



## IALA POLICY ADVISORY PANEL

### REPORT OF THE 43<sup>RD</sup> SESSION OF THE IALA POLICY ADVISORY PANEL (PAP)

**22 - 23 November 2021**

# EXECUTIVE SUMMARY

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The 43<sup>rd</sup> session of PAP was held virtually over two sessions held between 22 - 23 November 2021.

Key outcomes included:

- Agreement on the proposed working arrangements for committees.
- Agreement on how to foster greater cross-committee coordination.
- Agreement that *Guideline G1092 Safety Management for AtoN Activities* should continue to be developed by the ENG Committee.
- The Secretariat to liaise with the IMO Secretariat on the deadline for the input to NCSR9 on maritime services in the context of e-navigation.
- Agreement on an amendment to the Basic Documents regarding intersessional meetings.
- Coordination between the chairs on task items related to *Guideline G1105 Shore Side Portrayal Ensuring Harmonization With e-Navigation Related Information*.

The PAP was updated on the following items:

- the dates of 2022 events;
- the timetable for the revision of IALA standards;
- the publication of the NAVGUIDE 2022;
- Global Maritime Digital Route Testbed (GMDRT) proposed project;
- the IGO project.



# CONTENTS

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<b>1. INTRODUCTION .....</b>	<b>4</b>
1.1. Welcome by Secretary-General and Deputy Secretary-General .....	4
1.1.1. Welcome by the Secretary-General.....	4
1.1.2. Welcome from the Deputy Secretary-General .....	4
1.2. Approval of agenda.....	4
1.3. Apologies and introductions.....	4
<b>2. REVIEW OF ACTION ITEMS FROM LAST MEETING .....</b>	<b>4</b>
2.1. Review of action items from PAP42 .....	4
<b>3. REVIEW OF INPUT PAPERS.....</b>	<b>4</b>
3.1. Review of input papers to PAP42 .....	4
<b>4. COORDINATION .....</b>	<b>5</b>
4.1. Cross-committee coordination .....	5
4.2. Guideline G1092 Safety management for AtoN Activities .....	5
4.3. Guideline G1105 Shore side portrayal ensuring harmonization with e-Navigation related information.....	5
4.4. IALA output on maritime services in the context of e-Navigation .....	6
4.5. Procedure on the revision of IALA standards .....	6
4.6. NAVGUIDE 2022.....	6
4.7. IALA events in 2022 .....	7
<b>5. COMMITTEE FACILITATION.....</b>	<b>7</b>
5.1. Working arrangements first-half 2022 .....	7
5.2. Amendment to the ToR's – Intersessional Groups.....	7
<b>6. THE IGO PROJECT .....</b>	<b>8</b>
<b>7. ANY OTHER BUSINESS .....</b>	<b>8</b>
7.1. GMDrT Proposed Project.....	8
<b>8. REPORT OF THE MEETING.....</b>	<b>9</b>
<b>9. DATE AND VENUE OF NEXT MEETING .....</b>	<b>9</b>
<b>10. CLOSING OF MEETING .....</b>	<b>9</b>
<b>11. LIST OF ANNEXES TO THE REPORT .....</b>	<b>9</b>



# Report of the 43<sup>rd</sup> Session of the IALA

## Policy Advisory Panel

### GENERAL

The 43<sup>rd</sup> session of the Policy Advisory Panel (PAP) was held on 22 – 23 November 2021 virtually, with IALA Deputy Secretary-General Omar Frits Eriksson as Chair and Thomas Southall as Secretary.

## 1. INTRODUCTION

### 1.1. WELCOME BY SECRETARY-GENERAL AND DEPUTY SECRETARY-GENERAL

#### 1.1.1. WELCOME BY THE SECRETARY-GENERAL

The Secretary-General, Francis Zachariae, welcomed PAP members to the virtual session. He praised the work of the committees over the 2<sup>nd</sup> half 2021 season, highlighting how productive they had been. The Secretary-General went on to note the outcomes from the recent Cyber Security Workshop. He wished members well and looked forward to seeing them in-person at PAP44.

#### 1.1.2. WELCOME FROM THE DEPUTY SECRETARY-GENERAL

The Deputy Secretary-General welcomed all members to the 43<sup>rd</sup> session of the PAP and commenced the meeting.

### 1.2. APPROVAL OF AGENDA

The agenda (input paper PAP43-1.2.1) was approved. The approved agenda is provided in ANNEX A.

### 1.3. APOLOGIES AND INTRODUCTIONS

No apologies were received.

## 2. REVIEW OF ACTION ITEMS FROM LAST MEETING

### 2.1. REVIEW OF ACTION ITEMS FROM PAP42

The list of action items was reviewed from PAP42. The PAP noted that most actions were completed; however a number were still ongoing and will be carried over to PAP44. Members noted that it was of particular importance for the chairs to review the structure of committees to ensure that they remain relevant and effective over the next quadrennial work period.

#### *Action item:*

*That the Secretariat forward any ongoing action items to PAP44.*

## 3. REVIEW OF INPUT PAPERS

### 3.1. REVIEW OF INPUT PAPERS TO PAP42

Members noted the input paper list (PAP43-3.1.1). A list of input papers is provided in ANNEX C. As this session of the PAP was convened to discuss specific topics such as cross-committee coordination all input to PAP from the 2<sup>nd</sup> half 2021 committee season will be submitted to PAP44.

## 4. COORDINATION

### 4.1. CROSS-COMMITTEE COORDINATION

Monica Sundklev, VTS Chair, introduced an input paper on cross-committee procedures that had been forwarded from PAP42 (input paper PAP43-4.1.1 and attachments).

The PAP then discussed a way forward for how to coordinate on cross-committee matters. Discussion highlighted that:

- The most agile means of coordination continues to be direct chair to chair liaison with relevant topic experts assisting.
- If required, PAP can convene sessions solely on specific topics with a wider membership in order to ensure greater expertise and coordination.
- IALA's structure must remain effective to progress work items in the next work programme. It is becoming evident that cross-committee groups or topic based groups may be a useful tool in order to progress certain work items that cut across the committee structure.
- That liaison notes have been an effective means of communicating between committees especially in a formal capacity. However, it was noted that they are sent from one committee season to another, potentially requiring six months to a year to receive and respond to in a formal sense. The PAP agreed that it would be beneficial to investigate means of communicating between committees that can be formal, informal and swift.
- That all committees should include a task register in their management documents for the next work programme and that all task proposals should be in the form of a completed task register form in order to be accepted.

Minsu Jeon, Technical Manager, presented a table on cross-committee coordination, providing an overview of all communications and liaisons on task items from the Work Programme which was noted by members. The document will be submitted to all upcoming committees and LAP.

#### **Action item:**

*That the Secretariat investigate alternative means of communicating between committees that can be formal, informal and swift.*

### 4.2. GUIDELINE G1092 SAFETY MANAGEMENT FOR ATON ACTIVITIES

The Secretariat submitted an input paper to ARM14 regarding an amendment to *Guideline G1092 Safety Management for AtoN Activities*. It was found that the document had historically been developed by the ENG Committee, but did contain elements relating to risk that sits under the ARM Committee's scope. Discussion around the development of this document concluded that it should remain with the ENG Committee and the amendment as well as comments received from the ARM Committee should be forwarded to ENG15.

#### **Action item:**

*That the Secretariat forwards the input paper regarding an amendment to Guideline G1092 Safety Management for AtoN Activities plus comments received at ARM14 to ENG15.*

### 4.3. GUIDELINE G1105 SHORE SIDE PORTRAYAL ENSURING HARMONIZATION WITH E-NAVIGATION RELATED INFORMATION

Following an introduction by the ARM Vice-chair, Dave Lewald, the PAP recalled from the last session that it was agreed that the ARM Committee was responsible for updating G1105. The VTS Committee could also use text from G1105 in the work on developing the task "Guideline on the Portrayal of VTS Information and Data".

The PAP considered issues surrounding Guideline G1105 and the VTS draft “Guideline on the Portrayal of VTS Information and Data” and it was noted that this task within the VTS Committee was near completion. It was identified that for the benefit of VTS Committee participants the definition of portrayal as opposed to icons on technical functions should be clarified further.

The PAP members of the ARM and VTS committees will continue to liaise on this matter and together with relevant task group experts if possible, discussing the matter further within PAP as and when necessary.

#### 4.4. IALA OUTPUT ON MARITIME SERVICES IN THE CONTEXT OF E-NAVIGATION

Minsu Jeon summarised the activities of each committee under the topic of maritime services. IMO NCSR9 has an agenda item on descriptions of Maritime Services in the context of e-Navigation. The input deadline for NCSR9 for a bulky document is 21 March 2022, and a non-bulky document is by 18 April 2022.

The draft papers from the committees could be discussed at the next PAP 44, but the PAP agreed that any input to IMO should be of good quality, and shouldn’t be hurried to meet the NCSR9 deadline. The Secretariat will liaise with the IMO Secretariat on how to proceed on this matter.

##### Action item:

*That the Secretariat liaise with the IMO Secretariat on the deadline for the input on maritime services in the context of e-navigation and update the PAP at the next meeting.*

#### 4.5. PROCEDURE ON THE REVISION OF IALA STANDARDS

The PAP noted the revised timeline and process for updating the IALA Standards. The PAP agreed that these updated standards would be forwarded to LAP and all committees. At PAP46, the draft Standards will be finalized for submission to Council. The revised timeline is depicted below:

Organ and Date	Activity	Comment
PAP 43 2 <sup>nd</sup> half 2021	Note the revised plan	
PAP 44 1 <sup>st</sup> half 2022	Review the draft standards edition 2.0	
LAP 23 1 <sup>st</sup> half 2022	Reviews and advice on draft Standards edition 2.0	
PAP 46 2 <sup>nd</sup> half 2022	Finalises the draft standards edition 2.0 for Council approval	
Council 76 2 <sup>nd</sup> half 2022	Approval of the draft Standards edition 2.0	
2 <sup>nd</sup> half 2022	Information process to all Members	
General Assembly 1 <sup>st</sup> half 2023	General Assembly voting on the update of Standards edition 2.0	Brazil
2 <sup>nd</sup> half 2023	Announcement of result of voting to membership and other organisations	Circular letter and IALA bulletin

#### 4.6. NAVGUIDE 2022

Minsu Jeon briefed the PAP on the work of NAVGUIDE version 2022, which is on track as planned. Input has been received from three committees, and the Secretariat will consolidate the inputs with Colin Day appointed as editor and James Collocott assisting with designing the publication. As it is proposed to publish the NAVGUIDE as a digital publication, then it is envisaged that it will be updated every two years. Consideration will be given to a template to be used for future amendments to the next edition of the NAVGUIDE.

## 4.7. IALA EVENTS IN 2022

Minsu Jeon updated the PAP on proposed dates for the 2022 events as depicted in the table below:

Event	Title	Status	Number of days	Date	Expected No. Participants	Venue
Panel	PAP44 +Conference SC	Planned	3+1	7-10 February 2022	15	IALA HQ
Committee	ENG 15	Planned	5*	7 - 11 March 2022*	100	IALA HQ
Committee	ENAV 29	Planned	5*	14 -18 March 2022*	100	IALA HQ
Committee	ARM 15	Planned	5*	21-25 March 2022*	100	IALA HQ
Committee	VTS 52	Planned	5*	4 – 8 April 2022*	100	IALA HQ
Panel	LAP 23	Planned	2	29 – 30 March 2022	20	IALA HQ
Panel	PAP45	Planned	2	1 week May (TBC)	15	Virtual

\*committee physical (in person) week

The Secretariat will continue to monitor global developments regarding the COVID pandemic and review any sessions hosted at IALA HQ will follow, at a minimum, the guidance of the Government of France regarding sanitary measures to facilitate gatherings.

## 5. COMMITTEE FACILITATION

### 5.1. WORKING ARRANGEMENTS FIRST-HALF 2022

Technical Officer Thomas Southall, presented to the PAP input paper *PAP43-5.1.1 Proposed Committee Working Arrangements*. The paper set out a draft for future committee working arrangements for a return to physical sessions enhanced by the possibilities of online facilities. The PAP discussed the proposal and suggested the following amendments:

- That there was the possibility for either an online or physical opening plenary decided by the Committee Chair.
- No virtual working week and the workflow diagram to be amended to reflect this.
- The Chairs' pre-meeting date would be determined by the committee chair recognising the benefits of convening as early as possible.
- The 09:00 – 17:00 LT working hours at IALA HQ to be specified in the document.
- That output submitted to the silent approval procedure should be presented to the whole committee at IALA HQ.

The PAP requested that the Secretariat make the amendments to the draft in output document PAP43-5.1.2 and to seek PAP approval via correspondence. This was done and further comments were received from the ENAV and VTS chairs. The document was then updated and can be found published in ANNEX F of this report.

The PAP will also give future consideration to a 'comment period' on all input documents similar to that of IMO to be introduced and also a registration system for working and task groups.

### 5.2. AMENDMENT TO THE TOR'S – INTERSESSIONAL GROUPS

The Deputy Secretary-General introduced input paper *PAP43-5.2.1 Amendment to the Basic Documents Regarding Intersessional Meetings*. After a short discussion and minor changes the PAP finalized the amendment to read:

#### "3.3 WORKING GROUPS

##### 3.3.1. ESTABLISHING 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 ordinarily meet during the same week as the committee. A working group can consist of one or more task groups.*

### 3.3.2. INTER-SESSIONAL MEETINGS

*An inter-sessional meeting of a working group (that is a working group or one of its task groups meeting between two sessions of the parent committee) may be used to enable faster progress of a specific work item.*

*An inter-sessional meeting of a working group or a task group requires the agreement of the chair of the parent committee. The approval of the Secretary-General is required if resources from the Secretariat other than online meeting facilities are needed. The meeting should normally be held by electronic means using online meeting facilities provided by the Secretariat. If the meeting is with physical attendance it may be held at IALA Headquarters or an alternative location hosted by an IALA member and shall be approved by the Secretary-General."*

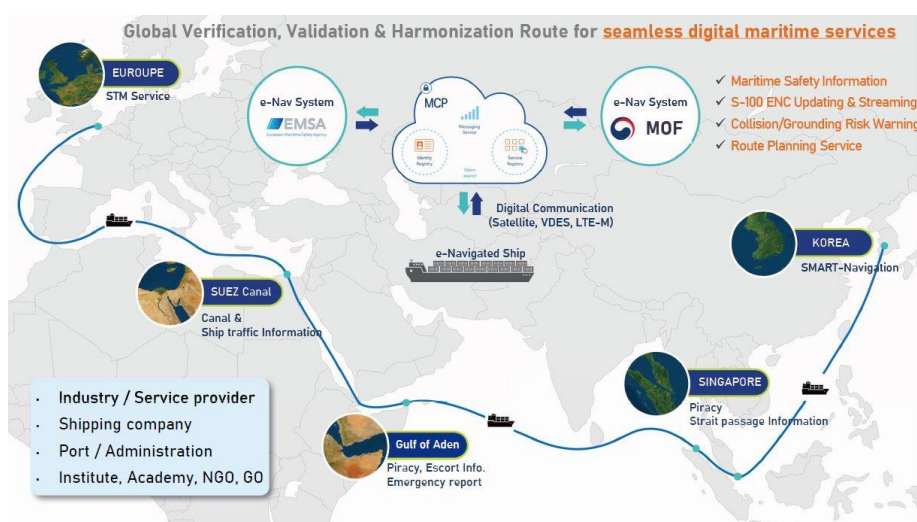
## 6. THE IGO PROJECT

The Secretary-General reported that the project is maintaining its momentum with good support from the Government of France. The PAP welcomed the news that France have proposed to host a signing ceremony during Council in December 2021, with the details to be announced. Seventeen States have signed and 3 of them have already ratified or accepted. IALA understands that many States will shortly be in a position to sign the convention in the near future.

## 7. ANY OTHER BUSINESS

### 7.1. GMDRT PROPOSED PROJECT.

Francis Zachariae introduced a proposed project on Global Maritime Digital Route Testbed (GMDRT). GMDRT has thus far been developed by the Republic of Korea and in collaboration with Bergmann Marine, and it aims to bring together numerous digital route testbeds in one project as a harmonized global system, as depicted in the illustration below. PAP were invited to follow this concept further at PAP44 and it is envisaged that there will be a workshop on GMDRT in 2022.



#### Action item:

*That the Secretariat place GMDRT on the agenda for PAP44 for further discussion by the PAP.*



## **8. REPORT OF THE MEETING**

The final report was approved by correspondence.

## **9. DATE AND VENUE OF NEXT MEETING**

The next session is planned to take place at IALA HQ on 8 - 10 February 2022. The Conference Steering Committee will take place on the 7 February 2022.

## **10. CLOSING OF MEETING**

Omar Frits Eriksson thanked all participants for their cooperation and urged all to stay safe and healthy.

## **11. LIST OF ANNEXES TO THE REPORT**

- 1      Agenda  
A copy of the agenda is at ANNEX A.
- 2      Participants  
A list of participants is at 0.
- 3      Input papers  
A list of input papers is at ANNEX C.
- 4      Output papers  
A list of output papers is at ANNEX D.
- 5      Action items  
A list of action items is at ANNEX E.
- 6      IALA Committee Working Arrangements Post PAP43  
A copy of the agreed post PAP43 Working Arrangements is at ANNEX F.

## ANNEX A AGENDA



### 43<sup>rd</sup> Session of the IALA Policy Advisory Panel (PAP43)

The 43<sup>rd</sup> session of the Policy Advisory Panel will be held on 22 – 23 November 2021, as a hybrid meeting. The timings of the meeting are:

Monday 22/11/2021 11:00 – 13:00 UTC

Tuesday 23/11/2021 11:00 – 13:00 UTC

The objectives of the panel are to:

- Formulate advice for the IALA Council and Secretariat;
- Coordinate the work of the IALA committees to achieve the goals of the Strategic Vision; and
- Monitor and develop work programmes for the committees.

## Agenda

<b>1</b>	<b>Introduction</b>			
	1.1	Welcome by Secretary-General and Deputy Secretary-General	FZ, OFE	
	1.2	Approval of agenda	OFE	Approve
	1.3	Apologies	OFE	Note
<b>2</b>	<b>Review of action items from last meeting</b>			
	2.1	Review of action items from PAP42	TS	Note
<b>3</b>	<b>Review of input papers</b>			
	3.1	Review of input papers to PAP43	TS	Note
<b>4</b>	<b>Coordination</b>			
	4.1	Cross-committee coordination	OFE, MJ	Discuss
	4.2	Guideline G1092 Safety management for AtoN Activities	MJ	Discuss
	4.3	Guideline G1105 Shore side portrayal ensuring harmonization with e-Navigation related information	DL	Discuss
	4.4	IALA output on maritime services in the context of e-Navigation	MJ	Discuss
	4.5	Procedure on the revision of IALA standards	MJ	Discuss
	4.6	NAVGUIDE 2022	MJ	Discuss
	4.7	IALA events in 2022	MJ	Discuss
<b>5</b>	<b>Committee facilitation</b>			
	5.1	Future working arrangements	TS	Discuss
	5.2	Amendment to the ToR's – Intersessional Groups	OFE	Discuss
<b>6</b>	<b>The IGO project</b>		FZ	Note
<b>7</b>	<b>Any other business</b>			
	7.1	GMDRT potential project	FZ	Note
<b>8</b>	<b>Report of the meeting</b>			
<b>9</b>	<b>Date and venue of next meeting</b>			
<b>10</b>	<b>Closing of meeting</b>			



## LIST OF PARTICIPANTS

<b>ARM Committee</b>	<b>Chair</b>	Phil Day <a href="mailto:phild@nlb.org.uk">phild@nlb.org.uk</a>
	Vice-Chair	R. David Lewald <a href="mailto:robert.d.lewald@uscg.mil">robert.d.lewald@uscg.mil</a>
<b>ENAV Committee</b>	<b>Chair</b>	NOGUCHI Hideki <a href="mailto:hideki.noguchi@gmail.com">hideki.noguchi@gmail.com</a>
	Vice-Chair	Jorge Arroyo <a href="mailto:Jorge.Arroyo@uscg.mil">Jorge.Arroyo@uscg.mil</a>
<b>ENG Committee</b>	<b>Chair</b>	Simon Millyard <a href="mailto:simon.millyard@thls.org">simon.millyard@thls.org</a>
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<b>VTS Committee</b>	<b>Chair</b>	Monica Sundklev <a href="mailto:monica.sundklev@transportstyrelsen.se">monica.sundklev@transportstyrelsen.se</a>
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<b>Technical Operations Manager</b>		Minsu Jeon <a href="mailto:minsujeon@iala-aism.org">minsujeon@iala-aism.org</a>
<b>Technical Officer</b>		Thomas Southall <a href="mailto:tom.southall@iala-aism.org">tom.southall@iala-aism.org</a>

## ANNEX C LIST OF INPUT PAPERS

Meeting	Agenda Item	Input Paper Title	Source
PAP43-	1.2.1	Provisional Agenda rev.1	IALA Secretariat
PAP43-	2.1.1	Action items from PAP42	IALA Secretariat
PAP43-	3.1.1	List of Input Papers	IALA Secretariat
PAP43-	4.1.1	Proposal on updating cross-committee procedures (PAP42-6.1.2.3)	PAP42
PAP43-	4.1.1.1	Attachment 1 - Letter to VTS Committee Chair and WG1 Chair - Task 1.2.4 (PAP42-6.1.2.3.1)	PAP42
PAP43-	4.1.1.2	Attachment 2 - ARM13-8.4.1 WP ARM Maritime Service Guideline development V1.3 (PAP42-6.1.2.3.2) (ARM12-8.4.6)	PAP42
PAP43-	5.1.1	Proposed Committee Working Arrangements	IALA Secretariat
PAP43-	5.1.1.1	Draft IALA Committee Working Arrangements	IALA Secretariat
PAP43-	5.2.1	Amendment to the Basic Documents Regarding Intersessional Meetings	IALA Secretariat

## ANNEX D LIST OF OUTPUT PAPERS

Meeting	Agenda Item	OUTPUT PAPERS
PAP43-	8.1	Report of PAP43
PAP43-	5.1.2	Proposed Committee Working Arrangements post-PAP43



## ANNEX E ACTION ITEMS

### ***No table of figures entries found.***

<i>That the Secretariat forward any ongoing action items to PAP44.....</i>	<i>4</i>
<i>That the Secretariat investigate alternative means of communicating between committees that can be formal, informal and swift.....</i>	<i>5</i>
<i>That the Secretariat forwards the input paper regarding an amendment to Guideline G1092 Safety Management for AtoN Activities plus comments received at ARM14 to ENG15.....</i>	<i>5</i>
<i>That the Secretariat liaise with the IMO Secretariat on the deadline for the input on maritime services in the context of e-navigation and update the PAP at the next meeting. ....</i>	<i>6</i>
<i>That the Secretariat place GMDRT on the agenda for PAP44 for further discussion by the PAP.....</i>	<i>8</i>

## ANNEX F IALA COMMITTEE WORKING ARRANGEMENTS POST PAP43

### Committee Working Arrangements

#### 1. Introduction

The arrangements for the virtual committees in 2020 and 2021 have been very successful using the online facilities offered to the membership and the committee's dashboard hosted on the IALA website.

Face-to-face meetings are still the preferred option for IALA, and many members have expressed their wish to resume the physical meetings in Saint-Germain-en-Laye. Future committee sessions will be conducted with a physical week, COVID permitting, including the possibility of virtual plenaries. There will also be a period for silent approval of the output documents. The exact programme of each committee session will be determined by the committee chair in-conjunction with Secretariat. The outline of a general committee workflow is depicted below:



Figure 1 – Committee Workflow

#### 2. Committee structure

The committee's organizational structure is:

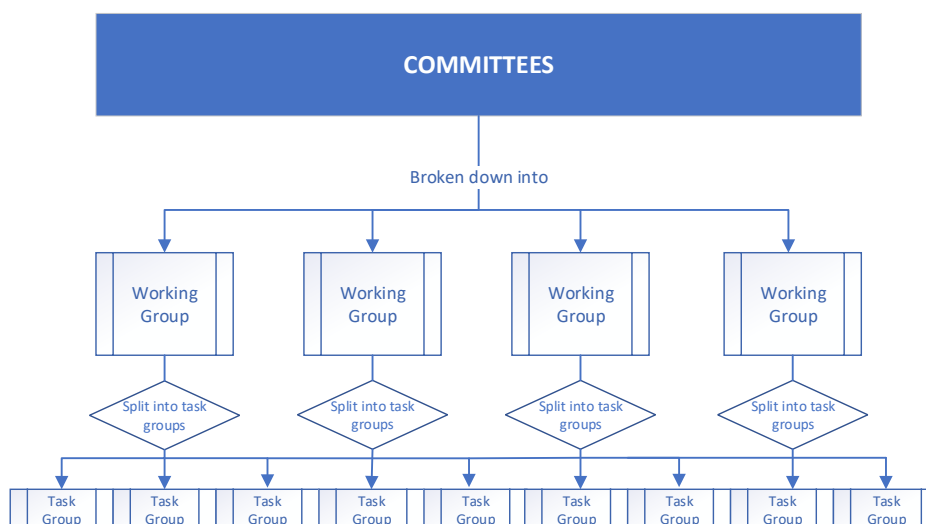


Figure 2 – Committee Organizational Structure<sup>1</sup>

<sup>1</sup> Participants determine which Working Groups and Task Groups they wish to join.

### 3. Prior to the committee session

#### 3.1. Registration

The Secretariat will inform all members of the key dates and the deadlines and process for input papers of each Committee meeting by e-mail. Notices will be sent three months in advance and again one month in advance, and dates will also be available on the website (<https://www.iala-aism.org/product-category/calendar/>).

Members intending to send participants to a committee session should advise the Secretariat of the participants' details by the means of online registration through the website. Members that register will constitute the committee.

#### 3.2. Input papers

Input documents for a committee meeting should be sent to the Secretariat not later than one month before the date of the opening plenary and will be published on the member's section of the website. Submission of input documents received later than one month before the meeting will be subject to the approval of the committee chair.

Input documents should conform to a standard template, available from the committee dashboard website (<https://www.iala-aism.org/committee-dashboards/>). The input document should describe the background, purpose of the input and action required of the committee and may also be attached with annexes.

Documents for consideration at a session will be numbered by the Secretariat in a way that indicates the session number, the agenda item to which they refer and the description. Any member may submit a document addressing any item on the work programme.

#### 3.3. Chairs pre-meeting

This meeting will be held online, at a date determined by the chair at least a week prior to the opening plenary. The meeting is only open to the committee management team consisting of the committee chair/vice-chair, working group (WG) chair/vice-chair, Secretariat and invited participants that the chair may consider to be beneficial to the discussions.

This group will agree which task items are to be progressed during the committee, if not all. The agenda for this meeting should be agreed with the chair. Agenda items will depend upon the specific topics to be addressed during the particular meeting to which the Agenda refers. The topics to be addressed will be determined by the chair, assisted by the Vice-chair and the Secretary to the committee, taking into account the Strategic Vision, the Committee Structure, and the work programme.

Following this meeting, a committee action plan detailing each working group's tasks will be published on the relevant committee dashboard. Details of the opening plenary will also be distributed to registered participants.

### 4. The committee session

#### 4.1. Opening plenary

At the chairs discretion an opening plenary will be held at the beginning of the week at IALA HQ or online the week before. The timing for the opening plenary will be decided by the committee chair after consultation with the WG chairs and IALA Secretariat. This meeting will explain the committee action plan and provide an opportunity for participants to raise any questions they may have.

## 4.2. The week at IALA Headquarters

The committee will convene at IALA Headquarters for the committee session. Official working hours at IALA will be between 09:00 – 17:00 Local Time. The week will consist of:

- Progression of committee tasks.
- Presentations (if any).
- Submission of outputs to the silent approval procedure (see 4.6).
- Output may be presented to the whole committee prior to the commencement of the silent approval procedure).

## 4.3. Working groups

Following the committee action plan, the relevant working group chairs will co-ordinate the initiation of the task groups including the appointment of a participant as a task group leader, who will be responsible for the operation of the group and the development of the task.

## 4.4. Output of working groups

Each WG chair will submit a summary of their groups' work to the committee secretary for inclusion in the committee report. The deadline for sending in the WG reports as well as outputs documents and working documents, will be announced by the Secretariat. Depending on the progress of each task group, their output will be either forwarded to the following committee as a working documents or approved for submission to the silent approval procedure.

## 4.5. Working documents

Working documents are documents to be carried over to a subsequent meeting.

## 4.6. Silent approval of output documents

Output documents are documents completed and agreed by a committee.

The period of silent approval will take place from the Friday of the week at IALA Headquarters to a day of the following week (preferably Thursday).

The committee chair will determine whether to send the document(s) to participants for silent approval or to send the document back to the WG for further development. If submitted for silent approval and no substantial comments are received, then the document(s) will be considered as approved.

Comment(s) received during the silent approval procedure will be handled at the discretion of the committee chair. Depending on the nature of the comment(s) received, the document(s) may be:

- offered for a further period of silent approval if substantial changes have been made, the length of which will be decided by the committee chair; or
- returned to the relevant WG for further consideration at next committee session.

## 4.7. Closing plenary

At the discretion of the committee chair, the closing online plenary will be held in the week following the physical committee week. The main purpose of this plenary will be to:

- summarise the outcomes of the committee;
- review the report; and
- provide participants with a chance to raise any questions.



#### 4.8. Report

Task group leaders should provide a summary of their group's activities to the working group chair who will collate these into a report of the working group. A committee report will then be produced by the Secretariat, in conjunction with the committee management team, containing the working group inputs, and also covering the discussions and developments within the committee's session.

The report of a committee session should be agreed by the committee and endorsed by the committee chair, and then be made available for members on the website by the Secretariat. The report should follow a standard template.

#### 5. INTER-SESSIONAL MEETINGS

An inter-sessional meeting of a working group (that is a working group or one of its task groups meeting between two sessions of the parent committee) may be used to enable faster progress of a specific work item.

An inter-sessional meeting of a working group or a task group requires the agreement of the chair of the parent committee.

