

## **International Executive Board Meeting (4th Session)**

25 October 2016  
AVANI Hai Phong Harbour View  
Haiphong, Vietnam

( through the good offices of Vietnam Maritime University )

### **Summary Minutes**

Chair: Prof. Neil Bose, Principal, Australian Maritime College, University of Tasmania

1. Confirmation of the minutes from the last IEB meeting  
The minutes from the previous IEB meeting in April 2016 were confirmed.
2. Report by the Head of Respective Standing Committee, discussion and decision
  - A) Policy and Planning Committee
    - I. General Direction  
The IEB approved activities to proceed based upon Tasmanian Statement
    - II. Membership
      - Membership application  
The IEB approved the following two universities as an IAMU member.
        - Azerbaijan State Marine Academy (ASMA)
        - Department of Shipping and Marine Technology, Chalmers University of Technology (SMT-DSMT)The IEB approved a site visit to Piri Reis University and NVNA send site visitor to Piri Reis University.  
The decision on the following 4 universities would be made after their submission of the other application documents.
        - Antwerp Maritime Academy (Belgium)
        - International Maritime University of Panama (Panama)
        - Bangladesh Sheikh Mujibur Rahman Maritime University (Bangladesh)
        - Chabahar Maritime University (Iran)
      - Annual membership fee delinquency  
Based upon Article V. G of the Basic Agreement and absent from the IAMU activities in current years, National Maritime College of France and Maritime University of the Caribbean would be terminated from membership.
    - III. Associate Membership  
The IEB approved the criteria, conditions and selection procedure for an associate member. The Secretariat will prepare for the application form for associate member.
    - IV. Student Forum FY2017

The IEB approved to authorise the Secretariat to organize Student Forum FY2017 in Tokyo including payment for the event from the Frozen Fund.

V. AGA 20 in FY2019 and 20<sup>th</sup> Anniversary event

To commemorate 20<sup>th</sup> anniversary of IAMU founding, the IEB approved that AGA 20 will be held in Tokyo based on the recommendation from Honorary Chair Dr. Sasakawa. The IEB authorized the Secretariat to proceed fundamental designs about the AGA 20.

VI. Review and Renewal of MOU between IAMU and MARINA for PAES-P  
Based upon the progress report, the IEB approved activities for PAES-P to proceed and promote from a development project to a working group. The IEB also approved to review and revise the MoU between IAMU and MARINA.

B) Academic Affairs Committee

I. Research oriented Project

- Report of FY2015 projects

The IEB confirmed that the final report of four research projects had been approved and published

- Confirmation on FY2016 projects

Four research projects commenced in May and interim reports would be made on 28 October 2016.

- Selection of research proposals for FY2017

“Call for research proposals for FY2017 was addressed to all IAMU members at the middle of May for the following themes.

Theme 1. The changing reality of MET

Theme 2. New developments in Maritime Safety, Security, and Environmental Issues

Theme 3. Maritime Human Resource Management

Theme 4. Optional

26 proposals were submitted to the Secretariat and reviewed by the AAC working group members. The head of AAC recommended four winning proposals and 2 alternates in case of withdrawal to the IEB. The IEB approved the recommendation. (see Annex 1)

II. Progress report

- Working Group on Academic Publication including the IAMU section in WMU Journal of Maritime Affairs (JoMA)

The progress reports were made for the activities of Working Group on Academic Publication. Based upon the report, the IEB approved the working group activities to proceed and renew the MoU between IAMU and WMU for IAMU section in JoMA.

III. feedback from AAC Joint Meeting

- New evaluation system

The IEB approved to change the annual schedule for Research Project as follows.

- Approval of themes by IEB: from April (IEB meeting) to February (by circulation)

- Call for research proposals: If no objection for themes from IEB members through circulation, call for research proposals will be disseminated in March. If there is objection, theme will be discussed in IEB meeting in April.
  - Evaluation of research proposal: If call for research proposals can be disseminated in March. Evaluation for research proposals will be carry out in June.
  - New Research Project  
The IEB approved the following reorganization of research project
    - Selected themes will be changed from 3 themes to 2 themes and instead of decrease the selected themes, young staff research projects 20,000 USD for 3 themes will be launched
- IV. AGA 17 papers and presentation.  
Prof. Son explained details about AGA 17 and The IEB was invited to note the information provided

C) Liaison Committee

- I. Report on FY2016 activities  
The IEB approved the activity report for FY2016
- II. Action Plan for FY2017 and overall execution structure  
The IEB approved the action plan for FY2017
- III. Progress report of ongoing activities
  - Comprehensive study on quality of onboard training (OBT Project)  
The IEB approved the activities for OBT project to proceed based upon the activity report.
  - Review and Revision of IMO model courses 1.30, 3.12 & 6.09  
The IEB was invited to note the information provided
  - Input on TDCs for IMO's strategic framework for 2018-2023  
The IEB was invited to note the information provided

D) Finance Committee

- I. FY2015 final financial report  
The IEB approved the FY2015 final financial report. And it was also approved that the balance amount of the NF founding would be appropriated to Frozen Fund.
- II. FY2016 interim financial report was introduced  
The IEB was invited to note the information provided
- III. FY2017 annual budget  
IEB approved the annual budget for FY2017.
- IV. Payment for IAMU brochures and IAMU web portal  
The IEB approved the payment for IAMU brochures and IAMU web portal from own funding
- V. Membership fee  
The IEB approved that membership fee will increased 100 USD per year until 2020 up to 1,000 USD.
- VI. Reimbursement policy for travel cost for AGA  
The IEB approved that changing reimbursement policy will be discussed to 5<sup>th</sup> IEB session in April 2017.

3. Selection of Host university for AGA 19 in FY2018  
The call was sent to all IAMU members beginning July. Five member universities submitted official applications by the deadline of 31 August and 3 made presentations at the IEB meeting. The IEB selected Polytechnica University of Catalonia, Faculty of Nautical Studies Barcelona as the hosting university of AGA19.
4. Secretariat's Activity report  
Executive Director made report the Secretariat activities from April to September 2016. The IEB was invited to note the information provided.
5. Report on AGA17 (VMU)  
LEC explained proceeding and the IEB was invited to note the information provided.
6. Report on AGA18 (NVNA)  
LEC for AGA18 stated detailed schedule about AGA18.  
Key dates:
  - 9 -10 October 2017: IEB meeting including Standing Committees
  - 11 October 2017: AGA 18
  - 12 -13 October 2017: IAMUC & IAMUS
  - 14 October 2017: Technical TourThe IEB was invited to note the information provided.
7. Plaque of the IAMU membership certificate  
Executive Director introduced new plaque of the IAMU membership certificate. The IEB was invited to note the information provided.
8. Progress reports of ongoing activities  
The following activity reports were made by each project coordinator or head of working group.
  - Comprehensive study on quality of onboard training (OBT Project)  
The IEB was invited to note the information provided.  
(IEB approved the activities to proceed in FY2017 during the LC reports)
  - Performance Indicator for Maritime Education and Training (PIMET) – pilot project.  
The IEB approved one year extension of this development project in FY2017. IEB requested to submit action plan for the FY2017. Action plan will be forwarded to IEB members when the Secretariat received.
  - Peer Assisted Evaluation Scheme – the Philippines (PAES-P) project  
The IEB approved the activities to proceed in FY2017 and promote from project to Working Group. Action plan will be submitted to the Secretariat and forwarded to IEB members.
9. Nomination of New IEB members for FY2018 – FY2019  
Executive Director introduced the process of nomination of new IEB members for FY2018 – FY2019. The IEB was invited to note the information provided.

10. IMO Maritime Ambassador

Executive Director introduced IMO Maritime Ambassador Scheme and recommended to apply IMO Maritime Ambassador(s) from IAMU members. This issue will be discussed in the 5<sup>th</sup> IEB in April 2017.

11. New office of the Secretariat

The middle of November 2015, the office of the Secretariat moved to new place. Executive Director informed the forward mail service will be expired in the end of November 2016.

There was no other item to be discussed and the meeting was adjourned at 1720.