponsors and pursue potential new sponsorship opportunities and to report their activities to future Board meetings.*

Board members were encouraged to continue to identify and explore potential options for financial support. Action item to continue.

*The Dean should liaise with the World Maritime University to discuss future cooperation.*

The Dean reported that contact had resumed with the World Maritime University and an invitation to lecture on the 12 June 2020 had been received. Subsequently, this was cancelled due to the COVID-19 pandemic and it is now likely that the next opportunity will arise in 2021.

*The Secretary is to review the travel insurance arrangements for World-Wide Academy staff and consultants to ensure that it is sufficient for the relevant operating environments*

An analysis of the coverage of the travel insurance arrangements for Academy staff has been completed. The policies for full time staff were found to be comprehensive in nature and fit for purpose providing coverage on a world-wide basis with very few country exceptions which are checked on a case-by-case basis.

## 3. FINANCIAL MATTERS

### 3.1 Financial situation 2019

The current financial situation was reviewed by the Board (WWAB18-3.1.1). The situation indicated that there was a reserve of circa €269,938 from 2019 which serves as a general fund to withstand unforeseen issues. The general financial results for 2019 have also been published in the IALA annual report.

Some activities took place early in 2020 although most external activities scaled back from early March at the commencement of the COVID-19 pandemic. The majority of expenses for 2020 to date consist of fixed expenses related to staff, consultants and general operations although expenditure is planned for the development of the distance learning platform.

There is currently €259,000 available funds which represents a few months of reserve.

*The Board noted the financial situation for 2020 to date.*

### 3.2 Funding and sponsors

Some sponsorship payments for 2020 have not yet been received and some only received in part. The contribution from IFAN has been received to the extent of €75,000 following a request to spread the payment in installments over 2020. A further contribution from IFAN of €100,000 is due imminently with subsequent contributions following during 2020.



Some risks exist with respect to sponsorship due to the COVID-19 pandemic and other issues which will be addressed in the risk register.

The Nippon Foundation is a natural partner to explore for future partnerships/sponsorship as they have a focus on the development of people and resources. The momentum with the IGO project may present a good opportunity to renew contact with the Nippon Foundation after the signing ceremony of the IALA Convention in later 2020.

## 4. QUALITY AND RISK MANAGEMENT

### 4.1 Quality Management System

The Quality Management System remains in place and a management review meeting has been undertaken. The Board reviewed the outcomes of the management review (WWAB18-4.1.1).

The following actions arose from the management review:

1. Continue the implementation of a document control mechanism in the QMS.
2. Review and revise the Academy KPIs.
3. Review and rationalise the Academy QMS documented processes.
4. Review and streamline the Non-Conformity reporting process.

The management review concluded that the QMS is reasonably fit for purpose and could be further enhanced once the action items have been addressed.

*The Board noted the outcomes of the Management Review.*

*The Secretary is to progress the actions contained within the management review and update the Board at the 19<sup>th</sup> meeting.*

### 4.2 Academy Risk Register

The IALA World-Wide Academy Risk Register was presented to the Board and was reviewed (WWAB18-4.2).

Whilst most risk factors are unchanged or reducing, the possibility of the loss of major sponsorship remains the highest risk factor and must be continuously mitigated through effective briefing of major sponsors as well as sponsorship diversification. The COVID-19 pandemic has made it difficult for the Academy to produce its traditional results (requiring extensive travel activity), which may impact upon future sponsorship. The Academy is working hard on developing its Internet based activities in order to improve its ability to produce results, despite the pandemic.

*The Board noted the Academy Risk Register.*

## 5. ACTIVITIES

### 5.1 Activities 2019/2020 – briefing paper

Board members reviewed the World-Wide Academy activities briefing paper (WWAB18-5.1.1). The Board noted that the activities of the Academy can also be beneficial to gaining new IALA members.

### 5.2 Action Plan 2020

The action plan for the remainder of 2020 was presented to the Board (WWAB18-5.3.1). The Board also reviewed the impact of the COVID-19 pandemic on the planned programme of activities. The Academy is considering what work may be achieved remotely without the need for travel and is also considering the health implications and the necessary risk assessments needed when travel is possible again.

*The Board noted the action plan for 2020.*



## **6. STRATEGY & ACADEMY DEVELOPMENT**

### **6.1 Update on the IALA IGO project**

The Diplomatic Conference was successfully held in Kuala Lumpur in February, just before the main restrictions related to COVID-19 were imposed world-wide. Some 250 participants representing 60 governments attended and contributed to the discussions on the convention text. The main issue to overcome was the official languages, the conference made a decision to adopt all official languages of the UN. A conference resolution stating English will be the working language and that the committees and council will be conducted in English was adopted. The official languages will only be used for the general assembly. In time, the major documents will be translated into the languages.

It is anticipated that the signing of the convention will take place in November in Paris. As soon as 30 instruments of ratification are received the convention will enter into force and IALA will become an IGO. It is not unrealistic to expect this to take about two to three years.

### **6.2 World-Wide Academy Vessel Traffic Service Plan**

The Board was updated on the implementation of the VTS plan which represented a growing area of work for the Academy. The first VTS missions have been identified and were due to take place in April 2020. Unfortunately, these were postponed due to the COVID-19 pandemic and will be rescheduled in due course. An online workshop on 'VTS Training and Qualifications, 2020 and beyond' is currently being held by the Academy in conjunction with the VTS Committee.

### **6.3 ATO status and development update**

Due to the COVID-19 pandemic all residential Level 1.1 Marine Aids to Navigation Manager and L1.3 Risk Management Toolbox courses have either been cancelled or postponed. China is seeking to offer a course later in 2020 but is subject to confirmation. France is also planning to offer a course for French nationals in Q4 2020.

Despite the cancellations and postponements demand remains strong for training.

### **6.4 Distance learning update**

Significant development is taking place with respect to online distance learning. The existing Level 1 courses are being updated and modernised and the Risk Management Toolbox and Master of Aids to Navigation Management courses are currently under development. A consultant has been appointed to assist with course development and it is planned to appoint a further consultant to provide technical expertise in the development of the online learning management system and interactive resources.

## **7. ANY OTHER BUSINESS**

No other business was raised.

## **8. CLOSING**

### **8.1 Next Meeting**

The next meeting is tentatively scheduled for Wednesday 18 November 2020 either at IALA Headquarters or online depending on any COVID-19 restrictions in place at the time.

### **8.2 Closing Remarks**

The Chair thanked all Board members for a successful meeting.



## 9. APPENDIX 1

### 9.1 Board Decisions

<i>The <b>Board approved</b> the agenda.</i> .....	3
<i>The <b>Board noted</b> the financial situation for 2020 to date.</i> .....	3
<i>The <b>Board noted</b> the outcomes of the Management Review.</i> .....	4
<i>The <b>Board noted</b> the Academy Risk Register.</i> .....	4
<i>The <b>Board noted</b> the action plan for 2020.</i> .....	4

### 9.2 Action Items

<i><b>Board members</b> should continue efforts to negotiate future financial support from existing sponsors and pursue potential new sponsorship opportunities and to report their activities to future Board meetings.</i> .....	3
<i>The <b>Dean</b> should liaise with the World Maritime University to discuss future cooperation.</i> .....	3
<i>The <b>Secretary</b> is to progress the actions contained within the management review and update the Board at the 19<sup>th</sup> meeting.</i> .....	4

### 9.3 List of Participants

Mr. Seung-Gi Gug	Chairman
Sir Jeremy de Halpert	Board Member
Mr. Jean-Charles Leclair	Board Member
Mr. Tamotsu Ikeda	Board Member
Mr. Francis Zachariae	Secretary-General IALA/Board Member
Mr. Omar Frits Eriksson	Dean WWA/Board Member
Mr. Kevin Gregory	Education and Development Manager/Secretary



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