



**Please comment
by 10 May**

Report of the 25th Session of the IALA Policy Advisory Panel (PAP25)

1 - 2 May 2013

Executive Summary

- the meeting was held in conjunction with the first Strategic Vision meeting;
- recognition of rising workload (item 5.1);
- need for finding economies and increasing efficiency (5.1.1);
- progress with changing the status of IALA (item 5.1.2);
- IT 'challenges' for Committees (items 5.1.9 & 9.6);
- need to clarify IALA's remit with regard to the e-Navigation ship-shore interface (item 5.2.2)
- continued progress of the WWA (item 6);
- anticipated use of IWRAP Mk2 information to support application for routeing measures at IMO (item 7);
- initial results of a review of IALA documentation categories and procedures (items 8.1 & 8.2);
- concern at length of time available to Committee Working Groups (item 8.3);
- decision about custody of the topic of Disaster Recovery (item 9.1);
- proposal for a new committee member's induction course (item 9.10);
- proposal for use of Task Groups to create S-100 Registry Product Specifications (item 14.2);

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PAP
25th Session

2 May 2013

Report of the 25th Session of the IALA Policy Advisory Panel (PAP25)

1 Welcome

The 25th session of the **Policy Advisory Panel** was held between 1 & 2 May 2013, at IALA with Gary Prosser in the Chair. The Secretary for the meeting was Mike Hadley.

The Chairman opened the meeting and welcomed all members.

The Chairman started by expressing his gratitude for the discussion on strategy that had taken place the previous day, at the joint PAP / Strategy Group meeting.

2 Approval of the agenda

2.1 Agenda

The Agenda (PAP24/1 rev7) was adopted, noting that some items would need to be taken out of order due to the need to accommodate travel requirements. A copy of the agenda is at ANNEX A.

2.2 Participants

Gary Prosser	Secretary General	IALA – Chairman
Jean Charles Leclair	Dean of IALA WWA	IALA
Mike Card	Deputy Secretary-General	IALA
Phil Day	Chair, ANM Committee	Scotland
Ómar Frits Eriksson	Chair, EEP Committee	Denmark
Tuncay Çehreli	Chair, VTS Committee	Turkey
Nick Ward	Vice Chair, e-NAV Committee	UK
Neil Trainor	Vice Chair, VTS Committee	Australia
Michael Skov	Vice Chair, ANM Committee	Denmark (1 st only)
Stuart Ruttle	Quality Advisor	IALA
Paul Ridgway	Editor IALA Bulletin	IALA
Mike Hadley	Technical Co-ordination Manager	IALA – Secretary

Apologies were received from:

Francis Zachariae	Council member & Chair of LAP	Denmark
Bill Cairns	Chair, e-NAV Committee	USA
David Jeffkins	Vice Chair, EEP Committee	Australia

Steve Nell
Lars Mansner

IMC Vice President
IMC

South Africa
Finland

2.3 Output and Working Papers

A list of output and working papers is at ANNEX A.

2.4 Action Items

A list of action items is at ANNEX D.

3 Review of Action Items from last meeting

Action Items from the previous meeting (PAP25/2) were reviewed.

3.1 Secretariat

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

Action 6 The Deputy Secretary-General, in conjunction with Ómar Frits Eriksson, is requested to consider methods for entering and updating dictionary entries.

This action is ongoing.

Action 13 The Secretariat is requested to consider issues involving documentation and be prepared to discuss the topic at PAP25.

This action was covered under agenda item 8.2.

Action item

The Deputy Secretary-General, in conjunction with Ómar Frits Eriksson, is requested to consider methods for entering and updating dictionary entries.

3.2 Members

The following actions are outstanding or were commented on as follows:

Action 14 *The EEP Committee is requested to finalise the historic lighthouse template and then use it to commence populating an historic lighthouse database.*

This action is ongoing. It was noted that the revised website should allow the action to be completed.

Action 19 *The e-NAV Committee is requested to consider the feasibility of creating an AIS Manual.*

The idea is still under active consideration.

Action 20 *The e-NAV Committee is requested to provide a paper on the reliability of AIS data for use in courts to LAP.*

The action is complete but the Secretariat was requested to confirm with the LAP that the action had been discharged.

Action 28 *Committee members are requested to use IALA LinkedIn and to consider becoming moderators.*

The action is time expired. Ómar Frits Eriksson said that a recent poll had showed that approximately 1/3 of users are IALA national members, 1/3 are Industrial members and 1/3 are non-IALA members.

Action 32 *In the preparation of their 2014 – 2018 Work Programmes, Chairmen of Committees are requested to leave no task unallocated to a Working Group, have a Workshop / Seminar task*

for each Working Group, include any mandatory monitoring / standing agenda items and consider when workshops / seminars ought to be held.

This action is ongoing until the finalisation of the Work Programmes.

Action 33 *Committee Chairmen are requested to consider who of their Committee members might prove successful or benefit from being a Working Group Chair.*

This action is ongoing and should be raised again in conjunction with the next Work Programme. In discussion it was noted that turnover between Committee meetings can be as high as 20% and it was suggested Chairs of Committees might consider appointing Leaders for specific Tasks, with a view to identifying future Committee Chairs and Vice Chairs.

Action 34 *The Chairman of the ANM Committee is requested to resolve the multiple definitions of AtoN and prepare an Information Paper to the Council, proposing the adoption of the term 'AtoN services'.*

The action is ongoing. Although it was noted that AtoN are described differently in national legislation it was agreed that the situation of multiple definitions needed to be addressed. However, it was decided that the matter should be reviewed once any new Committee structure and the associated Work Programme have been determined.

Action items

The EEP Committee is requested to finalise the historic lighthouse template and then use it to commence populating an historic lighthouse database.

The Secretariat is requested to confirm that the paper provided to the LAP by the e-NAV Committee regarding the reliability of AIS data for use in courts fulfilled the requirements of the LAP.

Post meeting note. Due to pressure of other work, the LAP have not yet reviewed the paper on the reliability of AIS in courts but the request about whether it meets the LAP's needs has been noted.

In the preparation of their 2014 – 2018 Work Programmes, Chairmen of Committees are requested to leave no task unallocated to a Working Group, have a Workshop / Seminar task for each Working Group, include any mandatory monitoring / standing agenda items and consider when workshops / seminars ought to be held.

Committee Chairmen are requested to consider who of their Committee members might prove successful or benefit from being a Working Group Chair.

The Chairman of the ANM Committee is requested to resolve the multiple definitions of AtoN and prepare an Information Paper to the Council, proposing the adoption of the term 'AtoN services'.

4 Review of Input papers

The list of input papers (PAP24/3 rev3) was noted; a copy is at ANNEX B.

The issue of including the agenda item within the number of the document shown on an input paper was raised and it was agreed that this could be done from VTS37 onwards. However, it was stressed that when details of papers were amended or papers were updated this should be noted by the use of marking the document and Papers' List by 'rev XX' and indicating the revised posting number.

Late papers were discussed but it was agreed that although their use should be minimised, such papers were occasionally inevitable.

Action item

The Secretariat is requested to modify the input paper template for each of the Committees in time for issue to the next round of Committee meetings.

The Deputy Secretary-General is requested to draft a note to all Committee members about the need to provide a correctly completed input paper template for each paper submitted to a Committee meeting.

5 IALA Activity

5.1 Secretary-General's remarks

IALA's activity level continues to rise, something that seems set to continue. As a result, IALA's calendar is getting busier and busier and the activity level compares very favourably with other organisations. Arrangements at IALA continue to be pursued and the WWA is now well established. Governance has been a recent focus, including the setting up of an intranet and the commencement of auditing, perhaps not visible to outsiders but very necessary. However, there is still more to do.

5.1.1 Council report – 54th Session

Attention was drawn to the fact that C54 was the first to use the new meeting format, including provision of a report on the Friday morning. The latter point is seen as a 'signature issue' for IALA but it was noted that this requires preparation and subsequent timely input. Secretariat actions from the meeting were noted, including the need to investigate possible economies, to strengthen administration and the production of an Annual Report.

The Secretary-General expressed his thanks for the expertise provided by Nick Ward in his presentation to Council about the IHO S-100 Registry and the subsequent answering of questions, including those on resilient PNT. Thanks were also expressed to Trinity House for making Nick Ward available. One result was the request to investigate the possibility of IALA arranging a Resilient PNT forum and a submission on this subject is being made to C55.

The situation with regard to the difficulties faced by the USCG in hosting the 2016 Symposium, resulting in a revised hosting model being proposed, were explained and it was noted that Malaysia has offered to host the Symposium, using the current hosting model, if required. An input paper on this topic is being prepared for C55. At this point the Chairman of the VTS Committee made a strong plea for retaining the event as a VTS Symposium.

A proposal for an AtoN equivalent of the World VTS Guide is to be made to C55.

5.1.2 LAP

In the absence of Francis Zachariae, the Secretary-General said that the main focus of LAP14 had been the change of status of IALA. A report has been prepared for C55, covering a draft International Agreement, draft associated regulations and a road map. The Council will be asked to note the report but will be asked to approve the road map, which, if approved, will allow certain processes to get underway, including the ability for French embassies to start lobbying national governments, with a view to signing the International Agreement.

The 'old' IALA will continue to function until the 'new' IALA agreement has been ratified.

It is intended that an initial signing will be incorporated in the 2014 Conference programme.

In answer to a question, it was said that the associated risks have been scoped.

5.1.3 Competent Pilotage Authority Forum (CPAF)

The discussion that took place at C54, resulting in the creation of the CPAF, was rehearsed. The forum format will allow IALA to host and support the holding of the meeting, which otherwise will be independent of IALA. Arve Dimmen will Chair the first meeting in June 2013, during which the forum will elect its own Chairman.

5.1.4 Maritime Co-operation Forum (MCF)

The initial planned date for the MCF had to be deferred due to the planning time making it impossible for IMO to attend. The meeting has been rescheduled for the week commencing 28 October. It will be following the format being used for the CPAF.

5.1.5 IMO Accident Zero campaign

Tuncay Çehreli outlined the background to the development of preparations for the campaign, which had been announced by the IMO Secretary-General at VTS2012. The VTS Committee had been asked to provide documents to IMO on a draft paper for NAV59 and it managed to complete this Task during the week preceding PAP25. This will now be sent to Council and, if approved, needs to be forwarded to IMO by 31 May 2013.

5.1.6 World VTS Guide (WVTSG)

It was reported that the WVTSG Board had asked IALA to assume ownership of the Guide, something that the Council had approved at C54. The original Board remains as an advisory panel.

The new WVTSG, launched at VTS2012 is now free for ports to make entries and update and although Paul Owen is available to assist and act as editor it is now possible for ports to upload their information directly.

The WVTSG is becoming involved in the Zero Accident campaign and is seen as a possible component of the e-Navigation Cloud and also a potential provider of web services. It is currently being promoted in various nautical journals.

5.1.7 Industrial Members' Committee (IMC)

In the absence of Steve Nell, the Secretary-General reported that the IMC recently met in A Coruña. With the Industrial Membership growing a record exhibition is anticipated and preparations are being made to provide 100 booths. The venue for the Industrial Members' evening has been revised and settled on. The IMC have indicated that it wishes to become more involved with IALA activities and due to the increasing membership is considering redeploying some of its event fund to other activities.

5.1.8 Technical support for Committees

The Secretary-General outlined the need to revise the technical support to the Committees, due to the increasing 'stretch' and increasing workload and the need to provide some redundancy to what is currently a 'single point of failure'. He indicated that this work is still in the planning stage but did indicate that he envisaged between two and four Committee Secretaries in the future.

5.1.9 IT challenges

The Chairs and Vice Chairs of Committees voiced the recent poor experience of the Committees with IT and IALA was urged to do something about it. The Secretary-General, who said that more needed to be done, accepted this. He spoke of some of the infrastructure challenges that IALA is currently grappling with and then outlined the plans made to review the whole IT system and some actions that had already been taken to improve the audio-visual (AV) aspects. It was stated that the objective is to do away with the Ethernet and provide a fit for purpose WiFi system, capable of hosting the largest Committee and taking into account that each member may bring 2 or 3 pieces of equipment that may require WiFi connectivity.

In general discussion various suggestions were made / issues raised, including the lack of compatibility between members' operating systems and versions of MS Office, the possible provision of PCs in Working group breakout rooms and locking down the styles of templates.

The Secretary-General concluded this agenda item by saying that the concerns of the Committees were noted and that he intended to see an improvement made.

Action item

The Secretariat is requested to investigate how the IT and AV situation can be improved in time for VTS37.

5.2 Committee Chairmen's reports

Presentations and documents, where provided in support of agenda items are included as part of the output of the meeting.

5.2.1 VTS Committee

Tuncay Çehreli outlined the events at VTS36. He indicated the:

- statistics for the meeting;
- VTS Committee structure;
- output papers;
- status of each Task;
- VTS Committee workshops planned for the remainder of 2013;
- the registration of four IALA experts.

He drew attention to the rising number of Committee members, the poor weather that had attended VTS36 and suggested that in such circumstances IALA might consider provision of alternative transport arrangements, at the members' expense. He also wondered if PAP might be able to assist in raising numbers attending a workshop / seminar.

There was a short discussion on the provision of a VTS Training Manual, now to be scheduled for the 2014 – 2018 Work Programme

5.2.2 e-NAV Committee

Nick Ward summarised the activities at e-NAV13. He indicated:

- the statistics for the meeting;
- that despite the acceptance by IMO of the need to bridge the ship – shore divide*, with regard to e-Navigation, there had been a robust debate in the Operations Working Group in which IMO and IMPA representatives had insisted that IALA should not deal with shipboard equipment;

It was agreed that this issue needs to be resolved with IMO.

- the subject of VDES, an important step in the development of e-Navigation, is due to be discussed by ITU-R WP5B;
- that IALA representation at ITU-R WP5B has been arranged and for the next meeting the representative will be Stefan Bober;
- that IALA has applied to be a domain holder and submitting organisation for the IHO S-100 registry and informal indications are that this will be approved.
- initial product specifications will cover VTS, AtoN and AIS but more subjects are expected to follow.

** Post meeting note. The IMO reference, giving rise to the query over e-Navigation needing to cross the ship – shore interface, is contained in the report from the 58th session of NAV (2-6 July 2012), Doc. NAV 58/14 paragraph 6.37. 'The Sub-Committee noted the progress made with regard to the development of the detailed onboard e-navigation architecture and invited IALA, IHO and other relevant organizations to contribute to its further development.'*

Action item

The Secretary-General is requested to clarify the position of e-Navigation with respect to the ship-shore interface with IMO and report the results in time for e-NAV14.

The supporting presentation is an output from the meeting.

5.2.3 EEP Committee

Ómar Frits Eriksson spoke to the Executive Summary of the report of EEP20:

- an application is being made to C55 for a Polar Engineering workshop;
- the thoughts about the future Work programme were outlined;
- the identification of a new topic – Vandalism and theft;
- the suggestion of a zero maintenance concept;
- the discussion that had taken place about the role of heritage within IALA;
- all Tasks are expected to be complete at EEP21.

5.2.4 ANM Committee

Phil Day said that there have been two ANM meetings since PAP24 (ANM19 and ANM21).

ANM19, which was held in Brisbane:

- large number of new faces, many local to Australia, New Zealand and PNG;
- identification of the need for a drafting review group;
- the decision taken that AtoN authorities need to consider three types of AIS AtoN despite IMO deciding that the mariner only needed to know about two;
- relatively low output, due to the percentage of new faces, but considerable work achieved enabling a significant output from ANM20.

ANM20

- a balanced output for ANM20 and ANM21 was achieved (six Tasks remaining for completion at ANM21);
- raising of concern at the effort required to edit documents;
- thoughts on restructuring and consolidating Recommendations and Guidelines;
- proposal for an induction process for new members;
- discussion on the appropriate duration for the deployment of the EWMB (6 months seems generally acceptable);
- need for IALA Secretariat input to the NAVGUIDE;
- completion of preparations for the Application of AtoN within MSP workshop;
- suggested process for Recommendations and Guidelines still considered 'fit for purpose';
- suggestion for automated access to information of Recommendations and Guidelines.

6 World-Wide Academy (WWA)

Jean-Charles Leclair used a presentation to update the Panel on the activities of the WWA, remarking that IMO, IHO and IALA are now 'Delivering as one' with regard to capacity building. He indicated activities undertaken in 2012 and so far in 2013 and then the planned activities up to 2014. Many meetings are being tied in with those of the IHO Regional Commission meeting.

Good progress has been made with respect to model course, with the remaining eight planned courses expected to be finalised at EEP21.

An AtoN Level 1 Manager's course is planned to be held at IALA between 17 March and 11 April, 2014.

Jean-Charles Leclair then covered sponsorship sources and budget issues before indicating the documents being prepared for consideration at C55. It was also said that the WWA is looking to correlate IALA mentors with the WWA's seven regions of interest.

It was emphasised that the WWA believes in open reporting, in this respect modelling itself on the IHO.

7 IALA and Risk Management

Ómar Frits Eriksson reported on the successful seminar held in Sydney, adding that AMSA are intending to use some IWRAP Mk2 data to support the submission of a routeing measure to IMO. He also noted that during a recent IMO Capacity Building visit to PNG IWAP Mk2 data had been used and displayed, leading to a request that this be formalised to assist another submission of a routeing measure to IMO. This was considered to be an excellent marketing tool and it was agreed that someone from the IALA Risk Management Working group should be available at IMO when the routeing measure are being discussed.

The functionality of IWRAP Mk2 continues to increase and the numbers of users is slowly increasing.

Finally, it was reported that AMSA had proposed the production of a model course and this has been achieved.

8 Review of IALA procedures

8.1 IALA document categories

The Deputy Secretary-General introduced this item, remarking that the current IALA document structure had evolved before the advent of computers. He then asked “What should the categories be?”, noting that the IALA Constitution mentions ‘standards’. Would it be a good idea to gather documents into manuals? AIS and Light and Vision were suggested as examples. ‘Should we be more revolutionary?’ In this context, the use of Wikis was mentioned, noting that it would be a major task to implement and would call for the use of volunteers over a period of time.

Stuart Ruttle then introduced Paper PAP25/7 (Proposal for the Categorisation of IALA Recommendations and Guidelines).

With regard to IALA Recommendations and Guidelines, he explained his thinking about how he tackled the task, remarking that he had taken guidance from the structure of the NAVGUIDE, which explained how Tables 1 and 2 had been derived, leading to the construction of Tables 3 and 4. He suggested that there could be priorities within categories and that the Committee Chairs or their Committees could decide these. He emphasised that the categories are not immutable and that a document could properly appear in more than one category.

From his experience with the current website, he strongly recommended that each downloaded file should have a recognisable name, indicating what the downloaded document is. He also observed that there appears to be considerable duplication in Guidelines.

The Deputy Secretary-General thanked Stuart Ruttle for his hard work and for presenting it.

In discussion it was remarked that Recommendations cover international obligations, Guidelines show how recommended actions can be achieved. It was also said that current Recommendations that only qualify as Guidelines should be converted during the 2014 – 2018 Work Programme.

With regard to the three actions requested of PAP25:

1. The request to consider adopting the categorisation of IALA Recommendations and Guidelines outlined in Section 3.2 was agreed.
2. The request to consider if it would be beneficial to users if the Recommendations and Guidelines were published on the new web-site as set out in the categorised format in Tables 3 & 4 was agreed and approved, with Chairs and Vice Chairs being requested to discuss any initial fine tuning with Stuart Ruttle before the meeting ended.
3. The issues set out in Section 3.4 were considered and noted.

8.2 IALA documentation

Stuart Ruttle introduced Paper PAP25/13 (Proposals on IALA Documentation). Again he outlined his thinking and the actions requested.

In the subsequent discussion a self-selecting manual from a Wiki was illustrated by compiling one from the IALA Dictionary. How such a document might look and operate was covered, noting the requirement to simplify the document and be user friendly. It was agreed that a self-selecting manual or book was where IALA should aim to go but that in order to achieve this in a practical and orderly manner there would need to be a detailed road map. In this respect it was suggested that some of the work required could be outsourced but that there is an emerging need for some form of information manager to be part of the IALA staff and for there to be policy and procedures put in place.

Action item

The Secretariat is requested to consider how to resource an 'in house' information manager.

The Secretariat is requested to draft a documentation policy and procedure for consideration at PAP26.

With regard to the six requested actions from Paper PAP25/13, it was agreed:

1. That the request to discuss the merits of preparing consolidated guidance publications using the material contained in IALA Recommendations and Guidelines is now complete.
2. The request to consider if such publications were to be prepared, would it be acceptable to reduce the number of IALA Guidelines on those subjects.

This was agreed in principle, subject to further review but it was agreed that there was bound to be some reduction as a result of eliminating duplication. However, when reducing documentation there will be a need for increased cross-referencing, which will require careful thought.

3. The request to consider if such publications were to be prepared, should they be published as real and/or virtual documents was discussed.

It was agreed that both options would need to be catered for.

4. The request to consider if the preparation of such publications would be a suitable task for inclusion in the 2014 – 2018 Session

It was discussed and the suggestion agreed.

5. The request to decide on a name for such publications, "Manual", "Handbook", "Guide" or other.

This was assessed as requiring further thought.

6. The request to discuss the merits of introducing a new category of documentation termed 'Information Paper'.

This was debated and it was agreed in principle that an Information paper would be the output from a Committee but that it might take other forms, such as a presentation or a video stream. Information Papers could be posted to a Wiki.

Paper 25/19 (e-Navigation & IALA documents) was reviewed.

The overall comment was that it contained good advice if one intended to publish standards. With regard to specific proposals:

Section 3.1 (Create IALA international standards within the ISO/IEC numbering framework.)

Is what is proposed practically possible and what are the consequences going to be for IALA.

Action item

The Secretariat is requested to investigate what is entailed in creating IALA international standards within the ISO/IEC numbering framework and establish the likely consequences in time for PAP26.

If feasible, it is envisaged that a proposal would be submitted to the December 2013 Council (C56).

[Section 3.2](#) (Bundle different existing IALA documents into one IALA international standard.)

This was viewed as an aspiration.

[Section 3.3](#) (Adopt the IEC document template for future IALA international standards.)

As for the proposal in Section 3.1, this proposal was recognised as requiring investigation.

Action item

The Secretariat is requested to investigate what is entailed in adopting the IEC document template for future IALA international standards and establish the likely consequences in time for PAP26.

[Section 3.4](#) (Bundle IALA international standards and other IALA documents into topical 'books'.)

It was agreed that the proposal should be incorporated into the IALA document review.

[Section 3.5](#) (Use elements recognized by the IMO overarching e-Navigation architecture to structure the future IALA documentation scheme content-wise.)

This was seen as a step too far.

Paper PAP25/11 (New Document Category: IALA Product Specification) was introduced by Nick Ward. He pointed out that a Product Specification, which has a set format and is required to be used by external bodies does not fit into the current IALA document structure. There is an existing IHO template, compliant with ISO 19100, but there will be a need to devise a unique numbering system.

In discussion, it was agreed that if a category Standard were to be added to the category of IALA documents then Product Specification would fit into it. It was agreed that the Product Specification template might prove useful for other IALA Standards and that ISO 19100 may prove a valuable reference for QMS purposes.

8.3 Committee meeting schedules

Tuncay Çehreli voiced concern at the small amount of time, typically two to two and a half days, available for Working Groups during the meeting, thus affecting productivity. Thus he was concerned at enlarging the time available. Possible measures were to hold the pre-meeting on the Sunday and aim to start the opening plenary at 1000 on the Monday. This did not meet with support from the other Committees but it was stated that the VTS Committee were able to experiment with such a change if it suited it. However, a caution was sounded about the impact on more locally based travellers.

The discussion then turned to the review of documents in plenary, especially long technical documents. Here, VTS proposals covered the use of Working Group plenaries or for non-urgent documents finalising them for review at the subsequent meeting.

The other Committees indicated the methods that they employed but it was again made clear that Committee Chairmen have considerable latitude in how they operate their Committees.

It was noted that for the future Work programme a reasonable view would need to be taken of the expectations that would arise from the Tasks being undertaken, allowing for some unexpected Tasks arising during the period.

8.4 Document approval procedure

It was agreed that that this topic would need to be considered in more detail once the document strategy and appropriate policy and procedures have been established. The discussion included whether 'low level' documents need to go to Council, perhaps leaving only Recommendations and

Standards to seek formal Council approval, which would require 'strong' policy and procedures. The possibility of some documents being approved by Committee Chairs / PAP was mooted.

It was agreed that the issue needed to remain on PAP's agenda.

Action item

The Secretariat is requested to include 'Document approval procedure' on the agenda for PAP26.

8.5 Meeting programme until the 2014 Conference

Paper PAP25/6 rev1 refers.

The meeting programme until the 2014 Conference was reviewed and revised (PAP25/output/2), with the most significant feature being the running of an EEP workshop and a VTS seminar in the same week (9-13 September). The Risk seminar tentatively planned for the Spring of 2014 will be deferred until after the Conference.

It was suggested that there may be benefit in siting PAP before the Committees meet, rather than after. This would have the benefit of PAP being able to focus more on strategic matter, rather than on the details of the recent meetings. Bearing in mind the possibility of a meeting to review and approve documents, this might call for another body to meet after the Committee meetings. This caused concerns to be raised about excessive travel requirements.

No decision was taken with regard to the current Work programme.

Action item

The Secretariat is requested to forward the revised meeting programme (PAP/25/output/2) to the Council, to approve.

9 Any other business

9.1 Disaster recovery

Paper PAP25/9 refers. The topic was introduced by Nick Ward but the essential question was 'which Committee should lead this work?' ANM reported that it was already proposing to include Disaster recovery in its proposals for the 2014 – 2018 Work Programme and that it would be happy to take the lead on this Task and co-ordinate the work with other Committees. This suggestion was accepted by the PAP, noting that the topic is an important one for many Competent Authorities.

9.2 MSC91

Jean-Charles Leclair noted that MSC91 had been the last of his IMO engagements and that he had now handed over the role of representing IALA at IMO to the Deputy Secretary-General. In pursuit of cost savings the meeting had lasted for only five days and a key topic was the proposed merger of some Sub Committees, perhaps most importantly for IALA the merger of NAV and COMSAR. It was assessed that the mergers will be approved.

There has, so far, been no discussion of the *Costa Concordia* grounding, due to the absence of the report on the incident.

9.3 The IALA Dictionary

Ómar Frits Eriksson, chairman of the dictionary group, said that he had nothing significant to report.

Paul Ridgway, Secretary of the editorial group, said that it had proved unnecessary when he had attempted to call an editorial meeting. It was agreed that new terms should be circulated to the editorial committee before it met and that PAP would make the final decision about its acceptance.

9.4 IALA Net

Jean-Charles Leclair said that there has only been a modest increase in membership. The successful launch of the Danish satellite was reported, although it was noted that the system is still under test and so not yet providing data.

Denmark, Norway and Germany are sharing data and are happy to share data with others who can also provide data. This is a deliberate policy to encourage other nations to develop their own satellite resources. IALA will be the hub for such shared data.

The IALA net Steering group has not met for some time and it was asked if a part of the 'PAP week' could be allocated for its meeting, so that it could then brief PAP.

EMSA remains interested in IALA net but is unable (or is not allowed) to share its data. However, it is known to be planning for the provision of sustainable satellite AIS data with ESA.

There was a short discussion on the economics of the provision of satellite data, especially with respect to private companies.

9.5 IALA Bulletin & related matters

The Editor of The IALA Bulletin said that in the months ahead IALA Bulletin production dates would be:

Bulletin edition	Issue date	Deadline for articles
2013/2	June 2013	Already been received
2013/3	September 2013	15th June 2013
2013/4	December 2013	1st October 2013

This programme will be promulgated as space permits in forthcoming editions of The Bulletin.

Bulletin 2013/4 (December) will concentrate on Africa and will include a feature on the West Indian Ocean Marine Highway Coastal Marine Contamination Prevention Project, prepared by SAMSA, of which James Collocott is part. It is the intention to ask other members in Africa to contribute material for this issue, including Industrial Members trading on the continent.

He went on to say that there was excellent support received from the staff and of members. Particularly welcome was the input from committee chairmen at the closure of their biannual meetings. Additionally there was strong support from the Industrial Members of IALA who, by their advertising, continue to make a valuable contribution to revenue without which it would not be possible to provide such a comprehensive journal. The IALA Bulletin is reported to be well received by all branches of the membership.

9.6 IALA Information Technology Group (IITG)

The inadequacies of the IT system were discussed under agenda item 5.1.9.

It was suggested and agreed that Jeffrey van Gils be invited to join the IALA Information Technology Group. Ómar Frits Eriksson emphasised that the group exists to advise the Secretariat and not to do its work for it.

In discussion, it was agreed that the IITG needs to be advised about the results of the forthcoming visit by Trinity House's IT team. It was pointed out that Kevin Dace, who will be leading the Trinity House team is already a member of the group.

It was agreed that the meetings of the IITG should be made part of the IALA calendar for the 2014 – 2018 Work Programme and that it would need to be involved in the IALA documentary review.

Action item

The Deputy Secretary-General is requested to invite Jeffrey van Gils to join the IALA Information Technology Group and to make contact with Ómar Frits Eriksson

9.7 e-Navigation – Across Committees

It was noted that the e-NAV Committee have provided an updated e-Navigation roadmap (timeline) (PAP25/8) for the information of the other Committees and would welcome any comment.

Action item

If considered appropriate the VTS, EEP and ANM Committees are requested to comment on the e-Navigation roadmap (PAP25/8) in time for e-NAV14.

9.8 Heritage and conservation

Ómar Frits Eriksson outlined the case for retaining heritage and preservation, which includes civil engineering, within the current Committee structure. The number of papers submitted for the 2014 Conference under the heritage topic (13) was noted.

It was agreed that the heritage group might not survive if purely a forum, as the current Working Group provides a focus for the experts, who might otherwise have difficulty in gaining permission to travel elsewhere. It was accepted that the topic is of interest to many people outside IALA and that it addresses real problems faced by many Competent Authorities in both developed and developing countries.

Following discussion, it was agreed that heritage and civil engineering should be included in the future Work Programme. It was further agreed that the topic could be discussed by the WWA Board, for inclusion in its capacity building activities.

It was proposed that the main thrust of the Heritage Working Group in the next Work Programme should be the promulgation of existing guidance.

Action item

The WWA Board is requested to consider incorporating guidance on civil engineering and on heritage lighthouses into the activities of The Academy

9.9 Making use of ex- Committee members

Also referred to as 'Friends of IALA', the suggestion that IALA should consider how best to maintain contact and tap into the experience of ex-members of Committees, now retired or unable to attend Committee meeting was raised by Richard Moore, Canadian Coast Guard. He was clearly wishing to continue participating in the work of the EEP Committee but was wondering if this would require him to pay some form of subscription fee.

It was considered that Committee Chairmen should be alert to such opportunities and that such people presented a potential valuable resource and might become IALA experts. It was agreed that the topic required further thought and should be considered again at PAP26.

Action item

The Secretariat is requested to include the subject of 'Friends of IALA' in the agenda for PAP26.

9.10 New Committee member induction course

The idea of creating an induction course for new Committee members was also discussed under agenda item 5.2.4 and was welcomed as an excellent idea.

It was considered that the induction could take place during the pre-meeting, largely managed by the Deputy Secretary-General and members of the administrative staff, with lunchtime providing an opportunity for new members to be introduced to the Chairman, Vice Chairman and Working Group Chairmen. Initial preparations could include the production of an information booklet, which could be sent in response to a meeting registration application, and the possibility of using a short video was suggested. It was also suggested that volunteer experienced Committee members could be asked to mentor new members for at least the first couple of days.

It was remarked that the idea was also applicable to new Council members.

Action item

The Secretariat is requested to draft check lists of information needing to be covered when inducting a new Council or Committee member in time for discussion at PAP26.

9.11 Promulgating the MBS booklet

Paper PAP25/20 refers.

The meeting agreed with the thrust of the paper; that the MBS booklet needs to be freely available to members. The Secretary-General outlined the current position with regard to the pricing of all IALA documents, as discussed by the Council at its 54th session (December 2012). It is expected that, after the research about usage of document downloads requested by the Council, the topic will be revisited in the next 1 – 2 years. In the meantime, it was agreed that a PDF version of the MBS booklet should be posted on the Committee website.

Action item

The Secretariat is requested to post a PDF version of the MBS booklet on the IALA Committee website.

9.12 Task Groups for S-100

Paper PAP25/10 refers.

Nick Ward introduced the subject, explaining that the work of compiling Product Specifications is not compatible with the way in which a Committee Working Group operates. He suggested that it would be necessary to set up cross-Committee Task Groups, drawing on the relevant expertise for each Product Specification. This could mean that some Task Group members could be simultaneously involved in more than one Task Group. The e-NAV Committee would co-ordinate the work and each Task Group would last only as long as the Product Specification took to compile.

Continuity will be achieved through the domain management task that will be exercised by the Secretariat.

The idea was approved but it was considered that as Task Groups will inevitably be working inter-sessionally and that this may occasionally require ‘face to face’ meetings, this ought to be explained to the Council.

Action item

The Secretary-General is requested to describe the planned mode of operation of Product Specification Task Groups to the IALA Council.

9.13 Testbeds

Paper PAP25/12 refers.

Nick Ward introduced the paper, saying that it had been written by the recently formed e-NAV Testbed Working group for the information of the other Committees and indicates that the e-NAV Committee is offering to gather together results from testbeds.

The paper was noted.

10 Date and time of the next meeting

It was agreed that the next meeting of the IALA Policy Advisory Panel (PAP26) would have the following programme:

21 October 2013	IALA Net SG, starting at 0900, completing at 1300.
21 October 2013	Strategy / Committee discussions, starting at 1400.
22 October 2013	Strategy / Committee discussions, starting at 0900.
23 October 2013	Conference Steering Group, starting at 0900.
24 October 2013	PAP26, starting at 0900.
25 October 2013	PAP26, starting at 0900 and aiming to complete by 1300.

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

Action item

The Secretariat is requested to forward the report of PAP25 (PAP25/output/1) to the IALA Council, to note.

11 List of Annexes

1. Agenda
A copy of the agenda is at ANNEX A.
2. Input Papers
A list of input documents is at ANNEX B.
3. Output and Working papers
A list of output and working papers is at ANNEX C.
4. Action Items
A list of action items is at ANNEX D.

ANNEX A AGENDA**25th Session of the IALA Policy Advisory Panel**

The 25th meeting of the **PAP** will be held from 1 May – 2 May 2013, at IALA.

The PAP meeting forms part of a series of meetings, the details of which are:

- 29 April 2013 2014 Conference Steering Group, starting at 0900.
- 29 April 2013 PAP / Strategy, starting at 1400.
- 30 April 2013 Special meeting - Strategic vision and Committees, starting at 0900.
- 1 May 2013 PAP25, starting at 0900.
- 2 May 2013 Continuation of PAP25, starting at 0900.
- 3 May 2013 Conference 2014 Papers' Committee, starting at 0900 and aiming to complete by 1300.

The one-day Special Meeting on 30 April will be for Committee Chairs and Vice Chairs, with the following purpose.

- Explanation of the draft Strategic Vision created by the Secretariat following Council-54
- Review of the draft Strategic Vision and development of a draft Version 2 for subsequent finalisation by the Secretariat and presentation to Council-55
- Review of the draft Committee structure for 2014-18, also for finalisation by the Secretariat and presentation to Council-55

The objectives of PAP25 are to:

- Co-ordinate the work of the IALA Committees;
- Identify and resolve issues that affect all Committees;
- Review proposals for the 2014 – 2018 Work Programme.

AGENDA for 30 April – 2 May 2013

Agenda Item		Responsibility/Action
1	Welcome	Gary Prosser
2	Approval of agenda	All
3	Review of Action Items from last meeting	Mike Hadley
4	Review of input papers	Mike Hadley
5	IALA Activity	
5.1	Secretary-General's remarks	Gary Prosser
	Council report – 54 th Session	Gary Prosser
	LAP Francis Zachariae	
	CPAF Gary Prosser	
	Maritime Co-operation Forum	Gary Prosser
	IMO Accident Zero campaign	Tuncay Çehreli
	World VTS Guide	Gary Prosser
	IMC Steve Nell	

5.2	Committee Chairmen's reports (preferably 1 x A4 or 2 slides)	
	VTS Committee	Tuncay Çehreli
	e-NAV Committee	Bill Cairns
	EEP Committee	Ómar Frits Eriksson
	ANM Committee	Phil Day
6	IALA WWA	
6.1	Academy update	Jean-Charles Leclair
7	IALA and Risk Management	Ómar Frits Eriksson
7.1	PAWSA & IWRAP Mk 2 – Sydney (November 2012)	Jean-Charles Leclair
8	Review of IALA procedures	Mike Card
8.1	IALA Document Categorisation	Stuart Ruttle
8.2	IALA documentation	Stuart Ruttle / Mike
	Card	
8.3	Committee meeting schedules	Tuncay Çehreli / Neil
	Trainor	
8.4	Documents approval procedure	Mike Card
9	Any Other Business (time permitting)	
9.1	Disaster Recovery	Bill Cairns
9.2	MSC91	Jean-Charles Leclair
9.3	The IALA Dictionary	Ómar Frits Eriksson
9.4	IALA NET	Jean-Charles Leclair
9.5	IALA Bulletin & related matters	Paul Ridgway
9.6	IALA Information Technology Group	Ómar Frits Eriksson
9.7	e-Navigation across Committees	
9.8	Retaining expertise of ex-Committee members	Ómar Frits Eriksson
9.9	Induction courses for new Committee members	Ómar Frits Eriksson
9.10	MBS	Phil Day
9.11	Task Groups for S-100	Nick Ward
9.12	Testbeds	Nick Ward
10	Date and Venue of next meeting	Gary Prosser

All members are encouraged to propose agenda items or submit papers for the agenda items above until a fortnight before the meeting (**15 April 2013**).

ANNEX B INPUT DOCUMENTS

All papers are posted on the FTP server and the Committee website.

Meeting	Number	Title / Author (if required)	Agenda Item	Presented by	Posting
PAP25/	1 rev2	Agenda	2	GP	2
PAP25/	2	Action items from PAP24	3	MH	1
PAP25/	3 rev3	Papers' List	4	MH	Late
PAP25/	4	Report from C54	5.1.1	GP	1
PAP25/	5	Report from MSC91	9.2	MC	1
PAP25/	6 rev1	Revised Meeting programme for 2013-14	8.5	MH	3
PAP25/	7	Draft IALA document categorisation paper	8.1	SR	2
PAP25/	8	Liaison note from e-NAV13 on e-Navigation Roadmap	5.2.2	NW	2
PAP25/	9	Liaison note from e-NAV13 on Disaster Recovery	9.1	NW	2
PAP25/	10	Task Groups for Preparing S-100 Product Specifications	9.7	NW	2
PAP25/	11	Proposed new document category	8.1	NW	2
PAP25/	12	Discussion paper on testbeds	9.7	NW	2
PAP25/	13	Proposals on IALA Documentation	8.2	MC/SR	3
PAP25/	14	Cover note for draft e-NAV 2014 – 2018 Work Plan	INF	NW	3
PAP25/	15	Draft e-NAV 2014 – 2018 Work Plan	INF	NW	3
PAP25/	16	Working Paper - draft VTS 2014-18 Work Programme	INF	TC	3
PAP25/	17	Strategic Vision and Committees – Input Documents	INF	MC	3
PAP25/	18 rev1	Requirement for on-going Heritage links with IALA and cultural bodies	9.8	OFE	Late
PAP25/	19	e-Navigation & IALA-Documentation-Scheme	8.2	MC	Late
PAP25/	20	Liaison note from ANM on MBS Promulgation	8.2	PD	Late

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

Number	Title	Status
PAP25/output/1	Report of PAP25	To Council to note
PAP25/output/2	Revised meetings programme for 2013 – 2014	To Council for approval

Working Papers

There were no Working Papers.

All presentations made during the meeting are available on the FTP server and the Committee section of the website.

ANNEX D ACTION ITEMS

Actions for the Secretariat

- 1 The Deputy Secretary-General, in conjunction with Ómar Frits Eriksson, is requested to consider methods for entering and updating dictionary entries. 5
- 2 The Secretariat is requested to confirm that the paper provided to the LAP by the e-NAV Committee regarding the reliability of AIS data for use in courts fulfilled the requirements of the LAP. 6
- 3 The Secretariat is requested to modify the input paper template for each of the Committees in time for issue to the next round of Committee meetings. 6
- 4 The Deputy Secretary-General is requested to draft a note to all Committee members about the need to provide a correctly completed input paper template for each paper submitted to a Committee meeting. 7
- 5 The Secretariat is requested to investigate how the IT and AV situation can be improved in time for VTS37. 8
- 6 The Secretary-General is requested to clarify the position of e-Navigation with respect to the ship-shore interface with IMO and report the results in time for e-NAV14. 9
- 7 The Secretariat is requested to consider how to resource an 'in house' information manager. 12
- 8 The Secretariat is requested to draft a documentation policy and procedure for consideration at PAP26. 12
- 9 The Secretariat is requested to investigate what is entailed in creating IALA international standards within the ISO/IEC numbering framework and establish the likely consequences in time for PAP26. 13
- 10 The Secretariat is requested to investigate what is entailed in adopting the IEC document template for future IALA international standards and establish the likely consequences in time for PAP26. 13
- 11 The Secretariat is requested to include 'Document approval procedure' on the agenda for PAP26. 14
- 12 The Secretariat is requested to forward the revised meeting programme (PAP/25/output/2) to the Council, to approve. 14
- 13 The Deputy Secretary-General is requested to invite Jeffrey van Gils to join the IALA Information Technology Group and to make contact with Ómar Frits Eriksson 15
- 14 The Secretariat is requested to draft check lists of information needing to be covered when inducting a new Council or Committee member in time for discussion at PAP26. 17
- 15 The Secretariat is requested to post a PDF version of the MBS booklet on the IALA Committee website. 17
- 16 The Secretary-General is requested to describe the planned mode of operation of Product Specification Task Groups to the IALA Council. 17
- 17 The Secretariat is requested to forward the report of PAP25 (PAP25/output/1) to the IALA Council, to note. 18

Actions for the WWA

- 18 The WWA is requested to consider incorporating the work of the Heritage and Civil Engineering Working Group into its activities. **Error! Bookmark not defined.**

Actions for Members

- 19 The EEP Committee is requested to finalise the historic lighthouse template and then use it to commence populating an historic lighthouse database. 6
- 20 In the preparation of their 2014 – 2018 Work Programmes, Chairmen of Committees are requested to leave no task unallocated to a Working Group, have a Workshop / Seminar task for each Working Group, include any mandatory monitoring / standing agenda items and consider when workshops / seminars ought to be held. 6
- 21 Committee Chairmen are requested to consider who of their Committee members might prove successful or benefit from being a Working Group Chair. 6
- 22 The Chairman of the ANM Committee is requested to resolve the multiple definitions of AtoN and prepare an Information Paper to the Council, proposing the adoption of the term 'AtoN services'. 6