



Input paper for the following Committee(s):

☐ ARM
 ☐ ENG
 ☒ **PAP**
☐ ENAV
 ☐ VTS

Purpose of paper:

☒ **Input**
☐ Information

Agenda item 5.9

Author(s) / Submitter(s) Secretariat

Committee Work Programme for 2022-2026

1. BACKGROUND

In accordance with the general regulation, Committees need to prepare Work Programme (WP) for the next quadrennial for approval of the Council. The purpose of the WP is to clearly identify any items of work with outcomes and priorities taking account of the strategic vision 2018-2026, the current drivers and trends, and the IALA position document on the development of marine AtoN.

This document contains proposals for the development of the Committees WP, Task Plan, and Task Register with the templates (Annex) to be used.

WP could be developed from the work plan which could fulfil the tasks assigned. When developing the work programme and work plan, the number of meetings available to the Committee during the four-year work period should be considered.

Time schedule

	2 nd half 2020	1 st half 2021	2 nd half 2021
PAP 40	Develop the plan		
Committees	Draft the programme		
PAP 41		Organize the programme between the Committees	
Committees		Review the programme	
PAP 42			Finalize the programme
Council 74			Approval

2. ACTION REQUESTED OF THE PAP

PAP is invited to consider the proposals for the work programme 2022-2026 with a view to their submission to Council 74 session in December 2021.



Annex A Committee Work Programme Template

[attached as a separate file to this paper]



Annex B Committee Task Plan Template

[attached as a separate file to this paper]



Annex C Task Register Template

- Cover page
- Table of contents

Task number / Task name				
Objectives of the task	.			
Expected outcome				
Strategic Alignment	Goal - Strategy -			
Scope (Describe key items that are in scope/out of scope)	-			
Expected Sessions for Completion:	Session number: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">1 <input type="checkbox"/></div> <div style="text-align: center;">2 <input type="checkbox"/></div> <div style="text-align: center;">3 <input type="checkbox"/></div> <div style="text-align: center;">4 <input type="checkbox"/></div> <div style="text-align: center;">5 <input type="checkbox"/></div> <div style="text-align: center;">6 <input type="checkbox"/></div> <div style="text-align: center;">7 <input type="checkbox"/></div> </div>			
Brief and concise description of the work to be undertaken and programme milestones (where appropriate).	Key milestones for completing the task include: <ul style="list-style-type: none"> • 			
Task Revision and note	Ver.	Date	Part / Section Revised	Note