



Terms of Reference for the Policy Advisory Panel Adopted 19 February 2025

Background

In accordance with the Convention, Article 6.1 (c), the Organization shall have Committees and subsidiary bodies necessary to support the Organization's activities. The Convention Article 7.7 (f) states that the General Assembly shall establish and terminate Committees and subsidiary bodies and review and approve their Terms of Reference.

In accordance with the Convention, Article 6.3, the General Regulations and Financial Regulations detail the Rules of Procedure that will apply to subsidiary bodies and for this purpose Article 10 and 12 of the General Regulations are noted.

Name of subsidiary body

Policy Advisory Panel (PAP).

Participation

The membership of the Policy Advisory Panel will be as follows:

- A Chair and a Vice Chair
- Chairs and Vice Chairs of Committees
- Chair and Vice Chair of the Legal Advisory Panel
- Representative of the Industrial Members Group
- Deputy Secretary-General
- Dean of the World-Wide Academy
- Technical Director
- Events and Documents Co-ordinator/Communication officer
- Committee Secretaries.

Other participants may be invited at the discretion of the Chair, to provide specialist advice.

The Chair and Vice Chair of the Policy Advisory Panel will be appointed by the Council and can be existing Committee Chairs or Vice Chairs or other nationals nominated by Member States or the Secretary-General.

Aims and Objectives

In accordance with the Convention Article 9.1, the Policy Advisory Panel will support the aims and objectives of the Organization by:



- a) Proposing the meeting dates of all Committees for a given year for approval by the Secretary-General at least one year in advance, for notification to all participants through the IALA website.
- b) Considering and advising the Council and the Secretariat on policy and strategy matters concerning the development and harmonisation of Marine Aids to Navigation systems, with specific emphasis on the Strategic Vision.
- c) Co-ordinating the work of the Committees and providing a forum for Committee Chairs to share progress, challenges and operations to provide a collegiate delivery of the various work plans with the Secretariat.
- d) Carry out such other work as the Council may from time to time require.

Activities

The Policy Advisory Panel should normally hold meetings at least twice each year. Meetings may be held more or less frequently if deemed necessary by the Chair and agreed by the Secretary-General.

Meetings may be organized in the format of a physical, virtual or hybrid event as required.

Deliverables

The Policy Advisory Panel must deliver reports of each of its meetings to the Council and input to IALA organs as required.

Relationship with other bodies

Internal organs

The Policy Advisory Panel provides policy advice for consideration by the Council and to co-ordinate the work of the Committees.

The Policy Advisory Panel may seek advice from the Legal Advisory Panel.

The Policy Advisory Panel will receive details of each Committee's progress with its work and achievement of its deliverables at regular intervals.

External bodies

The Policy Advisory Panel will monitor developments relevant to Marine Aids to Navigation in bodies external to IALA, such as IMO and the IHO, as necessary to achieve IALA's aims and objectives.



Terms of Reference for the Legal Advisory Panel Adopted 19 February 2025

Background

In accordance with the Convention, Article 6. 1 (c), the Organization shall have Committees and subsidiary bodies necessary to support the Organization's activities. The Convention Article 7.7 (f) states that the General Assembly shall establish and terminate Committees and subsidiary bodies and review and approve their Terms of Reference.

In accordance with the Convention Article 6.3, the General Regulations and Financial Regulations detail the Rules of Procedure that will apply to subsidiary bodies, and for this purpose Article 10 and 12 of the General Regulations are noted.

Name of subsidiary body

Legal Advisory Panel (LAP).

Participation

Legal experts and other appropriate representatives from Member States are eligible to participate in the LAP. Other participants may be invited at the discretion of the Chair.

Aims and Objectives

The aim of the LAP is to provide legal support and advice to the Council, the Committees, the Secretariat and other organs of IALA.

Its objectives may include:

- a) Providing legal support to the Council as required.
- b) Responding to issues and concerns that may be raised through the Secretariat.
- c) Responding to requests from Committees and other bodies for legal advice.
- d) Providing information on legal issues that result, or may result from, providing guidance on the provision of Marine Aids to Navigation.
- e) Preparing draft documentation/guidelines on items of common concern.
- f) Identifying where external legal advice may be needed and assisting with the preparation of requests/briefs for such advice and the follow up, as appropriate.
- g) Providing a forum to discuss legal matters of common interest.

Activities

The duration of meetings shall normally be two days during February to April and September to November. Meetings may be of other duration, or held more or less frequently, if deemed necessary by the Chair and agreed by the Secretary-General. Meetings may be organized in the format of either a physical, virtual or hybrid event as required.

Deliverables

The LAP must deliver a report of each of its meetings, and advice to the Council and input to IALA organs as required.