



Report of the 59th 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

Table of Contents

Executive Summary	1
Table of Contents	2
1 Opening	5
2 Apologies for absence	5
3 Approval of the agenda	5
3.1 Draft Agenda	5
4 Report of the 57 th and 58 th Sessions of the IALA Council	5
4.1 Matters arising from the 57 th and 58 th Sessions	5
4.1.1 Election of the IALA President	5
4.1.2 Election of the IALA Vice President	5
4.1.3 Election of the IALA Finance and Audit Committee	6
4.1.4 Actions items from Session 57	6
4.1.5 Action items from Session 58	6
5 Report by the Secretary-General	6
5.1 Report by the Secretary-General	6
5.2 Secretariat Review	6
5.2.1 Secretariat Review - Introduction	6
5.2.2 Consideration of the Secretariat Review	7
5.3 Recruitment of new Secretary-General	8
6 IALA Strategy	9
6.1 IALA Change of Status Working Group	9
6.1.1 Change of Status Working Group – Introduction	9
6.1.2 General Assembly Resolution	9
6.1.3 Change of Status Working Group – Terms of Reference	10
6.2 Presentation by France regarding IALA change of status	10
6.3 Employment of non-EU nationals in the Secretariat	11
7 Financial Matters	11
7.1 2015 Budget	11
7.2 Financial forecast 2016-2018	12
7.3 Cash flow situation as of 31st October 2014	12
7.4 2015 Membership rates	12
7.5 Members in a position to be taken out of the list of IALA members for non-payment	12
8 IALA Technical Activities	13
8.1 Policy Advisory Panel	13
8.1.1 Report of PAP28	13
8.1.2 18 th IALA Conference conclusions and actions	13
8.1.3 Proposed New Document Policy	13
8.1.4 Draft new Committee Policy and Procedures	14
8.2 ENAV Committee	14
8.2.1 Nomination of ENAV and ENG Chairs	14

8.2.2	Summary Report of ENAV15	14
8.2.3	Submission to ITU on VDES	14
8.2.4	ENAV Committee Work Plan 2014-2018	15
8.2.5	Report of CSSA Workshop	15
8.3	VTS Committee	15
8.3.1	Summary Report of VTS38	15
8.3.2	VTS Committee Work Plan 2014-2018	15
8.3.3	Draft IALA Guideline on the Use of Decision Support Tools for VTS Personnel	15
8.3.4	Proposed Workshop on Human Factors and Ergonomics in VTS	16
8.3.5	Withdrawal of IALA Guideline 1055 – Preparing for a Voluntary IMO Audit on VTS Delivery	16
9	Other iala groups	16
9.1	Legal Advisory Panel (LAP)	16
9.1.1	Summary Report of LAP13	16
9.1.2	IALA Risk Register	16
9.1.3	Chair of the Legal Advisory Panel (LAP)	16
9.2	Risk Management Tool	16
9.2.1	Report of Istanbul Seminar	16
9.2.2	Report of IWRAP SC 36	16
9.3	IALA-NET	17
9.3.1	Update on IALA-NET	17
10	World Wide Academy	17
10.1	Report of 7th WWA Board meeting	17
11	international	17
11.1	IMO	17
11.1.1	Report of IMO NCSR1	17
11.2	FERNS	17
11.2.1	Report of 23rd Meeting of the FERNS Council	17
11.3	Other meetings	17
12	IALA Conferences & Symposia	18
12.1	2014 IALA Conference Report	18
12.2	2016 IALA Symposium – Malaysia	18
12.3	2018 IALA Conference – Korea	18
13	Membership	18
13.1	Applications for Membership	18
13.1.1	National Membership	18
13.1.2	Industrial Membership	18
13.1.3	Associate Membership	19
13.2	Resignations from Membership	19
13.2.1	National Member	19
13.2.2	Industrial Member	19
13.3	Honorary Membership	19
14	IALA Communication tools	20

14.1	IALA Website	20
14.2	The IALA Bulletin	20
15	Any other business	20
15.1	National matters and Industrial Members Committee matters	20
15.2	Address by the Minister of Transport, of Civil Aviation and of the Merchant Marine of the Republic of Congo	20
15.3	Retiring Secretary-General	20
15.4	ACCSEAS Project	20
16	Dates & venues of next Council meetings	20
17	Closing	21
18	Annexes	21
ANNEX A	List of Participants	22
ANNEX B	Agenda	30
ANNEX C	Financial Documents	33
ANNEX D	Action Items	36
ANNEX E	Extract from report in french language	37



IALA Council
59th Session

10 December 2014

Report of the 59th Session of the IALA Council (C59)

1 OPENING

The 59th 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 57TH AND 58TH SESSIONS OF THE IALA COUNCIL

4.1 Matters arising from the 57th and 58th 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 26th September 2014, and would complete his term of office on 31st 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 21st 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 18th IALA Conference conclusions and actions

❖ **The Council noted** that the PAP had considered the Conclusions arising from the 18th 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 3rd 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 VTSS 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 13th 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 3rd 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 36th 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 7th 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 23rd 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 60th 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 18th 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 18th 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 19th 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

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) or Mr Pieter Paap (pieter.paap@rws.nl).

16 DATES & VENUES OF NEXT COUNCIL MEETINGS

The Councillor for Malaysia invited Councillors to hold the 60th session in Malaysia in May.

The Councillor for Senegal invited Councillors to hold the 61st session in Senegal.

The Councillor for Netherlands invited Councillors to hold their 63rd 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

ANNEX A LIST OF PARTICIPANTS

Australia Australian Maritime Safety Authority (AMSA)

Mr Brad GROVES
GPO Box 2181
Canberra City
ACT 2601
Australia

Phone	+61 2 6279 5050
Fax	+61 2 6279 5966
Mobile phone	+61 407 341 438
e-mail	brad.groves@amsa.gov.au

Brazil Centro de Sinalização Náutica e Reparos Almirante Moraes Rego

Captain Carlos AUGUSTO CHAVES LEAL SILVA
Centro de Sinalização Náutica “Almirante Moraes Rego”, (CAMR)
Rua Barão de Jaceguai, s/nº
Ponta da Armação – Niterói
Rio de Janeiro
CEP: 24048-900
Brazil

Phone	+55 21 2189 3132
Fax	+55 21 2189 3133
Mobile phone	+55 21 99899 4694
e-mail	augusto@camr.mar.mil.br

Capt Alberto PIOVESANA Jr.
Centro de Sinalização Náutica “Almirante Moraes Rego”, (CAMR)
Rua Barão de Jaceguai, s/nº
Ponta da Armação – Niterói
CEP: 24.048-900
Brazil

Phone	+55 21 2189 3523
Fax	+55 21 2189 3133
Mobile phone	+55 21 99644 4674
e-mail	piovesana@camr.mar.mil.br

Chile Armada de Chile - Directemar

Lt Cdr James CRAWFORD
Subida Cementerio s/n
Playa Ancha
Chile

Phone	+56 32 220 8730
Mobile phone	+56 977 64 62 98
e-mail	jcrawford@directemar.cl jcrawfordc@gmail.com

China Maritime Safety Administration

Ms ZENG, Hui
11 Jianguomennei Avenue
Beijing 100736
Peoples Republic of China

Phone +86 10 6599550
Fax +86 10 6529 9561
e-mail zenghui@msa.gov.cn

Mr LI Wenhua
11 Jianguomennei Avenue
Beijing 100736
Peoples Republic of China
Phone +86 106 529 2592
Fax +86 106 529 2893
e-mail liwenhua@msa.gov.cn
liwenhua1031@163.com

Mr LU Yong Qiang
Donghai Navigation Safety Administration
190 Si Ping Road Avenue
Shanghai , 200086
Peoples Republic of China
Phone +86 21 6607 2748
Fax +86 21 6607 2744
e-mail luyongqiang@shmsa.gov.cn

Denmark

Danish Maritime Authority

Mr Francis ZACHARIAE
Carl Jacobsen Vej 31
2500 Valby
Denmark

Phone +45 25376000
Fax +45 91376001
Mobile phone +45 25361607
e-mail fza@dma.dk

Mr Jan GABRIELSEN
Carl Jacobsen Vej 31
2500 Valby
Denmark

Phone +45 72 19 61 38
Fax +45 72 19 60 00
e-mail jga@dma.dk

Finland

Finnish Transport Agency

Ms. Kaisu HEIKONEN
P. O. Box 33
FIN-00521 Helsinki
Finland

Phone +358 20 637 3302
Mobile phone +358 40 573 4949
e-mail kaisu.heikonen@fta.fi

France

Ministère de l'Ecologie, de l'Energie et du Développement Durable

Captain Vincent DENAMUR
Paroi Sud, Grande Arche
92055 La Défense cedex
France

Phone +33 1 40 81 84 59
Mobile phone +33 6 24 97 38 40
e-mail vincent.denamur@developpement-durable.gouv.fr

Ministère des Affaires Etrangères

Mr Philippe MAUREL
Direction des Nations-Unies, des Organisations internationales,
des droits de l'Homme et de la Francophonie
Sous-direction des économiques et budgétaires 37 quai d'Orsay
75700 Paris 07 SP
France

Phone +33 1 43 17 40 74
Fax +33 1 43 17 46 91
e-mail (main) : philippe.maurel@diplomatie.gouv.fr

Germany

Federal Waterways and Shipping Agency

Dipl.Ing. Christian FORST
Northern Region Office
Hindenburgufer 247
24106 Kiel
Germany

Phone + 49 431 3394 5700
Fax + 49 431 3394 6399
e-mail christian.forst@wsv.bund.de

India

Directorate General of Lighthouses and Lightships

Capt. A.M. SUREJ
A-13, Sector 24
NOIDA (UP)
PIN-201 301
India

Phone +91 120 24 11 168
Fax +91 120 24 11 345
e-mail dglInoida@gmail.com

Mr Deepak Kumar SIHNA
Camp Office : MCC Kandla
Kandla 370210 -201 301
India

Phone/Fax +91 2836 270140
e-mail dksinha0123@gmail.com

Ireland

Commissioners of Irish Lights

Ms Yvonne SHIELDS
Irish Lights Office
Harbour Road
Dun Laoghaire
Dublin 2
Ireland

Phone +353 1 271 54 10/11
Fax +353 1 271 55 66
e-mail yvonne.shields@cil.ie

Italy**Italian Coast Guard - Headquarters**

Rear Admiral Piero PELLIZZARI
VII Department - Head - ICT and Maritime Traffic Monitoring
Viale dell'Arte 16
Rome, 00144
Italy
Phone +39 06 5908 4515
Mobile phone +39 32 0436 5527
e-mail piero.pellizzari@mit.gov.it

Japan**Japan Coast Guard**

Vice-Admiral Yoshio OZEKI
Maritime Traffic Department
Japan Coast Guard
2-1-3, Kasumigaseki
Chiyoda-ku
Tokyo 100-8976
Japan
Phone +81 3 3591 5650
Fax +81 3 3591 3590
e-mail jcgkotsukikaku3-5t2k@kaiho.mlit.go.jp

Cdr. Hideki NOGUCHI
Maritime Traffic Department
Japan Coast Guard
2-1-3, Kasumigaseki
Chiyoda-ku
Tokyo 100-8976
Japan
Phone +81 3 3591 6361 EXT 6106
Fax +81 3 3591 3590
e-mail jcgkotsukikaku7-6r9i@kaiho.mlit.go.jp

**Korea,
Republic of****Ministry of Oceans and Fisheries**

Mr LIM Hyun Churl
Government Complex
Sejong 94, Dasom 2-ro
Sejong-Si
Korea 339-012
Phone +82 44 200 5880
Fax +82 44 200 5848
e-mail oceankorea21@naver.com

Korea Maritime and Ocean University

Prof. Seung-Gi GUG
727 Taejong-ro
Yeongdo-gu
Busan 606-791
Korea
Phone and fax +82 51 410 4227
Mobile phone +82 10 6396 4227
e-mail cooksg@kmou.ac.kr

Mr BAE, Mike
Government Complex
Sejong 94, Dasom 2-ro
Sejong-Si
Korea 339-012

Phone	+82 44 200 5879
Fax	+82 44 200 5889
e-mail	mikebae@korea.kr

Mr CHO Yonghun
Government Complex
Sejong 94, Dasom 2-ro
Sejong-Si
Korea 339-012

Phone	+82 44 200 5879
Fax	+82 44 200 5889
e-mail	clicker2000@korea.kr

Ms KIM Hyejung
Government Complex
Sejong 94, Dasom 2-ro
Sejong-Si
Korea 339-012

Phone	+82 44 200 5879
Fax	+82 44 200 5889
e-mail	era21c@korea.kr

Malaysia

Light Dues Board Peninsular Malaysia

Baharin Bin Dato' Abdul Hamid
Director General
Marine Department of Malaysia
P.O Box 12, Jalan Limbungan
42007 Pelabuhan Klang
Selangor
Malaysia

Phone	+603 3346 7788
Fax	+ 603 3168 5289
e-mail	baharin@marine.gov.my

Netherlands

Ministry of Infrastructure and the Environment

Mrs Brigit GJJSBERS
PO Box 20901
2500 Ex The Hague
The Netherlands

Phone	+31 70 456 1404
Mobile phone	+31 6 2934 7496
e-mail	brigit.gijsbers@minienm.nl

Mr Pieter PAAP
PO Box 5044
2600 Delft
Netherlands

Mobile phone	+31 6 4 663 6190
e-mail	pieter.paap@rws.nl

e-mail (alternative) pieter.l.paap@quicknet.nl

Norway

Norwegian Coastal Administration

Mrs Kirsti Lovise SLOTSVIK
Kongensgt. 11, Box 1502
6025 ÅLESUND
Norway

Phone +47 7023 1010
Mobile phone +47 4899 8340
e-mail kirsti.slotsvik@kystverket.no

Portugal

Portuguese Navy Lighthouse Authority

Commander José Maria da Silva
Direção de Faróis
Estrada Marginal
2770 – 210 Paço de Arcos
Portugal

Phone +351 2 1446 1662
Mobile phone +351 9 1663 0652
e-mail maria.silva@marinha.pt

Mr Carlos Ventura SOARES
Portuguese Navy Lighthouse Authority
Estrada Marginal
2770-210 Paco de Arcos
Portugal
Phone +351 21 44 61 662

Senegal

Port Autonome de Dakar

Mr. Amadou NDIAYE
Bd de la Liberation
BP 3195 Dakar
Senegal

Phone +221 8 49 7950
Fax +221 3 3823 5263
Mobile phone +221 7 7631 0926
e-mail makhouzin@yahoo.fr
e-mail (alternative) amadou,ndiaye1956@gmail.com

South Africa

Transnet National Ports Authority

Mr David GORDON
Lighthouse and Navigational Port Authority
100 Beach Road
Mouille Point
Cape Town 8001
South Africa

Phone +27 21 449 5171
Fax +27 21 449 3663
Mobile phone +27 21 449 3663
e-mail david.gordon@transnet.net

Spain

Puertos del Estado

Mr Juan Francisco REBOLLO
Av. del Partenon, 10
28042 Madrid
Spain

Phone +34 91 524 55 26
Fax +34 91 524 55 06
Mobile phone +34 69 907 89 75
e-mail jfrebollo@puertos.es

Sweden

Swedish Maritime Administration

Mr Ove ERIKSSON
Östra Promenaden 7
SE-60178 Norrköping
Sweden

Phone +46 10 478 4811
Mobile phone +46 70 819 1233
e-mail ove.eriksson@sjofartsverket.se

Turkey

Directorate General of Coastal Safety

Mr Levent KALFA
Meclis-I Mebusan Cad.
N° 14. 4 Salipazari 34433
Beyoglu Istanbul

Phone +90 212 334 4536
Mobile phone +902 505 566 7622
Fax +902 212 249 391
e-mail levent.kalfa@kegm.gov.tr

USA

US Coast Guard

Captain Scott SMITH
Marine Transportation Systems
U.S. Coast Guard (CG-5PW)
2100 2nd Street SW
Washington DC 20593-0001
USA

Phone +1 202 372 1505
Fax +1 202 372 1991
e-mail Scott.J.Smith2@uscg.mil

IALA

Secretary-General

Mr Gary PROSSER
10 rue des Gaudines
78100 Saint-Germain-en-Laye
France

Phone +33 1 34 51 70 01
Fax +33 1 34 51 82 05
e-mail gary.prosser@iala-aism.org

Deputy Secretary-General

Mr. Michael D. CARD
10 rue des Gaudines
78100 Saint Germain en Laye

France

Phone +33 1 34 51 70 01
Fax +33 1 34 51 82 05
Mobile phone +33 6 83 43 27 99
e-mail michael.card@iala-aism.org

Dean, IALA WWA

Rear Admiral Jean-Charles LECLAIR
10 rue des Gaudines
78100 Saint Germain en Laye
France

Phone +33 4 94 26 33 41
Mobile phone +33 6 62 29 02 74
e-mail jean-charles.leclair@iala-aism.org

Administration Manager / Directeur administratif

(During pre-meeting on 8 December)

Marie-Helene GRILLET
10 rue des Gaudines
78100 Saint-Germain-en-Laye
France

Phone +33 (0)1 34 51 70 01
Fax +33 (0)1 34 51 82 05
e-mail marie-helene.grillet@iala-aism.org

IMC

Australian Maritime Systems

Mr. John SUGARMAN
655 Mac Arthur Avenue
Pinkenba 4008
Brisbane
Australia

Phone +61 7 3633 4101
Fax +61 7 3633 4198
Mobile phone +61 7 4 1117 5 911
e-mail jrs@marsys.com.au

Congo

Centre National d'Information et de Documentation Maritime

(Republic of)

Mr Martin Parfait Aimé COUSSOUD-MAVOUNGOU

Ministère de Transports, de l'Aviation Civile et de la Marine Marchande
B.P. 15 000
Republic of Congo

Phone +242 22 281 25 41 / 22 281 27 16
e-mail mdcm@hotmail.fr

Mr Charles Aimé MINDOU

B.P. 15 000
Republic of Congo

ANNEX B AGENDA

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

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

ITEM	ACTION REQUESTED
9.2.1 Report of Istanbul Seminar 9.2.2 Report of IWRAP SC 36	Note Note
9.3 IALA-NET 9.3.1 Update on IALA-NET	Note ^(a)
10. IALA WORLD-WIDE ACADEMY 10.1 Report of 7th WWA Board meeting	Note
11. INTERNATIONAL 11.1 IMO 11.1.1 Report of IMO NCSR1 11.2 FERNS 11.2.1 Report of 23 rd Meeting of FERNS Council	Note Note
12. IALA CONFERENCES AND SYMPOSIA 12.1 2014 IALA Conference Report 12.2 2016 IALA Symposium – Malaysia 12.3 2018 IALA Conference - Korea	Note Note Note
13. MEMBERSHIP 13.1 Applications for Membership 13.2 Resignations from Membership 13.3 Honorary Membership	Approve Note Vote
14. IALA COMMUNICATION TOOLS 14.1 IALA Website 14.2 IALA Bulletin	Note Note
15. ANY OTHER BUSINESS	
16. DATES AND VENUES FOR NEXT MEETINGS 16.1 Council meeting schedules for 2015-2018 16.2 Invitations received 16.3 Date and place of next meeting	Decide Consider 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
Total Income:	2 101 801,00	2 147 317,10

EXPENDITURE	BUDGET 2014	BUDGET 2015
PERSONNEL COSTS		
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
Total	1 213 260,00	1 318 200,00
OPERATING COSTS		
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
Total	673 056,89	624 900,00
INVESTMENT COSTS		
IT equipment & software	50 000,00	50 000,00
Furniture & other equipment	18 000,00	18 000,00
Total	68 000,00	68 000,00
Total Expenses	1 954 316,89	2 011 100,00

VARIATION IN PROVISIONS		
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
Total Provisions	-107 768,74	64 000,00

Expected result of the year	255 252,85	72 217,10
------------------------------------	-------------------	------------------

INCOME	Budget for 2015	2016 (+3%)	2017 (+3%)	2018 (+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
Total Income	2 147 317,10	2 239 123,38	2 298 160,01	2 371 013,69

EXPENSES	Budget for 2015	2016 (+2%)	2017 (+2%)	2018 (+2%)
PERSONNEL COSTS				
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
Total	1 318 200,00	1 344 564,00	1 371 455,28	1 398 884,39
CURRENT OPERATING COSTS				
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
Total	624 900,00	642 512,00	639 129,96	676 831,15
INVESTMENTS COSTS				
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
Total	68 000,00	69 564,00	70 955,28	72 374,39
Total Expenses	2 011 100,00	2 056 640,00	2 081 540,52	2 148 089,92

VARIATION IN PROVISIONS				
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
Total	64 000,00	65 280,00	66 585,60	67 917,31
EXPECTED RESULT OF THE YEAR	72 217,10	117 203,38	150 033,89	155 006,45

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
Total Income	2 498 436,27	1 901 974,04 €	76%	596 462,23 €	1 868 871,38 €

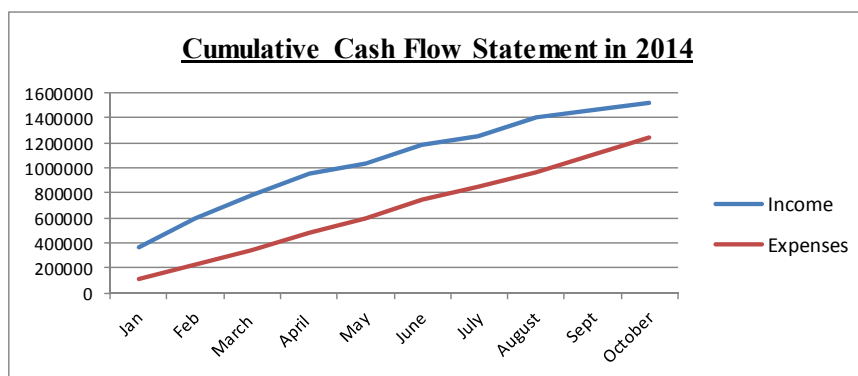
EXPENSES	Final budget for 2014	Expenditure achieved	%	Excedent or Déficit	Expenditure in 2013
PERSONNEL COSTS					
Salaries & fees	720 000,00	488 174,07	68%	231 825,93	485 645,97
Taxes & social security charges	447 300,00	221 298,18	49%	226 001,82	216 466,88
Staff saving scheme	22 660,00	14 646,16	65%	8 013,84	16 244,19
Other costs (training...)	23 300,00	16 688,86	72%	6 611,14	16 188,36
Total	1 213 260,00	740 807,27	61%	472 452,73 €	734 545,40 €
OPERATING COSTS					
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
Total	673 056,89	481 230,89	71%	191 826,00 €	605 381,31 €
INVESTMENT COSTS	68 000,00	19 182,14	28%	48 817,86 €	85 045,70 €
Total Expenses	1 954 316,89	1 241 220,30 €	64%	713 096,59 €	1 424 972,41 €

- 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 €

Income against expenditure:	280 733,74 €	293 723,97 €
------------------------------------	---------------------	---------------------



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