IALA Dictionary Management Procedure

# Background

The original 1970-89 IALA Dictionary Edition, was digitised through a semi-automated OCR process in February 2009. New terms were added or revised in 2009 – 2011 and further terms or revisions were added in October 2012. No updating of the terms in the Dictionary occurred between 2012 and 2018. In the absence of a proper, updated and easy-to-use Dictionary the Committees started to introduce definitions of terms in their individual IALA documents and sometimes the definitions differ from one document to another.

In order to ensure harmonisation, it was decided to restart the IALA Dictionary and keep it maintained and updated. A Dictionary Working Group (DWG) was formed in December 2015 as a working group of the Policy Advisory Panel (PAP) with the inaugural meeting on 15 December 2015. The DWG was amended to the Dictionary Management Group (DMG) at the PAP35 meeting in February 2018.

# Dictionary requirements

## Purpose

The International Dictionary of Marine Aids to Navigation (Dictionary) provides a definitive definition of terms used in IALA documents and a list of acronyms commonly used in IALA.

The Dictionary is a valuable resource available to all. It is available without restriction on the internet.

## Scope

The Dictionary will include definitions of terms and acronyms as deemed appropriate by the DMG. It should be as much as concise and not duplicate with other dictionaries.

Abbreviations for units (such as cm or kg) and mathematical abbreviations used in equations will not go to the Dictionary as they are very specific for that equation and not generally unique.

## Shared terms

There are many terms used commonly in IALA documents that originate from other organizations. If these are replicated in the IALA Dictionary, there is a risk that updates by the “parent” organization will not be updated in the IALA Dictionary. Such definitions should be provided as links via the IALA Dictionary rather than replicating the definition.

## Languages of the IALA Dictionary

For proliferation of its uses, the Dictionary will offer terms and definitions in three languages of English, French and Spanish. Where conflict arises regarding definitions in multiple languages, the English version will be accepted as the definitive definition.

# DMG Terms of Reference

Dictionary Management Group (DMG) will be comprised of:

* IALA Technical Operations Manager (Chair);
* Documents and Meeting Coordinator;
* Committee Secretaries;
* LAP representative.

The DMG is expected to meet twice per year during the PAP meeting. Meetings will be convened by the Technical Operations Manager. The work of DMG will be overseen by the PAP.

The DMG has the responsibility to:

* Promote the use of the Dictionary in IALA Committees and IALA membership and in IALA documentation;
* Liaise with Committees on the dictionary
* Manage the Dictionary website
* Update the terms and definitions to include new and revised definitions;
* Remove obsolete or non-relevant entries as necessary.

# Definition approval policy

Definitions entered between 2009 and 2015 were approved by Council as part of various IALA documents and are therefore considered to be approved definitions.

At its 62nd session, the IALA Council delegated approval authority of new terms and definition and revised definitions to the PAP Dictionary Working Group, with the exception of terms and definitions already approved by the Council as part of existing official IALA documents. This authority is understood as extended to the DMG through the PAP.

This document should be used to submit proposals for additions, amendments or deletions of terms in the International Dictionary of Marine Aids to Navigation (Dictionary). Proposals will be considered by the Dictionary Working Group (DWG) of the IALA Policy Advisory Panel (PAP) and the Dictionary will be amended if the proposal(s) is approved.

# Dictionary Amendment procedure

The following procedure for developing, maintaining and promoting the IALA Dictionary will be used:

1. The Dictionary will be managed by an IALA Dictionary Management Group (DMG).
2. Any definitions and acronyms contained in approved IALA documents will be included in the Dictionary.
3. Following each Committee session, output Recommendations and Guidelines will be reviewed by the Committee Secretaries and any definitions contained in the definitions section of the documents will be compared with the Dictionary. Any new definitions will be added to the Dictionary and any amended definitions will be updated with the new definition.
4. The format of Dictionary definitions will be in accordance with the definitions template.
5. Proposals for updating or adding Dictionary term definitions and acronyms may be submitted using a template form which will be an input paper to all Committee meetings.
6. DMG queries regarding proposed Dictionary terms will be referred to the relevant Committee.
7. The IALA Committee Secretaries will do actual edits of Dictionary.
8. Removed terms will be relocated into a category “Historical Terms” rather than deleted.
9. The basic structure of the 1970-1989 Dictionary will be retained and adjusted as required.
10. The DMG will provide a summary report on progress to the PAP.

# Dictionary terms Numbering System

A numbering system was included in the original Dictionary. The original numbers will be retained to provide traceability to the original Dictionary. One term should have one definition in the three languages.

New terms and definitions will be numbered with MRN. The MRN prefix for the dictionary will be “urn:mrn:iala:dic:xxxE (F or S)”. The letter E stands for English, F for French and S for Spanish.

For example, the number of Halide lamp is 2-3-430-E (urn:mrn:iala:dic:0203430E).

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| --- | --- | --- | --- | --- | --- | --- |
| Chapter No. |  | Sub category |  | No. |  | Language |
| 2 | - | 3 | - | 430 | - | E |

Annex: template for new term

**International Dictionary of Marine Aids to Navigation (Dictionary) Amendment Proposal**

| **Term** | **Dictionary Number\*** | **Source**  **(meeting/**  **document/**  **person)** | **Old definition** | **Proposed definition** | **Reason for change** | **Proposal**  **Date** | **Accept/**  **Reject** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | urn:mrn:iala:dictionary:xxxxE |  |  |  |  |  |  |
| ALARP | urn:mrn:iala:dictionary:xxxxF | ARM 16 WG3 | None | As Low As Reasonably Practicable; the minimal level of risk that may be achieved, when the costs of further reduction would be grossly disproportional to the benefit | N/A | 28/10/22 |  |
| Allision | urn:mrn:iala:dictionary:xxxxS | ARM 16 WG3 | None | A vessel striking a fixed man-made object such as a wind turbine (OWG), pier or berthing Dolphin. (See Collision) | N/A | 28/10/22 |  |
| Collision |  | ARM 16 WG3 | None | Two or more vessels striking each other unintentionally (see also Allision). | N/A | 28/10/22 |  |
| Consequence |  | ARM 16 WG3 | None | See Impact | N/A | 28/10/22 |  |
| Impact |  | ARM 16 WG3 | None | The outcome and severity of an accident expressed in terms of, for example, monetary value, loss of life, environmental damage, etc | N/A | 28/10/22 |  |
| Hazard |  | ARM 16 WG3 | (2) Hazard means any condition or threat that:  ·        poses a danger or impediment to navigation:  ·        or may reasonably be expected to result in major harmful consequences to the marine environment, or damage to the coastline or related interests of one or more States. | A potential to threaten human life, health, property or the environment | Better description (keep alternative description re workplace) | 28/10/22 |  |
| Likelihood |  | ARM16 WG3 | None | The probability of an event, frequently used within the context of a qualitative risk assessment (compare: Probability) | N/A | 28/10/22 |  |
| Probability |  | ARM16 WG3 | None | The statistical expectance of the number of occurrences per unit of time (frequency) – term used within the context of a quantitative risk assessment (compare: Likelihood) | N/A | 28/10/22 |  |
| Risk |  | ARM16 WG3 | The possibility that harm (death, injury or illness) might occur when exposed to a hazard. The severity of the hazard, duration and frequency of exposure will determine the level of risk. | The combination of the expected frequency (probability) of accidents and the severity of the consequences (impact). Risk can be quantitavely expressed as the product of both. | Better definition | 28/10/22 |  |
| Risk assessment |  | ARM16 WG3 | None | A systematic process encompassing hazard identification, risk analysis and the identification of risk control measures, i.e., Steps 1 to 3 of the IMO Formal Safety Assessment (FSA). | N/A | 28/10/22 |  |
| Risk control |  | ARM16 WG3 | Taking action to eliminate health, safety and environmental risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.  Effective risk control involves establishing and maintaining systems that give opportunity for regular evaluation and review procedures. | Taking actions (risk control measures, risk control options) in order to mitigate risk | Simpler definition | 28/10/22 |  |
| Risk evaluation |  | ARM16 WG3 | None | The process by which risks are examined in terms of magnitude and distribution, and evaluated in terms of acceptability considering the needs, issues, and concerns of stakeholders. | N/A | 28/10/22 |  |
| Risk management |  | ARM16 WG3 | None | The systematic application of management policies, procedures, and practices to the tasks of analysing, evaluating, controlling, and communicating about risk issues. | N/A | 28/10/22 |  |
| Undesirable scenario |  | ARM16 WG3 | None | The occurrence of either an incident (near miss) or accident occurring (the realization of a hazard). | N/A | 28/10/22 |  |

* Dictionary number will be assigned by secretariat