

Agenda item 5 - REPORT BY THE SECRETARY GENERAL**5.2 Secretariat Review**Note by the Secretariat**1 SUMMARY****1.1 Purpose of the paper**

The purpose of this paper is to provide the opportunity for Council to consider and approve the Recommendations made by the Secretary-General in response to the review of the IALA Secretariat.

1.2 Related documents

Annex A (input paper C59-5.2-2) contains the Report of the review – ‘*A Modern and Efficient Organisational Design for the IALA Secretariat*’. An Executive Summary is provided on pages 1 and 2 of the Report. The Recommendations are located in Chapter 9 (p 36).

2 BACKGROUND

- 2.1 At its 56th session (Goa, 2013) Council directed the Secretary-General to report on what a modern and efficient Secretariat for the current form of the organisation would look like.
- 2.2 This request was made in the context of the approval of IALA’s Strategic Vision 2014-2026.

3 DISCUSSION**3.1 The Review**

- 3.1.1 No formal consideration of the structure, operation or efficiency of the IALA Secretariat has been undertaken in the past.
- 3.1.2 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.
- 3.1.3 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.
- 3.1.4 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.

3.2 The response of the Secretary-General

- 3.2.1 As the Secretary-General is responsible for the operation and performance of the Secretariat, the findings of the review team were made available to the Secretary-General for consideration.
- 3.2.2 Having considered the material presented in Part One of the Report the Secretary-General has made a range of Recommendations which cover, amongst other things, a new focus and structure for the Secretariat. The full response of the Secretary-General is provided in Part Two of the Report. That response is forward-looking and provides a blueprint for action as resources permit.
- 3.2.3 Thanks are extended 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.

4 REFERENCES

See the Report for full listing of sources used.

5 ACTION REQUESTED OF COUNCIL

Council is requested to:

- 1. **Note** the Report '*A Modern and Efficient Organisational Design for the IALA Secretariat*' provided at Annex A;
- 2. **Consider** the findings of the Report, including the Recommendations in Chapter 9;
- 3. **Approve** the Recommendations.