

Terms of Reference – Policy Advisory Panel

1. Introduction

A Policy Advisory Panel shall be established to provide policy advice for consideration by the Council and to co-ordinate the work of the IALA Committees.

The Policy Advisory Panel will be responsible to the Council.

2. Objectives

The Policy Advisory Panel will:-

- a. Consider and advise the Council and the Secretariat on policy and strategy matters concerning the development and harmonisation of aids to navigation systems, with specific emphasis on the Strategic Vision;
- b. Coordinate the work of the Committees and provide a forum for Committee Chairs to share progress, challenges and operations of the Committees to provide a collegiate delivery of the various work plans with the Secretariat.
- c. Carry out such other work as the Council may from time to time require.

3. Composition

The membership of the Policy Advisory Panel will be as follows.

- Secretary General
- Deputy Secretary General (Chair)
- Chairs of all Committees
- Vice Chairs of all Committees
- Chair of Legal Advisory Panel
- Dean World-Wide Academy
- Representative of the Industrial Members Committee
- Technical Operations Manager
- Committee Secretaries

Other participants may be invited by the Chair to participate, to provide specialist advice.

The Chair of the Policy Advisory Panel will be the Deputy Secretary General. A quorum will consist of those members present.

The Secretariat will appoint a Secretary to the Policy Advisory Panel to record meetings and provide such other support to the Panel as may be required.

4. Deliverables

The Policy Advisory Panel will produce a written report of each meeting and the Chair will report the advice of the Policy Advisory Panel to Council at the next Council meeting after a meeting of the Policy Advisory Panel.

5. Procedures

The Policy Advisory Panel should ordinarily hold meetings at least twice each year. Meetings may be in person or by electronic means and may be held more frequently if deemed necessary by the Chair.

Decisions will be made by consensus.

The Policy Advisory Panel should make use of electronic tools (e-mail, correspondence groups, discussion forums, teleconferences/computer conferences etc.) to augment regular meetings, as required, to progress the work.