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| -From: e-NAV Committee |  |
| To: IALA Council  PAP  All Committees | 28 September 2012 |

Information Paper

IALA Participation in IHO GI Registry

# Summary

This information paper provides a briefing for the Committees, PAP and Council on IALA participation in the International Hydrographic Organization (IHO) Geospatial Information (GI) Registry and introduces two draft Guidelines, one setting out IALA’s role and procedures and the other giving guidance on preparing and maintenance of Product Specifications.

## Purpose of the document

The paper describes the reasons for IALA participation in the IHO GI Registry, the potential impact it could have on the Committees and Secretariat and sets out options for managing the commitment involved. It also introduces the method of preparing Product Specifications.

## Related documents

Draft Guidelines on IALA participation in the IHO GI Registry and Preparation of Product Specifications.

# Background

The IHO has established a GI Registry, governed by their publications S-100 and S-99. Within that Registry, supplementary registers may be used by external Submitting Organisations.

IMO NAV at its 57th session agreed on the use of the IHO GI Registry as a baseline for the collection, exchange, and distribution of data. This was the first step towards the Common Maritime Data Structure essential for e-Navigation.

IALA Council has approved registration of IALA at IHO as a Submitting Organization under the IHO GI Registry and as a domain owner (i.e. the IALA domains within the Registry).

# Discussion

This Information Paper gives a briefing on the main points of two draft Guidelines describing the procedures for IALA Participation in the IHO GI Registry and the steps involved in preparing Product Specifications.

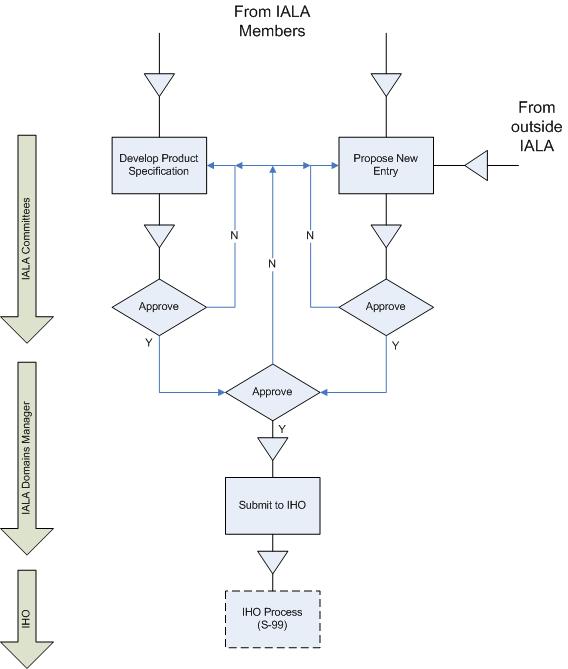
## The draft Guideline on IALA Participation describes the roles and responsibilities of IALA (and its members) as a Domain Owner and Submitting Organization under the IHO GI Registry. The procedures for making submissions to IHO, as well as the associated procedures for approval are set out. An introduction to the IHO way of thinking is given, in particular the registry and domain concepts, the arrangements for the management of domains and IALA’s role as a Submitting Organization.

## The second draft Guideline provides a step-by-step introduction to the preparation of Product Specifications compliant with the IHO S-100 and is intended to assist IALA Committees and Members in setting out IALA applications in the required format.

## It should be understood that these processes and procedures may change over time, as experience is gained, since this is a new commitment for IALA. Therefore it may be necessary to update the Guidelines from time to time.

# Handling of Work in IALA

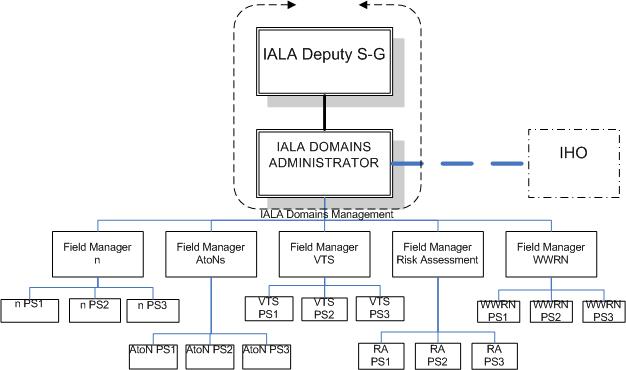
## The following flowchart illustrates how the work could be handled in IALA.



Proposals for IALA applications would normally come from IALA Members as inputs to the appropriate Committee. Following consideration and development by the Committee, with the assistance of the guideline on preparing Product Specifications, the submissions would go to the IALA Domains Management, for co-ordination and quality control. The Domains Management, as the single point of contact with IHO in the IALA Secretariat, would then make the submission to IHO online.

It should be noted that submissions can be made to the IALA Domains by other organisations and under IHO rules these require responses within 30 days, therefore such responses would need to be dealt with outside the Committee structure, by the Domains Management.

The IALA application areas, such as AIS, AtoN, VTS, Risk Assessment and World Wide Radio Navigation (WWRN) would be overseen by Field Managers, each dealing with a number of Product Specifications, as illustrated in the organizational chart below.



# Impact Assessment

The IHO will continue to handle operation of the Registry, but the responsibility for the content of the IALA domain entries in the Registry will rest with IALA. This imposes certain obligations on IALA and the impact of these needs to be assessed.

## Impact on Strategy & Policy

IALA participation in the IHO GI Registry is entirely consistent with IALA Strategy for enhancing the reputation of the Association, co-operation with other international organisations (IMO, IHO and others) and harmonisation of systems and services. Any impact on Strategy will be indirect and it is unlikely that any change to existing strategy documents will be necessary, at least in the short term. IALA and IHO already have an MoU on co-operation of this kind.

## Financial Impact

The direct costs of participation in the Registry should be minimal. All applications are made online and there are no charges involved.

## Impact on Staff

The impact on staff time could be significant. It can be assumed that development of Product Specifications will be carried out by IALA Members, usually within the Committee structure. However, as the flowchart above indicates, all submissions should be made by a nominated representative ‘within’ the IALA Secretariat. The reason for this is the need for a single point of contact with IHO, to avoid conflicting or overlapping submissions and duplication of effort, to ensure consistency of submissions, as well as consistent and reliable handling of submissions from other organisations.

The amount of staff time is expected to be highest in the first few years of participation, when the majority of applications would be developed and experience is being gained.

It is envisaged that 4-6 submissions could be made during 2013, each requiring up to 5 days effort by the Domains Management, equivalent to 15% of one full-time post, in the first year. This would be expected to reduce to 5-10% in subsequent years. The effort would need technical competence, preferably with knowledge of data modelling, or supervision by someone with that capability, to ensure that submissions meet the required quality and that good relations with IHO are maintained.

## Management Options

There are several ways in which this workload could be handled.

Secretariat – a member of staff could be given this additional task. The obvious candidates would be the Technical Co-ordination Manager or the new Deputy Secretary General, but this would depend on the workload being acceptable and the necessary skill-set being available.

Secondment – an IALA Member administration could provide a suitably qualified person for the required amount of time (15%), either working at IALA, or remotely.[[1]](#footnote-1)

Intern – a trainee on placement with IALA could carry out the work, but this would need appropriate supervision.

In practise a combination of the above options will be the most likely way to carry out the Domains Management.

## Impact on Committees

Significant technical input will be needed from the committees and this could occupy 10-15% of their time initially. Using the guideline on preparation of Product Specifications should ensure that the results are in the right format. The output of the Committees would need to be co-ordinated to ensure consistency and avoid duplication of effort. This could be done through the Policy Advisory Panel, but given the time constraints, it may be better that this role rests with the Domains Management, with expert advice from member administrations and the Working Group on Data Modelling within the e-NAV Committee.

The Field Managers and Product Specification Managers would normally be members of the appropriate committees and these roles would be carried out in co-operation with the IALA Domains Management, who would maintain a list of these representatives.

It should be borne in mind that most of the Product Specifications would need to be developed in some form anyway, so this effort should not delay other committee work. In fact the consistent approach may actually speed up the work of the committees and should certainly provide benefits of operational efficiency and service delivery to Members, in the longer term.

# Action requested

## IALA Council

The Council is requested to note the information provided, together with the draft Guideline on Procedures for the Management of the IALA Domains under the IHO Registry and the draft Guideline Introduction to Preparing S-100 Product Specifications

## PAP

PAP is requested to note the information provided.

## VTS, EEP & ANM Committees

The VTS, EEP and ANM Committees are requested to note the information provided.

1. If there is no single member Administration able to take on this task, the workload can be shared by several administrations. However, this will increase the coordination task within the Domains Management. [↑](#footnote-ref-1)