

IALA - LIST OF MAIN ACTIVITIES

AND

ASSOCIATED RISKS

No	ACTIVITY	PROBABILITY	IMPACT or CONSEQUENCE for IALA (High / Low)	EXISTING MITIGATORS	RESIDUAL RISK / (PROBABILITY / IMPACT)	ACTION
1	Produce guidance documents for IALA membership. <ul style="list-style-type: none"> Recommendation – highest level of document. ‘<i>What you should do</i>’. Guidelines – ‘how to do it’ Manuals – touches on a large topic (e.g. VTS) <i>All guidance is <u>not</u> mandatory, but ‘international best practice’.</i>	Low	High	Risk factor – IMO endorsement may reduce IALA’s risk. IALA process for creating and approving documents	Low	QA system for IALA HQ
2	Produces IALA Bulletin – information magazine (periodical) for IALA membership	Low	Low	In house editorial meeting to scrutinise material Experienced editor	Low	Secretariat to consider general disclaimers

3	<p>1. Organise workshops, seminars, symposiums and conferences. These often result in output conclusions and recommendations.</p> <p>2. Physical risk / personal safety of those attending – who is liable?</p> <p>3. Following recommendations and making investment / operational decisions etc</p>	<p>1) Low</p> <p>2) Low</p> <p>3) Low</p>	<p>1) High</p> <p>2) High</p> <p>3) High</p>	<p>1) Review by Secretariat and scrutiny by Council</p> <p>2) Insurance for workshops on-site</p> <p>3) See 1 above</p>	<p>1) Low</p> <p>2) Low</p> <p>3) Low</p>	<p><i>Place list of items (including insurance) to be taken into account and place in IALA guidance document on organising a workshop</i></p>
4	<p>Advice offered by IALA experts in responses to administrations;</p> <p>1) Advise on interpretation of int'l rules and regulations</p> <p>2) Advise on solutions</p> <p>3) Advise on training</p>	<p>1) Low</p> <p>2) High</p> <p>3) Low</p>	<p>1) High</p> <p>2) High</p> <p>3) Low</p>	<p>1) Careful selection of experts (and internal scrutiny of mission report within IALA)</p>	<p>1) Low</p> <p>2) High</p> <p>3) Low</p>	<ul style="list-style-type: none"> • Explore suitable Insurance cover • Develop proforma agreement • Contract to state that French Law applies ** • State conditions and terms in e-mails
5	<p>Advice offered by private consultants engaged by IALA</p> <p>1) Adv on int'l rules</p> <p>2) Adv on solutions</p>	<p>1) Low</p> <p>2) High</p>	<p>1) High</p> <p>2) High</p>	<p>1) Don't take 'unknown' consultants</p>	<p>1) Low</p> <p>2) High</p>	<p>Develop proforma contract including requiring professional</p>

							indemnity insurance
6	Product certification process	Low	Low		High level of expertise in Committee drafting the templates	Low	Small amendment to template as suggested in liaison note to EEP Committee
7	Internal operational risks: 1. Infringing on intellectual property rights of others (copying documents, pictures) 2. Correspondence 3. Domestic mishaps 4. Non-contractual wrongs (torts?) 5. IT system failure 6. Pandemic illnesses	1) High 2) Low 3) Low 4) Low 5) High 6) High	1. Low 2. Low 3. High 4. High 5. Low 6. High		1. None! 2. None! 3. Insurance in place 4. Insurance in place 5. Anti virus and back up of data and maintenance contract 6. Masks, gloves, antiseptic wipes, contingency plan	1) Low 2) Low 3) Low 4) Low 5) Low 6) High	1) Awareness among staff 2) Develop disclaimer 3) NFA 4) NFA 5) NFA 6) Continued monitoring, apply State recommendations
8	Failure to act in accordance with the IALA Constitution	Low	High		Structure of Constitution and its regular review Creation of a Legal Advisory Panel	Low	None

Based on the above, the IALA Council is requested to advise on an amount that IALA should be insured for.

**** This agreement shall be governed by and constructed according to French Law. All disputes arising from or in connection with this agreement shall be referred to the respective courts of law in the city of Versailles.**
