



MINUTES OF THE 13TH WWA BOARD MEETING

17 OCTOBER 2017



Held in IALA Headquarters 10th October 2017

Introduction

The tenth Board Meeting of the IALA WWA (The Academy) was held in Saint Germain en Laye on 10 October 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
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

Apologies had been received from Sir Jeremy de Halpert (JdH)

Agenda Item 1 – Welcome and Opening Remarks

The Chairman welcomed everybody and opened the meeting.

Agenda Item 2 – Approval of the Agenda

The meeting approved the agenda and the Chairman then gave the floor to the Dean for agenda item 3.

Agenda Item 3 – Matters Arising from the 12th Board Meeting

3.1 Action items from last meeting

The Dean briefed on the four action items from the last meeting. Action 1: The Dean informed that, as a part of the Academy Quality Management System (QMS), a few Key Performance Indicators (KPI) have been identified for the Academy. It was pointed out that there is also a need to develop one or more indicators demonstrating the effect of the work of the Academy. Action 2: A list of in-kind sponsorship is now a part of the financial brief. Action 3: SB had produced a draft guideline on maritime legislation for developing nations. This draft has been input to the ARM Committee, which has taken this topic on board as a new work item.

For the last action item, SB had analyzed the more than 1200 recommendations provided by the Academy as a result of 30 technical needs assessment missions. A brief on the analysis had been provided as an input document to the Board. The analysis used a MS Excel workbook and the recommendations were sub-divided into those relating to compliance with SOLAS; AtoN management; technical issues; training and IALA-related matters. By far the greatest number of recommendations concerned the lack of effective compliance with SOLAS Chapter V Regulation 4 (navigation warnings) and ineffective maritime safety information process. This analysis had resulted in two new actions. The first is a mission checklist for WWA staff to ensure that missions are conducted in a harmonized way - **Action 1 (SB)**. The second to draft a guideline to advice coastal states how to prepare for a mission - **Action 2 (SB)**. This answered the question of JCL how Competent Authorities will be able to check the status for their country. OFE informed that the WWA event preceding the IALA conference in May 2018 would focus on the quality of Accredited Training Organizations and Maritime Management Quality inviting IALA national members to perform a self-assessment of the quality of their maritime management. FZ pointed out that the findings of the analysis are very valuable input to the technical committees.



3.2 Target list vs priority list

OFE asked the Board advice if the Academy should continue using the term *Target List*. He informed that the Academy already changed the term *Maritime Maturity* to *Maritime Quality*. A discussion took place and it was decided to use *Coastal States in Need List* for published documents – **Action 3 (GD)**.

3.3 Publish criteria for assessing countries

The Board was also asked to advice whether the Academy should publish the criteria of the state's analysis. It was decided that the criteria will be open for discussion during the WWA Pre-Conference event. This allows for a transparent procedure and for all attending members to provide their comments.

3.4 QMS/TMS

OFE briefed the Board how the Academy fulfills the requirements to have a QMS/TMS as set out in Guideline 1100. He showed an overview of the system and explained that an audit will be done by a trained auditor to ensure conformance with both the Guideline and ISO-9001. This audit will take place in December 2017. The Academy Key Performance Indicators identified so far were presented. They will need some further refining. In case of a failure to meet the performance criteria, a Non-Conformance Report will be issued.

FZ commented that the KPI's did not entirely address his request to demonstrate the positive effect of the Academy, especially to sponsors. To illustrate the effect of the Academy OFE showed the brief to the IALA Technical Committees. It showed that the Academy will focus on Africa although the volumes of traffic are not very high.

To address this further it was decided that the Academy will make a booklet on "5-years of the Academy". This will be presented to Academy stakeholders during the IALA Conference - **Action 4 (SB)**.

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 there are no significant changes. 2018 will be the last year of the current Korean sponsorship, but OFE has received a clear signal from Korea on continued sponsorship. It was recognized that there is an increase in risk on personal safety of WWA staff traveling to dangerous countries. The Academy will look into the UN solutions to mitigate this risk.

Agenda Item 5 – Financial matters

5.1 Review of 2017

OFE started with an overview of principles of 2016-2017. The Academy continues to be self-funded. It had been agreed that under the Korean ROD expenditure permanent staff salary costs and consultants' fees can be included. The Board had approved that the emergency reserve fund will be called "Cash Flow Reserve". The renewed contract with IFAN is now a 3 year rolling arrangement.

The revenue of 2017 was €883K and with the expected expenditure for the remaining three months of the year the total expenditure is expected to balance with the revenues by the end of the year. Trinity House did not sponsor the Academy this year and OFE will discuss this with Mr. McNaught - **Action 5 (OFE)**.

OFE then showed an overview that visualized the in-kind sponsorship of 12 countries or organization with a total sum of €287K. SB asked whether industrial members can sponsor participants to AtoN training. MC saw some possibilities as often large industrial projects include a training budget. OFE investigate this further - **Action 6 (OFE)**.

SGG stated that the present direct sponsorship is not sufficient for the work programme of the Academy. FZ comment that an approach could be to estimate how the Academy would look in 10 years. Coming up with a strategy over 10 years may motivate new sponsors.



5.2 Budget 2018

OFE then informed the Board on the budget of 2018. The Korean sponsorship will slightly reduce. The IFAN sponsorship stays the same as 2017. And the total overview showed a figure of €868K. This budget was approved by the Board. **Decision 1**

Agenda Item 6 – Review of Activities 2017

6.1 Review of Activities

The Board members informed that they took note of the review of activities brief.

TI then showed a movie on the ASEAN VTS Training project. He informed on the process and the next step, a VTS Manager course, scheduled for next year. During this VTS Manager course participants will conduct an IWRAP analysis. To make this possible Japan will sponsor new AIS base stations in the region and a cloud-based implementation of IWRAP in the ASEAN VTS simulation system, with a total budget of US\$5M.

OFE asked TI to consider sharing the AIS data through IALA-NET.

JCL asked how to audit Accredited Training Organizations (ATO), referring to the situation of the World Maritime University, mentioned in the review of activities brief. The importance of this was discussed and GD informed that this will be addressed in the future work programme of the VTS Committee.

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. It was suggested to have the next Board Meeting during the Conference, probably on Wednesday 30 May.

Agenda Item 8 – Any other business

MC informed the Board on the importance of harmonizing further the training documents, and the work that the Academy is currently doing in this regard.

He asked OFE and SB to consider, as a matter of urgency, possible gaps in the seven IALA draft standards and its recommendations (ref. PAP 34:7.2.1). MC asked OFE to speak on that matter during the next PAP.

MC asked how IALA and the Academy address the needs of non-SOLAS vessels, since in many countries accidents take place with fishing vessels and leisure crafts. SB informed that some WWA mission reports have recommended to fit vessels less than 300 GT with AIS Class-B transponders.

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 Wednesday 30th of May 2018, in Korea.

Gerardine DELANOYE

Programme Manager/Secretary

Appendix 1 to

IALA WWA Board 13/02/01



Board Decisions taken at the 13th Board Meeting:

No.	Reference	Subject	Decision
1	5.2	Budget 2018 of €868K	Approved

Matters arising from the 13th Board Meeting:

No.	Reference	Subject	Responsible
1	3.1	Develop an IALA WWA mission checklist	SB
2	3.1	Develop a draft Guideline on how countries should prepare for an IALA WWA Needs Assessment mission	SB
3	3.2	Change “Target List” to “Coastal States in Needs List” or similar in relevant (future) published documents.	GD
4	3.4	Develop the “5 Years of WWA” booklet and publish during the IALA Conference	SB
5	5.1	Investigate possible sponsorship from Trinity House	OFE
6	5.1	Investigate the possibility of IMC sponsoring the work of the Academy	OFE



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