

## REVIEW OF ITEM ACTIONS FROM PAP28

Action requested	Status / Comment
<b>Actions for the Secretariat</b>	
1. The Secretariat is requested to consider methods for entering and updating IALA dictionary entries, noting the contents of paper PAP22.7.1 and the editing procedures on the IALA Wiki.	<i>Pending item from PAP27</i> Under review
2. The Secretariat is requested to prepare OCR versions of the non-English versions of the IALA Dictionary to facilitate preparation of non-English entries in the Dictionary.	<i>Pending item from PAP27</i> Not completed until formal procedure is agreed.
3. Nick Ward is requested to arrange maintenance of the DGNS information on the IALA website in accordance with PAP26-8.4.1, with the assistance of Mr Cho.	Ongoing Latest information posted.
4. Mike Card is requested to draw up formal agreements for organisations hosting IALA computer services, using DMA as an initial example. The task is on-going and the draft agreements will be finalised by the LAP.	Taken over by Secretary-General for Website hosted by DMA. Other hosted Websites will be integrated into the IALA Website as part of improvement works.
5. The Secretariat is requested to post the Rules of Procedures documents from PAP19 on the Wiki, the Partage, and the website Committees area. This may include setting up a Procedures folder on the Partage.	Posted to Website in Committee area and available from Partage and intranet to those having access (IALA staff and Committee Secretaries). PAP28 commented that they should not be posted to the Wiki.
6. Committee Secretaries are requested to include a Committee Vice Chair Rapporteur item for IALA Bulletin liaison in the agendas of future Committee meetings.	Done for VTS (Neil Trainor) and ARM (Michael Skov)
7. The Secretariat is requested to forward the 2014 IALA Conference Conclusions and actions to Council for approval.	Complete
8. The Secretariat is requested to forward the Guidelines on Conferences and Symposia to PAP29.	Will be available at PAP29 on request.
9. Michael Card is requested to rewrite Section 10.3 of the New Document Policy (PAP28-5.1.1) and to submit the New Document Policy (PAP28-4.2) to Council for approval.	Complete

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10. The IALA Secretariat is requested to upload the definitions of IALA Product Documents from the New Document Policy to the IALA website and to the IALA Dictionary when the Policy is approved.	Pending
11. The IALA Secretariat is requested to prepare an audit of hosted websites and linked websites.	No longer relevant ( <i>see action item 4</i> )
12. The Secretariat is requested to develop a policy on the use of the IALA logo and branding of IALA.	Pending
13. The Secretariat is requested to submit the IALA Rules of Procedures (C56-9.8.1-4) to the Committees for information;	Redundant with action item 5
14. The Secretariat is requested to post the list of information for new IALA Council or Committee members (PAP28-14.5) as a single page with introduction on the IALA website with hyperlinks to the relevant documents (see also Member actions). Refer also to the VTS ppt prepared by Tuncay Cehreli.	In hand. Part of the Website improvement programme.
15. The Secretariat is requested to convert the report on Committees agendas format and numbering into an IALA procedure document on the Intranet.	In use in Committee meetings
16. The Committee Secretary is requested to prepare the ENAV15 report in the old format with the executive summary adjusted to the needs of the Council and the work progress reporting in PAP28-6.2.2.	Done
17. The Committee Secretary is requested to prepare the ENG1 report in the format of PAP28-6.2.2.	Done
18. Marie-Helene Grillet is requested to write to John Festerini to thank him for his successful management of the updating of the Navguide to the 2014 edition.	Done verbally
19. The Secretariat is requested to nominate an IALA Dictionary editor, noting that Simon Millyard may be willing to take on the role;	Pending (see action item 1 and paper PAP29-7.2.3)
<b>Actions for the WWA</b>	
20. Jean-Charles Leclair is requested to review the curriculum of the World Maritime University for relevance to the work of IALA.	Still pending due to the numerous events having taken place during the last six months at WMU

<b>Actions for the LAP</b>	
21. The LAP is requested to advise the Secretariat on how to manage hosted IALA websites and non-IALA websites linked to IALA.	Complete
22. The LAP is requested to provide wording for an IALA disclaimer for links to other websites.	Complete (paper PAP29-INF4)
23. The LAP is requested to review and update the IALA-NET agreement text.	Complete (paper PAP29-INF5)
<b>Actions for members</b>	
24. The ENAV Committee is requested to provide leadership to enable Committee Chairs to incorporate a task for the development of relevant product specifications in the Committees work programme 2014-2018.	
25. Chair VTS Committee is requested to ensure that the VTS interface with other stakeholders for task 14 relating to S-100 is efficiently defined.	Done
26. Committee Chairs / Vice Chairs are requested to review existing documents with a view to re-organising them into a new pyramid structure of standard/recommendation/guideline if Council approval of the pyramid document structure as described in PAP28-14.2 is obtained.	See input papers under Agenda item 7.1
27. Committee Chairs are requested to ensure that their Committees are aware of the IALA strategy;	Done in VTS and ARM
28. Michael Skov is requested to prioritise the list of information for new Committee members, referring to PAP28-14.4.	
29. The ENAV, ENG and VTS Committees are requested to submit proposals for Committee pyramid of documents to ARM.	Pending for VTS
30. The ARM Committee is requested to coordinate the development of Committee pyramid of documents with the Chairs and Vice Chairs of other Committees and with the Secretariat.	In hand
31. The Vice Chair of the VTS Committee is to trial the Committee Work Programme Task Register (PAP28-7.4.2) at VTS38.	Done and maintained during VTS39

32. The Chairs of the ENAV, ENG and ARM Committees are to review and consider the proposed Committee Work Programme Task Register (PAP28-7.4.2).	ARM: ongoing task
33. Phil Day is requested to research printing from the IALA Wiki in a document publishing format.	Research done. Possible to generate pdf but more work needed with input from the Secretariat
34. Committee Chairs are requested to add a work item to their work programmes regarding updating and use of the IALA Dictionary.	Is in ARM work programme