



Structure of IALA Documents Related to Technical Operations

Excluding financial and administrative management documents, the documents related to Technical Operations may be divided into two main groups. These are

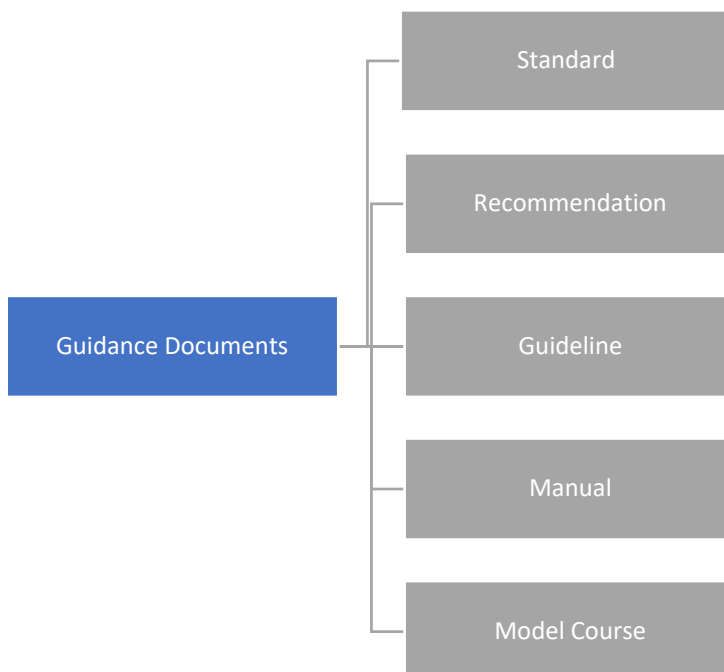
1. Guidance Documents, for the information of and use by organisations and persons concerned with marine aids to navigation, and
2. Management Documents for Technical Operations used by the Secretariat and the organs of the organisation to organise its technical work.

1. GUIDANCE DOCUMENTS

Creation and distribution of AtoN guidance documents (Standards, Recommendations, Guidelines, and Manuals) are a fundamental part of technical operations. These documents are the main products produced by technical operations in pursuit of the Goals of the Strategic Vision.

1.1. Structure of Guidance Documents

Guidance Documents are structured as follows.



1.2. DEFINITIONS OF GUIDANCE DOCUMENTS

The definitions of these Guidance Documents are as follows (after C62-8.4.4).

Standard	IALA Standards form a framework, implementation of which by all coastal states will harmonize marine aids to navigation worldwide. IALA standards cover technology and services and are non-mandatory.
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Recommendation	A Recommendation is a short document, typically a few pages in length, recommending one or more essential practices. Each essential practice should be described simply and clearly, in wording appropriate for management level, with minimum or no technical content. An Annex may be used if supporting technical content is necessary, but it should not contain the recommended essential practice(s), which should be in the body text.
Guideline	A Guideline is a technical document describing how to carry out a specific practice. A Guideline will generally be linked to a Recommendation, and contain best practice and technical detail, possibly amplified by figures, graphs, equations, and similar. An Annex may be used if historical information, background, or other supplementary information is required.
Manual	A Manual provides an overall view of a wide subject area. (The IALA Dictionary is considered to be a Manual.)
Model Course	A Model Courses is a training document which defines the level of training and knowledge needed to reach a particular level of competence defined by IALA.

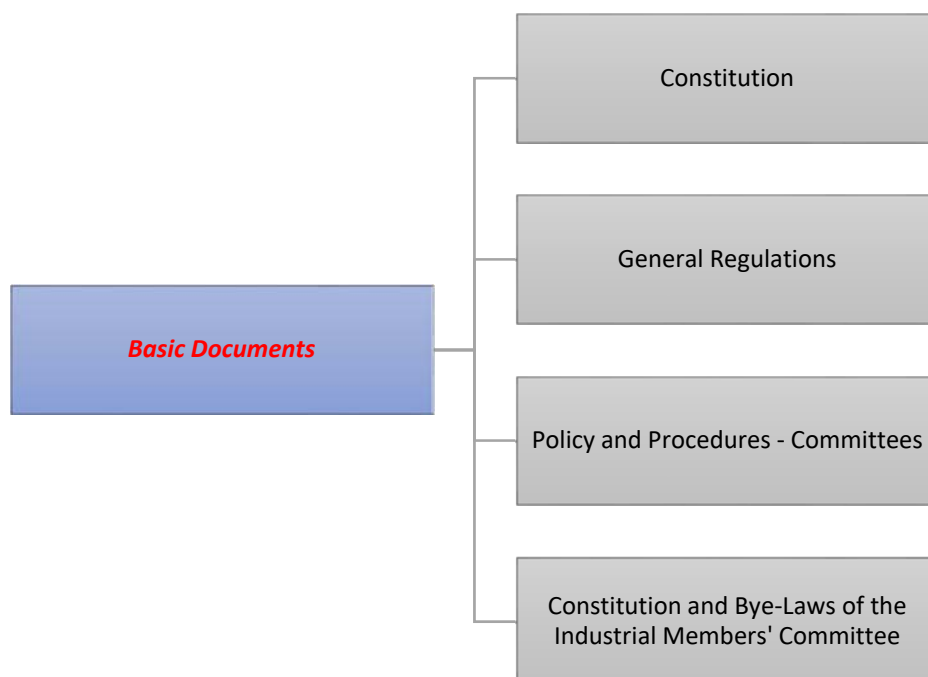
2. MANAGEMENT DOCUMENTS FOR TECHNICAL OPERATIONS

The four sets of management documents related to technical operations, and excluding financial and administration, are

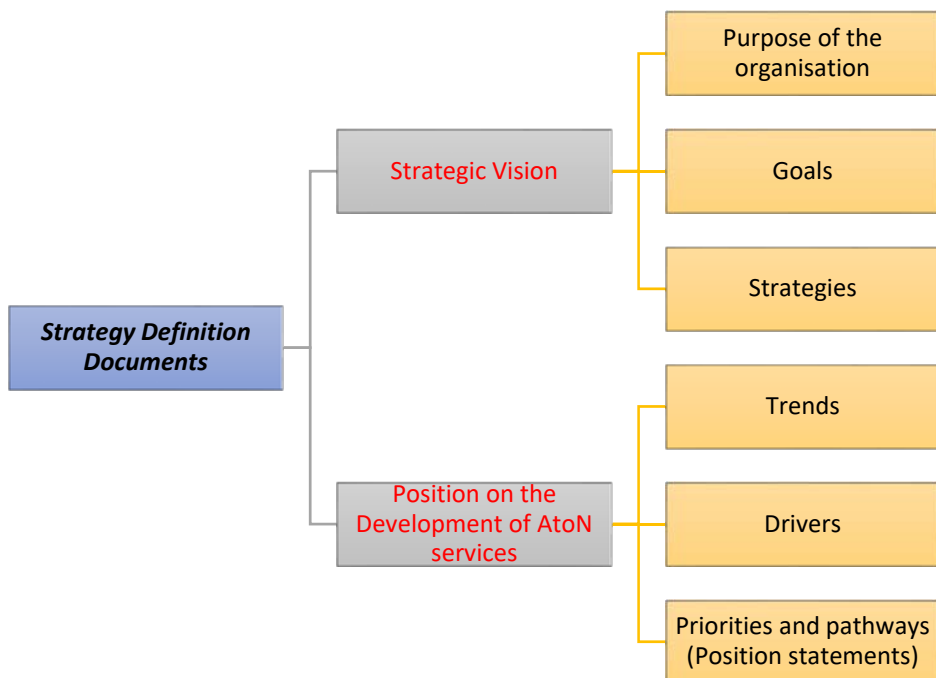
- Basic Documents
- Strategy Definition Documents
- Technical Documents (supporting the strategy)
- Strategy Implementation Documents, Public and non-Public

These are structured as follows.

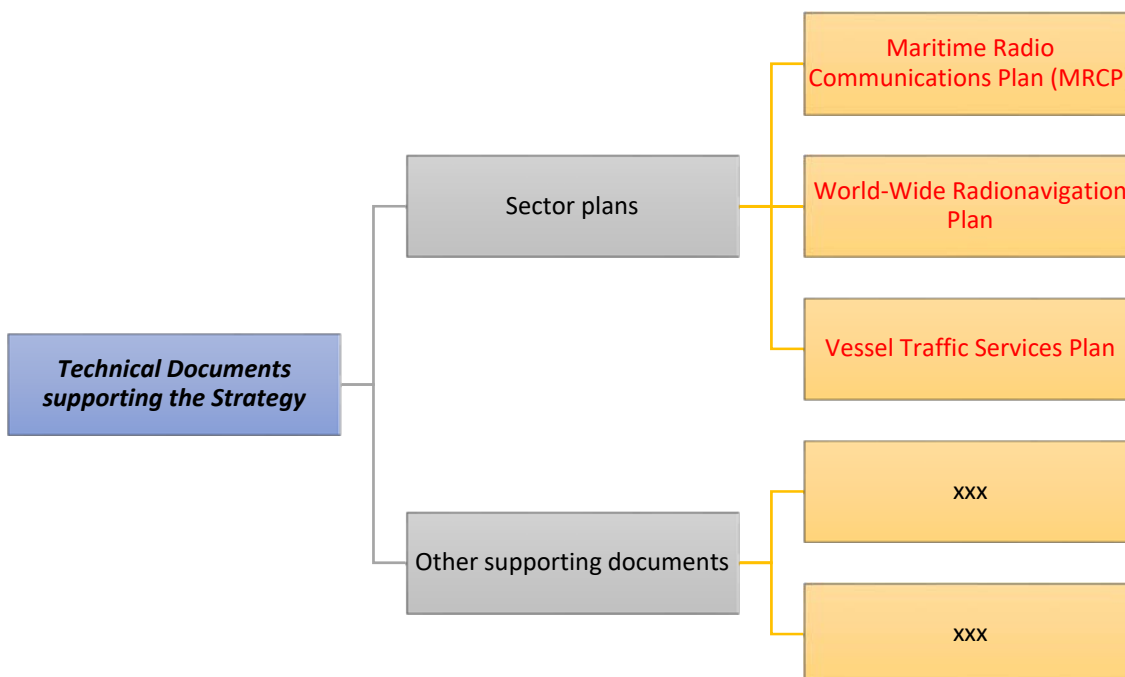
2.1. BASIC DOCUMENTS



2.2. STRATEGY DEFINITION DOCUMENTS



2.3. TECHNICAL DOCUMENTS SUPPORTING THE STRATEGY



2.4. STRATEGY IMPLEMENTATION DOCUMENTS

