

*General Regulations revised following Comments received from National members

Article	Draft text	Comments	By
		<p>The legal status of the General Regulations must be clarified. As the document is not legally binding, words like “shall”, “agree”, “article”, etc. should be avoided and the document should not be an Annex to the Convention. Work on the General Regulations should wait until the final draft of the Convention is achieved.</p> <p>However: replace all “shall” with “should” and for consistency with Japanese comments on the Convention, replace all “IALA” with “IOMAN” (<i>these editorial changes have not been done here, except where a substantial change in the article was requested</i>).</p> <p>A significant number of articles require modification or elimination in order to for the document to be acceptable to the Government. Also, it would be good to establish a working group to draft a new version of the document, after consultation with other international organizations having their seat in Paris, to achieve consistency in both the wording and major international practices. (<i>this comment wasn’t translated into English</i>)</p> <p>Detailed work on the General Regulations can be started only after approval of the text of the Convention and elimination of duplication of the provisions contained in both the Convention and the General Regulations.</p> <p>Throughout the document: Replace “Contracting Party(ies)” with “Member State(s)” and “Membership/members” (when applied to Associate or Affiliate membership) with Partnership/Partners” (<i>see General Comments file</i>)</p>	<p>Japan</p> <p>Mexico</p> <p>Russia</p> <p>Spain</p>
1 Application	<p>1. These General Regulations together with the Financial Regulations annexed hereto, as ANNEX A, are determined reviewed and adopted in accordance with Article 6.87 of the Convention on the International Organization for Marine Aids to Navigation (IALA) and shall apply to the operations of IALA<u>the Organization</u>.</p>	<p>“These General Regulations together with the Financial Regulations annexed hereto, as ANNEX A, are determined in accordance with Article 6.7 of the Convention on the International Organization for Marine Aids to Navigation [<u>and Vessel Traffic Services</u>] (IALA <u>IOMAN</u>) (hereinafter referred to as “the Convention” and shall <u>should</u> apply to the operations of IALA <u>the International Organization for Marine Aids to Navigation [and Vessel Traffic Services] [(IOMAN)], ‘hereinafter referred to as “the Organization”.</u>”</p>	Japan
	<p>2. The General Regulations are subject to the provisions of the Convention. Where there is a conflict between the Convention and the General Regulations or any other basic documents covering the governance of the Organization, the Convention shall prevail. Where there is a conflict between the General Regulations and any of the other basic documents, the General Regulations shall prevail; any conflict between any of the other basic documents should be brought to the attention of the Council.</p>	<p>Remove first two sentences. This should be stipulated in the Convention. (see Japanese comments on Article 1.4 of the Convention)</p>	Japan
2 Membership of IALA	<p>2.1. Membership Categories</p>	<p>“Membership of IALA <u>the Organization</u>”</p>	Spain

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	The Organization shall be comprised of Contracting Parties and Associate and Affiliate members as stipulated below:	<p>“The Organization shall should be comprised of Contracting Parties, and Associate Members and Affiliate Members as stipulated in the Convention. below;</p> <p>Membership categories should be defined in the Convention, not the General Regulations.</p> <p>There is no clear definition of what is a Contracting Party. Should be consistent with the Convention.</p> <p>Should be moved to the Convention.</p>	Japan Mexico Russia
	Associate membership shall be open for:	Remove	Japan
	(a) a territory or groups of territories for which a Contracting Party has responsibility in accordance with Article 4.3 of the IALA Convention; and	Remove	Japan
	(b) former National Members of the International Association of Marine Aids to Navigation and Lighthouse Authorities whose country is not party to the IALA Convention, in accordance with Article 18.1 and 18.6 of the IALA Convention.	Remove	Japan
	Affiliate membership shall be open to:	Remove	Japan
	(a) manufacturers and distributors of marine aids to navigation equipment for sale, or organisations providing marine aids to navigation services or technical advice under contract. These affiliates will be known as Industrial members;	Remove	Japan
	(b) any other service, organisation or scientific agency that is concerned with aids to navigation or related matters; and	Remove	Japan
	(c) former Industrial and Associate members of the International Association of Marine Aids to Navigation and Lighthouse Authorities, in accordance with Article 18.2 of the Convention.	Remove	Japan
	2.2.2.1. Contact Point for Contracting PartiesMember States	Remove. Contact point for an international organization should be the diplomatic authority of each Contracting Party.	Japan
	Contracting Parties Member States shall designate a contact point, preferably the national authority legally responsible for the regulation, provision, maintenance or operation of m Marine a Aids to n Navigation.	Remove	Japan
	2.2.2.2. Application for Associate and Affiliate Membership	Change title: “Application for Membership or Partnership”.	Spain
		Add new clause: “Member States of the United Nations willing to join the Organization can follow the procedures established in Article 14 of the Convention.”	Spain
	(a) Application for Associate and Affiliate membership to become a Member must be made in writing to the Secretariat and should be accompanied by the following documentation:	Application procedure should be detailed.	Russia
	i. the IALA a completed M membership A application form; and		
	ii. additional information about the activity of the applicant to determine the appropriate membership category, Associate or Affiliate, if requested by the Secretariat.	“additional information about the activity of the applicant to determine the appropriate membership partnership category, whether Associate of Affiliate if requested by the Secretariat.”	Spain

Article	Draft text	Comments	By
	(b) The Secretariat will submit all applications for membership to the Council for acceptance <u>approval</u> .	"The Secretariat will submit all applications for partnership membership to the Council for <u>its unanimous</u> acceptance." Also makes clear that Member States applications do not require Council approval.	Spain
	(c) Accepted <u>Approved</u> applications will take effect as of 1st January if the application is accepted <u>approved</u> between 1st January and 30th June and as of 1st July if the application is accepted <u>approved</u> between 1st July and 31st December.		
	(d) The Council may require or a Contracting Party <u>Member State</u> may request that aspects of an application for Affiliate membership be reviewed by the Contracting Party <u>Member State</u> (or Parties <u>Member States</u>) where the applicant carries out its activities or has its principal place of business or registered office. If supported by the Contracting Party <u>Member State</u> (or all Parties <u>Member States</u>), who requested the review, the Council shall decide accordingly.	Replace last sentence with: "The Council should make a decision taking into account the answer from the Contracting Party (or Parties)." To keep the Council independent. Do not change the wording of 2.2(d)	Japan China
	<u>2.4.2.3. Membership Rights and Benefits</u>		
	(a) Membership rights and benefits are listed in Annex B <u>annexed hereto</u> .		
	(b) In addition to those rights and benefits, Industrial M members are represented by the Industrial Members Committee, in accordance with its constitution and bye laws <u>terms of reference</u> as approved by the General Assembly of Industrial M members.		
	<u>2.5.2.4. Contributions and Fees</u>	Need to know how much should be paid to the Organization to be created. "Contributions and <u>Member</u> fees" (<i>invoicing/payment?</i>) procedure for membership fees should be detailed.	Argentina Japan Russia
	(a) Contracting Parties <u>Member States</u> shall pay contributions to the Organization on an annual basis in the amount determined by the Council <u>General Assembly</u> on recommendation from the Finance and Audit Committee <u>Council</u> . Contracting Party contribution shall be the same for each Contracting Party. <u>The rate of contribution shall be the same for each Member State.</u>	"Contracting Parties shall <u>should</u> pay contributions to the Organization on an annual basis in the amount determined by the Council <u>General Assembly</u> on recommendation from the Finance and Audit Committee <u>and in accordance with the Convention</u> . Contracting Party contribution shall be the same for each Contracting Party. " Amend to read: "Contracting Parties shall pay contributions to the Organization on an annual basis in the amount determined by the Council on recommendation from the Finance and Audit Committee. Contracting Party contribution shall be in accordance with the scale as established in relation to the tonnage of their fleets".	Japan South Africa
	(b) Members shall pay fees to the Organization on an annual basis in the amount determined by the Council <u>General Assembly</u> on recommendation from the Finance and Audit Committee <u>Council</u> . Member f ees may be determined as different amounts for each membership category but shall be the same for each M member within each membership category.	"Associate Members and Affiliate Members shall <u>should</u> pay <u>Member</u> fees to the Organization on an annual basis in the amount determined by the Council <u>General Assembly</u> on recommendation from the Finance and Audit Committee. Member fees may be determined as different amounts for each membership category but <u>should</u> shall be the same for each member within each membership category." In the following clauses always add "Member" before "fees".	Japan

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	(c) Contributions and fees are charged-administered in accordance with the Financial Regulations.		
	(d) Overdue contributions or fees will be subject to a rate of interest which will be recorded in the Financial Regulations.	National legislation doesn't allow that interests are paid to Internal Organizations. Remove interests charged to Contracting Parties.	Mexico
	(e) Associate and Affiliate M members who fail to pay fees by the due date may also be subject to suspension of membership rights and benefits in accordance with Article 2.65.		
	2-6.2.5. Suspension and Reinstatement of Associate and Affiliate Membership	If the terms to suspend and reinstate a Contracting Party are different than that of Associate or Affiliate membership, include the relevant terms as applicable.	South Africa
	(a) The Secretary-General may recommend that the Council may suspend, and the Council may suspend, an Associate or Affiliate membership for non-payment of fees according to the escalation procedure established in the Financial Regulations.	Deleted comma after "Council may suspend"	South Africa
	(b) The Secretary-General may recommend that the Council may suspend, and the Council may suspend, an Associate or Affiliate membership for any justifiable cause in the best interest of the Organization.	Specify what a justifiable cause can be (avoid loose interpretation).	Russia
	(c) The Secretary-General may reinstate an Associate or Affiliate membership suspended under Article 2.65 (a) <u>will be reinstated</u> when the M member has paid advised arrears of fees. The Secretary-General must advise the Council of such action at the next Council meeting.		
	(d) The Council may reinstate an Associate or Affiliate membership suspended under 2.65 (b) <u>will be reinstated</u> when the M member has met the requirements of set out by the Council.		
	2-7.2.6. Termination of Associate and Affiliate Membership		
	Associate or Affiliate membership may be terminated:		
	(a) B y the M member by notice in writing to the Secretariat at any time noting that no refund of fees already made will be given. Such termination will take effect:		
	i. on the date specified in the notice of termination; or		
	ii. if no date is specified, thirty calendar days after the notice is received by the Secretariat;		
	(b) B y the Council where a suspended M member has not paid fees within six months of suspension for that non-payment:		
	i. the Secretary-General will notify the Council of any such qualifying event at its next- meeting; and		
	ii. such termination will take effect from the date of the meeting at which the Council terminates the membership; or		
	(c) B y the Council, for any justifiable cause in the best interest of the Organization.		

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	In the case of a decision by the Council the Secretary-General must notify the M member of the reason for termination and the date of effect of termination within thirty calendar days of the termination taking effect.		
		Insert new Article x as appropriate with the following provisions: "x. Regional Co-operation in Aids to Navigation x.1 IALA shall promote the establishment of Regional Groups. x.2 Regional Aids to Navigation Groups are regional bodies, established by Member States and recognized by the Assembly. x.3 Improve regional co-ordination and enhanced co-operation. x.4 Promote and support capacity-building on marine aids to navigation and the protection of the marine environment for coastal and land-locked maritime states on a regional basis. x.5 Regional Aids to Navigation Groups shall be established by an agreement of their members. x.6 Regional Aids to Navigation Groups membership include Contracting Parties and other members, both willing to contribute to the objectives of IALA in the region concerned. x.7 Other States and international organizations active in the Region concerned may be invited by the Regional Aids to Navigation Groups to participate as observers."	South Africa
3 The General Assembly	3.1. Convening the General Assembly		
	(a) The General Assembly shall ordinarily be convened at least once every four three years by order of the Council, in accordance with the Council's Rules of Procedure.		
	(b) The General Assembly shall, where possible, be convened during the same period and at the same location as an IALA conference, but in any case but in any case, must be held no earlier than June of the General Assembly year.	The General Assembly should take place at the seat of the Organization. "The General Assembly should shall, where possible, be convened during the same period and at the same location as an IALA IOMAN conference, but in any case must be held no earlier than June of the General Assembly year."	Japan
	(c) For reasons of necessity, the Council may determine an alternate time, in which case the General Assembly will be convened at a location determined by the Council.	Remove last part of the sentence: in which case the General Assembly will be convened at a location determined by the Council.	Japan
	(d) It shall be a condition for convening the General Assembly at a location other than the IALA Headquarters seat of the Organization that the Contracting Party Member State in whose territory it is proposed to hold the General Assembly gives assurances that, at the time of the offer, no Contracting Party Member State or M member of the Organization will be prevented from entering the host country.	"It shall should be a condition for convening the General Assembly, <u>exceptionally by the decision of the Council,</u> at a location other than the <u>the seat of the Organization</u> IALA Headquarters that the Contracting Party in whose territory it is proposed to hold the General Assembly gives assurances that, at the time of the offer, no <u>other</u> Contracting Party <u>nor</u> member of the Organization will be prevented from entering <u>that Contracting Party</u> the host country. "	Japan
	(e) The Council may, after a notice of ninety calendar days, convene an extraordinary session of the General Assembly at which time and place as it determines.	Remove "and place".	Japan
	(f) The Secretary-General shall, after a notice of ninety calendar days, convene an extraordinary session of the General Assembly	Remove "and place".	Japan

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	within four months of receipt by the Secretary-General of requests to do so from one third of the Contracting Parties <u>Member States</u> , the time and place of which session will be determined by the Secretary-General.		
	3.2. Attendance		
	(a) Contracting Parties <u>Member States</u> and M members of the Organization are entitled to attend the General Assembly and are responsible for their own travelling and accommodation expenses should they choose to attend.	“Contracting Parties, Associate Members and Affiliate Members and members... ” In the following clauses, always replace “members” with “Associate Members and Affiliate Members”.	Japan
	(b) The Secretary-General is authorised to invite, on behalf of the Council and subject to consent of the Contracting Parties <u>Member States</u> , observers from:		
	i. G governments that are not parties to the Convention if proposed by a Contracting Party <u>Member State</u> or the Council;		
	ii. international organizations whose activities are connected with those of IALA <u>the Organization</u> ; or	Replace “IALA” with “the Organization”.	Japan
	iii. national organizations of Contracting Parties <u>Member States</u> which have , have had or are likely to have occasion to collaborate with the Organization.	“national organizations of Contracting Parties which <u>have</u> , have had or are likely to have occasion to collaborate with the Organization.”	Japan
	(c) Each Contracting Party <u>Member State</u> shall communicate in writing, in accordance with its own practice, to the Secretary-General the names of the persons composing its delegation to the General Assembly, indicating which of these is to be regarded as its <u>Head of Delegation and designated representative executing voting rights, as well as its a</u> Alternate and other members of the d <u>Delegation</u> . This communication will be regarded as appropriate credentials for the participation of the named individuals in all activities of the General Assembly.	“Each Contracting Party <u>Member State</u> shall communicate in writing, in accordance with its own practice, to the Secretary-General the names of the persons composing its delegation to the General Assembly, indicating which of these is to be regarded as its <u>Head of Delegation and designated representative executing voting rights, as well as its Alternate and other members of the Delegation</u> . This communication will be regarded as appropriate credentials for the participation of the named individuals in all activities of the General Assembly.”	Spain
	(d) Each M member shall communicate in writing to the Secretary-General the names of the persons attending the General Assembly.		
	3.3. Organization		
	(a) The General Assembly is to be prepared and organised by the Secretary-General using the resources of the Secretariat and those other resources as agreed in writing with the host country.		
	(b) The business of the General Assembly shall be conducted in the English, [French and Spanish] language[s].		
	(c) Six months before the opening of the General Assembly the Secretariat shall invite Contracting Parties <u>Member States</u> to submit proposals that they wish to discuss at the General Assembly. These will be received by the Secretariat for the following sixty calendar days.		
	(d) Four months before the opening of the General Assembly submitted proposals together with those prepared by the Council		

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	shall be circulated to all Contracting Parties Member States and M members, who shall be invited to forward their comments to the Secretariat within sixty calendar days. After this date no proposals shall be accepted unless:		
	i. there are exceptional circumstances, in which case the proposal should be approved by the General Assembly for inclusion; or		
	ii. the proposal amends or provides an alternative to a proposal already submitted, in which case it may be received until thirty calendar days before the General Assembly.		
	(e) All final papers, including the provisional agenda but excluding any amending or alternative proposals, shall be circulated to Contracting Parties Member States and M members at least sixty calendar days before the opening of the General Assembly.		
	(f) The provisional agenda for an ordinary session of General Assembly shall be prepared by the Secretariat for approval by the Council and shall normally include:		
	i. Approval of the Agenda;		
	ii. Report of the President/Secretary-General;		
	iii. Finance report		
	iii-iv. Election of the President and Vice President; Finance Report;		
	iv-v. Election of the Council; Outline budget for the next four yearfour year period;		
	v-vi. Election of the Secretary-General; Approval of amendments to the General Regulations and the rules of procedures of the General Assembly, the Council, Committees and other subsidiary bodies of the Organization;		
	vii. Approval of the outline budget for the next three years;		
	vi-viii. Approval of the Strategic Vision;		
	vii-ix. Adoption of Standards;		
	viii-x. Consideration of reports and proposals received from Contracting Parties Member States and M members; and		
	ix. Election of the Council; [and]		
	Election of the Secretary-General; and		
	x-xi. Any other business.		
	(g) The provisional agenda for an extraordinary session of General Assembly called by the Council shall be prepared by the Secretariat for approval by the Council and shall include consideration of the question(s) for which the session was convened.		
	(h) The provisional agenda for an extraordinary session of General Assembly called by the Contracting Parties shall be prepared by the Secretariat for approval by the Secretary General and shall		

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	include consideration of the question(s) for which the session was convened.		
	3.4. Rules of Procedure	Consider "Procedures" rather than "Rules of Procedure"	Canada
	The following Rules of Procedure shall apply to the conduct of the business of the General Assembly:		
	3.4.1 The Role of the Chair		
	(a) The President, or in his/her absence, the Vice President, shall be the Chair of the General Assembly.		
	(b) The Chair will open and close the meeting, direct discussions, ensure the observance of the procedures in the IALA -Convention and these General Regulations, accord the right to speak, put questions to the vote and announce decisions.	Remove "IALA" from "IALA Convention".	Japan
	(c) The Chair will have control over the proceedings and may rule on points of order and shall have the power to propose adjournment or closure of debates or adjournment or suspension of the meeting.		
	3.4.2 Conduct of Meetings		
	(a) No person may address the General Assembly without having previously obtained the permission of the Chair. Subject to this rule and rules b), c), g) and i) below, the Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if the remarks of such speaker are not relevant to the subject under discussion.		
	(b) The Chair of a Committee or his or her representative, or the delegate of a subsidiary body may be accorded precedence for the purpose of explaining the conclusion arrived at by that Committee or subsidiary body.		
	(c) During the discussion of any matter, a delegate may rise to a point of order and the point of order shall immediately be decided by the Chair. A delegate may appeal against the ruling of the Chair. The appeal shall immediately be put to the a vote and the Chair's ruling shall stand unless overruled by the majority of the designated representatives those present and voting. A delegate rising to a point of order may not speak on the substance of the matter under discussion.		
	(d) The General Assembly may, on the proposal of the Chair, limit the time to be allowed to each speaker on any particular subject under discussion. When the debate is limited and a delegate has spoken for the allotted time, the Chair shall call such delegate to order without delay.		
	(e) During the course of a debate, the Chair may announce the list of speakers and, with the consent of the General Assembly, declare the list closed. The Chair may, however, accord the right of reply		

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	to any delegate if a speech delivered after the closure of the list makes this desirable.		
	(f) During the discussion of any matter, a delegate may move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, two delegates may speak in favour of, and two against, the motion, after which the motion shall immediately be put to the vote. The Chair may limit the time to be allowed to speakers under this rule.		
	(g) A delegate may, at any time, move the closure of the debate on the question under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the General Assembly is in favour of the closure, the Chair shall declare the closure of the debate. The Chair may limit the time to be allowed to speakers under this rule.		
	(h) During the discussion of any matter, a delegate may move the suspension or the adjournment of the meeting. Such motions shall not be debated, but shall be immediately put to the a vote. The Chair may limit the time to be allowed to the speaker moving the suspension or adjournment.		
	(i) Subject to rule f) above, the following motions shall have precedence in the following order over all the other proposals or motions before the meeting:		
	i. to suspend the meeting;		
	ii. to adjourn the meeting;		
	iii. to adjourn the debate on the question under discussion; and		
	iv. for the closure of the debate on the question under discussion.		
	(j) Subject to rule f) above, any motion calling for a decision on the competence of the General Assembly to discuss any matter or to adopt a proposal or an amendment submitted to it shall be put to the a vote before the matter is discussed or a vote is taken on the proposal or amendment in question.		
	(k) A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended or that an amendment to it is not under discussion. A motion which has thus been withdrawn may be reintroduced by any delegate.		
	(l) When a proposal has been adopted or rejected it may not be reconsidered unless the General Assembly, by a two-thirds majority of the designated representatives those present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter and		

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	to two speakers opposing the motion, after which it shall be put immediately to the a vote.		
	3.4.3 Voting during Meetings		
	(a) The General Assembly will normally vote by show of hands overseen by scrutineers. However, any Contracting Party Member State may request a roll-call vote, which shall be taken in English alphabetical order of the name of Contracting Parties Member States present, commencing with the Contracting Party Member State whose name is drawn by lot by the Chair. The vote of each Contracting Party Member State in any roll-call shall be noted in the meeting record.		
	(b) A representative of one Contracting Party Member State shall not vote on behalf of another Contracting Party Member State .		
	(c) The Chair may decide to call an out of session postal or electronic vote by the General Assembly. Postal or electronic votes will be determined by simple majority of votes cast.		
	3.4.4 Decision Making and Reporting		
	(a) Where the General Assembly is requested to make a decision, that request shall be put to the meeting in the form of a General Assembly Resolution. Each Resolution should include an implementation date, if relevant, and for convenience, the Chair may aggregate Resolutions for approval and reporting purposes.		
	(b) The Secretariat shall arrange for the substance of all discussions of the General Assembly to be recorded in a general summary of the work of the meeting. These minutes This summary shall be distributed to those Contracting Parties Member States and Members attending, which may submit their proposed corrections in writing to the Chair. Any disagreement on the proposed corrections shall be decided by the Chair after consultation with the Contracting Parties Member States and Members concerned.		
	(c) The minutes summary will be adopted by the General Assembly in session, or if necessary, by correspondence.		
	(d) Contracting Parties Member States and Members who made statements during debate may request that such statement be attached to the minutes summary.		
	(e) The minutes summary, together with all relevant documents, shall be made available to the Contracting Parties Member States and Members within two weeks after their approval by the General Assembly.		
	(f) Audio recordings of General Assembly sessions may be made and shall be retained by the Secretariat for record purposes.		
	3.5. 3.5 Election of the President and Vice President of IALA	"Election of the President and Vice President of the Organization IALA"	Japan

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	<p>The CouncilGeneral Assembly -shall, upon its election or as necessary, from among its Councillors elect the President and Vice President of the Organization as follows:-</p>	<p>To enshrine the principle of rotation and geographical representation, add at the end: “Geographical diversity between the two positions and rotation of Groups at the Presidency and Vice Presidency of the Organization shall be factors of eligibility.”</p>	<p>Spain</p>
	<p>(a) The Secretary-General will invite Member States to declare their candidacy for the Presidency or Vice PresidentPresidency, according to Article 6.8 of the Convention six months before the opening of the General Assembly. Nominations will be received by the Secretariat for the following four months. Nominations should include:</p>		
	<p>i. the name of the person being nominated in each case;</p>		
	<p>ii. a statement, in the form approved by the Council and provided by the Secretariat, outlining the credentials of the person in each case.</p>		
	<p>(b) Sixty calendar days before the opening of the General Assembly all nominations shall be collated and circulated to all Contracting PartiesMember States by the Secretariat. After this date no nominations shall be accepted unless there are exceptional circumstances, in which case the nomination should be approved by the General Assembly for inclusion in the election.</p>		
	<p>(c) A vote to elect first the President and second the Vice President from among those nominated will be conducted by secret ballot.</p>	<p>Consider geographical distribution</p>	<p>Norway</p>
	<p>(d) The Secretariat shall produce a ballot form for nominees for the Presidency and Vice Presidency and each Member State shall have one vote for each position.</p>		
	<p>(e) The Chair shall appoint two scrutineers from amongst the Member States who have not been nominated for either of the positions, who shall proceed to scrutinise the votes cast and the counting of votes by the Secretariat.</p>		
	<p>(f) The President and Vice President hold these positions on a personal basis.</p>	<p>Consider electing Member States instead of individuals</p>	<p>Spain</p>
	<p>(g) Should the position of President become vacant the Vice President will assume this role and the position of Vice President will become vacant instead. In this event, the Secretary-General shall call for nominations to fill the vacant position and will conduct a ballot, either in session or electronically, in accordance with the provisions above.</p> <p>(h) provisions above.</p>		
	<p>2-5-3.6. Election of the Council</p>		
	<p>The election of Councillorsthe Council shall be conducted as follows:</p>	<p>The preamble paragraph refers to the election of “Councillors” and not to Council members. Not clear if it is the country or the person that is elected. Remove references to “Councillors”. (taken directly from Spanish - comment not translated into English)</p>	<p>Mexico</p> <p>Spain</p>

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		"The election of Councillors <u>the members of the Council</u> shall be conducted as follows:" Use "Members of the Council" instead of "Councillors" to make clear that the members are States and not individuals. Same to apply throughout the document. <i>(not modified below, same as for "Member State" and "Partners")</i>	
	(a) The Secretary-General will invite Contracting Parties <u>Member States</u> to declare their candidacy for the Council, according to Article 7 of the Convention six months before the opening of the General Assembly. Nominations will be received by the Secretariat for the following four months. Nominations should include:	Should be modified to indicate the exact number of members forming the Council.	Mexico
	i. the name of the Contracting Party <u>Member State</u> being nominated;		
	ii. a statement, in the form approved by the Council and provided by the Secretariat, outlining the credentials of the Contracting Party <u>Member State</u> for a position on the Council; and		
	iii. a statement, in the form approved by the Council and provided by the Secretariat, outlining the credentials of the person to represent the Contracting Party.	Remove. Not individuals as such.	Spain
	(b) Council members <u>s</u> should, as far as possible, be drawn from different parts of the world with a view to achieving as widespread a representation as possible.	Difficult to achieve, must considered carefully. Remove. "as far as possible" not acceptable. Should ensure geographical equity . <u>Geographical balance is a matter for the Diplomatic Conference.</u>	Japan Mexico LAPEX3
	{c} The Contracting Party having the non-elected councillor in accordance with Article 7 of the IALA Convention cannot be nominated for election.	Remove "IALA".	Japan
	{d} <u>{c}</u> Sixty calendar days before the opening of the General Assembly all nominations shall be collated and circulated to all Contracting Parties <u>Member States</u> by the Secretariat. After this date no nominations shall be accepted unless there are exceptional circumstances, in which case the nomination should be approved by the General Assembly for inclusion in the election.		
	{e} <u>{d}</u> A vote to elect Councillors <u>Council members</u> from among those nominated will be conducted by secret ballot.		
	{f} <u>{e}</u> The Secretariat shall produce a ballot form for nominees for the Council and each designated representative shall have one vote for each vacant seat on the Council.		
	{g} <u>{f}</u> The Chair shall appoint two scrutineers from amongst the Contracting Parties <u>Member States</u> who have not been nominated for the Council, who shall proceed to scrutinise the votes cast and the counting of votes by the Secretariat.	The Chair might be a candidate Council member. The appointment should be by the Secretary-General. <u>Under the revised Convention, the Chair (President or Vice President) is a member of the Council</u>	Japan LAPEX3
	{h} <u>{g}</u> If two or more candidates obtain the same number for the last seat or seats to be filled, there shall be a further ballot	"...The Secretary-General should draw by lot...."	Japan

Article	Draft text	Comments	By
	from among these candidates only. Should the votes again be divided equally, the Chair shall draw by lot the name of the candidate to be eliminated in any subsequent ballots.		
	(h) When voting and counting are completed the Chair shall confirm the election and invite the newly elected Council to take up their duties.	“...The Secretary-General should confirm the election...” GA Chair or IALA President? (not clear). Same for all occurrences of “Chair” <i>Clear in English but not in Spanish or French that use the same word for both Chair and President (French required to use “le président de l’Assemblée générale)</i>	Japan Mexico
	(i) The term of the Council is from confirmation of its election until the election of a new Council at the following ordinary General Assembly.	Need to be clearer on the exact term. Suggest using calendar year, four years from a 1 st January until a 31 December. From the date of the General Assembly.	Mexico LAPEx3
	(j) Should a Contracting Party Member State elected to the Council advise at some time during the term of that the Council, being more than two years from the next General Assembly, that they are unable to continue to serve on the Council, the Secretary-General may conduct a by-election to fill the vacancy. The Secretary-General shall invite nominations from all eligible Contracting Parties Member States , conduct the vote electronically and rules g) - h i) above will apply. The term of office of any Contracting Party Member State so elected will be the same as that of the Contracting Party Member State being replaced.	Consider feasibility of electronic vote. Insert “[electronically]” between “the vote” and “and rules g)”. To maintain the geographical equity principle , modify to allow only members of the same region to be candidates, in case of resignation of a Council member. For the Diplomatic Conference Apply rule i) and not j)	Japan Mexico LAPEx3 Spain
	(k) Contracting Parties Member States are to advise the Secretary-General in cases where the person representing the Contracting Party Member State at the Council changes.		
	3.7. Election of the Secretary-General		
	The election of the Secretary-General shall be conducted as follows:		
	(a) The Council, upon advice of a forthcoming vacancy in the position of Secretary-General, will invite Member States to nominate candidates to fill that vacancy, within a period of ninety days. The list of candidates shall be closed ten days prior to the opening day of the ordinary session of the General Assembly.		
	(b) The nominations shall be notified to all Member States by the Secretariat as soon as they are received.		
	(c) A vote to elect the Secretary-General from amongst those nominated will be conducted by secret ballot.		
	(d) The Chair shall appoint two scrutineers from amongst the Member States who have not nominated candidates, who shall proceed to scrutinise the votes cast and the counting of votes by the Secretariat.		
	(e) The candidate winning an absolute simple majority of votes will be elected. When several candidates compete for the position,		

Article	Draft text	Comments	By
	location will be the ALA Headquarters <u>seat of the Organization</u> unless otherwise agreed by the President and the Secretary-General, or if the meeting is to be held electronically.	Organization ALA Headquarters unless otherwise agreed by unless the President and the Secretary-General <u>decide otherwise</u> , or if the meeting is to be held electronically.”	
	(d) The quorum for a Council meeting is two thirds of Councillors <u>Council members</u> , at least one of which must be the President or Vice President, who will chair the meeting, and one member of the Finance and Audit Committee.		
	(e) Any Contracting Party <u>Member State</u> may be present at a Council meeting.	<u>“The Council should invite any Contracting Party which is not a Council member to participate, without vote, in its deliberations on any matter of particular concern to that Contracting Party, in accordance with Article 7.6 of the Convention. Any other Contracting Party may be present at a Council meeting.</u> <i>This has been added in Article 7.6 of the Convention by Japan. Should either in the Convention or the General Regulations. Do not repeat the same text.</i>	Japan
	(f) The Council may also determine that a representative of any Committee or other body <u>other subsidiary body</u> established by it or of another organization may be present at a Council meeting.		
	4.3 Organization of Council Meetings		
	(a) Council meetings are to be prepared and organised <u>organized</u> by the Secretary-General using the resources of the Secretariat.		
	(b) The business of the Council shall be conducted in English, including output documents. Input documents may be submitted in French <u>[or Spanish]</u> and shall be translated by the Secretariat.	If the Spanish language is one of the official languages of the Organization Member States and Partners should be able to submit documents in Spanish as well.	Spain
	(c) Sixty calendar days before a scheduled Council meeting the Secretariat shall invite Councillors <u>Council members</u> , Contracting Parties <u>Member States</u> and M members to submit papers addressing matters that they wish to discuss at the Council. These will be received by the Secretariat for the next two weeks.	Add at the end: “Members States willing to send representatives to the Council should notify the Secretariat of the names and positions of the delegates.”	Spain
	(d) Six weeks before the opening of the Council submitted papers together with those prepared by the Secretariat shall be made available to all Councillors <u>Council members</u> , Contracting Parties <u>Member States</u> and M members who have requested them, and they shall be invited to forward their comments to the Secretariat within two weeks.		
	(e) Four weeks before the Council the Secretariat shall make all papers and the provisional agenda for the meeting available to Councillors <u>Council members</u> , Contracting Parties <u>Member States</u> and M members.		
	(f) The provisional agenda for an ordinary meeting of the Council shall normally include:		
	i. Approval of the Agenda;		
	ii. Report of the President/Secretary-General;		
	iii. Report of the Finance and Audit Committee;		
	iv. Committee Reports;		
	v. Any other business; and		

Article	Draft text	Comments	By
	vi. Date and time of next meeting.		
	(g) The provisional agenda for an extraordinary meeting of the Council shall normally include consideration of the question(s) for which the meeting was convened.		
	4.4 Rules of Procedure for Council Meetings	Consider using "Procedure" instead of "Rules of Procedure"	Canada
	4.4.1 The Role of the Chair		
	(a) The President, or in his/her absence, the Vice President, shall be the Chair of the Council.		
	(b) The Chair will open and close the meeting, direct discussions, ensure the observance of the procedures in the Convention and the General Regulations, accord the right to speak, put questions to the a vote and announce decisions.		
	(c) The Chair will have control over the proceedings and may rule on points of order and shall have the power to propose adjournment or closure of debates or adjournment or suspension of the meeting.		
	4.4.2 Conduct of Meetings		
	(a) No person may address the Council without having obtained the permission of the Chair. Subject to rules b), f) and h) below, the Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if the remarks of such speaker are not relevant to the subject under discussion.		
	(b) During the discussion of any matter, a Councillor -Council member may rise to a point of order and the point of order shall immediately be decided by the Chair. A Councillor -Council member may appeal against the ruling of the Chair. The appeal shall immediately be put to the a vote and the Chair's ruling shall stand unless overruled by the majority of the Council present and voting. A Councillor -Council member rising to a point of order may not speak on the substance of the matter under discussion.		
	(c) The Council may, on the proposal of the Chair, limit the time to be allowed to each speaker on any particular subject under discussion. When the debate is limited and a Councillor -Council member has spoken for the allotted time, the Chair shall call the Councillor -Council member to order without delay.		
	(d) During the course of a debate, the Chair may announce the list of speakers and, with the consent of the Council, declare the list closed. The Chair may, however, accord the right of reply to any Councillor -Council member if a speech delivered after the closure of the list makes this desirable.		
	(e) During the discussion of any matter, a Councillor -Council member may move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, two		

Article	Draft text	Comments	By
	Councillors-Council members may speak in favour of, and two against, the motion, after which the motion shall immediately be put to the a vote. The Chair may limit the time to be allowed to speakers under this rule.		
	(f) A Councillor-Council member may, at any time, move the closure of the debate on the question under discussion, whether or not any other Councillor-Council member has signified his-their wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the a vote. If the Council is in favour of the closure, the Chair shall declare the closure of the debate. The Chair may limit the time to be allowed to speakers under this rule.	"has signified his <u>or her</u> wish to speak"	Spain
	(g) During the discussion of any matter, a Councillor-Council member may move the suspension or the adjournment of the meeting. Such motions shall not be debated, but shall be immediately put to the a vote. The Chair may limit the time to be allowed to the speaker moving the suspension or adjournment.		
	(h) Subject to rule e) above, the following motions shall have precedence in the following order over all the other proposals or motions before the meeting:		
	i. to suspend the meeting;		
	ii. to adjourn the meeting;		
	iii. to adjourn the debate on the question under discussion; and		
	iv. for the closure of the debate on the question under discussion.		
	(i) Subject to rule e) above, any motion calling for a decision on the competence of the Council to discuss any matter or to adopt a proposal submitted to it shall be put to the a vote before the matter is discussed or a vote is taken on the proposal in question.		
	(j) A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended or that an amendment to it is not under discussion. A motion which has thus been withdrawn may be reintroduced by any Councillor-Council member .		
	(k) When a proposal has been adopted or rejected it may not be reconsidered unless the Council, by a two-thirds majority of the Councillors-Council members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter and to two speakers opposing the motion, after which it shall be put immediately to the a vote.		
	4.4.3 Voting		
	(a) In ordinary meetings the Council shall vote by show of hands and otherwise in accordance with Article 5.3 of the Convention.	Add at the end: "The delegation of the vote will not be permissible." (<i>permitted?</i>)	Spain

Article	Draft text	Comments	By
	(b) The Chair may decide to call an out of session postal or electronic vote by the Council. Postal or electronic votes will be determined by simple majority of votes cast, with nil returns being counted as votes in favour of the proposal, unless otherwise notified when the vote is called.		
	4.4.4 Decision Making and Reporting		
	(a) Where the Council is requested to make a decision, that request may be put to the meeting in the form of a proposed Council Resolution. Each Resolution should include an action date, if relevant, and for convenience, the Chair may aggregate Resolutions for approval and reporting purposes.		
	(b) The Secretary-General shall arrange for the substance of all discussions of the Council to be recorded in a general -summary of the work of the meeting. The minutes-summary shall be distributed to all Councillors - <u>Council members</u> present at the meeting, who may submit their proposed corrections in writing to the Chair. Any disagreement on the proposed corrections shall be decided by the Chair after consultation with the Councillor <u>Council member</u> (s) concerned.		
	(c) The minutes-summary will be approved by the Council in meeting, or, if necessary, by correspondence. The approved minutes-summary , including the text of all Resolutions, will be made available to Councillors <u>Council members</u> , Contracting Parties <u>Member States</u> and M members.	Move "The approved minutes, including the text of all Resolutions, will be made available to Councillors, Contracting Parties and members." to new clause and edit text.	Spain
		Insert new clause c): "The approved minutes, including the text of all Resolutions, will be made available to Council members, Member States and Partners <u>in a maximum of three days.</u> "	Spain
	(d) Documents relevant to the implementation of decisions shall be distributed to Councillors <u>Council members</u> , Contracting Parties <u>Member States</u> and M members as relevant.		
	4.5 – Election of the President and Vice President of IALA	"Election of the President and Vice President of the Organization IALA"	Japan
	(a) The Council shall, upon its election or as necessary, from among its Councillors elect the President and Vice President of the Organization.	To enshrine the principle of rotation and geographical representation, add at the end: "Geographical diversity between the two positions and rotation of Groups at the Presidency and Vice Presidency of the Organization shall be factors of eligibility."	Spain
	(b) The election will be by secret ballot, which shall be conducted by the Secretary General.		
	(c) All Councillors will be eligible for election upon indication of their willingness to stand for election.		
	(d) There shall be two ballots, one to elect the President and the other to elect the Vice President.		
	(e) Each Councillor is entitled to cast one vote in each ballot.		
	(f) Election will be the majority of votes cast, the counting of which will be done by the Secretary General in view of the Council.		

Article	Draft text	Comments	By
	(g) If no candidate in either ballot in accordance with (d) above obtains a majority in the first ballot, a second ballot shall be taken confined normally to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the Secretary General shall decide between the candidates by drawing lots.		
	(h) The President and the Vice President shall hold office for one term between General Assemblies unless resigning earlier. They shall not be eligible for immediate re-election and shall not hold office for more than two terms in total.		
	(i) The President and Vice President hold these positions on a personal basis. Should either cease to be the designated representative of their Contracting Party, the position will fall vacant from date of them so ceasing.		
	(j) Should the position of President become vacant the Vice President will assume this role and the position of Vice President will become vacant instead. In this event, the Secretary General shall call for nominations to fill the vacant position and will conduct a ballot, either in session or electronically, in accordance with the provisions above.		
5 Finance and Audit Committee	5.1. Function of the Finance and Audit Committee	There is no clause on the Rules of Procedures for the FAC. Need for such a clause should be considered.	Japan
	(a) The Council shall, upon <u>its</u> election or as necessary , establish a Finance and Audit Committee to provide advice to the Council.	It is considered that the members of the Finance and Audit Committee shall be elected and not composed by the members of the Board, by separated processes, therefore subsections (a) from Article 5.1 and subsection (a) from Article 5.2 should be modified.	Mexico
	(b) The finances of the Organization shall be managed by the Council, the Finance and Audit Committee and the Secretary-General in accordance with the financial arrangements as determined by the General Assembly and the Financial Regulations.	It is unacceptable that the finances of the Organization are to be managed by the Council, the Finance and Audit Committee and the Secretary-General as set out in subparagraph (b), since neither the members of the Board nor the Finance and Audit Committee have any legal relationship with the Organization. The Secretary General as the highest official of the Organization should be in charge of the administration and finances of the Organization, responsible to the membership for the transparent, efficient and effective management of resources.	Mexico
	(c) The Finance and Audit Committee shall assist the Council in the supervision of the financial administration of the Organization.		
	5.2. Election		
	(a) The Council shall, from among its Councillors <u>members</u> elect at least three and no more than five Councillors <u>Council members</u> to sit on the Finance and Audit Committee. The Council will then elect one of these Councillors <u>Council members</u> , on a personal basis, to act as Treasurer and Committee Chair.	There are strong objections in the appointment of one of the members of the CFA as treasurer of the Organization. The position of Treasurer must fall to an official of the Organization with legal ties with the institution, for which any mention or faculty of the treasurer should be removed from the text.	Mexico
	(b) The election will be by secret ballot, which shall be conducted by the Secretary-General.		

Article	Draft text	Comments	By
	(c) All Councillors <u>elect</u> <u>Council members</u> will be eligible for election upon indication of their willingness to stand for election.	Are the President and Vice President eligible for the position?	Japan
	(d) There shall be two ballots, the first to elect the Committee members and the second to elect the Treasurer.		
	(e) Each Councillor <u>Council member</u> is entitled to cast one vote in each ballot.		
	(f) Election will be simple majority of votes cast, the counting of which will be done by the Secretary-General in view of the Council.		
	(g) If the votes are equally divided for one or more of the positions as Committee member, a second ballot shall be taken confined to the number of positions not filled as a result of the first ballot. If in the second ballot the votes are equally divided, the Chair shall decide between the candidates by drawing lots.		
	(h) Should the number of candidates nominated be the same as the number of positions to be filled, those candidates will be appointed to the Committee without ballot.		
	(i) The Committee and the Treasurer shall hold office for the term of the Council unless replaced earlier by decision of the Council or through resignation.		
	(j) Should the Treasurer or a member of the Finance and Audit Committee resign and the remaining Committee then have less than three members the Secretary- General shall call for nominations to fill the vacant position and will conduct a ballot, either in session or electronically, in accordance with the provisions above. <u>The Council will elect one of these Councillors</u> <u>Council members, on a personal basis, to act as Treasurer and Committee Chair, as necessary.</u>	Considering that the Treasurer is elected on a personal basis, need to consider if a sub-paragraph such as 4.5(i) should be inserted. In such a case, current 5.2(j) should be reconsidered.	Japan
	(k) If the Treasurer cannot attend a meeting of the Finance and Audit Committee the Treasurer shall arrange for another member of the Committee to chair the meeting.		
	5.3. Convening the Finance and Audit Committee		
	(a) The Finance and Audit Committee will be convened, ordinarily twice a year by notice in writing by any of the following:		
	i. the President or Vice President;		
	ii. the Treasurer;		
	iii. the Secretary-General; or		
	iv. at the request of two Council members <u>ors.</u>	Should the two Councillors be on the FAC? Clarify.	Japan
	(b) The date and location of the meeting of the Finance and Audit Committee in ordinary meeting will be determined by decision of the Treasurer, however such meetings <u>An ordinary meeting of the Finance and Audit Committee will generally run at the same location and prior to Council meetings unless decided otherwise by the Treasurer in consultation with the Secretary-General.</u>		

Article	Draft text	Comments	By
	(c) The date of an extraordinary meeting of the Finance and Audit Committee will be not less than one week from the date of notification, and the location will be the IALA Headquarters <u>seat of the Organization</u> unless alternate arrangements are agreed by the Treasurer, the Secretary-General and the President, or if the meeting is to be held electronically.	"The date of an extraordinary meeting of the Finance and Audit Committee will be not less than one week from the date of notification, and the location will be the <u>seat of the Organization</u> IALA Headquarters unless alternate arrangements are agreed by the Treasurer, the Secretary-General and the President <u>decide otherwise</u> , or if the meeting is to be held electronically."	Japan
	(d) In the event that the Finance and Audit Committee cannot meet in regular or extraordinary meeting and approvals are required, the Committee may convene out of session by electronic means.		
	(e) The business of the Finance and Audit Committee shall be conducted in English, including output documents. [Input documents may be submitted in French <u>[or Spanish]</u> and shall be translated by the Secretariat.]	"... in French <u>or Spanish</u> ..." Decision for the Diplomatic Conference	Spain LAPEX3
6 Committees and Other <u>Subsidiary</u> Bodies	6.1. Establishment and Functions of Committees and Other <u>Subsidiary</u> Bodies	"...Committees and Other Subsidiary Bodies" Insert "subsidiary" in front of all "Bodies" in subsequent paragraphs.	Japan
	(a) The General Assembly or the Council may establish Committees and other bodies <u>other subsidiary bodies</u> it deems necessary to support the endeavours of IALA <u>the Organization</u> . The Council will approve t <u>r</u> Terms of r <u>R</u> eference for Committees and other <u>subsidiary</u> bodies, and all activity of the Committees and other <u>subsidiary</u> -bodies shall be conducted within those t <u>r</u> Terms of r <u>R</u> eference.	Establishment of Committees and other subsidiary bodies should be by the General Assembly.	Japan
	(b) Committees and/or other <u>subsidiary</u> bodies may:		
	i. study matters relevant to the aims and objectives of IALA <u>the Organization, with the objective of preparing in order to prepare</u> s <u>S</u> tandards, r <u>R</u> ecommendations, g <u>G</u> uidelines, and m <u>and</u> M <u>Manuals</u> , r <u>and</u> submissions to other organizations <u>and other appropriate documents</u> in accordance with the w <u>W</u> ork p <u>P</u> rogramme approved by the Council; or	Replace "aims" with "objectives" and "IALA" with "the Organization". Low case standards, recommendations, guidelines and manuals (consistency with the Convention), add "and other appropriate papers".	Japan Spain
	ii. address other objectives as established by the General Assembly or the Council.		
	(c) Contracting Parties <u>Member States</u> and M <u>M</u> embers are eligible to participate in the Committees established by the General Assembly or the Council.		
	(d) The Council will determine participation in other <u>subsidiary</u> bodies as part of the development of the t <u>r</u> Terms of r <u>R</u> eference for those <u>subsidiary</u> bodies.	"The Council will determine participation in other <u>subsidiary</u> bodies <u>in accordance with as part of the development of the Terms of Reference for those bodies.</u> " ToR should be determined by the General Assembly.	Japan
	(e) The business of the Committees and other <u>subsidiary</u> bodies shall be conducted in English, including output documents. [Input documents may be submitted in French <u>[or Spanish]</u> and shall be translated by the Secretariat.]	Documents should be able to be submitted in Spanish as well.	Spain
	6.2. Appointment of Chair and Vice Chair		

Article	Draft text	Comments	By
	(a) Each Committee will have a Chair and Vice Chair appointed by the Council for a period of four <u>three</u> years.		
	(b) Nominations for these positions may be made by Contracting Parties <u>Member States</u> or the Secretary-General. When a vacancy arises, the Secretariat will inform Contracting Parties <u>the Member States</u> of the vacancy and seek nominations in an open and timely manner, including providing advice to Contracting Parties <u>Member States</u> of the process for selection of the successful candidate. The Secretariat will inform the Council of all nominations and the Council will determine the successful candidate.		
	(c) Chairs and Vice Chairs of working groups shall normally be provided by Contracting Parties <u>Member States</u> and appointed by the Chair of the Committee. However, where appropriate, they may be drawn from M <u>m</u> embers or sister organizations. The appointment of the working group Chair and Vice Chair are at the discretion of the Committee Chair.		
	6.3. Rules of Procedures	Consider having "Procedures" instead of "Rules of Procedure"	Canada
	6.3.1. Meetings		
	(a) Committee meetings shall normally be held twice a year at the IALA Headquarters <u>seat of the Organization</u> . Exceptionally they may be held elsewhere, with the approval of the Secretary-General.	"Committee meetings shall normally be held twice a year at the <u>seat of the Organization</u> IALA Headquarters . Exceptionally they may be held elsewhere, with the approval of the Secretary-General." Amend to boost participation: "Committee meetings shall normally be held twice a year, <u>at least once</u> at the IALA Headquarters, <u>while the other meeting could be held at a different location, to be decided by the Council</u> . Exceptionally they may be held elsewhere, with the approval of the Secretary-General. "	Japan Spain
	(b) The duration of a Committee meeting shall normally be five days, with the daily schedule being decided by the Committee Chair.		
	(c) The Secretariat will inform all Contracting Parties <u>Member States</u> and M <u>m</u> embers of the date of each Committee meeting by email. Notices will be sent ninety calendar days in advance and again thirty calendar days in advance. Dates will also be available on the IALA website <u>of the Organization</u> .	"... <u>the Organization</u> IALA ..."	Japan
	(d) Every Contracting Party <u>Member State</u> and M <u>m</u> ember may send one or more representatives to participate in a Committee meeting.		
	(e) Contracting Parties <u>Member States</u> and M <u>m</u> embers intending to send participants to a Committee meeting should advise the Secretariat of the participants' details.		
	(f) When it would be beneficial to the work of a Committee, individuals from academic, scientific, research or other relevant organizations may be invited by the Secretary-General to attend a Committee meeting for a specific purpose.		

Article	Draft text	Comments	By
	(g) Participants are responsible for arranging their own accommodation and transport during a Committee meeting, but the Secretariat will advise of accommodation options and of special rates if available.	"Participants are responsible for arranging their own accommodation and transport during a Committee meeting, but the Secretariat, <u>upon information provided by the host Member State</u> , will advise of accommodation options and of special rates if available."	Spain
	(h) Committee participants should ensure that they:		
	i. act honestly and in good faith, with a view to upholding the best interests and purpose of the Organization;		
	ii. advise the Committee of a perceived, potential, or actual conflict of interest and withdraw from discussion of that particular item, if appropriate;		
	iii. do not conduct any commercial activity within the IALA Headquarters <u>at the seat of the Organization</u> ; and	Replace "IALA Headquarters" with "the seat of the Organization".	Japan
	iv. keep IALA <u>the Organization's</u> products free from unresolved or unreasonable intellectual property rights issues and claims.	"do not conduct any commercial activity within the IALA Headquarters <u>or the premises where a Committee hold sessions</u> ; and "keep <u>the Organization</u> IALA ..."	Spain
	6.3.2. Work of the Committees		Japan
	(a) Each Committee shall develop and work to a work programme. The following factors shall be taken into account when the work programme is developed:		
	i. the Strategic Vision;		
	ii. the number of meetings available to the Committee during the four <u>three</u> -year work period, which is the time between regular sessions of the General Assembly;		
	iii. the order in which the work should be undertaken; and		
	iv. any other matters relevant to the work of the Committee.		
	(b) A Committee work programme, or changes thereto, shall be submitted to the Council for approval.		
	(c) The work of a Committee may be facilitated by the use of working groups. The creation of a working group is at the discretion of the Committee Chair.		
	(d) A working group will be an integral part of its parent Committee and will meet during the same week as the Committee.		
	(e) An inter-sessional meeting of a working group (that is a working group meeting held between two meetings of the parent Committee) may be used to enable faster progress of a specific work item.		
	(f) An inter-sessional meeting of a working group requires the approval of the Secretary-General. The meeting should be held at the IALA Headquarters <u>seat of the Organization</u> unless an alternative location is approved by the Secretary-General. General.	Replace "IALA Headquarters" with "the seat of the Organization". Consider provision for virtual meetings.	Japan LAPEX3
	(g) With the approval of the Committee, the Chair may appoint rapporteurs <u>from the Committee</u> to regularly provide advice to the Committee on specific matters that have an impact on or	Add at the end "or Vessel Traffic Services".	Japan

Article	Draft text	Comments	By
	influence the work of the Committee and the provision of <u>Marine Aids to Navigation</u> services.		
	6.3.3. Decisions		
	<u>All efforts shall be made for the Committees to make decisions by consensus.</u> If a consensus on a specific matter cannot be reached, a Committee shall decide by a simple majority of the <u>Contracting Parties/Member States</u> represented at the meeting. There shall be only one vote per <u>Contracting Party/Member State</u> . The Chair has a casting vote if necessary.		
	6.3.4. Agenda and Documents		
	(a) Agenda items will depend upon the specific topics to be addressed during the particular Committee 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 of the Committee.		
	(b) Input documents for a Committee meeting should be sent to the Secretariat not later than two weeks <u>one month</u> before the meeting and will be published on the relevant section of the IALA website <u>of the Organization</u> . Documents should conform to the standard template, input documents.	Bulky documents needs time for consideration. Replace “two weeks” with “one month”. And, for consistency, “IALA” with “the Organization” (same for all IALA in subsequent paragraphs.)	Japan
	(c) Documents for consideration at a Committee meeting will be numbered by the Secretariat in a way that indicates the meeting number, the agenda item to which they refer and the description.		
	(d) Any <u>Contracting Party/Member State</u> or <u>Member</u> may submit a document addressing any item on the work programme of a Committee.		
	(e) Working documents are documents to be carried over to a subsequent meeting.	Avoid repeating the word “documents”. Definition of what a working document is.	Japan
	(f) Output documents are documents completed by the Committee. They include draft <u>sStandards</u> , <u>rRecommendations</u> , <u>gGuidelines</u> , <u>manuals</u> and other documents for submission to the Council for approval.	Avoid repeating the word “documents”.	Japan
	(g) The report of a Committee meeting shall be approved by the Committee, endorsed by the Chair, and made available for <u>Contracting Parties/Member States</u> and <u>Members</u> on the website <u>of the Organization</u> by the Secretariat without delay.	Add at the end: “The Committee should report to the General Assembly after completion of its work.” <u>Committee Chairs will provide of a summary of their work at the General Assembly.</u>	Japan LAPEX3
	(h) Input documents and reports shall follow the respective template formats.		
	(i) Draft <u>sStandards</u> , <u>rRecommendations</u> , <u>gGuidelines</u> , <u>manuals</u> and similar other documents <u>created/produced</u> by a Committee shall follow a quality assurance process to ensure that both content	Insert “documents” between “similar” and “created”. Edit to small case and replace “ created ” with “ <u>produced</u> ”	Japan Spain

Article	Draft text	Comments	By
	and presentation reflect the expected standard. This process has the following steps:	Have descriptions (definitions) of standards, recommendations and guidelines	Canada
	i. The Chair and Vice-Chair of the Committee shall be actively involved throughout the development process. The IALA Secretariat (secretary to the Committee) shall be involved throughout the development process for format and editorial review.		
	ii. Once completed by a Committee, an output document shall proceed through a quality assurance check via the Secretariat including final formatting, and shall then be sent to the Council for review and approval.		
	iii. Before approval by the Council or the General Assembly in the case of S standards, an output document must be watermarked “Draft” on each page.		
	iv. After approval by the Council or the General Assembly as appropriate, the document shall be placed on the IALA website of the Organization with public access.		
	v. Contracting Parties Member States and M members shall be notified of newly approved documents.		
7 The Secretary-General and the Secretariat	7.1. Appointment of the Secretary-General		
	{a} In accordance with the Convention Article 6.7.6 (h) the Council General Assembly will appoint elect a Secretary-General to act as legal representative and Chief Executive of IALA for a term of four years and may reappoint the Secretary-General for one additional term not exceeding four years.	Move “Article 7.6(h)” before Convention (“Article7.6(h) of the Convention”	Japan
	{b} The Council, upon advice of a forthcoming vacancy in the position of Secretary-General, will empower a panel of Councillors to act as Selection Panel to fill that vacancy.	“The Council, upon advice of a forthcoming vacancy in the position of Secretary-General, will empower a panel of Councillors to act as Selection Panel invite Member States to nominate candidates to fill that vacancy, <u>within a period of ninety days. Only States not present at the Council can present candidates.</u> ”	Spain
	{c} The Selection Panel shall consist of the President, the Vice President, the Treasurer and two other Councillors, which shall be assisted by a suitably qualified member of the staff of the Secretariat appointed by the incumbent Secretary-General.	Keep paragraphs c) d) and e) into brackets: a selection panel as the best way to appoint the Sg needs discussion. New text for c): “The election of the Secretary-General will take place at the next General Assembly. The candidate winning an absolute majority of votes will be elected. When several candidates compete for the position, rounds of vote will be conducted, in order to eliminate each time the candidate with fewer votes, until only two remain.”	Japan Spain
	{d} The Selection Panel will:	See comment at 7.1(c) “The Selection Panel Secretariat will”	Japan Spain

Article	Draft text	Comments	By
	i.(a) review the existing position description and salary by comparison with like positions in other organizations;		
	ii.(b) prepare an updated position description, vacancy notice, selection criteria, candidate assessment matrix and interview process;		
	iii.(c) consult with the Finance and Audit Committee to establish a remuneration and benefits package for the position;		
	iv.(d) _____ publish the vacancy notice on the IALA website and in other media as appropriate;		
	v.(e) determine and implement interview arrangements;	Remove	Spain
	vi.(f) individually evaluate applications against the selection criteria using the candidate assessment matrix;	Remove	Spain
	vii.(g) _____ collectively identify candidates for interview based on completion of a combined candidate assessment matrix;	Remove	Spain
	viii.(h) _____ conduct interviews;	Remove	Spain
	ix.(i) collectively assess and rank each candidate against the selection criteria based on application and interview performance;	Remove	Spain
	x.(j) undertake consultation with referees for short-listed candidates;	Remove	Spain
	xi.(k) enter without prejudice negotiations with the preferred candidate, inter alia in relation to the position description, employment conditions and remuneration and benefits package; and	Remove	Spain
	xii.(l) document its conduct of the above process, including a comparative assessment of short-listed candidates, and report to the Council, nominating a preferred candidate.	Remove	Spain
	(e)(m) _____ The Council will consider the report and nomination of the Selection Panel, meeting in extraordinary session if required, and unless there is evidence of lack of good faith or dereliction of duty on the part of the Selection Panel, confirm the nomination.	Remove	Spain
	(f)(n) _____ The President will then take all necessary steps to finalise the appointment.		
	7.1. Engagement of the Secretary-General		
	(a) The Secretary-General shall be the legal representative and chief executive of the Organization.		
	(g)(b) _____ Upon the commencement of duty by the new Secretary-General the President and the Treasurer shall meet with the Secretary-General to discuss expectations and, performance requirements <u>having regard to the aim and objectives of the Organization, powers and responsibilities and to commence an induction into the operation of the organs of the Organization and management of the Secretariat.</u>		
	(h)(c) _____ The Secretary-General shall be subject to the Staff Rules and the Secretariat Procedures to the extent that this is appropriate.		
	7.2. Appointment and Management of the Staff		

Article	Draft text	Comments	By
	The Secretary-General shall:	Regarding the staff, it only points out that the Secretary General will prepare the Staff Regulations, which will be approved by the Council (Article 7.2), without defining the type of personnel required (technical or administrative)	Mexico
	(a) D etermine the requirement for, and functional organization of, the staff of the Secretariat;	“ determine submit to the Finance and Audit Committee of the Council the requirement for, and functional organisation of, the staff of the Secretariat for approval;” (enhance budgetary control and give full Council support to the Secretary-general)	Spain
	(b) P repare Staff Rules for approval by the Council;		
	(c) S elect and engage the staff of the Secretariat in accordance with the Staff Rules; and	Appointment of executives such as the Deputy Secretary-General or the Dean of the Academy should be approved by the Council.	Japan
	(d) m anage/Manage the performance of the staff of the Secretariat in accordance with the Staff Rules.		
	7.3. Function of the Secretariat		
	In the performance of their duties the staff of the Secretariat shall not seek or accept instructions from any authority external to the Organization. In the performance of their duties, the Secretary-General and the staff shall not seek or receive instructions from any Government or from any authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials. Each Member State on its part undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities. They shall refrain from any action which might adversely reflect on their position in the Organization as international officers.	<u>Suggestion by Japan</u>	
	The Secretariat, under the direction of the Secretary-General, and in accordance with the Secretariat Procedures, shall:		
	(a) H andle all day-to-day administration of the Organization, including the flow of information between the Secretariat and C ontracting Parties/Member States and M embers;		
	(b) O rganize and support meetings of the General Assembly and the Council;		
	(c) P repare t erms of r eference for Committees and o ther b odies/other subsidiary bodies for approval by the Council;	For approval by the <u>General Assembly</u> .	Japan
	(d) O rganize and support the Committees and o ther b odies/other subsidiary bodies in accordance with the w ork p rogramme approved by the Council, by (as required):		
	i. hosting the meetings;		
	ii. providing secretarial and technical support;		
	iii. preparing and submitting related documents to the Council; and		
	iv. circulating meeting documents.		

Article	Draft text	Comments	By
	(e) Establish Rules of Procedure for participation in e Conferences and s Symposia for approval by the Council;		
	(f) (e) Organize and support c Conferences, s Symposia, seminars, workshops and other events;		
	(g) (f) manage A administer finances under the direction of the Council and in accordance with the Financial Regulations;		
	(h) (g) Prepare the annual budget and accounts for submission to the Finance and Audit Committee Council;		
	(i) (h) Produce the a Annual r Report;		
	(j) (i) Receive, print, file and/or circulate/publish documents, and in so doing, ensure that all s standards, r Recommendations, g Guidelines and m Manuals upon their publication are made available in all the official languages of the Organization;		
	(k) (j) Establish, maintain and have custody of documents in the archive; and		
	(l) (k) Generally perform all other work that may be required to support the endeavours of the Organization.		
	7.4. Secretariat Procedures		
	(a) The conduct of business of the Secretariat shall be governed by Secretariat Procedures established by the Secretary-General, which shall be reviewed and kept updated to ensure efficient operations are maintained.		
	(b) The Secretariat Procedures shall be made available to all staff.		
	(c) The staff are required to implement the Secretariat Procedures applicable to them and to work with the Secretary-General to ensure that the Secretariat Procedures reflect safe, clear, open and sustainable working practice.		
	7.5. IALA World-Wide Academy		
	The IALA World Wide Academy (“the Academy”), the vehicle by which the Organization delivers training and capacity building, shall be an integral part of the Secretariat.		
	(a) The Academy shall be administered by the Secretary-General as advised by a Dean supported by an Advisory Board (“the Board”).		
	(b) The role of the Board shall be:		
	i. to maintain a global view of M maritime A Aids to N navigation training and capacity building needs; and		
	ii. to recommend and oversee the strategy and delivery of the Academy’s key deliverables of training and capacity building and annual programme.		
	(c) The Board shall consist of:		
	i. a Chair nominated by the Council from among the Board Members;		
	ii. the Secretary-General;		
	iii. the Dean of the Academy;		

Article	Draft text	Comments	By
	iv. up to six (6) members appointed by the Council for a period of four three (43) years and who may be re-appointed.		
	(d) The Board shall meet twice a year, at least thirty calendar days before the next Council meeting.		
	(e) The Dean shall be a member of the staff.		
		Better have the Academy located outside the IALA Headquarters to allow for wider participation by the IALA community. Add clause f) : "The General Assembly will decide on the location of the Academy headquarters. As an IALA institution, it will enjoy the privileges and immunities agreed upon between the host Government and the Organization."	Spain
8. Conferences and Symposia	8.1. Definitions Description		
	(a) A Conference is a meeting that has, as its principle objective, the exchange of and information relative to all types of M marine A aids to N avigation.	Add at the end "[and Vessel Traffic Services]"	Japan
	(b) A Symposium is a meeting to consider and discuss a set of contributions on specific subjects relating to M marine A aids to N avigation.	Add at the end "[and Vessel Traffic Services]"	Japan
	8.2. Attendance		
	(a) Conferences shall be open to:		
	i. all Contracting Parties Member States and M members;		
	ii. other international organizations and associations, Marine a Aids to a Navigation Authorities, Vessel Traffic Services TS Authorities of non-Member States and official bodies as approved by the Council; and,		
	iii. international organizations and associations designated by the Council.	Redundant. Remove.	Spain
	(b) Symposia shall be open to international organizations, companies or individuals working in the field or having an interest associated with the subject addressed by the Symposium, upon registration.		
	8.3. Exhibitions		
	(a) At Conferences		
	An exhibition of Marine a Aids to N avigation equipment will be organized during each Conference period. Only those Industrial members who have paid the equivalent of the fees for the two years immediately prior to the year of the Conference, plus the year of the Conference, will have the right to exhibit.		
	(b) At Symposia		
	An exhibition of Marine a Aids to N avigation equipment will be organized during each Symposium. The exhibition will be open to any entity operating in the Marine a Aids to N avigation field, upon registration.		
	8.4. Preparations for Conferences and Symposia		
	(a) The Secretariat shall develop, for approval by the Council, guidelines for preparations for c Conferences and s Symposia. The		

Article	Draft text	Comments	By
	guidelines shall assist the Secretariat and the host in the planning and preparation for convening, and conduct of, c Conferences and s Symposia.		
	(b) The guidelines shall be made available to C ontracting P arties M ember States and M embers considering hosting a c Conference or a s Symposium.		
9 Amendments to the General Regulations	9.1. These General Regulations may be amended by the General Assembly.		
	9.2. The Council and any C ontracting M ember State P arty to the C onvention may propose an amendment to these General Regulations, in accordance with Article 3.		
	9.3. D ecisions of A mendments to the General Regulations adopted by the General Assembly r elating to matters covered by these General R egulations shall be incorporated therein.		
10 Termination	In the event of the termination of the Organization the Council shall make the necessary arrangements for the winding up of the Organization, including:		
	(a) D etermining the assets of the Organization and returning any property not belonging to the Organization;		
	(b) D etermining and settling any claims against the Organization and any sums owed by the Organization including costs associated with the winding up of the Organization; and		
	(c) d ividing D ividing the balance of the accounts amongst the C ontracting P arties M ember States {and M embers} in accordance with the Financial Regulations.		