



**IALA**

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# IALA STAFF RULES AND SECRETARIAT PROCEDURES

## Document owner

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The Finance and Administration Manager is responsible for the maintenance of this document.

## Next review date

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This document is next due for review 1 year after its last review date.

## Amendment history

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Version	Issue date	Author	Nature of change	Authorized by	Date of authorization
1	2018-07-12	Christine PHILIP	First draft of the IALA Staff Rules and Secretariat Procedures.	Secretary-General	2018-07-12
2	2019-01-28	Christine PHILIP	Updates of 2019 rates and addition of: procurement policy; Use of a company car; Training; Commuting expenses.	Secretary-General	2019-02-05
3	2019-10-10	Christine PHILIP	Updates of Data Protection Policy and Travel Policy.  Introduction of Travel Safety Policy (developed by M. Gregory); Communication Policy; Patent Policy (developed by LAP20); procedure about staff representative's election and guidelines about good email practice.	Secretary-General	2019-10-31

*These Staff Rules and Secretariat Procedures supersede and replace any staff policies and procedures put in place before July 2018.*



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## INTRODUCTION

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In accordance with Articles 7.2 to 7.4 of the General Regulations, these Staff Rules and Secretariat Procedures set out the duties and obligations of services and the basic rights of the IALA personnel of the Organization.

## CORE VALUES

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IALA's Core Values are:

### *Credible*

To be credible means being recognized, respected, trustworthy and reliable

- We provide a world-wide and high-quality service
- We drive the development of state-of-the-art technologies within Marine Aids to Navigation
- We engage the world's leading experts to develop our products

### *Dynamic*

To be dynamic means actively and continuously striving to improve

- We respond quickly to the needs of the maritime community
- We adopt flexible working arrangements to stay agile
- We encourage and stimulate innovation through awareness of global maritime developments

### *Result-oriented*

To be result-oriented means to focus on outcomes rather than processes

- We set clear objectives and goals with defined timelines
- We create high-quality technical documents that are practical, usable and easily accessible
- We produce outcomes that are non-political and non-commercial

### *Connecting*

To be connecting means to reach out to individuals and organizations in order to share knowledge and experience and to provide support to achieve common goals

- We welcome individuals and organizations from around the world
- We bring together experts and facilitate exchange of knowledge and experience
- We assist the maritime community in meeting its international obligations

## STAFF RULES

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### 1. Applicable law, jurisdiction

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The Staff employment contracts are governed by the provisions of the French Labour Code and by the National Collective Bargaining Agreement applicable to IALA, i.e the one for the Animation n°1518.

All contracts are subject to the jurisdiction of the French Courts in case of appeals.

### 2. Work place

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The IALA's premises are located 10, rue des Gaudines 78100 Saint-Germain-en-Laye, France.

This place of employment could be transferred to any other place and/or any other existing or future establishment, as IALA may reasonably require.

This mobility obligation shall nevertheless be limited to within Metropolitan France. Should a transfer of the place of employment be considered, the Employee shall be given at least one (1) month notice.

The staff may be allowed to work temporarily from home if specified in the contract or if agreed with the Secretary-General.

### 3. Working hours

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The working hours shall be 37 hours a week based on the normal 5 working days per week, on Mondays to Fridays. IALA Offices are closed on Saturdays, Sundays and on French Public Holidays.

As legal working time is 35 hours a week in France, the IALA working time includes two (2) overtime hours per week which will give lieu to an increase of the pay slip in accordance with the legal provisions.

### 4. Induction program

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#### *Welcome of new personnel*

The Organisation will ensure that each employee receives the information they require when they start work:

- A basic introduction to the Organization, including its history;
- A guided tour of the building pointing out the Security issues and access to the office;
- Explain team roles and responsibilities of colleagues and managers;
- Organize a work health check and provide safety information;
- Provide training possibilities;
- Explain employment conditions, key policies, work hours and breaks times;
- Describe the canteen and the restaurants around;
- Explain French legal requirements (tax declaration...);
- Explain retirement entitlements if any (including PERCO and PEE);
- Explain payroll details (date of payment, transportation costs...);
- Organize for complete bank details (for the refund of expenses and payment of salary);
- Provide necessary equipment, email addresses and computer access details;
- Provide relocation assistance when is offered (must be detailed in the contract).



### *The leaving process*

In the cases of departure from IALA, the line managers should:

- Check the employee's notice requirements and agree an end date;
- Calculate the pro rata compensation day and/or holiday entitlement and agree how any under/over taken days will be accounted for (eg taken, paid/deducted from salary);
- Give notice to the Real Estate Agency if the employee used to live in an IALA flat;
- Make sure the member of staff returns any equipment/property (keys, mobile phone, laptop etc) before leaving;
- Make sure that the IALA e-mail address has been cancelled;
- Delete the employee account from the canteen list;
- Provide a statement of the funds under a PEE and/or PERCO account;
- Provide relocation assistance if necessary (if provided by the contract).

## **5. Social protection**

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### *Social protection at IALA*

IALA's employees shall benefit from the social benefits and the retirement regimes in force within IALA and applicable to the employees of the same category.

They shall be affiliated to:

- The mandatory pension scheme ARRCO & AGIRC (Groupe KLESIA)
- The supplementary defined contribution pension scheme for Executives only (Groupe GENERALI)
- The complementary health insurance and welfare scheme (AG2R REUNICA PREVOYANCE)

The Association reserves the right to affiliate the employees to other organizations.

### *The Social Security System*

The French Social Security System is based on the principle of solidarity which guarantees financial protection against life's contingencies for everyone. It covers health insurance; compensation for occupational injuries and illnesses; family benefits and retirement benefits.

The French social security system is financed by social contributions paid by employers ("part patronale") and employees ("part salariale"); a general social welfare contribution (CSG) and various other contributions and taxes.

The relevant institution in charge of collecting social security contributions from employer and employee is called **URSSAF** (*Unions de Recouvrement des Cotisations de Sécurité Sociale et d'Allocations Familiales*).

The IALA's chartered accountant is making the appropriate payments for IALA every month to the relevant bodies, including URSSAF. Social contributions are detailed in the monthly salary sheet of each employee.

## **6. Retirement schemes**

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The general basic pension scheme is supplemented by 2 compulsory supplementary pension schemes: ARRCO (for all employees) and AGIRC (for executive only).

Contributions to the general scheme and to the supplementary schemes are compulsory for all employees.

The pension provided to Executives only, at retirement age by the Group GENERALI, is calculated according to the number of accumulated points throughout the career and is paid in the form of a life annuity.

In addition to these mandatory schemes, an employee can decide to have a personal pension plan managed by a bank or a dedicated company in France or in a foreign country.

## 7. Salaries

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### *Negotiation*

At the time of recruitment, the salary is negotiated on a case by case basis, depending on the level of experience, education and competence.

For high-profile recruitment, a Selection Panel can be requested to examine the applications received. This panel is generally composed of the IALA President, the Secretary-General, the Treasurer and relevant Line Manager(s).

### *Calculation*

**The gross salary** (“Total Brut”) is composed of:

- the basic salary (“salaire de base”)
- an increase corresponding to 2 hours beyond 35 hours per week
- a seniority bonus (see conditions at article 9 of these Staff Rules)
- any allowance subject to benefit in kind or in cash

**The net salary** (“net à payer”) is the gross salary minus:

- social charges and other mandatory deductions by IALA which represent approximately 25% of the gross salary for the employee.
- Income Tax

### *Payment*

The salary is payable at the end of each month by bank transfer.

### *Advance of salaries*

Refer to paragraph 5 of the Secretariat Procedures.

### *Inflation / adjustment*

The Secretary-General may decide to increase the salaries based on the increase of the cost of living as published by the OECD. This practice, not specified in the staff contracts, remains at the discretion of the Secretary-General and is not automatic.

## 8. Personal income tax

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Staff members with a residence in France must declare in May each year their French earnings, using their personal account on the [impots.gouv.fr](https://impots.gouv.fr) website.

According to the social legislation in force, some allowance received from IALA may constitute a benefit in kind or in cash, both for tax and social security purposes.

As from 1st January 2019, the Income Tax is directly deducted from the salaries. The Income Tax is calculated by the fiscal authorities based on the Declaration of Revenue sent each year in May by the employee.

Foreign bank accounts and life insurance policies opened, used or closed abroad during the year must be declared to the French fiscal authorities, by filling a Cerfa form n°3916 (available online or at the Secretariat).



## 9. Seniority bonus

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A seniority bonus is provided by the Collective Convention and is paid every month to the permanent staff after 2 years of service.

The Seniority bonus is calculated by multiplying a fixed index by the number of accumulated points. Four points are cumulated every two years of service, within a maximum of 40 points.

## 10. Saving accounts

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A Company Savings Plan (PEE) and a Retirement Savings Plan (PERCO) were introduced by agreements signed respectively in 1999 and 2010 with Société Générale Bank.

### *Contribution policy*

The permanent staff can invest, on a yearly basis, voluntary contributions to these plans, between €100 and €1,000 maximum. The Organization is contributing 100% for the PEE and 300% for the PERCO.

A minimum of 3 months' service is required.

A range of investment funds are available, with different level of risks.

### *Conditions for release of funds*

The funds invested in the PERCO are available at the time of retirement whereas the funds invested in the PEE are available 5 years after the first contribution has been made.

Some exceptional circumstances, listed on [esalia.com](http://esalia.com) website, may allow in the instant the release of money.

### *Société Générale services:*

Periodically, the Société Générale bank will send to IALA employees:

- Account statements detailing the changes in the plans and investment vehicles;
- An annual assets statement giving an overview of the savings.

These statements can be downloaded to each personal space.

On the following website [esalia.com](http://esalia.com), IALA employees can carry out (in different languages) certain operations and access:

- a statement of their accounts; or
- Information concerning the investments and their performance.

### *Departure from IALA*

IALA will stop contributing to the plans if the staff member leaves the Organisation. The beneficiary can decide either to keep the plans opened or to withdraw all or part of the funds.

Employees and former employees who remain owners of their funds after leaving the Organization will continue to receive their bank statements.

### *Tax regime*

Gains made on the PERCO at the end of the plan at the time of retirement or in the event of early release provided for by law are exempt from Income tax.

The earnings on the PEE obtained at the end of the plan that respect the minimum lock-up period are also exempt from Income tax.

## 11. Company flat

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On an exceptional basis and in case of international recruitment, an IALA accommodation may be provided to help the employee in carrying out his/her functions and to compensate for extra expenses incurred for double housing, especially when the family (spouse/children) of the employee keeps on living in the country of origin of the employee.

Accommodation will normally not be provided if the whole employee's family is moving to France.

The decision remains at the discretion of the Secretary-General and is subject to the above conditions. A written agreement between the employee and IALA will set the conditions of the use of a company apartment.

The provision of accommodation constitutes a benefit in kind both for tax and social security purposes.

## **12. Reimbursement of commuting costs**

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### *When the residence is in the vicinity of Saint Germain en Laye*

Employees who use public transport to get to their place of work can benefit from partial reimbursement of these costs. IALA will not cover the costs of personal transport for employees who use an IALA official vehicle to get to work. All employees are concerned, including those part-time and including trainees.

The refundable public transport services are: metro, bus, RER, streetcar, train, bike renting.

Tickets purchased individually are not refundable. Only subscription cards are concerned, whether they are: annual, monthly or weekly.

The refund is limited to 50% of the ticket based on a 2nd class rate and the shortest route. A copy of the ticket must be provided to the accounting department before the end of each month and the amount of the refund must be mentioned on the pay slip.

### *In case of double housing (one in the country of origin and one in Saint Germain en Laye):*

Other arrangements (such as home leave) may be decided on a case by case basis for internationally recruited employees only. The principle and the conditions of application must be stipulated in the employment contract. The refund of commuting costs between the country of origin and the Organization will constitute a benefit in cash for tax and social security purposes.

## **13. Policy on the provision and use of official cars**

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### **General conditions**

The decision of whether to purchase or rent a car will be determined by criteria related to the transportation needs and the approval of budgetary resources for that purpose.

### **Difference between the Function car and the Company car**

#### *The function car*

If the use of a function car is provided in the individual contract, the function car acts as a personal vehicle for the employee to whom it is entrusted and can be used by the employee as part of his activities, his leisure outside working hours, and for the journey from home to the workplace. Considered as an advantage in kind for the employee, the function car cannot be withdrawn unilaterally by the Organization.

A written agreement between IALA and the employee shall set the conditions of use of the vehicle.

The Employee will be responsible for the payment of fines if any.

An employee who has been assigned a function car cannot claim the reimbursement of 50% of his travel expenses between home and the workplace (as provided in paragraph 12 of these Staff rules).

#### *The company car*

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The company car (also called service car) can only be used for purely business purposes and is not attached to any particular employee. Employees can use the company car only during their working time.

#### **Accident with a service vehicle**

The Employee shall without delay inform IALA of any incident affecting the vehicle and no later than within 48 hours, so that IALA may take whatever action is necessary.

The employee is not held responsible for an accident with his service vehicle, but his liability may be incurred in the case of gross negligence, that is, if he intentionally caused the accident.

Vehicle repair costs and insurance deductibles are the responsibility of IALA.

#### **Insurance**

The insurance of a car is the responsibility of IALA. In case of accidents, it is therefore the Organization, considered as the insured, which must take over the franchise.

#### **Violation of the Highway Code with a service vehicle**

As the owner of the registration card, the employer remains liable for fines for inconvenient parking, for speeding and for non-compliance with traffic lights.

#### **Crit'Air sticker**

Since July 1<sup>st</sup> 2016 the Crit'air sticker is mandatory to circulate in certain agglomerations (such as Paris) where traffic restrictions have been introduced to fight against pollution. The sticker can be ordered online on the following website: <https://www.service-public.fr> and must be affixed to the windscreen of the official IALA's cars.

## **14. Code of Conduct**

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IALA Staff must abide by the following Code of Conduct:

- Behave honestly and with integrity;
- Act with care and diligence;
- Treat everyone with respect and courtesy and without harassment;
- Comply with all applicable laws;
- Comply with any lawful and reasonable direction given by someone in a position of authority within IALA
- Maintain appropriate confidentiality about commercial matters;
- Disclose, and take steps to avoid, any potential or real conflict of interest in connection with their employment;
- Use IALA's resources in an appropriate manner;
- Not provide false or misleading information in response to a request for information;
- Behave in ways that upholds the good reputation of IALA while on duty overseas; and
- Comply with IALA's documented Staff Rules and Secretariat Procedures.

An intentional breach of the IALA Code of Conduct may be investigated for disciplinary purposes. A breach of the Code may also be a criminal offense. In these cases, the Secretary-General may refer the matter to the relevant authorities (e.g. police) for further investigation.

## **15. Guidelines for good e-mail practice**

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Staff should ensure that the subject line is relevant and clear and that the e-mail is addressed to the appropriate recipients (to and Cc). Generally, the use of Bcc should be avoided.

Most of us receive a lot of e-mails, some of which are less relevant. The purpose of this section is to help us reduce the volume and number of unnecessary e-mails.

### *Mailing to multiple recipients*

Mailing to multiple recipients with a common interest or responsibility to communicate and share information is often used; however, this may be open to abuse. Good practice includes:

- Only sending relevant email to the whole group;
- responding only to the original email sender if other group members will not be interested in the reply; and
- only sending private information to relevant members of a group.

### *Closed Mailing-lists*

Closed mailing-lists are restricted to members of a department, committee or group and are not open to anyone to join. It is not good practice to communicate opinions and information expressed within the mailing-list to anyone outside the list.

### *Quoting*

Good practice for using quotations within an email include:

- Quoting only the relevant part of the message;
- Including enough context of the quote so the recipient is not misled of the quote's meaning;
- attributing quotations to the person quoted and gaining his/her permission before using it.

### *Flaming*

In email, the absence of tone of voice and body language can lead to "flaming" or "flame wars". To avoid these, it is good practice to:

- Avoid ad hominem expressions, such as: "only an idiot would think that...";
- Allow a 'cooling off period' before responding to emails that annoy you;
- Ensure all responses are temperate.

## **16. Training**

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### *Reform*

IALA's employees can benefit from the reform of the continuing vocational training system initiated in 2018 by the French Government. The new system called **CPF (Compte personnel de formation)** offers a wide range of training options to potential users.

The CPF intervenes as an individual right for all employees with a minimum seniority and for a certifying training action. IALA contributes to Uniformation (<http://www.uniformation.fr/Salaries>) which provides free training sessions in French. Other training sessions can be found directly on the CPF website.

### *Procedure*

From 2019, a personal account can be opened by the employee on the following website:

<https://www.moncompteactivite.gouv.fr/cpa-public/>

Each employee will acquire a budget of **€500 per year** on his training account (limited to €5,000).

Any hours accrued until 2014 from the old system DIF (*Droit Individuel à la Formation*) must be notified manually. Since 2015, hours are credited automatically and are converted into the new system (1 hour=€15).

### *Type of training*

- **The "autonomous" CPF:** the employee can choose any type training even if it does not relate to his field of activity. The employee shall manage the training directly with the training organization or directly in the account CPF. In this case, the training will be conducted outside working time.
- **The "co-managed" CPF:** both employee and employer are involved. In this case, the training sessions are carried out in the interest of the association and can take place during the normal working hours.



More information is available at the IALA secretariat.

## 17. Election of staff representative

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Pursuant to the Macron Reforms of 22 September 2017, a **Social and Economic Committee (“CSE”)** shall be put in place and elections of staff representative shall be organized for companies reaching 11 full time employees for the past 12 consecutive months.

### *The CSE: what is it?*

The Social and Economic Committee is a staff representative body that will supersede the staff representative bodies that currently exist: staff delegates; the Works Council (“Comité d’entreprise”) and the workplace health, safety and working conditions committee (“CHSCT” in French: Comité d’hygiène, de Sécurité, et des conditions de Travail).

### *Who composes the CSE?*

- The employer or a representative, potentially assisted by colleagues;
- A staff delegation composed of one staff representative and one alternate;
- A union representative (from one to five per trade union organization).

### *What is the mission of the Staff Representative?*

- to present the collective or individual complaints of the employees to the employer;
- to ensure the application of labour regulations in the association;
- to promote the improvement of health, safety and working conditions in the association and carry out investigations into occupational accidents or occupational diseases.  
For this purpose, the staff delegation can refer the matter to the Labour Inspectorate if needed.

### *Who can be candidate?*

Any employee can be candidate if he/she fulfils the following conditions:

- be at least 18 years old;
- work for at least 1 year at IALA;
- and not live in a relationship with the employer, nor be ascendant, descendant, brother or sister of the employer (or be married to one of them).

### *Who can vote?*

Any employee may vote if he/she meets the following conditions:

- be at least 16 years old;
- work for at least 3 months in the association and;
- not be the subject of any condemnation deprived of his civil rights.

### *What is the Procedure?*

- The employer informs employees of the date of the first round of elections. If no employee volunteered as a candidate in the election within 30 days after the date of the information, the employer is not required to organize elections (note that after the drafting of the “failure report”, a union or an employee may ask for new elections to be organised only after a period of six months).
- The employer invites the trade union organizations if at least one employee has applied for election within 30 days of the information on the holding of the elections.

The trade unions are invited to negotiate the pre-election memorandum of understanding (which sets the conditions for the conduct of the election) and to draw up the lists of their candidates.

### *Election*

It is a two round list poll with 1 unique electoral college (representing all categories of personnel). The election shall be organized by secret ballot or by email. It takes place during the working time.

In the first round, only lists drawn up by the organization's unions can be presented. If the number of voters is less than half the register voters, or in case of lack or insufficiency of candidatures, a second round must be organized within 15 days. Lists of nominations not established by an organisation Union can then be presented.

### *Duration*

After the organization of the elections, each staff representative is elected for 4 years. The mandate is renewable.

### *The functions of the Staff representative may terminate early, in one of the following cases:*

- termination of the employment contract (resignation, dismissal, conventional termination, etc.);
- loss of eligibility conditions;
- revocation of the mandate by the majority of staff members.

### *Hours of delegation*

To perform his duties, the Staff representative has a statutory hour's credit of 10 hours per month. During his delegation hours and outside his working hours, the delegate can circulate in the Organization and make all the contacts necessary for the accomplishment of his mission.

Time spent in delegation is considered and paid as working time.

### *Exercise of the salaried activity*

Outside the hours during which he carries out his duties as elected employee, the Staff representative carries out his salaried activity under the usual conditions. He enjoys the status of protected employee in terms of dismissal.

### *Meetings with the employer*

The employer and the staff delegation meet at least once a month. The time spent in a meeting is paid as actual working time and is not deducted from the credit hours of delegation.

Their requests and the employer's responses are recorded in a special register, which can be consulted by employees and the labour inspectorate.

## **18. End of Contract**

Either party (IALA or the employee) may terminate the employment contract subject to a statutory notice period, the duration of which is 3 months for executive position and 1 month for non-executive position, unless specified otherwise in the contract.

In case of termination of employment for any reason except disciplinary, the employee will receive compensation equal to a half month's salary for every year of service after deduction of the money paid for seniority bonus provided by the Collective Convention, which is paid on a monthly basis.

Any Conventional Dismissal indemnity would be paid on top of the compensation indemnity due.



## SECRETARIAT PROCEDURES

### 1. IALA GENERAL DATA PROTECTION POLICY

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#### 1.1 Initial policy statement

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IALA is committed to protecting the privacy and rights of individuals in accordance with the French *Loi Informatique et Libertés* of 16<sup>th</sup> January 1978 as amended including the European Union General Data Protection Regulation (hereafter referred to as “The Law”).

IALA needs to process certain personal data as defined in The Law about its employees and other individuals to fulfil its aim and purpose and to meet its legal obligations. IALA will process all such personal information, whether in a paper filing system or in electronic format, in accordance with The Law.

IALA has developed this policy to seek to ensure that all those who process personal information on its behalf do so in accordance with The Law.

#### *Introduction of GDPR in IALA Data Protection Policy*

In order to be compliant with the GDPR in place since 25 May 2018, IALA has updated its Data Protection Policy and has appointed a DPO (Data Protection Officer) duly registered at the CNIL (French data protection authority). The role of the DPO is to ensure the correct application of the Regulation within the Organization. The purpose of this update is to outline the rules and responsibilities of IALA when required to treat members’ and non-members’ data.

#### *Definitions*

What is a personal data?

Personal data means any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier including:

- Identity (name, identification number, home address, biometry...)
- Relations (social media, links...)
- Content (photos, texts, conversations...)
- Behaviour, health, context, finance.

#### 1.2 Procedure

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##### 1.2.1 Data collection

IALA needs to process certain personal data as defined in The Law about its employees and other individuals to fulfil its aim and purpose and to meet its legal obligations. IALA will process all such personal information, whether in a paper filing system or in electronic format, in accordance with The Law.

When we receive a registration from a participant, we enter his/her name, company, company address, telephone and e-mail address in our database. We also indicate which committee or workshop they register for and keep a list of participants.

##### 1.2.2 Use of the data

The data we have collected in our database is used to contact our members and non-members in order to inform them of our future events or events that IALA is associated with and that may be of interest to them and to the maritime community.

##### 1.2.3 Right to access the data

Any members have the right to access their data and modify them. Any member can, at any time, contact the IALA secretariat and require the deletion of the data held.

#### 1.2.4 Staff Data protection

Staff data is kept in a secured file only accessible to the Finance and Administration Manager. All employees and other individuals shall have the right of access to their personal information, as legally permitted, to ensure that it is correct and fairly held.

#### 1.2.5 Website

The IALA website keeps track of registrations. Users' e-mail addresses are used for the distribution of the IALA Newsletter (e-Bulletin). Users are able to indicate whether they want to receive it or not and to unsubscribe at the bottom of the newsletter. They can modify or delete their data at any time by connecting to their account.

#### 1.2.6 Industrial members

The Industrial members of IALA have a particular interest in sharing their information for business purposes. IALA has invited them to display their contact information and business area on the website. IALA has put in place a disclaimer indicating it will not be held responsible for the information entered on each member's web page. This information is accessible to the general public.

The list of members containing all members contact information formerly accessible by all on the website has been withdrawn.

### 1.3 Data protection policy

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*IALA shall process personal information in accordance with the principles of The Law, namely personal information shall:*

- be processed lawfully, fairly and transparently and with the individual's consent and in accordance with The Law, as amended;
- be obtained for specified, explicit and legitimate purposes and shall not be processed in any manner incompatible with those purposes;
- be adequate, relevant and limited to what is necessary;
- be accurate, complete and where necessary kept up to date;
- be kept in a manner that permits individuals' identification and for no longer than necessary;
- be handled in a manner ensuring appropriate security of the data including protection against unlawful processing or accidental loss, destruction or damage.

*IALA shall not without the person's explicit consent or otherwise in accordance with the Law collect or process personal data that are in relation to:*

- racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership
- genetic data, biometric data for the purpose of uniquely identifying a person, data concerning health or data concerning a person's sex life or sexual orientation.

*IALA shall when processing personal information respect the rights for individuals as set out in the Law, namely it will ensure the rights of individuals:*

- to be informed about information held about them;
- to allow them access and confirm what data is held and being processed about them;
- to have inaccurate or incomplete data held about them or provided to 3<sup>rd</sup> parties rectified;
- to prevent processing and on request and unless the right to erasure does not apply have data about them deleted where there is no compelling reason to continue processing it, in accordance with the Law;
- to have the processing of data restricted in accordance with the Law;
- to be provided with data about them in a structured, commonly used and machine-readable form;



- to object to data being processed about them in accordance with the Law;
- in respect of automated decision making and profiling.

### 1.3.1 Responsibilities

The Secretary-General has overall responsibility for ensuring compliance with the General Data Protection Policy. All Executive Officers have a responsibility for implementing the policy within their particular field of authority. The Secretary-General is responsible for ensuring that the General Data Protection Policy is maintained and that all other policies are consistent with the General Data Protection Policy and are cross-referenced where necessary.

The Finance and Administration Manager shall be responsible for formally notifying the Secretary-General as necessary of the personal information processed by IALA and for ensuring that employees are aware of IALA's obligations in relation to the processing of personal information. Any individual who has a matter of concern in respect of the processing of personal information may raise it with the Secretary-General.

The Finance and Administration Manager shall be responsible for ensuring that HR and IT systems are fully compliant with this policy.

All IALA employees are required to process personal information in accordance with the principles set out in this policy and to exercise the highest level of care and confidentiality in relation to such information. Failure to comply with this policy will be treated as a serious matter and in some situations may amount to gross misconduct.

IALA will make sufficient resources available to ensure compliance with this policy.

This policy applies to all IALA employees and other individuals when processing personal information on behalf of IALA.

### 1.3.2 Data location

The data is secured in the IALA internal IT system and only accessible by the staff.

### 1.3.3 Security breach

If there were any security breach in the IALA IT system causing the risk of losing protection of the data, IALA would inform as soon as possible all the concerned individuals. A serious breach would be reported to the French Commission Nationale de l'Informatique et des Libertés.

## 2. LEAVE POLICY

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### 2.1 Staff Entitlements

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IALA employees are entitled to a number of different leave arrangements. The rules pertaining to each are described below:

#### 2.1.1 Annual Leave

A full time IALA employee will accrue 25 days per year of Annual Leave for each completed year of service. Part-time employees are entitled to the same number of days as full-time employees at a differentiated rate of pay. Annual leave shall normally be taken during the year in which it is earned and, at the latest, before 31<sup>st</sup> May of the following year. **A maximum of 5 days unused annual leave can be carried forward to the next period.** Under French Law, employees normally cannot take in excess of four weeks annual leave in a row.

An employee's Annual Leave balance will be paid out on termination of employment.

#### 2.1.2 Sick Leave

IALA employees are entitled to Sick Leave when ill or in case of hospitalisation justified by a certificate.

Up to two working days can be taken as Sick Leave without the presentation of a doctor's certificate. In the absence of a doctor's certificate for periods of greater than two days, the employee will not be paid without the express permission of the Secretary-General.

For long period of absence, the employee shall receive payment under French Social Security arrangements under specific conditions.

Sick leave will not be paid out to employees on termination of employment.

### 2.1.3 Compensation Leave

On occasion, IALA employees are required to work additional hours above IALA's standard working time. These hours will accrue as Compensation Leave which can later be used by IALA employees within the period and before 31<sup>st</sup> May of the current year. Unused accrued compensation days cannot be carried forward to the next year.

Compensation leave will not normally be paid out to employees on termination of employment, unless decided otherwise by the Secretary-General.

### 2.1.4 Overtime

Overtime should be authorized in advance of work performed ahead of time by having the Secretary-General or line manager sign a [Pre-Authorization Form \(see Annex A\)](#). Any additional time performed (if approved in advance by the appropriate line manager) will be granted in the form of time off, as stated in the paragraph above. During the Committee period, overtime will be decided according to a work schedule taking into account a rotation of staff.

### 2.1.5 Other Leave

A range of [Other leave](#) types is available to IALA staff ([see Annex B](#)) which is declared under the French law and the Collective Convention No. 1518. In case of discrepancies, the more favourable provisions will be applied to the Employee.

### 2.1.6 Public Holidays

The French Government declares a number of days each year as official public holidays (ie. Easter etc). IALA employees are entitled to these leave days without the need to submit a leave form or utilise any other form of leave. The list of Public Holidays is published early each year by the Secretariat to the attention of the staff.

### 2.1.7 Christmas Closedown

Employees will not be required to use any of their leave balances during this period.

## 2.2 Procedure

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### 2.2.1 Applying for Leave

All leave is subject to prior approval by the line managers. An IALA employee who has either taken leave or wishes to take future leave must complete a [Staff Leave Application Form \(see Annex C\)](#) to obtain approval by his/her Line Manager. The approved leave form should be submitted to the Administration Officer for processing and storage.

### 2.2.2 Approval of Leave

Line Managers will approve all leave applications submitted by employees under their supervision. The Secretary-General will approve leave applications submitted by the Line Managers for themselves. The dates at which annual leave may be taken shall be fixed by the line Managers after consultation with their staff, having regards to the needs of the service and the family obligations of the staff.



### 2.2.3 Managing Employee Leave Balances

The Administration Officer will maintain records of leave applications forms and leave balances for all IALA employees.

### 2.2.4 Maintaining Leave Balances

The Administration Officer will, upon receipt of an approved leave application form, update the relevant individual's Employee Leave Sheet to reflect the leave taken or applied for; and the remaining leave balances for Annual Leave and Compensation Leave.

After 31 May each year, each IALA staff member will sign their individual Staff Leave Balance Sheet as evidence that the correct leave balances have been recorded for the previous year.

## 3. TRAVEL POLICY

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### 3.1 How to book a flight

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#### 3.1.1 IALA Travel Agent

IALA travel agent is UNIGLOBE Alliance Travel based in the Netherlands. UNIGLOBE will be responsible for handling the travel requests from IALA:

- to book a ticket;
- to get information on a reservation (plane, train...);
- to change or cancel a reservation;
- to reserve a hotel room;
- to rent a car;
- to get a visa;
- or for any assistance.

Staff required to travel for work related purposes shall send an email to the travel agency specifying whether the trip concerns IALA or the Academy.

The travel agency will provide at least 2 or 3 proposals with quotations. The staff shall send by email the selected quotation to either the Secretary-General or the Dean for approval, copy to the Finance and Administration Manager. After approval, the agency will finalise the booking and will send an e-ticket to the travelling agent.

A monthly invoice will be addressed to IALA for payment of all approved travels.

The use of another travel agent than Uniglobe is not authorised. However, the travelling officer can book by himself a ticket directly on internet. In this case, he/she will advance the money and will seek reimbursement afterwards with a Travel Claim, after normal approval process as explained in paragraph 3.1.2.

#### 3.1.2 Authorisations

The Secretary-General will approve all trips undertaken by IALA employees and consultants having a permanent contract with the Organisation.

The Dean of the Academy will approve all trips related to the World-Wide Academy, in accordance with the annual Work Program.

The authorisations should be done by mail with the subject "Travel Authorisation" and should indicate: the country, the reason for travelling and the costs (If Uniglobe is involved, a copy of the quotation should be attached).

#### 3.1.3 Travel Mode

When undertaking IALA related travel, officers may use any of the following:

Mode of Transport	Conditions
Train	<ul style="list-style-type: none"> <li>• Best value business class.</li> </ul>
Air	<ul style="list-style-type: none"> <li>• Economy class for all journeys within Europe.</li> <li>• Economy class for all journeys outside of Europe with a duration of less than five (5) hours.</li> <li>• Business class for all journeys outside of Europe with a duration of five (5) hours or more.</li> </ul>
Motor vehicle - hire	<ul style="list-style-type: none"> <li>• A vehicle deemed suitable for the purpose of the travel.</li> </ul>
Motor vehicle - personal	<ul style="list-style-type: none"> <li>• To be reimbursed at a rate updated by the French Tax Administration every year for all size automobiles as shown in the <a href="#">Mileage Rates Form (see Annex E)</a>. The necessary road, bridge and tunnel tolls and ferry charges shall also be reimbursed</li> <li>• The total amount claimed for travel by personal automobile or alternative means shall not exceed the cost of an economy class air fare for the route travelled.</li> <li>• The personal vehicle must be covered by an insurance policy against all risks of accidents, the consequences of which might in any way involve a responsibility for IALA.</li> <li>• The officer shall indicate into the Travel Claim the car Licence plate and the fiscal horsepower of the car used. A copy of the car registration document needs to be provided to the Secretariat.</li> </ul>

It is the responsibility of the travelling officer to book the most cost-effective fare, taking into consideration the needs of each journey.

#### 3.1.4 Travel Insurance

If the travelling officer is not covered by an IALA general insurance, then the travelling officer can:

- Either pay with its private credit card to benefit from the bank insurance
- Or ask Uniglobe to apply a specific insurance for the trip concerned

#### 3.1.5 Travel Advisory

IALA officers, prior to booking travel, should check their own travel and/or Government agencies to confirm any travel warning notices, including compulsory or recommended vaccinations.

## 3.2 Compensation

IALA combines two modes of compensation by reimbursing:

- the actual accommodation expenses (including the breakfast) upon presentation of an original invoice
- The cost of meals in the form of lump-sum allowances or per diem (receipts are not needed).

#### 3.2.1 Per diem or DSA (Daily Subsistence Allowance)

They are paid to the IALA personnel and consultants, for each day they are travelling, as a financial compensation for expenses only incurred in direct relation to a mission, with the exclusion of:



- Hotel expenses
- Breakfast (when not included in the hotel rate)
- Transportation expenses
- Visa expenses
- Internet/WiFi access
- Other exceptional expenses, on a case by case basis

### 3.2.2 DSA calculation

IALA secretariat will establish the DSA amount for each continent on an annual basis (refer to the [Per Diem rates in Annex F](#)). After 29 days the amount will be reduced by 25%.

In case of a stopover, the amount of the per diem should be the one of the country where the traveller is spending the night.

Per diems entitlement starts on the day the Officer departs from home, office, or other authorized point and ends on the day he/she returns to his/her home, office or other authorized point.

Per diems are allocated in order for the staff member or consultant to arrive on the mission site on the last reasonable day before the mission starts and leave on the first opportunity after the mission finishes and are calculated along the rules listed below. In case of days off taken during the mission Per Diems are not paid.

The per diem shall be reduced if meals are provided or if the travel agent is travelling before or after midday:

<b>Full Days</b>	
No meals provided	100%
Lunch OR dinner provided	75%
Lunch AND dinner provided	50%
<b>Part Days</b>	
Departing base before 12:00	100%
Departing base after 12:00	50%
Returning to base before 12:00	50%
Returning to base after 12:00	100%

Per diems will be provided only if the journey includes an overnight accommodation. For a one-day mission (without overnight accommodation), only the following items can be claimed, upon presentation of an original receipt:

- Relevant transportation costs (RER, metro, bus, car...);
- lunch and/or dinner (if they are not already provided) within a maximum of 25€ each.

### 3.2.3 Non-working days worked

Non-working days worked will be compensated by days off, unless specified otherwise in the individual contracts.

### 3.2.4 Reimbursement of Travel Expenditure

Following completion of travel, officers may receive reimbursement of all relevant costs incurred while travelling. This can be done by completing the [Travel Expenditure Claim form](#) (see [Annex D](#)).

No reimbursement will be made without a proof of prior approval from the Secretary-General (for IALA trips) or from the Dean of the World-wide Academy (for WWA trips) as stated in paragraph 3.1.2.

For accounting purposes, the Travel forms need to respect a numbering system: year + number from 1.

The Travel Expenditure Claim Form requires the officer to calculate the total DSA owing and any other relevant expenses incurred while travelling. The Form should be completed in such a way as to clearly detail all expenditure items to be claimed. Any expenditure incurred in a currency other than Euros will be calculated at the official exchange rate on the date of arrival in that country, utilising the exchange rate on the website of OANDA.com

Officers should attach all expenditure receipts to the filled Travel Expenditure Claim Form before submitting them to IALA Accounting Officer for processing, no later than one month after the end of the mission

### 3.2.5 Specific Travel Arrangements

In certain circumstances the travelling officer may request to purchase, for the same meeting and for his/her partner, two round-trip tickets in economy class instead of one business class ticket on the condition that:

- A special partner program is organised by the host organiser at the meeting's venue
- The value of both economy class tickets does not exceed the value of one business class ticket.

This rule applies to IALA staff only (employees and consultants) who are concerned by a payment/reimbursement of a business class ticket as prescribed in this policy under paragraph 3.1.3.

### 3.2.6 Accommodation

Officers required to be away from home overnight for IALA related purposes should, where possible, **book reasonably priced standard room accommodation in the 3 to 4 Star hotel range**. The travelling officers will be reimbursed according to their hotel bills.

**In exceptional circumstances** when proper accommodation is not available in the country visited, the guidance is that the hotel rate should follow the Daily Subsistence Allowance (DSA) published by the International Civil Service Commission (<http://icsc.un.org/>). The percentage rate for accommodation can be obtained by selecting a region directly on the map or by clicking on the list of locations. DSA are expressed in US Dollars but shall be converted and reported in euros on the Travel Claim. Any claim in excess to UN rate must be justified fully and approved by the line manager.

If the host can assist to obtain negotiated prices they should be utilized whenever possible.

## 3.3 Travel safety policy

### 3.3.1 introduction

Before proceeding overseas, a risk assessment shall be completed by the officer undertaking the mission. The process utilises a structured methodology to determine the level of risk and the identification of risk control measures for a particular mission.

To inform the risk assessment process, information is drawn from a range of open-sources. These sources predominantly consist of travel advisories issued by national Foreign Ministries as well as more general freely available travel information.

Pre mission planning shall be undertaken with the host organisation which should include discussing security related matters. To ensure an objective discussion reference should be made to the governmental advice received and the host organisation requested to provide comments and appropriate risk control measures in response to the advice.

Additionally, all officers should undertake the United Nations BSAFE security awareness course which covers security issues related to international organisation staff operating overseas.

### 3.3.2 risk assessment procedure

The risk assessment process uses an adapted version of the IALA Simplified Risk Assessment method.

In order to facilitate an informed and accurate assessment, at least three governmental sources of information shall be considered to determine the extent of the risk assessment process that is required. At least one of the governmental sources should be the national travel advice service of the IALA officer undertaking the mission.

Other sources shall also be considered to inform the risk assessment process. Such sources consist of freely available websites related to international tourism and business:



- The website <https://travelhealthpro.org.uk/countries> may be consulted for general health advice;
- The website <https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-destination/> provides instantaneous information on all countries in the world.

If the advice from governmental sources is at level 1 or equivalent, then minimal action other than prudent travel precautions are required. For missions to countries that require an enhanced level of caution (level 2 and above) a risk assessment process should be undertaken.

Following analysis of the information, the risk assessment will consider several different categories relevant to safe overseas travel:

- Safety and security
- Local travel (road/air/sea safety)
- Health and wellbeing
- Natural disasters
- Political stability
- Other

The following examples of governmental sources of information may be used to obtain information to inform a risk assessment process:

#### United Kingdom Foreign and Commonwealth Office

- Most visits are trouble free
- See our travel advice before travelling
- Advise against all but essential travel
- Advise against all travel

#### United States – State Department

- Level 1 – Exercise normal precautions
- Level 2 – Exercise increased caution
- Level 3 – Reconsider travel
- Level 4 – Do not travel

A range of scenarios should be developed for each category drawing on the travel advice received, and risk control measures identified. The risk control measures will vary but, but could include and not be limited to:

- The timing of flights to arrive in daylight/non night-time hours,
- Arranging secure transportation from the host organisation,
- Requesting photographic ID and vehicle registration details of drivers,
- Selection of a hotel in a secure location frequented by other international organisations,
- Implementation of a daily reporting process to IALA HQ and associated loss of contact procedure,
- Provision of suitable mobile roaming arrangements and using mobile phone tracking capabilities/applications,
- Ensuring comprehensive travel insurance is in place,
- Identification of suitable medical facilities,
- Facilitating full medical vaccination services.

Once completed, the risk assessment will be reviewed and approved by the Secretary-General or his Deputy, in conjunction with other IALA staff as appropriate, to determine whether the risk control measures have reduced the level of risk to as low as reasonably practicable to facilitate the travel taking place.

Additionally, the IALA officer shall also be able to determine whether, in the light of the risk assessment undertaken, they are willing to travel to the country concerned.

## 4. PROCUREMENT POLICY

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### 4.1 Conditions

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All funds are, in accordance with the General Regulations, under the operational control of the Secretary-General.

The Secretary-General may designate, in writing, members of the Secretariat as line managers for the purpose of this policy. Expenditure may only be approved when the approving officer is satisfied that the services, supplies or equipment will be or have been received in accordance with the contract, agreement, purchase order or other form of commitment.

### 4.2 Procurement limits and method

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The procurement of goods and/or services on behalf of IALA can be conducted in several different ways, depending upon the financial value of the item being procured. The following table is a summary, and procedures are explained below:

Value (euro)	Method of Approval	Authorizing person	Supporting Documents
<500	E-mail or signature	Line Manager	Invoice, receipts
>500 and <2,000	E-mail or signature	Line Manager	One quote
>2,000 and <10,000	Procurement Approval form	Secretary-General	Two quotes
>10,000	Procurement Approval form	Secretary-General	Tender Process

**Expenditure up to 2,000 Euros** may be approved by a line manager. The [General Expenses Claim Form \(see Annex G\)](#) can be used by a staff member to seek reimbursement after approval by the relevant Line manager.

**Payments between 2,000 and 10,000 Euros** require the approval of the Secretary-General, recorded by any appropriate means.

**Purchases of more than 10,000 Euros** require the calling of tenders by:

- Completing a [Procurement Approval form \(see annex H\)](#), and gaining approval from the Secretary-General as a signature on this form.
- The concerned Line Manager initiating a tender process, by sending to potential suppliers chosen for their competence a [Request for Tender Template](#) (English language) or a [Formulaire d'Appel d'offre](#) (French language).
- Selecting the supplier after receipt of at least two tenders from suppliers judged to be acceptable, after a [Tender Evaluation Plan](#) and a [Tender Evaluation Report](#) have been completed and the choice of supplier has been approved in writing by the Secretary-General.
- Providing an order decision successful/unsuccessful to all tenderers.
- Making a purchase contract with the successful tenderer in the form of quotation (from tenderer), acceptance of quotation (by IALA). Care should be taken to ensure that the acknowledgement of order conforms to IALA's expectations.
- The Finance and Administration Manager making payment directly to the selected supplier in accordance with the contract terms, after confirmation by the Line Manager that the correct and complete goods or services have been delivered.



In exceptional circumstances the Secretary-General may authorize procurement of a value greater than 10,000 Euros without tender process. In such circumstances the Secretary-General should advise the Finance and Audit Committee (FAC) of the procurement action with corresponding justification.

Sufficient supporting documentation, explanation and justification for all expenditure must be kept in the records of the Secretariat for production to the Secretary-General, the FAC or an Auditor.

## 5. CASH ADVANCE TO THE STAFF POLICY

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### 5.1 Definition and conditions

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A salary advance is a payment issued to an employee for emergency situations, on a date in advance of the employee's regularly scheduled payday.

A salary advance is to be used only for unexpected, isolated events that place the employee in financial hardship. Financial hardship circumstances vary greatly, and each request will be given individual consideration from the Secretary-General.

The advance on salary must be paid back to the Organization before the end of the current year (end of December).

### 5.2 Procedure

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- **Request:** The employee will be asked to complete a [Request for Salary Advance form \(see Annex I\)](#) and submit it to the Secretary-General for approval. This form indicates the requested amount and the repayment arrangement.
- **Payment of the advance:** The payment can be done to the staff by cheque, bank transfer or cash.
- **Repayment arrangement:** The Salary Advance can be deducted in full, from the net salary (the month is indicated in the form) or repaid by any means of payment. A schedule of reimbursement can also be authorized by the Secretary-General. In that case, the repayment can be divided in several instalments.

## 6. CONFLICT OF INTEREST POLICY

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### *Definition*

A conflict of Interest is a situation, either real or potential, where the private interests or personal relationships of an IALA employee could improperly influence the way in which that person carries out his or her IALA duties.

### *Declaring a Conflict of Interest*

IALA promotes an environment founded on honesty, responsibility, fairness and accountability to maintain the integrity of the organisation and its decision-making processes. Conflicts of interest may affect, or have the appearance to affect, IALA's reputation and professional judgement.

### *Managing Conflict of Interest Situations*

Steps should be taken by all employees to avoid any conflict of interest situation. Where this is not possible, action should be taken to ensure that the conflict (or potential conflict) is managed in a transparent and appropriate manner.

### *Procedure*

- Individuals employed by IALA, either permanently or under contract, are responsible for identifying, declaring and managing real or potential conflict of interest situations which apply to them.
- If a staff member wishes to declare a conflict of interest situation, the Secretary-General should meet privately with the individual. As part of this meeting, information about the conflict of interest and the methods to manage the situation should be documented using the [Conflict of Interest Declaration Form \(see Annex J\)](#). The completed document should be held 'in confidence' by the Secretary-General and stored in an appropriately secure manner.
- The Secretary-General should, on a regular basis, review the conflict of interest issue with the individual to determine whether the issue still exists or whether changes are required to how the issue is being managed.
- When a declared conflict of interest no longer exists, the individual should inform the Secretary-General in writing and the Secretary-General should ensure that this document is held with the original Conflict of Interest Declaration Form.

### *Breach of the Conflict of Interest Policy*

Individuals who are considered to have breached the requirements regarding the management of conflicts of interest, as set out in this document may be subject to disciplinary action.

## **7. COMMUNICATIONS POLICY**

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### **7.1 Purpose and Scope**

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Communication is a strategic tool used to achieve the overall aims of IALA. For communications at IALA to be efficient and purposeful, a Communications Policy is needed to provide guidance.

The purpose of this policy is to ensure that the aim, objectives and activities of IALA are communicated properly by stating them in clear, coherent, consistent and well-targeted messages for prompt communication with all relevant stakeholders. This policy identifies the relevant stakeholders, possible messages, various channels of communication, their intended purpose and the roles and responsibilities of our staff in accessing and using them.

The policy applies to all IALA staff and contracted consultants. Members, Committee Chairs and Vice Chairs etc. are encouraged to use the Policy when communicating in an official IALA capacity.

### **7.2 Vision**

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We strive to ensure that our communication reaches out to all relevant stakeholders, both external and internal, and that it is:

- Clear and concise;
- regular and systematic;
- relevant and timely; and
- a two-way process where relevant (dialogue).

Successful execution of this policy will help safeguard the global reputation of IALA as the leading technical and consultative organization in its field of expertise.

### **7.3 Stakeholders**

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The full list of relevant stakeholders is rather large, but they can be divided into two basic stakeholder groups: stakeholders *internal* to the association and stakeholders *external* to the association. The stakeholders are of course constantly evolving, and the list below is not exhaustive.

The following *internal* stakeholder categories have been identified:

- National members;



- Industrial members;
- Associate members;
- Honorary members;
- Council and WWA Board members;
- Committee and Panel managers;
- Committee and Panel participants; and
- Staff of the secretariat (including consultants).

The following *external* stakeholder categories have been identified:

- Sister Organizations (IMO, IHO etc.);
- Competent Authorities (VTS & AtoN);
- Point of Contacts for the IGO-project;
- Service providers (VTS & AtoN);
- Navigators, pilots and other seafarers;
- Sponsors of the World-Wide Academy;
- Training establishments;
- Shipowners;
- Port operators;
- Potential members;
- General public world-wide and in France;
- Local community and authorities in Saint Germain en Laye.

## 7.4 Messages

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Communication is the foundation of any relationship and we should therefore always endeavour to engage in a dialogue. Communication is a two-way path and the first step should always be to listen carefully, trying to understand the needs and expectations of the stakeholder and then to match the message to this need.

As a key principle messages must be open, responsive, accurate, understandable and tailored.

While in many cases there is a need for factual information, such as a copy of a particular document, or clarification of some particular topic, there are a few universal messages which should always be implicit and/or underlying in both internal and external communication:

- We are here to serve our members and add value to their work and responsibilities;
- we are professional and the leading technical and consultative organization in our field;
- we are Credible, Dynamic, Result Oriented and Connecting; and
- we respect our deadlines.

When communicating, either internally or externally, it is most important to be conscious about the message being delivered, to be intentional and consistent about the angle of the story being told.

Our messages should always be positive and constructive. We should refrain from using negatively charged messages.

## 7.5 Communication Channels

---

We make use of most available communication channels, both electronic and non-electronic. Some channels are better for formal communication while others are better suited for informal communication.

The following types of channels are currently used:

Channel	Purpose
IALA Website	<ul style="list-style-type: none"> <li>• Main source of information</li> <li>• Repository of formal IALA publications</li> <li>• Dissemination of corporate information</li> <li>• Events calendar and registration</li> <li>• Repository of input and output meeting documents</li> <li>• Employment vacancies and significant announcements</li> <li>• Platform for members to promote their activities</li> <li>• News items</li> </ul>
E-Bulletin	<ul style="list-style-type: none"> <li>• Issued on a quarterly basis to provide information about IALA activities</li> <li>• Platform for members to promote their activities</li> </ul>
Printed Bulletin	<ul style="list-style-type: none"> <li>• Issued on a bi-annual basis to provide information about IALA activities</li> <li>• Platform for members to promote their activities</li> </ul>
Annual report	<ul style="list-style-type: none"> <li>• Issued not later than 1<sup>st</sup> June to provide a formal reporting on corporate results from the preceding year</li> </ul>
Emails sent to Distribution Lists	<ul style="list-style-type: none"> <li>• Used to inform groups about important information as well as to promote upcoming events and activities</li> </ul>
News letters (Circular)	<ul style="list-style-type: none"> <li>• Used in the format of the e-Bulletin on an ad hoc basis to give important information to members that needs special attention</li> <li>• The news letters should be numbered and recorded</li> </ul>
Press releases	<ul style="list-style-type: none"> <li>• Inform maritime press about important IALA results and get them to report upon the subject</li> </ul>
Social media (public)	<ul style="list-style-type: none"> <li>• Used to share and comment on work-related items, news and activities</li> <li>• Used to collaborate and communicate on themes and projects online</li> </ul>
e-mail	<ul style="list-style-type: none"> <li>• Used for all sorts of communication, formal and informal</li> </ul>
Teams – Office 365	<ul style="list-style-type: none"> <li>• Used for less formal and non-bulky internal communication</li> </ul>

### Social Media

In terms of publicly available social media, we have made a conscious choice to only use LinkedIn, Facebook and Twitter for the time being. LinkedIn is professionally oriented, provides good exposure to an international community, possible thematic discussion groups and detailed résumés for individuals for possible IALA recruitments. Facebook reaches the largest audience and attracts traffic to the web site. Twitter is slightly more volatile and dynamic. In all cases followers are clearly identifiable and it is possible to communicate directly with individuals.

While e-mail is the most used communication channel, some staff members use WhatsApp to engage with stakeholders on a person to person and group basis. In some cases, this is the most effective method to reach those individuals. Even though WhatsApp is a quite informal way of communicating, it is important to remember to be conscious about the messages being conveyed.

## 7.6 Visual identity

The visual identity of any organization is extremely important for its branding. Visitors and stakeholders form an opinion about our organization long before they step into our office based on the visual identity of our website, products and front office etc. As part of developing our corporate brand, work was undertaken recently to update our visual identity. An experienced and professional branding company was engaged to assist in developing a set of guidelines that govern how the identity is applied as well as a new logo, supporting devices, colour palettes, typefaces, page and document layouts, the physical HQ facilities, as well as the website.

The new visual image provides IALA's products, website etc. with a modern style and image and it is important to consistently adhere to these guidelines in all our communication and design.

## 7.7 Roles and Responsibilities



It is important to define the roles and responsibilities relating to our communication. While the Communications Manager is responsible for the communication process, all staff members contribute to the actual communication taking place. Some channels such as the written Bulletin and the e-Bulletin need to have a dedicated editor who receives input from others and then forms the communication on a specific subject.

The roles and responsibilities should be detailed in the Communication plan.

## 7.8 Copyright, Confidentiality and Information Security

---

Some information found on the Internet is covered by copyright laws. As such, IALA is not free to copy and/or redistribute such material unless prior permission is granted by the owner/publisher of the material.

When we receive information from stakeholders, it is our responsibility to take proper care of that information. If the information is confidential, we must ensure confidentiality.

IALA must adhere to the European General Data Protection Regulation (GDPR) which means that we must keep track of the personal data we receive and be conscious about how we process and distribute such data while respecting the individuals' fundamental rights in the digital age. More information on the GDPR can be found in the Staff rules and procedures.

## 7.9 Communication Plans

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Communication plans are concrete action plans listing planned activities in a given context. The secretariat should maintain one main event-based communication plan called the Primary Communication Plan (PCP) (*see Annex K*).

In addition to the PCP, supplementary communication plans should be developed for specific projects or themes, such as the IGO project, Conferences and Symposiums and even workshops and seminars. This ensures a structured and focused approach to the communication process.

Each communication plan should contain the following information as minimum:

- The intended recipient(s);
- the message(s) to be conveyed;
- timing information (deadline);
- the communication channel(s) to be used; and
- who is responsible for the action?

## 8. IALA PATENT POLICY AND ASSOCIATED PROCEDURES

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### 8.1 Introduction

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This Guideline establishes the IALA policy relating to Patentable subject matter, Patent Applications and Patents covering, in varying degrees, the subject matters of IALA Documents (Standards, Recommendations, Guidelines, Manuals, etc.).

The Patent Policy encourages the early disclosure and identification of Patents, Patent Applications and of potentially Patentable subject matter relevant to the work of IALA and to IALA Documents under development.

The purpose of this Policy is twofold, namely on the one hand to prevent IALA Committee participants or third parties from patenting the contents of IALA Documents and thereby creating obstacles to the work of IALA and on the other hand, to avoid infringements of patented subject matter within IALA Documents before the latter are published and used.

IALA is not in a position to evaluate the scope or validity of Patents, their relevance or essentiality with regards to the work of IALA or IALA Documents, to disclose Patentable subject matter, or to interfere with licensing negotiations, or engage in settling disputes on Patents.

## 8.2 Objectives

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One of the objectives of IALA Documents is to facilitate the harmonization and interoperability of Marine Aids to Navigation, navigation technologies and systems worldwide.

To meet this objective, which is in the common interests of all those participating, the aim is that IALA Documents are accessible to, and may be used by, everybody.

The primary objective of this guideline is to be the Code of Practice in the event that Patents, Patent Applications or Patentable subject matter are embodied fully or partly in an IALA Document.

## 8.3 Policy statement

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### *General statement of policy*

IALA intends to develop Standards, Recommendations, Guidelines, Manuals and other guidance, i.e. "IALA Documents" that are free for use by the public in general and that are accessible to the public.

Therefore, IALA Documents should be kept free of subject matters, which could infringe patents or patent applications unless a free Patent License or a Patent License on reasonable terms is available.

IALA does not intend to apply for patent protection to obtain the sole right to exploit patented inventions. On the contrary, the aim of IALA is to publish any patentable subject matter to prevent third parties from patenting said matter, which could obstruct the free use of IALA Documents by the public in general and public accessibility.

IALA Committees should follow the procedures in section 4 of this guideline in order to enforce this policy.

## 8.4 Procedures relating to Patents

---

### 8.4.1 Action to be taken by IALA in situations that may arise

In the course of their work, developing IALA Documents, situations may arise where IALA Committees may detect the existence of:

- Patentable subject matter;
- Patented subject matter; or
- Published Patent Application(s) covering patentable subject matter.

In all of the above types of event, IALA will endeavour to bring the parties involved together with the aim that the patentable or the patented subject matter becomes accessible to all relevant stakeholders without undue constraints.

In the event that:

a) Patentable subject matter is detected

*Action: IALA will endeavour to publish this subject matter to eliminate the risk that a third party attempts to patent the subject matter, and thereby hinders the work of the IALA Committees.*

In order to destroy the Novelty of the invention, the information published by IALA must include information and data to the extent that the published subject matter enables a person skilled in the art to understand the invention to the extent that he would be able to exploit the invention, and to deliver the information he has obtained to third parties.

b) Patented subject matter is detected



*Action: IALA s will endeavour to approach the Patent owner to establish whether a free License can be obtained and on what conditions.*

The preferred solution is that the Patent owner is willing to issue a free license to IALA and IALA members to allow IALA Committees to continue their work.

If a free license for IALA and IALA members to use the patented subject matter as part of IALA's intended goals as an organisation cannot be obtained, IALA Committees must carry on their work and activities with due respect to the Patents i.e. by working around these Patents.

If it is not possible to work around said Patents and Patent applications, IALA may seek to negotiate a License on reasonable terms.

c) Publication of a Patent Application that has been in the 18-months' secrecy box and that covers Patentable subject matter, is detected by IALA

*Action: IALA will endeavour to approach the Patent Applicant to inquire whether a free License can be obtained and on what conditions.*

The preferred solution is that the Patent applicant is willing to issue a free license to IALA and IALA members to allow IALA Committees to continue their work.

If a free license for IALA and IALA members to use the patented subject matter as part of IALA's intended goals as an organisation cannot be obtained, the IALA Committees must carry on their work and activities with due respect to the patent applications i.e. by respecting and working around the patented subject matter.

If it is not possible to work around said Patent applications, IALA may seek to negotiate a License on reasonable terms.

#### 8.4.2 Disclosure of Patent and Patent applications and of Patentable subject matter

Any party participating in the work of IALA should, from the outset, draw the attention of IALA to any known Patent or to any known pending Patent application, either its own or that of other organisations or individuals. This should be done in writing as early as possible.

IALA is not in a position to give authoritative or comprehensive information about evidence or to assess the validity or scope of patents, but it is desirable that the fullest available information is disclosed to form the broadest possible basis for decisions on how to proceed with the work of IALA.

In the case of the events referred to in paragraph 8.4.1 a), b) and c) above, the Patent Owner or the Patent Applicant must provide IALA with a written statement to be filed at the IALA Secretariat using the appropriate "Patent Statement and Licensing Declaration for IALA Documents" (Annex L). This statement must not include additional provisions, conditions, or any other exclusion clauses in excess of what is provided for each case in the corresponding boxes of the form in Annex L of this guideline.

#### 8.4.3 Obligations of IALA Committee participants

To meet the objectives described in this guideline, IALA Committee participants must inform the Chair of their Committee about their own Patents and pending public Patent Applications or Patents and Patents Application of which they have knowledge, which are or may become relevant for the work of IALA. This should be done in a timely manner and before the relevant IALA Documents are published.

IALA Committee participants must also inform the Chair of their Committee in a timely manner about any subject matter in IALA Documents that might be Patentable subject matter with the aim that this subject matter be published by IALA to prevent third party's patenting thereof.

#### 8.4.4 Prompting for patent disclosures at IALA Committee meetings

Chairs of Committees will ask, at an appropriate time in each meeting, whether anyone present has knowledge of their own or other organizations' patents, or published pending patent applications, the use of which may be required to practice or implement the content of IALA Documents being considered.

This can be done by reading the following statement to all committee participants:

*Does anyone present have the knowledge of any patents, or published pending Patent applications, held either by themselves or by other organisations or individuals, the use of which may be required to practice or implement the content of IALA Documents being developed or worked on in this committee?*

The fact that the question was asked shall be recorded in the meeting report, along with any affirmative and negative responses.

#### 8.4.5 Use of patented elements in IALA Documents

Patented elements may only be included in IALA Documents with the Patent Owner's or Patent Applicant's written consent. When IALA has received a properly filled out and signed "IALA Patent Statement and Licensing Declaration" with either option 1 or option 2 selected (see Annex L) from the Patent Owner or Patent Applicant, a consent has is considered to have been granted.

#### 8.4.6 Information on patented elements in IALA Documents

In lieu of an IALA patent database, each IALA Document shall list the Patents and Patent Applications, which have been declared as applicable to that document.

### 8.5 Description of Terms

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#### 8.5.1 Patents and requirements for Patents

A Patent is granted provided that the invention fulfils certain requirements:

1. The invention must be novel in relation to "the state of the art" and it must differ essentially from the "state of the art" at the day of the filing of the patent application,
2. an invention must be capable of industrial application to be patentable,
3. "the state of the art" comprises everything made available to the public (published) by means of written or oral description, by use or in any other way.

It follows from this, that if potentially patentable subject matter is made available to the public, e.g. by the publication on the IALA website, the subject matter can no longer be patented as the subject matter then lacks the required novelty.

The fact that only industrially applicable inventions are patentable means that an invention that cannot lead to an industrially manufactured product will not be patentable.

Further, a number of features are exempted from patenting and, therefore, cannot lead to the issuance of a patent. This is e.g. true for: discoveries, scientific theories, mathematical methods, aesthetic creations, programs for computers, playing games or doing business.

#### 8.5.2 Patentable subject matter

Patentable subject matter is inventions that fulfil the requirements to become patented but for which a patent application has not yet been submitted, see the requirements for patentable inventions in section 8.5.1 above. Inventions, which are capable of industrial application, may be patented by the inventor or his Assignees. Inventions may be patented within all areas of technology.



Publication of the patentable subject matter in the correct way must take place to destroy the novelty, see section 8.5.1 above.

### 8.5.3 Patent applications

Pending Patent applications are not accessible to the public (non-published) for 18 months from the application date or if convention priority is claimed from the priority date.

The consequence of this secrecy-box-period is that IALA is unable to disclose the existence of potentially patented subject matter covered by unpublished patent applications and to work around such potentially patented subject matter.

### 8.5.4 Licenses and Royalty fees

The Patentee (Patent Owner) may issue a License that allows a third party to exploit his patent and the patented invention. A License is usually regulated between the parties, i.e. the Patentee/Licensors and his Licensee, in a License Agreement.

The payment for Licensee's right to use and exploit a patented invention is traditionally called a Royalty fee. The Royalty fee is often set as a percentage of e.g. the turnover of the patented products minus the Licensees documented expenses.

### 8.5.5 IALA Documents

IALA Documents are documents such as Standards, Recommendations, Guidelines, Manuals, etc. approved and published by IALA.

## 9. PROCEDURE FOR CONFERENCE AND SYMPOSIUM

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Two different documents have been developed: one **procedure applicable to the Secretariat** and one **Guideline applicable to the Host Organisation**.

These documents are available in the Shared Files under REFERENCE DOCUMENTS\Policies & Procedures\POLICIES IN FORCE.

**ANNEX A – LEAVE POLICY – Overtime pre-authorization form**



**PRE-AUTHORIZATION FORM**

Date: .....

Reason for asking overtime / Nom de la réunion ou tâche justifiant le recours aux heures supplémentaires :

.....

	<b>Name / Noms</b>	<b>Time of arrival / heure d'arrivée</b>	<b>Departure time / heure de départ</b>	<b>Comments</b>	<b>Signature of employee</b>
<b>Monday / Lundi</b>					
<b>Tuesday / Mardi</b>					
<b>Wednesday / Mercredi</b>					
<b>Thursday / jeudi</b>					
<b>Friday / vendredi</b>					

Signature of the line manager or Secretary-General:



## ANNEX B – LEAVE POLICY – List of Other Leaves

### LIST OF OTHER LEAVES

granted to IALA employees in accordance with Collective Convention n°1518  
or French Law.

The more favourable provisions are indicated below:

Circumstances	Number of working days	Collective Convention	French Law
Marriage or Civil Solidarity Pact (PACS) of the employee	5	X	
Marriage of a child	2	X	
Marriage of a father, mother, sister, brother, brother in law, sister in law, uncle and aunt	1	X	
Birth or adoption (for the father only)	3		X
Adoption (for both the mother and father)	3		X
Paternity leave (single child)	12		X
Paternity leave (multiple births)	18		X
Death of husband, spouse, child, registered partners	5	X	
Death of another family member including in-laws (sister, brother, grandmother, grandfather, grandchild, father, mother)	2	X	
Death of uncle, aunt, sister/brother in law, niece, nephew	1	X	
Relocation of residence	1	X	
Illness of a child less than 16 years old (medical certificate to be provided)	up to 12 per year	X	
Spouse serious illness	up to 12 per year	X	
Maternity leave is not mentioned in the table due to the various possible situations			

**ANNEX C – LEAVE POLICY – Staff Leave application form**



**STAFF LEAVE APPLICATION FORM**

Year: \_\_\_\_\_

Month: \_\_\_\_\_

Name: \_\_\_\_\_

**Leave Type Requested:**

- |                          |                    |
|--------------------------|--------------------|
| <input type="checkbox"/> | Annual Leave       |
| <input type="checkbox"/> | Sick Leave         |
| <input type="checkbox"/> | Other Leave        |
| <input type="checkbox"/> | Compensation Leave |

**Leave Period:**

From: \_\_\_\_\_ to: \_\_\_\_\_ (both dates inclusive)

**Total number of days:** \_\_\_\_\_

**Reason for Leave** (for 'Other Leave' only):  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Details (optional)** \_\_\_\_\_  
\_\_\_\_\_

**Signature of Applicant**

**Date**

**APPROVAL**

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved
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State reason if not approved:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Line Manager Approval**

\_\_\_\_\_  
**Date**



## ANNEX D – TRAVEL POLICY – Travel Expenditure Claim Form

### TRAVEL EXPENDITURE CLAIM FORM

IALA Trip approved by the Secretary-General on .....

WWA Trip approved by the Dean of the Academy on .....

Claim

No.....

Name:

Purpose of Travel:

Travel Destination:

Departure Date & Time:

Return Date & Time:

Date of Expenditure	Daily DSA Rate	Description / Purpose of Expenditure	Amount in Foreign Currency	Exchange Rate	Amount in Euros	Budget code WWA
---------------------	----------------	--------------------------------------	----------------------------	---------------	-----------------	-----------------

#### Daily Subsistence Allowance (DSA)

					0,00 €	
					0,00 €	
					0,00 €	
					0,00 €	
<b>Sub-total</b>			0,00		0,00 €	

#### Other Expenses

					0,00 €	
					0,00 €	
					0,00 €	
					0,00 €	
					0,00 €	
<b>Sub-total</b>			0,00		0,00 €	

<b>Total in Euros</b>	<b>0,00 €</b>
<b>Less Pre-Paid Advance</b>	- €
<b>TOTAL REIMBURSEMENT</b>	<b>0,00 €</b>

Claimee Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Approval Signature:

\_\_\_\_\_

## ANNEX E – TRAVEL POLICY – Mileage rates



### Mileage allowances

With effect 1st January 2019

#### CAR

Fiscal horsepower (hp)	Professional mileage		
	up to 5 000 km	From 5 001 to 20 000 km	Over 20 000 km
3 hp and less	d x 0,410	(d x 0,245) + 824	d x 0,286
4 hp	d x 0,493	(d x 0,277) + 1 082	d x 0,332
5 hp	d x 0,543	(d x 0,305) + 1 188	d x 0,364
6 hp	d x 0,568	(d x 0,320) + 1 244	d x 0,382
7 hp and more	d x 0,595	(d x 0,337) + 1 288	d x 0,401

d = distance traveled in kilometers for professional purposes

#### Two wheel-vehicle with cylinder capacity less than 50 cm<sup>3</sup>

Professional mileage		
Up to 2 000 km	From 2 001 to 5 000 km	Over 5 000 km
d x 0,269	(d x 0,063) + 412	d x 0,146

#### Motorbike

	Professional mileage		
	Up to 3 000 km	From 3 001 to 6 000 km	Over 6 000 km
From 1 to 2 hp	d x 0,338	(d x 0,084) + 760	d x 0,211
From 3 to 5 hp	d x 0,400	(d x 0,070) + 989	d x 0,235
More than 5 hp	d x 0,518	(d x 0,067) + 1 351	d x 0,292

The officer shall indicate on the Travel Claim the car licence plate and the fiscal horsepower of the vehicle used.

A copy of the car registration document needs to be provided to the Secretariat.



## ANNEX F – TRAVEL POLICY – Per diem rates



### Per Diem Rates

With effect 1st January 2019

<b>EUROPE</b>	<b>100 €</b>
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Includes Switzerland, Turkey, Russia, Iceland, Monaco, Norway, Ukraine.

<b>NORTH AMERICA</b>	<b>90 €</b>
----------------------	-------------

<b>AFRICA</b>	<b>80 €</b>
---------------	-------------

<b>SOUTH &amp; CENTRAL AMERICA</b>	<b>80 €</b>
------------------------------------	-------------

<b>CARRIBEAN</b>	<b>80 €</b>
------------------	-------------

TRINIDAD & TOBAGO

<b>ASIA / OCEANIA</b>	<b>100 €</b>
-----------------------	--------------

BAHRAIN
CHINA
HONG KONG
JAPAN
KOREA (STH)
QATAR
SAUDI ARABIA
SINGAPORE
UAE
AUSTRALIA
NEW ZEALAND

<b>ASIA / OCEANIA</b>	<b>80 €</b>
-----------------------	-------------

INDIA
ISRAEL
KUWAIT
MALAYSIA
OMAN
PAKISTAN
PHILIPPINES
INDONESIA
THAILAND
VIETNAM
PAPUA NEW GUINEA

<b>Per diem rates for IALA/WWA sponsored participants to any courses or events:</b>	<b>80 €</b>
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**ANNEX G – PROCUREMENT POLICY – General Expenses Claim Form**



**GENERAL EXPENSE CLAIM FORM**

IALA

WWA

**Name of claimee:**

**Date of purchase:**

**Name(s) of supplier(s):**

**Detailed description:**

**Total amount to be refunded and to be recorded:**

**Claimee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_

*Proof of payment must be attached to this claim (receipt, invoice etc )*



## ANNEX H – PROCUREMENT POLICY – Procurement approval Form



Requesting officer: \_\_\_\_\_

Date: \_\_\_\_\_

### PROCUREMENT INFORMATION

#### Description of Items/Services Required

#### Suppliers approached:

#### Estimated value


Number of Quotes Attached: \_\_\_\_\_

Value (Euro)	Method	Approval	Supporting Docs
Up to 500	E-mail or signature	Line Manager	Invoice, receipt..
>500 and <2,000	E-mail or signature	Line Manager	One quote
>2,000 and <10,000	Procurement Approval Form	Secretary-General	Two quotes
>10,000	Procurement Approval Form	Secretary-General	Tender

### RECOMMENDATION

#### Recommended Supplier

#### Reason

### APPROVAL

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEX I – CASH POLICY – Request for Salary Advance form



### REQUEST FOR SALARY ADVANCE FORM

Name of the employee:

Date of agreement:

Total amount to be refunded by the employee:

SCHEDULE FOR SALARY DEDUCTION	Amount	Cumul
January		- €
February		- €
March		- €
April		- €
May		- €
June		- €
July		- €
August		- €
September		- €
October		- €
November		- €
December		- €

**SIGNATURE OF THE STAFF:**

**APPROVAL FROM SECRETARY-GENERAL:**



## ANNEX J – CONFLICT OF INTEREST POLICY - Conflict of Interest Declaration Form



### CONFLICT OF INTEREST DECLARATION FORM

<b>Name:</b>	<b>Date:</b> /    /
--------------	---------------------

Description of Real / Potential Conflicts of Interest	Has Issue Been Avoided? (Y/N)	<ul style="list-style-type: none"> <li>If Yes, state how issue has been avoided</li> <li>If No, state how the issue is to be managed</li> </ul>

#### Approval of Secretary-General

<b>Signed:</b> _____  <b>Date:</b> /    /
---

## ANNEX K – COMMUNICATIONS POLICY - Primary Communications Plan

Type of event	Timing / Content	Method	Audience	Responsible people
<b>Committee</b>	Dates issued at PAP	Website Calendar Social Media	Members	PAP secretary + CM
	Invitation 3 months before + 1 reminder 1 month before	E-mail	Members	CM
	Opening and closing of the event + report + survey: as soon as possible	Website Social Media e-Bulletin / Bulletin	Members	Committee Secretary + CM
<b>Workshop/Seminar</b>	Issue of the date (and venue) at PAP	Website Calendar Social Media	Members + General Public	PAP Secretary + CM Steering Committee
	Issue Flyer / opening of registration 4 months before + reminder 2 months before	e-mail Website Social Media e-Bulletin / Bulletin	Members + General Public	Steering Committee + CM
	Output after the meeting	Website e-Bulletin / Bulletin	Members + General Public	Secretary + CM
<b>Council</b>	Dates issued at PAP	Website Calendar	Members	PAP Secretary + CM
	Invitation 3 months before	e-mail	Council	EDC
	Output (Report + List of decisions) after the meeting	Website Social Media e-Bulletin/Bulletin	Members	EDC + CM
<b>LAP</b>	Dates issued at PAP	Website	Members + Governments	PAP Secretary + CM
	Invitation sent 3 months before	e-mail	LAP participants + National Members	EDC
	Output after meeting	Website / Social Media	Members	EDC + CM
<b>General Assembly</b>	Hosting country issued when agreed at council	Website Social Media	Members	CM
<b>Conference</b>	Hosting country issued when agreed at Council	Website Social Media	Members + General Public	CM
	Dates agreed	Website Social Media	Members + General Public	CM
	Call for abstracts	e-mail Website Social Media e-Bulletin / Bulletin	Members + General Public	Steering Committee + CM + EDC
	Opening of Registration Programme, etc	Website e-mail Social Media e-Bulletin / Bulletin	Members + General Public	Steering Committee + CM
	During sessions Internal info about conf	Social Media Dedicated website from host	Members + General Public Participants	Participants + CM Host
	Output (New Council, Report, etc) after event	Website Social Media e-Bulletin / Bulletin	Members + General Public	EDC + Secretary + CM
	Relations with the Press		General Public	Host
<b>Symposium</b>	Hosting country issued when agreed at Council	Website Social Media	Members + General Public	CM
	Dates agreed at Council	Website Social Media	Members + General Public	CM
	Call for abstracts	e-mail Website Social Media e-Bulletin / Bulletin	Members + General Public	Steering Committee + CM + EDC
	Opening of Registration Programme, etc	Website e-mail Social Media e-Bulletin / Bulletin	Members + General Public	Steering Committee + CM
	During sessions Internal info about conf	Social Media Dedicated website from host	Members + General Public Participants	Participants + CM Host
	Output (New Council, Report, etc) after event	Website Social Media	Members + General Public	EDC + Secretary + CM



		e-Bulletin / Bulletin		
	Relation with the Press		General Public	Host
<b>WWA Training</b>	CBR issues dates	Website e-mail Social Media e-Bulletin / Bulletin	Members + General Public	CBR + CM
	During + Closing ceremony	Social Media e-Bulletin / Bulletin	Members + General Public	Present representative of IALA + CM
<b>Events with partnership (e-Nav Underway)</b>	Dates issued by Steering Committee	Website Social Media	Members + General Public	Steering Committee + CM
	Registration	e-mail Website Social Media e-Bulletin / Bulletin	Members + General Public	Steering Committee + CM
	Outcome of the event	Social Media	Members + General Public	Secretary + CM
<b>WATON Day</b>	Theme agreed by Council	Website Social Media e-Bulletin / Bulletin e-mail	Members + General Public	EDC + CM + EA
	Logo and Venue of Main Event agreed	e-mail Website Social Media e-Bulletin / Bulletin	Members + General Public	EA + CM
	Summary after event	Website Social Media e-Bulletin / Bulletin	Members + General Public	CM
<b>Visitors (MOU, Members, Local Authorities, etc) at HQ</b>	Within a day after the visit	Website Social Media	Members + General Public	CM
<b>Events attended by staff outside of HQ</b>	Within 2 days after the event, picture and short summary	Website Social Media	Members + General Public	Staff member or CM

CM=Communication Manager, EDC=Events & Documents Coordinator, CBR=Capacity Building and Resources Manager, EA=Executive Assistant

Editorial Line to be established and validated by SG or DSG every month with date and name and timeline of release planned for the upcoming month, following the Communication Policy and Plan.

This document is placed in Shared files/Public Relations/Editorial Line.

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1				
2				
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