



C74-12.1.2

# IALA WORLD-WIDE ACADEMY MINUTES OF THE 20<sup>TH</sup> BOARD MEETING

16 JUNE 2021



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## 1. OPENING

### 1.1 Welcome by the Chair

In the absence of Mr. Seung-Gi Gug, Sir Jeremy de Halpert assumed the Chair and welcomed all members to the 20<sup>th</sup> 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 19<sup>th</sup> 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 limited with the World Maritime University although periodic liaison with the course coordinator had been maintained. Contact will be maintained with a view to continuing activities in the future.

## 3. FINANCIAL MATTERS

### 3.1 Financial situation 2021

The expenditure rate has reduced significantly due to lack of international travel and reduced opportunities to sponsor participants to events. The sponsors of the Academy have maintained their generous commitment and a stable reserve of around six months finance has been maintained.

As the COVID-19 situation improves it is intended to resume international activities as soon as the health situation permits.

Despite COVID-19, significant development has taken place to improve infrastructure, delivery and processes. In particular, investment has been made in distance learning technology which has resulted in strong uptake in online distance learning training opportunities attracting participants from around the world.

*The **Board** noted the financial situation for 2021 to date.*

### 3.2 Funding/Sponsors

The Board reviewed the Academy revenue streams and noted that the majority remain stable until 2022 when some require renewal/renegotiation. The IFAN contribution for 2020 was reduced by mutual agreement and the Board noted that a new three-year agreement with the Corporation of Trinity House on a three-year basis had been finalized. Engagement with all sponsors is undertaken on a regular basis and all remain appreciative of the mission and the achievements of the Academy.

New funding opportunities are continuously pursued. In particular, a suitable project is being considered for submission to the Nippon Foundation in conjunction with JANA and Japan when the time is right.

## 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. In view of the comprehensive redevelopment of both the education and capacity building processes and procedures during the pandemic, it was considered that a redevelopment of the system would be beneficial.

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

## 4.2 Academy Risk Register

The IALA World-Wide Academy Risk Register was presented to the Board and was reviewed (WWAB20-4.2.1).

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. 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 willingness to sponsor the Academy has not been adversely affected in 2021 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 annual report for 2020 (WWAB20-5.1.1). 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 first technical missions were tentatively scheduled for late summer/early autumn to the Lebanon and El Salvador.

The Board reaffirmed their view 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 (WWAB20-5.3.1). The Board noted the portfolio of work and noted the possibility for missions to resume later in 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 2020, the Convention has been open for signature in Paris and will remain so until January 2022. To date, ten States have signed the Convention and one has ratified it. 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. COVID-19 permitting, it was planned to host a formal signing ceremony in Paris in December 2021.

### 6.2 Establishment of an IALA World-Wide Academy publisher function

It was proposed that the World-Wide Academy establishes a publisher function with a suitable financial budget. The purpose would be to facilitate the creation of new publication on relevant topics within the IALA domain. Some IALA members have shown an interest in writing technical books on various topics within the IALA domain, but there is a barrier when it comes to publishing. This is most probably because of the limited size of the potential market which makes the business case less appealing for a publisher.

It was considered that the IALA World-Wide Academy could undertake to publish appropriate technical publications as a part of its mission to assist coastal States and those concerned with Marine Aids to Navigation provision. It was considered that this would likely not be a revenue creating initiative and that the payback would likely be indirect. It was considered that advice may be sought from other specialist marine publishers, including those that work in behalf of charitable or membership based organizations.

Following a discussion, the Board was content in principle with the concept, but would like to see a development of the business case, that will help to manage this initiative.

*The **Dean** is to develop a business case for the proposed publisher function with a view to discussing the next steps at the 21<sup>st</sup> meeting.*

### 6.3 ATO status and development update

Despite the pandemic, the demand for distance learning has remained strong and the newly refreshed Marine Aids to Navigation Manager and Risk Management training courses have been launched. It has been positive to see the increased uptake of industrial members undertaking the training.

An active Spanish language support group has been established with interested members who assist in the translation of IALA documents and course materials.

## 7. ANY OTHER BUSINESS

No other business was raised.

## 8. CLOSING

### 8.1 Next Meeting

The next meeting is tentatively scheduled for October 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 and looked forward to face to face activities recommencing as soon as practicable.



## 9. APPENDIX 1

### 9.1 Board Decisions

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

### 9.2 Action Items

<i>The <b>Dean</b> should liaise with the World Maritime University to discuss future cooperation. ....</i>	3
<i>The <b>Secretary</b> is to progress the actions contained within the management review and update the Board at the 20<sup>th</sup> meeting. ....</i>	4
<i>The <b>Dean</b> is to develop a business case for the proposed publisher function with a view to discussing the next steps at the 21<sup>st</sup> meeting. ....</i>	5

### 9.3 List of Participants

Sir Jeremy de Halpert	Chair
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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International Association of Marine Aids to Navigation and Lighthouse Authorities  
Association Internationale de Signalisation Maritime