

**Developing an IALA Standard**

Stage	Description	Activity	Status at 2015-07-24 for initial set of approximately seven Standards
<b>Identify a need</b>	IALA member, committee, WWA or other IGO/peak body recognises an area where harmonisation of aids to navigation is required or could be developed	Discussion between interested/affected parties	<ul style="list-style-type: none"> <li>• Six initial standards proposed PAP28.5</li> <li>• Discussed PAP29 and likely seven to be proposed</li> <li>• Secretariat preparing input to PAP30</li> <li>• PAP30 November 2015 – objective to complete scheme, concentrating on top row of diagram</li> <li>• Council December – objective to seek approval of set of (approx..) seven Standards</li> </ul>
<b>Formal proposal</b>	Document scope and justification for development of a standard	<p>Proposal to cover [develop template – see attached doc]:</p> <ul style="list-style-type: none"> <li>Subject matter/scope</li> <li>Rationale and Benefit</li> <li>Fit with strategic vision</li> <li>Relationship with existing standards</li> <li>Stakeholders</li> <li>Risks</li> <li>State of practice/development/technology</li> <li>Proposed developers/experts/co-sponsors</li> <li>Timeframe</li> </ul> <p>Secretariat establishes and manages records</p> <p>PAP considers proposal having regard to:</p> <ul style="list-style-type: none"> <li>Strategic vision and current priorities</li> <li>Opportunity for harmonisation</li> <li>State of development of subject matter</li> </ul>	<ul style="list-style-type: none"> <li>• Will be completed for the initial set, at PAP30 November 2015</li> </ul>

		Suitability for IALA standard	
<b>Council approval</b>	Development must be approved by Council before it can be added to the Work Program	<p>PAP submits proposal with recommendation which could be for development of Standard or Interim Standard (where Standard is urgently required or field not sufficiently developed to establish compliance levels yet [interim Standard in force for fixed duration then removed or redeveloped as full Standard])</p> <p>Council considers:</p> <ul style="list-style-type: none"> <li>Strategic fit</li> <li>Priority</li> <li>Addition to Work Plan</li> <li>Allocation to/creation of a committee</li> <li>Status as Standard/Interim Standard</li> </ul>	December 2015
<b>Development</b>	Work on the content of the standard, having regard to existing IALA documents	<p>Committee develops work plan:</p> <ul style="list-style-type: none"> <li>Elements</li> <li>Timetable</li> <li>Consultation</li> <li>Drafting</li> <li>Delivery</li> </ul> <p>Committee develops content and submits to PAP</p> <p>PAP reviews draft Standard/Interim Standard and recommends release</p> <p>Secretariat/PAP prepares consultation questions/issues</p> <p>Council authorises formal consultation</p>	2016 onward

<p><b>Formal Consultation</b></p>	<p>IALA releases draft standard to stakeholders:          National members          Industry          Other IGOs          Public</p>	<p>Secretariat:          Reviews format and text style          Releases draft standard for comment          Manages consultation and collates feedback</p> <p>Committee:          Develops response to feedback, including proposed changes or redevelopments</p> <p>PAP:          Assesses response to feedback          Advises Council to proceed with/cease development</p> <p>Council:          Reassigns to Work Program for finalisation or removes from Work Program, as appropriate</p>	
<p><b>Text finalisation</b></p>	<p>Having regard to feedback, develop final text</p>	<p>Committee:          Reworks standard in response to feedback</p> <p>PAP:          Confirms rewrite is adequate and addresses feedback          For interim standard, reassesses state of developments in field</p> <p>Secretariat:          Confirms style and prepares final draft document</p>	
<p><b>Council approval</b></p>		<p>PAP:          Determines Interim Standard commencement date</p>	

		<p>Recommends Standard commencement date Recommends Council approval</p> <p>Council: Approves Interim Standard, which takes effect from set commencement date and advises General Assembly accordingly</p> <p>Refers Standards to General Assembly as a Secretariat input paper (usual timeframes and processes in General Regulations will apply)</p>	
<b>General Assembly approval</b>		<p>General Assembly considers Council recommendation, and as all national members have been involved in consultation and feedback process, makes decision on approval of the standard.</p> <p>Secretariat: Publishes approved Standard Notifies stakeholders of commencement date</p> <p>PAP: Monitors Standard for currency and considers compliance issues</p>	