



---

# IALA WORLD-WIDE ACADEMY MINUTES OF THE 21<sup>ST</sup> BOARD MEETING

20 OCTOBER 2021



# Contents

<b>1. OPENING .....</b>	<b>3</b>
1.1 Welcome by the Chair .....	3
1.2 Approval of the Agenda .....	3
<b>2. MATTERS ARISING FROM LAST MINUTES.....</b>	<b>3</b>
2.1 Action items from last meeting .....	3
<b>3. FINANCIAL MATTERS.....</b>	<b>3</b>
3.1 Financial situation 2021 .....	3
3.2 Funding/Sponsors .....	3
3.3 Budget 2022 .....	4
<b>4. QUALITY AND RISK MANAGEMENT .....</b>	<b>4</b>
4.1 Quality Management System .....	4
4.2 Academy Risk Register .....	4
<b>5. ACTIVITIES .....</b>	<b>4</b>
5.1 Activities 2020 – briefing paper .....	4
5.2 Impact of COVID-19 on Academy activities.....	4
5.3 Action Plan 2022 .....	4
<b>6. STRATEGY &amp; ACADEMY DEVELOPMENT .....</b>	<b>5</b>
6.1 Update on the IALA IGO project .....	5
6.3 ATO status and development update .....	5
<b>7. ANY OTHER BUSINESS .....</b>	<b>5</b>
<b>8. CLOSING .....</b>	<b>5</b>
8.1 Next Meeting .....	5
8.2 Closing Remarks.....	5
<b>9. APPENDIX 1 .....</b>	<b>6</b>
9.1 Board Decisions .....	6
9.2 Action Items.....	6
9.3 List of Participants.....	6

## 1. OPENING

### 1.1 Welcome by the Chair

Mr. Seung-Gi Gug welcomed all members to the 21<sup>st</sup> meeting of the IALA World-Wide Academy Board which was conducted online due to the COVID-19 pandemic.

### 1.2 Approval of the Agenda

*The **Board approved** the agenda.*

## 2. MATTERS ARISING FROM LAST MINUTES

### 2.1 Action items from last meeting

Updates on the following actions items from the 20<sup>th</sup> Board, which were not considered elsewhere on the agenda, meeting were provided:

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

The Dean reported that contact with the World Maritime University remains limited due to a lack of physical opportunities for engagement. The ambition remains for future involvement and contact will be maintained with a view to continuing activities.

*The **Dean** is to develop a business case for the proposed publisher function with a view to discussing the next steps at the 21<sup>st</sup> meeting.*

Following a discussion, the Dean indicated that a business case would be developed in the future to progress this initiative.

## 3. FINANCIAL MATTERS

### 3.1 Financial situation 2021

The expenditure rate is currently circa 50% of pre COVID-19 levels due to lack of international travel and reduced opportunities to sponsor participants to events. Expenses for 2021 are in excess of the sponsorship and other revenue received and the reserve fund is being drawn from to a level of around 50%. However, the sponsors of the Academy have maintained their generous commitment and funding stability is not seen as a concern.

As the COVID-19 situation improves international travel has progressively recommenced.

The IFAN sponsorship for 2020 has now been paid in full although no payments for 2021 have been received to date.

*The **Board noted** the financial situation for 2021 to date.*

### 3.2 Funding/Sponsors

The Board reviewed the Academy revenue streams and noted that the majority remain stable until 2022 when some require renewal/renegotiation. The IFAN contributions are being paid on an installment basis by mutual agreement and the Board noted that a new three-year agreement with the Corporation of Trinity House and France had been finalized. Engagement with all sponsors is undertaken on a regular basis and all remain appreciative of the mission and the achievements of the Academy.

The current funding situation of major sponsors has highlighted the need to continuously pursue new funding opportunities to persuade existing sponsors to increase their commitments. New funding opportunities are continuously pursued.

### 3.3 Budget 2022

The budget for 2022 was reviewed by the Board. It was noted at a more stable programme of activities was proposed expecting COVID-19 restrictions to continue to ease. The budget assumes the payment of sponsorships which were paused in 2021 due to the pandemic and also includes the new sponsorships of the Corporation of Trinity House and France.

*The **Board approved** the budget for 2022.*

## 4. QUALITY AND RISK MANAGEMENT

### 4.1 Quality Management System

The Board reviewed the outcomes of the 2021 Management Review (WWAB21-4.1.1). and noted the progress that had been made. The quality management system continues to develop and new ways of working, especially with respect to non-conformance reporting, had been implemented.

*The **Secretary** is to progress the actions contained within the management review and update the Board at the 22<sup>nd</sup> meeting.*

### 4.2 Academy Risk Register

The IALA World-Wide Academy Risk Register was presented to the Board and was reviewed (WWAB21-4.2.1).

Whilst most risk factors are unchanged or reducing, the possibility of the loss of major sponsorship remains the highest risk factor and must be continuously mitigated through effective briefing of major sponsors as well as sponsorship diversification.

The risk register item related to international travel and safety has been adjusted to reflect that international travel has now resumed.

*The **Board noted** the Academy Risk Register.*

## 5. ACTIVITIES

### 5.1 Activities 2020 – briefing paper

Board members reviewed the World-Wide Academy annual report for 2021 (WWAB21-5.1.1). The Board noted the range of activities that had been possible, including the two technical missions conducted to the Republic of Lebanon and El Salvador.

### 5.2 Impact of COVID-19 on Academy activities

The Board held a general discussion on the impact of COVID-19 on the activities of the Academy, particularly in the light of the activities undertaken and the planned activities for 2021 and the recovery process to resuming normal activities. It was noted that the COVID-19 travel restrictions had started to ease progressively and travel for face-to-face activities had resumed.

The Board reaffirmed their view that the value of face-to-face activities and engagement should not be underestimated and that this should resume at the earliest possible and safe opportunity.

### 5.3 Action Plan 2022

The proposed action plan for 2022 was presented to the Board by means of a presentation outlining the intended scope of the programme with a wide range of education and training, capacity building and engagement activities planned. A detailed action plan for 2022 is under development and will be finalized as the COVID-19 situation develops and as opportunities for travel present themselves.

*The **Board noted** the action plan for 2022.*

## 6. STRATEGY & ACADEMY DEVELOPMENT

### 6.1 Update on the IALA IGO project

Following the Diplomatic Conference which was held in Kuala Lumpur in February 2020, the Convention has been open for signature in Paris and will remain so until January 2022. To date, 16 States have signed the Convention and three have ratified it. It was foreseen that the process of obtaining the required 30 instruments of ratification could take several years with between two and three years seen as the optimistic minimum. It was planned to host a formal signing ceremony in Paris in December 2021.

### 6.3 ATO status and development update

Despite the pandemic, the demand for distance learning has remained strong and the newly refreshed Marine Aids to Navigation Manager and Risk Management training courses remain extremely popular. The Corporation of Trinity House and France were delivering courses in Q4 of 2021 and it was expected that other accredited training organizations would resume their activities in 2022.

The Board noted that IFAN and MENAS had secured accreditation as a training organization in Bahrain and intended to commence operations in late 2021.

## 7. ANY OTHER BUSINESS

No other business was raised.

## 8. CLOSING

### 8.1 Next Meeting

The next meeting is tentatively scheduled to take place during the spring meeting of the Engineering and Sustainability Committee at IALA Headquarters with the date to be confirmed.

### 8.2 Closing Remarks

The Chair thanked all Board members for a successful meeting and for their support of the Academy and looked forward a fruitful future post COVID-19 and to face-to-face activities recommencing as soon as practicable.



## 9. APPENDIX 1

### 9.1 Board Decisions

<i>The <b>Board approved</b> the agenda. ....</i>	3
<i>The <b>Board noted</b> the financial situation for 2021 to date. ....</i>	3
<i>The <b>Board approved</b> the budget for 2022. ....</i>	4
<i>The <b>Board noted</b> the Academy Risk Register. ....</i>	4
<i>The <b>Board noted</b> the action plan for 2022. ....</i>	4

### 9.2 Action Items

<i>The <b>Dean</b> should liaise with the World Maritime University to discuss future cooperation. ....</i>	3
<i>The <b>Dean</b> is to develop a business case for the proposed publisher function with a view to discussing the next steps at the 21<sup>st</sup> meeting. ....</i>	3
<i>The <b>Secretary</b> is to progress the actions contained within the management review and update the Board at the 22<sup>nd</sup> meeting. ....</i>	4

### 9.3 List of Participants

Mr. Seung-Gi Gug	Chair
Sir Jeremy de Halpert	Board Member
Mr. Jean-Charles Leclair	Board Member
Mr. Tamotsu Ikeda	Board Member
Mr. Francis Zachariae	Secretary-General IALA/Board Member
Mr. Omar Frits Eriksson	Dean WWA/Board Member
Mr. Kevin Gregory	Education and Development Manager/Secretary



10, rue des Gaudines - 78100 Saint Germain en Laye, France  
Tél. +33 (0)1 34 51 70 01- Fax +33 (0)1 34 51 82 05 - [contact@iala-aism.org](mailto:contact@iala-aism.org)  
[www.iala-aism.org](http://www.iala-aism.org)

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