



C80-11.1.3

# IALA WORLD-WIDE ACADEMY MINUTES OF THE 26<sup>TH</sup> BOARD MEETING

12 APRIL 2024



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## 1. OPENING

### 1.1 Welcome by the Chair

The Chair, Mr. Seung-Gi Gug, welcomed all members to the 26<sup>th</sup> meeting of the IALA World-Wide Academy Board and thanked the World-Wide Academy in particular the Dean Mr. Omar Erikson. The Dean went then through the remainder of the agenda.

### 1.2 Approval of the Agenda

*The Board **approved** the agenda.*

## 2. MATTERS ARISING

### 2.1 Action items from last meeting

There were two action items from the last meeting. The first one was about sending a new three-year sponsorship request letter to the Deputy Master of Trinity House as soon as possible, and the second one discussed the need to update the Academy Risk Register by increasing the impact of the risk factor associated with staff safety when traveling to dangerous areas from 1 to 5. The Dean informed the Board that the secretary is in contact with Trinity House point of contact and the application form has been received. The letter will be sent before the deadline. After the 25th Board meeting, the Academy Risk Register was updated.

*The **Board noted** the updated Academy Risk Register, and the status of sponsorship request letter to Trinity House.*

#### Action Item:

*The Board secretary to complete the Trinity House application form and send it to the Head of Charitable Giving at Trinity House*

## 3. FINANCIAL MATTERS

### 3.1 Financial situation

Upon presentation of the Dean's financial statement, the board found it to be good with a surplus, remaining from last year's budget, of 454.751 euros by April 10th, 2024. Further sponsorships are expected in 2024 amounting to 1.032.500 euros, of which 695.000 euros are outstanding sponsorships from IFAN. There is an estimate that expenditures for the remainder of the year will be approximately 228.918 euros, with an increase expected.

The Dean updated the Board on the latest Academy staff recruiting while also reminding them of their previous decision to expand the Academy's staff. Mr. Jaime Alvarez joined the Academy through internal recruitment after serving as technical manager-ENG and DTEC Secretary- at the Strategy and Technical Operations Division. Mr. Jaime was selected to technical officer position at the Academy thanks to his qualifications, competence in IALA domain and his language skills. He participated in the Academy training and contributed to the delivery of courses, particularly those geared towards Spanish-speaking countries. Mr. Jaime will support in both capacity building activities and education and training delivery.

*The **Board noted** the recruitment of new staff member in the Academy and the financial situation for 2024.*

### 3.2 Budget 2024

The Dean pointed out that he expects an increase in expenditures for the education and training function and similar a decrease in expenditures for the capacity building function. This is due to more available workforce in the education and training function than in the capacity building function. Both areas have one full time staff members, but there are more qualified consultants available in the education and training area.

The Dean then presented the expected revenue streams and expenditures for 2024 with a total revenue of €1.552.000 and expenditures of €1.375.000 (WWAB26-3.3.2). It is anticipated that in 2024, expenditures will rise by €186.000 as a result of increased staff capacity and training activities.

*The **Board approved** the budget for 2024.*

### 3.3 Funding/Sponsors

The new CEO of IFAN, the major sponsor of the Academy, Mrs. Catherine Mulvihill accompanied with Project manager Francesca Pradelli, visited IALA and had a meeting with the Secretary General and the Academy team. The meeting was an opportunity to present the work of the Academy to the new CEO and to discuss further collaboration actions.

The Dean presented the sponsorship prognosis, where IFAN funds are agreed for the next three years, South Korea and Singapore for the next four years, and Malaysia and France for the next three years. During the discussion of potential funds, the Dean provided an overview of the Academy's collaboration with Mr. Mahesh Alimchandani, a consultant from the Australian Maritime Safety Authority MSA, who assisted the Academy to conduct a risk assessment for Papua Guinea. As a result, AMSA covered the expenses of Mr. Mahesh, but it invoiced the Academy for those expenses related to the mission.

The three-year sponsorship agreement with Trinity House ended in 2023, and there is a need to send a new sponsorship request to Deputy Master of Trinity House, as soon as possible in order to secure a new three-year sponsorship.

*The **Board noted** the sponsorship prognosis.*

## 4. QUALITY AND RISK MANAGEMENT

### 4.1 Quality Management System

There was no change on the Quality Management System (QMS) of the Academy. The Dean expressed his commitment to deliver quality work to meet all the expectations.

During his remarks, the Dean noted the vulnerable situation facing the Academy when the former Education and Manager training staff left. As a result of this, the Dean highlighted the importance of increasing the capacity of the Academy's staff members and diversifying its consultant force.

*The **Board was notified** by the current status of the QMS.*

### 4.2 Academy Risk Register

The IALA World-Wide Academy Risk Register was presented to the Board (WWAB26-4.2.1) which was revised after the last Board meeting. The major risk factor is still the possible loss of a major sponsor, but it was judged by the members that it is unlikely to happen thanks to the apparently imminent transition to IGO, which will impact positively on the status of the Academy.

After the last revision, the risk factor associated with staff safety when traveling to dangerous regions in the world has been raised to 15, which is the same level as losing a major sponsor.

The Dean discussed overall security measures which are put in place for mission to dangerous areas in the world and highlighted the need to make a kidnapping scenario, or near miss kidnapping situation, and explore ways to behave in such situations. He also emphasized the need to train the Academy staff on negotiation strategies in case of dangerous situations. Further, the Dean suggested to not prioritize visiting high level risk countries and explore other options to help them such as inviting them to IALA HQ or through online meetings.

The **Board noted** the Academy Risk Register with the latest change and **supported** the Dean's recommendations regarding conducting technical visit in high level risk countries.

## 5. ACTIVITIES

### 5.1 Activities 2023/2024 – briefing paper

Board members reviewed the briefing paper (WWAB26-5.1.1).

The Dean provided an overview of the background of the capacity building and training project in Indonesia. Additionally, he stated that he had agreed to provide IFAN with the same format of activity report for their Board meeting.

*The **Board noted** the range of activities that had been conducted for the period of September 2023 to March 2024.*

### 5.3 Action Plan for 2024

In presenting the action plan, the Dean mentioned the schedule for training and technical need assessments missions, with a particular emphasis on follow-up technical visits.

Mr. Ikeda requested that the Academy promote opportunities, provided by JICA, for national members to benefit from VTS basic training. As a result, the Dean welcomed the proposal and inquired about the schedule, content of the training, and sponsorship requirements.

*The **Board noted** the action plan for the remainder of 2024.*

## 6. STRATEGY & ACADEMY DEVELOPMENT

### 6.1 Update on the IALA IGO project

The Secretary General presented an overview of IGO update. To date, twenty-eight States have ratified, approved or acceded to the Convention. Thirty ratifications or equivalent accession/acceptance are required for the Convention to enter into force. Turkish, Moroccan, Belgian, Chilean, and Qatari states are likely to ratify IALA convention in the near future.

After the 30<sup>th</sup> ratification of the IALA convention, the transition process will begin, and the first General Assembly will be held in Singapore. There is no specific date for the GA at this time, and it is entirely dependent upon the date at which IALA receives its 30<sup>th</sup> ratification.

As of right now, IALA's new headquarters are still being discussed with the French government. The preferred option is to stay in Saint Germain En Laye, a choice strongly supported by the Mayor of the city because IALA activities are highly beneficial to the city economically, specifically regarding hotels and restaurants.

### 6.2 Internships and secondments

The Secretary General provided a general overview of the secondment at IALA, explaining that the qualifications of the seconded officer are important if the secondment is to be of real value to IALA, and not a burden. The Secretary General also added that IALA will need to increase the staff capacity in the future with the IGO status, and stated that one of the Vice- Secretary General and the Dean of the Academy positions will be vacant.

The Dean informed that the new sponsorship MoU with Singapore mentions secondment as one of the possible funding objects. He also invited Mr. Jaime Alvarez to introduce himself to the Board.

*The **Board noted** the importance to clearly defining qualification requirements of officers seconded to IALA.*

### 6.3 Training/office facilities worldwide

The Academy has received a number of proposals on establishing regional facilities for the Academy and even regional offices. The new MoU with Singapore includes “setting up an office of the Academy within the MPA Academy” and the new IALA MoU with Türkiye offers the use of facilities in Istanbul for any IALA activity, including Academy activities. Subsequent to discussion, the following was agreed:



The **board agreed** that establishing regional offices is not desirable for the time being, but utilizing available venues offered free of charge around the world may provide a cost-effective way of conducting Academy activities.

## 7. ANY OTHER BUSINESS

### 7.1 Disaster Recovery Fund

The Academy has continued in serving as an intermediary for information between potential sponsors and Ukraine. The Dean and Mr. Tom Southall meet once a month with the national member from Ukraine with the goal of facilitating communication for any possible support such as bouy tender, hydrographic equipment, and other relevant equipment.

At an IHO-related meeting in Istanbul, Mr. Tom Southall met with the Ukrainian delegation and established a solid connection with the new SHSU director, who has good ideas and requirements about the arrangement of support to Ukraine.

The Chair informed the Board that South Korea is prepared to assist Ukraine and emphasized the necessity of working together to make the assistance possible.

The Dean highlighted the Academy's proactive support and assistance, noting that the general disaster recovery plan has been put in place for any other potential disaster.

*The **Board noted** the progress with assisting Ukraine.*

### 7.2 Change in the composition of the Board

Sir Jeremy de Halpert announced that this board meeting is his last attendance at the board. Sir Jeremy said that he had very much enjoyed contributing to the important work of the Academy, but after 12 years and 26 meetings, he feels that it is about time to retire from the board and make room for someone else, with more contemporary knowledge of the domain.

*The rest of the **Board noted** the recommendation for the vacant seats in the Board and **expressed their gratitude** and appreciation to Sir Jeremy for his valuable contribution to the Board and the Academy over the years.*

#### Action Item:

*The Dean and the Secretary General to submit an input paper proposing a new Board member to the Council for appointment.*

## 8. CLOSING

### 8.1 Next Meeting

The next meeting will be held at IALA Headquarters on the 09<sup>th</sup> October 2024 at 13 CET.

### 8.2 Closing Remarks

The Chair thanked all Board members for a successful meeting and for their support of the Academy and closed the meeting. Additionally, he expressed his best wishes for continued improvement and contribution to the safety of navigation.



## 9. APPENDIX 1

### 9.1 Board Decisions

<i>The Board <b>approved</b> the agenda.....</i>	<i>3</i>
<i>The <b>Board noted</b> the updated Academy Risk Register, and the status of sponsorship request letter to Trinity House. ....</i>	<i>3</i>
<i>The <b>Board noted</b> the recruitment of new staff member in the Academy and the financial situation for 2024. ....</i>	<i>3</i>
<i>The <b>Board approved</b> the budget for 2024. ....</i>	<i>4</i>
<i>The <b>Board noted</b> the sponsorship prognosis. ....</i>	<i>4</i>
<i>The <b>Board was notified</b> by the current status of the QMS. ....</i>	<i>4</i>
<i>The <b>Board noted</b> the Academy Risk Register with the latest change and <b>supported</b> the Dean’s recommendations regarding conducting technical visit in high level risk countries. ....</i>	<i>4</i>
<i>The <b>Board noted</b> the range of activities that had been conducted for the period of September 2023 to March 2024. ....</i>	<i>5</i>
<i>The <b>Board noted</b> the action plan for the remainder of 2024. ....</i>	<i>5</i>
<i>The <b>Board noted</b> the importance to clearly defining qualification requirements of officers seconded to IALA. ....</i>	<i>5</i>
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### 9.2 Action Items

- 1. The Board secretary to complete the Trinity House application form and send it to the Head of Charitable Giving at Trinity House.*
- 2. The Dean and the Secretary General to submit an input paper proposing new Board members to the Council for appointment.*

### 9.3 List of Participants

Mr. Seung-Gi Gug	Chair
Sir Jeremy de Halpert	Board Member
Mr. Tamotsu Ikeda	Board Member
Mr. Francis Zachariae	Secretary General of IALA/ Board Member
Mr. Omar Frits Eriksson	Dean WWA/Board Member
Ms. Latifa Oumouzoune	Education and Training Manager/Secretary



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