**Input paper:** PAP56-4.3.1

**Input paper for the following Committee(s):** **Purpose of paper:**

ARM  ENG  PAP  Input

ENAV VTS  Information

**Agenda item** 4.3

**Author(s)/Submitter(s)** Secretariat

Task register Tool updates

# Summary

# The committee work plan outlines the committee's tasks for a given work period. The committee chairs and vice-chairs oversee this plan, which displays each task's titles, descriptions, and scheduled sessions. Updates are made post-committee sessions. The work plan also acts as a reference for the committee members, ensuring alignment in activities and priorities. Periodic reviews of the plan ensure its relevance and adaptability to changing committee needs.

# Background

During PAP50, September 2023, the Secretariat introduced the development of an online project to integrate the Work Programme, committee Task Plans, Task Registers, and Traffic Lights. The concept has been developed further since then. The online Task Register toll was proposed and used by the committee participants.

# Discussion

The Secretariat finalised the development of the Task Register online tool, and members are welcome to make progress using the Task Register online tool every committee session. This would ease the administrative burden on the management documents of the committee and ensure consistency between them.

The link to the Task Register tool: <https://www.iala-task-register.com/index>

The ID for Task Register users consists of the committee's name and a short abbreviation of the committee position, all in capital letters. The Secretariat provided all committee, working group and task group chairs with the ID and password for the Task Register online tool.

Due to the different task approval procedures of committees, the Secretariat proposes to harmonize approaches to the task approval levels for all committees to improve the efficiency of committee operations.

Training on using the Task Register tool might be provided, due to the Committee Chair/Vice-Chair request to the Secretariat.

# Action requested by the PAP

The PAP is requested to note:

1. The Committees should update the relevant online Task Register to reflect the current Work Programme throughout the committee session.