IALA COUNCIL
59th Session

December 9 - 10, 2014
IALA Headquarters

Agenda item 8 – TECHNICAL ACTIVITIES

8.1 Policy Advisory Panel

8.1.4 Draft new Committee Policy and Procedures, Revision 2

Policy and Procedures –Committees

1. Policy

1.1. Purpose

The purpose of a Committee is to create draft Documents (hyperlink and new policy document needed), for example draft standards, recommendations, guidelines, and manuals.

Draft documents become IALA official documentation after approval by Council, and are then made available by the Secretariat on the website for public use.

1.2. Strategic Vision

The Strategic Vision (hyperlink needed) covers the period 2014-2026, and contains Priorities for the period 2014-2018.

The work of every Committee should be planned and structured to meet the Goals and Strategies of the Strategic Vision and take account of any shorter-term Priorities.

Each draft document to be created by a Committee must be essential to meeting the Goals and Priorities of the Strategic Vision.

1.3. Terms of Reference

A Committee should carry out its work in accordance with the following Terms of Reference.

1) The purpose of a Committee is to create draft Documents (hyperlink and new policy document needed), for example draft standards, recommendations, guidelines, and manuals.
2) These documents should be directed to meeting the Goals of the Strategic Vision, with effort concentrated on documents required by the content of the Priorities for the period 2014-2018 in the Strategic Vision.
3) The Committee should work to a Work Programme which has been agreed by the PAP (Policy Advisory Panel), and this Work Programme should clearly show the deliverables as the draft documents indicated in 1) and 2) above.
4) The Committee's progress with its work and achievement of its deliverables should be reported to PAP and Council at regular intervals.

2. Procedure

2.1. Establishing a Committee

The Council may establish one or more Committees to create draft documents to fulfil the Goals and Priorities of the Strategic Vision. The Secretary-General may provide advice to Council to assist its decisions.

2.2. Committees for the period 2014-2018

For the period 2014-2018, four Committees have been established by Council. These are as follows.

ARM – Aids to Navigation Requirements and Management Committee

ENAV – e-Navigation Committee

ENG – AtoN Engineering and Sustainability Committee

VTS – Vessel Traffic Services Committee

The Technical Domains in which each of these Committees should direct their activities are described in POLICY IALA Committee Structure 2014-2018 (hyperlink needed).

2.3. Working Groups

2.3.1. 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 meet during the same week as the Committee.

2.3.2. Inter-sessional meetings of Working Groups

An inter-sessional meeting of a Working Group (that is a Working Group meeting held between two meetings of the parent Committee) may be used to enable faster progress of a specific work item.

An inter-sessional meeting of a Working Group requires the approval of the Secretary-General. The meeting should be held at IALA HQ unless an alternative location is approved by the Secretary-General.

2.4. Committee Officers

Each Committee will have a Chair and Vice-Chair appointed by the Council.

Nominations for these positions may be made by National Members or the Secretary-General. When a vacancy arises, the Secretariat will inform National Members of the vacancy and seek nominations in an open and timely manner,

including providing advice to National Members of the process for selection of the successful candidate. The Secretariat will inform Council of all nominations and the Council will determine the successful candidate.

Chairs and Vice-Chairs of Working Groups should normally be provided by national members. However, where appropriate they may be drawn from other members or Sister Organisations.

With the approval of the Committee, the Chair, may appoint Rapporteurs to regularly provide advice to the Committee on specific matters that have an impact on or influence the work of the Committee and the provision of aids to navigation services.

2.5. Committee meetings

2.5.1. Place and duration of meetings

Committee meetings are held at IALA HQ. Exceptionally they may be held elsewhere, with the approval of the Secretary-General.

The duration of a Committee meeting is normally five days, with the daily schedule being decided by the Committee Chair.

2.5.2. Schedule of meetings

Committees meet normally twice per year.

2.5.3. Notices to members and registration of attendance

The Secretariat will inform all members of the date of each Committee meeting by email. Notices will be sent three months in advance and again one month in advance, and dates will also be available on the website.

Members intending to send participants to a meeting should advise the Secretariat of the participants' details.

2.5.4. Accommodation near IALA HQ

Participants are responsible for arranging their own accommodation and transport during a Committee meeting, but the Secretariat will advise of accommodation options and of special rates if available.

The Secretariat provides details of transport to IALA HQ on the website.

2.5.5. Participation

Every member may send one or more representatives to participate in a Committee meeting. Honorary Members may also take part in Committee meetings.

When it would be beneficial to the work of a Committee, individuals from academic, scientific, research or other relevant organisations may be invited by the Secretary-General to attend a meeting for a specific purpose.

A Sister Organisation (e.g. IHO, IAPH, IMPA, IHMA, PIANC, and CIRM) may be represented on a Committee, subject to the approval of the Secretary-General.

Committee members should ensure that they:

- Act honestly and in good faith, with a view to upholding the best interests and purpose of IALA
- Advise the Committee of a perceived, potential, or actual conflict of interest and withdraw from discussion of that particular item, if appropriate
- Do not conduct any commercial activity within IALA HQ

Representatives of members who participate in the work of a Committee only need to inform the Secretariat that they will attend a meeting..

2.5.6. Work Programme

Each Committee should work to a Work Programme in a timely and effective manner. The following factors should be taken into account when the Work Programme is developed.

- The Strategic Vision (hyperlink required)
- Number of meetings available to the Committee during the four-year work period, which is the time between Conferences
- The order in which work should be undertaken

In responding to the items on the Work Programme, members should endeavour to:

- Use standardised terms and definitions, as defined in the IALA Dictionary and other relevant documents
- Refer to the concepts of risk assessment and quality management in aids to navigation in all aspects of the work of IALA

A Committee Work Programme may be changed when the Goals, Strategies, or Priorities of the Strategic Vision (hyperlink required) change.

2.5.7. Decisions

Where agreement by a Committee on a specific matter is needed then agreement by consensus is preferred.

If consensus cannot be reached then the Chair should refer the matter for further consideration, to the Committee or to the Council as appropriate.

2.6. Meeting documents

2.6.1. Agenda

Agenda items will depend upon the specific topics to be addressed during the particular meeting to which the Agenda refers. The topics to be addressed will be determined by the Chair, assisted by the Vice Chair and the Secretary to the Committee, taking into account the Strategic Vision, the Committee Structure, and the Work Programme of the Committee.

2.6.2. Input documents

Input documents for a Committee meeting should be sent to the Secretariat not later than one month before the meeting and will be published on the member section of the IALA web site, no later than two weeks before the meeting. Documents should conform to the standard Template, Input Documents (hyperlink and template needed).

Documents for consideration at a meeting will be numbered by the Secretariat in a way that indicates the meeting number, the agenda item to which they refer and the description.

Any Member may submit a document addressing any item on the Work Programme of a Committee.

2.6.3. Working documents

Working documents are documents to be carried over to a subsequent meeting.

2.6.4. Output documents

Output documents are documents completed by the Committee. They include draft standards, recommendations, guidelines, and other documents for submission to the Council for approval.

2.6.5. Report

The Report of a Committee meeting should be agreed by the Committee before the meeting is closed, endorsed by the Committee Chair, and made available for members on the website by the Secretariat without delay.

The Report should follow the format Template, Committee Meeting Report (hyperlink needed).

2.6.6. Templates

Input documents and Reports should follow the respective Template formats.

- Template, Input Documents (hyperlink and template needed)
- Template, Committee Meeting Report (hyperlink needed)

(Note: The Secretariat intends to modernise the existing templates as part of a corporate style exercise.)

2.6.7. Document quality assurance

Draft standards, recommendations, guidelines, and similar created by an IALA Committee should follow a quality assurance process to ensure that both content and presentation reflect expected standard. This process has the following steps.

- The Chair and Vice-Chair of the Committee are actively involved throughout the development process. The IALA Secretariat (Secretary to the Committee) is involved throughout the development process for format and editorial review;
- Once completed by a Committee, an output document proceeds through a Quality Assurance check via the Secretariat including final formatting, and is

then sent to Council for review and approval; *(Note: The Secretariat has an action to develop this Quality Assurance check to a satisfactory level.)*

- Before approval by Council, an output document must watermarked “Draft” on each page
- After approval by Council, the document is placed on the IALA Website with public access;
- Members are notified of newly approved documents.

Document Owner

The Deputy Secretary-General is responsible for the maintenance of this procedure.

Next Review Date

This document is next due for review 2 years after its last review date.

Amendment History

Version	Issue date	Author	Nature of change	Authorised by	Date of authorisation
2	2014-10-03	EMG			
3	For issue after adding of hyperlinks	MDC	Colour highlights removed. Spelling error in 2.6.7 corrected.		