



## Report of the 1<sup>st</sup> Session of the IALA AtoN Requirements and Management (ARM) Committee 24 to 28 November 2014

### ***Executive Summary***

42 members from 25 countries participated in ARM1; 17 for the first time;

This was the first meeting for the 2014-18 Work Programme and the Committee considered 45 input papers and produced 15 output papers, including the Committee Terms of Reference (ToR) which is available on IALA wiki;

Key outputs included:

The population of IALA wiki with ARM draft new documentation

Preparation of liaison note to Council including:

- Advise on updates of the ARM Work Programme (2014-2018);

Preparation of a liaison note to all Committees on the update of the IALA NAVGUIDE

Preparation of liaison notes and information to PAP, including

- External Documents Control Sheet;
- Proposed new document structure;
- Definition of AtoN

Preparation of liaison notes to ENAV, including:

- IMO Resolution A915;
- IALA Guideline 1081 and Recommendations A-126 and O-143;
- Persistent Unique Identifier (PUI) in S-100;
- Product Specification numbering scheme;
- Comments on CSSA

Preparation of liaison notes to ENG, including:

- IALA Recommendation E-141;
- IALA Guideline 1090 on audible signals

Preparation of a reply to a National Member regarding IALA Guideline 1078

One AtoN expert was registered with the WWA during the meeting (agenda item 12.1)

\* \* \*

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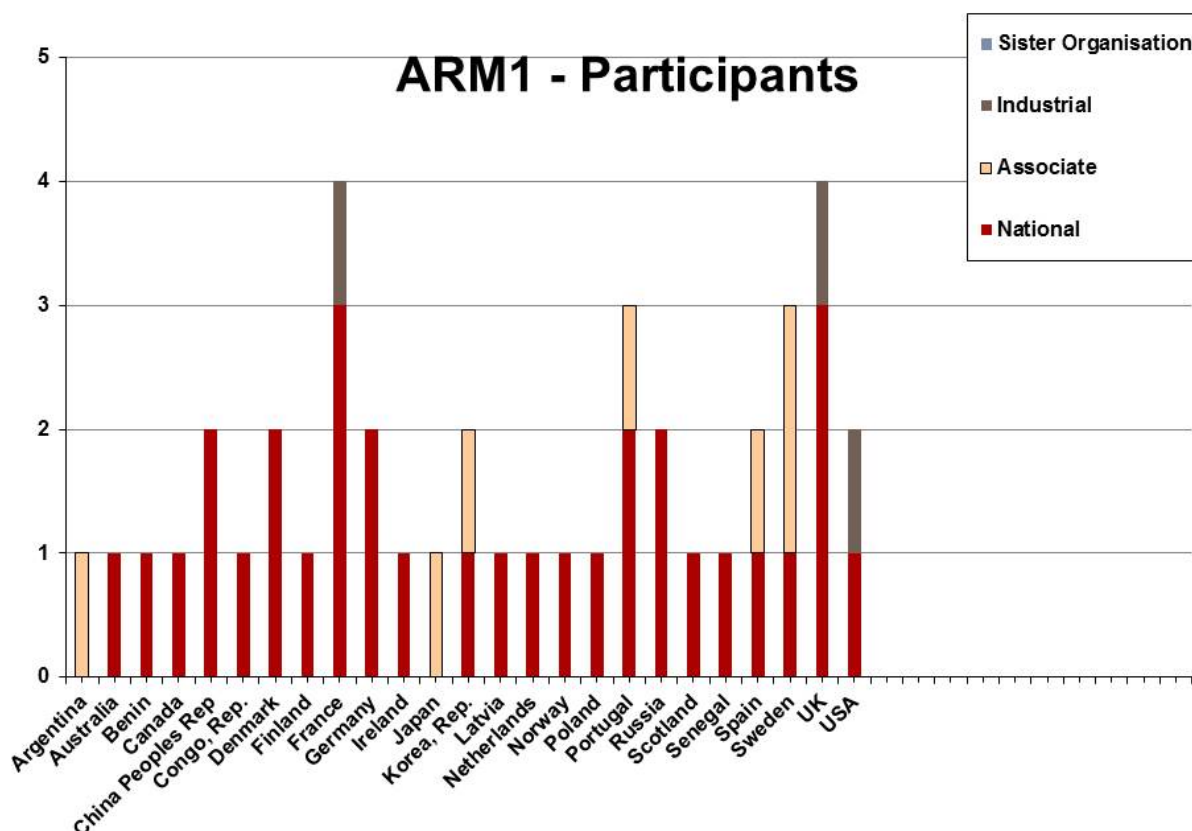
ARM Committee  
1<sup>st</sup> Session

Saint Germain en Laye, France  
28 November 2014

### 1 Introduction

The 1<sup>st</sup> meeting of the **ARM Committee** was held from 24 to 28 November 2014 at IALA.

The Chairman was Phil Day and Michael Skov was Vice Chairman. The Secretary for the meeting was Wim van der Heijden. 42 members from 25 countries participated in ARM1; 17 for the first time.



The Chairman opened the meeting by welcoming all participants to ARM1 after an absence of almost 13 months, being the first session of the new working period 2014-2018. He thanked Spain for the hospitality and excellent organisation of the 18<sup>th</sup> IALA Conference.

The Chairman then introduced Gary Prosser, Secretary-General of IALA, who welcomed the members. Because of the high number of new participants he mentioned the IALA structure and membership and briefly how the organisation works. He also highlighted the decision of the General Assembly to change the status of IALA from a Non-Governmental Organisation (NGO) to an Inter-Governmental Organisation (IGO). Finally he mentioned that he will leave IALA on the end of this year and that the selection procedure of the new SG is ongoing.





### **1.1 Administrative announcements**

Virginia Butler gave a Safety Briefing and some information for lunches and coffee breaks for which she was thanked by the Chairman.

The Secretary informed about the access to the documents from the IALA web-site and the use of WiFi to connect to the FTP file sharing service for the exchange of documents during the meeting.

### **1.2 Approval of the agenda**

The agenda was reviewed and adopted (ARM1-1.2).

### **1.3 Introductions and apologies**

Individual Committee members were asked to introduce themselves.

The Committee noted apologies from members who were unable to attend as noted in ANNEX B. The Chairman recognised members who left the Committee after several years of valuable contribution.

### **1.4 Programme for the week**

The Chairman explained the programme for the week (ARM1-1.4) and emphasized that no complete new products are expected for this session.

## **2 Review of Action Items from ANM21**

Input paper ARM1-2.1 refers.

### **2.1 Action Items – IALA Secretariat**

It was noted that all IALA Secretariat actions from ANM21 had been completed.

### **2.2 Action Items – ANM Committee Members**

It was noted that some photographs for the revision of the NAVGUIDE are received. The Chairman thanked the submitters.

### 3 Review of input papers

The list of input papers is automatically generated by the IALA web site when downloading one or more documents. Input papers are numbered in line with the agenda.

The input papers were reviewed and appointed to the working groups.

### 4 Reports from other bodies

#### 4.1 IALA Council

The Committee noted the following Council reports:

- 56<sup>th</sup> Session, Goa, India, 9-13 December 2013, paper ARM1-4.1.1 refers.
- 57<sup>th</sup> Session, La Coruna, Spain, 25 May 2014, paper ARM1-4.1.2 refers
- 58<sup>th</sup> Session, La Coruna, Spain, 31 May 2014, paper ARM1-4.1.3 refers

#### 4.2 IALA Policy Advisory Panel

The Committee noted the following PAP reports:

- PAP26, IALA HQ, 21-24 October 2013, paper ARM1-4.2.1 refers
- PAP27, IALA HQ, 27-28 March 2014, paper ARM1-4.2.2 refers
- PAP28, IALA HQ, 1-3 October 2014, paper ARM1-4.2.3 refers

The Chairman informed that the new documents policy of IALA was not completed yet.

#### 4.3 IALA 18<sup>th</sup> Conference, La Coruna, Spain, 25-31 May 2014

Paper ARM1-4.3.1 (report) and ARM1-4.3.2 (conclusions) refers

The report was noted. The Chairman drew attention to the conclusions which are of importance for the ARM Committee, in particular conclusions 5, 7, 8 and 9.

#### 4.4 IMO

The Committee noted the following reports of IMO meetings:

- MSC93, May 2014, paper ARM1-4.4.1 refers
- NCSR1, July 2014, paper ARM1-4.4.2 refers

#### 4.5 MonaLisa

The Committee noted the report of the MonaLisa project.

Paper ARM1-4.5.1 refers

### 5 Reports from Rapporteurs

For the working period 2014-2018 the following rapporteurs were appointed:

- |                               |                             |
|-------------------------------|-----------------------------|
| • Marine Spatial Planning     | George Detweiler (proposed) |
| • e-Navigation shore side     | Gerry Brine                 |
| • e-Navigation shipborne side | Harold McClenahan           |
| • IALA Bulletin               | Michael Skov                |

## **6 Presentations**

### **6.1 IALA Strategy**

[www.iala-aism.org/files/Vision/iala\\_strategic\\_vision.pdf](http://www.iala-aism.org/files/Vision/iala_strategic_vision.pdf) and IALA Annual Report 2013 refers.

Michael Card, IALA Deputy Secretary-General, informed the Committee, particularly for new members, on how IALA generally works. He explained the role of the General Assembly for policy making, the role of the Council to carry out the agreed policy, the Committees to produce Standards, Recommendations and Guidelines to support IALA Members and finally the IALA Secretariat to support the work. He also highlighted IALA's interaction with many international organisations like IMO, ITU, IHO and others.

After this introduction he informed the Committee on the High Level IALA Strategic Vision for the period 2014-2026 which was approved by C56. For the shorter term, 2014-2018, the IALA Strategic Plan was explained highlighting the priorities for that period.

Finally he explained the changes in the ARM Committee Structure with regard to the Technical Domains.

### **6.2 Committee Work Programme**

Paper ARM1-10.1 refers.

The Chairman explained the Committee Work Programme. He drew special attention to high level Standards which should be developed during this working period.

He noted that generally speaking the Technical Domains (TD) #1 and #3, as described in the Work Programme, will be considered by WG 1 (Navigational Requirements) and TD #2 and #4 by WG2 (Continuous Improvement). However in some cases certain tasks can be done in co-operation between the two WG's. In particular Task 4.2, the revision of IALA documents, should be a co-operative task.

### **6.3 IALA wiki**

David Hayes gave a presentation on the use of IALA wiki. He demonstrated how to input information to the ARM section and asked members to do some exercises during the week. For that reason he joined the meeting for the entire week to assist members to input and edit information in various sections of the IALA wiki.

### **6.4 IALA World-Wide Academy (WWA)**

Paper ARM1-6.4 (presentation) refers.

Stephen Bennett updated the Committee about the activities and procedures of the WWA. The presentation covered:

- The WWA's role in both capacity building and training;
- The WWA's task for 78 States in 7 regions;
- Details of new Model courses, upcoming workshops and training courses;
- The IALA Experts. More AtoN Experts are needed!
- The WWA matters for ARM.

The Chairman thanked the speakers for the presentations.

## 7 Establish Working Groups

The Chairman outlined the procedure to be followed by working groups, including the associated paperwork, after which two working groups were established and their tasks outlined. A list of working group participants is at Annex C.

Working Group (WG)	Working Group Chairman / Vice Chairman
WG1 – Navigational Requirements	Roger Barker / Jorge Teles
WG2 – Continuous Improvement	Gerry Brine / John Festarini

## 8 Working Group 1 – Navigational Requirements (WG1)

The WG commenced its work by reviewing the agenda items and tasks assigned. The Chair provided clarification on what work needed to be developed at ARM1 at the first session of the work programme 2014-2018.

### 8.1 Develop a standard for the provision of AtoN (Task 1.1.1)

Task Leader: Roger Barker

This task will be started at ARM2.

### 8.2 Develop guidance for AtoN authorities on disaster recovery (Task 2.1.1)

Task Leader: Alfredo Dominguez

The draft guideline was started, incorporating the contributions received from the EEP committee (work period 2010 / 2014). The group consolidated its framework and general layout and a working paper (ARM1-11.2.2) was produced to be carried out to next session.

#### *Action Item*

*The Secretariat is requested to forward ARM1-11.2.2 to ARM2.*

### 8.3 Develop guidance for AtoN authorities on the use of Marine Spatial Planning (Task 3.1.1)

Task Leader: Ernst Bolt

ARM1-8.1.1 and ARM1-8.1.2 refers

Work continued on the aggregation of the inputs from the MSP Workshop, resulting in four working papers to be carried out at the next session (ARM1-11.2.3, ARM1-11.2.4, ARM1-11.2.5, ARM1-11.2.6)).

#### *Action Item*

*The Secretariat is requested to forward ARM1-11.2.3, ARM1-11.2.4, ARM1-11.2.5 and ARM1-11.2.6 to ARM2.*

### 8.4 Input Papers reviewed by Working Group 1

The Working Group reviewed several input papers and produced 3 Liaison Notes.

- ARM1-7.1.7 refers  
The WG considered whether the maritime requirements set out in Appendix 2 of IMO

Resolution A.915(22) remain valid in the context of future navigation requirements. A liaison note to reply to ENAV was drafted (ARM1-11.1.1)

- ARM1-7.1.15 and ARM1-7.1.16 refers  
The WG analysed the proposed changes to Recommendation E-141. A liaison note to reply to ENG was drafted with the conclusions (ARM1-11.1.2)
- ARM1-7.1.11 refers  
The WG discussed the revision of IALA Guideline No. 1081 and Recommendations O-143 and A-126 from the ENAV Committee. Because an AIS seminar / workshop is scheduled to take place in 2016, the Committee intends to change and consolidate the documents during that event. (ARM1-11.1.3)
- ARM1-7.1.5 and ARM1-7.1.14  
The WG reviewed the submission from the Netherlands regarding proposed changes to Guideline 1078. An e-mail response will be sent from the Chairman to the National Member noting that when the Guideline is next reviewed these proposals will be included in the considerations. (ARM1-11.1.4)

### *Action items*

*The **Secretariat** is requested to forward liaison note on IMO Resolution A915(22) (ARM1-11.1.1) to the ENAV Committee.*

*The **Secretariat** is requested to forward liaison note on Recommendation E-141 (ARM1-11.1.2) to the ENG Committee.*

*The **Secretariat** is requested to forward liaison note on Guideline 1081 and Recommendations O-143 and A-126 (ARM1-11.1.3) to the ENAV Committee.*

*The **Committee Chairman** is requested to forward the response on Guideline 1078 (ARM1-11-1-4) to the National Member.*

## **9 Working Group 2 – Continuous Improvement (WG2)**

The WG contained 18 members of whom 7 were attending an IALA Committee meeting for the first time. The WG was very productive, producing 8 output papers for submission to Council and to the other Committees and 2 working papers for input to ARM2.

The WG commenced its work by reviewing the tasks assigned to WG2 and the related input papers submitted. The Chair and Vice-Chair provided clarification on what work needed to be completed at ARM1 and gave a general overview of what was to be accomplished over the duration of the 2014-2018 Work Program. This included working papers for input to ARM2 and potential output papers (either Recommendations or Guidelines for Council approval or liaison notes to other Committees).

The Chair advised that the priority tasks for the WG2 at ARM1 were:

- Develop a standard for the management of AtoN (Task 2.1.2) (noting the key output for ARM1 was an architecture or document tree for ARM documentation to use as a model for all IALA documents).
- Guidance to IALA Committees (via PAP) regarding population of wiki, workplans and document pyramid (Task 4.2.2) in support of the revision of IALA products to suit international instruments and national legislation.

The WG established new specialist task groups, each with a dedicated Task Leader, to progress individual agenda items including taking into account the relevant input papers. Task leaders for each task were as follows:

- Gaelle Nassif (Task 2.5.1 - Develop guidance on the management of AtoN in environmentally protected areas).
- Bob Trainor (Task 4.1.1 - Develop control sheet on communication and liaison with external organizations).
- John Festarini (Task 4.2.2 - Develop architecture or document tree for ARM documentation to use as a model for all IALA documents).
- Bob Trainor (Task 4.2.4 - Update IALA dictionary including harmonisation of definition of AtoN).
- Guttorm Tomren (Review input papers from ENAV Committee (ARM1-7.1.2, ARM1-7.1.3, ARM1-7.1.13 refers) and provide comments as requested).
- Martin Bransby (Review input from ENG Committee and reply accordingly - Input paper ARM1-9.1.2 refers)).
- Martin Bransby (Develop IALA's position on List of Lights Proposal and reply to IHO - Input papers ARM1-9.2.1, ARM1- 9.2.2, ARM1-9.2.3 refers).

### 9.1 Develop a standard for the management of AtoN (Task 2.1.2)

Task Leader: John Festarini Assisted by: Gerry Brine, Jorge Teles, Roger Barker

Through collaboration between Working Groups 1&2 a model based on a single standard for the provision of an AtoN service was developed. Working Group 1 approached the task from a top down perspective. It considered the strategic goals of IALA, its raison d'être as well as Competent Authorities' obligations under IMO and SOLAS. Working Group 2 took a bottom up approach by looking at existing documentation that is managed by the ARM Committee to identify gaps and recommendations for changes.

The key points agreed in the discussion were:

- this is a once only opportunity for IALA to get the best documentation model and designing it from top down is the best way to achieve this;
- the number of standards needs to be the minimum number possible while still allowing all recommendations to fit underneath that overarching standard(s) potentially even training administered by the IALA WWA;
- a comprehensive naming convention and numbering scheme should be developed alongside the implementation of this new document structure; and
- ease of access to documentation by the user needs to be a key element of the new document structure.

An Information Paper for submission to PAP was developed (ARM1-11.1.11).

A tool to highlight anomalies and gaps in the current documentation structure and facilitate the realignment of the existing documentation to the new document structure was developed.

#### *Action item:*

*The **Secretariat** is requested to forward the Information Paper on the IALA Proposed document structure (ARM1-11.1.11) to PAP inter-sessionally by e-mail.*



## 9.2 Develop guidance on the management of AtoN in environmentally protected areas (Task 2.5.1)

.Task Leader: Gaelle Nassif

Assisted by: To be determined at ARM2

This task is due to be commenced at ARM2. A short initial discussion was convened by the Task Leader to help inform the development of an outline of the structure of the guideline. WG members were requested to provide input on issues and best practice prior to ARM 2 to enable the scope of the guideline to be accurately specified early in the drafting process.

### *Action item:*

**ARM members** are requested to provide input on the requirements they need to deal with in regard to managing their AtoN in environmentally sensitive areas and the practices and processes they currently employ, or are planning to use, to address these requirements and provide this information to the Task Leader inter-sessionally.

## 9.3 Develop control sheet on committee external liaison (Task 4.1.1)

Task Leader: Bob Trainor

Assisted by: Gerry Brine

A control sheet was developed and examples of liaison were recorded based on content of Committee Reports for the September & November 2014 round of meetings (ARM1-11.1.10).

A liaison note to PAP was developed to confirm that the control sheet meets the intent of the task (ARM1-11.1.9).

### *Action items:*

*The Secretariat is requested to forward the Liaison Note on the external document control sheet (ARM1-11.1.9) to PAP.*

*The Secretariat is requested to forward the external document control sheet (ARM 1-11.1.10) to ARM2.*

## 9.4 Populate IALA Wiki with all ARM owned documents including MBS and NAVGUIDE (Task 4.2.1)

Task Leader: Martin Bransby

Assisted by: Christian Herrlich, Guttorm Tomren, Johan Westerlund, Arlindo Santos, Ikeda Tamotsu, Dave Kelleher, Amadou Ndiaye

The following input papers refer:

ARM1-9.1.1 – Liaison Note to ANM Committee NAVGUIDE which identified some lessons learned in developing the 2014 NAVGUIDE and recommendations to facilitate future revisions.

ARM1-9.1.2 – Review Liaison Note from ENG1 on amendment required to Guideline 1090 on audible signals

A liaison note to the Secretariat and the other IALA Committees was developed (ARM1-11.1.8):

- advising the process to apply for updating of the NAVGUIDE through the IALA Wiki;
- advising that Martin Bransby would be the Coordinator of this task;
- requesting that each Committee nominate a contact person;
- requesting that each Committee add the NAVGUIDE update as a standing agenda item for each meeting; and
- requesting photos that could be potentially included in the NAVGUIDE.

The input paper ARM1-9.1.2 was reviewed and it was found that the table referred to by the ENG Committee Liaison Note was not in the NAVGUIDE but updating of Guideline 1090 on the use of Audible Signals was required to be undertaken by the ARM Committee. Further investigation revealed that the intended input paper to ANM 21 from EEP21 that the ENG Committee Liaison Note referred to had not in fact been submitted to ANM 21. In any event, after checking the EEP21 Output Paper it was found that the required information for correcting the error in the table was not included in that Output Paper and therefore this needed to be requested from ENG Committee. A liaison note along these lines was prepared (ARM1-11.1.7).

IALA wiki training was undertaken by most Working Group members to facilitate efficient updating of documents in future ARM meetings. The WG members would like to thank David Hayes (GLAs of UK and Ireland) for his assistance in providing the training.

A working paper to be used for tracking progress in updating of the NAVGUIDE was developed.

#### *Action items:*

*The **Secretariat** is requested to forward the Liaison Note on the NAVGUIDE (ARM1-11.1.8) to all Committees and Deputy-SG.*

*The **Secretariat** is requested to forward the Liaison Note on NAVGUIDE audible signals (ARM1-11.1.7) to the ENG Committee.*

*The **Secretariat** is requested to forward the Working Paper on the NAVGUIDE (ARM1-11.2.1) to ARM2.*

*The **Chairman of ENAV**, as wiki administrator, is requested to ensure the draft NAVGUIDE 2015 is available in the IALA wiki for editing as soon as possible and no later than spring 2015 for the round of Committee meetings.*

***ARM Committee** members are kindly reminded to send any photos for inclusion in the NAVGUIDE inter-sessionally to IALA (these will be stored by IALA for future use as necessary).*

### **9.5 Liaise with committees regarding population of wiki, workplans and document pyramid (Task 4.2.2)**

Task Leader: Gerry Brine    Assisted by: John Festarini

This task involves ARM coordinating the review and development of documentation under the new documentation structure. This task will be further clarified when the IALA documentation structure has been agreed by Council.

### **9.6 Revise ARM documents once wiki populated (Task 4.2.3)**

Revision to commence from ARM4 after document reorganisation has been completed.

### **9.7 Amend IALA Dictionary as appropriate including harmonisation of definition of AtoN (Task 4.2.4)**

Task Leader: Bob Trainor    Assisted by: Johan Westerlund

Task to be undertaken over the 2014-2018 work programme. The definition of AtoN was reviewed. Currently there are two definitions for AtoN in the Dictionary. One of the two existing definitions was considered appropriate although a third alternative based on the preferred version should also be considered as there was not consensus between the members of the Working Group. A Powerpoint slide was developed to facilitate plenary consideration of the alternatives.



*Action item*

*The **Secretariat** is requested to forward the Liaison Note on the definition of AtoN (ARM1-11.1.14) to PAP.*

## 9.8 Input Papers reviewed by Working Group 2

The following input papers, not directly linked to ARM work program tasks, were also reviewed:

- ARM1-7.1.2 Information Paper on ENAV14 documents - Common Shore-based System Architecture

Task Leader: Guttorm Tomren

Assisted by: Martin Bransby, Johan Westerlund, Christian Herrlich, Charles von Gorkum, Artur Dias Marques, Dave Kelleher, Gaelle Nassif

ENAV Committee requested input on two papers:

- ARM21-14.1 (e-NAV14-17.1.5.1) IALA Recommendation on the IALA Common Shore-based System Architecture (CSSA) 20130925d
- ARM21-14.2 (e-NAV14-17.1.5.2) Draft Revision Of Rec e-NAV-140 on e-Navigation Architecture-Shore Perspective (Ed2)a

WG2 understands that this document will be revised during a future ENAV committee meeting and this is supported. A number of aspects were identified for this revision process namely:

- The document should be more general in nature, less complex, specifying goals, without specifying how to reach those goals.
- Duplication of information must be avoided between the two documents issued for revision.

*Action item*

*The **Secretariat** is requested to forward the Liaison Note on CSSA (ARM1-11.1.12) to the ENAV Committee.*

- ARM1- 7.1.8 Proposed Product Specification Numbering Scheme for IALA Domains

Task Leader: Martin Bransby

Assisted by: Guttorm Tomren, Johan Westerlund, Christian Herrlich, Charles von Gorkum, Artur Dias Marques, Dave Kelleher, Gaelle Nassif

The input paper from ENAV Committee sought ARM comments about the progress of product specifications under development and the Proposed Product Specification Numbering Scheme for the IALA Domains.

The progress achieved was noted and no comments were proposed. Martin Bransby has been assigned as the ARM Field Manager for the designated fields.

*Action item*

*The **Secretariat** is requested to forward the Liaison Note on Product Specification Numbering (ARM1.11.1.6) to the ENAV Committee.*

- ARM1- 9.2.1, ARM1-9.2.2, ARM1-9.2.3 Develop IALA's position on List of Lights Proposal and reply to IHO.

Task Leader: Martin Bransby

Assisted by: Guttorm Tomren, Johan Westerlund, Dave Kelleher, Charles van Gorkum, Artur Dias Marques

A number of concerns were raised on the potential impacts of the proposed approach. During the course of the meeting advice was received by the Chair of ARM from the Chair of ENAV that the IHO had their own concerns and were not proceeding with the proposal as planned at this time.

A liaison note was prepared to ENAV to advise them of ARM's concerns with the proposal (ARM1-11.1.5)

#### *Action item*

*The **Secretariat** is requested to forward the Liaison Note on PUI (ARM1.11.1.5) to the ENAV Committee.*

## **10 Review of Current Work Programme (2014 – 2018)**

Input paper ARM1-10.1 refers.

The current Work Programme was reviewed and updated during the meeting. For easier update of the Work Programme during following sessions of the ARM Committee, the Work Programme was transferred into a spreadsheet. The updated version will be available as ARM1-10.1 on the ARM1 section of the IALA web.

#### *Action items*

*The **Secretariat** is requested to forward the updated version of ARM1-10.1 to Council and make it input for ARM2.*

*The **Secretariat** is requested to forward the Liaison note (ARM1-11.1.13) on the update of the current Work Programme to Council to approve ARM1-10.1.*

The Terms of Reference (ToR) for the working period 2014-2018 were drafted and are available on the ARM section of IALA wiki.

([http://www.iala-aism.org/wiki/ialawiki/index.php/ARM\\_Committee\\_terms\\_of\\_reference](http://www.iala-aism.org/wiki/ialawiki/index.php/ARM_Committee_terms_of_reference))

## **11 Review of output and working papers**

The Working Group Chairmen reported on the work carried out by their Working Groups.

The output documents listed at Annex E were reviewed and agreed.

The Secretariat was requested to forward the output documents, as indicated earlier in the report.

The Chairman then thanked the Chairs, Vice Chairs and members of the working groups for all their efforts during the week.

## **12 Any Other Business**

### **12.1 IALA World-Wide Academy AtoN Expert**

Jorge Teles of Direcção de Faróis, Portugal was appointed during the week as new member of the IALA World-Wide Academy AtoN Experts.

## 12.2 New SG for IMSO

There was an announcement that Mr Moin Ahmed, Bangladesh was elected as New Secretary-General for IMSO

## 12.3 40 years IALA

It was recognised that Marek Ledochowski has been involved in IALA work for 40 years as of this year. A token of appreciation was given by the Chairman on behalf of the Committee.

## 13 Review of session report

The report of the meeting (ARM1-13) was reviewed and approved by the Committee on the 28<sup>th</sup> November 2014.

### *Action Item*

*The **Secretariat** is requested to forward the report of ARM1 (ARM1-13) after completion to the IALA Council, to note.*

## 14 Date and venue of next meeting

ARM2 is expected to meet from 25 – 29 May 2015 at IALA HQ.

## 15 Closing of the Meeting

The Chairman again expressed his thanks for all the hard work done during the meeting.

The Chairman then asked if there were any final comments that members wished to make; there were none, at which he wished everyone a pleasant and safe journey home.

## 16 List of Annexes

- 1 Agenda  
A copy of the agenda is at Annex A.
- 2 Participants  
A list of participants is at Annex B.
- 3 Working Group Participants  
A list of working group participants is at Annex C.
- 4 Input Papers  
A list of input papers 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      ARM1 COMMITTEE AGENDA



### 1st Meeting of the AtoN Requirements and Management Committee

The 1<sup>st</sup> meeting of the **ARM Committee** will be held from 24 – 28 November 2014, at IALA, St Germain en Laye, France.

The opening plenary will commence at 1300 on Monday 24 November, and the closing plenary will end at approximately 1300 on Friday 28 November.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at 0900 on Monday 24 November.

## AGENDA

1. Introduction
  - 1.1. Administration and Safety Briefing
  - 1.2. Approval of agenda
  - 1.3. Apologies and introductions
  - 1.4. Programme for the week
2. Review of action items from last meeting
  - 2.1. Review of action items from ANM21
  - 2.2. Final Report from ANM21 - for reference
3. Review of input papers
  - 3.1. Input papers
  - 3.2.
4. Reports from other bodies:
  - 4.1. IALA Council
    - 56<sup>th</sup> Session, Goa, India, 9-13 December 2013
    - 57<sup>th</sup> Session, La Coruna, Spain, 25 May 2014
    - 58<sup>th</sup> Session, La Coruna, Spain, 31 May 2014
  - 4.2. IALA Policy Advisory Panel
    - PAP26, IALA HQ, 21-24 October 2013
    - PAP27, IALA HQ, 27-28 March 2014
    - PAP28, IALA HQ, 1-3 October 2014
  - 4.3. IALA 18<sup>th</sup> Conference, La Coruna, Spain, 25-31 May 2014
    - Report
    - Conclusions
  - 4.4. IMO
    - MSC93, May 2014
    - NCSR1, July 2014
  - 4.5. MonaLisa

5. Reports from rapporteurs:

Monitoring items and concerning rapporteurs for the Working Period 2014-2018 will be determined during ARM1.

6. Presentations (15 minutes)

6.1.	IALA Strategy	Michael Card
6.2.	Committee Work program	Chairman
6.3.	IALA WIKI use and intentions	TBC
6.4.	Update on IALA WWA	Stephen Bennett

7. Establish Working Groups

8. IALA documents

WG1- Navigational requirements

8.1. MSP- PIANC and NI input

9. WG2 – Continual improvement

9.1. Navguide

9.2. Light numbers

10. Review of Current Work Programme (2014 – 2018)

11. Review of output and working papers

11.1. Output papers

11.2. Working papers

12. Any Other Business

13. Review of session report

14. Date and venue of next meeting

15. Close of the meeting

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17	Charles Van Gorkum	OROLIA / France
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## ANNEX D LIST OF INPUT PAPERS

All papers are posted on the Committee section of the IALA website

Document number	Agenda Item	Title	Date latest issue
ARM1-1.2	1.2	Agenda	29-9
ARM1-1.4	1.4	Programme for the week	26-9
ARM1-2.1	2.1	Actions from ANM21	16-9
ARM1-2.2	2.2	Report of ANM21	16-9
ARM1-3.1.1	3.1	IALA Strategic Vision 2012-2026	29-9
ARM1-3.1.2	3.1	IALA Committee Structure 2014-2018	29-9
ARM1-4.1.1	4.1	C56 Report	16-9
ARM1-4.1.2	4.1	C57 Report	16-9
ARM1-4.1.3	4.1	C58 Report	16-9
ARM1-4.2.1	4.2	PAP26 Report	16-9
ARM1-4.2.2	4.2	PAP27 Report	16-9
ARM1-4.2.3	4.2	PAP28 Report	23-10
ARM1-4.3.1	4.3	18th IALA Conference 2014 report final	16-9
ARM1-4.3.2	4.3	18th IALA Conference 2014 conclusions and actions	23-10
ARM1-4.4.1	4.5	IMO Report of IMO MSC 93-22	16-9
ARM1-4.4.2	4.5	IALA Report of IMO NCSR1	16-9
ARM1-4.5.1	4.6	Report of MonaLisa 2	26-9
ARM1-7.1.1	7.1	Update of documents managed by ANM	26-9
ARM1-7.1.2	7.1	Information paper on e-NAV14 documents	26-9
ARM1-7.1.3	7.1	Information paper on VDES	26-9
ARM1-7.1.4	7.1	Information Paper on Technical Guidelines for implementation of VDES	26-9
ARM1-7.1.5	7.1	Proposal amendment IALA Guideline 1078	30-9
ARM1-7.1.6	7.1	Liaison note to all Committees and PAP on IALA involvement with IMO SIP Tasks	23-10
ARM1-7.1.7	7.1	Liaison note e-NAV on revision of IMO Resolution A915	30-10
ARM1-7.1.8	7.1	Liaison note to Committees and PAP - Proposed Product Specification Numbering Scheme for IALA Domains	23-10
ARM1-7.1.9	7.1	Liaison note e-NAV on A126	23-10
ARM1-7.1.10	7.1	Recommendation A-126 on The Use of the AIS in Marine AtoN Services	14-11
ARM1-7.1.11	7.1	Liaison note recommending review of Guideline 1081	23-10
ARM1-7.1.12	7.1	Liaison note to ARM and SG - Persistent Unique Identifier (PUI) for AtoN into S-100	23-10
ARM1-7.1.13	7.1	IALA Recommendation on the IALA Common Shore-based System Architecture (CSSA)	23-10
ARM1-7.1.14	7.1	Liaison Note from ENG1 re Guideline 1078	22-11
ARM1-7.1.15	7.1	draft Recommendation E-141 Ed3 Standards for Training and Certification of AtoN Personnel 20141119	22-11
ARM1-7.1.16	7.1	Liaison note from ENG1 re update of Rec E141	22-11
ARM1-8.1.1	8.1	DRAFT Guideline - Marine Spatial Planning	26-9

Document number	Agenda Item	Title	Date latest issue
ARM1-8.1.2	8.1	Shipping and MSP (printable) Final V1	26-9
ARM1-8.1.3	8.1	WG161-1 <sup>st</sup> report to MarCom	26-9
ARM1-8.1.4	8.1	WG161-table of content -18 April 2014	26-9
ARM1-8.1.5	8.1	Interaction with radar & radio-V1	26-9
ARM1-9.1.1	9.1	Liaison Note on NAVGUIDE	26-9
ARM1-9.1.2	9.1	Liaison note from ENG1 about the Navguide audible signal update	22-11
ARM1-9.2.1	9.2	IALA position on list of Light numbers 1	26-9
ARM1-9.2.2	9.2	Light numbering proposal	26-9
ARM1-9.2.3	9.2	IALA position on list of Light numbers 2	26-9
ARM1-10.1	10	ARM Committee Workplan 2014-2018 v2.1	23-10
ARM1-10.2	10	WG ToR	23-10

## ANNEX E LIST OF OUTPUT AND WORKING PAPERS

Output documents are submitted for review/action by a body other than the Committee initiating the document.

Number	Title	Status
ARM1-13	Report ARM1	To Council to note
ARM1-10.1	Work Programme 2014-2018	To Council to approve
ARM1-11.1.1	Liaison note on A 915	To ENAV to note
ARM1-11.1.2	Liaison note on E141	To ENG to action
ARM1-11.1.3	Liaison note to ENAV on Guideline 1081, Rec A-126 and O-143	To ENAV to note
ARM1-11.1.4	Response to the Netherlands regarding Guideline 1078	To Chair to submit
ARM1-11.1.5	Liaison note on PUI	To IALA SG to note To ENAV to note
ARM1-11.1.6	Liaison note on PS numbering scheme	To ENAV to action
ARM1-11.1.7	Liaison note re Navguide audible signals	To ENG to action
ARM1-11.1.8	Liaison note on ways of working for the NAVGUIDE update	To all Committees to action
ARM1-11.1.9	Liaison note External Document Control Sheet	To PAP to confirm
ARM1-11.1.10	External Document Control Sheet	To PAP to note
ARM1-11.1.11	Information Paper - IALA Proposed Document Structure	To PAP to action
ARM1-11.1.12	Liaison note on CSSA	To ENAV to consider
ARM1-11.1.13	Liaison Note to Council on updates of ARM Work Programme (2014-2018)	To Council to note
ARM1-11.1.14	Liaison Note on the definition of AtoN	To PAP to approve

Working documents will remain within the Committee for further review and will be input for ARM2.

Number	Title
ARM1-11.2.1	NAVGUIDE 2015 tracking table
ARM1-11.2.2	WG1_WP1_On_The_Plans_For_Disaster_Recovery_Rev_1
ARM1-11.2.3	WG1_WP 2_draft_guideline_marine_spatial_planning_edit
ARM1-11.2.4	WG1_WP3_shipping_and_msp_printable_final_v1
ARM1-11.2.5	WG1_WP4_draft_guideline_marine_spatial_planning_clean
ARM1-11.2.6	WG1_WP5_UNESCO_MSP_stepbystep

## ANNEX F ACTION ITEMS

### *Action Items for Secretariat*

1. The **Secretariat** is requested to forward ARM1-11.2.2 to ARM2. 8
2. The **Secretariat** is requested to forward ARM1-11.2.3, ARM1-11.2.4, ARM1-11.2.5 and ARM1-11.2.6 to ARM2. 8
3. The **Secretariat** is requested to forward liaison note on IMO Resolution A915(22) (ARM1-11.1.1) to the ENAV Committee. 9
4. The **Secretariat** is requested to forward liaison note on Recommendation E-141 (ARM1-11.1.2) to the ENG Committee. 9
5. The **Secretariat** is requested to forward liaison note on Guideline 1081 and Recommendations O-143 and A-126 (ARM1-11.1.3) to the ENAV Committee. 9
6. The **Secretariat** is requested to forward the Information Paper on the IALA Proposed document structure (ARM1-11.1.11) to PAP inter-sessionally by e-mail. 10
7. The **Secretariat** is requested to forward the Liaison Note on the external document control sheet (ARM1-11.1.9) to PAP. 11
8. The **Secretariat** is requested to forward the external document control sheet (ARM 1-11.1.10) to ARM2. 11
9. The **Secretariat** is requested to forward the Liaison Note on the NAVGUIDE (ARM1-11.1.8) to all Committees and Deputy-SG. 12
10. The **Secretariat** is requested to forward the Liaison Note on NAVGUIDE audible signals (ARM1-11.1.7) to the ENG Committee. 12
11. The **Secretariat** is requested to forward the Working Paper on the NAVGUIDE (ARM1-11.2.1) to ARM2. 12
12. The **Secretariat** is requested to forward the Liaison Note on the definition of AtoN (ARM1-11.1.14) to PAP. 13
13. The **Secretariat** is requested to forward the Liaison Note on CSSA (ARM1-11.1.12) to the ENAV Committee. 13
14. The **Secretariat** is requested to forward the Liaison Note on Product Specification Numbering (ARM1.11.1.6) to the ENAV Committee. 13
15. The **Secretariat** is requested to forward the Liaison Note on PUI (ARM1.11.1.5) to the ENAV Committee. 14
16. The **Secretariat** is requested to forward the updated version of ARM1-10.1 to Council and make it input for ARM2. 14
17. The **Secretariat** is requested to forward the Liaison note (ARM1-11.1.13) on the update of the current Work Programme to Council to approve ARM1-10.1. 14
18. The **Secretariat** is requested to forward the report of ARM1 (ARM1-13) after completion to the IALA Council, to note. 15

*Action Items for Members*

19. The **Committee Chairman** is requested to forward the response on Guideline 1078 (ARM1-11-1-4) to the National Member. 9
20. **ARM members** are requested to provide input on the requirements they need to deal with in regard to managing their AtoN in environmentally sensitive areas and the practices and processes they currently employ, or are planning to use, to address these requirements and provide this information to the Task Leader inter-sessionally. 11
21. The **Chairman of ENAV**, as wiki administrator, is requested to ensure the draft NAVGUIDE 2015 is available in the IALA wiki for editing as soon as possible and no later than spring 2015 for the round of Committee meetings. 12
22. **ARM Committee** members are kindly reminded to send any photos for inclusion in the NAVGUIDE inter-sessionally to IALA (these will be stored by IALA for future use as necessary). 12