

**IALA COUNCIL
56th Session**

**December 9-13, 2013
Goa
India**

Agenda item 11 – OTHER IALA GROUPS

11.3 Risk Management Tool

11.3.1 Documents to note

***11.3.1-1 Report of 34th meeting of the IALA
Risk Management Tool Steering Group***

Note by the Secretariat

1 SUMMARY

The thirty fourth meeting of the IALA Risk Management Steering Group was held the 23rd of October 2013 at 15.00 ECT by teleconference

The report prepared by Jean-Charles Leclair is attached.

2 ACTION REQUESTED

The Council is requested to note the report of the 34th session of the Steering Group, as attached.



MINUTES OF THE THIRTY FOURTH MEETING OF THE IALA RISK MANAGEMENT STEERING GROUP

23rd October, 2013

by Teleconference

2.1 General

The thirty fourth meeting of the IALA Risk Management Steering Group was held the 23rd of October 2013 at 15.00 ECT by teleconference.

Participating to the meeting were:

1. Omar Frits Eriksson, DMA, Denmark (Chairman)
2. Per Christian Engberg, GateHouse A/S
3. Roger Barker, Trinity House, UK
4. Erik Sonne Ravn, DMA, Denmark
5. Prof. Knud Benedict, Marine Simulation Centre, Warnemunde, Germany
6. Juan Francisco Rebollo, Puerto del Estado, Spain
7. Stephen Bennett, IALA WWA
8. Jacques Manchard, IALA WWA
9. Jean-Charles Leclair, IALA WWA (Secretary).

Apologizes were received from

1. Gary Prosser, IALA Secretary General
2. Trond Langemyr, Norwegian Coastal Administration
3. Michael Skov, DMA, Denmark

2.2 Agenda item 1 – Opening

The Chairman, Omar Frits Eriksson, opened the meeting and welcomed all participants.

2.3 Agenda item 2 – Approval of the agenda

The draft agenda proposed (annexe 1) was accepted. However, item 5 was discussed first to take the opportunity of the presence of Juan Francisco Rebollo who is the organiser of the Madrid seminar.

2.4 Agenda item 3 – Action items from the previous meeting

1. GateHouse to continue to work on the way to make the use of the programme more friendly for the main users, eventually by introducing two different modes, one for the “normal” user, another one for advanced user looking for more research.

Per Christian Engberg informed the participants that he had the opportunity to organise training for 7 people with many feedbacks which he is using to continue the improvement of the programme. A new version should be ready for the Madrid seminar.

2. GateHouse and DMA to provide information on the algorithms used to calculate the vessel exhaust emissions, and to consider making a clear separation between the two functions of the tool, safety of navigation on one hand, and pollution assessment on the other hand.

Nothing to report.

3. For simulation purposes, GateHouse to introduce a high speed replay of traffic situation using data from the data base. To add the new function on the wish list.

Nothing to report. This request has to be added to the wish list.

4. Stephen Bennett to draft a note on a «revised son of PAWSA», together with a pre-draft model course, after information of the USCG.

Done. See agenda item 8.

5. For their registration, the lecturers at the Madrid Seminar to liaise with Stephen Bennett as soon as possible through the Academy e-mail address: academy@iala-aism.org

Done after the meeting.

6. Stephen Bennett to liaise with Burt Lahn to confirm his participation to the Madrid Seminar for the PAWSA part.

Done, Burt Lahn will not be in a position to participate to the Madrid seminar. See agenda item 5.

7. Omar Frits Eriksson to arrange the presentations of the simulation part between Force and Knudt Benedict at the Madrid Seminar.

Done but with no success regarding the participation of Force Technology. Knudt Benedict confirmed that he is taking charge of that part. See agenda item 5.

8. Omar Frits Eriksson to review the wish list with Per Christian Engberg and to decide the order in which the different topics will be considered.

Nothing to report.

9. Per Christian Engberg to provide to DMA a first draft text to promote the use of IWRAP Mk2 on the IALA website.

GateHouse is already using such material and Per Christian Engberg will provide the text to Stephen Bennett.

10. Stephen Bennett to prepare a flyer using the text prepared for the website aimed at promoting IWRAP Mk2.

Stephen has started the work on the document and he has now to discuss with Omar Frits Eriksson to finalize it. It was agreed that the flyer will be dedicated to IWRAP Mk2 only. Further discussion by the Steering Group will take place at the next meeting in Madrid.

Agenda item 4 – Progress on the development of IWRAP Mk2

See agenda item 3.1.

Agenda item 5 – Planning of Training Seminars on IALA Risk Management Tools (Madrid)

Stephen Bennett informed the participants that the most recent number of registrations was 23, despite the late announcement of the seminar. Juan Francisco Rebollo confirmed that everything is now ready from the Spanish part to welcome the participants and to run the seminar. However, he expressed some concerns about the absence of hotel booking of people registered, with the risk of difficulty for late booking. He also recalled that the social programme consists of a cocktail reception on Monday and a diner on Wednesday. The diner will be preceded by a bus tour of Madrid. For that reason, the afternoon session on Wednesday will have to finish at 17.30 at the latest.

Regarding the working programme:

- In absence of representatives from Force Technology, it was requested Knudt Benedict, who kindly accepted, to prepare and present sessions 14 and 15 on simulation.
- Also in absence of Burt Lahn, Omar Frits Eriksson agreed to take in charge the responsibility of the presentations regarding PAWSA. Juan Francisco Rebollo indicated that he is ready to take part to the presentations of PAWSA as long as he can be provided with existing available Power Point presentations.
- Omar Frits Eriksson explained that he had talks with Mr Ernst Bold, from Marine (The Netherlands), who advocated the possibility to join the IALA Risk Management Tools using the Samson programme. Apparently the property right belongs to the NL Government. The group recognised that it would need to have a better knowledge of the programme and suggest that Mr Bold be invited to present it. After a short discussion, it was agreed to take the opportunity of the Madrid seminar and invite Mr Bold to present Samson during the seminar. Therefore, the Secretariat was invited to send him a formal invitation for presenting the programme in Madrid.
- The host agreed to provide one memory stick per participant and load all PP presentations and other materials for distribution at the end of the seminar.
- Some memory sticks could also be used to load the IWRAP programme and AIS data and to transfer them on individual computers. However, the normal way to upload that information will be through an ftp server that Per Christian Engberg is invited to provide.
- Finally it was agreed that all presenters, arrived on time, and Juan Francisco Rebollo will meet on Sunday 10 November at 18h00 in the lobby of the NOVOTEL CAMPO DE LAS NACIONES Hotel for a final review of the programme and a visit of the venue of the seminar.

Agenda item 6 – Work on Causation Factors, Report of the WG.

There was nothing new to report.

Agenda item 7 – The wishlist of the IWRAP wikisite

There was nothing new to report.

Agenda item 8 – The «son» of PAWSA

Two documents drafted by Stephen Bennett were distributed to the participants before the meeting. The first one was a discussion paper on the Qualitative Risk Management Tool for Developing Nations and the second was an example of a simplified risk assessment matrix using a spreadsheet supported by the MS Excel® program.

The author recalled that, following the Risk Management Seminar held in Sydney, Australia, in November 2012, the Steering Group (SG30) discussed the IALA World Wide Academy's plan to develop two model courses, one on the use of IWRAP Mk2, and one on the use of PAWSA in developing countries. The former, a model course covering the full IALA risk Management Toolbox was published as IALA WWA.L1.3 in May 2012. The latter, a so-called "mini-PAWSA" or "son of PAWSA" is the subject of the discussion.

The original plan had been for the Academy Programme Manager, Stephen Bennett, to liaise with the United States Coast Guard (USCG) which developed PAWSA to determine how a simplified version for developing states might be progressed. However a face-to-face meeting was not possible in the foreseeable future. Therefore, Stephen Bennett undertook to draft a note on "son of PAWSA" based on a simplified version of the MS Excel® program, together with a pre-draft model course. At this stage, it was presented as a preliminary draft, the new version having to be developed in agreement with the USCG, including the name of the program.

The proposal contained three options:

- Option A – Simple Excel® Spreadsheet; it is a simple risk management format which does not use a Delphi-based risk analysis program. The proposed simplified tool uses a simplified organisation and discussion/evaluation method used in PAWSA, but not the mathematical method of risk analysis.
- Option B – Simplified or reduced version of PAWSA, which includes the reduction of number of participants and the removal of the evaluation of expertise and the weight of the different risks.
- Option C – PAWSA as it is now.

Stephen Bennett was congratulated for his excellent work and, as he suggested himself, the Group was of the opinion that option B should not be retained, as the method put more work and responsibility on the facilitator, bring very little ease to the way to organise the session, which would probably still need two days for a result certainly less reliable compared with the normal PAWSA tool.

The participants were of the opinion to keep options A and C. PAWSA as such should be kept because it remains an excellent tool. Regarding option A, the method should now be refined (Stephen Bennett had already started to do it) and tested. The name should be specific and all reference to PAWSA should be excluded to avoid any confusion with the genuine method itself. For the time being, the proposed name is "SQUART".

The Chairman concluded that the Steering Group needs to further work on the subject. If time permits, a brainstorming session could be organised in the margin of the Madrid seminar, to answer questions such as definition of low, medium and high risk, and regarding the way to test the tool. Stephen Bennett was also invited to draft a short note of information for the Council.

Agenda item 9 – Any other business

None.

Agenda item 10 – Action List

1. GateHouse to continue to work on the way to make the use of the programme more friendly for the main users, eventually by introducing two different modes, one for the “normal” user, another one for advanced user looking for more research.
2. GateHouse and DMA to provide information on the algorithms used to calculate the vessel exhaust emissions, and to consider making a clear separation between the two functions of the tool, safety of navigation on one hand, and pollution assessment on the other hand.
3. Omar Frits Eriksson to review the wish list with Per Christian Engberg and to decide the order in which the different topics will be considered.
4. Per Christian Engberg to provide to DMA and Stephen Bennett a draft text to promote the use of IWRAP Mk2 on the IALA website.
5. Stephen Bennett to finalise a flyer aimed at promoting IWRAP Mk2, together with Omar Frits Eriksson.
6. **Action items regarding the Madrid Seminar:**
 - , the afternoon session on Wednesday will have to finish at 17.30 at the latest.
 - requested Knudt Benedict, who kindly accepted, to prepare and present sessions 14 and 15 on simulation.
 - Omar Frits Eriksson agreed to take in charge the responsibility of the presentations regarding PAWSA. Juan Francisco Rebollo
 - Therefore, the Secretariat was invited to send him a formal invitation for presenting the programme in Madrid-
 - The host agreed to provide one memory stick per participant and load all PP presentations and other materials for distribution at the end of the seminar.
 - Some memory sticks could also be used to load the IWRAP programme and AIS data and to transfer them on individual computers. However, the normal way to upload that information will be through an ftp server that Per Christian Engberg is invited to provide.
 - Finally it was agreed that all presenters, arrived on time, and Juan Francisco Rebollo will meet on Sunday 10 November at 18h00 in the lobby of the NOVOTEL CAMPO DE LAS NACIONES Hotel for a final review of the programme and a visit of the venue of the seminar.
7. A brainstorming session be organised in the margin of the Madrid seminar to progress the new draft qualitative simplified risk management tool.

8. Stephen Bennett to draft a short note of information for the Council on PAWSA and the development of a new draft qualitative simplified risk management tool.

Agenda item 11 – Date and Venue of the next Meeting

A pre-Seminar meeting is planned on **Sunday the 10th of November, 2013, at 18h00 in Madrid**, together with Juan Francisco Rebollo. The meeting point is in the lobby of the NOVOTEL CAMPO DE LAS NACIONES Hotel.

The next meeting of the Steering Group (SG 35) will be held on **Friday the 15th of November, 2013, starting as soon as possible after the end of the seminar**. If requested, a go-to-meeting session could be organised in parallel to the face-to-face meeting for those not present in Madrid

Before closing the meeting, Omar Frits Eriksson thanked everyone for their participation.

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Annex 1

IWRAP - SG 34

23rd October, 2013 - 15.00 ECT (13.00 TU)

Agenda

1. Opening of the meeting
2. Approval of the agenda
3. Action items from the previous meeting (SG 33)
4. Progress on the development of IWRAP Mk2
5. Planning of Training Seminar on IALA Risk Management Tools (Madrid)
6. Work on Causation Factors, Effect of Aids to Navigation etc., report of the WG.
7. The wishlist of the IWRAP wikisite
8. The «son» of PAWSA
9. Any other business
10. Outcomes of the meeting and action items
11. Date and venue of the next meeting

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