



IALA EXPERTS – GENERAL TERMS AND CONDITIONS

1. Introduction

IALA and its integral World-Wide Academy require acknowledged experts in both aids to navigation management and Vessel Traffic Services to assist with capacity building actions. Experts are intended to be used to carry out technical or other missions within their fields of expertise in the Academy target states or any other country as IALA deems it necessary.

2. Procedure for Selection

A parent organisation can propose individuals wishing to become an IALA Expert or they can apply as individuals. Applications received through the Academy section of the IALA website, will be considered by a selection team consisting of the Chair and vice-Chair of the appropriate IALA Committee. When endorsed, the selection team will inform IALA that the applicant is recommended to be an IALA Expert and specify the period of validity of his or her endorsement.

3. Period of Validity and Termination

Experts shall be endorsed by IALA for a maximum of four years. Endorsed experts should apply for re-endorsement 6 months before the period of validity expires. IALA may at its sole discretion terminate an Expert's validity, should it consider that to be appropriate. Experts retain the right to inform IALA that they no longer wish to continue to act as an expert at any time during the period of validity.

4. Publication of IALA Expert Names

Experts shall agree that their names and details, and where appropriate the name of their parent organisations, will be published on the Academy section of the IALA website.

6. Project Tasking

Endorsed Experts will be approached by IALA or the Academy. It will be entirely a matter for each Expert to accept or decline tasking requests. Should the expert accept the mission a contract shall be signed between the Expert and the appropriate organisation. Until such contract is signed there shall be no legal obligation on the Expert to undertake the tasks under negotiation. No payment will normally be made by IALA or the Academy to the Expert until a contract is signed. However should a payment be received before the signature of the contract and the Expert withdraws from the mission, they shall refund the full pre-payment to IALA or the Academy within 10 days of the date that their withdrawal was notified to IALA or the Academy.

5. Expert's Availability

Before accepting a mission an endorsed Expert shall, if applicable, inform their parent organisation and seek agreement to deliver the requested services.

7. Contract

For missions directed by IALA or the Academy a contract shall be signed between the endorsed Expert and IALA or the Academy. The contract shall specify the purpose of the mission, its Terms of Reference, the deliverables and payment conditions.

8. Reference documents for IALA missions

Each Expert will be provided with the IALA procedures in force governing Expert fees; travel regulations; per diem rates; claims for expenses and any other appropriate information pertaining on the date this Agreement is signed. Experts shall agree to keep themselves updated with latest edition of all applicable procedures before a specific mission contract is signed.

9. IALA expert – Private Contracts

Once the names of Experts are published on the IALA website, it may be that they are approached to conduct consultancy in a private capacity. It should be understood that IALA will accept no responsibility for anything related to such private activity and will stand indemnified against any services delivered to a third party by such Experts.

Agreement of Terms

I agree to the terms and conditions of being registered as an IALA Expert.

Signature:

Date: