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# REPORT OF THE 2<sup>ND</sup> SESSION OF THE TRANSITION COUNCIL

*18-19 September 2024, hybrid meeting*



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## OPENING

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The 2nd session of the Transition Council was held at the Organization's Headquarters and by Video Conference on 18-19 September 2024.

### 1. PRESIDENT'S OPENING REMARKS

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The president Marcos Almeida welcomed all participants to the 2<sup>nd</sup> meeting of the Transition Council and mentioned that it was the first time this transition council met physically. He welcomed the new councillor for Malaysia M. Arumugam Subramaniam. He then wished everyone a successful meeting.

### 2. APOLOGIES FOR ABSENCE

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There was no apology received for this session.

A list of participants is at Annex B.

### 3. APPROVAL OF THE AGENDA

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Input paper TC02-3.1 refers.

**The agenda was approved and can be found at Annex A.**

### 4. VACANT POSITION WITHIN COUNCIL

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There was no vacant position within the Council.

### 5. APPROVAL OF THE STAFF RULES

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#### 5.1 Approval of the Staff Rules

Input paper TC02-5.1.1 to 5.1.2 refer.

The Secretary-General introduced the work that was done on the Staff Rules. He then proceeded to present details about the point of concerns received from the councillors. The presentation from the Secretary-General can be found as output TC02-14.1.

He started by indicating that the IALA Staff Rules were in line with the Staff Rules of comparable organizations (IHO, IOV and UN). However, IALA would stay with the public social security system for health care and retirement in France as this was deemed easier and recommended. He added that the Staff Rules look to the future, but considerations have been taken to keep the present staff on acceptable conditions.

For clarifications, the Secretary-General explained clearly the difference between "locally recruited staff" and "internationally recruited staff". He also introduced the French pension system for clarification.

He then clarified the status of the internal tax. The internal tax which was a requirement from the French government in the Headquarters agreement had been calculated so that it balances the tax burden for the whole staff taking into account those staff members who pay a low amount of income tax today. The French tax system is complicated. For the transfer of staff, the calculation aims to fit everyone as much as possible.

The Transition Council then proceeded to read through the Staff Rules with comments received as presented in input paper TC02-5.1.2.

In the rule 1.4 several comments and discussions were noted. To begin with, the words "signed in XXX on XXX" was deleted from rule 1.4 (c). The reference to "Paris region" regarding the location of the headquarters was removed, allowing for the possibility that the headquarters may eventually be in a different location.

The councillor for Korea enquired about the Headquarters agreement as mentioned in rule 1.4 (c). The Secretary-General clarified that the text needed to go through the approval process by the French authorities. The estimated

time to go through this bureaucratic process was set at 5 months. The Secretariat expects the document to be provided by the French Government by the end of 2024 so that the new contracts could be established afterwards.

The councillor for France asked clarification about the definition of staff member in 1.4 (d). The Secretary-General confirmed that the definition of a staff member starts with the appointment.

The councillor for Australia enquired whether the term “permanent” was best suited to describe all the possible types of contracts of a staff member. The councillor for Ireland supported this enquiry. A new wording was proposed and “or fixed-term contract” was added after “permanent”.

Regarding rule 1.4 (l), the councillor for Malaysia asked clarification on the definition of “close family member”. The Secretary-General explained that 1.4 (k) “dependant family” was related to allowances while the definition of a “close family member” was regarding governance (such as the election of staff representative for instance).

In rule 4.6, the wording “Secretariat Procedures” was deleted as there would be no such document in the new Organization.

The councillor for Australia raised the question on whether the transition council should consider a time limitation for the allowance granted to internationally recruited staff. She explained that after a certain number of years, the staff member who would be settled in the country should no longer be entitled to certain allowances.

It was then mentioned that the one return economy ticket paid per year to the internationally recruited staff member and his family was already planned in the budget.

The Secretary-General added that in order to be able to recruit international staff members, the Organization would need to be able to offer an attractive package that could motivate applicants from all over the world to move to a different country.

After some discussion, the Council agreed that there should not be a time limitation for internationally recruited staff members.

On rule 8.10, the councillor for Malaysia requested that the word ‘etc’ be removed and that what it refers to be clearly stated. The Secretary-General proposed that the list of the exact special leave days would be put in an annex which can then be referred to in the document. As a consequence, the words “in accordance with Annex A” were added and a new Annex A including the list of special leave days is introduced to the staff rules.

On rule 8.12, the Secretary-General indicated that “a maximum period of six months” was added as this is related to non-paid leave which should be limited to avoid negative consequences for the efficiency of the Organization.

The councillor for France raised that the wording of rule 13.4 was not correct and suggested that the council find a better wording to clarify the status of the staff member. The words “is required to complete a” were added. Further to this addition, the rule was re-written for clarification and agreed as such by the Transition Council.

Regarding this same rule 13.4, the councillor for Korea indicated that the probationary period for IMO and IHO were one year long. The council discussed the issue and agreed to add the words “unless extended by the Secretary-General to a maximum period of 12 months.” after the six months originally indicated to give more flexibility to the Secretary-General in case it would be needed.

Rule 14.3 was moved to 26.20 as it was deemed better suited there.

The Secretary-General clarified that rule 15 on family relationship was needed in case of family relations developing during the time of employment. This was aimed to protect the staff as well as the Organization.

He then explained that under Rule 17.1, the sentence “The budgetary provision for merit bonuses shall be limited to 5% of the total annual basis salaries paid to all staff members” was added for clarification.

The councillor for Malaysia asked whether the bonus mentioned in this rule would be approved in the budget. The Secretary-General confirmed that everything was calculated and presented in the budget.

For rule 18.2, the councillor for Australia asked why the tax was applied after the social charges were deducted and not on the gross salary, to which the Secretary-General replied that this was made in order to follow the French system. The 5% rate for the internal tax for all staff member was agreed by the Transition Council.

On rule 22.5, the councillor for UK suggested that words be added so that the percentage of participation from the Organization would not be a unilateral decision from the Secretary-General. The words “recommended [...] and approved through budgetary process” were added to reflect this. This specification was also added where needed throughout the document.

Under rule 23.1, The councillor for France suggested to change “Authorities” to “Regulations”.

At 24.3, the councillor for Australia suggested to add the word “and” at the end of each line with a percentage per hour to clarify the intended meaning.

On 26.14, the councillor for Malaysia enquired whether the hotel grading (number of stars) could be adjusted to the country of destination as there would be considerable differences in price and standard between different locations in the world. The councillor for USA enquired whether it would be appropriate to increase the per diem so it would include the hotel booking. The Secretary-General explained that the per diem was lower than other organization by choice and that it was preferable that the organization would pay for the hotel bookings in order to ensure that the staff would stay in the best appropriate venue.

Regarding rule 26.20, the councillor for Malaysia requested clarification which resulted in the addition of the words “and/or the country of destination”.

For rule 27 on allowances, the Secretary-General indicated that several editorial changes were made for clarity but the content remained the same.

On 27.13, the word “monthly” was added following a suggestion from Singapore in order to specify the nature of the allowance.

On 27.5, the Secretary-General specified that the notion of “Metropolitan” France was added to cover the potential case of staff coming from New Caledonia or Guadeloupe for instance which are French territories but would require assistance and allowances for a consequent move due to the distance.

On 28.1 there was a discussion on the private use of the function car suggested in the comments from the UK. The conclusion was to keep the text as suggested in the input paper.

For rule 28.7, the councillor for Malaysia suggested to delete part of the sentence for clarification and the addition of “the staff member shall reimburse any fines and other penalties paid by”.

In Annex B, further to comments from Ireland and Australia, “Seniority Bonus” was changed to “Incremental Salary Progression”. The change was also made throughout the document as necessary. The Secretary-General added that salary progression scheme can always be reviewed by the council if necessary.

**The Transition Council approved the staff rules as included in TC02-12.1.**

## **6. TRANSITION BUDGET**

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### **6.1 Approval of the Transition Budget**

Input paper TC02-6.1 refers.

The treasurer introduced the Transition budget presented in the Annex.

The following timetable was proposed:

- The Transition Council 2 approves the Transition budget which ends on 31 Dec 2024.
- The Transition Council approves the 2025 budget in principle.
- The 1st General Assembly of the IGO approves the budgets for the next 3-year period (2025/2026/2027) to be applied retroactively from 1 January 2025.

The treasurer then indicated that some additional costs were showed but, they were not significant, and expected to be absorbed by the usual budgetary surplus. Most of the changes, linked to the transfer of rights, assets, liabilities and personnel, would affect the budget from 2025 onwards.

Concerning membership, the transfer of membership rights was running smoothly, and some countries already indicated that they would do the necessary to settle their debts before the General Assembly in February 2025. A good collection rate of membership contributions was already forecast in the budget approved by Council 80.

The staff budget was not expected to increase as no additional recruitment was planned for 2024. The replacement of an administrative staff member who recently resigned would be organized in 2025. The only changes in Personnel concerned Seconded Officers that may join IALA but at no costs for the Organization.

Finally, when IALA would move its headquarters to another location, the costs associated with this relocation would be considered separately, in due time and mostly financed from the reserves.

Therefore, no changes to the budget were planned for 2024.

**The Transition Council approved the transition budget as presented in the annex of TC02-6.1.**

## 6.2 Presentation of financial impact on the budget

Input paper TC02-FAC meeting (late submission) refers.

The Finance and Administration Manager introduced the document. The purpose of this document was to present the financial impacts of the change of status on the 2025 budget. The transfer of rights, assets, liabilities and staff were expected to take place in early 2025, following the entry into force of the privileges and immunities provided for in the Headquarters Agreement.

The savings identified mainly relate to the implementation of the internal tax, the exemption from VAT and certain taxes which would no longer be due, the company flats which would no longer be paid except for the General Secretary, the staff savings plan (PEE) and the conventional pension provision which would no longer apply.

The new expenditure would relate to possible compensation for salaries of transferred staff, the recruitment of a Document Controller, the need for translation companies, the payment of new allowances provided for in the Staff Rules for internationally recruited staff and the introduction of new international accounting standards.

The anticipated new costs should be compensated by the savings, on the assumption that at least 80% of the Nationals and Members States transfer and pay their contributions in time.

**The Transition Council noted the information provided.**

## 7. TRANSITION ARRANGEMENTS

### 7.1 Transition Arrangements

Input papers TC02-7.1 refers.

The Secretary-General introduced the timeline for the Transition Arrangements which can be viewed in the presentation provided as output paper TC02-14.1 on the website.

### 7.2 Resolution

The Transition Council approved the Resolution that was prepared by the Association Council. The Resolution in the annex was adopted by Council 80 on 25 June 2024. For administrative purposes, the same Resolution needed to also be approved by the Transition Council.

**The Transition Council approved the Resolution in the annex of input paper 7.2.**

## 8. ARRANGEMENTS FOR THE GENERAL ASSEMBLY

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### 8.1 Arrangements for the General Assembly

The Secretary-General said that a working group has been formed for the planning of the General Assembly. He added that an official invitation would be sent to Ministers of Member States and reminded Council members to provide the details of the Ministers to be invited. The Secretary-General then introduced the different deadlines and draft agenda for the General Assembly as well as the timelines with the Invitation to Member States to nominate candidates for President, Vice President and the Council, the Circulation of the submitted proposals together with those prepared by the Council to Member States and the invitation to forward comments to the Secretariat. There would also be the invitation to Member States to nominate candidates for the Secretary-General. Nominations would be notified to Member States as soon as they were received, as per the procedure “mutatis mutandis” with draft Article 6 of the General Regulations of the Organization.

Finally, two months before the opening, there would be the circulation of all final papers, including the provisional agenda, and the circulation of all nominees for President, Vice President and the Council.

Singapore highlighted some events that would be taking place during the IALA General Assembly including (1) a Welcome Reception on 17 February 2025 (Monday); (2) the opening of the IALA General Assembly on 18 February 2025 (Tuesday) which will be attended by Mr Teo Chee Hean, Singapore’s Senior Minister and Coordinating Minister for National Security as the Guest-of-Honour and will deliver a Welcome Address; and (3) an official dinner on 19 February 2025 (Wednesday) which will be hosted by Mr Chee Hong Tat, Singapore’s Minister for Transport and Second Minister for Finance, together with IALA.

The councillor for Malaysia made the following comments:

Malaysia thanked the IALA Secretariat for the details of the First General Assembly as well as the Seminar. Malaysia looked forward to participating in the upcoming First General Assembly together with the other Member States and would update the details of their delegation accordingly. Malaysia also once again recorded their appreciation to Singapore for hosting the Assembly. In respect of the Seminar, Malaysia also wished to inform that several Malaysian local industry players have expressed their interests to take part in the upcoming Seminar by means of delivering presentations or opening booths to showcase relevant tools on marine safety of navigation. In this regard, Malaysia hoped that more details of the Seminar could be provided as soon as possible so that they could convey the same to their industry players. This would enable them to make the necessary preparation to participate in the Seminar.

The finalisation of the IALA Convention took place during the Diplomatic Conference held in Kuala Lumpur, Malaysia in February 2020 and as of now signed by fifty two States. In this regard, Malaysia believed that this important piece of international instrument was best referred after its momentous event and venue where it took place. Therefore, they welcomed for this Convention to be referred as Kuala Lumpur Convention 2020. Malaysia acknowledged the importance of the proposed declaration to be adopted during the upcoming First General Assembly in Singapore, and its affiliation with the Kuala Lumpur Convention particularly in marking significant milestone of IALA as an IGO. They looked forward to discuss further the contents of the declaration in the Working Group.

**The Transition Council noted the arrangements for the General Assembly.**

## 9. ANY OTHER BUSINESS

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**The Council approved Affiliate Industrial membership for:**

- Kordia Pty Ltd, Australia
- PT. Leora Inti Semesta, Indonesia

- M/s Global Solutions (Pvt) Ltd., Pakistan

Then, the Secretary-General gave an update to the councillors on the new headquarters search. He introduced the pros and cons for each of the three solutions.

He also showed the draft explanatory note and draft terms of reference for the committees and subsidiary bodies. These documents can be found as output of the meeting TC02-13.1 to TC02-13.1.3. Councillors were given three weeks to look at the documents and send comments to the Secretariat.

#### **Action item 1**

*The councillors to look at the draft terms of reference for committee and subsidiary bodies and send comments to the Secretariat.*

## **10. DATES AND VENUES FOR NEXT MEETINGS**

The Council approved the following dates and venues for the Transition Council and IGO Council:

- Transition Council 03/C81: 9 to 13 December 2024, IALA Headquarters.
- IGO Council 01: 21 February 2025, Singapore.
- IGO Council 02: 9-13 June 2025, Headquarters or Member State invitation.

Certifié conforme aux débats

Le 19 septembre 2024

Contre-amiral Marcos ALMEIDA,  
Président de l'AIMS

Mr Francis ZACHARIAE  
Secrétaire-Général de l'AIMS

## ANNEX A – AGENDA FOR THE MEETING

### APPROVED AGENDA

ITEM		ACTION REQUESTED
1.	PRESIDENT'S OPENING REMARKS	Note
2.	APOLOGIES FOR ABSENCE	Note
3.	APPROVAL OF THE AGENDA	
3.1	Draft Agenda	Approve
4.	VACANT POSITIONS WITHIN THE COUNCIL	Note
5.	APPROVAL OF THE STAFF RULES	
5.1	Approval of the Staff Rules	Approve
5.1.1	Comments from members	
6.	TRANSITION BUDGET	
6.1	Approval of the Transition Budget	Approve
7.	TRANSITION ARRANGEMENTS	
7.1	Transition arrangements	Note
7.2	Resolution	Approve
8.	ARRANGEMENTS FOR THE GENERAL ASSEMBLY	
8.1	Arrangements for the General Assembly	Approve
9.	ANY OTHER BUSINESS	Note
10.	DATES AND VENUE FOR NEXT MEETING	Approve

## ANNEX B – LIST OF PARTICIPANTS

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## ANNEX C – ACTION ITEMS

### *Action item 1*

*The councillors to look at the draft terms of reference for committee and subsidiary bodies and send comments to the Secretariat.*

## ANNEX C – RECORD OF DECISIONS OF THE 2<sup>nd</sup> TRANSITION COUNCIL

The Transition Council approved the Staff Rules for the International Organization for Marine Aids to Navigation.

The Transition Council approved the transition budget.

The Transition Council approved the Resolution in the annex of input paper 7.2.



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