



# IALA WORLD-WIDE ACADEMY MINUTES OF THE 15<sup>TH</sup> BOARD MEETING

11 OCTOBER 2018



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## 1. OPENING

### 1.1 Welcome by the Chair

The Chair welcomed all members and observers to the 15<sup>th</sup> meeting of the IALA World-Wide Academy Board. A list of participants is shown in appendix 1.

### 1.2 Approval of the Agenda

**The Board approved** the agenda.

## 2. MATTERS ARISING FROM LAST MINUTES

### 2.1 Action items from last meeting

Updates on the following actions items from the 14<sup>th</sup> Board meeting were provided:

**1. Sir Jeremy de Halpert** is invited to consider possible sponsorship opportunities from P&I Clubs.

Sir Jeremy reported that attempts had been made to establish contact with P&I Clubs over the summer period which produced a positive initial response. Efforts would continue with a direct approach to the International Group of P&I Clubs.

**2. The Programme Manager** is requested to update the World-Wide Academy Action Plan and distribute it to Board Members.

The action has been completed.

**3. The Programme Manager** is requested to publish a news item on the World-Wide Academy website with respect to the successful implementation of a QMS.

The action has been completed and reference to the QMS is now contained within the 'About the Academy' section of the website.

**4. The Vice Dean** is requested to provide Board Members with a copy of the draft Recommendation and Guideline on the Governance of AtoN Services.

The action has been completed.

## 3. FINANCIAL MATTERS

### 3.1 Financial situation 2018

The accounting principles and cost centre, account and activity matrix were presented to the Board. The financial situation for the period January to September 2018 (WWAB15-3.1.1) was reviewed which indicated that the revenue for the period stood at €963,642 with expenditure of €768,083 thereby leaving an available fund of €204,344 as of the 30<sup>th</sup> September 2018. Budgeted expenditure for the remainder of 2018 is set leave a balanced budget at year end.

### 3.2 Budget 2019

The draft budget for 2019 was presented to the Board (WWAB15-3.2.1 Rev2). The draft budget for 2019 included changes to personnel costs stemming from changes related to the retirement of the Vice Dean and the implementation of the new Deputy Secretary General/Dean and full time Senior Adviser positions.

Revenue streams for 2019 did not yet include funding from the Republic of Korea which had not been finalised at the time of the Board meeting. New funding from Malaysia and Singapore (both on the basis of five-year commitments) had been included in the budget.

**The Board approved** the budget for 2019 subject to an update being made with respect to the funding from the Republic of Korea.

### 3.3 Funding / Sponsors

The Dean reminded Board Members of their roles stemming from the Council decision on the World-Wide Academy which included, inter-alia, negotiating future financial support with existing sponsors and identifying and pursuing potential sponsorship opportunities.

#### *Action items:*

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

## 4. QUALITY AND RISK MANAGEMENT

### 4.1 Quality Management System

The Quality Management System is now established and is performing well in supporting the capacity building and training operations of the World-Wide Academy. During 2018 four non-conformance reports have been raised under the Quality Management System.

### 4.2 Academy Risk Register

The IALA World-Wide Academy Risk Register was presented to the Board (WWAB15-4.2.1). Board Members reviewed the register and noted the change in risk levels related to the quality of model courses during the transition period following the retirement of the Vice Dean.

The Board discussed risk 10 (personal safety of WWA staff and consultants/experts during missions). As the World-Wide Academy prepares to conduct missions in newer regions more emphasis is required with respect to assessing, reviewing and organising safety and security processes during the planning stages. This recognises that the potential consequences of an incident involving a representative of the World-Wide Academy would likely have a significant impact on the individual concerned and as to the conduct of future missions

**The Board agreed** to increase the impact score of risk 10 from 2 to 4.

#### *Action items:*

**The Secretary** is requested to prepare policy guidance on personal safety and security during World-Wide Academy missions.

## 5. ACTIVITIES

### 5.1 Activities 2018 – briefing paper

Board Members reviewed the World-Wide Academy activities briefing paper (WWAB15-5.1.1 Rev1) and commented that it was a very comprehensive and interesting report summarising activities to date. In particular, the Board noted the following points:

- The success of the World Maritime University lectures. The Dean is preparing a letter of thanks to the World Maritime University President and is examining the feasibility of establishing a Memorandum of Understanding for future cooperation.
- The provision and performance of Level 1.1 training at Accredited Training Organisations (ATO) was noted and the Board supported that forthcoming ATO Seminar and plans for technical and operational support for 2019 course programme.
- The pre-conference seminar in Incheon was successful but consideration should be given to the structure of future programmes to ensure that the ‘key messages’ are covered early in the agenda when there is likely to be maximum participant attendance.
- It would be beneficial to include a glossary of terms with the activities briefing paper.

#### *Action items:*

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

**The Secretary** is requested to include a glossary with future version of the activities briefing paper.

### **5.2 Action Plan 2018-2019**

The Action Plan for the remainder of 2018 and the proposed plan for 2019 was presented to the Board. The Board noted the option for a World-Wide Academy event before the third Preparatory Diplomatic Conference due to take place in Istanbul between the Tuesday 12<sup>th</sup> and Thursday 14<sup>th</sup> March 2019. It was considered that a World-Wide Academy event could take place on Monday 11<sup>th</sup> March 2019 and that planning should commence.

Two Level 1.3 seminars on the use of the IALA Risk Management Tools are planned for 2019 in South America and Europe. Consideration needs to be given to adding resilience to the pool of lecturers for these seminars following the forthcoming change of role of the Dean and the lack of availability of previous lecturers.

**The Board endorsed** the action plan for 2018-2019.

#### *Action items:*

**The Secretary** is requested to consider the options for widening the pool of lecturers contributing to the L1.3 use of the IALA Risk Management Tools seminars.

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

### **6.1 Human Resources**

The Dean briefed the Board on the changes to the organisational structure of the World-Wide Academy. Kevin Gregory joined IALA on the 1<sup>st</sup> October 2018 as Senior Adviser working within the Academy but providing support to the Technical Committees during meeting periods. Thomas Southall will be joining IALA in November 2018 as Technical Officer serving as Secretary to the Technical Committees but providing support to the Academy outside of meeting periods. This new pooled resource would add capacity to both the World-Wide Academy and Technical Operations department. The Board also noted the new Deputy Secretary General/Dean of the World-Wide Academy role which would be implemented from the 1<sup>st</sup> January 2019.

### **6.2 e-Learning Platform & Competencies**

An e-learning platform was trialed during the recent IWRAP MK2 course which was delivered in Tokyo, Japan. The use of the platform assisted in the smooth execution and assessment of the course. It is planned to consider the options for wider use of an e-learning platform and to deploy it to the Level 1.1 distance learning programmes from 2019. This would facilitate enhanced interaction with participants through the option to use a range of online activities to support the learning process.

### **6.3 AtoN Master Course**

The first AtoN Master Course is to be delivered at IALA headquarters between Monday 3<sup>rd</sup> and Friday 7<sup>th</sup> December 2018. The course will be led by the Dean and Vice Dean of the World-Wide Academy who will be supplemented by expert guest lecturers for topics including insurance and legal issues.

## 6.4 Roles and Responsibilities in the Academy

The Board was shown and briefed on a draft document the proposed the allocation of roles and responsibilities for the various activities of the World-Wide Academy.

### *Action items:*

**The Secretary** is requested to distribute the roles and responsibilities document to Board Members once it is finalised.

## 6.5 ATO Training Quality Assurance (examinations)

The World-Wide Academy will retain oversight of the examination and assessment processes used by the ATOs delivering the Level 1.1 Model Course. This would take the form of setting the examinations and providing quality assurance on the assessment processes. Following an analysis of examination results, targeted support would be available to the ATOs through the forthcoming seminar and attendance of World-Wide Academy staff during the delivery of courses.

## 7. ANY OTHER BUSINESS

### 7.1 Retirement of the Vice Dean

The Board noted that this was the final meeting before the Vice Dean, Stephen Bennett, retires. The Board congratulated Stephen on his significant achievements within the World-Wide Academy from its inception, including implementing the Level 1 and Level 2 model courses and a large range of valuable guidance documents. Stephen conducted numerous missions and training courses and inspired a diverse international community to enhance the provision of Marine Aids to Navigation services for the benefit of the mariner.

### 7.2 Liaison with the Nippon Foundation

The Dean requested assistance from Mr Ikeda with respect to establishing contact with the Nippon Foundation to support the World-Wide Academy and IALA in general in capacity building operations. It was agreed that follow up activity may be beneficial in view of the Secretary Generals planned visit to Tokyo.

**Mr Ikeda and the Dean** are requested to liaise with respect to potential support from the Nippon Foundation.

### 7.3 World Marine Aids to Navigation Day

Sir Jeremy de Halpert congratulated the Secretary General on the establishment of the World Marine Aids to Navigation Day. The Board commented that this was an excellent opportunity to hold parallel events and to promote the work of IALA internationally.

## 8. CLOSING

### 8.1 Next Meeting

The next meeting is scheduled for Wednesday 20<sup>th</sup> March 2019 during the Engineering and Sustainability Committee meeting.

### 8.2 Closing Remarks

The Chair thanked all Board members and observers for a successful meeting.

## 9. APPENDIX 1

### 9.1 Board Decisions

No.	Reference	Subject	Decision
1	1.2	Agenda	Approved
2	3.2	Budget 2019	Approved
3	4.2	Increase in risk level related to safety of World-Wide Academy staff and consultants/experts	Approved
4	5.2	Action Plan 2018-2019	Endorsed

### 9.2 Action Items

No.	Reference	Subject	Responsible
1	2.1	Continue to explore possible sponsorship from P&I clubs.	JdH
2	3.3	Continue efforts to negotiate future financial support from existing sponsors and pursue potential new sponsorship opportunities and to report their activities to future Board meetings.	Board Members
3	4.2	Prepare guidance on personal safety and security during World-Wide Academy missions.	KG
4	5.1	Liaise with the World Maritime University to discuss future cooperation.	OFE
5	5.1	Include a glossary with future version of the activities briefing paper.	KG
6	5.2	Consider the options for widening the pool of lecturers contributing to the L1.3 use of the IALA Risk Management Tools seminars.	KG
7	6.4	Distribute the roles and responsibilities document to Board Members once it is finalised.	KG
8	7.2	Liaise with respect to potential support from the Nippon Foundation	OFE & TI

### 9.3 List of Participants

Mr. Seung-Gi Gug (SGG)	Chairman
Mr. Omar Frits Eriksson (OFE)	Dean WWA/Board Member
Mr. Francis Zachariae (FZ)	Secretary-General IALA/Board Member
Mr. Jean-Charles Leclair (JCL)	Board Member
Mr. Tamotsu Ikeda (TI)	Board Member
Sir Jeremy de Halpert (JdH)	Board Member
Mr. Stephen Bennett (SB)	Vice Dean
Mr Kevin Gregory (KG)	Senior Adviser/Secretary
Mr. Jacques Manchard (JM)	Senior Adviser/Observer

Apologies had been received from Mr. Mike Card, Deputy Secretary General



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International Association of Marine Aids to Navigation and Lighthouse Authorities  
Association Internationale de Signalisation Maritime