

Agenda item 5 – Secretary General’s Report

Executive Summary

This document provides a general update on a number of matters in relation to the governance and operation of IALA. Some matters will be dealt with in greater detail under other agenda items.

General

The activity and workload of IALA continues to grow in 2013, with the IALA calendar for this year already filled. This year, as with all proceeding years to the Conference and Assembly (this time being held in Spain in 2014), shows a significant increase in an already busy schedule.

Quality Management

As reported at Council 54 (C54) in A Coruña, Spain, IALA is progressing with the internal project of a Quality Management System (QMS). One of the first steps of this project has been the creation of an intranet for IALA and, I am pleased to report that following the generous assistance provided by Australia and Denmark, IALA now has a fledgling intranet that is progressively being populated with IALA policies and procedures. The concept of the intranet has been well received and utilised by staff and there is genuine support for its expansion and further ongoing development.

Human Resources Management

Finance and Administration

Following the discussions on this subject at Council 54, I have now separated out the functions of Administration and Finance into separate areas of responsibility. Ms Marie-Hélène Grillet is responsible for all administrative matters, with Ms Christine Phillip responsible for finance matters with the accompanying delegations and support arrangements.

Technical

Further changes are also underway within the technical management area, with a redistribution of the workload for committee secretarial arrangements, and a review of support arrangements for the production of the Bulletin and other publications. I hope to be able to report further on these changes at Council 56 in India.

Information Technology

IALA still does not have adequate capacity to provide any dedicated internal information technology support and this is proving a challenge in not only supporting the needs of committees but also day-to-day support for the maintenance of equipment, the Intranet and the Internet. Whilst IALA is examining enhancements to our current out-sourced arrangements, it still benefits from the generous support of a number of volunteers.

Action Items from the Report of the 54th Session of the IALA Council

Action items pertinent to the Secretary General are commented on in Attachment A.

Action requested of the Council:

- 1. The Council is invited to note the information provided**

Attachment A: Action Items from the Report of the 54th Session of the IALA Council

Report of the 54th Session of the IALA Council 3-7 December 2012

ANNEX G ACTION ITEMS

Actions for the Secretariat (Secretary General)

- 3 The Secretary-General is requested to review all income and expenditure and identify any savings / efficiencies that can be made.

Outcome: Complete, verbal report with Financial Matters

- 5 The Secretary-General is requested to consider how IALA might strengthen its financial management.

Outcome: Complete, reported above

- 6 The Secretary-General is requested to send an Annual report with each subscription invoice.

Outcome: Complete, Annual report finalised, to be distributed in July 2013 with subscriptions for 2014

- 8 The Secretary-General is requested to consider the feasibility of IALA hosting a forum on resilient PNT&F and report to C55, if necessary with a proposal.

Outcome: Complete, proposal for forum included in papers for C55.

- 16 The Secretary-General and the Council member for the USA are requested to investigate a possible partnership deal, with a reputable partner, and report to the Council inter-sessionally.

Outcome: Complete, intersessional paper distributed in April 2013.

- 17 The Secretary-General is requested to investigate alternative hosting venues and report to the Council.

Outcome: Complete, as per action 16 above.

- 19 The Secretary-General is requested to investigate the possibility of an AtoN equivalent to the WVTS Guide and report back to the Council's 55th session.

Outcome: Complete, option to be considered in future work program of Committees.