

Developing an IALA Standard

Stage	Description	Activity
Identify a need	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
Formal proposal	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"> Subject matter/scope Rationale and Benefit Fit with strategic vision Relationship with existing standards Stakeholders Risks State of practice/development/technology Proposed developers/experts/co-sponsors Timeframe <p>Secretariat establishes and manages records</p> <p>PAP considers proposal having regard to:</p> <ul style="list-style-type: none"> Strategic vision and current priorities Opportunity for harmonisation State of development of subject matter Suitability for IALA standard
Council approval	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"> Strategic fit Priority Addition to Work Plan Allocation to/creation of a committee Status as Standard/Interim Standard
Development	Work on the content of the standard, having regard to	Committee develops work plan: <ul style="list-style-type: none"> Elements Timetable

	existing IALA documents	<p>Consultation Drafting Delivery</p> <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>
Formal Consultation	<p>IALA releases draft standard to stakeholders:</p> <ul style="list-style-type: none"> National members Industry Other IGOs Public 	<p>Secretariat:</p> <ul style="list-style-type: none"> Reviews format and text style Releases draft standard for comment Manages consultation and collates feedback <p>Committee:</p> <ul style="list-style-type: none"> Develops response to feedback, including proposed changes or redevelopments <p>PAP:</p> <ul style="list-style-type: none"> Assesses response to feedback Advises Council to proceed with/cease development <p>Council:</p> <ul style="list-style-type: none"> Reassigns to Work Program for finalisation or removes from Work Program, as appropriate
Text finalisation	Having regard to feedback, develop final text	<p>Committee:</p> <ul style="list-style-type: none"> Reworks standard in response to feedback <p>PAP:</p> <ul style="list-style-type: none"> Confirms rewrite is adequate and addresses feedback For interim standard, reassesses state of developments in field <p>Secretariat:</p> <ul style="list-style-type: none"> Confirms style and prepares final draft document
Council approval		<p>PAP:</p> <ul style="list-style-type: none"> Determines Interim Standard commencement date Recommends Standard commencement date Recommends Council approval <p>Council:</p>

		<p>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>
General Assembly approval		<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>