



Report of the 28th Session of the IALA Policy Advisory Panel (PAP28)

01-03 October 2014

Executive Summary

- This was the first meeting of the PAP in the 2014 -2018 work period;
- 15 participants attended;
- The IALA document policy was completed for submission to Council for approval;
- The 18th IALA Conference conclusions were reviewed and recommendations agreed for submission to Council for approval;
- Agreement was reached on a list of IALA documents for which document style guides will be prepared;
- A list of information and method of promulgation for information to be provided to new Council or Committee members was agreed;
- Committee structures and work plans were reviewed;
- Progress on revision of the internal Guideline on preparing for Conferences and Symposia was noted;
- Progress on development and opportunities for the Maritime Cloud was noted;
- Use of the IALA Wiki for Committee work was demonstrated and future plans for utilisation of this resource considered.

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PAP
28th Session

01 - 03 October 2014

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1 Opening of meeting

The 28th session of the **Policy Advisory Panel** was held between 1 and 3 October 2014, at IALA with Gary Prosser in the Chair. The Secretary for the meeting was Seamus Doyle.

The Chairman opened the meeting and welcomed all members and observers, with a special welcome to new members. He offered congratulations to the new Chairs of the ENAV and ENG Committees.

1.1 Approval of the agenda

The Agenda (PAP28-1.1) was adopted. A copy of the agenda is at ANNEX A.

1.2 Introductions and apologies

The meeting was attended by 15 members and observers. A summary of participants and apologies is at ANNEX B. A detailed list of participants is at ANNEX C.

2 Review of Action items from PAP26 and PAP27

2.1 Actions from PAP26

Input paper PAP28-2.2 refers.

2.1.1 Secretariat

The Secretariat actions were noted as complete, with the exception of:

Action 1 *The Secretariat is requested to consider methods for entering and updating IALA dictionary entries, noting the contents of paper PAP22.7.1 and the editing procedures on the IALA Wiki.*

Action 11 *The Secretariat is requested to prepare OCR versions of the non-English versions of the IALA Dictionary to facilitate preparation of non-English entries in the Dictionary.*

Action 21 *Nick Ward is requested to arrange maintenance of the DGNSS information on the IALA website in accordance with PAP26-8.4.1, with the assistance of Mr Cho.*

(This is current ongoing work and is likely to be completed early in 2015.)

Action 31 *Mike Card is requested to draw up formal agreements for organisations hosting IALA computer services, using DMA as an initial example. The task is on-going and the draft agreements will be finalised by the LAP.*

Action 33 *The Secretariat is requested to post the Rules of Procedures documents from PAP19 on the Wiki, the Partage, and the website Committees area. This may include setting up a Procedures folder on the Partage.*

(The Secretariat advised that various policies and procedures are being updated and placed on the Intranet for Secretariat use. Certain of these will be placed on the website for access by members, but will not be placed on the Wiki).

2.1.2 WWA

Action 36 *Jean-Charles Leclair is requested to review the curriculum of the World Maritime University for relevance to the work of IALA.*

2.1.3 Members

The Members actions were noted as complete, with the exception of:

Action 41 *The ENAV Committee is requested to provide leadership to enable Committee Chairs to incorporate a task for the development of relevant product specifications in the Committees work programme 2014-2018.*

Action 44 *Committee Secretaries are requested to include a Committee Vice Chair Rapporteur item for IALA Bulletin liaison in the agendas of future Committee meetings.*

Action 48 *Chair VTS Committee is requested to ensure that the VTS interface with other stakeholders for task 14 relating to S-100 is efficiently defined.*

2.2 Actions from PAP27

Input paper PAP28-2.3 refers.

2.2.1 Secretariat

The Secretariat actions were noted as complete.

2.2.2 Members

The Members actions were noted as complete with the exception of:

Action 12 *Committee Chairs / Vice Chairs are requested to review existing documents with a view to re-organising them into a new pyramid structure of standard/recommendation/guideline if Council approval of the pyramid document structure as described in PAP28-14.2 is obtained.*

(It was agreed that this would be ongoing work in the 2014-2018 period, assuming approval by Council.)

3 Reports of other Bodies

3.1 Council Reports - 57th and 58th Sessions

Input papers PAP28-3.1.1 and PAP28-3.1.2 refers. Gary Prosser reported on technical activities issues arising from Council 57 and Council 58 held in A Coruna, Spain in May 2014. He noted that membership of IALA was increasing as was the awareness and influence of the WWA.

3.2 Report from IMO NCSR-1

Input paper PAP28-3.2 refers. Michael Card presented his report on the IMO NCSR1 meeting.

- He noted that Australia and others will submit a paper to MSC94 to encourage IMO to coordinate the implementation of the e-Navigation Strategic Implementation Plan (SIP).
- Tuncay Cehreli recalled the history of the IMO zero accident campaign and anticipated that the IMO/ IALA zero accident campaign will be launched in December 2014.
- IALA will participate in the Implementation of IMO Instruments (III) Sub Committee - formerly FSI.

- IMO Secretary General will not stand for re-election in 2016.

3.3 LAP Report

Francis Zachariae reported on the LAP activities.

3.3.1 Effect of changes to the IALA Constitution

- The change of the number of Council seats enables a permanent seat on Council to the IALA host nation;
- The Change of State project will now proceed but without the tight schedule originally envisaged;

3.3.2 Next steps towards IGO status

- The General Assembly resolution provides a clear mandate for the Secretariat and Council to take the IGO project forward;
- There will be a Working Group under the Council to take the project forward.
- Canada is likely to re-join IALA;
- Membership growth is good, possibly driven by the IGO project;

3.3.3 Other matters

Francis Zachariae reported on the LAP13 meeting in September 2014.

- Advice was provided to PAP28 on the draft hierarchy of IALA documents;
- A LAP WG has been set up to consider the liaison paper from the e-NAV Committee regarding the reliability of AIS data for use in courts (e-NAV13/output/7) ;
- Legal issues associated with IALA-NET data sharing being considered;
- IALA risk register;

3.4 Report of WWA activities

Input paper 3.4.1 refers. Jean-Charles Leclair made a presentation on the different activities conducted by the WWA since PAP 25.

- Recalled the role of the IALA WWA on training and capacity building and in particular on the fact that the Academy is there to relay the recommendations and guidelines established by the Committees and adopted by the Council;
- Recalled the organization and budget of The Academy, thanking all its generous sponsors;
- Described the Academy activity for 2013 and 2014 and what is planned for next year.
- Pointed out specifically the joint seminars organised together with IMO and IHO and partly sponsored by IMO as well as the involvement of IMO in the training activity.
- Mentioned the development of the courses for Aids to Navigation managers both by the Academy itself, but also by several national Authorities, already by France, and with good perspective for 2015 by China, Malaysia and Spain.
- The question of the development of courses for level 2 should be a priority for the next year.
- The biggest risk to the Academy is sponsorship;
- Efforts are being made to arrange regional training;
- Risk toolbox training should include PAWSA as well as IWRAP.

3.5 IMC Report – Conference, Officers, Future activities

Lars Mansner reported on recent IMC activity. He referred to:

- The purpose of the IMC in which six Industrial Members are elected to the IMC to represent the 111 Industrial Members;
- The IMC has its own bylaws and constitution with seven objectives for the next work period;
- The annual IMC fee is €5,700;
- The IMC has three Regional Representatives;
- IMC committee information is being set up on the IALA website by Redwire. The web site will include a link to each Industrial Member's web site.

4 18th IALA Conference

4.1 Conclusions – effect on proposed work items

PAP28-4.1 refers. The 2014 Conference conclusions were reviewed and actions arising were agreed.

Action

The Secretariat is requested to forward the 2014 IALA Conference Conclusions and actions to Council for approval.

4.2 Updating of internal guideline for Conferences and Symposia

Updating of the Internal Guideline on Conferences and Symposia is in hand and the final version should be submitted to Council 59 for approval.

Action

The Secretariat is requested to forward the Guidelines on Conferences and Symposia to PAP29.

5 Policy advice formulation

5.1 IALA Document policy and consideration by Council 59

Input paper PAP28-5.1.1 refers. The New Document Policy, as prepared by the Secretariat, and with changes proposed by LAP13, was reviewed and amended.

Actions

Michael Card is requested to rewrite Section 10.3 of the New Document Policy (PAP28-5.1.1) and to submit the New Document Policy (PAP28-4.2) to Council for approval.

The IALA Secretariat is requested to upload the definitions of IALA Product Documents from the New Document Policy to the IALA website and to the IALA Dictionary when the Policy is approved.

5.2 e-Navigation work at IMO

Omar Frits Eriksson reported on activities at IMO.

- While the IMO SIP has been delivered, there is a wish by some states and organisations for IMO to coordinate implementation.
- Test beds established around the world are testing the functionality of prototype e-navigation systems.

5.3 Arctic navigation

Omar Frits Eriksson reported on Arctic navigation activities.

- The emerging importance of Arctic navigation;
- There is an opportunity to combine a number of Arctic webs into a single maritime cloud;

5.4 The Maritime Cloud and the EfficienSea2 project

Input paper 5.4.1 refers. Omar Frits Eriksson reported on the Maritime Cloud and the EfficienSea 2 project.

- He noted the IMO e-Navigation wheel;
- He described the Maritime Cloud and its readiness to act as an open source information exchange framework for sustainable e-Nav services worldwide;
- He described applications of route data exchange;
- He noted the ability of VDES to standardise part of e-Nav communications;
- He described the EfficienSea project
- He described applications of automated reporting in the Arctic web and the embryonic e-Navigation service consisting of SAR services, ice charts and marine safety information service.

5.5 Websites linked to IALA website

Michael Card led a general discussion on websites linked to the IALA website.

- It was noted that e-Navigation.net is an IALA website hosted by DMA;
- The Academy allows use of the IALA logo for training certification in accordance with the WWA model courses;
- The value and need for careful branding of IALA.

Action

The IALA Secretariat is requested to prepare an audit of hosted websites and linked websites.

The LAP is requested to advise the Secretariat on how to manage hosted IALA websites and non-IALA websites linked to IALA.

The LAP is requested to provide wording for an IALA disclaimer for links to other websites.

The Secretariat is requested to develop a policy on the use of the IALA logo and branding of IALA.

6 Committee policy and procedures

6.1 Advice to Committees on Strategic Vision and document policy

Input papers PAP28-6.1.1 and PAP28-6.1.2 refer. Michael Card described the IALA Vision and Strategy.

The list of required document templates (Input paper PAP28-2.5) was reviewed and amended.

Input paper PAP28-2.4 list of information for new IALA Council or Committee members was reviewed and amended. It was agreed to put this list on the IALA website with hyperlinks to the relevant documents.

Actions

Committee Chairs are requested to ensure that their Committees are aware of the IALA strategy;

The Secretariat is requested to submit the IALA Rules of Procedures (C56-9.8.1-4) to the Committees for information;

The Secretariat is requested to post the list of information for new IALA Council or Committee members (PAP28-14.5) as a single page with introduction on the IALA website with hyperlinks to the relevant documents (see also Member actions). Refer also to the VTS ppt prepared by Tuncay Cehreli.

Michael Skov is requested to prioritise the list of information for new Committee members, referring to PAP28-14.4.

6.2 Committee procedures

6.2.1 Committees Agendas format and website

Input paper PAP28-6.2.1 refers. The report on Committees agendas format and numbering was reviewed and agreed.

Action

The Secretariat is requested to convert the report on Committees agendas format and numbering into an IALA procedure document on the Intranet.

6.2.2 Committees Reports format

Input paper PAP28-6.2.2 refers. The report on Committee report format was discussed. Concern was expressed that the proposed format did not allow for recording of views expressed in discussion which is an important part of Committee meetings, but it was agreed that these could be included in an annex if necessary. Trials of the proposed report format were agreed.

Action

The Committee Secretary is requested to prepare the ENAV15 report in the old format with the executive summary adjusted to the needs of the Council and the work progress reporting in PAP28-6.2.2.

The Committee Secretary is requested to prepare the ENG1 report in the format of PAP28-6.2.2.

7 Committee activity and work plans

7.1 General remarks

Michael Card introduced the review of Committee activity and work plans.

7.2 Schedule of IALA Committees and Council meetings

Input paper PAP28-7.2.1 refers. The schedule of IALA Committees and Council meetings was noted.

7.3 Draft scheme for the standards pyramid

Input paper 7.3.1 refers. Phil Day presented a draft pyramid of documents arising from one standard for ARM. It was envisaged that ARM would ultimately control two standards, ENG one standard, VTS one standard and ENAV one standard.

Action

The ENAV, ENG and VTS Committees are requested to submit proposals for Committee pyramid of documents to ARM.

The ARM Committee is requested to coordinate the development of Committee pyramid of documents with the Chairs and Vice Chairs of other Committees and with the Secretariat.

7.4 VTS Committee Report and Work Programme 2014-2018

Tuncay Çehreli outlined the plans for the VTS Committee Input paper PAP28-7.4.2 refers. He indicated the:

- Statistics for the work period 200-2014;
- The VTS Committee structure;
- The 2014-2018 VTS work programme.

Neil Trainor described a proposed Committee Work Programme Task Register (input paper PAP28-7.4.2), noting that it is IALA Wiki friendly and could be published from the Wiki as a pdf document for each meeting.

Actions

The Vice Chair of the VTS Committee is to trial the Committee Work Programme Task Register (PAP28-7.4.2) at VTS38.

The Chairs of the ENAV, ENG and ARM Committees are to review and consider the proposed Committee Work Programme Task Register (PAP28-7.4.2).

7.5 ENAV Committee Report, Work Programme 2014-2018 and ENAV Committee operating procedure

The PAP recorded a vote of thanks to the outgoing Chair of the ENAV Committee, Bill Cairns, noting that Bill had very ably led the Committee through a difficult time of great transition.

Omar Frits Eriksson summarised the plans for the ENAV Committee. Input paper PAP28-7.5.1 refers. He indicated:

- The Committee structure;
- The format of ENAV meetings;
- The ENAV workplan is being developed using various sources;
- Committee work flow.

7.6 ENG Committee Report, Work Programme 2014-2018 and ENG Committee operating procedure

Simon Millyard presented a summary of plans for the ENG Committee. He indicated:

- The Committee structure;
- The concept of mentors for new Committee members;
- The motivation of Committee members;
- Inter communication between ENAV, ARM & ENG;
- The Committee workplan including two workshops.

The ENG work plan for 2014-2018 (PAP28-7.6.1) was reviewed in detail.

7.7 ARM Committee Report and Work Programme 2014-2018

Phil Day reported on the plans for the ARM Committee. He indicated:

- The ARM workplan for 2014-2018;
- The intention for ARM work to be conducted on the IALA Wiki.

8 Inter-Committee projects

8.1 8.1 NAVGUIDE

Phil Day reported that revision of the Navguide will be conducted by all Committees on the IALA Wiki. The finished product can be printed from the Wiki to generate a printed version for sale.

Action

Phil Day is requested to research printing from the IALA Wiki in a document publishing format.

Marie-Helene Grillet is requested to write to John Festerini to thank him for his successful management of the updating of the Navguide to the 2014 edition.

9 Other activity

9.1 Arctic matters

The DSG advised that a proposal will be submitted to Council 59 for approval for IALA application for observer status at the Arctic Council working group on the Protection of the Arctic Marine Environment (PAME).

9.2 World VTS Guide

Concern was expressed that there are some members listed in the World VTS Guide that were not appointed by competent authorities.

9.3 IALA Dictionary

Ómar Frits Eriksson, chairman of the dictionary group, reported that the Dictionary has been adapted to the IALA Wiki style. However, improved emphasis on use of the Dictionary is needed.

Action item

The Secretariat is requested to nominate an IALA Dictionary editor, noting that Simon Millyard may be willing to take on the role;

Committee Chairs are requested to add a work item to their work programmes regarding updating and use of the IALA Dictionary.

9.4 IALA NET

Jean-Charles Leclair reported on the status of the IALA-NET.

- Equador is interesting in joining IALA-NET;
- The Danish satellite with design life of three months, has been operational for one year but is now degrading;
- The IALA-NET agreement needs updating.

Action

The LAP is requested to review and update the IALA-NET agreement text.

9.5 IHO S100 and Korean seconded officer

Yong Hun Cho reported on his recent work in IALA:

- Working with Nick Ward on S100 product specification;

- Updating of the DGNSS radio frequency list with addition of six non-IALA members bring the total number of records to 54;
- Consideration of using S100, in consultation with IHO, as a means of updating the DGNSS list;
- Plans for the IALA 2018 Conference in Korea;
- Support for the Academy.

It was noted that MF beacons can be used in the Maritime Cloud to disseminate information and also in range/range mode to provide positioning (ref ACCSEAS project).

9.6 Bulletin

The Bulletin will be issued in themed editions, with the next theme being VTS.

9.7 IALA Wiki

Omar Frits Eriksson presented a demonstration of the IALA Wiki.

10 Risk Management

10.1 IWRAP Mk 2 – developments

Jean-Charles Leclair reported on the recent successful IWRAP2 training seminar, with an attendance of 18 people. Software developers attended to develop ideas for improvement of IWRAP.

10.2 IALA risk management tools

Jean-Charles Leclair reported that the Steering Group had met once since the seminar in Istanbul.

- A very good presentation and demonstration of PAWSA was included in the seminar;
- IWRAP should be extended to include the consequences of predicted groundings and collisions;
- A proposal will be made to Council regarding promotion of the Risk Management Toolbox;
- Future seminars should provide time for both PAWSA and IWRAP, as these are complementary tools;
- The next Risk Management seminar is in September 2015 in SE Asia, possibly Malaysia.

Omar Frits Eriksson demonstrated the IALA Risk Management LinkedIn group.

11 HQ IT system

11.1 IALA Information Technology Group

Omar Frits Eriksson reported that the IALA IT Group had not met recently. However the IT system is working well. He thanked Trinity House for its assistance.

12 Any other business

It was suggested that a description of the decision making process should be added to the Committee Terms of Reference and that procedures should be more visible.

13 Date and venue of the next meeting

It was agreed that the next meeting of the IALA Policy Advisory Panel will be 15-17 June 2015.

14 Report of PAP28

Seamus Doyle reported that the report of PAP28 will be finalised by 6th October 2014 and posted on the IALA web site.

15 Closing of Meeting

There being no further business, the Deputy Secretary-General thanked the Panel members for their participation and contributions and wished those leaving a safe journey home.

16 List of Annexes

1. Agenda
A copy of the agenda is at ANNEX A.
2. Summary of Participants
A summary list of participants is at ANNEX B
3. List of Participants
A detailed list of participants is at ANNEX C
4. Input Papers
A list of input documents is at ANNEX D.
5. Output and Working papers
A list of output and working papers is at ANNEX E.
6. Action Items
A list of action items is at ANNEX F.

ANNEX A AGENDA**28th Session of the IALA Policy Advisory Panel**

The 28th meeting of PAP will be held from 01 - 03 October 2014, at IALA Headquarters, St Germain en Laye, France.

The objectives of PAP28 are to:

- Formulate advice for the IALA Council and Secretariat
- Coordinate the work of the IALA Committees to achieve the goals of the Strategic Vision

Wednesday 2014-10-01 0900 – 1700

Thursday 2014-10-02 0900 – 1700

Friday 2014-10-03 0900 – 1300

AGENDA

	Agenda Item	Responsible Officer
1	Opening of Meeting	GP
	1.1 Approval of Agenda	GP
	1.2 Introductions and Apologies	GP
2	Review of Action items from PAP26 and PAP27	SD
3	Reports of other Bodies	
	3.1 Reports from Council 57 and 58	GP
	3.2 Report from IMO NCSR-1	MDC
	3.3 LAP Report	FZ
	3.3.1 Effect of changes to the IALA Constitution	
	3.3.2 Next steps towards IGO status	
	3.3.3 Other matters	
	3.4 Report of WWA activities	JCL
	3.5 IMC Report – Conference, Officers, Future activities	IMC
4	18 th IALA Conference	GP
	4.1 Conclusions – effect on proposed work items	
	4.2 Updating of internal guideline for Conferences and Symposia	
5	Policy advice formulation	
	5.1 IALA Document policy and consideration by Council 59	MDC
	5.2 e-Navigation work at IMO	OFE
	5.3 Arctic navigation	GP
	5.4 The Maritime Cloud and the EfficienSea2 project	OFE
	5.5 Websites linked to IALA website, DK NL	MDC
6	Committee policy and procedures	

6.1	Advice to Committees on Strategic Vision and document policy	MDC
6.2	Committee procedures	
6.2.1.	Committees Agendas format and website	GP
6.2.2.	Committees Reports format	MDC
7	Committee activity and work plans	
7.1	General remarks	GP
7.2	Schedule of IALA Committees and Council meetings	MDC
7.3	Draft scheme for the standards pyramid	PD
7.4	VTS Committee Report and Work Programme 2014-2018	TC
7.5	ENAV Committee Report, Work Programme 2014-2018 and ENAV Committee operating procedure	OFE
7.6	ENG Committee Report, Work Programme 2014-2018 and ENG Committee operating procedure	SM
7.7	ARM Committee Report and Work Programme 2014-2018	PD
8	Inter-Committee projects	
8.1	NAVGUIDE	PD
9	Other activity	
9.1	World VTS Guide	GP
9.2	IALA Dictionary	OFE
9.3	IALA NET	JCL
9.4	IHO S100 and Korean seconded officer	MDC
9.5	Bulletin	MHG
9.6	IALA Wiki	OFE
10	Risk Management	PD
10.1	IWRAP Mk 2 – developments	OFE
10.2	IALA risk management tools	JCL
11	HQ IT system	
11.1	IALA Information Technology Group	OFE
12	Any Other Business	
13	Date and Venue of next meeting	GP
14	Report of PAP28	SD
15	Closing of Meeting	GP

All members are encouraged to propose agenda items or submit documents for the agenda items until two weeks before the meeting (17 September 2014)

ANNEX B SUMMARY OF PARTICIPANTS

Participants		
Gary Prosser	Secretary General	IALA – Chairman
Jean Charles Leclair	Dean of IALA WWA	IALA
Mike Card	Deputy Secretary-General	IALA
Omar Frits Eriksson	Chair, ENAV Committee	Denmark
Simon Millyard	Chair, ENG Committee	England
Phil Day	Chair, ARM Committee	Scotland
Tuncay Çehreli	Chair, VTS Committee	Turkey
Francis Zachariae	Chair, LAP	Denmark
Michael Skov	Vice Chair, ARM Committee	Denmark
Neil Trainor	Vice Chair, VTS Committee	Australia
Jon Price	Vice Chair, LAP	UK
Lars Mansner	PAP Representative, IMC	Finland
Cho Yong Hun	Korean Seconded Officer	IALA
Mary Deane	Observer LAP	
Seamus Doyle	Committee Secretary	IALA – Secretary
Apologies were received from		
Hideki Noguchi	Vice Chair, ENAV Committee	Japan
David Jeffkins	Vice Chair, ENG Committee	Australia

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ANNEX D INPUT DOCUMENTS

All papers are posted on the Committee website.

No	Meeting	Title / Author (if required)	Presented by / WG
1	PAP28- 1.1	Agenda	GP
2	PAP28- 1.3	Input paper Committee template July 2014	SD
3	PAP28- 2.1	Report of PAP27	SD
4	PAP28- 2.2	Action items from PAP26	SD
5	PAP28- 2.3	Action items from PAP27	SD
6	PAP28- 2.4	List of info for new IALA Council or Committee member	MDC
7	PAP28- 2.5	List of templates for IALA products	MDC
8	PAP28- 3.1.1	Report of Council 57	GP
9	PAP28- 3.1.2	Report of Council 58	GP
10	PAP28- 3.2	Report from IMO NCSR-1	MDC
11	PAP28- 3.4.1	IALA WWA report	J-CL
12	PAP28- 4.1	18th IALA Conference Conclusions	GP
13	PAP28- 5.1	IALA Document policy	MDC
14	PAP28- 5.1.1	New Document Policy revised by LAP13	FZ
15	PAP28- 5.4.1	Maritime Cloud and EfficienSea2 presentation	OFE
16	PAP28- 6.1.1	IALA Strategic Vision 2012-2026	MDC
17	PAP28- 6.1.2	IALA Committee Structure 2014-2018	MDC
18	PAP28- 6.2.1	Committees Agendas format and website	GP
19	PAP28- 6.2.2	Committees Reports format	MDC
20	PAP28- 7.2.1	Schedule of IALA Committees and Council meetings	MDC
21	PAP28- 7.3.1	ARM example document pyramid	PD
22	PAP28- 7.4.1	VTS report to PAP28	TC
23	PAP28- 7.4.2	VTS38 11 2 2014 18 Work programme Task Register v1-1	TC
24	PAP28- 7.5.1	ENAV Committee report presentation	OFE
25	PAP28- 7.6.1	ENG Committee Workplan 2014-2018	SM
26	PAP28- 7.7.1	ARM Committee Workplan 2014-2018 v2.0	PD

ANNEX E OUTPUT AND WORKING PAPERS**Output Papers**

Number	Title	Action
PAP28-14.1	Report of PAP28	To Council to note
PAP28-14.2	New Document Policy	To Council for approval To PAP29 for information To Committees for noting
PAP28-14.3	18th IALA Conference Recommendations	To Council for approval
PAP28-14.4	List of IALA document templates	To document style guide contractor
PAP28-14.5	List of info for new IALA Council or Committee members	To IALA website when adjusted

Working Papers

Number	Title	Action
	None	

ANNEX F ACTION ITEMS***Actions for the Secretariat***

- | | | |
|----|---|----|
| 1 | Action 1 The Secretariat is requested to consider methods for entering and updating IALA dictionary entries, noting the contents of paper PAP22.7.1 and the editing procedures on the IALA Wiki. | 4 |
| 2 | Action 11 The Secretariat is requested to prepare OCR versions of the non-English versions of the IALA Dictionary to facilitate preparation of non-English entries in the Dictionary. | 4 |
| 3 | Action 21 Nick Ward is requested to arrange maintenance of the DGNSS information on the IALA website in accordance with PAP26-8.4.1, with the assistance of Mr Cho. | 4 |
| 4 | Action 31 Mike Card is requested to draw up formal agreements for organisations hosting IALA computer services, using DMA as an initial example. The task is on-going and the draft agreements will be finalised by the LAP. | 4 |
| 5 | Action 33 The Secretariat is requested to post the Rules of Procedures documents from PAP19 on the Wiki, the Partage, and the website Committees area. This may include setting up a Procedures folder on the Partage. | 5 |
| 6 | Action 44 Committee Secretaries are requested to include a Committee Vice Chair Rapporteur item for IALA Bulletin liaison in the agendas of future Committee meetings. | 5 |
| 7 | The Secretariat is requested to forward the 2014 IALA Conference Conclusions and actions to Council for approval. | 7 |
| 8 | The Secretariat is requested to forward the Guidelines on Conferences and Symposia to PAP29. | 7 |
| 9 | Michael Card is requested to rewrite Section 10.3 of the New Document Policy (PAP28-5.1.1) and to submit the New Document Policy (PAP28-4.2) to Council for approval. | 7 |
| 10 | The IALA Secretariat is requested to upload the definitions of IALA Product Documents from the New Document Policy to the IALA website and to the IALA Dictionary when the Policy is approved. | 7 |
| 11 | The IALA Secretariat is requested to prepare an audit of hosted websites and linked websites. | 8 |
| 12 | The Secretariat is requested to develop a policy on the use of the IALA logo and branding of IALA. | 8 |
| 13 | The Secretariat is requested to submit the IALA Rules of Procedures (C56-9.8.1-4) to the Committees for information; | 8 |
| 14 | The Secretariat is requested to post the list of information for new IALA Council or Committee members (PAP28-14.5) as a single page with introduction on the IALA website with hyperlinks to the relevant documents (see also Member actions). Refer also to the VTS ppt prepared by Tuncay Cehreli. | 9 |
| 15 | The Secretariat is requested to convert the report on Committees agendas format and numbering into an IALA procedure document on the Intranet. | 9 |
| 16 | The Committee Secretary is requested to prepare the ENAV15 report in the old format with the executive summary adjusted to the needs of the Council and the work progress reporting in PAP28-6.2.2. | 9 |
| 17 | The Committee Secretary is requested to prepare the ENG1 report in the format of PAP28-6.2.2. | 9 |
| 18 | Marie-Helene Grillet is requested to write to John Festerini to thank him for his successful management of the updating of the Navguide to the 2014 edition. | 11 |

- 19 The Secretariat is requested to nominate an IALA Dictionary editor, noting that Simon Millyard may be willing to take on the role; 11

Actions for the WWA

- 20 Action 36 Jean-Charles Leclair is requested to review the curriculum of the World Maritime University for relevance to the work of IALA. 5

Actions for the LAP

- 21 The LAP is requested to advise the Secretariat on how to manage hosted IALA websites and non-IALA websites linked to IALA. 8
- 22 The LAP is requested to provide wording for an IALA disclaimer for links to other websites. 8
- 23 The LAP is requested to review and update the IALA-NET agreement text. 11

Actions for Members

- 24 Action 41 The ENAV Committee is requested to provide leadership to enable Committee Chairs to incorporate a task for the development of relevant product specifications in the Committees work programme 2014-2018. 5
- 25 Action 48 Chair VTS Committee is requested to ensure that the VTS interface with other stakeholders for task 14 relating to S-100 is efficiently defined. 5
- 26 Action 12 Committee Chairs / Vice Chairs are requested to review existing documents with a view to re-organising them into a new pyramid structure of standard/recommendation/guideline if Council approval of the pyramid document structure as described in PAP28-14.2 is obtained. 5
- 27 Committee Chairs are requested to ensure that their Committees are aware of the IALA strategy; 8
- 28 Michael Skov is requested to prioritise the list of information for new Committee members, referring to PAP28-14.4. 9
- 29 The ENAV, ENG and VTS Committees are requested to submit proposals for Committee pyramid of documents to ARM. 9
- 30 The ARM Committee is requested to coordinate the development of Committee pyramid of documents with the Chairs and Vice Chairs of other Committees and with the Secretariat. 9
- 31 The Vice Chair of the VTS Committee is to trial the Committee Work Programme Task Register (PAP28-7.4.2) at VTS38. 10
- 32 The Chairs of the ENAV, ENG and ARM Committees are to review and consider the proposed Committee Work Programme Task Register (PAP28-7.4.2). 10
- 33 Phil Day is requested to research printing from the IALA Wiki in a document publishing format. 11
- 34 Committee Chairs are requested to add a work item to their work programmes regarding updating and use of the IALA Dictionary. 11
- 35 The LAP is requested to review and update the IALA-NET agreement text. 11

23.
