



## **Report of the 55<sup>th</sup> Session of the IALA Council**

**27 - 31 May 2013**

### ***Executive Summary***

- The revised 2013 Budget was noted (7.1);
- Taking into account comments made at the meeting of the IALA Council Strategy group on 27 May, 2013, the proposed way ahead with the development of IALA strategy was endorsed (8);
- Draft Guidance documents and workshop proposals from the Committees were approved (9):
  - 2 Recommendations & 10 Guidelines.
- 2 workshop proposals were approved (9.4 & 9.7);
- 10 Model Courses were endorsed (10);
- The WWA's list of IALA experts was endorsed (10);
- The IMO / IALA Zero accident campaign input to NAV57 was approved and despatched (9.5);
- The 4<sup>th</sup> WWA Board meeting report, which includes the action plan for 2013 and the schedule for 2014 – 2016 was noted (10);
- Following intensive discussion about the proposed change of status for IALA it was agreed that the process to take the change of status through various stages leading to a vote by the General Assembly in May 2014 should continue, taking note of specific queries raised, the agreed need for an effective communications plan and recognising a challenging time line (11.1);
- 5 new Industrial members and 3 Associate membership applications were approved (15.1).

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IALA Council  
55<sup>th</sup> Session

31 May 2013

## Report of the 55<sup>th</sup> Session of the IALA Council (C55)

### 1 OPENING

The 55<sup>th</sup> session of the **IALA Council** was held between 27 & 31 May 2013, in the Nurimaru APEC House, Busan, with David Gordon in the Chair. The Secretary for the meeting was Mike Hadley.



#### 1.1 Opening remarks

The Chairman opened the meeting by complementing Korea for its excellent preparations, hoping that the Council would run as smoothly. He drew attention to the Safety and Administration booklet provided to all delegates.

The President then welcomed all participants and then briefed the meeting about the daily routine being followed.

## 2 APOLOGIES FOR ABSENCE

Apologies had been received from:

Daniel Breton	Canadian Coast Guard	Canada
Jean-Luc Le Liboux	Direction des Affaires Maritimes	France
Ian McNaught	Trinity House	UK
Yvonne Shields	Commissioners of Irish Lights	Ireland
Kirsti Slotsvik	Norwegian Coastal Administration	Norway
John Sugarman	Industrial Members' Committee	

The chairman then welcomed the new attendees to the meeting, those representing Councillors and introduced the new Council members for Brazil and Senegal.

A list of participants is at ANNEX A

## 3 APPROVAL OF THE AGENDA

### 3.1 Draft Agenda (to approve)

A copy of the agenda is at ANNEX B.

*The 2<sup>nd</sup> draft Agenda (paper C55/3.1/1 rev1) was adopted.*

### 3.2 List of Input Papers

One amendment was noted, in that the draft agenda was at its 2<sup>nd</sup> release.

A copy of the list of input papers is at ANNEX C.

*With the one amendment, the list of input papers (paper C55/3.2/1 dated 16 May 2013) was noted.*

## 4 APPROVAL OF THE REPORT OF THE 54<sup>TH</sup> SESSION OF THE IALA COUNCIL

### 4.1 Report of the 54<sup>th</sup> Session of the Council (to approve)

It was remarked that the report of the 54<sup>th</sup> Session of the Council (paper C55/4.1/1) had been approved immediately after the close of that meeting and so had not been recorded in the minutes.

*The approval of the report of the 54<sup>th</sup> Session of the Council (paper C55/4.1/1) was noted.*

### 4.2 Review of Actions from the 54<sup>th</sup> Session of the IALA Council (to note)

#### 4.2.1 Actions for the Council

Paper C55/4.2/1 refers.

Action 1 is complete.

Action 2 is complete.

Action 3 is complete.

Action 4 is complete.

#### 4.2.2 Actions for IALA

Action 5 is complete. See also agenda item 7.



Action 6 is complete. See also agenda item 7.

Action 7 is complete. See also agenda item 7.

Action 8 is 99% complete, awaiting final approval of the 2012 accounts.

Action 9 is complete. See also agenda item 8.

Action 10 is complete. See also agenda item 9.4.

Action 11 is complete.

Action 12 is complete.

Action 13 is complete.

Action 14 is complete.

Action 15 is complete.

Action 16 is on going. See also agenda item 9.1

Action 17 is complete.

Action 18 is complete. See also agenda item 12.2.

Action 19 is 'work in progress' and will be contained in the Annual Report.

Action 20 was taken under agenda item 17.1

Action 21 is complete. Currently, task is considered infeasible.

Action 22 is ongoing with the new website. See also agenda item 16.1.

#### 4.2.3 Actions for the WWA

Action 23 is complete.

Action 24 is complete.

#### 4.2.4 Actions for the Committees

Action 25 is complete.

Action 26 is complete. However, the paper has yet to be reviewed by the LAP.

Action 27 is ongoing.

Action 28 was taken under agenda item 9.5.

#### **Action item**

*The VTS Committee is requested to continue developing a proposed VTS Strategy, taking into account the guidance provided by the Council.*

A list of Action items arising from the 55<sup>th</sup> Session is at ANNEX F.

## **5 REPORT BY THE SECRETARY-GENERAL**

The Secretary General briefed the Council on recent activity of the Organisation and highlighted the following issues:

- The workload and activity of IALA continues to grow, being a pre-Conference year, the 2013 IALA calendar has been very full with active participation from the membership;
- Quality Assurance has continued as a priority during the reporting period, with IALA introducing a new 'Intranet' for Secretariat policies and procedures;
- Following the Council's request at Council 54, steps have been taken to strengthen the financial management within the Secretariat;



- In addition, on the subject of human resource management, steps are underway within IALA to bolster the current resources for the technical co-ordination section of IALA due to increased workload;  
Dr Hadley who has provided excellent technical secretariat support to the Committees, workshops and other forums of IALA will now join a group of part time Committee Secretaries to help share the load and provide improved business continuity to IALA. Arrangements are still being finalised for this revised mode of operation.
- Further changes are also underway in the staffing structure of the technical arm of the organisation to balance workloads and continuity;
- Despite the recent upgrades in Information Technology at headquarters, there are still a number of improvements required to provide a reliable service to both the membership and Secretariat. Work is continuing in this area.

It was reported by the Netherlands that permission has recently been granted for Mr Jeffrey van Gils to provide technical assistance to IALA with respect to its IT challenges. A decision is expected shortly about his joining the IALA IT Advisory Group.

Thanks were expressed for the current efforts of Mr van Gils, both during Committee meetings and for his excellent report on how IALA might improve its WiFi and internet provision.

*The Secretary-General's report to the Council (paper C55/5/1) was noted.*

## **6 NATIONAL MATTERS**

Council members updated the meeting with regard to developments in their own countries. In the course of the update 3 presentations were made, each of which is available from the ftp server and the Council website.

### **6.1 Brazil**

The presentation was made by Captain Alberto Piovesana.

### **6.2 China**

The presentation was made by Captain Chen Aiping.

### **6.3 Korea (eLoran)**

The presentation was made by Professor Gug Seung-gi.

## **7 FINANCIAL MATTERS**

The Finance and Audit Committee (FAC) met on 27 May 2013. Apologies were noted from the members from England, France & Ireland and in the absence of the Hon. Treasurer, the Chair was taken by the Secretary-General.

The meeting reviewed all the input papers provided to it and decided to recommend that the:

- the Secretary-General should present the finance agenda item in the full session of the Council;
- the budget for 2013, having been approved at the Council's 54<sup>th</sup> meeting, its revision only requires to be noted at the current meeting;
- the proposed membership fees for 2014 be approved;
- consideration should be given to providing the draft budget for the following year at the June meeting of the Council, rather than at the December meeting;

- further time be given for the new protocol set in place for the recovery of bad debts to mature, as it was showing signs of reducing the problem;
- no members currently in arrears should be expelled at the current meeting.

The FAC noted that the new requirement for audited accounts, due to the grant by France as a result of the move to the present headquarters. Although not yet quite finalised, the auditors expect to present unqualified accounts for 2012 but there are some minor issues to be resolved for the 2011 accounts.

Whilst it is still the case that IALA and WWA are managed completely separately, the FAC also noted that for French audit purposes the accounts are audited as one account.

The FAC reviewed and agreed the financial documentation to be presented to the full session of the Council. The papers were distributed to the meeting in hard copy.

### **Action item**

*The Secretariat should consider the advisability of presenting a draft budget at the mid-year Council meeting of the previous year.*

## **7.1 2012 Balance Sheet**

The Balance sheet of the 12-month tax year closed on 31 December 2012 reports a Net profit of €190,429. Even if the Net Result has decreased compared to 2011 (-25%), it remains positive despite significant expenses due to the installation in the new premises in Saint Germain-en-Laye and due to the increase of IALA workforce through the hiring of additional personnel. This result also includes a surplus from the World Wide Academy activities (€119,586.57).

*The 2012 Balance sheet (paper C55/7.1) was approved.*

## **7.2 Revised Budget 2013**

The Council in December 2012 tasked the Secretary General to review all income and expenditure and identify savings. In order to meet this requirement, a new presentation of the budget has been put in place in order to have a better understanding of the accounts. From January 2013, the budget is divided into 3 parts:

- the personnel costs (salaries, consultant fees, social security charges other personnel costs);
- the current operation costs (running expenses, building costs, workshops, publications & missions);
- the Capital expenditure representing the investments of the Association.

### **7.2.1 Identifying savings**

The following savings have been identified:

- 1 The decision has been taken to repay the bank loan that IALA had contracted, in order to buy the new premises in St Germain en Laye (the savings for 2013 will be about €96,000.00).
- 2 An internal reorganisation of the staff is also in place aiming at redistributing the workload.
- 3 At the same time, efforts are concentrated on the recovery of bad debts (not only for membership fees but also for seminar / workshop fees, sales of publications and advertising). A new policy has been put in place especially for membership fees payment.
- 4 The Secretary-General will continue to identify further savings within the IALA budget.

### **7.2.2 Income**

The income budget has been revised (-1%):

- membership fees have been readjusted according to the latest number of members;
- income from Seminars has been raised according to the last known number of attendants;
- a new budget line has been inserted to take into account interest on bank accounts;
- the budget line "Host Country Grant" has been deleted as it is no longer appropriate.

#### 7.2.3 Expenses

The budget approved in December 2012 has been revised (+4%) to take into consideration new requirements such as:

- the purchase of a new accounting software, the set-up of the new IALA Web site, new contract to improve IT arrangements, new contract for audio sound maintenance etc.;
- audit fees for the year 2012 and 2011;
- new personnel arrangements.

#### 7.2.4 Provisions

The provision for severance pay has been recalculated in 2012 and this has an impact on the 2013 budget. The Auditor has pointed out the need to harmonize all contracts of staff members and to readjust the provision accordingly in 2013.

*The revised budget for 2013 was noted.*

### 7.3 Financial Forecast 2014 - 2017

The financial forecast was presented for information. The draft budget assumes annual growth in expenditure of 3%.

It was confirmed that although IALA has now adopted a 'risk free' approach to the holding of Conferences and Symposia there will be expenses involved in a Conference that the host country could not be expected to bear. Hence, a provision is made for Conference expenditure and it is considered that the amount declared is sufficient.

*The financial forecast for 2014 – 2017 was presented for information and noted.*

### 7.4 Cash flow at 30 April 2013

In the absence of the Hon. Treasurer, the Secretary-General presented the current cash flow (as at 30 April 2013) to the Council, drawing attention to the following items:

#### 7.4.1 Income

For membership fees, the cash flow situation reflects money received in 2012 (€349,625) and money received in 2013 (€769,169). The total amount received represents 66.13% of the budget, which is reflective of IALA's annual invoicing policy.

It was pointed out that the WWA does pay for secretariat services and facilities, which is why there is an income being derived from the WWA in the IALA income stream.

#### 7.4.2 Expenditure

The statement in April still includes the monthly payment of the bank loan and the high payment of interest. Total expenditure at the end of April represented 29.28% of the budget.

#### 7.4.3 Global

The cash flow statement, to 30 April 2013, is at ANNEX D.

*The cash flow, as of 30<sup>th</sup> April 2013, was noted.*

## 7.5 Membership fees 2014

### 7.5.1 General

As recommended at the last Council meeting in December 2012, the debts of the previous National Member in Panama have been written off (€57,650). At end of April 2013, IALA still had €348,140 of unpaid membership fees.

As the new recovery policy was only put in place earlier this year, it is suggested to wait until the end of the year before taking any further decisions.

### 7.5.2 Membership fees for 2014

The proposal by the FAC for membership fees for 2014 was:

	2012	2013	Variation	2014	Variation
National	13 200 €	13 600 €	3,03%	14 000€	2,94 %
Industrial	4 900 €	5 050 €	3,06%	5 200€	2,97 %
Associate	2 575 €	2 650 €	2,91%	2 730€	3,02 %

*The membership fees for 2014, as proposed by the Finance & Audit Committee were approved as follows:*

*National Membership: €14,000*

*Associate Membership: €5,200*

*Industrial Membership: €2,730*

## 8 IALA STRATEGY

### 8.1 Development of an IALA Strategy

At Council meeting 54, Council instructed the Secretariat to ‘... start the process for developing IALA’s strategy, clarifying any terminology used and provide a timeline, circulating the results to the Council by e-mail.’

At the same meeting, the Council Strategy Group decided that there should be a four-stage approach as follows.

- 1 ‘Development of a ‘Vision’; this would be developed by the Secretariat and then circulated, via the Strategy Group, to Council for comment and eventual approval.
- 2 Specification of 3-4 goals to achieve the ‘Vision’ by the Secretariat, which will then be circulated, via the Strategy Group, to Council for comment and eventual approval.
- 3 Development of strategy to achieve the goals by the Secretariat, in conjunction with the PAP, which will then be circulated, via the Strategy Group, to Council for comment and eventual approval. As many of the strategy statements as possible should be measurable.
- 4 Development of the 2014 – 2018 Work Plan by the PAP, which will then be circulated to Council for comment and eventual approval. The individual components of the Work Programme are to be measurable, well defined and capable of being achieved within the anticipated seven Committee meetings. The Council anticipates prioritising the proposed Work Plan items. The resulting deliverables are seen as documents, produced by the Committees and, as such, will need to form part of the relevant Work Plan item.’

#### 8.1.1 Timeline

A timeline was developed by the Secretariat in response to the Council's instruction at its 54<sup>th</sup> session.

The Secretariat undertook to update the timeline to take account of the result of the strategy discussions with PAP members and the decisions of the Council Strategy Group as endorsed by Council.

The actions below include those flowing from the Council Strategy Group meeting, held on 27 May 2013.

##### *Action item*

*The Secretariat is requested to update the IALA Strategy timeline in time for review at the Council's 56<sup>th</sup> Session.*

*The Secretariat is requested to consider the specific terminology issues, e.g. traffic management at sea, raised at the meeting.*

*The Secretariat is requested to apply version control to the Strategic Vision Excel spreadsheet.*

*The Secretariat is requested to despatch current, relevant strategy documents to the Council members.*

#### 8.2 Report of Strategy meeting 27 May 2013

The IALA Council Strategy Group met during the IALA Council's 55th Session at the Nurimaru APEC House, Busan on 27 May 2013. All IALA Council members were welcome to attend. The meeting was chaired by Mr Christian Forst, Germany. The report of the meeting is at ANNEX E.

The actions below include those flowing from the Council Strategy Group meeting, held on 27 May 2013.

##### *Action items*

*The Secretariat is requested to consider the specific terminology issues raised at the meeting.*

*The Secretariat is requested to apply version to the Strategic Vision Excel spreadsheet.*

*The Secretariat is requested to despatch current, relevant strategy documents to the Council members.*

*The Secretariat is requested to provide revised strategy documents, in a structured way, for e-mail comment in time for their collation and use as input to the strategy discussion at the 56<sup>th</sup> Session of the Council.*

*The Council noted the report of the Strategy Group meeting and endorsed the Group's decisions.*

### 9 IALA TECHNICAL ACTIVITIES

#### 9.1 Report on Technical Activities

The Secretariat reported on the recent activities of the four technical Committees and the Policy Advisory Panel.

In subsequent discussion it was suggested that in paragraph 3.3 the e-NAV Committee meeting should be recorded as number 13 and not 20.

The pros and cons of hosting a resilient Position, Navigation and Timing (PNT) forum were discussed, with consideration being given to whether it was premature and how it would be resourced. The Secretary-General pointed out that the paper being submitted (see agenda item 9.4) was in response to a request from the 54<sup>th</sup> Session of the Council and that consideration would be given to ensure adequate resourcing for the event.

On the subject of IALA producing future technical standards, it was indicated that the creation of technical standards would be a positive move for IALA. However, this too raised a query about resourcing. The Deputy Secretary-General said that the small group that had begun studying the implications of creating standards has had some preliminary thoughts about resourcing and that it was anticipated that a proposal would be input to the 56<sup>th</sup> Session of the Council.

*The report on IALA technical activities (paper C55/9.1/1 rev1) was noted.*

## **9.2 IALA meetings held**

The meetings held since the last Council meeting and planned to be held before the next Council meeting were indicated and are contained in paper C55/9.1/1 rev1.

Dr Hadley reported on two recent workshops:

Portrayal of data and information at a VTS (6-9 May in Bremen)

Application of Aids to Navigation within Marine Spatial Planning (21 – 24 May, at IALA)

The report on these two very recent events could not be produced in adequate time for presentation at the current meeting and will be presented at the 56<sup>th</sup> Session of the Council.

## **9.3 Policy Advisory Panel (PAP)**

### **9.3.1 Documents to note**

#### **9.3.1.1 Report of PAP25**

The Deputy Secretary-General, indicating that there had been good attendance for the meeting, which had been held in the same week as the Strategy planning meeting. Attention was drawn to the following points:

- the discussion about providing an AIS manual;
- the discussion about succession planning;
- the need to provide a single definition of an AtoN, which would necessarily involve the IALA Dictionary;
- the IMO / IALA Zero Accident campaign;
- the provision of technical support to Committees;
- the review of IALA documents, which is ongoing work for the PAP;
- the possible use of an IEC style template for some IALA documentation;
- the discussion on how the IALA document approval process might be improved;
- the suggestion to hold induction courses for new Committee members.

In response to a query about how the cohesion between Committees is to be maintained with the appointment of a number of Committee Secretaries, it was said policies and procedures, currently being drafted, would provide consistency and the continuity would be provided by the Deputy Secretary-General.

With regard to documentation categorisation it was suggested that IALA documents should be categorised by topic and that a uniform numbering system be adopted. The suggestions were welcomed and it was said that an review should begin with the implementation of the new website.

*The report of PAP25 (paper C55/9.3.1/1) was noted.*

#### **9.3.1.2 IALA events schedule to Conference 2014**

Following a query about the final worksheet 'Dates to be avoided', it was explained that the dates referred solely to the French public holidays as an aid to planning with regard to the secretariat personnel. They do not preclude IALA activity but are taken into account whenever possible.



The desirability of showing the programmes of other organisations, such as IMO, was readily acknowledged and is something that IALA is investigating further.

*The revised IALA events schedule, up to May 2014, (paper C55/9.3.1/2) was noted.*

#### **9.4 e-NAV Matters**

##### **9.4.1 Documents submitted for approval**

###### **9.4.1.1 Changes to the e-NAV Committee's Work Programme**

*The changes to the e-NAV Committee's Work Programme (paper C55/9.4.1/1) were approved.*

###### **9.4.1.2 Draft IALA Guideline on Harmonized implementation of Application-Specific Messages**

*The draft IALA Guideline on Harmonized implementation of Application-Specific Messages (ASM) (paper C55/9.4.1/2A) was approved.*

###### **9.4.1.3 Application for a workshop on employing common shore based system architecture**

*The application for a workshop on employing common shore based system architecture (paper C55/9.4.1/3) was approved.*

###### **9.4.1.4 FAQ on Common Shore-Based System Architecture**

It was asked if it would not be confusing if there were two separate sets of e-Navigation FAQ and why were the proposed FAQ not split into categories, as the existing e-Navigation FAQ are. There was also comment about the figure used to depict the 'Seven pillars', where the overarching text reads 'The international e-Navigation movement'. The opinion was given that the 'Seven pillars' is a methodology and so the text would be better if it read 'The international e-Navigation concept'.

With these comments in mind, it was decided that the e-Navigation Committee be invited to combine the two sets of FAQ, categorising the Common Shore-Based System Architecture FAQ by topic and take account about the 'Seven pillars'.

*Providing that the e-NAV Committee acted on the advice provided, it was not thought necessary that the information contained in the FAQ on Common Shore-Based System Architecture (CSSA) (paper C55/9.4.1/4) need be resubmitted to the Council.*

#### **Action item**

*The e-NAV Committee is requested to:*

- 1 Combine the two sets of e-Navigation FAQ.**
- 2 Categorise the CSSA FAQ by topic.**
- 3 Review the text concerning the 'Seven pillars', especially the text in the supporting figure.**

###### **9.4.1.5 Draft submission for an unplanned output to prepare performance standards for multi-system shipborne navigation receivers to NSCR1.**

China expressed support for the draft submission and undertook to provide any additional technical information required about the Beidou system.

*The draft submission for an unplanned output to prepare performance standards for multi-system shipborne navigation receivers to NSCR1 (paper C55/9.4.1/5A) was approved.*

##### **9.4.2 Documents to note**

###### **9.4.2.1 Report of e-NAV13**

*The summary report of e-NAV13 (paper C55/9.4.2/1) was noted.*



**9.4.2.2 Terms of Reference and Work Programme for an e-NAV Committee Working Group on Testbeds**

In clarification of concerns raised, it was emphasised that the purpose of the new Working Group is not to harmonise testbeds but to gather data about testbeds and their results.

The opinion was expressed that the 2013 e-Navigation Underway conference had shown that IALA had a role in this area and it was felt that the Working group's output would, at least initially, take the form of an Information Paper, rather than that of a Recommendation or Guideline. It was felt that the Working group would, eventually, be in a position to offer guidance on how to set up and run a testbed.

*The Terms of Reference and Work Programme for an e-NAV Committee Working Group on Testbeds (paper C55/9.4.2/2) was noted.*

**9.5 VTS Matters**

**9.5.1 Documents submitted for approval**

**9.5.1.1 Changes to the VTS Committee's Work Programme**

*The changes to the VTS Committee's Work Programme (paper C55/9.5.1/1) were approved.*

**9.5.1.2 IMO-IALA award for Zero Accident campaign**

The omission of the criteria for an 'excellent VTS' being registered with the World VTS Guide was queried on the basis that IALA is now responsible for the guide. This stimulated some debate in which the reasoning for the decision was explained but the expectation that any chosen VTS would feel the need to be represented was emphasised. The expectation is bolstered by the recent decision that access to the World VTS Guide is now free.

*IMO-IALA award for Accident Zero campaign – Submission to IMO (paper C55/9.5.1/2) was approved.*

Note by Secretariat. Given the deadline for submission (31 May 2013) the paper has been submitted to IMO.

**9.5.2 Documents to note**

**9.5.2.1 Report of VTS36**

*Summary report of VTS36 (paper C55/9.5.2/1) was noted.*

**9.5.2.2 IMO-IALA award for Accident Zero campaign – Actions requested from the VTS Committee**

*IMO-IALA award for Accident Zero campaign – Actions requested from the VTS Committee (paper C55/9.5.2/2) was noted.*

**9.5.2.3 IMO Circular letter No.3311 on IMO award for exceptional bravery at sea**

*IMO Circular letter No.3311 on IMO award for exceptional bravery at sea (paper C55/9.5.2/3) was noted.*

**9.5.3 Documents submitted for discussion**

**9.5.3.1 Paper on New Unplanned Output Proposal for a revision of Resolution A.857(20) Guidelines for Vessel Traffic Services**

Paper C55/9.5.3/1 refers.

This item was discussed, with the opinion that the request for a new work item was likely to be unsuccessful, due to the anticipated heavy workload of the newly combined NAV and COMSAR Sub-Committees and the undertaking at the last IMO Council meeting that members would do their best to reduce the request for new work.

There was also some speculation that the adequate compelling need had not been demonstrated and that the age of the document was not sufficient justification.

It was then suggested that IALA might consider publishing 'best practice' that did not conflict with the IMO Resolution A.857(20). A parallel was drawn with the proposal that rather than seek to change Standard Marine Communication Phrases, which is difficult within the current structures, IALA might produce best practice guidance with regard to VTS phrases, similar to that produced by ICAO for aviation.

It was suggested that the issue comprised two questions:

- 1 Can IALA achieve what it wants by means of Recommendations or Guidelines?
- 2 If not, the items that must be changed should be clearly identified and form the basis for a submission.

At this stage Australia offered to sponsor a submission and the USA indicated that it would support a submission 'from the floor'. The Netherlands, whilst unable to confirm its position said that it would possibly also support a submission 'from the floor'. Thus it was concluded that the VTS Committee should continue with its work.

### **Action item**

*The VTS Committee is requested to proceed with its work on New Unplanned Output Proposal for a revision of Resolution A.857(20) Guidelines for Vessel Traffic Services.*

## **9.6 ANM Committee matters**

### **9.6.1 Documents submitted for approval**

#### **9.6.1.1 Changes to the ANM Committee's Work Programme**

*The changes to the ANM Committee's Work Programme (paper C55/9.6.1/1) were approved.*

#### **9.6.1.2 Draft IALA Guideline on user requirements and practical applications of e-Navigation from berth to berth**

*The draft IALA Guideline on user requirements and practical applications of e-Navigation from berth to berth (paper C55/9.6.1/2A) was approved.*

#### **9.6.1.3 Draft revised IALA Guideline 1018 on risk management**

*The draft revised IALA Guideline 1018 on risk management (paper C55/9.6.1/3A) was approved.*

#### **9.6.1.4 Draft revised IALA Guideline 1081 on virtual AtoN**

There was discussion about the need for the second bullet in paragraph 5.5.1 of the document:

*In using virtual AtoN the following are among the issues that need to be considered:*

- *carrying out a proper risk assessment to ascertain the need for virtual AtoN;*
- *be aware of over proliferation and use virtual AtoN only when it is necessary;*

It was felt that the statement was covered in the first bullet and could act as a deterrent to developing further use of virtual AtoN, which IALA supports. Thus there was a suggestion to delete it. However there was a counter opinion that at the present time, with the use of Virtual AtoN still developing it was appropriate to include it.

The matter was resolved by rewording the second bullet to read:

- *be aware of over proliferation and use virtual AtoN where appropriate;*

*Subject to the stated change, the draft revised IALA Guideline 1081 on virtual AtoN (paper C55/9.6.1/4A) was approved.*

9.6.1.5 Draft revised IALA Recommendation O-143 on virtual AtoN

*The draft revised IALA Recommendation O-143 on virtual AtoN (paper C55/9.6.1/5A) was approved.*

**9.6.1.6 Draft revised IALA Guideline 1004 on Level of Service**

*The draft revised IALA Guideline 1004 on Level of Service (paper C55/9.6.1/6A) was approved.*

9.6.1.7 Draft IALA Guideline on technical features and technology relevant for simulation of AtoN

*The draft IALA Guideline on technical features and technology relevant for simulation of AtoN (paper C55/9.6.1/7A) was approved.*

9.6.2 Documents to note

9.6.2.1 Report of ANM20

*The summary report of ANM 20 (paper C55/9.6.2/1) was noted.*

**9.7 EEP Committee**

9.7.1 Documents submitted for approval

9.7.1.1 Changes to the EEP Committee's Work Programme

*The changes to the EEP Committee's Work Programme (paper C55/9.7.1/1) were approved.*

9.7.1.2 Draft IALA Guideline on the Application of AIS - AtoN on Buoys

*The draft IALA Guideline on the Application of AIS - AtoN on Buoys (paper C55/9.7.1/2A) was approved.*

9.7.1.3 Workshop proposal: The Challenge of Providing AtoN Services in Polar regions

*The workshop proposal: The Challenge of Providing AtoN Services in Polar regions and ice affected waters (paper C55/9.7.1/3A) was approved.*

9.7.1.4 Draft IALA Guideline on Hydrostatic Buoy Design

*The draft IALA Guideline on Hydrostatic Buoy Design (paper C55/9.7.1/4A) was approved.*

9.7.1.5 Draft revised IALA Recommendation E-108 on Surface Colours used as Visual Signals on AtoN

*The draft revised IALA Recommendation E-108 on Surface Colours used as Visual Signals on AtoN (paper C55/9.7.1/5A) was approved.*

9.7.1.6 Draft IALA Guideline on AtoN Training and Accreditation

*The draft IALA Guideline on AtoN Training and Accreditation (paper C55/9.7.1/6A) was approved.*

9.7.1.7 Draft revised IALA Guideline 1012 on Lightning Protection

*The draft revised IALA Guideline 1012 on Lightning Protection (paper C55/9.7.1/7A) was approved.*

9.7.2 Documents to note

9.7.2.1 Report of EEP20

*The summary report of EEP 20 (paper C55/9.7.2/1) was noted.*

## 10 WORLD WIDE ACADEMY

Jean-Charles Leclair used a PowerPoint presentation to introduce the IALA World-Wide Academy agenda item. He referred to paper C55/10.3/1, the aim of which was to introduce all documents submitted to the Council under the topic.

He pointed out that the Academy remained on the right track to deliver both training and capacity building, with the support of the Committees, as demonstrated by the eleven documents, prepared with their help, which the Council was invited to endorse after Board approval.

The Council was also invited to note five documents that reported on the first successful year of activity and detailed the action plan for 2013 and the master plan for the years ahead. It was also underlined that the budget remained safe with a surplus at the end of the year due to several unexpected but welcomed contributions. Whilst IFAN remained the principle sponsor, 10 other Member States and Organisations made significant direct or in-kind contributions during 2012.

He drew the attention of the Councillors particularly to two specific points: the establishment of a list of IALA experts, and the decision from the Board to make the new IALA WWA website as open as possible, following the example of the IHO capacity building website. He concluded by explaining the necessity to start finding alternative sponsorship actively, as IFAN's contributions would diminish in 2014 and end in 2015.

In response, Korea indicated its intent to participate to the funding of the Academy.

Council expressed their appreciation at the positive developments with respect to the IALA WWA.

### *Action item*

*Korea is requested to keep the Council informed of its intention to participate in the funding of The Academy*

#### **10.1 Documents submitted for endorsement**

##### **10.1.1 List of IALA experts**

*The list of IALA experts (paper C55/10.2/1) was endorsed.*

##### **10.1.2 Level 1 Model course – Aids to Navigation Manager training – Use of IALA Risk Management Tools**

*The Level 1 Model course – Aids to Navigation Manager training – Use of IALA Risk Management Tools (paper C55/10.2/2) was endorsed.*

##### **10.1.3 Level 2 Model course – Introduction to buoy positions – Module 1 Element 1.9**

*The Level 2 Model course – Introduction to buoy positions – Module 1 Element 1.9 (paper C55/10.2/3) was endorsed.*

##### **10.1.4 Level 2 Model course – Introduction to shore marks – Module 1 Element 1.14**

*The Level 2 Model course – Introduction to shore marks – Module 1 Element 1.14 (paper C55/10.2/4) was endorsed.*

##### **10.1.5 Level 2 Model course – Introduction to marine signal lanterns – Module 3 Elements 3.1-3.3**

*The Level 2 Model course – Introduction to marine signal lanterns – Module 3 Elements 3.1-3.3 (paper C55/10.2/5) was endorsed.*

- 10.1.6 Level 2 Model course – Light flashers, lamp changers and self-contained marine lanterns – Module 3 Elements 3.4-3.6

*The Level 2 Model course – Light flashers, lamp changers and self-contained marine lanterns – Module 3 Elements 3.4-3.6 (paper C55/10.2/6) was endorsed.*

- 10.1.7 Level 2 Model course – Rotating beacons and classical lenses – Module 3 Elements 3.7-3.8

*The Level 2 Model course – Rotating beacons and classical lenses – Module 3 Elements 3.7-3.8 (paper C55/10.2/7) was endorsed.*

- 10.1.8 Level 2 Model course – Range, sector and precision direction lights – Module 3 Element 3.10

*The Level 2 Model course – Range, sector and precision direction lights – Module 3 Element 3.10 (paper C55/10.2/8) was endorsed.*

- 10.1.9 Level 2 Model course – Sound signals – Module 4 Elements 4.1-4.2

*The Level 2 Model course – Sound signals – Module 4 Elements 4.1-4.2 (paper C55/10.2/9) was endorsed.*

- 10.1.10 Level 2 Model course – Surface preparation before coating – Module 5 Elements 5.1-5.2

*The Level 2 Model course – Surface preparation before coating – Module 5 Elements 5.1-5.2 (paper C55/10.2/10 rev1) was endorsed.*

- 10.1.11 Level 2 Model course – AIS-AtoN operations – Module 8 Element 8.1

*The Level 2 Model course – AIS-AtoN operations – Module 8 Element 8.1 (paper C55/10.2/11) was endorsed.*

## **10.2 Documents to note**

- 10.2.1 Report of the IALA WWA

*The report of the IALA WWA (paper C55/10.3/1) was noted.*

- 10.2.2 Annual report on IALA WWA: 2012

*The Annual report on IALA WWA: 2012 – First operational year (paper C55/10.3/2) was noted.*

- 10.2.3 Report of WWA 4<sup>th</sup> Board meeting

*The report of WWA 4<sup>th</sup> Board meeting (paper C55/10.3/3) was noted.*

- 10.2.4 Action plan 2013 – Schedule of events

*The Action plan 2013 – Schedule of events (paper C55/10.3/4) was noted.*

- 10.2.5 Master plan – Schedule of events 2014-2016

*The Master plan – Schedule of events 2014-2016 (paper C55/10.3/5) was noted.*

## **11 OTHER IALA GROUPS**

### **11.1 Legal Advisory Panel (LAP)**

From the outset, there was considerable praise for the Chairman of LAP and his panel for the extensive and demanding work that had been undertaking in preparing the current draft papers.

#### 11.1.1 Documents submitted for approval

Francis Zachariae, Chairman of the LAP briefed the Council on the work to date of the LAP with respect to IALA's future status. He explained the "roadmap" which would take the change of status process through various stages leading to a vote by the General Assembly in May 2014.

Some Councillors indicated that communication to the members who are not part of the Council should have higher priority and that the timing of the steps in the 'roadmap' appeared to be challenging.

A number of Councillors spoke in favour of the proposed change of status and noted that the benefits for IALA and for the maritime world would include the following.

- As an IGO IALA would be in a better position to define and harmonise VTS and e-Navigation, maintaining cooperation with other IGO bodies including IMO, IHO, and WMO;
- With enhanced international recognition and IGO status, the WWA will be able to attract more funding leading to increased competence and safety in developing countries;
- IALA is likely to have access to increased membership, of potentially 50 more countries, as IMO can recommend countries to join an IGO but will not do so now for IALA because of IALA's NGO-charity status, and this will allow IALA to do more to benefit the international maritime world;
- IALA will avoid losing members and attendance at IALA Technical Committees, as at present a number of countries are under financial pressure, and participation in an NGO can be difficult to justify in the future;
- Industrial and Associate members' will continue with their rights of full participation in Technical Committees;
- The reduced taxation in France for IALA as an IGO would enable increased services to members with ultimate benefit for the maritime world.

Germany and Japan expressed concerns about possible loss of membership, the tight timetable being difficult for the diplomatic process and the need to be clear on the rôle of IALA as an IGO.

It was suggested that there may need to be additional Council participation both before and after LAP13

After discussion, the Council approved the road map for the implementation of an International Agreement (paper C55/11.1/1) and also agreed on the following.

- 1 LAP to progress legal documents, with as much Council support as possible.
- 2 All National members would be invited to send suitable representation to the next LAP meeting (LAP13), 14 - 16 October 2013, in Copenhagen.
- 3 The Secretariat to produce an effective Communications plan, with a view to approval at the Council's 56th Session for distribution to all members in time for digestion and comment before the 2014 Conference, the first output being a letter to all members by the end of June 2013. The first step in the Communication plan will be the dissemination of an information letter to all members.
- 4 The Secretary-General, acknowledging that the Secretariat was small compared to the challenge of producing an effective and well-presented communications plan, asked Council members to consider whether they could provide any resource to IALA to assist with the task.



*The LAP is requested to continue working on the relevant legal documents and report progress at the Council's 56<sup>th</sup> Session.*

*The Secretariat is requested to produce a communications plan and present it for approval at the Council's 56<sup>th</sup> Session.*

*The Secretariat is requested to send a letter to all members, explaining intentions for, benefits and all other implications of moving to IGO status by the end of June 2013.*

*Noting the concerns voiced during the meeting and the need for its review, the road map for the implementation of an International Agreement (paper C55/11.1/1) was approved.<sup>1</sup>*

#### 11.1.2 Documents to note

##### 11.1.2.1 Report of LAP12

*The report of LAP 12 (paper C55/11.1.2/1) was noted.*

##### 11.1.2.2 Explanatory notes on the implementation of an International Agreement

*The explanatory notes on the implementation of an International Agreement (paper C55/11.1.2/2) was noted.*

##### 11.1.2.3 Draft International Agreement

*The draft International Agreement (paper C55/11.1.2/3) was noted.*

##### 11.1.2.4 Draft General Regulations

*The draft General Regulations (paper C55/11.1.2/4) was noted.*

##### 11.1.2.5 IALA Risk Register

*The IALA Risk Register (paper C55/11.1.2/5A) was noted.*

### 11.2 Maritime Co-operation Steering Committee

Arrangements for the postponed Maritime Co-Operation Forum have now been finalised with the event to take place at IALA Headquarters 28-29 October 2013. The level of interest in this event is still considered to be strong, but unfortunately the IMO remains reticent to attend. The IMO has indicated to the Secretary-General that the IMO could only be involved if member states agreed for this to be added to the work program of the IMO, with the Facilitation sub committee being the most suitable place to address this subject.

*The Maritime Co-operation Steering Committee report (paper C55/11.2/1) was noted.*

*The identified organisations list (paper C55/11.2/2) was noted.*

### 11.3 IALA Risk Management Toolbox

#### 11.3.1 Document to note

Jean-Charles Leclair introduced the report of the thirty-first meeting of the IALA Risk Management Steering Group, which was held on the 15th of January 2013 at 13.00, at the IALA Headquarters in St Germain-en-Laye (France). He pointed out that thanks to Denmark and GateHouse, the IWRAP Mk2 programme continues to be improved both in its applications and user friendliness.

*The report of 31<sup>st</sup> meeting of the Steering Committee (paper C55/11.3.1/1) was noted.*

## 1

<sup>1</sup> During the consideration of the final report at the 55<sup>th</sup> Council, the Councillors representing Germany and Japan commented that the report of the meeting did not note of all issues raised with respect to the discussions surrounding any change of status for IALA. Germany and Japan agreed to provide further input post the meeting. This input is attached at Annex G Post meeting comment (Germany and Japan) 11.1 Legal Advisory Panel (LAP).



#### **11.4 IALA-Net**

No document was provided under this agenda item, but Jean-Charles Leclair informed the Council that, following long break, the next meeting of the Steering Group will be held on the 21<sup>st</sup> of October. In the meantime new participation in the IALA-Net system by National Members is very welcomed and very much encouraged.

Francis Zachariae then gave a live demonstration of the use of IALA-Net. He showed a close up display of the shipping in the Port of Dakar before demonstrating the recently created ArcticWeb, with its many useful applications.

The Secretary-General then thanked The Danish Maritime Authority (DMA) for its support for IALA-Net, remarking that the demonstration showed how it can be used within the context of e-Navigation. He then urged any Council members whose authorities were not participating in IALA-Net to consider doing so.

In response to a query, the Secretariat undertook to circulate a list of current IALA-Net members.

#### *Action item*

*The Secretariat is requested to circulate a list of current IALA-Net members to the Council.*

Jean-Charles Leclair reminded the meeting that the IALA-net Wiki can be located via the IALA website.

#### **11.5 Competent Pilotage Authority Forum (CPAF)**

Following the Council's deliberations on this forum at Council 54, the Secretariat has arranged for the first CPAF meeting to be held at IALA Headquarters 11-13 June 2013.

### **12 IALA CONFERENCES & SYMPOSIA**

#### **12.1 2014 IALA Conference**

##### **12.1.1 Document to note**

A presentation was made by Juan-Francisco Rebollo. It covered the:

- conference location and internal layout;
- increased requirement for exhibition space;
- preparations being made for the reception of vessels;
- details of the now contracted conference organiser;
- details of abstracts, which have now been through the selection process;
- fact that applications for the 'best practice' session can still be made until the end of June, 2013;
- decision, thanks to IMC member sponsorship, to provide all delegates with a tablet;
- establishing a website: <http://iala2014.serglo.es>, which amongst other things allows online booking;
- use of a secure part of the website for the posting of papers;
- revised programme, including an additional heritage session on the Saturday morning;
- social programme, registration fees and future activities.

It was suggested that a registration fee of €1875.00 might put off members considering attending the Conference. In response, it was stated that the figure is less than that for the 2010

Conference, as Spain is making every effort to minimise costs; there is also the free tablet to consider and the inclusion of the Spanish VAT at 21%.

It was noted that the reason for the 50% charge for Honorary members was in line with a revision to the Internal Guideline for the running of Conferences and Symposia that had been agreed at the Council's 53<sup>rd</sup> Session. It was also noted that the Accompanying Person registration fee, that covers three days of activities and the Conference social programme, is extremely reasonable.

The provision of an 'early bird' discount has not yet been decided on but it was confirmed that registration will open on 1 July, via the new website.

Finally, the Secretary-General remarked on the clash with the 2014 IHMA Congress, which was recognised but the dates of which the IHMA had decided not to change. When asked about the state of the relationship with IHMA, it was reported that it is excellent, which is a Sister Organisation with which IALA has a Memorandum of Understanding.

## **12.2 IALA Symposium 2016**

### **12.2.1 Document submitted for approval**

It was noted that the proposal in the Secretary-General's report had two parts; change in the venue location, which received the support of the USA, and the extension of scope of the Symposium.

Dato Captain Ahmad bin Othman acknowledged the decision of the Council, remarking that he welcomed the opportunity to host the Symposium and that he expected to provide preliminary details of Malaysia's proposal at the 56<sup>th</sup> Session of the Council.

The Netherlands said that, based on the success of VTS2012 and the amount of interest shown in VTS, it supported maintaining a majority of the time being allocated to VTS.

*The report by the Secretary General about Symposium 2016 (paper C55/12.2.1/1) was noted.*

*The proposal to move the venue location and extension of the scope of the Symposium, recognising the concerns of the Netherlands, were approved.*

## **12.3 IALA Conference 2018**

Following the presentation made at the 54<sup>th</sup> Session of the Council, Professor Gug said that there was nothing significant to note, apart from the change of Ministry to that of Oceans and Fisheries. He added that although the venue has yet to be decided, Busan was a candidate to be the host location.

## **13 INTERNATIONAL**

Because of the significance to IALA of other maritime organisations, China proposed the addition of IHO and RTCM to the list of organisations on which IALA reported at a Council meeting. The proposal received unanimous support.

### **Action item**

*The Secretariat is requested to add IHO and RTCM to the list of organisations reported on under the agenda heading 'International'.*

### **13.1 IMO**

The Council noted that IALA was represented at the 17<sup>th</sup> meeting of the IMO COMSAR Committee by the Deputy Secretary-General. For the June 2014 meeting of the IMO Maritime Safety Committee, the Secretary-General will attend for the first week, and the Deputy Secretary-General will attend for the whole period. In September 2013, IALA will be represented at the 59<sup>th</sup> meeting of the IMO NAV Committee by the Secretary-General.

13.1.1 Document to note

13.1.1.1 Report on COMSAR 17

*The report on COMSAR 17 (paper C55/13.1.1/1) was noted.*

**13.2 ITU**

The Council noted that IALA was represented at the May 2013 meeting of ITU WP5B by Mr Stefan Bober, by kind agreement of the German Federal Waterways and Shipping Administration. Mr Bober is a member of the IALA e-Navigation Committee and has been an active member of the Working Group dealing with e-Navigation communications.

**13.3 FERNS**

There were no activities to report at this session. The next FERNS Council meeting (22<sup>nd</sup> session) will be held in the Republic of Korea from 14 to 18 October, 2013.

**14 INDUSTRIAL MEMBERS' COMMITTEE MATTERS**

Clive Quickenden began his remarks by thanking the Council for his friendly and helpful reception.

He said that the IMC had held a meeting in A Coruña to finalise the details for the Conference exhibition and the Industrial members' evening. He reported that up to 90 stands were being arranged, some consisting of multiple booths. The exhibition brochure is expected to be published within the next two weeks and it is anticipated that online booking, with an ability to select vacant booths would be available, once the Conference website 'goes live' at the end of June.

It was agreed that a note of thanks and appreciation be sent, from the Council, to Mr Allen Mitchener for his long and valuable service in representing the IMC at previous Council meetings

**15 IALA MEMBERSHIP**

Paper C55/15/1 refers.

**15.1 Documents submitted for approval**

Since the last Council meeting, the Secretariat received the following applications for IALA Membership.

15.1.1 Application for Industrial Membership

*The application by Five Rivers Services LLC, USA was approved.*

*The application by CV Semprong Sakti Utama, Indonesia was approved.*

*The application by JFC Manufacturing Co. Ltd., Ireland was approved.*

*The application by Safe Sea Services; UAE was approved*

*The application by SRT Marine Technology Ltd; UK was approved*

15.1.2 Application for Associate Membership

A point of clarification was requested with regard to which National member had approved the application for Associate membership by ESA. The Secretary-General undertook to clarify with the Secretariat which National member had supported the application. However, he remarked that the Constitution does say that '*The Council may require an application for Industrial or Associate membership to be supported by a National Authority of the area where the applicant carries out his activities or has his principal place of business.*'

Brazil indicated that it was happy to support the application for Associate membership made by Shelter Cursos em Porteição Maritime Ltda.

*The application by the Federal Chambers of Pilot Association, Germany was approved.*

*The application by the European Space Agency was approved.*

*The application by the Shelter Cursos em Porteição Maritime Ltda., Brazil was approved.*

## **15.2 Documents to note**

Paper C55/15.2/1 refers.

### **15.2.1 Resignation by Industrial Members:**

It was remarked by the Netherlands that it had been informed that the point of contact for maritime matters within Saab would be Mr René Hogendoorn, currently a member of both the VTS and e-NAV Committees. This news was greeted with considerable satisfaction.

*The resignation by HITT Traffic Technology B.V, the Netherlands was noted.*

*The resignation by North West Marine LLC, United Arab Emirates was noted.*

### **15.2.2 Changes notified to the Secretariat**

*The change concerning the IMC Representative to the Council was noted.*

*The change in the company name and chairmanship notified by Changsan IT Co. Ltd., Rep of Korea was noted.*

*The change in the company name notified by Selex Sistemi Integrati, Italy was noted.*

On a separate point, and noting that the 2014 Conference is due to take place in Spain, Brazil offered to contact Ecuador, Venezuela and Uruguay in order to stimulate interest in IALA. The offer was welcomed and accepted by the Council.

## **15.3 Documents submitted for discussion**

Paper C55/15.3/1 refers.

### **15.3.1 Members to be taken out the List of Members**

On the advice of the FAC, the Council agreed that no members were to be removed from the List of IALA members, to give further time for the newly introduced protocol for dealing with bad debts to run its full cycle.

## **16 IALA COMMUNICATION MEANS**

### **16.1 IALA Website(s)**

The Secretary General provided a verbal update on the progress of the new IALA website and indicated that it should be operational prior to next round of Committee meetings in September. It was noted that the current understanding is that existing member should not have to change their user names and / or passwords when the changeover occurs.

### **16.2 The IALA Bulletin**

The Secretary General advised that the next issue of the Bulletin, 2013/2, is now being readied for printing. The present editor, Mr Paul Ridgway, will complete his work for IALA during 2013 after a long and dedicated period of service to IALA, and new arrangements for creating the Bulletin will be put in place

It was remarked that both the IMO and IHO have now done away with hard copy journals and use digital production and distribution. Might this not allow a wider circulation? The Secretary-General said that this issue has been discussed several times within the Council and that, up to now, the decision has always been to retain hard copy production. He also observed that due to the income from Industrial members' advertising, the Bulletin is virtually cost neutral.

It was commented that the advent of the iPad and similar tablets might prove to be a 'game changer' and that perhaps the issue should be reviewed in 2 – 3 years time.

### **16.3 IALA Annual report**

As reported earlier, the Annual report is almost complete and is expected to be delivered to the membership during June 2013 and the Secretary-General gave thanks to AMSA for its part in the report's production and presentation.

## **17 INTERNATIONAL CO-OPERATION**

### **17.1 World VTS Guide**

Further to the discussions at Council 54 on the World VTS Guide, the Secretary General reported that the ownership of the Guide has now transferred fully to IALA with the agreement of the previous Board members of the Guide, namely IAPH, IMPA, IFSMSA and IHMA. IALA was considered the natural custodian of the Guide by the previous Board of the World VTS Guide, due to its linkage to VTS and Aids to Navigation.

IALA will continue to have involvement with the sister organisations above, with them invited to sit on an Advisory Panel for the World VTS Guide.

## **18 ANY OTHER BUSINESS**

### **18.1 Future Council planning**

The Deputy Secretary-General said that the aim was to provide the meeting with a draft report by Thursday evening, with a view to approval on Friday morning.

With regard to future Council meetings he noted that this was the second meeting using the revised format and approach and that any comment about how either could be approved are always welcome.

Germany said that it appreciated the change of format in the presentation of the technical papers, finding it more efficient.

## **19 DATES & VENUES OF NEXT COUNCIL MEETINGS**

### **19.1 Session 56: 9 - 13 December, 2013, Goa, India**

Captain Surej made a presentation about the arrangements for the 56<sup>th</sup> Session of the Council, emphasising that a good discount has been achieved at the venue hotel and a block booking made. However, he asked that Councillors let him know of booking requirements by the end of July, in order to take advantage of the discounted rate.

### **19.2 Session 57: 25 May 2014, A Coruña, Spain**

It was noted that the 57<sup>th</sup> Session of the Council will take an abbreviated form, when it is held at the beginning of the Conference.

## **20 CLOSING**

The President noted that the week begun well and continued to improve as the days went on. He thanked Korea for the choice of such an excellent venue and for the hard work and extensive planning that had gone into making the meeting so successful.

Australia then, on behalf of the Council, thanked the Chairman for his chairmanship.

The Council member for Korea then offered a small presentation to each of those attending the meeting.

The Council agreed that the draft report, presented at the meeting, should be considered as the final report.

There being no further business, the President thanked the Council members for their participation and wished them a safe journey home.

## **21 LIST OF ANNEXES**

### **1 Participants**

A list of participants is at ANNEX A.

### **2 Agenda**

A copy of the agenda is at ANNEX B.

### **3 Input Papers**

A list of input papers is at ANNEX C.

### **4 Cash flow**

The cash flow graph to 30 April 2013 is at ANNEX D.

### **5 Strategy report**

The Strategy report is at ANNEX E

### **6 Action items**

The action items are at ANNEX F

### **7 Post meeting comment**

Post meeting comment (Germany and Japan) concerning section 11.1 (Legal Advisory Panel (LAP)) is at ANNEX G.

Report of the 55<sup>th</sup> Session of the IALA Council

Approved by:

A stylized, handwritten signature in dark ink, appearing to read 'D. Gordon'.

David Gordon  
President, IALA  
31 May 2013

A handwritten signature in dark ink, appearing to read 'G. Peachey'.

Graham Peachey  
Council member for Australia  
31 May 2013

A handwritten signature in dark ink, appearing to read 'F. Zachariae'.

Francis Zachariae  
Council member for Denmark  
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## ANNEX B AGENDA

IALA COUNCIL  
55<sup>th</sup> session

27-31 May 2013  
Busan  
Republic of Korea

1.	<b>PRESIDENT'S OPENING REMARKS **</b>
2.	<b>APOLOGIES FOR ABSENCE **</b>
3.	<b>APPROVAL OF THE AGENDA</b> 3.1 Draft Agenda (to approve) 3.2 Input papers list (to note)
4.	<b>APPROVAL OF REPORT OF THE 54<sup>th</sup> SESSION</b> 4.1 Report of 54 <sup>th</sup> session (to approve) 4.2 Review of action items from the 54 <sup>th</sup> Session (to note)
5.	<b>REPORT BY THE SECRETARY GENERAL</b>
6.	<b>NATIONAL MATTERS **</b>
7.	<b>FINANCIAL MATTERS</b> 7.1 2012 Balance Sheet * 7.2 Revised Budget 2013 * 7.3 Financial forecast 2014-2017 * 7.4 Cash flow situation as at 30 <sup>th</sup> April 2013 * 7.5 Membership fees 2014 **
8.	<b>IALA STRATEGY</b> 8.1 <i>Development of an IALA Strategy</i> <sup>2</sup> 8.1.1 <i>Timeline</i> 8.1.2 <i>Strategic Vision</i> 8.1.3 <i>Committee structure</i> 8.2 Report of Strategy meeting 27 <sup>th</sup> May 2013 **
9.	<b>IALA TECHNICAL ACTIVITIES</b>
9.1	Report on technical activities
9.2	IALA meetings held
9.3	<b>Policy Advisory Panel – Report of PAP25</b> 9.3.1 Documents to note
9.4	<b>e-NAV</b> 9.4.1 Documents submitted for approval 9.4.2 Documents to note 9.4.3 Documents for discussion
9.5	<b>VTS</b> 9.5.1 Documents submitted for approval 9.5.2 Documents to note 9.5.3 Documents for discussion

1

<sup>2</sup> No input papers for the Strategy, which will be the subject of a presentation during the Strategy Group meeting to be held on 27<sup>th</sup> May.

<b>9.6</b>	<b>ANM</b>
9.6.1	Documents submitted for approval
9.6.2	Documents to note
<b>9.7</b>	<b>EEP</b>
9.7.1	Documents submitted for approval
9.7.2	Documents to note
<b>10.</b>	<b>IALA WORLD WIDE ACADEMY (WWA)</b>
10.1	Documents submitted for approval
10.2	Documents submitted for endorsement
10.3	Documents to note
<b>11.</b>	<b>OTHER IALA GROUPS</b>
11.1	<b>Legal Advisory Panel (LAP)</b>
11.1.1	Documents submitted for approval
11.1.2	Documents to note
11.2	<b>Maritime Co-operation Steering Group</b>
11.3	<b>Risk Management Tool</b>
11.3.1	Document to note
11.4	<b>IALA-NET **</b>
11.5	<b>Competent Pilotage Authority Forum</b>
<b>12.</b>	<b>IALA CONFERENCES AND SYMPOSIA</b>
12.1	<b>IALA Conference 2014</b>
12.1.1	Document to note
12.2	<b>IALA Symposium 2016</b>
12.2.1	Document submitted for approval
12.3	<b>IALA Conference 2018</b>
<b>13.</b>	<b>INTERNATIONAL</b>
13.1	<b>IMO</b>
13.1.1	Document to note
13.2	<b>ITU **</b>
13.3	<b>FERNS **</b>
<b>14.</b>	<b>IMC MATTERS **</b>
<b>15.</b>	<b>MEMBERSHIP</b>
15.1	Documents submitted for approval
15.2	Documents to note
15.3	Documents submitted for discussion
<b>16.</b>	<b>IALA COMMUNICATION MEANS **</b>
16.1	<b>IALA Web site(s)</b>
16.2	<b>IALA Bulletin</b>
16.3	<b>IALA Annual Report</b>
<b>17.</b>	<b>INTERNATIONAL CO-OPERATION **</b>
17.1	<b>World VTS Guide</b>

<b>18.</b>	<b>ANY OTHER BUSINESS</b>
<b>18.1</b>	<b>Future Council planning **</b>
<b><del>18.2</del></b>	<b><del>Prices for IALA documents</del></b>
<b>19.</b>	<b>DATE AND PLACE OF NEXT MEETINGS **</b>
<b>19.1</b>	<b>Session 56 (9-13 December 2013) – Invitation by India</b>
<b>19.2</b>	<b>Session 57 (25<sup>th</sup> May 2014) – A Coruña, Spain</b>

\* Documents will be tabled at the meeting

\*\* No input papers

**ANNEX C INPUT PAPERS****Documents submitted for approval**

Agenda item	Document reference No.	Document Title	Date of posting
<b>3 Agenda</b>	C55-3.1-1	2 <sup>nd</sup> Draft Agenda for the 55 <sup>th</sup> session of the IALA Council	2013-05-14
<b>4 Council report</b>	C55-4.1-1	Draft report of 54 <sup>th</sup> session	2013-05-03
<b>7 Finance</b>	7.1	Balance sheet	No posting
	7.2	Revised budget 2013	No posting
	7.5	Membership fees 2014	No posting
<b>9 Technical activities</b>			
<b>9.4 e-NAV</b>	C55-9.4.1-1	Changes to e-NAV Work Programme	2013-05-03
	C55-9.4.1-2 C55-9.4.1-2A	Draft IALA Guideline on Harmonized implementation of Application-Specific Messages (ASM)	2013-05-03
	C55-9.4.1-3	Workshop on employing common shore based system architecture	2013-05-03
	C55-9.4.1-4	FAQ on Common Shore-Based System Architecture (CSSA)	2013-05-03
	C55-9.4.1-5 C55-9.4.1-5A	Draft submission for an unplanned output to prepare performance standards for multi-system shipborne navigation receivers to NSCR1	2013-05-03
<b>9.5 VTS</b>	C55-9.5.1-1	Changes to VTS Work Programme	2013-05-03
	C55-9.5.1-2	IMO-IALA award for Accident Zero campaign – Submission to IMO	2013-05-03
<b>9.6 ANM</b>	C55-9.6.1-1	Changes to ANM Work Programme	2013-05-10
	C55-9.6.1-2 C55-9.6.1-2A	Draft IALA Guideline on user requirements and practical applications of e-Navigation from berth to berth	2013-05-10
	C55-9.6.1-3 C55-9.6.1-3A	Draft revised IALA Guideline 1018 on risk management	2013-05-10
	C55-9.6.1-4 C55-9.6.1-4A	Draft revised IALA Guideline 1081 on virtual AtoN	2013-05-10
	C55-9.6.1-5 C55-9.6.1-5A	Draft revised IALA Recommendation O-143 on virtual AtoN	2013-05-10
	C55-9.6.1-6 C55-9.6.1-6A	Draft revised IALA Guideline 1004 on levels of service	2013-05-10
	C55-9.6.1-7 C55-9.6.1-7A	Draft IALA Guideline on technical features and technology relevant for simulation of AtoN	2013-05-10
<b>9.7 EEP</b>	C55-9.7.1-1	Changes to EEP Work Programme	2013-05-03
	C55-9.7.1-2 C55-9.7.1-2A	Draft IALA Guideline on the Application of AIS - AtoN on Buoys	2013-05-03
	C55-9.7.1-3	Workshop proposal : The Challenge of Providing AtoN Services in Polar regions	2013-05-03
	C55-9.7.1-4 C55-9.7.1-4A	Draft IALA Guideline on Hydrostatic Buoy Design	2013-05-03
	C55-9.7.1-5 C55-9.7.1-5A	Draft revised IALA Recommendation E-108 on Surface Colours used as Visual Signals on AtoN	2013-05-10
	C55-9.7.1-6 C55-9.7.1-6A	Draft IALA Guideline on AtoN Training and Accreditation	2013-05-03
	C55-9.7.1-7 C55-9.7.1-7A	Draft revised IALA Guideline 1012 on Lightning Protection	2013-05-03
<b>11 Other IALA groups</b>			
<b>11.1 LAP</b>	C55-11.1-1	Road map for the implementation of an International Agreement	2013-05-03
<b>12 IALA Conferences and Symposia</b>			
<b>12.2 Symposium 2016</b>	C55-12.2.1-1	Report by Secretary General on Symposium 2016	2013-05-10
<b>15 Membership</b>	C55-15.1-1	Applications for Membership	2013-05-14

## Documents submitted for endorsement

Agenda item	Document reference No.	Document Title	Date of posting
<b>10 World Wide Academy (WWA)</b>			
	C55-10.2-1	IALA endorsed experts	2013-05-10
	C55-10.2-2	L1 Model course – Aids to Navigation Manager training – Use of IALA Risk Management Tools	2013-05-14
	C55-10.2-3	L2 Model course – Introduction to buoy positions – Module 1 Element 1.9	2013-05-14
	C55-10.2-4	L2 Model course – Introduction to shore marks – Module 1 Element 1.14	2013-05-14
	C55-10.2-5	L2 Model course – Introduction to marine signal lanterns – Module 3 Elements 3.1-3.3	2013-05-14
	C55-10.2-6	L2 Model course – Light flashers, lamp changers and self-contained marine lanterns – Module 3 Elements 3.4-3.6	2013-05-14
	C55-10.2-7	L2 Model course – Rotating beacons and classical lenses – Module 3 Elements 3.7-3.8	2013-05-14
	C55-10.2-8	L2 Model course – Range, sector and precision direction lights – Module 3 Element 3.10	2013-05-14
	C55-10.2-9	L2 Model course – Sound signals – Module 4 Elements 4.1-4.2	2013-05-14
	C55-10.2-10 rev1	L2 Model course – Surface preparation before coating – Module 5 Elements 5.1-5.2	2013-05-16
	C55-10.2-11	L2 Model course – AIS-AtoN operations – Module 8 Element 8.1	2013-05-14

## Documents to note

Agenda item	Document reference No.	Document Title	Date of posting
<b>3 Agenda</b>	C55-3.2-1 rev4	Input papers list	2013-05-26
<b>4 Council report</b>	C55-4.2-1	Review of action items from the 54 <sup>th</sup> IALA Council	2013-05-03
<b>5 SG report</b>	C55-5-1	Secretary General's Report to Council	2013-05-10
<b>9 Technical activities</b>			
<b>9.1 Report</b>	C55-9.1-1	Report on IALA technical activities	2013-05-10
<b>9.2 Meetings held</b>	C55-9.2-1	Report on IALA meetings held	
<b>9.3 PAP</b>	C55-9.3.1-1	Report of PAP 25	2013-05-10
	C55-9.3.1-2	IALA events schedule	2013-05-10
<b>9.4 e-NAV</b>	C55-9.4.2-1	Summary report of e-NAV13	2013-05-03
	C55-9.4.2-2	ToRs and Work Programme for a Working Group on test beds	2013-05-03
<b>9.5 VTS</b>	C55-9.5.2-1	Summary report of VTS 36	2013-05-03
	C55-9.5.2-2	IMO-IALA award for Accident Zero campaign – Actions requested from the VTS Committee	2013-05-03
	C55-9.5.2-3	IMO Circular letter No.3311 on IMO award for exceptional bravery at sea	2013-05-03
<b>9.6 ANM</b>	C55-9.6.2-1	Summary report of ANM 20	2013-05-10
<b>9.7 EEP</b>	C55-9.7.2-1	Summary report of EEP 20	2013-05-10
<b>10 World Wide Academy (WWA)</b>			
	C55-10.3-1	Report of the IALA WWA	2013-05-10
	C55-10.3-2	Annual report on IALA WWA: 2012 – First operational year	2013-05-10
	C55-10.3-3	Report of 4 <sup>th</sup> Board meeting	2013-05-10
	C55-10.3-4	Action plan 2013 – Schedule of events	2013-05-10
	C55-10.3-5	Master plan – Schedule of events 2014-2016	2013-05-10
<b>11 Other IALA groups</b>			

## Report of the 55<sup>th</sup> Session of the IALA Council

<b>11.1 LAP</b>	C55-11.1.2-1	Report of LAP 12	2013-05-10
	C55-11.1.2-2	Explanatory notes on the implementation of an International Agreement	2013-05-10
	C55-11.1.2-3	Draft International Agreement	2013-05-10
	C55-11.1.2-4	Draft General Regulations	2013-05-10
	C55-11.1.2-5 C55-11.1.2-5A	IALA Risk Register	2013-05-10
<b>11.2 MCF</b>	C55-12.2-1	Steering Committee report	2013-05-14
	C55-12.2-2	Identified Organizations' list	2013-05-14
<b>11.3 Risk Management</b>	C55-11.3.1-1	Report of 31 <sup>st</sup> meeting of the Steering Committee	2013-05-10
<b>12.1 Conference 2014</b>	C55-12.1.1-1	Report by the Secretary-General about the 2014 Conference	2013-04-08
<b>13 International</b>			
<b>13.1 IMO</b>	C55-13.1-1	Report on COMSAR 17	2013-05-10
<b>15 Membership</b>	C55-15.2-1	Resignations and changes in Membership	2013-05-14

### Documents for discussion

Agenda item	Document reference No.	Document Title	Date of posting
<b>8 IALA Strategy</b>			
<b>8.1 Developm ent of IALA Strategy</b>	8.1-1	Timeline	No posting
	8.1-2	Strategic vision	No posting
	8.1-3	Committee structure	No posting
<b>9 Technical activities</b>			
<b>9.4 e-NAV</b>	C55-9.4.3-1	Discussion paper on test beds	2013-05-03
	C55-9.4.3-2	Proposal for an IALA Forum on Resilient Positioning, Navigation and Timing	2013-05-10
<b>9.5 VTS</b>	C55-9.5.3-1	Paper on New Unplanned Output Proposal for a revision of Resolution A.857(20) Guidelines for Vessel Traffic Services	2013-05-03
<b>15 Membership</b>	C55-15.2-3	Members in a position to be taken out the list of Members	2013-05-14

\* Documents will be tabled at the meeting

\*\* No input papers

**ANNEX D CASH FLOW TO 30 APRIL 2013****INCOME**

Chapters	Amount received	Budget for 2013	Budget for 2013 (4/12) %
Membership fees *	1 118 794,38	1 691 900,00	578,03%
Publications	30 561,39	71 900,00	42,38%
Seminars & Workshops	40 787,00	72 500,00	36,71%
Miscellaneous (Interest on bank accounts + sales of items) World	17 073,24	38 500,00	24,43%
Wide Academy	56 650,00	169 950,00	113,33%
<b>Total Income</b>	<b>1 263 866,01</b>	<b>2 044 750,00</b>	<b>780,83%</b>

\* Includes 349 625€ received in 2012

€

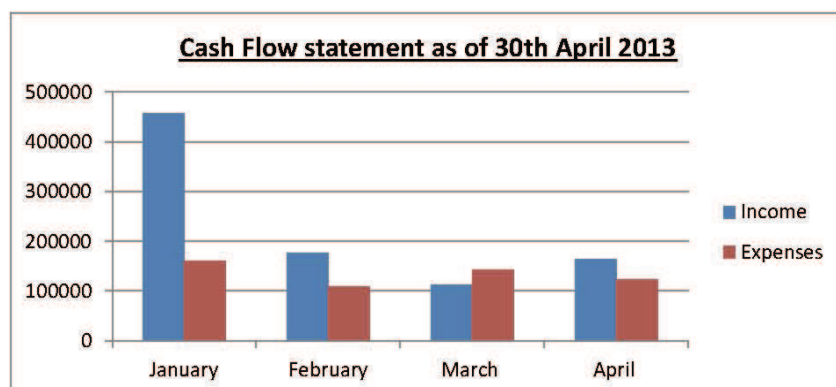
€

**EXPENSES**

Chapters	Actual	Budget for 2013	Budget for 2013 (4/12) %
<b>PERSONNEL COSTS</b>			
Salaries	188 374,16	710 000,00	521,06%
Taxes & social security charges Staff	76 845,44	368 000,00	291,16%
saving scheme	13 663,56	22 000,00	86,11%
Personnel charges	25 360,44	76 000,00	50,33%
Other costs (training, health check...)	5 673,39	9 000,00	36,41%
<b>Total</b>	<b>309 916,99 €</b>	<b>1 185 000,00 €</b>	<b>875,13%</b>
<b>CURRENT OPERATING COSTS</b>			
Running expenses	55 301,21	207 200,00	152,68%
Car expenses	980,34	4 900,00	200,09%
Building costs	68 929,14	109 629,65	402,70%
Workshops & meetings	6 870,61	59 000,00	511,89%
Publication	30 973,12	74 400,00	41,63%
Travel costs - Missions	35 426,41	120 000,00	29,52%
<b>Total</b>	<b>198 480,83 €</b>	<b>575 129,65 €</b>	<b>34,51%</b>
<b>CAPITAL EXPENDITURE</b>	<b>29 755,26 €</b>	<b>78 000,00</b>	<b>38,15%</b>
<b>Total Expenses</b>	<b>538 153,08 €</b>	<b>1 838 129,65 €</b>	<b>29,28%</b>

Less Membership fees received in advance in 2012: - 349 625,00 €

<b>Income against expenditure</b>	<b>376 087,93 €</b>
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**ANNEX E      STRATEGY REPORT**



**Report of the IALA Council Strategy Group  
27 May 2013**

## **1 WELCOME AND INTRODUCTION**

The IALA Council Strategy Group met during the IALA Council's 55<sup>th</sup> Session at the Nurimaru APEC House, Busan on 27 May 2013. All IALA Council members were welcome to attend. The meeting was chaired by Mr Christian Forst, Germany.

The Chairman welcomed everyone, congratulated those visiting for finding their way safely to Korea. He thanked the Korean hosts, the Ministry of Oceans and Fisheries, for the meeting arrangements and said that he looked forward to a fruitful Council meeting.

He thanked Mike Card, IALA Deputy Secretary-General, for providing and circulating the agenda before reminding the meeting of the four-step approach to developing strategy that has been agreed on at the Council's 54<sup>th</sup> Session, noting that this was to be initiated by the Secretariat:

- 8 Developing a vision.
- 9 Specification of 3 – 4 Goals to achieve the 'Vision'.
- 10 Development of strategy to achieve the 'Goals'.
- 11 Development of the 2014 – 2018 Work Plan by the PAP.

The agenda, which is at APPENDIX 1, was approved and the Chairman then invited the Secretary-General to make his report.

## **2 ADDRESS BY THE SECRETARY GENERAL**

Gary Prosser began by thanking Christian Forst for his Chairmanship of the IALA Council's Strategy Group and his previous work, which had been an essential ingredient of the current process. He emphasised the importance of getting IALA's strategy right for development of the 2014 – 2018 Work Plan.

Having remarked that the Secretariat had 'taken onboard' the directions given by the Council at its 54<sup>th</sup> Session, which is being led by the Deputy Secretary-General, he said that he wished to thank Australia for the help given by Geof Vines, a seconded AMSA member, in developing the strategy process and Denmark, for the assistance given to running the initial development meeting by Bjørn Pedersen of DMA. He then said that considerable thanks was due to the members of PAP and the Councillors who had participated in the first Strategic Vision meeting in person or otherwise contributed.

## **3 MEETING REPORTS**

### **3.1 Strategy Group Meeting La Coruna, Spain, December 2013**

#### **Action item:**

*"The Secretariat is requested to start the process for developing IALA's strategy, clarifying any terminology used and provide a timeline, circulating the results to the Council by e-mail."*

*It was noted that the action for the 54<sup>th</sup> Session of the Council is complete.*

### **3.2 Report on action by Secretariat**

Mike Card reported, by means of a presentation, on the action taken by the Secretariat following the previous Council meeting. The presentation is reproduced at APPENDIX 2. It was stressed that the activities undertaken so far ought to be considered provisional and that further work will be done before a second meeting planned to coincide with the October 2013 meeting of PAP and the subsequent submission of a proposal to the 5<sup>th</sup> Session of the Council in December 2013. The point was made that, at this stage, the process called for the capture of thoughts and not necessarily flawless English.

The current process flow chart was shown, followed by a summary of the actions taken by the Secretariat. There had been an initial planning meeting, involving the Secretary-general, deputy Secretary-General and Bjørn Pedersen of DMA, prior to the meeting in October with the PAP. This

meeting was open to Council members and three did so, or were represented. The format of the meeting was described, including the presentations used to stimulate discussion. The meeting process was then described in some detail with the outcomes being shown. It was noted that the three Working Groups into which the initial meeting had been split, whilst not producing the same suggestions / conclusions had developed thoughts that showed some commonality with those developed by the other groups and the initial thoughts of the Secretariat.

The next steps were indicated to be:

- Generate the refined Strategic Vision (SV2) Vision/Purpose and Goals
- Create Strategies, with PAP
- Create a refined Committee Structure proposal for the Council (CS2)
- Task PAP with the 2014 – 2018 Work Plan
- Keep Council members informed by e-mail of results
- Maintain the Road Map from PAP-26 onward

The Council Strategy Group noted the:

- instruction to the Secretariat at 8.2 of the report of the 54<sup>th</sup> Session of the IALA Council concerning development of an IALA strategy;
- diagram in the report of the previous Council Strategy Group meeting, December 2012, showing the responsibilities for development and for approval of each top-down phase, which is reproduced below.

The Chairman congratulated Mike Card on his presentation and thanked the Secretariat for developing a promising way ahead.

Drafted by

Approved by

Secretariat

Council

Secretariat

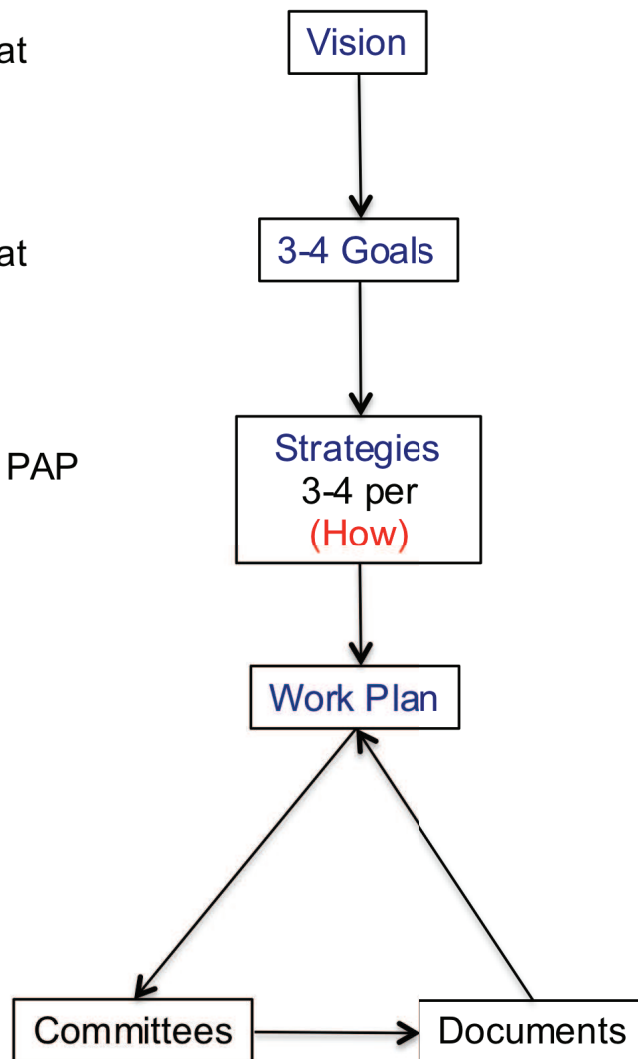
Council

Secretariat / PAP

Council

PAP

Council



The Chairman then opened the meeting up for questions and comment.

## **4 IALA STRATEGY FORMULATION**

### **4.1 Discussion**

Attention was drawn to a consistent thread of thought in the outcome of the initial Strategic Vision meeting of **Sea Traffic Management and** it was proposed that, based on earlier experience, such a concept needed to be defined and scoped. The point was recognised but it was generally agreed that, at this stage, it would be better to speak in more general terms and allow the definition and scope to be developed during the 2014 – 2018 Work Programme.

A point was raised that there seemed to be little mention of traditional AtoN, which are also developing and that in the understandable enthusiasm for new technologies the Strategic Vision also needed to be grounded in IALA history. The meeting was reassured that in refining what had been presented as the **initial Strategic Vision (SV1) and Committee Structure (CS1)**, full account would be taken of traditional AtoN. It was also reiterated that the previous work on IALA strategy has been incorporated into the current process.

It was agreed that the development of a strong 'Vision' was essential and it was confirmed that this would be presented to the 56<sup>th</sup> Session of the Council.

**It was noted that IALA's 'Strategy and Vision' are mentioned in important documentation, such as the Constitution,** and that this point needed to be borne in mind, especially where such documentation is difficult to change.

When asked if the planned change of status would have an impact on IALA's mission, the response was that although there did not appear to be any conflict arising the LAP are watching.

**It was observed the current process is 'top down' and it was asked if a 'bottom up' process was being considered.** It was stated that the PAP had already made the same point and that it would ensure that the point was covered in further development.

It was asked whether thought had been given as to how what is an ambitious plan would be achieved; is there a need, within the Committees, for more technical / industrial participation. In response it was said that there would be a more detailed presentation on plans at the next Council meeting and that in the subsequent discussion there would be a need to consider if the proposed plan is too ambitious.

Specific comments on the terminology used in the draft Goals were mentioned and noted by the Secretariat for review.

Given the importance of the topic to IALA it was proposed and accepted that the Secretariat should pass all relevant paperwork to Council members, after the meeting, and taking a logical step-by-step approach, circulate revised documentation for early comment, making it clear which level of the process is being addressed. It was also suggested and accepted that a more detailed road map, specifying key delivery dates, should be provided.

It was noted that version control needs to be applied to the Strategic Vision Excel spreadsheet.

It was emphasised that further input to the development process from the Council members was welcome and that all comments made during the discussion would be taken into account.

### **4.2 Instructions to the Secretariat**

The following actions arose from the preceding discussion.

*The Secretariat is requested to consider the specific terminology issues raised at the meeting.*

*The Secretariat is requested to apply version control to the Strategic Vision Excel spreadsheet.*

*The Secretariat is requested to despatch current, relevant strategy documents to the Council members.*

*The Secretariat is requested to provide revised strategy documents, in a structured way, for e-mail comment in time for their collation and use as input to the strategy discussion at the 56<sup>th</sup> Session of the Council.*

A list of actions is at APPENDIX 3.

## **5 ANY OTHER BUSINESS**

There being no further business, the Chairman expressed his thanks to the Secretariat for the professional approach taken to the task that it had been set and his thanks to the Councillors for the participation and input to the meeting. He then declared the meeting closed.

**APPENDIX 1      AGENDA**

**IALA Council Strategy Group Meeting**

**May 2013, Busan, Korea**

**1      WELCOME AND INTRODUCTION**

**2      ADDRESS BY THE SECRETARY GENERAL**

**3      MEETING REPORTS**

**3.1      Strategy Group Meeting La Coruna, Spain, December 2013**

*Action item:*

*“The Secretariat is requested to start the process for developing IALA’s strategy, clarifying any terminology used and provide a timeline, circulating the results to the Council by e-mail.”*

**3.2      Report on action by Secretariat**

**4      IALA STRATEGY FORMULATION**

**4.1      Discussion**

**4.2      Instructions to Secretariat**

**5      AOB**

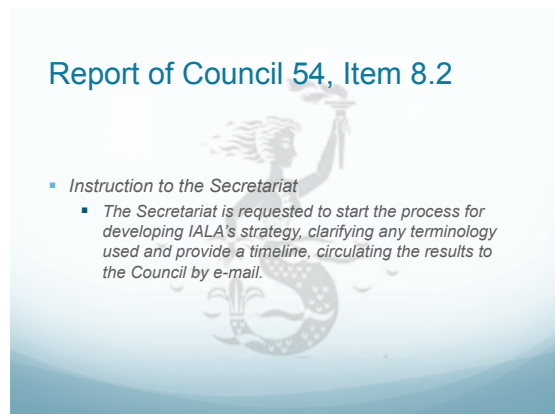


**APPENDIX 2**

**STRATEGIC VISION PRESENTATION**



Slide 1



Slide 2



Slide 3



Slide 4



Slide 5



Slide 6

## Format for First Meeting of Strategy Group and PAP

- 2013-04-29 and 20
- Presentations
  - Strategic environment and challenges
- Group work to examine: -
  - Purpose of IALA
  - Goals, medium term
  - Objectives, 4-years

Slide 7

## Presentations

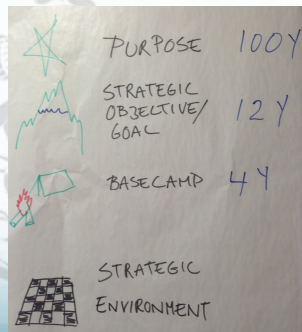
- Gary Prosser (IALA)
  - IALA's operating environment, constraints, audience, effectiveness
- Michael Skov (Denmark, ANM)
  - Challenges for national authorities
- Phil Day (Scotland, ANM)
  - Challenges for mariners and sea transport
- Tuncay Cehreli (Turkey, VTS)
  - Challenges for VTS
- Nick Ward (UK, e-Nav)
  - Challenges for e-Navigation
- Omar Frits Eriksson (Denmark, EEP)
  - Sea traffic management
- Lars Mansner (Finland, IMC)
  - Challenges for IALA industrial members



Slide 8

## Group Work

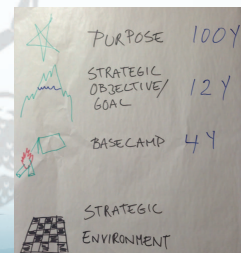
- Purpose
- Goals
- "Base Camp"



Slide 9

## Purpose of IALA

- 100 year Vision
  - Jim Collins, Harvard Business Review article "Building Your Company's Vision," by Collins and Porras



- "Big Hairy Audacious Goal"

Slide 10

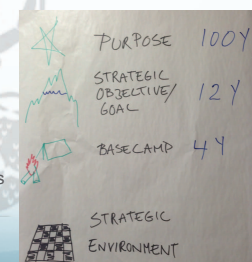
## Jim Collins – Core Value or Purpose

- If you were to start a new organization, would you build it around this core value?
- Would you want your organization to continue to stand for this core value 100 years into the future, no matter what changes occur in the outside world?
- Merck
  - To preserve and improve human life
- McKinsey
  - To help leading corporations and governments be more successful
- Telecare
  - To help people with mental impairments realize their full potential
- Marriott
  - To make people away from home feel they are among friends and really wanted

Slide 11

## 12-Year Goals and "Base Camp"

- Goals
  - Three IALA work periods
- "Base Camp"
  - 2014-18 objectives
  - 70% expectation of success



Slide 12

## Outcome - Purpose

- From the three groups
  - Successful voyages, sustainable planet
  - Improving maritime aids to navigation for the benefit of all
  - The safe efficient and sustainable movement of vessels through innovation and harmonisation of marine aids to navigation systems
- From SV1
  - To enable the safe and efficient movement of ships across the globe by harmonising and improving the use and future development of marine aids to navigation

Slide 13

## Outcome, 12-Year Goals – Groups

- Tools for managing navigation
  - Technical issues related to e-navigation have been resolved, enabling sea traffic management
  - Delivered foundation of communications and data structure for sea traffic management, next generation navigation, and future maritime transport
  - IALA has defined the Maritime Cloud, the MSP is well defined, and enhanced AtoN services and being delivered through the Cloud
  - Dynamic risk control through implementation of STM in choke points has made the mariner's task easier and enhanced safety in more congested waters

Slide 14

## Goals – From SV1

- Tools for managing navigation
  - G1. To harmonise global marine visual and electronic aids to navigation signalling, including vessel traffic services
  - G2. To prepare IALA members for the development and expansion of sea traffic management into international waters

Slide 15

## Outcome, 12-Year Goals – Groups

- Raised capacity, standards and effectiveness
  - Implementation of IALA standards world-wide has been achieved via the WWA
  - Raised capacity and standards in the developing world
  - Demonstrated effectiveness – agreed metrics, risk assessment
- From SV1
  - G3. To raise the global quality of aids to navigation services

Slide 16

## Outcome, 12-Year Goals – Groups

- IALA role and profile
  - All maritime nations have signed the new IALA international agreement
  - Profile, recognition, acceptance
  - IALA is functioning as an IGO with extended membership including all IMO member states making IALA the principal standard setting body
- From SV1
  - G4. To raise the international profile and professionalism of IALA

Slide 17

## Outcome, Base Camp – Group X

- Communications and data structure for STM
  - Regional and national demonstrators in place
    - Two STM in operation, Baltic and Australia
  - Exchange formats/protocols in place and accepted
    - S-100
    - MSP
    - V-145
    - VDES



Slide 18

## Outcome, Base Camp – Group X

- IALA role and profile
  - Change of legal status of IALA
  - Increase national membership by 10%
  - Establish framework for public engagement
  - Restructure IALA documentation, move to standards



Slide 19

## Outcome, Base Camp – Group Y

- Cloud and IGO goals
  - Restructure Committees
    - Innovation, VTS, AtoN improvement, Data and communications
  - Restructure documentary process
    - Standards (IEC style?), Recommendations, Wiki
  - Cloud
    - Coordination of test beds (harmonise)
    - Regional partnership development
    - Emerging technologies and concept
    - Product specifications
    - STM concept development, technical and policy
  - IGO
    - Members sign, HQ agreement, WWA benefits, closer to IMO, non EU staff at IALA

Slide 20

## Outcome, Base Camp – Group Y

- WWA
  - Sustainable funding
  - Raise WWA profile
    - Highlight benefits to world trade
  - Recognition and adoption of IALA standards
  - Work with IMO to reach and help developing countries



Slide 21

## Outcome, Base Camp – Group Z

- e-Navigation and STM
  - Communications
    - Phase 1 – existing technology, AIS and VDE
    - Phase 2 – e-Nav spreads, higher capacity data links, coastal networks, satellite links away from coast
    - IALA to develop plan for agreement at IMO, ITU
  - Data
    - Common maritime data structure
    - IALA as domain owner – VTS, AtoN, AIS etc.
  - e-Nav
    - Resilient PNT, forum.
  - STM
    - Lay foundations to make concept globally accept
    - Establish operator requirements



Slide 22

## Result to Date

- SV1 and CS1 created
- PAP ideas developed
  - Supporting and complementing SV1
- Higher level thinking
  - As encouraged by Ireland, Australia
  - And facilitated by BP of Denmark
- Sufficient for the Secretariat to now generate SV2 and one or two versions of CS2
  - With input from today's discussion also



Slide 23

## Road Map v2

- Following the direction of Council 54 the Secretariat will next: -
  - Generate SV2 Vision/Purpose and Goals
  - Create Strategies, with PAP
  - Create CS2
  - Task PAP with the Work Plan
  - Keep Council members informed by email of the results of the above
    - Per Council 54 Strategy Group meeting
  - Maintain the Road Map from PAP-26 onward

Slide 24

## **APPENDIX 3      ACTION ITEMS**

- |   |   |    |
|---|---|----|
| 1 | The Secretariat is requested to consider the specific terminology issues raised at the meeting.   | 48 |
| 2 | The Secretariat is requested to apply version control to the Strategic Vision Excel spreadsheet.  | 48 |
| 3 | The Secretariat is requested to despatch current, relevant strategy documents to the Council members.   | 48 |
| 4 | The Secretariat is requested to provide revised strategy documents, in a structured way, for e-mail comment in time for their collation and use as input to the strategy discussion at the 56 <sup>th</sup> Session of the Council. | 49 |



## ANNEX F ACTION ITEMS

### *Actions for the Council*

- |   |   |    |
|---|---|----|
| 1 | Korea is requested to keep the Council informed of its intention to participate in the funding of The Academy | 19 |
|---|---|----|

### *Actions for the Secretariat*

- |    |   |    |
|----|---|----|
| 2  | The Secretariat should consider the advisability of presenting a draft budget at the mid-year Council meeting of the previous year.   | 10 |
| 3  | The Secretariat is requested to update the IALA Strategy timeline in time for review at the Council's 56 <sup>th</sup> Session.   | 13 |
| 4  | The Secretariat is requested to consider the specific terminology issues raised at the meeting.   | 13 |
| 5  | The Secretariat is requested to apply version to the Strategic Vision Excel spreadsheet.  | 13 |
| 6  | The Secretariat is requested to despatch current, relevant strategy documents to the Council members.   | 13 |
| 7  | The Secretariat is requested to consider the specific terminology issues raised at the meeting.   | 13 |
| 8  | The Secretariat is requested to apply version to the Strategic Vision Excel spreadsheet.  | 13 |
| 9  | The Secretariat is requested to despatch current, relevant strategy documents to the Council members.   | 13 |
| 10 | The Secretariat is requested to provide revised strategy documents, in a structured way, for e-mail comment in time for their collation and use as input to the strategy discussion at the 56 <sup>th</sup> Session of the Council. | 13 |
| 11 | The Secretariat is requested to produce a communications plan and present it for approval at the Council's 56 <sup>th</sup> Session.  | 22 |
| 12 | The Secretariat is requested to send a letter to all members, explaining intentions for and benefits of moving to IGO status by the end of June 2013.   | 22 |
| 13 | The Secretariat is requested to circulate a list of current IALA-Net members to the Council.  | 23 |
| 14 | The Secretariat is requested to add IHO and RTCM to the list of organisations reported on under the agenda heading 'International'.   | 24 |

### *Actions for the WWA*

Nil

### *Actions for the Committees*

- |    |   |    |
|----|---|----|
| 15 | The VTS Committee is requested to continue developing a proposed VTS Strategy, taking into account the guidance provided by the Council.  | 8  |
| 16 | The e-NAV Committee is requested to:  | 15 |
| 1  | Combine the two sets of e-Navigation FAQ.   | 15 |
| 2  | Categorise the CSSA FAQ by topic.   | 15 |
| 3  | Review the text concerning the 'Seven pillars', especially the text in the supporting figure.   | 15 |
| 17 | The VTS Committee is requested to proceed with its work on New Unplanned Output Proposal for a revision of Resolution A.857(20) Guidelines for Vessel Traffic Services.                                 | 17 |
| 18 | The LAP is requested to continue working on the relevant legal documents, taking as wide an input from the membership as can be achieved and report progress at the Council's 56 <sup>th</sup> Session. | 22 |

**ANNEX G**

**POST MEETING COMMENT (GERMANY AND JAPAN) PARAGRAPH  
11.1 LEGAL ADVISORY PANEL (LAP)**

*“A number of Councillors expressed concerns regarding the intention to terminate IALA after more than 55 years of very successful operation and to found a new organization under a new agreement. A valid reason for doing so now would be a clear and concrete global benefit for the safety of navigation and the IALA members, and should be firstly considered it. Concerns expressed were e.g.:*

- *Potential loss of National members during a long and complicated ratification process or present National members not being able to ratify the new agreement;*
- *Potential future involvement of diplomatic procedures which may slow down decision making processes considerably;*
- *The timeline is too short and tight for a responsible decision and the coordination with the relevant national government bodies, taking into account a diplomatic negotiation that is required to draw up a text of new agreement;*
- *Potential significant increase of IALA membership fees due to new functions, e.g. IALA as a standard setting body, in combination with a loss of members;*
- *The need of an IGO dealing with safety of navigation in addition to IMO.”*