



MINUTES OF THE 12TH WWA BOARD MEETING

29 MARCH 2017 REV1

Introduction

The twelfth Board Meeting of the IALA WWA (The Academy) was held in Saint Germain en Laye on 29 March 2017. The meeting started at 1300 and closed at 16h30. A list of Board decisions and matters arising from the meeting are shown in Appendix 1.

The following participants attended the meeting:

Mr. Seung-Gi Gug (SGG)	Chairman
Mr. Omar Frits Eriksson (OFE)	Dean WWA
Mr. Francis Zachariae (FZ)	Secretary-General IALA/Board Member
Mr. Stephen Bennett (SB)	Vice Dean
Mr. Jean-Charles Leclair (JCL)	Board Member
Sir Jeremy de Halpert (JdH)	Board Member
Mr. Tamotsu Ikeda (TI)	Board Member
Mrs. Gerardine Delanoye (GD)	Programme Manager/Secretary
Mr. Mike Card (MC)	Deputy Secretary-General/Observer
Mr. Jacques Manchard (JM)	Senior Advisor WWA/Observer

Report of Proceedings

Agenda Item 1 – Welcome and Opening Remarks

The Chairman welcomed everybody and opened the meeting.

Agenda Item 2 – Approval of the Agenda

The Chairman asked for approval of the agenda and then gave the floor to the Dean for agenda item 3.

Agenda Item 3 – Matters Arising from the 11th Board Meeting

3.1 *Assessment of coastal states*

The Dean explained how the Academy recently has assessed 154 coastal states, resulting in a list of 67 countries who the Academy believes need some degree of assistance in order to demonstrate their ability to fulfill their international coastal state obligations. The analysis was based on a classification of each state in terms of volume of traffic and degree of risk on one hand and the perceived maturity of maritime management on the other hand.

The Academy will mainly focus its efforts on the 28 states that were found to be in the greatest need and develop a tailored strategy for each of these. The African region has the largest number of such states and the Academy will investigate further how best to conduct its capacity building activities in that region.

JCL found this new method to be an improvement, and a good tool for prioritizing the work of the Academy. JdH asked if the method was sufficiently robust to withstand possible criticism and GD gave an example of a state questioning the method, which demonstrated the robustness of the method.

A general observation across the missions conducted in 2016, is the disconnection between safety of shipping and the safety of navigation. Many States seem to find port and flag state obligations more important than coastal state obligations.

A discussion followed on what are the drivers for a country to invite the Academy to conduct a mission. The most important driver seems to be the IMSAS audit. This could mean that countries would be less likely to need assistance from the Academy after an IMSAS audit has taken place. SB found the fact that Protection and Indemnity insurance rates (P&I) may be higher when a country is on the Academy so-called target list could be an important driver as well.



3.2 Quality Management System

The Dean described briefly the principles of the new draft Academy Quality Management System (QMS). The main body of the QMS is nearly finished, with a few process descriptions remaining to be described. One of these is on the principles of selection and prioritizing sponsored participants to IALA events.

3.3 Funding

Discussed under agenda item 5.3.

Agenda Item 4 – Review of Academy Risk Register

4.1 Review of Academy Risk Register

The Dean displayed the WWA Risk Register and explained that he had updated, simplified and modified the Risk Register to include a numerical risk score. The Risk Register did not reveal any severe unmitigated risks.

The very busy Action Plan could lead to a situation where the Academy commits itself in excess of its capacity, but this is being mitigated through detailed resource planning and monitoring, carried out by the Vice Dean.

The risk associated with loss of major sponsors has been reduced significantly through a renewed contract with IFAN, formalizing the 3-year forward rolling IFAN sponsorship.

4.2 The effect of Academy endeavors

FZ said that until now, the Academy has mostly described its effect in terms of effort (activities), but sponsors, such as IFAN, would like to see indicators describing the actual effect of the work of the Academy.

The Academy will work on the development of suitable effect indicators. **Action 1** (SB)

Agenda Item 5 – Financial matters

5.1 Review of 2016

The 2016 budget, which yielded an overspending of about €15K, was reviewed and approved by the Board. **Decision 1**

5.2 Budget 2017

The Korean sponsorship dictates quite targeted spending through the Record of Discussion agreements (RoD), making it difficult to control in a dynamic world, and resulting in underspending. A revised arrangement, where the RoD expenditure also includes staff salary costs and consultant fees, has reduced the problem.

The Academy underspending (cash reserve) has reduced from about €108K in 2015 to about €72K by the end of 2016, and is planned to be reduced further to about €50K (the emergency reserve fund) by the end of 2017.

The Dean requested that the emergency reserve fund be renamed. The Board approved that the emergency reserve fund will be renamed “Cash Flow Reserve” and kept at least at the €50K level. **Decision 2**

In 2017, a direct revenue of about €883K is expected, while expenditures are planned to be €905K including secretariat charges. This will result in an overspending of about €22K, bringing the Cash Flow Reserve down to the desired €50K level. The 2017 budget was approved by the Board. **Decision 3**

The Dean explained that in addition to the direct revenue, there are considerable indirect (in-kind) sponsorships which do not appear in the Academy accounts, but support the strategic goal of the Academy.

The board requested an overview of all sponsorships, including an estimate of indirect (in-kind) contributions, for the next board meeting. **Action 2** (OFE).



5.3 Funding

The contract with IFAN has been renewed with a 3 year forward rolling arrangement. This is the foundation of the Academy funding.

SGG informed that so far no provisions have been made for continued Korean sponsorship when the present RoD agreement terminates. He recommended that this matter should be discussed during the Deans upcoming visit to Korea.

Sponsorship from France for 2016 was received beginning of 2017 and is expected to continue.

JdH said that he would propose to Trinity House that they continue sponsoring the Academy, preferably with a 3 year forward rolling sponsorship similar to the IFAN agreement.

The change of status of IALA to an IGO is expected to improve the chances obtaining sponsorship from the NIPPON Foundation. If the IALA Change of Status Roadmap will be approved soon, this could have a positive effect. TI mentioned an important Japanese project, involving the World Maritime University Alumni, being sponsored by the NIPPON Foundation. The NIPPON Foundation is believed to favor long term investment and training of individuals which could be an opportunity for the WWA Alumni.

It was also recognized that the Academy can play an important role to bring parties together for Capacity Building sponsor projects. This is the case were Korea conducts a feasibility study to sponsor Vanuatu and Fiji. The Academy had already conducted the technical missions to these countries which was very valuable information for Korea to decide on going ahead with these projects.

Agenda Item 6 – Review of Activities 2016-2017

6.1 Review of Activities

The Board agreed that the provided briefing paper was sufficient instead of receiving full mission reports. The trends and observations identified in the briefing paper were noted and discussed.

6.2 Maritime legislation templates

JCL raised the need for templates on maritime legislation. These could be very useful for smaller states, and the Academy has an important role to play in assisting such states to develop their AtoN related legislation. MC added that there is a gap on guidance to develop such legislation in the existing IALA publications.

It was agreed that the Academy should develop a draft guideline on what should be considered when developing national maritime legislation (AtoN and VTS). **Action 3** (SB)

6.3 Harvesting IALA work items from Academy reports

FZ said that he found the Academy reports of great value but he feels that IALA does not generally benefit enough from these at present. The outcomes of the reports reflect the AtoN and VTS needs of the states visited, and this would be valuable input to the future work program of the technical committees.

The Academy will analyze observations and recommendations from Academy reports and provide input(s) to the Committee work programs. **Action 4** (SB,PM)



Agenda Item 7 – Future Activities

The Board reviewed the planned activities in the Action Plan over the next 6 months. The Board endorsed the Action Plan.

7.1 Distance learning

SB briefed on the distance learning course for L1 AtoN Managers. Following a pilot with 2 participants and a proof of concept with 9 participants, the first formal distance learning started in January 2017 with another 9 participants. The participants are from the U.K., Finland, Antigua & Barbuda, Korea, Bangladesh and Estonia.

The Academy covers the world with this distance learning course. The course fee is at present €2,650 for the entire course and that includes module 3 on AtoN Management which is a residential course that will be delivered at IALA HQ and Accredited Training Organisations around the world.

A video, produced for the distance learning course, was viewed. As it was very well received, SB asked to consider making such a video on the IALA Maritime Buoyage System. Not only the Academy distance learning course could benefit from the video but also IALA in general. This will be considered by the Dean and the Secretary General.

7.2 Level 1 Course in Korea

The progress on the Korean L1 AtoN course was discussed. SGG presented new course material that will support this course, in the form of 3 textbooks produced by Korea. The Dean thanked Korea for this important contribution.

7.3 ASEAN VTS Training

An update was given on the ASEAN VTS training project that will deliver it's first training this year in Malaysia. This is an important project for VTS training in developing countries.

Agenda Item 8 – Any other business

MC informed the Board on the revised IALA strategic vision for 2018-2026 and described what role the Academy will have in the future structure of the technical committees.

The Chairman closed the meeting by thanking the Board for this very efficient meeting.

Agenda Item 10 – Venue and Date of the Next Meeting

The next meeting is scheduled to take place Tuesday 10th of October 2017, at 13h at the IALA Headquarters. Lunch will be served at 12h.

Gerardine DELANOYE

Programme Manager/Secretary

Appendix 1 to

IALA WWA Board 12/02/01

Board Decisions taken at the 12th Board Meeting:

No.	Reference	Subject	Decision
1	5.1	Review Budget 2016	Approved
2	5.2	Cash Flow Reserve	Approved
3	5.2	Budget 2017	Approved

Matters arising from the 12th Board Meeting:

No.	Subject	Responsible
1	The Academy will work on the development of suitable effect indicators.	SB
2	The board requested an overview of all sponsorships, including an estimate of indirect (in-kind) contributions, for the next board meeting.	OFE
3	It was agreed that the Academy should develop a draft guideline on what should be considered when developing national maritime legislation (AtoN and VTS).	SB
4	The Academy will analyze observations and recommendations from Academy reports and provide input(s) to the Committee work programs.	SB (PM)



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
www.iala-aism.org

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