



IALA WORLD-WIDE ACADEMY IALA EXPERT – STANDARD TERMS OF AGREEMENT

Procedure for Selection

The IALA World-Wide Academy requires acknowledged experts in both aids to navigation management and Vessel Traffic Services to assist with its Capacity Building strategy. Individuals wishing to become an IALA Expert can be proposed by their parent organisation or apply as individuals. An application form is available on the Academy website. Applications will be considered by a selection team comprising the Chair and vice-Chair of the appropriate IALA Committee. If endorsed, the selection team will inform the Academy that the applicant is recommended to be an IALA Expert.

Period of Validity and Termination

The period of validity for each IALA expert shall be a maximum of four years. Endorsed experts should apply for re-selection before the period of validity expires. The Academy may at its sole discretion terminate an Expert's validity should it consider that to be appropriate. Experts retain the right to inform the Academy that they no longer wish to continue to act as an expert at any stage during the period of validity.

Publication of IALA Expert Names

It will be understood that each endorsed Expert agrees that his or her name, and where appropriate the name of his or her parent organisation, shall be publicised on the Academy website. It will be for each Expert to seek agreement from his or her parent organisation, if applicable, for such information to be made public.

Acceptance of Project Tasking

As tasks requiring expert assistance are generated, the Academy will contact one or more of its Experts to determine their availability. It will be entirely a matter for each Expert to accept or decline such a request. Acceptance by an Expert places no legal obligation on them to undertake the task should circumstances cause them to withdraw up to the date on which a formal agreement or contract is signed. However any advance of expenses which have been made to the Expert must be repaid in full within 10 working days of withdrawal of their services.

Payment and Sponsorship

The Academy is independently funded, but is dependent on generous sponsorship for the delivery of its services. Experts may either be remunerated by the Academy at the daily rates set out in the contract, or may receive full or partial sponsorship from their parent organisations for specific projects. Experts are requested to advise the Academy whether full or partial sponsorship might apply: fully sponsored (salary and travel expenses paid by the parent organisation – option 1), partly sponsored (salary paid by the organisation – option 2), non-sponsored by the parent organisation (option 3).

The Academy would then acknowledge such sponsorship in the most appropriate manner.

Terms of Reference for Project Tasking

The Academy will supply each Expert or team of Experts with Terms of Reference for each task. Formal acceptance by the Expert or team leader will constitute an agreement or contract to deliver the services set out in the Terms of Reference.

It will be for each Expert to seek agreement from his or her parent organisation to deliver the services set out in the Terms of Reference,

Project Agreement or Contract Procedures

Nothing in this agreement prevents any IALA Expert from entering into private consultancy contracts with individuals or organisations. However if that contract might involve IALA matters, it is requested that the Academy be informed in general terms.

The standard procedure is that the Academy will enter into an agreement or a contract with one or more IALA Experts covering a specific project. The Expert(s) would invoice IALA for their services and expenses using the standard claim form at Appendix 2. The Academy will then approve the invoice before the Expert is reimbursed by IALA.

It will be entirely a matter for the Academy to recover costs from the organisation generating the request for services where appropriate.

Daily Rates and Travel Rules

For the non-sponsored Experts, the Academy will set a day rate for professional services provided by all Experts on the 1st January each year. This rate will be shown under the “Fees” section of the contract. For the Experts not fully sponsored from their parent organisations, they are entitled to be reimbursed of their travel expenses in accordance with the current IALA travel policy. **Note that IALA Experts will be responsible for arranging their own medical and travel insurance including loss of personal effects.**

Bookings and Advances of Travel Costs

Each Expert will be responsible for arranging their own travel bookings and hotel accommodation when these are not provided by the parent sponsor organisation or client. Experts may request the Academy for an advance of expenses in Euros. The advance will be shown on the Travel Claim form and deducted from the total to be reimbursed.

Agreement of Terms

I agree to the terms and conditions of being registered as an IALA Expert.

Signature:

Date: