



IALA WORLD-WIDE ACADEMY MINUTES OF THE 19TH BOARD MEETING

18 NOVEMBER 2020



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1. OPENING

1.1 Welcome by the Chair

The Chair welcomed all members to the 19th 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 18th 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 had been maintained with the World Maritime University and, following the cancellation of the invitation to lecture in June 2020 due to COVID-19, it was expected that the next opportunity would arise in 2021.

3. FINANCIAL MATTERS

3.1 Financial situation 2020

The current financial situation was reviewed by the Board (WWAB19-3.3.1). The current revenues were not as originally forecast primarily due to the full budgeted sponsorship not being received from the International Foundation for Aids to Navigation (IFAN) following an agreement for this to be paid in installments during 2020.

Generous sponsorship had been received from the Republic of Korea, Malaysia, Singapore, France, the Japan Aids to Navigation Association and the IMO (particularly for the funding of women participants to Academy events). The Board noted the continued need to attract new sponsors and the diversity the funding sources in general.

The Board noted that the expenditure for 2020 currently stood at around €572,200 which was lower than forecast, predominantly due significant reduction in overseas travel and lesser opportunities to sponsor participants from coastal States in need due to COVID-19.

At the end of 2020, a reserve of €387,900 is forecast.

*The **Board noted** the financial situation for 2020 to date.*

3.2 Budget 2021

A budget of €1,076,000 has been proposed for 2021 based on the expected revenues from sponsorship and the expected recovery in the ability to conduct face-to-face activities as the year progresses. Expenditure on Academy activities will increase at the first opportunity when COVID-19 restrictions allow, it is foreseen that activities will increase during the second half of 2021.

Additional consultancy services have been budgeted with respect to both the development of new courses including the extensive development of online learning resources and platforms and in terms of recovering the face-to-face programme of activities.

*The **Board approved** the budget for 2021.*

3.3 Funding/Sponsors

The Board noted the timeline for the re-negotiation and renewal of the commitment of the current sponsors. A bid for a renewal of the sponsorship from the Corporation of Trinity House is ongoing. It was also noted that there may imminently be an opportunity to explore funding from the Nippon Foundation, particularly when considering the progress that has been made with respect to the transition of IALA to an intergovernmental organisation (IGO).

Funding from Australia had been received in 2019 and an event planned for 2020 for the Pacific region and further afield was postponed due to COVID-19.

4. QUALITY AND RISK MANAGEMENT

4.1 Quality Management System

The Quality Management System continues to be developed so that the relevant principles and standards become fully integrated into the work of the Academy.

*The **Secretary** is to progress the actions contained within the management review and update the Board at the 20th meeting.*

4.2 Academy Risk Register

The IALA World-Wide Academy Risk Register was presented to the Board and was reviewed (WWAB18-4.2).

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 COVID-19 pandemic has made it difficult for the Academy to produce its traditional results (requiring extensive travel activity), which may impact upon future sponsorship. Internet based activities have been successfully deployed thereby maintaining the ability of the Academy to improve its ability to produce results, despite the pandemic.

The positive developments in the IALA IGO project, with the Convention now being ready for signature, has reduced both probability IALA failing as an international organisation.

The willingness to sponsor the Academy has not been adversely affected in 2020 due to COVID-19.

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

5. ACTIVITIES

5.1 Activities 2020 – briefing paper

Board members reviewed the World-Wide Academy activities briefing paper (WWAB19-5.1.1). The Board noted the range of activities that had been possible despite the restrictions due to COVID-19.

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. The Board noted the diverse range of online activities that had been undertaken which will provide a valuable resource for the future. The Board noted 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 2021

The proposed action plan for 2021 was presented to the Board (WWAB19-5.3.1). The Board noted the large portfolio of work with the majority of activities being online until summer 2021.

*The **Board noted** the action plan for 2021.*

6. STRATEGY & ACADEMY DEVELOPMENT

6.1 Update on the IALA IGO project

Following the Diplomatic Conference which was held in Kuala Lumpur in February, significant interest has been received in the signing process to enable the process of national ratification to commence. A signing ceremony had been planned to be held in Paris in November 2020, but this has been postponed due to COVID-19. It is foreseen that the French Minister for Europe and Foreign Affairs will sign the Convention in November and that it will then be open for the signature of other States for a period of 12 months. 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.

6.2 World-Wide Academy Vessel Traffic Service Plan

The Board was updated on the implementation of the Vessel Traffic Service (VTS) plan which represented a growing area of work for the Academy. The first VTS missions have been identified and were due to take place in April 2020. Unfortunately, these were postponed due to the COVID-19 pandemic and will be rescheduled in due course. The Academy is seeking opportunities to develop and implement its VTS plan and is considering more engagement, particularly in the ASEAN region where interest is strong.

6.3 ATO status and development update

Due to the COVID-19 pandemic all residential Level 1.1 Marine Aids to Navigation Manager and L1.3 Risk Management Toolbox courses have either been cancelled or postponed. A series of seminars with all Level 1.1 ATOs was held during November, all ATOs plan to continue their training activities as soon as the COVID-19 situation permits.

Despite the cancellations and postponements demand remains strong for training and online training has been delivered where possible.

7. ANY OTHER BUSINESS

No other business was raised.

8. CLOSING

8.1 Next Meeting

The next meeting is tentatively scheduled for Wednesday 9 June 2021 to be held online.

8.2 Closing Remarks

The Chair thanked all Board members for a successful meeting and for their support of the Academy. The Chair thanked the Dean and Academy staff for the excellent activities and actions despite the challenges of COVID 19 and also thanked the Secretary-General for the positive progress towards attaining IGO status.



9. APPENDIX 1

9.1 Board Decisions

<i>The Board approved the agenda.</i>	<i>3</i>
<i>The Board noted the financial situation for 2020 to date.</i>	<i>3</i>
<i>The Board approved the budget for 2021.</i>	<i>3</i>
<i>The Board noted the Academy Risk Register.</i>	<i>4</i>
<i>The Board noted the action plan for 2021.</i>	<i>4</i>

9.2 Action Items

<i>The Dean should liaise with the World Maritime University to discuss future cooperation.</i>	<i>3</i>
<i>The Secretary is to progress the actions contained within the management review and update the Board at the 20th meeting.</i>	<i>4</i>

9.3 List of Participants

Mr. Seung-Gi Gug	Chairman
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



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Association Internationale de Signalisation Maritime