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**International Dictionary of Marine Aids to Navigation**

**(IALA Dictionary)**

Dictionary Working Group

**Notes of fifth meeting of Dictionary Working Group (DWG5) via GoToMeeting on**

**1 July 2016**

# Attendees

## Participants

David Jeffkins IALA ENG Committee Vice Chair

Omar Frits Eriksson IALA ENAV Committee Chair

Marie-Hélène Grillet IALA Technical Operations Manager

Wim van der Heijden Committee Secretary ARM & VTS

Seamus Doyle Committee Secretary ENAV & ENG

Phil Day IALA ARM Committee Chair

Michael Skov IALA ARM Committee Vice Chair

Simon Millyard Chairman IALA ENG Committee Chair

Christina Schneider Legal Advisory Panel

## Apologies

Neil Trainor IALA VTS Committee Vice Chair

Hideki Noguchi IALA ENAV Committee Vice Chair

Tuncay Cehreli IALA VTS Committee Chair

# Approval of the agenda

The agenda, paper DWG5-1 was approved.

# Decision of Council re authority of DWG

It was noted that, at its 62nd session, the IALA Council delegated approval authority of new terms and definition 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.

It was agreed that, in the event of it being necessary to amend a definition in an existing approved IALA document, approval for an amended definition will be sought from the Council.

It was noted that IALA policy is that defintions should be removed from IALA documents and the Dictionary considered as the definitive source of definitions. This will be carried out over time as IALA documents are being reviewed by the Committees. Committee Chairs and Secretaries should continue to implement this policy.

Action

Committee Chairs and Secretaries are requested to implement IALA policy that definitions should be removed from IALA documents and the Dictionary considered as the definitive source of definitions.

# Review of Actions from DWG4

All actions from DWG4 were completed except for those recorded in Annex A.

The action on Seamus Doyle to forward proposed list of acronyms to Omar Frits Eriksson was superceded.

It was noted that the Dictionary Wiki engine has been updated so that the search function works.

# Dictionary terms for consideration

Proposed Dictionary terms in DWG5-4.1 and DWG5-4.2 were considered and decided as shown in ANNEX C.

It was agreed that abbreviations that are used in IALA documents will be included in the Dictionary list of acronyms, even if they are commonly used outside IALA.

It was agreed that proposed acronyms in DWG5-4.1 and DWG5-4.3 should be amalagamated with acronyms listed by Mike Hadley as part of the rebranding of IALA documents and submitted to DWG6 for approval by exception.

Actions

Seamus Doyle is requested to arrange for Mike Hadley to produce a single list of acronyms from DWG5-4.1, DWG5-4.3 and his list from rebranding of IALA Documents and submit to DWG6.

DWG members are requested to review the list of acronyms and prepare for approval by exception at DWG6.

Omar Frits Eriksson is requested to update the Dictionary with accepted terms from ANNEX C.

Seamus Doyle is requested to respond to Committees regarding rejected terms from ANNEX C.

Seamus Doyle is requested to submit a paper to ARM5 regarding availability with input from Mike Hadley.

Seamus Doyle is requested to arrange for translation of approved terms from ANNEX C.

Marie-Hélène Grillet is requested to update the Dictionary Amendment Register with approved terms from ANNEX C.

Seamus Doyle is requested to forward approved terms from DWG3 and DWG5 to Omar Frits Eriksson.

# date of next meeting

The 6th meeting of the DWG (DWG6) will take place by GoToMeeting on 27 September 2016 at 0730 GMT/UTC.

# Any other business

## DWG membership

Christina Schneider was welcomed to the meeting as a representative of the LAP. It was noted that Omar Frits Eriksson will step down as chair of the ENAV Committee following ENAV19.

Action

Seamus Doyle is requested to submit an input paper to PAP32 formally nominating Christina Schneider and Omar Frits Eriksson as members of the DWG.

## Dictionary Editing Procedures

It was noted that Dictionary Editing Procedures showing Dictionary management principles agreed by the DWG are shown in the Dictionary under Action Items. It was agreed that a summary of this titled “Dictionary Management” will be placed on the front page of the on-line Dictionary.

Actions

Seamus Doyle is requested to prepare a Dictionary Management document for placing on the front page of the Dictionary.

## Multiple languages

It was noted that there are a number of volunteers for Spanish translating of terms but no French translators.

China has volunteered to provide Chinese translation of terms, raising a question regarding IALA policy for languages outside the present three major languages.

Action

Seamus Doyle is requested to provide an input paper to PAP32 regarding a Chinese version of Dictionary terms.

Omar Frits Eriksson is requested to check if the Dictionary Wiki will support Chinese language.

# List of Annexes

A list of outstanding actions from previous meetings is at ANNEX A

A Dictionary Implementation Plan is at ANNEX B

A list of reviewed Dictionary terms is at ANNEX C

A list of actions is at ANNEX D

1. Outstanding Actions from Previous Meetings

| **Meeting** | **Item** | **Action** | **Status** |
| --- | --- | --- | --- |
| DWG1 | 5 | Omar Frits Eriksson is requested to implement the new numbering system for all terms in the Dictionary. | In hand |
| DWG2 | 1 | Omar Frits Eriksson is requested to create a new chapter and template in the Dictionary for acronyms. | In hand |
| DWG2 | 8 | IALA Secretariat is requested to define the strategy and resources to provide multiple languages definitions in the Dictionary. | Strategy done  Volunteers required |
| DWG3 | 2 | Omar Frits Eriksson is requested to amend the Dictionary in accordance with the accepted proposals in ANNEX C of the DWG3 report. |  |

1. Dictionary Implementation Plan

|  |  |
| --- | --- |
| **Action** | **Status** |
| 1. Ensure that the English Wiki on-line version of the Dictionary is maintained. | In hand |
| * 1. Increase awareness and usage of the Dictionary through the IALA Committees by making the Dictionary Proposal Template an input to all Committee meetings. | Done |
| * 1. Put in place an effective procedure for adding, amending or removing Dictionary terms as they arise in the course of IALA Committee work. | Done |
| * 1. Put in place an effective procedure for reviewing and updating Dictionary terms. | Done |
| * 1. Put in place an effective system for Management of the Dictionary. | Done |
| 1. Put in place an effective procedure for reviewing less frequently used terms and existing terms in the Dictionary which have not been approved | Done  (DWG3) |
| 1. Remove surplus terms. |  |
| 1. Identify strategy for translation of the Dictionary to other languages. | Done (DWG4) |
| 1. Identify strategy and resources to provide the Dictionary in French and Spanish. |  |
| 1. Provide the Dictionary in French. |  |
| 1. Provide the Dictionary in Spanish. |  |
| 1. Issue a book version of the Dictionary with the Navguide at each IALA Conference to reinforce awareness of the Dictionary. |  |

1. Dictionary Terms decisions

| **Term** | **Dictionary Number** | **Dictionary Category** | **Source**  **(meeting/**  **document/**  **person)** | **Old definition** | **Proposed definition** | **Reason for change** | **Date** | **Accept/**  **Reject** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sector Accuracy |  | 2.2 Optical apparatus | ENG4  Guideline 1041 | NONE | Sector accuracy is the maximum angle between the intended sector boundary and the actual sector boundary. | New term (prev rejected) | 2016-04-12 | Accept |
| Alternating Sector |  | 2.2 Optical apparatus | ENG4  Guideline 1041 | NONE | An alternating sector is a sector with alternating flashing colours of fixed flash length throughout the sector. | New term  (prev rejected | 2016-04-12 | Accept |
| Decision Maker |  | 1.1 Basic terms or 9.1 VTS terms? | VTS40  IALA Guideline No. 1110 |  | A person or group authorised to make decisions. | New term | 2015-11-23 | Accept |
| Decision Support Tool |  | 1.1 Basic terms or 9.1 VTS terms? | VTS40  IALA Guideline No. 1110 |  | A tool to assist the decision maker at an operational, tactical or strategic level. ~~This may be in real-time or at a tactical or strategic level.~~ | New term | 2015-11-23 | Reject |
| Passive Decision Support Tool |  | 1.1 Basic terms or 9.1 VTS terms? | VTS40  IALA Guideline No. 1110 |  | A tool that aids the process of decision making, but that cannot bring out explicit decision suggestions or solutions. | New term | 2015-11-23 | Reject  Query need and clarity |
| Active Decision Support Tool |  | 1.1 Basic terms or 9.1 VTS terms? | VTS40  IALA Guideline No. 1110 |  | A tool that brings out decision suggestions or solutions to support decision making. | New term | 2015-11-23 | Reject  Query need and clarity |
| Cooperative Decision Support Tool |  | 1.1 Basic terms or 9.1 VTS terms? | VTS40  IALA Guideline No. 1110 |  | A tool that helps the decision-maker to modify, complete, or refine the decision suggestions provided by the tool, and feed back to the tool. The tool again improves, completes, and refines the suggestions of the decision-maker and feedback for validation. The whole process may start again, until a consolidated solution is generated. | New term | 2015-11-23 | Reject  Query need and clarity |
| Protected Area |  | * 1. Basic Terms or   2. Navigation | ARM4 |  | A protected area is a clearly defined geographical space, recognised, dedicated and managed, through legal or other effective means, to achieve the long term conservation of nature with associated ecosystem services and cultural values.  French translation in ARM4-12.1.14 | New term  Guideline Management of AtoN in EPA | 2016-04-20 | Reject  May be other non-IALA sources of this definition  Is there an international IMO definition  Identify source |
| Marine Protected Area |  | 1.1 Basic Terms or  1.2 Navigation | ARM4 |  | Any area of the intertidal or subtidal terrain, together with its overlying water and associated flora, fauna, historical and cultural features, which has been reserved by law or other effective means to protect part or all of the enclosed environment.  French translation in ARM4-12.1.14 | New term  Guideline Management of AtoN in EPA | 2016-04-20 | As Protected area |
| Availability | cat 9: VTS, sub 1: VTS terms |  | VTS41 | - yes, under cat. 5. (RCM & Reliability), sub 1. (Reliability): “Availability (qualitative)”  “The property of a device or system of being ready for use when required.”  yes, under cat. 5. (RCM & Reliability), sub 1. (Reliability): “Availability (quantitative)”  “The probability that a system will be available for operation at an arbitrarily chosen instant in the future. It may be expressed as the ratio MTBF/(MTBF + MTTR).”  - yes, under cat. 10. (e-Navigation), sub 1 (General e-Navigation terms):  “The percentage of time that an aid, or system of aids, is performing a required function under stated conditions. Non-availability can be caused by scheduled and/or unscheduled interruptions.  – Signal availability. The availability of a radio signal in a specified coverage area.  – System availability. The availability of a system to a user, including signal availability and the performance of the user’s receiver. “ | This is the probability that a system will perform its specified function when required. | another definition | 2016-03-09 | Reject  ARM Ctte to review definition of availability  Paper to ARM5  MH do list of currently used in IALA Docs.  O-130 agrees with Navguide.  G-1035 def agrees with O-130.  Availability could be defined in different contexts.  See Navguide  Level of Service Rec  Existing approved by Council in Dec 2015 |

1. Action list
2. Committee Chairs and Secretaries are requested to implement IALA policy that definitions should be removed from IALA documents and the Dictionary considered as the definitive source of definitions. 2
3. Seamus Doyle is requested to arrange for Mike Hadley to produce a single list of acronyms from DWG5-4.1, DWG5-4.3 and his list from rebranding of IALA Documents and submit to DWG6. 2
4. DWG members are requested to review the list of acronyms and prepare for approval by exception at DWG6. 2
5. Omar Frits Eriksson is requested to update the Dictionary with accepted terms from ANNEX C. 2
6. Seamus Doyle is requested to respond to Committees regarding rejected terms from ANNEX C. 2
7. Seamus Doyle is requested to submit a paper to ARM5 regarding availability with input from Mike Hadley. 2
8. Seamus Doyle is requested to arrange for translation of approved terms from ANNEX C. 2
9. Marie-Hélène Grillet is requested to update the Dictionary Amendment Register with approved terms from ANNEX C. 2
10. Seamus Doyle is requested to forward approved terms from DWG3 and DWG5 to Omar Frits Eriksson. 2
11. Seamus Doyle is requested to submit an input paper to PAP32 formally nominating Christina Schneider and Omar Frits Eriksson as members of the DWG. 2
12. Seamus Doyle is requested to prepare a Dictionary Management document for placing on the front page of the Dictionary. 3
13. Seamus Doyle is requested to provide an input paper to PAP32 regarding a Chinese version of Dictionary terms. 3
14. Omar Frits Eriksson is requested to check if the Dictionary Wiki will support Chinese language. 3