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Agenda item 6.1.6

Author(s) / Submitter(s) Secretariat

Proposed amendment to the Terms of Reference and Rules of Procedure within the Basic Documents regarding correspondence groups

# Background

The Policy Advisory Group (PAP) have previously commented on the proposal for new Terms of Refence (ToR) for Intersessional Groups (IG) established by a Committee proposed by the Secretariat.

In general, PAP members support the idea but have given some suggestions for amendments that require further discussion and finalization.

# Proposed Amendments to Terms of Reference and Rules of Procedure – Committees after comments from PAP

The proposed amendments are as outlined below:

3.3. 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.

An intersessional meeting of a Working Group either by physical or virtual means may be established. If an Inter-sessional meeting is to be held in person, at IALA Headquarters or an alternative location, it shall be approved by the Secretary-General.

3.4. INTERSESSIONAL GROUPS

An Inter-sessional Group may be established by a Committee for the purpose of facilitating faster progress of a specific work item between scheduled meetings of a Committee.

An Inter-sessional Group is an integral part of a Committee.

An Inter-sessional Group may be established at the discretion of a Committee Chair. The Committee Chair should appoint a Chair and Vice-Chair for the Inter-sessional Group.

Where more than one Committee has an interest in the work item of the Inter-sessional Group, one Committee will be nominated by the Secretary-General as the parent Committee.

An Inter-sessional Group may meet via suitable electronic means or in person. If an Inter-sessional Group is to be held in person, at IALA Headquarters or an alternative location, it shall be approved by the Secretary-General.

An Inter-sessional Group will be open to participants from the relevant committees involved in the work item. In order to participate, Committee participants must declare an expression of interest by a specified date to the Inter-sessional Group Chair or Vice-Chair.

If the Chair of the Inter-sessional Group considers that the participation of IALA members from other committees or individuals from academic, scientific, research or other relevant organizations who are not members of IALA may be beneficial, invitations may be extended by the Secretariat at the discretion of the Secretary-General.

The Terms of Reference for an Inter-sessional Group shall be prepared by the Chair of the parent Committee in conjunction with other relevant committee chairs, as appropriate. The Terms of Reference shall include a clearly defined scope, desired outcome(s), method(s) of operation and other caveats for the work.

The Chair and Vice-Chair of the Inter-sessional Group will be responsible for all aspects of its operation and administration. An Inter-sessional Group will be self-functioning and the Secretariat will not normally provide administrative support.

Any output documents including all working papers and a report from an Inter-sessional Group are to be submitted to the next meeting of the parent Committee and other relevant committees for further consideration. The report should follow a template approved by the Secretariat.

An Inter-sessional Group cannot approve documents or take final decisions on behalf of the parent Committee or other relevant committees.

# Action requested

The PAP is invited to discuss and decide on the above proposal.