

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. ‘What you should do’. Guidelines – ‘how to do it’ Manuals – touches on a large topic (e.g. VTS) <p>All guidance is <u>not mandatory</u>, but ‘<u>international best practice</u>’</p>	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	Provision of information 1 IALA Bulletin (periodical) for information of IALA membership	Low	Low	In house editorial meeting to scrutinise material Experienced editor	Low	Secretariat to consider general disclaimers
	2 Website & Dictionary	Low	High	Disclaimers Quality assurance Reports from members	Low	Application of quality management Advice from French lawyer

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3	1 Organise workshops, seminars, symposiums and conferences. These often result in output conclusions and recommendations.	1 Low	1 High	1 Review by Secretariat and scrutiny by Council	1 Low	Place list of items (including insurance) to be taken into account and place in IALA guidance document on organising a workshop
	2 Physical risk / personal safety of those attending – who is liable?	2 Low	2 High	2 Insurance for workshops on-site	2 Low	
	3 Following recommendations and making investment / operational decisions etc	3 Low	3 High	3 See 1 above	3 Low	
4	Advice offered by IALA experts in responses to administrations;					<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
	1 Advise on interpretation of int'l rules and regulations	1 Low	1 High	1 Careful selection of experts (and internal scrutiny of mission report within IALA)	1 Low	
	2 Advise on solutions	2 High	2 High		2 High	
	3 Advise on training	3. Low	3. Low		3. Low	
5	Advice offered by private consultants engaged by IALA					Develop proforma contract including requiring professional indemnity insurance
	1 Adv on int'l rules	1 Low	1 High	1 Don't take 'unknown' consultants	1 Low	
	2 Adv on solutions	2 High	2 High		2 High	

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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)	1 High	1 Low	1 None!	1 Low	1 Awareness among staff
	2 Correspondence	2 Low	2 Low	2 None!	2 Low	2 Develop disclaimer
	3 Domestic mishaps	3. Low	3 High	3 Insurance in place	3 Low	3 NFA
	4 Non-contractual wrongs (torts?)	4 Low	4 High	4 Insurance in place	4 Low	4 NFA
	5 IT system failure	5 High	5 Low	5 Anti virus and back up of data and maintenance contract	5 Low	5 NFA
	6 Pandemic illnesses	6 Medium	6. High	6. Masks, gloves, antiseptic wipes, contingency plan	6. Medium	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 Legal Advisory Panel gives legal advice to Council and other IALA bodies	Low	None

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9	Relocation project 1 Financial	1 Low	1 High	1 Subsidy from France awaited	1 Medium	1 in hand
	2 Project timing	2 Medium	2 Medium	2 Project plan meets current requirements Offer from DaMSA to host initial meetings Offer to provide alternative arrangements by France Space may be available for daily work if able to move in early	2 Medium	2 completed

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.
