



Report of the 27th Session of the IALA Policy Advisory Panel (PAP27)

27 – 28 March 2014

Executive Summary

- this was an extraordinary meeting of the PAP to consider IALA documentation policy, using a workshop format with an external facilitator;
- 12 participants attended;
- substantial completion of analysis of the present IALA document product structure;
- progress on preparation of the IALA document policy;
- progress on definition of Committees work plans for 2014 – 2018 in accordance with the IALA strategy;
- an implementation plan for preparation of an IALA documentation policy for submission to the 57th session of Council in September 2014.

Table of Contents

1	Introduction	3
1.1	Approval of the agenda	3
1.2	Participants	3
2	Review of Action Items from last meeting	4
3	Review of Input papers	4
4	Introduction – the strategic vision	4
5	Today - Assessment of the present	4
6	The future	4
7	Delivery strategy	5
8	Any other business	5
9	Date and time of the next meeting	5
10	List of Annexes	6
ANNEX A	Agenda	7
ANNEX B	List of Participants	9
ANNEX C	Input Documents	12
ANNEX D	Output and Working papers	13
ANNEX E	Action Items	14



PAP
27th Session

28 March 2014

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1 Introduction

The 27th session of the **Policy Advisory Panel** was held between 27 and 28 March 2014, at IALA with Gary Prosser in the Chair. The Secretary for the meeting was Seamus Doyle.

This was an extraordinary meeting of the PAP with the objective to consider IALA documentation policy, using a workshop format. This will enable preparation of an IALA document policy in line with the approved IALA strategy.

The Chairman opened the meeting and welcomed all members.

The Chairman welcomed Bjorn Pedersen who acted as facilitator for the workshop.

1.1 Approval of the agenda

The Agenda (PAP27-4 rev4) was adopted. A copy of the agenda is at ANNEX A.

1.2 Participants

Gary Prosser	Secretary General	IALA – Chairman
Jean Charles Leclair	Dean of IALA WWA	IALA
Mike Card	Deputy Secretary-General	IALA
Phil Day	Chair, ANM Committee	Scotland
Ómar Frits Eriksson	Chair, EEP Committee	Denmark
Tuncay Çehreli	Chair, VTS Committee	Turkey
Bill Cairns	Chair, e-NAV Committee	USA
Hideki Noguchi	Vice Chair, e-NAV Committee	Japan
Michael Skov	Vice Chair, ANM Committee	Denmark
Mary Dean	IALA Secretariat and AMSA	Australia
Bjorn Pedersen	Facilitator	Denmark
Seamus Doyle	Committee Secretary	IALA – Secretary

Apologies were received from:

Francis Zachariae	Council member & Chair of LAP	Denmark
David Jeffkins	Vice Chair, ENG Committee	Australia
Neil Trainor	Vice Chair, VTS Committee	Australia

2 Review of Action Items from last meeting

Review of action Items from the previous meeting (PAP27-3.3) was postponed to PAP28, noting that all actions relating to the business of PAP27 were complete.

3 Review of Input papers

The list of input papers (PAP27-2 rev4) was noted; a copy is at ANNEX C.

4 Introduction – the strategic vision

Michael Card made a presentation on the IALA strategy approved at the 56th session of Council (PAP27-4.1.1.3). He noted that consideration should be given to copyright as out of date IALA documents are available through other web sites. As income from pay-for documents is small, consideration could be given to providing all IALA documents free.

5 Today - Assessment of the present

Phil Day made a presentation on the logic of today's document structure and categories of documents, including approval process – positive and negative points (PAP27-5.1.4). He suggested that manuals may not longer be needed as IT searchable media are now commonplace. However, it was agreed that some form of user guide(s) to IALA documents is needed. Combining existing documents as done for E200 is a possible way forward while manuals have proven useful for WWA capacity building. In addition to the Recommendations and Guidelines, Standards should be produced and this is within the scope of IALA under the present constitution. Renumbering in a more logical sequence without parent Committee is also desirable. A more collaborative method of producing the Navguide is needed as the present process exceeds available ARM resources.

Omar Frits Eriksson made a presentation on the IALA Wiki policy, using the about page of the on-line IALA Wiki (http://www.iala-aism.org/wiki/ialawiki/index.php/IALA_Wiki>About) to illustrate his points (PAP27-5.2.1). It was noted that the Wiki leaks controversy has resulted in some administrations denying employees access to Wiki sites. Similar limitations are imposed in relation to Dropbox. It has been found necessary to limit access to registered users only because of attack by hackers.

Michael Skov made a presentation on the IALA LinkedIn (PAP27-5.3.1). The site currently has 1000 members. There is an ongoing need for monitoring by the Moderator to control content. IALA LinkedIn is not an IALA verified source of information although use of the IALA logo may suggest otherwise. As with the Wiki and Dropbox, some administrations deny access to LinkedIn.

Seamus Doyle made a presentation on IALA document statistics and numbers – what facts do we have? (PAP27-5.4.1.5). It was noted that the VTS training of personnel manual should be withdrawn. It was also noted that categorisation of VTS documents on the web site needs review.

Bjorn Pedersen made a presentation on the users/customers views - who are they? who uses what? What are their capacities (technical, language) (PAP27-5.5.1). It was noted that many users consider the Navguide as the bible and find the process of "buying" free documents on the web site frustrating. A view has been expressed that, while quantity of documents has increased, quality has decreased and that Committees could coordinate better.

Action

The Secretariat is requested to withdraw the VTS training of personnel manual.

The Secretariat is requested to withdraw Recommendation E122.

The Secretariat is requested to withdraw Guidelines for the Design of Leading Lines 2001.

The Secretariat is requested to review the categorisation of VTS documents on the web site.

6 The future

Through a series of exercises the following was completed:

Report of the Policy Advisory Panel

- A review and categorisation of existing Recommendations, Guidelines with a view to identifying their relevance today;
- A proposal for a new IALA document structure;
- Mapping of the proposed IALA document structure to the IALA strategy to test compliance;
- Definition of IALA document types (Working Paper PAP27-9.1) (M Card to complete);
- A review of existing IALA documents to define action required to comply with the proposed IALA document strategy;
- A list of anticipated IALA Standards from Committees (ENAV 2, ARM 3, ENG 4, VTS 1 (3 future) (Working paper PAP27-9.2);
- An implementation plan.

Action

Michael Card is requested to prepare a draft IALA document policy and forward to the PAP for comment.

Michael Card is requested to complete the definition of IALA document types from Working Paper PAP27-9.1.

Committee Chairs/ Vice Chairs are requested to review existing documents inter-sessionally with a view to re-organising them into a new pyramid structure of standard/recommendation/guideline if Council approval is obtained.

7 Delivery strategy

It was agreed that an IALA document policy to comply with the approved IALA document policy will be submitted to Council in September 2014.

The IALA document policy will include normative standards. A hierarchical pyramid structure of Standards, Recommendations, and Guidelines was considered necessary..

Assuming Council approval in September, Committee Chairs / Vice Chairs will implement the new IALA strategy and document policy from the first meetings of the 2014-2018 work term.

Action

The Secretariat is requested to forward the completed IALA document policy to Council for approval.

Committee Chairs / Vice Chairs are requested to implement the new IALA strategy and document policy from the first meetings of the 2014-2018 work term, if Council approval is obtained.

Committee Chairs/ Vice Chairs are requested to write to their Committees explaining the new strategy and plan, after approval is obtained from Council.

The Secretariat is requested to define templates for the product documents in the new product policy, with the assistance of an external contractor where necessary.

8 Any other business

No other business was conducted.

9 Date and time of the next meeting

It was agreed that a further extraordinary meetings of the IALA Policy Advisory Panel to complete the IALA document policy may be required at date to be advised.

Action

Report of the Policy Advisory Panel

The Secretariat was requested to arrange further extraordinary meeting of the PAP as required to complete the IALA document policy. This may be a meeting using GoToMeeting.

The Secretariat is requested to arrange the next full meeting of the IALA Policy Advisory Panel in September 2014.

There being no further business, the Deputy Secretary-General thanked the Panel members for their participation and contributions and wished those leaving a safe journey home.

Action

The Secretariat is requested to forward the report of PAP27 (PAP27-9) to the IALA Council, to note.

10 List of Annexes

1. Agenda
A copy of the agenda is at ANNEX A.
- 2 List of Participants
A list of participants is at ANNEX B
2. Input Papers
A list of input documents is at ANNEX B.
3. Output and Working papers
A list of output and working papers is at ANNEX D.
4. Action Items
A list of action items is at ANNEX E.

ANNEX A AGENDA**27th Session of the IALA Policy Advisory Panel**

The 27th meeting of the PAP will be held from 27 March – 28 March 2014, at IALA, commencing at 0900 on 27th March and concluding at 1600 on 28th March.

This is an extraordinary meeting of the PAP and the objective of PAP27 is to consider IALA documentation policy, using a workshop format. Expected output from the meeting will be a draft proposal to IALA Council. Bjørn Pedersen will act as facilitator. Section 7.6 of the report of PAP26 notes the following:

AGENDA for 27 March – 28 March 2014

	Agenda Responsibility/Action	Item
1	Welcome	GP
2	Approval of agenda	All
3	Review of input papers	BP
4	INTRODUCTION:	
	4.1 The Strategic Vision	
	4.1.1 Presentation of the results of strategic vision approval from the council meeting in December	MC
	4.1.2 The implications of the new Strategic Vision for the IALA documents	MC
5	TODAY: Assessment of the present	
	5.1 The logic of today's structure and categories of documents, including approval process – positive and negative points	NT/ PD
	5.2 Presentation IALA Wiki policy (from PAP26)	OFE
	5.3 LinkedIn (from PAP26)	MS
	5.4 Statistics and Numbers – Which facts do we have on:	
	5.4.1 the products/documents : Categories, types, quantity, trends e.g. the development in annual number of documents, renewal frequency of editions etc	SD
	5.4.2 the use of the products : What can the homepages tell us? What can sale of the printed issues tell us? Other sources on use? (I think we should use the little data that is available)	SD
	5.5 Qualitative assessment on: (Bjørn Borbye Pedersen user analysis and discussion) :	
	5.5.1 Overview of the users/customers (of the documents/publications): Who are they? Who uses what? What are their capacities (technical, language etc.?).	BP
	5.5.2 Context and value of use : In which situations are the documents used? When do they create value?	BP
	5.6 Exercises connecting the above. (Bjørn Borbye Pedersen)	All
6	THE FUTURE:	
	6.1 Exercises and discussions: Value/Impact /goal – alignment with the strategy : Where are the gaps between what the assessment of the products tells us and what we want to achieve with the new strategy?	All
	6.2 Exercise: Segment all present documents into three groups – 1. Do in a new way - 2. Continue as today – 3. Stop doing (and/or updating)	All
	6.3 Exercise and discussion: The new structure – what might the new structure and categories and approval process look like?	All

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|-----|--|-----|
| 6.4 | Exercise: Can the segmented documents from agenda item 6.2 be put into the new structure? | All |
| 6.5 | Exercise: The FUTURE starting tomorrow – In order to realize the IALA strategy and the 2014-2018 Priorities - which documents do the committees expect to produce within the next four years?
Committee Chairs/ Vice chairs/ WWA | |
| 7 | DELIVERY STRATEGY | |
| | How will the documentation policy be implemented? Who does what? | MC |
| 8 | ANY OTHER BUSINESS | |
| | 8.1 Preparation planning for IMO (from PAP26) - NCSR1 draft SIP | MC |
| | 8.2 PAP26 - The Documentation Group is requested to review the location of the VTS Model Courses on the website, noting that it is presently under the WWA. | MC |
| | 8.3 Liaison note PAP 26-10.8.1 from eNAV14 (Additional Working Policy for IALA Committees). | MC |
| 9 | DATE AND VENUE OF NEXT MEETING | GP |

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Report of the Policy Advisory Panel

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Report of the Policy Advisory Panel

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Report of the Policy Advisory Panel

ANNEX C INPUT DOCUMENTS

All papers are posted on the Committee website.

No	Meeting	Title / Author (if required)	Presented by / WG	Posting
1	PAP27- 2	Agenda rev4	GP/SD	20140303
2	PAP27- 3	Papers list rev5	SD	20140324
3	PAP27- 3.2	Report of PAP26	SD	20140320
4	PAP27- 3.3	Action items from PAP26	SD	20140320
5	PAP27- 4.1.1.1	IALA strategic vision 2012-2026 C56 agreed	MDC	20140321
6	PAP27- 4.1.1.2	IALA committee structure 2014-2018 C56 agreed	MDC	20140321
7	PAP27- 4.1.1.3	IALA Strategic Vision - MDC	MDC	20140326
8	PAP27- 5.1.1	IEC Standards Documentation production summary	MDC	20140318
9	PAP27- 5.1.2	Sample IEC Standard - IEC62320-2 rev0.pdf	MDC	20140318
10	PAP27- 5.1.3	IALA Documentation AMSA input Rev3	Gerry Brine	20140326
11	PAP27- 5.1.4	Current structure presentation PD&NT	Phil Day	20140326
12	PAP27- 5.2.1	About IALA Wiki	Omar Frits Eriksson	20140331
13	PAP27- 5.3.1	IALA use of LinkedIn	Michael Skov	20140327
14	PAP27- 5.4.1.1	Master List of Recommendations_1Jan14	SD	20140319
15	PAP27- 5.4.1.2	Master List of Guidelines_1Jan14	SD	20140319
16	PAP27- 5.4.1.3	Master List of Manuals and Other publication_1Jun13	SD	20140319
17	PAP27- 5.4.1.4	IALA Publications via Website 20131001-20140323	SD	20140324
18	PAP27- 5.4.1.5	IALA Products Statistics presentation	SD	20140324
19	PAP27- 5.5.1	IALA User Views presentation	Bjorn Pedersen	20140327
20	PAP27- 6.3.1	Draft Proposal on IALA Documentation	All	20140303
21	PAP27- 6.3.2	IALA Documentation System - Comment to PAP 27-6.3.1	Hideki Noguchi	20140327
22	PAP27- 8.3.1	Liaison note to IALA PAP re approval procedures	MDC	20140320
23	PAP27- 9	Report of PAP27	Seamus Doyle	20140331

ANNEX D OUTPUT AND WORKING PAPERS**Output Papers**

Number	Title	Status
PAP27-9	Report of PAP27	To Council to note

Working Papers

Number	Title	Status
PAP27-9.1	Definition of IALA document types	To Secretariat
PAP27-9.2	Anticipated IALA Standards from Committees	To Secretariat
Flip chart	Flip chart records of workshop sessions	To Secretariat

ANNEX E ACTION ITEMS***Actions for the Secretariat***

- | | | |
|----|--|---|
| 1 | The Secretariat is requested to withdraw the VTS training of personnel manual. | 4 |
| 2 | The Secretariat is requested to withdraw Recommendation E122. | 4 |
| 3 | The Secretariat is requested to withdraw Guidelines for the Design of Leading Lines 2001. | 4 |
| 4 | The Secretariat is requested to review the categorisation of VTS documents on the web site. | 4 |
| 5 | Michael Card is requested to prepare a draft IALA document policy and forward to the PAP for comment. | 5 |
| 6 | Michael Card is requested to complete the definition of IALA document types from Working Paper PAP27-9.1. | 5 |
| 7 | The Secretariat is requested to forward the completed IALA document policy to Council for approval. | 5 |
| 8 | The Secretariat is requested to define templates for the product documents in the new product policy, with the assistance of an external contractor where necessary. | 5 |
| 9 | The Secretariat was requested to arrange further extraordinary meeting of the PAP as required to complete the IALA document policy. This may be a meeting using GoToMeeting. | 6 |
| 10 | The Secretariat is requested to arrange the next full meeting of the IALA Policy Advisory Panel in September 2014. | 6 |
| 11 | The Secretariat is requested to forward the report of PAP27 (PAP27-9) to the IALA Council, to note. | 6 |

Actions for Members

- | | | |
|----|---|---|
| 12 | Committee Chairs/ Vice Chairs are requested to review existing documents inter-sessionally with a view to re-organising them into a new pyramid structure of standard/recommendation/guideline if Council approval is obtained. | 5 |
| 13 | Committee Chairs / Vice Chairs are requested to implement the new IALA strategy and document policy from the first meetings of the 2014-2018 work term, if Council approval is obtained. | 5 |
| 14 | Committee Chairs/ Vice Chairs are requested to write to their Committees explaining the new strategy and plan, after approval is obtained from Council. | 5 |