



## **Report of the 59<sup>th</sup> Session of the IALA Council**

**09-10 December 2014**

### **Executive Summary**

- Election of President, Vice-President, Finance and Audit Committee, and Treasurer
- Review of the Secretariat
- New Secretary-General
- Change of Status Working Group
- 2015 Budget
- New document policy
- Committees and Panels
- WWA
- International matters
- Future major events
- Membership changes

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

10 December 2014

## Report of the 59<sup>th</sup> Session of the IALA Council (C59)

### 1 OPENING

The 59<sup>th</sup> session of the **IALA Council** was held on 9 and 10 December 2014, at IALA HQ, St Germain en Laye, France, with Mr Juan Francisco Rebollo, Spain, IALA President, in the Chair.

The President opened the meeting and welcomed all participants.

### 2 APOLOGIES FOR ABSENCE

Apologies had been received from the following.

|                     |                                |                                       |
|---------------------|--------------------------------|---------------------------------------|
| Mrs. Tiina TUURNALA | Finnish Transport Agency       | Finland (Note 1)                      |
| Capt. Ian McNAUGHT  | Trinity House                  | UK                                    |
| Capt. Chen AIPING   | Maritime Safety Administration | China (Note 2)                        |
| Mr Clive Quickenden | Tideland Signal Corporation    | Industrial Members Committee (Note 3) |

Note 1, Finland was represented by Mrs Kaisu HEIKONEN

Note 2, China was represented by Ms ZENG, Hui

Note 3, The Industrial Members Committee was represented by Mr John SUGARMAN

### 3 APPROVAL OF THE AGENDA

#### 3.1 Draft Agenda

The draft Agenda (paper C59-3.1) was adopted. Refer to ANNEX B.

### 4 REPORT OF THE 57<sup>TH</sup> AND 58<sup>TH</sup> SESSIONS OF THE IALA COUNCIL

#### 4.1 Matters arising from the 57<sup>th</sup> and 58<sup>th</sup> Sessions

##### 4.1.1 Election of the IALA President

- ❖ **The Council noted the election of** the Councillor for Spain, Mr Juan Francisco Rebollo, President of IALA for the four year period to May 2018.

##### 4.1.2 Election of the IALA Vice President

- ❖ **The Council elected** the Councillor for Korea, Mr Lim Hyun-Churl, Vice President of IALA for the four year period to May 2018.

#### 4.1.3 Election of the IALA Finance and Audit Committee

- ❖ **The Council noted the election of** the Councillors for England, France, Germany, Ireland and Malaysia to the Finance and Audit Committee for the four year period to May 2018.
- ❖ **The Council noted the election of** the Councillor for England, Captain Ian McNaught, to the position of Treasurer for the four year period to May 2018.

#### 4.1.4 Actions items from Session 57

There was only one Action item from Session 57:

*11.1 The Council, by recognizing that the "one-China" policy is a UN policy for all international governmental organizations, agreed to consider the request of China, and tasked the LAP to prepare a draft MOU and report to Council.*

- ❖ **The Council noted** that this Action item was work in progress at LAP in connection with the future change of the organisation to an IGO, and the Council awaits the draft MOU and report from the LAP.

#### 4.1.5 Action items from Session 58

There was no Action item arising from Session 58.

## 5 REPORT BY THE SECRETARY-GENERAL

### 5.1 Report by the Secretary-General

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

- The continuing growth in the Committee activity of IALA with both the VTS and ENAV Committee achieving record number in the fall session of the Committees (ENAV with 140 delegates)
- Extraordinary positive membership applications post the 2014 Conference
- The confirmation by the IMO on the importance of e-Navigation and IALA future import for this initiative
- Continued improvements in IALA's fiscal position with the reduction in bad debts and a number of efficiency gains within the administration
- The strong international response to the vacancy of the next Secretary-General with a large number of high calibre applicants
- Associated strong interest by very capable candidates for the advertised vacancy in the IALA WWA
- The excellent support indicated for the IALA WWA with forward funding commitments in the region of €3.6m over the next 5 year period, which will underpin The Academy for its future capacity building activities
- The strong indication of support from the Government of France for the change of status project

### 5.2 Secretariat Review

#### 5.2.1 Secretariat Review - Introduction

The Secretary-General described the background to the review of the structure, operation, and efficiency of the IALA Secretariat (paper C56-5.2.1), and introduced the report of the Secretariat Review, paper C59-5.2.2.

He drew the attention of Council to the following points in clause 3 of paper C59-5.2.1.

- No formal consideration of the structure, operation or efficiency of the IALA Secretariat has been undertaken in the past
- A review team with knowledge of the operation and function of the Secretariat was tasked with undertaking such a review. The Terms of Reference were presented to Council at its 57th session
- Using a range of methods the review team considered the current form and functions of the Secretariat, undertook research into modern organisational practices and, by applying the outcomes of that research, identified an operating model that would suit IALA into the future. This material is presented in Part One of the Report
- The Report notes that the findings are relevant to the IALA Secretariat regardless of the legal status of the organisation – that is, the findings can be applied to IALA as either a French Association or as an international intergovernmental organisation

The Secretary-General stated that, having considered the material presented in Part One of the Report, he had made a range of Recommendations which cover, amongst other things, a new focus and structure for the Secretariat.

#### 5.2.2 Consideration of the Secretariat Review

Councillors indicated their appreciation of the Review and made a number of comments. These included

- The need to strengthen the technical capability especially by the employment of permanent technical staff
  - Deputy Secretary General position
  - Not to have a “top-heavy” organisation
  - Desire to have full time directors
  - Need for clear position descriptions to enable recruitment and to avoid overlap
  - Need for affordability
  - Need to consider if the growth in membership numbers will finance the increase in Secretariat size
  - Need for salary levels to be commensurate with the size of the organisation
- ❖ **The Council noted** the content of the Secretariat Review and the Recommendations made by the Secretary-General.
- ❖ **The Council endorsed** the findings in the Report that detail the current assessment of the IALA Secretariat, including that there is room for improvement in both the structure and operation of the Secretariat and **directed** the Secretary-General to address these matters as part of the change process.
- ❖ **The Council noted** that the Secretary-General should consider adopting the core characteristics and operating model identified in Chapter 5 with a view to improving the ability of the IALA Secretariat to support IALA’s members, its stakeholders and the international maritime community in achieving the approved Strategic Vision.
- ❖ **The Council noted** the organisational structure identified in Chapter 7 as a possible structure to be implemented in the IALA Secretariat.
- ❖ **The Council directed** the Secretary-General to develop and implement a change management plan that will facilitate delivery of an approved organisational structure and adoption of the core characteristics and operating model, incorporating:
- Activity commencing in 2015

- Early consultation with the current staff of the Secretariat as a priority
- Six monthly implementation milestone checks
- Change completion as soon as is reasonably possible but by 2018

❖ **The Council directed** the Secretary-General to present a regular implementation report to Council under a standing agenda item at each Council meeting.

**Action:** The Secretary-General is to develop and implement a change management plan and to present a regular implementation report to Council under a standing agenda item at each Council meeting.

❖ **The Council noted** that the Recommendations of the Secretary-General included Recommendation 9.4 to:

*“Consider and determine how the Report’s full recommendations may be achieved within the time horizon of 2015-2018, noting that realisation of the recommended structure cannot be completed within the current budget and resourcing of the organisation. Options for Councils’ further consideration may include:*

- a. Strategies to increase IALA’s membership base and in particular the number of National Members*
- b. Continued review of IALA’s fixed and variable costs structures and opportunities for further efficiency*
- c. Consideration of a review of IALA’s membership fee structure*
- d. Realisation of status change for IALA with the accompanying benefits of concluding a Headquarters Agreement for the organisation*
- e. The increased utilisation of seconded staff resources and/or technical assistance to the Secretariat*
- f. Other resource extension and saving measures that Council may propose”*

❖ **The Council directed** the FAC to examine these six options and to make an initial report to Council session 61.

**Action:** The FAC to report to Council session 61 on options for resourcing of the organisation.

❖ The Council extended its thanks to IALA Honorary Member, Mr Kees Polderman, for his guidance and advice in preparing the Report and to the Australian Maritime Safety Authority for providing Ms Mary Dean as review team leader.

### **5.3 Recruitment of new Secretary-General**

During the pre-meeting of Councillors held on Monday 08 December to discuss this matter, the President had reminded the meeting that the present Secretary-General, Mr Gary Prosser, had given notice of resignation on 26<sup>th</sup> September 2014, and would complete his term of office on 31<sup>st</sup> December 2014.

The President recalled his email advice to Councillors at the time, advising that he had appointed a selection panel to examine applicants, create a short list, conduct interviews, and make a report to Council. All IALA Members and participants in IALA Committees had been informed and a public notice of the coming vacancy had been promulgated on the website and in Bulletin 2014-3, with applications from candidates received at the Secretariat. Appropriate probity measures were instituted to maintain confidentiality of applications and of deliberations by the selection panel.

The members of the selection panel were:

- The President, Mr Juan Francisco Rebollo

- The Vice-President, represented by Mr Lim, Hyun-churl
- The Treasurer, Captain Ian McNaught
- The Past President, Mr David Gordon

The secretary to the selection panel was Ms Marie-Helene Grillet, of the Secretariat.

The selection panel met three times to consider the ten applications received, determined a short list of candidates, and conducted interviews at Trinity House, London on 21<sup>st</sup> November 2014.

During the pre-meeting the President had made a presentation describing the complete details of the search process conducted by the selection panel. This report limited the final candidates to two, and the Selection Panel had recommended one of these for appointment.

At the pre-meeting, it was also made clear that all candidates had been made aware of the selection and recommendation process, and were aware that one candidate would be recommended to the Council by the Selection Panel.

An input paper to the Council (C59-5.3) was prepared for the Council's information and recording.

❖ **The Council decided** that Mr Francis Zachariae should be appointed as Secretary-General, to commence duties on 01 February 2015. Final appointment will be subject to a probation period of 4 months that may be extended by another 4 months.

At the pre-meeting, a number of Councillors congratulated the President and the Selection panel on its careful and rigorous process. It was also suggested by a number of Councillors that for the future, a selection process for a future Secretary-General should be documented in the organisation's procedures, including a means for making a decision between two or more very-closely matched final candidates.

Also at the pre-meeting, Councillors thought that there should be a fixed term for the appointment of the Secretary-General, and it was agreed that expert legal advice should be sought on how a fixed term could be implemented.

**Action:** The Secretariat to document the future selection process for Secretary-General in internal procedures, and to seek expert legal advice on how a fixed term could be implemented.

## 6 IALA STRATEGY

### 6.1 IALA Change of Status Working Group

#### 6.1.1 Change of Status Working Group – Introduction

The Secretary-General noted that The IALA General Assembly met in A Coruna, Spain in May 2014 and passed a Resolution (by 29 votes to 11) supporting the pursuit of a change of status for IALA to that of International Intergovernmental Organization (IGO). That Resolution, amongst other things and as a policy position, determined that IALA should strive to achieve IGO status and decided that IALA would support its members and their governments in achieving that status.

He also noted that the Resolution also directed Council, with the assistance of the Secretary General, to progress the change of status for IALA and authorised Council to act in fulfilment of the Resolution.

#### 6.1.2 General Assembly Resolution

The Resolution passed by the IALA General Assembly meeting in A Coruna, Spain in May 2014 is reproduced at paper C59-6.1-2.

### 6.1.3 Change of Status Working Group – Terms of Reference

The Secretary-General noted that the Resolution envisaged that the Council will be assisted by the Secretary-General in preparing IALA for IGO status, and therefore the Secretariat had prepared draft Terms of Reference for a proposed Council working group.

He drew the attention of Council to paper C59-6.1-3, the draft Terms of Reference for an IALA Change of Status Working Group, noting that it covers Objectives for the group, Composition, Deliverables, Procedures, and Timetable.

- ❖ **The Council noted** the Resolution of the General Assembly (paper C59-6.1-2).
- ❖ **The Council decided** that a Change of Status Working Group should be established
- ❖ After discussion, the **Council agreed** the following for the initial composition of the Change of Status Working Group.
  - The Chair of the Group shall be the Secretary-General. The two Vice-Chairs of the Group shall be the Chairs of the Strategy Group and of the Legal Advisory panel. All Councillors may participate in the Group, and expressions of interest were noted from Australia, China, Denmark, France, India, Ireland, Japan, Korea, the Netherlands, Portugal, Senegal, South Africa, Spain, and USA
  - Japan pointed out that the development of the draft Convention text should be done under the diplomatic participation and proposed the deletion of the development from the TOR. Japan also proposed that the Working Group should allow the participation of all Councillors wishing to do so, and due to the nature of the TOR being not legally binding, the changing of some words should be necessary. Finally, Japan expressed that the participation of the Japan Coast Guard (JCG) does not reflect the position of Japanese Government at all, though JCG is willing to participate in and contribute to the Working Group.
- ❖ **The Council directed** the Secretary-General to:
  - Convene the first meeting of the Group
  - Review the draft Terms of Reference (paper C59-6.1-3)
  - Conduct its first meeting before Council session 60 and make a report to Council at that session

**Action:** The Secretary-General to report to Council session 60 on the first meeting of the Change of Status Working Group.

## 6.2 Presentation by France regarding IALA change of status

Capt Vincent Denamur introduced Mr Philippe Maurel of the French Ministry of Foreign Affairs, who presented to Council the step already taken by the Government of France to approach the countries through the diplomatic channel.

Mr Maurel advised that France had launched diplomatic action via its embassies in IALA national member countries, presenting IALA and its contribution to maritime safety, to raise awareness of IALA's intent to move towards IGO status, and indicating that France is supportive of this status change. He advised that fewer than one third of contacted countries had replied to date, but noted that the process may take time. So far, although some of them expressed interrogations regarding the necessity for, and the financial impact of, such process, no objection to the proposed status change had been received by France. He indicated that he would keep IALA informed of the general nature of responses as they are received.

Mr Maurel advised IALA to continue its work to create the draft international treaty and to have the Council approve this draft. At that stage France would launch a second round of diplomatic action via its embassies towards IALA member states.

- ❖ **The Council noted** that the Change of status Working Group should continue its work to create the draft international treaty and to have the Council approve this draft

Mr Maurel counselled IALA to continue its own action to ensure that its national members were aware of the merits of and benefits which would flow from status change.

The Chair of the LAP expressed his thanks to France and to Mr Maurel for his efforts in support of IALA and the President also expressed thanks on behalf of the Council.

**Action:** The Councillor for France was requested to keep IALA informed on a regular basis of the diplomatic actions made by France, including the countries contacted and the responses received, and if possible with the names of the contact person in the foreign affairs ministry of each country contacted.

### 6.3 Employment of non-EU nationals in the Secretariat

The Councillor for The Netherlands, supported by the Councillors for Norway and USA expressed disappointment at the loss of Mr Prosser as Secretary-General, noting the difficulty that IALA has had in recruiting or retaining non-EU nationals in the Secretariat, and drawing attention to the agreement made in 2010 between IALA and the Government of France.

Mr Maurel explained that Associations such as IALA fall under the umbrella of the Ministry for Internal Affairs, and not the Ministry of Foreign Affairs.

- ❖ **The Council decided** that IALA should write again, on behalf of the Council, to the Government of France (the Department of Maritime Affairs, the contracting party for IALA in 2010), as it had done 13 months ago without reply, reminding the Department that the problems of employing non EU nationals, despite all promises and agreed actions made, still have not been resolved. The letter should be phrased in correct diplomatic language.

**Action:** Communication to be made with the Department of Maritime Affairs, and then if necessary with the Ministry for Internal Affairs and the Ministry of Foreign Affairs (involved in the Change of Legal Status process) concerning the employment of non-EU nationals in the Secretariat and in the WWA-staff.

## 7 FINANCIAL MATTERS

### 7.1 2015 Budget

In the absence of the IALA treasurer, the Councillor for Ireland and FAC member, Mrs Yvonne Shields, presented the accounts to the Council. Mrs Shields reported that the Finance and Audit Committee (FAC) had met on 8 December 2014. She presented the draft budget for 2015, noting that a result of €72,217.10 was expected, after provisions. Refer to Annex C

She advised that the FAC recommended that:

- The provision for extra staff is linked to the outcome of the secretariat review.
- The expenditure budget is split between fixed costs and variable costs
- The secretariat identify an efficiency target for variable costs

Mrs Shields also reported that the FAC had noted with thanks that the IMC had been active in supporting the capacity building activity of IALA and generous support as demonstrated at the Conference. The FAC had noted the excess funds in the account following the Conference and asked the Secretariat to discuss options for the utilisation of these funds at the next IMC meeting.

- ❖ **The Council approved** the recommendations from the FAC and **approved** the budget for 2015

## 7.2 Financial forecast 2016-2018

The financial forecast for the period 2016-2018 was presented by Mrs Shields. Refer to Annex C. She noted that the forecast assumes

- An increase of 3% per annum in the membership contributions
- An increase of 2% per annum in expenditure

This four-year budget had been reviewed by the FAC. In the context of the change of status, the FAC felt it was premature to recommend to Council the agreement of this forecast.

Mrs Shields reported that the FAC recommended that a new five year financial income and expenditure projection be prepared in 2015 for the second session of the Council. This projection to include a review of

- cost base for new structure
- potential membership options
- the requirement to build up a reserve to fund the transition to the change of status, from (1) operating surpluses arising each year and (2) potential additional members contributions

❖ **The Council approved** the recommendation from FAC and noted the initial financial forecast for 2016-2018 and that a new forecast would be created.

## 7.3 Cash flow situation as of 31st October 2014

Mrs Shields tabled the cash flow situation as at 31 October 2014, and stated that the FAC was comfortable with the figures (refer to Annex C).

❖ **The Council noted** the cash flow situation.

## 7.4 2015 Membership rates

❖ **The Council noted** that the approved membership rates for 2015 **had been decided** as follows.

| IALA MEMBERS | 2014             | 2015             | Variation |
|--------------|------------------|------------------|-----------|
| National     | 14 000 €         | 14 400 €         | + 2.86%   |
| Industrial   | 5 200 € (+ 500€) | 5 350 € (+ 500€) | + 2,88%   |
| Associate    | 2 730 €          | 2 810€           | + 2,93%   |

## 7.5 Members in a position to be taken out of the list of IALA members for non-payment

Mrs Shields reported that the FAC had received a report from the Secretariat concerning members whose payments were in arrears. After consideration, the FAC recommended that four members have their membership terminated. These members, and the corresponding arrears, are as follows.

- Sierra Leone (National member): €65,800
- Divers Marine Contracting (United Arab Emirates): €15,150
- Pegase Systems (France): €15,150
- Resinex Trading (Italy): €19,650

To date, all negotiations could not result in any financial arrangements with the members concerned. It is in the interest of IALA to decrease its critical level of debts accumulated since 2009. Each unpaid invoice represents a loss that reduces the final result of the year.

The total financial impact on the annual accounts would be limited to **€58,850** considering that most of the loss would be compensated by the provision for bad debts made in the balance sheet to cover the risk of non-payment of contributions.

❖ **The Council decided** that the membership of the four should be terminated.

## **7.6 Financial investment with H.S.B.C Bank**

Mrs Shields advised that up to now, IALA had been working with French bank Société Générale and this relationship had been quite satisfactory. But IALA would like to broaden its banking arrangements, and also work now with a more international bank. HSBC was the proposed choice.

IALA's intention would be:

- To transfer €500,000 to a saving accounts called "Contrat de Capitalisation" which is a secured financial support for a mid-term investment (4 years) and provides a good performance rate of 2.25%.
- To transfer the bank accounts of the World Wide Academy to HSBC.
- To maintain the current IALA bank accounts in Société Générale for the day-to-day operations.

Mrs Shields advised that the FAC had reviewed this proposal, and the FAC recommends to Council to make arrangements for banking with HSBC, in addition to Société Générale, as proposed.

❖ **The Council approved** this new financial arrangement with HSBC.

In response to an intervention from Australia, the Secretary-General reported that work on draft financial regulations, reported at Council Session 56, was still in progress.

## **8 IALA TECHNICAL ACTIVITIES**

### **8.1 Policy Advisory Panel**

#### **8.1.1 Report of PAP28**

❖ **The Council noted** the report of PAP28 (paper C59-8.1.1).

#### **8.1.2 18<sup>th</sup> IALA Conference conclusions and actions**

❖ **The Council noted** that the PAP had considered the Conclusions arising from the 18<sup>th</sup> IALA Conference (paper C59-8.1.2) and would take account of these in the ongoing work of the Committees.

#### **8.1.3 Proposed New Document Policy**

The Deputy Secretary-General introduced the proposed new policy for IALA documents developed by the PAP (paper C59-8.1.3).

Mr Jean-Charles Leclair informed the Council that several participants at the recent meeting of the VTS Committee, as well as the Chairman and Vice-Chairman, considered that the IALA Worldwide Academy (WWA) Board has not the technical competency to approve VTS model courses. Furthermore, that procedure could mean that the VTS Committee is under the authority of the Board of the IALA WWA. The Board, at its last session, agreed with the VTS Committee opinion and expressed the view that the same case applied to all model courses, including those for the

AtoN personnel. Therefore, the Board Members agreed that in the future, model courses should all be approved by the Council, as the other IALA documents.

More generally, Jean-Charles Leclair informed the Council that the functioning of the IALA WWA Board was defined in the Council Decision adopted in December 2011. After three years of experience, the Board was of the opinion that it is now time to draft more precise Terms of Reference on the role and functions of the Board and to submit the document to the Council for adoption in 2015.

After discussion it was agreed that the following changes should be made to the new document policy paper:

- The words “non-mandatory” to be included in the definition of a Standard
- The IALA Dictionary to be included under “Manual”
- Model Courses to be approved by the Council

The Deputy Secretary-General made these changes and new input document C59-8.1.3 Revision 1 was submitted for consideration.

- ❖ **The Council approved** the new document policy as described in input document C59-8.1.3 Revision 1
- ❖ **The Council noted** that the IALA WWA Board will draft more precise Terms of Reference on the role and functions of the Board and will submit the document to the Council for adoption in 2015

**Action:** The WWA Board is to make a submission of more precise Terms of Reference on the role and functions of the Board to Council in 2015

#### 8.1.4 Draft new Committee Policy and Procedures

The Secretariat introduced the draft new Committee policy and procedures (paper C59-8.1.4-2).

- ❖ **The Council approved** the Committee policy and procedures, with the minor changes reflected in revised input document C59-8.1.4-2 Revision 2.

## 8.2 ENAV Committee

### 8.2.1 Nomination of ENAV and ENG Chairs

- ❖ **The Council noted** that it had approved the following by email.
  - Mr Omar Frits Eriksson, Denmark, to be appointed Chair of the ENAV Committee.
  - Mr Simon Millyard, England, to be appointed Chair of the ENG Committee

### 8.2.2 Summary Report of ENAV15

The Secretariat advised that the Committee Chair had given great thought to the way that the Committee should carry out its work to 2018, and had established new working groups accordingly. Attendance at ENAV15 was greater than 120 persons. The full report of the meeting is available on the website.

- ❖ **The Council noted** the Summary Report.

### 8.2.3 Submission to ITU on VDES

- ❖ **The Council noted** that it had approved by email the submission to the ITU (paper C59-8.2.3-2).

Japan reported that the JCG and the Ocean Policy Research Foundation co-hosted the 3<sup>rd</sup> Workshop on International Standardization of VDES in the last week and the Workshop developed a working document toward a draft IMO Recommendation on Performance Standards for VDES. Japan expressed its intention to submit the document to the ENAV Committee for further consideration and expressed its appreciation to the Australia, Germany and US Councillors for their cooperation for the Workshop

#### 8.2.4 ENAV Committee Work Plan 2014-2018

The Secretariat introduced the revised ENAV Committee Work Plan (paper C59-8.2.4-2), noting that the Committee Chair had reviewed this at length with his Working Group Chairs and Vice-Chairs before it being agreed by the Committee.

The Secretariat also advised that the Committee was maintaining a task register, a copy of which is available on the website.

❖ **The Council approved** the ENAV Committee Work Plan 2014-2018.

#### 8.2.5 Report of CSSA Workshop

The Secretariat introduced the Report of the CSSA Workshop, which was held in Hamburg between 26 and 29 August 2014 (papers C59-8.2.5-1 and C59-8.2.5-2).

The Workshop had produced a draft Recommendation on the Generic Service Engineering Model [for e-Navigation Shore Infrastructure] in the form of a suite of documents comprising a recommendation with annex and 14 appendices, and also produced a number of conclusions.

The Secretariat expressed its thanks to the German Federal Waterways and Shipping Administration for organising the event, including the associated technical tour.

❖ **The Council noted** the Report.

### 8.3 VTS Committee

#### 8.3.1 Summary Report of VTS38

❖ **The Council noted** the Report (paper C59-8.3.1).

#### 8.3.2 VTS Committee Work Plan 2014-2018

The Secretariat introduced the draft VTS Committee Work Plan (paper C59-8.2.4-2).

In connection with task 3.1.1, the Councillor for Australia proposed that reconsideration should be given to reverting to the original proposal, whereby the task takes the form of a model course associated with IALA Recommendation V-103 on Standards for Training and Certification of VTS Personnel as opposed to a guideline. This takes into account the increasing awareness of the need for global standards in VTSSO qualifications and training raised at recent IALA events, and the Objectives of Recommendation V-103 on Standards for Training and Certification of VTS Personnel, which states that: "Competent and / or VTS authorities are encouraged to adopt this Recommendation together with the associated model courses as the basis for mandatory training in a manner consistent with their domestic legal framework."

❖ **The Council approved** the VTS Committee Work Plan 2014-2018 with one amendment, that Task 3.1.1 should involve a Model Course associated with IALA Recommendation V-103 on Standards for Training and Certification of VTS Personnel rather than a Guideline.

#### 8.3.3 Draft IALA Guideline on the Use of Decision Support Tools for VTS Personnel

❖ **The Council approved** the Draft IALA Guideline on the Use of Decision Support Tools for VTS Personnel (paper C59-8.3.3-2).

#### 8.3.4 Proposed Workshop on Human Factors and Ergonomics in VTS

- ❖ **The Council approved** the proposal to hold a Workshop at Chalmers University in October 2015 on Human Factors and Ergonomics in VTS (paper C59-8.3.4).

#### 8.3.5 Withdrawal of IALA Guideline 1055 – Preparing for a Voluntary IMO Audit on VTS Delivery

- ❖ **The Council approved** the withdrawal of Guideline 1055.

### 9 OTHER IALA GROUPS

#### 9.1 Legal Advisory Panel (LAP)

##### 9.1.1 Summary Report of LAP13

The Chair of the LAP described the work carried out at the 13<sup>th</sup> Session of the LAP, noting the consideration of the proposed MOU between China and IALA to be used in the event of IALA attaining IGO status, proposed policy on documentation, the risk register, and the use of AIS data in courts of law.

He noted that the next LAP would be held in China in March 2015.

- ❖ **The Council noted** the Report (paper C59-9.1.1).

##### 9.1.2 IALA Risk Register

The Chair of the LAP introduced paper C59-9.1.2-2, describing the current state of the evaluation of risk by the LAP.

- ❖ **The Council noted** the report.

##### 9.1.3 Chair of the Legal Advisory Panel (LAP)

Noting that the present Chair of the LAP, Mr Francis Zachariae, would commence duty early in 2015 as Secretary-General, Mrs Heikonen, representing Finland proposed that the decision on appointment of a new Chair of the LAP should be made at Council Session 60. This would allow time for nominations to be made and considered by Councillors. She suggested that the Vice-Chair should manage the LAP in the interim.

- ❖ **The Council agreed** that the Chair of the LAP should be decided at Council session 60.

**Action:** Councillors were requested to submit nominations for the Chair of the LAP to the Secretary-General by the end of March 2015.

#### 9.2 Risk Management Tool

##### 9.2.1 Report of Istanbul Seminar

The Secretariat described the 3<sup>rd</sup> Risk Management Toolbox Seminar, held in Istanbul between 08 and 12 September 2014 (paper C59-9.2.1).

- ❖ **The Council noted** the report.

##### 9.2.2 Report of IWRAP SC 36

The Secretariat described the 36<sup>th</sup> meeting of the IALA Risk Management Steering Group, held in Istanbul on 2014-09-12 (paper C59-9.2.2), noting in particular the action list towards the end of the report.

❖ **The Council noted** the report.

### **9.3 IALA-NET**

#### **9.3.1 Update on IALA-NET**

The Secretariat provided a verbal report on the present state of IALA-NET.

## **10 WORLD WIDE ACADEMY**

### **10.1 Report of 7th WWA Board meeting**

The Dean of the WWA presented the report of the 7<sup>th</sup> Board Meeting of the WWA (paper C59-10.1).

Japan reported that the previous October, the Japan Coast Guard had hosted the ASEAN Regional Meeting on VTS Operators Training with the cooperation of the WWA. Japan expressed its appreciation to the Malaysian Councillor and WWA for their cooperation with the Meeting and also reported that the participants reached the opinion that an ASEAN regional hub for VTS operator training would be necessary in future.”

## **11 INTERNATIONAL**

### **11.1 IMO**

#### **11.1.1 Report of IMO NCSR1**

❖ **The Council noted** the report of IMO NCSR1 (paper C59-11.1.1).

### **11.2 FERNS**

#### **11.2.1 Report of 23rd Meeting of the FERNS Council**

❖ **The Council noted** the report of the 23<sup>rd</sup> Meeting of the FERNS Council (paper C59-11.2.1).

### **11.3 Other meetings**

The Secretariat advised that IALA had also participated in the following meetings, with reports to be presented to the 60<sup>th</sup> Session of Council.

- With the continuing kind approval of Germany, Mr Stefan Bober represented IALA at ITU-R Working party 5B of the International Telecommunications Union at Geneva in November 2014
- The Secretary-General, supported by Dr Nick Ward (GLA R&RNAV), Mr Omar Frits Eriksson (Denmark), Mr Anders Brödje (Sweden), and Mr Cho (Korea and IALA Secretariat) represented IALA at IMO MSC94 in London in November 2014
- Dr Edward Hosken (UK Hydrographic Office) represented IALA at a meeting of IHO Hydrographic Services and Standards Committee (HSSC6) in Chile in November 2014.

The Netherlands provided a verbal summary of events related to e-Navigation at the recent IMO MSC94 meeting, noting that the IMO Strategic Implementation Plan (SIP) was approved, that the IMO will retain overall leadership and co-ordination of the implementation and further development of e-Navigation, and that the tasks as reflected in the SIP will be prioritized and translated, under the coordination of Norway, for insertion into the IMO High Level Action Plan (HLAP) for the biennium 2016-2017 and 2017-2018. This insertion will need the approval of the IMO Council and General Assembly in 2015.

## **12 IALA CONFERENCES & SYMPOSIA**

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

The Secretary-General described the 18<sup>th</sup> Conference as a resounding success, and expressed thanks to Spain for its outstanding organisation of the event. The Report of the Conference has been available on the Conference website and on the IALA website since shortly after the ending of the Conference. (Refer to “Reports and Proceedings” on the IALA website.)

The Council expressed its appreciation to Spain for the planning and execution of the 18<sup>th</sup> Conference.

### **12.2 2016 IALA Symposium – Malaysia**

The Councillor for Malaysia described the preparations for the IALA VTS Symposium to be held in Kuala Lumpur between 08 and 12 August 2016.

The Steering Committee held its third meeting at IALA headquarters during the week of VTS38, 06 to 10 October 2014.

### **12.3 2018 IALA Conference – Korea**

The Councillor for Korea informed Council that preparations are well under way for the 19<sup>th</sup> IALA Conference to be held in Incheon in May 2018.

## **13 MEMBERSHIP**

### **13.1 Applications for Membership**

Paper C59-13.1 refers.

#### **13.1.1 National Membership**

❖ **The Council noted** the reinstating of membership by the Canadian Coast Guard, *Canada*.

- Republic of Congo – Direction Générale de la Marine Marchande. This application was received on 10 December 2014 on the occasion of Council Session 59 in Saint Germain-en-Laye

❖ **The Council approved** the application for membership.

#### **13.1.2 Industrial Membership**

The Secretariat had received the following applications for Industrial Membership.

- Trelleborg Marine Systems, Sweden
- EDC Marine International FZE, UAE
- Seven Colour Electric Lighting Inc., Canada
- Dongjoo Engineering Co., Ltd, Republic of Korea

❖ **The Council approved** the four applications for Industrial Membership.

The following applications had been received very recently.

- Tianjin Tianyuanhai Technology Development Co; Ltd, China. This company was introduced by the National member whose support had been received. The application form

was received on 20 November and the support letter from the National member on 04 December.

- PT Indosuar Utama, Indonesia. This company sent its application on 4 December together with the support from the National Member.
- **IMT B.V, the Netherlands.** The Aids to Navigation activities from Pintsch Aben which resigned very recently have been transferred to IMT BV. This application received on 9 December was supported by the National member.

❖ **The Council also approved** these applications for Membership.

#### 13.1.3 Associate Membership

The Secretariat had received the following applications for Associate Membership.

- European Satellite Services Provider-ESSP SAS
- Centre National d'Information et de Documentation Maritimes, Republic of Congo
- Conapra-Brazilian Maritime Pilots' Association, Brazil
- European Global Navigation Satellite Systems Agency-GSA
- Offis EV, Germany
- Port Autonome de Pointe Noire – Republic of Congo. The application was received on 10 December 2014 together with the application for the National member

❖ **The Council approved** the six applications.

### 13.2 Resignations from Membership

Paper C59-13.2 refers.

#### 13.2.1 National Member

❖ **The Council noted** the resignation of Cyprus Port Authority, Cyprus.

#### 13.2.2 Industrial Member

❖ **The Council noted** the resignation of Pintsch Aben, the Netherlands.

### 13.3 Honorary Membership

The Secretary-General, speaking on behalf of the Councillor for England and the Councillor for Ireland proposed the awarding of Honorary Membership status to Dr Nick Ward.

He noted that Dr Ward has been involved in IALA's work since 1986, and announced his retirement from the position of Vice-Chair of the e-Nav Committee at the end of the 2014 Conference. They drew the attention of Council to Dr Ward's service on various IALA Committees, the PAP, and numerous other groups, and noted that he continues to support IALA's work on e-Navigation including PNT and S-100 activities. They suggested to Council that bestowing honorary membership would be a fitting way to mark the gratitude of the Council for the work of Dr Ward for IALA over 27 years.

❖ Recognising the significant contribution he had made to the work of IALA over many years, and by unanimous vote **the Council agreed** that Dr Nick Ward should be awarded IALA Honorary Membership.

## **14 IALA COMMUNICATION TOOLS**

### **14.1 IALA Website**

The Secretary-General made a verbal report on improvements to, and interim management, of the IALA website.

### **14.2 The IALA Bulletin**

The Secretary-General reported that the Bulletin continues to be well produced by Ms Marie-Helene Grillet, with a greater involvement and participation from the IALA Committees.

## **15 ANY OTHER BUSINESS**

### **15.1 National matters and Industrial Members Committee matters**

Councillors and the IMC Observer made verbal reports to the meeting.

### **15.2 Address by the Minister of Transport, of Civil Aviation and of the Merchant Marine of the Republic of Congo**

During the meeting, the President welcomed His Excellency Martin Parfait Aimé COUSSOUD-MAVOUNGOU, Minister of Transport, of Civil Aviation and of the Merchant Marine of the Republic of Congo to observe the work of Council and to address Councillors.

The President expressed thanks to H.E. Coussoud-Mavoungou for his address, and welcomed the Republic of Congo to IALA national membership. Councillors seconded this by acclamation.

### **15.3 Retiring Secretary-General**

The President recalled that Mr Gary Prosser had commenced duties as Secretary-General five years previously, and particularly noted his achievements in this period, including establishment of the WWA, the relocation to new premises, continuing increase in membership numbers, improvements in governance and financial control, and the securing of the resolution at the May 2014 General Assembly for a change of status of the organisation.

The Council made a vote of thanks to Mr Prosser, confirmed by acclamation, wishing him a safe return to Australia and success in his new work for AMSA.

### **15.4 ACCSEAS Project**

Council members or their representatives are invited to participate the 3rd Annual Conference of the ACCSEAS e-Navigation project, 17-19 February 2015 in Rotterdam, Participation is free. [www.accseas.eu](http://www.accseas.eu)

The ACCSEAS project includes work on a possible back-up for GNSS, called R-Mode, which would use existing IALA Radio Beacons and possibly AIS. Further information is available from Mr Michael Hoppe ([michael.hoppe@wsv.bund.de](mailto:michael.hoppe@wsv.bund.de)) or Mr Pieter Paap ([pieter.paap@rws.nl](mailto:pieter.paap@rws.nl)).

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

The Councillor for Malaysia invited Councillors to hold the 60<sup>th</sup> session in Malaysia in May.

The Councillor for Senegal invited Councillors to hold the 61<sup>st</sup> session in Senegal.

The Councillor for Netherlands invited Councillors to hold their 63<sup>rd</sup> session in the Netherlands in September 2016.

- ❖ **The Council decided** that Council session 60 would be held in Malaysia, and that Council session 61 would be held in Senegal, with dates to be determined by the Secretariat in consultation with the respective Councillors.

Following the meeting, the Secretariat determined that the dates would be;

- Council session 60, Malaysia, 25-29 May 2015
- Council session 61, Senegal, 07-11 December 2015

The Council expressed its thanks to the Councillors from Malaysia, Senegal, and the Netherlands for their invitations to host these meetings. The President noted that dates and locations for sessions 62 and 63 would be decided at a future meeting.

The Councillor for Senegal proposed that on the occasion of the 61st session of the Council in Senegal it would be desirable that the Maritime Organisation for West and Central Africa and Senegal, in collaboration with the WWA, should organise a seminar on the activities of IALA and the management of aids to navigation for representatives of the maritime security and safety authorities of West and Central Africa.

**Action:** The WWA is to consider the proposal for a seminar in Senegal.

## 17 CLOSING

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

## 18 ANNEXES

|   |                                                    |          |
|---|----------------------------------------------------|----------|
| 1 | Participants                                       | ANNEX A. |
| 2 | Agenda                                             | ANNEX B. |
| 3 | Financial documents                                | ANNEX C. |
| 4 | Action Items                                       | ANNEX D  |
| 5 | Extract of report section 4.1.1 in French Language | ANNEX E  |

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(During pre-meeting on 8 December)

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**(Republic of)**

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## ANNEX B AGENDA

| ITEM  |                                                                                          | ACTION REQUESTED    |
|-------|------------------------------------------------------------------------------------------|---------------------|
| 1.    | <b>PRESIDENT'S OPENING REMARKS <sup>(a)</sup></b>                                        |                     |
| 2.    | <b>APOLOGIES FOR ABSENCE <sup>(a)</sup></b>                                              | Note                |
| 3.    | <b>APPROVAL OF THE AGENDA</b>                                                            |                     |
| 3.1   | <b>Draft Agenda</b>                                                                      | Approve             |
| 4.    | <b>REPORT OF THE 57<sup>th</sup> AND 58<sup>th</sup> SESSIONS</b>                        |                     |
| 4.1   | <b>Matters arising from the sessions</b>                                                 |                     |
| 4.1.1 | Election of the IALA President and Vice President                                        | Vote                |
| 5.    | <b>REPORT BY THE SECRETARY GENERAL</b>                                                   |                     |
| 5.1   | <b>Report by the Secretary General</b>                                                   | Note                |
| 5.2   | <b>Secretariat Review</b>                                                                |                     |
| 5.2.1 | Secretariat Review – Introduction                                                        | Note                |
| 5.2.2 | Secretariat Review                                                                       | Endorse             |
| 5.3   | <b>Recruitment of new Secretary General</b>                                              | Approve             |
| 6.    | <b>IALA STRATEGY</b>                                                                     |                     |
| 6.1   | <b>IALA Change of Status Working Group</b>                                               |                     |
| 6.1.1 | Change of Status WG – Introduction                                                       | Note                |
| 6.1.2 | General Assembly Resolution                                                              | Note                |
| 6.1.3 | Change of Status WG – Terms of Reference                                                 | Approve             |
| 6.2   | <b>Presentation by France regarding IALA change of status</b>                            | Note                |
| 7.    | <b>FINANCIAL MATTERS</b>                                                                 |                     |
| 7.1   | <b>2015 Budget</b>                                                                       | Approve             |
| 7.2   | <b>Financial forecast 2016-2018</b>                                                      | Note                |
| 7.3   | <b>Cash flow situation as of 31<sup>st</sup> October 2014 <sup>(b)</sup></b>             | Note                |
| 7.4   | <b>2015 Membership rates</b>                                                             | Note <sup>(c)</sup> |
| 7.5   | <b>Members in a position to be taken out of the list of IALA members for non-payment</b> | Decide              |
| 8.    | <b>IALA TECHNICAL ACTIVITIES</b>                                                         |                     |
| 8.1   | <b>Policy Advisory Panel</b>                                                             |                     |
| 8.1.1 | Report of PAP28                                                                          | Note                |
| 8.1.2 | 18 <sup>th</sup> IALA Conference conclusions and actions                                 | Approve             |

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ACTION REQUESTED                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 8.1.3 Proposed New Document Policy<br>8.1.4 Draft new Committee Policy and Procedures<br>8.1.4.1 Note by the Secretariat<br>8.1.4.2 Draft new Committee Policy and Procedures                                                                                                                                                                                                                                                                                                                                                                                    | Approve<br><br><br><br>Approve                                                                |
| <b>8.2 ENAV</b><br>8.2.1 Nomination of ENAV and ENG Chairs<br>8.2.2 Summary Report of ENAV15<br>8.2.3 Submission to ITU on VDES<br>8.2.3.1 Note by the Secretariat<br>8.2.3.2 Submission to ITU on VDES<br>8.2.4 ENAV Committee Work Plan 2014-2018<br>8.2.4.1 Note by the Secretariat<br>8.2.4.2 ENAV Committee Work Plan 2014-2018<br>8.2.5 Report of CSSA Workshop<br>8.2.5.1 Summary Report of CSSA Workshop<br>8.2.5.2 Report of CSSA Workshop                                                                                                              | Note <sup>(c)</sup><br>Note<br><br><br>Note <sup>(c)</sup><br><br><br>Approve<br><br><br>Note |
| <b>8.3 VTS</b><br>8.3.1 Summary Report of VTS38<br>8.3.2 VTS Committee Work Plan 2014-2018<br>8.3.2.1 Note by the Secretariat<br>8.3.2.2 Draft revised VTS Committee Work Plan<br>8.3.3 Draft IALA Guideline on the Use of Decision Support Tools for VTS Personnel<br>8.3.3.1 Note by the Secretariat<br>8.3.3.2 Draft IALA Guideline on the Use of Decision Support Tools for VTS Personnel<br>8.3.4 Proposed Workshop on Human Factors and Ergonomics in VTS<br>8.3.5 Withdrawal of IALA Guideline 1055 – Preparing for a Voluntary IMO Audit on VTS Delivery | Note<br><br><br>Approve<br><br><br>Approve<br>Approve<br><br>Approve                          |
| <b>9. OTHER IALA GROUPS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                               |
| <b>9.1 Legal Advisory Panel (LAP)</b><br>9.1.1 Summary Report of LAP13<br>9.1.2 IALA Risk Register                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Note<br>Consider                                                                              |
| <b>9.2 Risk Management Tool</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                               |

| ITEM                                                                                                                                                                                   | ACTION REQUESTED             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 9.2.1 Report of Istanbul Seminar<br>9.2.2 Report of IWRAP SC 36                                                                                                                        | Note<br>Note                 |
| <b>9.3 IALA-NET</b><br>9.3.1 Update on IALA-NET                                                                                                                                        | Note <sup>(a)</sup>          |
| <b>10. IALA WORLD-WIDE ACADEMY</b><br><b>10.1 Report of 7<sup>th</sup> WWA Board meeting</b>                                                                                           | Note                         |
| <b>11. INTERNATIONAL</b><br><b>11.1 IMO</b><br>11.1.1 Report of IMO NCSR1<br><b>11.2 FERNS</b><br>11.2.1 Report of 23 <sup>rd</sup> Meeting of FERNS Council                           | Note<br><br>Note             |
| <b>12. IALA CONFERENCES AND SYMPOSIA</b><br><b>12.1 2014 IALA Conference Report</b><br><b>12.2 2016 IALA Symposium – Malaysia</b><br><b>12.3 2018 IALA Conference - Korea</b>          | Note<br>Note<br>Note         |
| <b>13. MEMBERSHIP</b><br><b>13.1 Applications for Membership</b><br><b>13.2 Resignations from Membership</b><br><b>13.3 Honorary Membership</b>                                        | Approve<br>Note<br>Vote      |
| <b>14. IALA COMMUNICATION TOOLS</b><br><b>14.1 IALA Website</b><br><b>14.2 IALA Bulletin</b>                                                                                           | Note<br>Note                 |
| <b>15. ANY OTHER BUSINESS</b>                                                                                                                                                          |                              |
| <b>16. DATES AND VENUES FOR NEXT MEETINGS</b><br><b>16.1 Council meeting schedules for 2015-2018</b><br><b>16.2 Invitations received</b><br><b>16.3 Date and place of next meeting</b> | Decide<br>Consider<br>Decide |

## ANNEX C FINANCIAL DOCUMENTS

IALA COUNCIL  
59th Session

**2015 BUDGET (in Euros)**

Annex 7.1

| INCOME                   | BUDGET 2014         | BUDGET 2015         |
|--------------------------|---------------------|---------------------|
| Membership contributions | 1 789 595,00        | 1 870 440,00        |
| Publications             | 72 611,00           | 80 001,20           |
| Seminars & Workshops     | 33 000,00           | 0,00                |
| Miscellaneous            | 31 545,00           | 16 575,90           |
| World Wide Academy       | 175 050,00          | 180 300,00          |
| <b>Total Income:</b>     | <b>2 101 801,00</b> | <b>2 147 317,10</b> |

| EXPENDITURE                     | BUDGET 2014         | BUDGET 2015         |
|---------------------------------|---------------------|---------------------|
| <b>PERSONNEL COSTS</b>          |                     |                     |
| Salaries & consultants fees     | 720 000,00          | 830 000,00          |
| Taxes & social security charges | 447 300,00          | 440 200,00          |
| Staff saving scheme             | 22 660,00           | 24 000,00           |
| Other costs (training...)       | 23 300,00           | 24 000,00           |
| <b>Total</b>                    | <b>1 213 260,00</b> | <b>1 318 200,00</b> |
| <b>OPERATING COSTS</b>          |                     |                     |
| Running expenses                | 222 820,00          | 205 670,00          |
| Contingencies (legal advice...) | 30 000,00           | 30 000,00           |
| Change of Secretary General     | 40 000,00           | 30 000,00           |
| Corporate rental                | 70 600,00           | 70 600,00           |
| Car expenses                    | 6 311,00            | 6 000,00            |
| Building costs                  | 50 355,89           | 53 130,00           |
| Workshops & meetings            | 48 270,00           | 42 000,00           |
| Conference                      | 25 000,00           | 0,00                |
| Publications                    | 49 700,00           | 57 500,00           |
| Travel costs - Missions         | 130 000,00          | 130 000,00          |
| <b>Total</b>                    | <b>673 056,89</b>   | <b>624 900,00</b>   |
| <b>INVESTMENT COSTS</b>         |                     |                     |
| IT equipment & software         | 50 000,00           | 50 000,00           |
| Furniture & other equipment     | 18 000,00           | 18 000,00           |
| <b>Total</b>                    | <b>68 000,00</b>    | <b>68 000,00</b>    |
| <b>Total Expenses</b>           | <b>1 954 316,89</b> | <b>2 011 100,00</b> |

|                                |                    |                  |
|--------------------------------|--------------------|------------------|
| <b>VARIATION IN PROVISIONS</b> |                    |                  |
| Severance payments             | -75 478,00         | 42 000,00        |
| Paid holidays                  | -43 290,74         | 10 000,00        |
| Retirement                     | 6 000,00           | 7 000,00         |
| Bad debts                      | 5 000,00           | 5 000,00         |
| <b>Total Provisions</b>        | <b>-107 768,74</b> | <b>64 000,00</b> |

|                                    |                   |                  |
|------------------------------------|-------------------|------------------|
| <b>Expected result of the year</b> | <b>255 252,85</b> | <b>72 217,10</b> |
|------------------------------------|-------------------|------------------|

| INCOME                     | Budget for 2015     | 2016<br>(+3%)       | 2017<br>(+3%)       | 2018<br>(+3%)       |
|----------------------------|---------------------|---------------------|---------------------|---------------------|
| Membership contributions   | 1 870 440,00        | 1 926 553,20        | 1 984 349,80        | 2 043 880,29        |
| Publications               | 80 001,20           | 85 237,00           | 84 808,35           | 91 259,87           |
| Seminars & Workshops       | 0,00                | 20 000,00           | 20 600,00           | 21 218,00           |
| Interests on bank accounts | 15 000,00           | 20 000,00           | 15 450,00           | 15 913,50           |
| Miscellaneous              | 1 575,90            | 1 623,18            | 1 671,87            | 1 722,03            |
| World Wide Academy         | 180 300,00          | 185 710,00          | 191 280,00          | 197 020,00          |
| <b>Total Income</b>        | <b>2 147 317,10</b> | <b>2 239 123,38</b> | <b>2 298 160,01</b> | <b>2 371 013,69</b> |

| EXPENSES                                  | Budget for 2015     | 2016<br>(+2%)       | 2017<br>(+2%)       | 2018<br>(+2%)       |
|-------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>PERSONNEL COSTS</b>                    |                     |                     |                     |                     |
| Salaries & consultants fees               | 830 000,00          | 846 600,00          | 863 532,00          | 880 802,64          |
| Taxes & social security charges           | 440 200,00          | 449 004,00          | 457 984,08          | 467 143,76          |
| Staff saving schemes                      | 24 000,00           | 24 480,00           | 24 969,60           | 25 468,99           |
| Other costs (training, transportation...) | 24 000,00           | 24 480,00           | 24 969,60           | 25 468,99           |
| <b>Total</b>                              | <b>1 318 200,00</b> | <b>1 344 564,00</b> | <b>1 371 455,28</b> | <b>1 398 884,39</b> |
| <b>CURRENT OPERATING COSTS</b>            |                     |                     |                     |                     |
| Running expenses                          | 205 670,00          | 209 783,40          | 213 979,07          | 224 784,73          |
| Contingencies                             | 30 000,00           | 30 600,00           | 31 212,00           | 31 836,24           |
| Change of Secretary General               | 30 000,00           | 0,00                | 0,00                | 0,00                |
| Corporate rental                          | 70 600,00           | 72 012,00           | 73 452,24           | 74 921,28           |
| Car expenses                              | 6 000,00            | 6 120,00            | 6 242,40            | 6 367,25            |
| Building costs                            | 53 130,00           | 54 192,60           | 55 276,45           | 56 381,98           |
| Workshops & meetings                      | 42 000,00           | 62 840,00           | 64 096,80           | 44 175,25           |
| IALA Conference & symposium               | 0,00                | 10 000,00           | 0,00                | 35 000,00           |
| Publications                              | 57 500,00           | 64 364,00           | 59 619,00           | 65 407,38           |
| Travel costs - Missions                   | 130 000,00          | 132 600,00          | 135 252,00          | 137 957,04          |
| <b>Total</b>                              | <b>624 900,00</b>   | <b>642 512,00</b>   | <b>639 129,96</b>   | <b>676 831,15</b>   |
| <b>INVESTMENTS COSTS</b>                  |                     |                     |                     |                     |
| IT equipment & software                   | 50 000,00           | 51 000,00           | 52 020,00           | 53 060,40           |
| Furniture & other equipment               | 18 000,00           | 18 564,00           | 18 935,28           | 19 313,99           |
| <b>Total</b>                              | <b>68 000,00</b>    | <b>69 564,00</b>    | <b>70 955,28</b>    | <b>72 374,39</b>    |
| <b>Total Expenses</b>                     | <b>2 011 100,00</b> | <b>2 056 640,00</b> | <b>2 081 540,52</b> | <b>2 148 089,92</b> |

|                                    |                  |                   |                   |                   |
|------------------------------------|------------------|-------------------|-------------------|-------------------|
| <b>VARIATION IN PROVISIONS</b>     |                  |                   |                   |                   |
| Severance payments                 | 42 000,00        | 42 840,00         | 43 696,80         | 44 570,74         |
| Paid holidays                      | 10 000,00        | 10 200,00         | 10 404,00         | 10 612,08         |
| Retirement                         | 7 000,00         | 7 140,00          | 7 282,80          | 7 428,46          |
| Bad debts                          | 5 000,00         | 5 100,00          | 5 202,00          | 5 306,04          |
| <b>Total</b>                       | <b>64 000,00</b> | <b>65 280,00</b>  | <b>66 585,60</b>  | <b>67 917,31</b>  |
| <b>EXPECTED RESULT OF THE YEAR</b> | <b>72 217,10</b> | <b>117 203,38</b> | <b>150 033,89</b> | <b>155 006,45</b> |

| INCOME                            | Final budget for 2014 | Amount received       | %          | Excedent or Déficit | Received in 2013      |
|-----------------------------------|-----------------------|-----------------------|------------|---------------------|-----------------------|
| Membership contributions for 2014 | 1 786 995,00          | 1 477 411,00          | 83%        | 309 584,00          | 1 390 705,69          |
| Outstanding contributions         | 399 235,27            | 108 095,27            | 27%        | 291 140,00          | 100 860,00            |
| Publications                      | 72 611,00             | 73 280,16             | 101%       | -669,16             | 102 947,22            |
| Seminars & Workshops              | 33 000,00             | 33 614,06             | 102%       | -614,06             | 103 221,00            |
| Miscellaneous                     | 31 545,00             | 63 698,55             | 202%       | -32 153,55          | 29 512,47             |
| World Wide Academy                | 175 050,00            | 145 875,00            | 83%        | 29 175,00           | 141 625,00            |
| <b>Total Income</b>               | <b>2 498 436,27</b>   | <b>1 901 974,04 €</b> | <b>76%</b> | <b>596 462,23 €</b> | <b>1 868 871,38 €</b> |

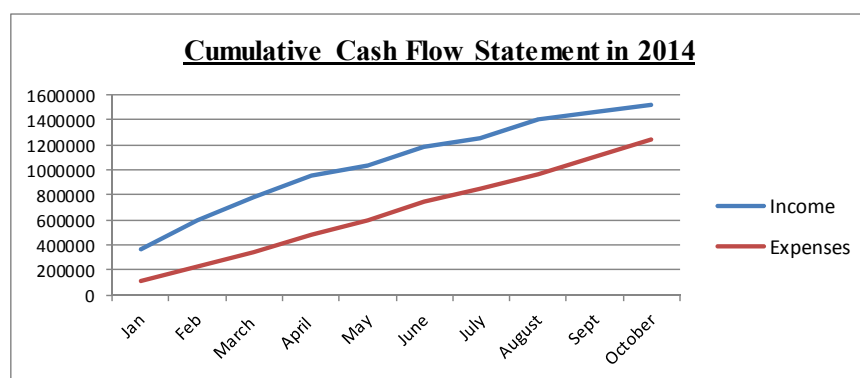
| EXPENSES                        | Final budget for 2014 | Expenditure achieved  | %          | Excedent or Déficit | Expenditure in 2013   |
|---------------------------------|-----------------------|-----------------------|------------|---------------------|-----------------------|
| <b>PERSONNEL COSTS</b>          |                       |                       |            |                     |                       |
| Salaries & fees                 | 720 000,00            | 488 174,07            | 68%        | 231 825,93          | 485 645,97            |
| Taxes & social security charges | 447 300,00            | 221 298,18            | 49%        | 226 001,82          | 216 466,88            |
| Staff saving scheme             | 22 660,00             | 14 646,16             | 65%        | 8 013,84            | 16 244,19             |
| Other costs (training...)       | 23 300,00             | 16 688,86             | 72%        | 6 611,14            | 16 188,36             |
| <b>Total</b>                    | <b>1 213 260,00</b>   | <b>740 807,27</b>     | <b>61%</b> | <b>472 452,73 €</b> | <b>734 545,40 €</b>   |
| <b>OPERATING COSTS</b>          |                       |                       |            |                     |                       |
| Running expenses                | 222 820,00            | 149 096,06            | 67%        | 73 723,94           | 162 026,46            |
| Contingencies                   | 30 000,00             | 29 582,18             | 99%        | 417,82              | 0,00                  |
| Change of Secretary General     | 40 000,00             | 1 395,56              | 3%         | 38 604,44           | 0,00                  |
| Corporate rental                | 70 600,00             | 50 544,95             | 72%        | 20 055,05           | 64 416,72             |
| Car expenses                    | 6 311,00              | 3 356,59              | 53%        | 2 954,41            | 3 994,97              |
| Building costs                  | 50 355,89             | 39 906,85             | 79%        | 10 449,04           | 95 329,74             |
| Workshops & meetings            | 48 270,00             | 25 648,55             | 53%        | 22 621,45           | 78 717,59             |
| Conference                      | 25 000,00             | 33 463,77             | 134%       | -8 463,77           | 0,00                  |
| Publications                    | 49 700,00             | 50 420,38             | 101%       | -720,38             | 75 672,72             |
| Travel costs - Missions         | 130 000,00            | 97 816,00             | 75%        | 32 184,00           | 125 223,11            |
| <b>Total</b>                    | <b>673 056,89</b>     | <b>481 230,89</b>     | <b>71%</b> | <b>191 826,00 €</b> | <b>605 381,31 €</b>   |
| <b>INVESTMENT COSTS</b>         | <b>68 000,00</b>      | <b>19 182,14</b>      | <b>28%</b> | <b>48 817,86 €</b>  | <b>85 045,70 €</b>    |
| <b>Total Expenses</b>           | <b>1 954 316,89</b>   | <b>1 241 220,30 €</b> | <b>64%</b> | <b>713 096,59 €</b> | <b>1 424 972,41 €</b> |

- Membership fees paid in 2013 for 2014:  
Membership fees paid in advance for 2015:

382 830,00 €  
2 810,00 €

349 625,00 €  
199 450,00 €

|                                    |                     |                     |
|------------------------------------|---------------------|---------------------|
| <b>Income against expenditure:</b> | <b>280 733,74 €</b> | <b>293 723,97 €</b> |
|------------------------------------|---------------------|---------------------|



**ANNEX D      ACTION ITEMS***Actions for the Council*

The Councillor for France was requested to keep IALA informed on a regular basis of the diplomatic actions made by France, including the countries contacted and the responses received, and if possible with the names of the contact person in the foreign affairs ministry of each country contacted.

The FAC to report to Council session 61 on options for resourcing of the organisation.

Councillors were requested to submit nominations for the Chair of LAP to the Secretary-General by the end of March 2015.

*Actions for the Secretariat*

The Secretary-General is to develop and implement a change management plan and to present a regular implementation report to Council under a standing agenda item at each Council meeting.

The Secretariat to document the future selection process for Secretary-General in internal procedures, and to seek expert legal advice on how a fixed term could be implemented.

The Secretary-General to report to Council session 60 on the first meeting of the Change of Status Working Group.

Communication to be made with the Department of Maritime Affairs, and then if necessary with the Ministry for Internal Affairs and the Ministry of Foreign Affairs (involved in the Change of Legal Status process) concerning the employment of non-EU nationals in the Secretariat and in the WWA-staff.

*Actions for the WWA*

The WWA Board is to make a submission of more precise Terms of Reference on the role and functions of the Board to Council in 2015

The WWA is to consider the proposal for a seminar in Senegal.

*Actions for the Committees and others*

Nil

## **ANNEX E      EXTRACT FROM REPORT IN FRENCH LANGUAGE**

Election du Président de l'AIMS

- ❖ **Le Conseil a élu le représentant de l'Espagne au Conseil**, M. Juan Francisco Rebollo, Président de l'AIMS pour la période se terminant en mai 2018.

Election du Vice président de l'AIMS

- ❖ **Le Conseil a élu le représentant de la République de Corée au Conseil**, M. Lim Yun-Churl, Vice président de l'AIMS pour la période se terminant en mai 2018.

Election du Comité financier et d'audit

- ❖ **Le Conseil a élu les représentants au Conseil de l'Allemagne, de l'Angleterre, de la France, de l'Irlande et de la Malaisie** au Comité financier financier et d'audit pour la période se terminant en mai 2018.
- ❖ **Le Conseil a élu** le représentant de l'Angleterre au Conseil, le Commandant Ian McNaught, Trésorier de l'AIMS pour la période se terminant en mai 2018.

Certifié conforme à l'original

Saint-Germain en Laye le 10 décembre 2014

Juan Francisco Rebollo

David Gordon