



**Signatory  
Agency  
Address**

**Dear**

**Agreement for IALA Expert on IALA World-Wide Academy short term mission *[Option 2]***

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On behalf of the IALA World-Wide Academy (The Academy) I am pleased to accept your offer to provide a member of your Authority/Organisation to fill the role of Expert for the mission described at Annex A. This capacity building work is very important and will assist IALA in achieving harmonization and improvement of aids to navigation worldwide.

It is understood that your agency has generously agreed to pay the Expert's salary, [with IALA to fund all travel and associated expenses, applying IALA's rules of travel](#). A copy of these rules is enclosed for your kind attention. IALA is most grateful for this generous support [and will liaise directly with the Expert to arrange travel costs reimbursement](#).

I take this opportunity to confirm that your agency has also agreed to arrange travel and accommodation bookings where these are not undertaken by the beneficiary country, that you will provide the Expert with medical and travel insurance (including for loss of personal effects) and that payment of taxes, charges, dues and other liabilities which may arise from undertaking the mission will be managed and funded in accordance with the expert's usual employment conditions.

As you will appreciate, access to and continued use of materials created for, or as a result of, the mission is an important aspect of The Academy's contribution to the international maritime community. I trust that you are agreeable to IALA having free and ongoing access to such materials, including the ability to publish and update them as the need arises.

I would be grateful if you would countersign and return this letter to finalise our arrangement.

Please be aware that The Academy and IALA Secretariat staffs are at your disposal to assist in preparing for this mission, your participation in which is much appreciated.

Yours etc

For the Administration/Organisation

Secretary General

CEO etc name

Date

Date

**Annex A****Name of Expert****Terms of Reference****(Title of the technical assistance mission)****Background**

...

**Tasks**

Acting upon the instructions of the Dean of the IALA World-Wide Academy, the IALA Expert will carry out the mission by completing the services ... (detailed description of the mission)

The Expert will also, at the request of the Dean, carry out reasonable other duties falling within the scope of his/her professional competence, which may arise during the course of the assignment.

If requested by the Terms of Reference, on completion of his/her assignment, the Expert will submit a report to the Dean of the IALA World-Wide Academy. The report should be received no later than ..., and should include a summary of all activities undertaken as well as the Expert' conclusions and recommendations. The report should be typed in (English) and a copy should be made available on Word format.

**Duration of Mission and Timing of Services**

1. This mission will be conducted between ... and ....
2. The services will be performed according to the following schedule:
 

Day 1 through day ...:	Home-based preparation;
Day ...:	depart from ... to ...;
Day ... through day ...	on assignment in ...;
Day ...:	Depart from... to...;
Day... through day ...:	Home-based report writing.
3. The mission may be terminated by IALA or by the Expert or by his/her Administration/Organisation before the expiry date by agreement, preferably with at least two weeks' notice.

