



Input paper for the following Committee(s):

- ☐ ARM ☐ ENG ☐ PAP
☐ ENAV ☐ VTS **x LAP**

Purpose of paper:

- x Input**
☐ Information

Agenda item 11

Author(s) / Submitter(s) Secretariat

Revision of the Basic Documents

1. BACKGROUND

The Secretariat have undertaken to make two changes, described below, to the *Basic Documents*. These changes can be seen in track changes in document LAP23-11.1.2

In early 2021 the Secretariat introduced the *IALA Style Guide*. This document is designed to assist those preparing and reviewing documentation. It is important that IALA have common language, structure and appearance and this guide is designed to assist authors and reviewers achieve the production of consistent and professional documents. Therefore the *Basic Documents* have been editorially revised to comply with the Guide.

The second change relates to 3.3 *Working Groups* of the *Rules Of Procedure - Terms of Reference Committees* section, proposed by PAP. The aim of the amendment is to acknowledge and to facilitate the benefits of intersessional work, harnessing the evident desire from the membership to progress certain work items in between sessions. It enables an operational overview of inter-sessional work for Committee/Panel management and Secretariat whilst being a high level amendment that leaves the details of operational specifics to be determined at the committee, PAP and LAP level. The amendment is in track changes below for ease and reads:

“3.3 WORKING GROUPS

3.3.1. ESTABLISHING WORKING GROUPS

The work of a committee may be facilitated by the use of working groups. The creation of a working group, and the appointment of the working group chair and vice-chair are at the discretion of the committee chair.

A working group will be an integral part of its parent committee and will ordinarily meet during the same week as the committee. A working group can consist of one or more task groups.

3.3.2. INTER-SESSIONAL MEETINGS

An inter-sessional meeting of a working group (that is a working group or one of its task groups meeting between two sessions of the parent committee) may be used to enable faster progress of a specific work item.

An inter-sessional meeting of a working group or a task group requires the agreement of the chair of the parent committee. The approval of the Secretary-General is required if resources from the Secretariat other than online meeting facilities are needed. The meeting should normally be held by electronic means using online meeting facilities provided by the Secretariat. If the meeting is with physical attendance it may be held at IALA Headquarters or an alternative location hosted by an IALA member and shall approved by the SecretaryGeneral.

1.1 Related documents

LAP23-11.1.2



The current *IALA Basic Documents Edition 5.0*

2. ACTION REQUESTED OF THE LAP

LAP is requested to approve the revision of the Basic Document.

