



IALA Change of Status Project

Date: November 2016

	Element Description	Deliverable	Skills Needed	Risks	Resources Allocated	Status (In Progress/ Not started/ Suspended)	Due Date	Responsible Person
1	Determine IALA's key stakeholders	List of key stakeholders and POCs established	N.A.	None	Secretariat and Members	List in PID, but POC missing	July 2015/ done	Secretariat (SG)/Comms WG
2	Determine methods of communication available and best method for each stakeholder group	Best method of communication established but regularly reviewed following feedback to ensure remains effective	N.A.	Communication not effective (eg. wrongly targeted)	None	In Progress Underway (Preliminary list developed at Change of Status Advisory Group)	July 2015/ done	Secretariat (SG)/Comms WG
3	Ensure website is fit for purpose with regularly updated information	Regular progress reports on website	Web experience Graphic design	Out of date information Lack of information Incorrect information	Secretariat/ Redwire	Web site updated and new meeting scheduled with Redwire	Ongoing. New web site will be launched soon/ done	Secretariat (SG)
4	Prepare information packages for each stakeholder group	Bespoke information packages for key stakeholder groups delivered electronically	Communications /PR expertise Graphic design Diplomacy skills	Out of date information, contact details Wrongly targeted or Incorrect information Information overload	None. Resources from Members and Secretariat required	Preparation started	Package will be sent in May in EN-FR and SP/ done	Council/ Secretariat.
5	Establish mechanism for feedback to ensure optimum use	Regular feedback on communication initiatives	Communications /PR expertise	Mechanism is not effective	None Secretariat and Members	Not started	2016	Secretariat



	of communication media	Use of test targets Surveys						
6	Establish mechanism for briefings between IALA & Host Nation	Regular exchange of information	Knowledge of diplomatic process	Mechanism is not effective	Secretary General Deputy Secretary General and Members	Ad-hoc briefings in progress and meeting with French FM scheduled JAN 2016.	Meeting scheduled 3rd May/ done	Secretariat (SG)/French Councillor (DAM)
7	Establish stakeholders contacts programme with other IGOs / broader maritime community and maritime press	Stakeholders feel informed on Change of Status Project	Networking	Programme is not effective Stakeholders do not feel informed.	Secretariat and Members	Mechanism not started, although ad-hoc briefings in progress	IMO INF paper circulated to Sister org. INFO package sent May 2016/ done	Secretariat (SG)

ACTION PLAN for IGO project

Task Area: Communication

Method of Communication	Stakeholder Group
Website	National Members Industrial & Associate Members Broader maritime community
Newsletters Talk Points	National Members Industrial & Associate Members
1:1 Meetings with individuals and stakeholder groups	Other IGOs Host Nation re diplomatic process Broader maritime community



	Staff
IALA Bulletin	National Members Industrial, Associate & Honorary Members Broader maritime community
Maritime Press	Broader maritime community
Information Paper	IMO Members & Non IALA Members
Use of National Members / Regional Groupings	Non-IALA Members

Task Area: Diplomacy

	Element Description	Deliverable	Skills Needed	Risks	Resources Allocated	Status (In Progress/ Not started/ Suspended)	Due Date	Responsible Person
1	Establish POC in Member organisations, Foreign Ministries and other relevant agencies	List of POC to Secretariat and French Authorities	N.A.	None	Secretariat and Members	Letter send	done	Secretariat (SG)/French Councillor/All members
2	Identify supporting countries. Sponsors of the diplomatic conference	List of sponsoring countries to French Authorities	N.A.	No countries show interest. Project hampered	Secretariat and Council Members	Ongoing	Living document/discuss during C63/ Waiting the pre-Diplomatic Conference ARP 2017	Secretariat (SG)/Council Members. Comment from Japan.
3	Information Paper to IMO. Possible IMO Assembly	An information paper to IMO on the Change of Status project	Good knowledge on IMO procedures and the Change of Status project.	Could start a negative debate in IMO	None. Members support needed	Done	IMO Assembly in December. Papers 9 weeks before. LAP SEP 2015, Council by e-mail/done	Secretariat (SG)



	Element Description	Deliverable	Skills Needed	Risks	Resources Allocated	Status (In Progress/ Not started/ Suspended)	Due Date	Responsible Person
			Knowledge on drafting papers for IMO					
4	Coordination of next diplomatic action by France	A plan for approval by Council on the next diplomatic action by France. Probably when 1. draft convention text is ready	Knowledge of diplomatic actions and diplomatic conferences	None	French Councillor, Secretariat and Members	Road map developed with French Foreign Office.	Plan developed with Fr. Foreign Ministry	French Authorities, Council, Secretariat

Task Area: Financial Aspects

	Deliverable	Skills Needed	Risks	Resources Allocated	Status (In Progress/ Not started/ Suspended)	Due Date	Responsible Person
1	Assessment report of current status	Knowledge of IALA financial matters	None	Secretariat	Many aspects described in Secretariat Review (C59)	C61/ done	Secretariat (SG) and finance WG, coordinated with FAC
2	Investigate the financial implications of the transition phase against a number of scenarios	Knowledge of IALA financial matters	Depending on the outcome possible financial risks could lead to new debate about the status change	Secretariat	Not started	For IGO WG meeting NOV 2015/ done	Secretariat (SG) and finance WG, coordinated with FAC



	Deliverable	Skills Needed	Risks	Resources Allocated	Status (In Progress/ Not started/ Suspended)	Due Date	Responsible Person
3	Investigation of “final phase” (IGO with similar number of members as today) taking into account the Secretariat Review	Knowledge of IALA financial matters and of French social security/tax legislation	Outcome about future Secretariat and financial commitments by members could hamper the status change process	Secretariat	Not started	End of 2015 Report to the Council C61/ done	Secretariat (SG) and finance WG, coordinated with FAC

Task Area: Convention text and related documents

	Deliverable	Skills Needed	Risks	Resources Allocated	Status (In Progress/ Not started/ Suspended)	Due Date	Responsible Person
1	Draft Convention text	Legal drafting skills	Draft cannot be agreed	Legal Advisory Panel (LAP)	LAP 14-16 SEP 2015	IGO WG 9-10 NOV and Council 7-11 DEC 2015/ done	Secretariat (SG)/ IGO WG Chairs/LAP Chair
2	Draft General Regulation (GR)	Legal drafting skills	GR cannot be agreed	Secretariat/LAP	Draft in progress to be finalised at LAP MAR 2016	IGO WG – Council spring 2016. Cos 4 and C63	Secretariat (SG)/IGO WG Chairs/LAP Chair
3	Draft HQ Agreement	Legal drafting skills Knowledge of French social security/tax legislation	Agreement cannot be reached between IALA/DAM	Secretariat/LAP/DAM	LAP SEP 2016	IGO WG – Council informed autumn 2016	Secretariat (SG)/DAM/LAP Chair