

International Dictionary of Marine Aids to Navigation (Dictionary)

Dictionary Working Group (DWG) Terms of Reference

1 PURPOSE

The purpose of the Dictionary Working Group (DWG) is to maintain the Dictionary of Marine Aids to Navigation (Dictionary) in good order to ensure that the terms are up to date and accurate in English, French and Spanish.

The DWG has the responsibility to:

- Promote the use of the Dictionary in IALA Committees and IALA Membership and in IALA documentation;
- Approve the addition, amendment or removal of Dictionary terms and acronyms following scrutiny for accuracy;
- Delete non-relevant entries;
- Review the entries over time to provide an on-going update.

2 AUTHORITY

The Dictionary Working Group reports to the Policy Advisory Panel (PAP) and takes its authority from the PAP.

While striving for consensus, decisions will be by majority of the DWG members.

At its 62nd session, the IALA Council delegated approval authority of new terms and definitions and revised definitions to the PAP Dictionary Working Group, with the exception of terms and definitions already approved by the Council as part of existing official IALA documents.

3 MEMBERSHIP

The membership of the DWG is the Chairs and Vice Chairs of the VTS, ARM, ENAV and ENG Committees, an advisor from LAP, Committee Secretaries, and Technical Operations Manager. The IALA Technical Operations Manager will chair the DWG.

4 PROCEDURES AND SECRETARIAL SUPPORT

Procedures for day to day operation of the DWG will be approved by the DWG.

Support with administration will be provided by the Secretariat, Technical Operations Manager and the ENG Committee Secretary.

Editing of the Dictionary will be carried out by the IALA Secretariat.

5 MEETINGS

The DWG is expected to meet twice per year as face-to-face meetings in conjunction with PAP meetings. Meetings will be convened by the Technical Operations Manager. The focus of DWG meetings will be Dictionary management rather than routine approval of Dictionary terms.

The work of the DWG will be overseen by the PAP.