

## Report of the 30<sup>th</sup> Session of the IALA Policy Advisory Panel (PAP30)

**12-13 November 2015**

### ***Executive Summary***

The 30<sup>th</sup> session of the IALA Policy Advisory Panel (PAP30) was held at IALA Headquarters on 12 and 13 November 2015. Sixteen participants were in attendance.

The Panel noted the progress made in the IGO project and worked at improving the Basic Documents for the current IALA, which will serve as probationary regulations with a view to IALA being well prepared when the final General Regulations are adopted for the new IGO.

PAP looked at draft IALA Standards, improving the template and delegating to the Secretariat the task to develop a suitable numbering system.

Activity reports were given by all Committee Chairs and the Chair of the Legal Advisory Panel. Of particular interest are the following:

- the establishment of a joint ENAV-VTS Working Group to work on a common project on digital interaction between ship and shore; the Working Group would commence its work at the end of 2016;
- the need for developing guidance on unique identifiers for maritime resources;
- the discontinuation of the IALA-NET Steering Group and the incorporation of risk-related activities into the ARM Committee; and
- the discontinuation of the Heritage Forum in its present form to incorporate its technical work in the ENG Committee.

PAP considered and amended a proposed input to IMO planning process.

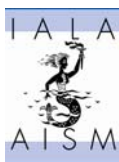
Finally, its revised draft Terms of Reference were considered and amended as part of the draft IALA basic Documents.

The next PAP meeting (PAP31) will be held at IALA Headquarters on 6 & 7 April 2016.

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# Report of the 30<sup>th</sup> Session of the IALA Policy Advisory Panel (PAP30)

**12-13 November 2015**

## **1 Opening of meeting**

The 30<sup>th</sup> session of the **Policy Advisory Panel** was held on 12 and 13 November 2015, at IALA Headquarters with Michael Card in the Chair. The Secretary for the meeting was Marie-Helene Grillet.

The Chairman opened the meeting and welcomed all members.

### **1.1 Approval of the agenda**

The Agenda (PAP30-1.1). A copy is at ANNEX A.

### **1.2 Address by Secretary-General**

Secretary-General Francis Zachariae drew the PAP attention to the growing number of members and thus attendance at Committee meetings.

He emphasized the policy and strategic role of the group announcing that PAP should start looking at the Strategic Vision again in the next year 2016.

The IGO project was reported as well in hand, requiring good governance and transparency. The size of the Secretariat will need to be considered, gradually extending the administration team by two members – one being *inter alia* for translations, adding one member the technical team and making the Deputy Secretary-General a full time position.

He then reported on the new audio-visual equipment, the new branding that would take effect on 1<sup>st</sup> January 2016 and the plan to develop apps for tablets and smartphones.

### **1.3 Introductions and apologies**

The meeting was attended by 16 participants. Apologies for absence had been received from Henning Osnes Teigene, Vice-Chair, Legal Advisory Panel, and Neil Trainor, Vice-Chair, VTS Committee. A detailed list of participants is at ANNEX BB.

## **2 Review of input and information papers**

There were 13 input papers. No information papers had been presented this time. The list of input papers being automatically generated by the Website it is not referred to as an input paper.

## **3 Update on action items from PAP29**

All action items were reported as completed or in hand.

## **4 Draft IALA Standards**

The Deputy Secretary-General presented the draft structure and template, with a provisional mapping of existing IALA documentation to the proposed Standards.

The IMC observer raised a concern about the application of IALA Standards by IALA Industrial Members. To that concern it was answered that IALA Standards will not have a technical nature but give a clearer view of what is recommended by IALA. Industrial Members will also take an active part in the development of the Guidelines.

#### 4.1 Presentation of draft Standard structure

Input papers PAP30-4.1.1 and PAP30-4.1.2 refer.

The standards names were agreed as at output paper PAP30-18.2.

#### 4.2 Proposed draft numbering system

The numbering system was discussed. It will be developed by the Secretariat using an alpha-numeric format, with no further involvement by the PAP until a final draft is submitted.

#### 4.3 Draft template

The draft template submitted as input paper PAP30-4.3.1 had been reviewed by LAP at its 15<sup>th</sup> session.

In order to have up-to-date Standards it was agreed to mention the associated Recommendations “as amended”.

The definition of normative provisions given in the paragraph Provisions of the template was found unclear and PAP recommended to edit this section to explain what is involved.

#### *Action item:*

1. Secretariat to draft a new definition of the normative provisions appearing in the draft Standard template.

### 5 Co-ordination reports

#### 5.1 ENAV

The Chair of the ENAV Committee Omar Frits Eriksson reported on a record participation number in ENAV17 with more than 130 attendees.

The Committee worked on harmonized implementation of e-Navigation, provided liaison notes to IHO and WMO on MSP#5 and put efforts in encouraging IALA member representatives to obtain a VHF spectrum for VDES from ITU. The latter was partially successful as only a terrestrial frequency band could be obtained at WRC2015.

##### 5.1.1 Draft Guideline for Unique Identifiers for Maritime Resources

Input papers PAP30-5.1.1.1 and PAP30-5.1.1.2 refer.

Of other importance to the ENAV Committee was the initiative to develop unique identifiers for maritime resources, useful to ensure man to machine (m2m) transfers within the maritime domain.

A very first draft of a Guideline was presented as a basis for discussions. Omar Frits Eriksson pointed out that there is a need for unique identifiers for the maritime cloud for e-Navigation and there is a risk, if IALA does not develop them, that other bodies do so in many different ways with no harmonisation. The proposal was to use national number already in existence, and names for VTS. The draft Guideline flow from a joint work with IHO.

#### *Action item:*

2. Omar Frits Eriksson to start discussions by e-mail with PAP members in order to explore feasibility.

#### 5.2 VTS

The Chair of the VTS Committee Tuncay Çehreli reported that his Committee too had a record number of participants with 83 attending session 40.

The session was opened by a successful celebration of the IMO World Maritime Day.

The Committee achieved a submission to IMO NCSR on IALA activities in e-Navigation and another one to MSC96 on the revision of IMO Recommendation A.857(20). The latter, in accordance with the VTS Strategy approved at the 60<sup>th</sup> session of the IALA Council, will need inter-sessional approval by Council due to the time frame for submissions.

There is inter-sessional work on the next edition of the IALA VTS Manual to be launched in August 2016 on the occasion of the VTS Symposium in Kuala-Lumpur.

### **5.3 ENG**

Simon Millyard, Chair of the ENG Committee, reported that there had been no meeting of his Committee since PAP29.

The Committee plans two workshops until 2018: one on Aids to Navigation in hot climates in the Middle East in September 2016 and an event in the “Lite and Batt” series in September 2017.

The Heritage Forum was not sustainable on its own for the future and technical issues related to heritage building maintenance were to be transferred back to the ENG Committee.

#### *Action item:*

3. Marie-Helene Grillet and the WWA to explore feasibility of making Bulletin articles on success stories in Academy target states (subject to permission from the States concerned).

### **5.4 ARM**

The Chair of the ARM Committee Phil Day informed PAP that the main job of the Committee at this time was the revision of the NAVGUIDE, using the IALA Wiki to share the work. Due to the reinforcement of the Secretariat the Committee left out its coordination role and concentrates on its own documents. The Committee however is still prepared to support the work of the other Committees, should a need occur.

Omar Frits Eriksson, ENAV Chair, suggested that ARM may look into AIS data exchange from an organisational point of view, for example looking at the use of frequencies, and cooperate in the drafting of a recommendation.

#### *Action item:*

4. Omar Frits Eriksson and Phil Day to consider developing a joint paper on the use of frequencies for data sharing.

### **5.5 IMC**

Input paper PAP30-5.5.1 refers.

Lars Mansner, speaking on behalf of the IMC reported that the Industrial Members Committee met on the next Conference city for a venue assessment. The exhibition area fully meets their expectations and they identified a venue for the Industrial Evening.

Regarding the change of status project the IMC reported that there were some uncertainties with regard to way the industry would fit into the new Organization. They were confident however that nothing would prevent their future participation in the work of IALA.

### **5.6 WWA**

The Dean of the Academy Jean-Charles Leclair reported that IALA had increased awareness at the WMU and encouraged annual WMU visits to IALA.

There is a need for other sponsors and such a need was pointed out by the main sponsor.

The Academy aims at holding its last Level1 courses after 2016, when the countries are able to develop their own courses.

On a question by the VTS Chair the Dean stated that specific sessions on IMSAS are held at awareness seminars. IMO auditors should be appropriately trained but although IALA can support IMO it is not intended that IALA should act as a pre-auditor.

## 5.7 LAP

The LAP Chair reported that the last panel meeting concentrated on the draft Convention text from a legal perspective and considered the way forward to Basic Documents, which will be used as a basis for the development of draft General Regulations for IALA as an IGO.

The VTS Questionnaire considered at LAP15 led to a discussion on data retention, for which a policy might be needed. The LAP suggested some amendments to the questionnaire, which were passed onto the VTS Committee Vice-Chair.

He reported also that the panel was of the opinion that producing Guidelines on AIS used at evidence at court cases would be difficult to achieve and decided that this item should be withdrawn from its work tasks.

With regard to patents the LAP requested that the IALA Secretariat make contact with a specialized French lawyer to get advice.

## 6 Co-ordination ENAV and VTS

A meeting was held between the ENAV and VTS Chairs and Vice-Chairs, the Secretary-General and the Deputy-General to discuss how both Committee should best co-ordinate.

At the meeting it was decided to start a common ENAV-VTS project on digital interaction between ship and shore. The project would be run by a joint Working Group, the Terms of Reference of which will be developed at a half-day meeting to be held at Kuala Lumpur on the occasion of the VTS Symposium.

## 7 Heritage Forum

The Technical Operations Manager Marie-Hélène Grillet reported that the Forum Chair Bob MacIntosh was due to retire at the end of the year and no appropriate successor had been identified. As most of the Forum's activities related to technical issues are already dealt with at the ENG Committee it was found appropriate to reintegrate the regular activities of the Forum into the ENG Committee, while keeping the Forum alive with a mission of organizing seminars or other events requiring external expertise. The need for such events would be identified by the relevant Working Group of the ENG Committee.

The PAP endorsed this proposal that should be reported to Council.

## 8 Input to IMO planning process

### 8.1 Draft for Council consideration

Input paper PAP30-8.1 refers.

The PAP advised that the document, which was prepared with the input of all Committees, should be made shorter and simpler, and incorporating MSPs.

#### *Action item:*

5. The Secretariat to redraft the document Input to the IMO Planning Process, with a view to have it clearer and simpler, while addressing MSPs.

## **9 IALA Basic Documents**

### **9.1 Introduction**

Input papers PAP30-9.1 refers.

The Secretary-General explained that originally the intention was to develop Basic Documents for IALA as an IGO but it was found useful to start using them already now so they can be refined over the time.

The only concerns expressed were on the process to update the individual documents forming the Basic Documents, such as IMC Bye-Laws and Committee Rules of Procedure. The Secretary-General there explained that the Basic Documents were to be approved by Council and thus easy to amend.

### **9.2 Committee Terms of Reference**

The general Committee Terms of Reference contained in the Rules of Procedure for Committees were noted.

### **9.3 PAP Terms of Reference**

Paper PAP30-9.3.1 refers.

PAP slightly amended the proposed Terms of Reference for submission to IALA Council as part of the Basic Documents.

### **9.4 Committee Rules of Procedure**

Regarding the Rules of Procedure an amendment was requested for Article 2.5.7 introducing voting rules in Committees, noting that this was not against the Constitution.

Another amendment was requested for Article 2.6.5 about approval of Committee reports “before the meeting is closed”. This was found impossible to achieve without spending time at the end of the Committee meeting so it was agreed to take this provision out.

#### *Action item:*

6. The Secretariat to amend the Rules of Procedure for Committees introducing voting rules for Committees and taking out the requirement to have reports approved before a meeting is closed.

## **10 IALA change of status project**

The Secretary-General reported that a draft Convention text had been finalized for consideration and approval at Council session 61. The document would be used to support the second diplomatic action by the French Ministry of Foreign Affairs.

Financial aspects had been considered at no increase in members' contributions was foreseen.

An inter-sessional LAP meeting would start developing associated General Regulations in January 2016.

An INF paper was sent to the IMO General Assembly.

## **11 IALA-NET**

It was agreed that IALA should investigate an alternative to the Danish Maritime Authority for the hosting of IALA-NET.

#### *Action item:*



7. The Secretariat to investigate an alternative to the Danish Maritime Authority for the hosting of IALA-NET.

## **12 Risk toolbox**

Input paper PAP30-12.1 refers.

It was noted that this was the last meeting of Steering Group as the Risk management toolbox now falls under the ARM Committee.

The last risk management Seminar proved the value of the tool. Regarding IWRAP MkII a new version was about to come out and with regard to PAWSA guidelines on how to use the tool during seminars. Guidance however still needs to be developed for those who can't attend the seminars.

The IALA risk toolbox was noted as very valuable management tool for AtoN Competent Authorities, especially with the use of historical AIS data, which would allow to calculate the risk automatically.

## **13 EfficienSea2**

A presentation prepared by Nick Ward and presented by Seamus Doyle gave information on the tasks and deliverables falling upon IALA according to the contract signed between IALA and the EC.

The presentation is available from the IALA Website in PAP30.

## **14 IALA-IHO Arctic Seminar**

Input paper PAP30-14.1 refers.

The Deputy Secretary-General reported that regular meetings are held with arctic countries represented at the IALA Council to develop a programme for the Seminar. Such meetings are held in conjunction with Council meetings.

## **15 IALA communication means**

The Secretary-General reported on the project of a new branding for IALA, which is being carried out with the support of a professional company. A new logo and new image should be agreed at the end of 2015 for implementation from 1<sup>st</sup> January 2016.

### **15.1 Website(s)**

The Secretary-General reported on the latest developments regarding the IALA Website(s):

- Amend the Website design to have it in line with the new image, when approved;
- Incorporate e-navigation.net and the relevant parts of e-navigation.nl; and
- Create a place for sharing documents during Committee meetings and Workshops/Seminars.

### **15.2 Bulletin**

The Secretary-General informed PAP that Aline de Bievre, a professional technical writer had been contracted to support Bulletin work. Four issues of the magazine were planned for 2016.

## **16 Any other business**

### **16.1 IALA questionnaire**

The Technical Operations Manager presented the need of improving the presentation of the information gathered from the questionnaire and have it hosted in the IALA Website.

### **16.2 IALA reports on IMO meetings**

8. It was agreed that reports on IMO meetings should be prepared, highlighting matters of interest to IALA and drawing Committee attention to these matters.

## **17 Date and venue of the next meeting**

The next meeting of the IALA Policy Advisory Panel (PAP31) will be 6-7 April 2016 at IALA Headquarters.

## **18 Report of PAP30**

Due to the short time it was agreed that the meeting report would be agreed by correspondence when posted to the Website.

## **19 Closing of Meeting**

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.

## **20 List of Annexes**

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

**ANNEX A      AGENDA****30<sup>th</sup> Session of the IALA Policy Advisory Panel**Dates and Purpose

The 30<sup>th</sup> meeting of PAP will be held on 12 and 13 November, 2015, at IALA Headquarters, St Germain en Laye, France. The objectives are to:

- Formulate advice for the IALA Council and Secretariat
- Coordinate the work of the IALA Committees to achieve the goals of the Strategic Vision

Wednesday      Evening dinner hosted by IALA *(please inform secgen@iala-aism.org of attendance if you haven't done so yet)*

Thursday          2015-11-12      0830-1700

Friday            2015-11-13      0830-1630

Draft Agenda

		Speaker <sup>1</sup>	Action requested
<u>DAY 1</u>			
1	Opening of Meeting		
1.1	Approval of Agenda		
1.2	Address by Secretary-General		
1.3	Introductions and Apologies		
2	Review of input and information papers <sup>2</sup>	MHG	Note
3	Update on action items from PAP29	MHG	Note
4	Draft IALA Standards		
4.1	Presentation of draft standard structure	MDC and CHO	Decide
4.2	Proposed draft numbering system	CHO	Decide
4.3	Draft template for IALA standards	MDC	Decide
<u>LUNCH</u>			
5	Coordination reports (5-8 minutes each)		
5.1	ENAV	OFE	Note
	5.1.1 Draft Guideline for Unique Identifiers for Maritime Resources	OFE	Advise
5.2	VTS	TC	Note
5.3	ENG	SM	Note
5.4	ARM	PD	Note
5.5	IMC	LM	Note
5.6	WWA	J-CL	Note
5.7	LAP	JP	Note

**1** \_\_\_\_\_

<sup>1</sup> Speakers: FZ = Francis Zachariae; J-CL = Jean-Charles Leclair; JP = Jon Price; LM = Lars Mansner; MDC = Michael Card ; MHG = Marie-Hélène Grillet; OFE = Omar Frits Eriksson; PD = Phil Day; SM = Simon Millyard; TC = Tuncay Cehreli

<sup>2</sup> Information papers, if any, are not intended for discussion

6	Coordination ENAV and VTS	TC and OFE	Decide
7	Heritage Forum	SM	Note

DAY 2

8	Input to IMO planning process		
8.1	Draft for Council consideration	MDC	Decide
9	IALA Basic Documents		
9.1	Introduction	FZ	Note
9.2	Committee Terms of Reference	MDC	Decide
9.3	PAP Terms of Reference	MDC	Decide
9.4	Committee Rules of Procedure	MDC	Decide
10	IALA Change of Status project		
10.1	Progress report	FZ	Note
10.2	Information paper to IMO Council	FZ	Note

## LUNCH

11	IALA-NET	JCL	Advise
12	Risk Toolbox	FZ	Note
13	EfficienSea2	NW	Note
14	IALA-IHO Arctic Seminar	MDC	Note
15	IALA Communication means		
15.1	Website(s)	MDC	Note
15.2	Bulletin	FZ	Note
16	Any Other Business		
16.1	IALA questionnaire	MHG	Decide
16.2	IALA reports on IMO meetings	MDC	Note
17	Date and Venue of next meeting		Decide
18	Report of PAP30		Approve
19	Closing of Meeting		

**ANNEX B      DETAILED LIST OF PARTICIPANTS****Country****Australia      Australian Maritime Safety Authority**

Mr. David JEFFKINS (*Vice-Chair, ENG Committee*)  
 82 Northbourne Ave.  
 Braddon 2612  
 Australia

e-mail (main):                david.jeffkins@amsa.gov.au

**Denmark      Danish Maritime Authority**

Mr. Omar Frits ERIKSSON (*Chair, ENAV Committee*)  
 Carl Jacobsen Vej 31  
 DK-2500 Valby  
 Denmark

Phone                                + 45 91 37 60 00

Fax                                    + 45 91 37 6001

Mobile phone:                + 45 21 676 644

e-mail (main):                ofe@dma.dk

**Denmark      Danish Maritime Authority**

Mr. Michael SKOV (*Vice-Chair, ARM Committee*)  
 Carl Jacobsen Vej 31  
 DK-2500 Valby

e-mail (main):                msk@dma.dk

**Finland      Sabik Oy**

Mr. Lars MANSNER (*IMC representative*)  
 PO Box 19  
 06151 Porvoo

Phone                                +358 19 560 1140

Fax                                    +358 19 560 1120

Mobile phone:                +358 400 711 174

e-mail (main):                lars.mansner@sabik.com

**IALA      IALA Secretary-General**

Mr Francis ZACHARIAE  
 10 rue des Gaudines  
 78100 Saint-Germain-en-Laye  
 France

Phone                                +33 1 34 51 70 01

Fax                                    +33 1 34 51 82 05

e-mail (main):                francis.zachariae@iala-aism.org

**IALA Deputy Secretary General**

Mr. Michael D.CARD  
 10 rue des Gaudines  
 78100 Saint Germain en Laye

## France

Phone +33 1 3451 70 01  
 Fax +33 1 34 51 82 05  
 Mobile phone: +33 6 83 43 27 99  
 e-mail (main): michael.card@iala-aism.org

**IALA Technical Operations Manager**

Mrs. Marie-Helene GRILLET  
 10 rue des Gaudines  
 78100 Saint Germain en Laye  
 France

Phone +33 1 3451 70 01  
 Fax +33 1 34 51 82 05  
 e-mail (main): marie-helene.grillet@iala-aism.org

**IALA Committee Secretaries**

Mr. Wim van der HEIJDEN  
 10, rue des Gaudines  
 78100 Saint-Germain-en-Laye  
 France

Phone +33 1 3451 7001  
 Fax +33 1 34 51 82 05  
 e-mail (main): wim.vdh@iala-aism.org

Mr. Seamus DOYLE  
 10, rue des Gaudines  
 78100 Saint-Germain-en-Laye  
 France

Phone +33 1 3451 7001  
 Fax +33 1 34 51 82 05  
 e-mail (main): seamus.doyle@iala-aism.org

**IALA-WWA, Dean**

Rea-Admiral Jean Charles LECLAIR  
 10 rue des Gaudines  
 78100 Saint Germain en Laye  
 France

Phone +33 1 34 51 70 01  
 Fax +33 1 34 51 82 05  
 e-mail (main): jean-charles.leclair@iala-aism.org

**Technical Officer**

Mr. CHO Yonghun  
 10 rue des Gaudines  
 78100 Saint Germain en Laye  
 France

Phone +33 1 34 51 70 01  
 Fax +33 1 34 51 82 05  
 e-mail (main): cho@iala-aism.org

**Japan****Japan Coast Guard**

Mr. Hideki NOGUCHI (*Vice-Chair, ENAV Committee*)  
 2-1-3 Kasumigaseki

Chiyoda-ku  
Tokyo 100-8976

Phone: +81 3 3591 6361  
Mobile phone: +81 80 3468 1198  
e-mail: jcghkotsukikaku7-6r9i@mlit.go.jp  
e-mail (alternative): hideki.noguchi@gmail.com

## Turkey

### Directorate General of Coastal Safety

Capt. Tuncay CEHRELI (*Chair, VTS Committee*)  
Meclisi Mebusan cad.  
No. 14 Salipazari  
34433 Beyoglu

Phone  
Fax +90 212 249 3691  
Mobile phone: +90 505 296 78 75  
e-mail (main): tcehrel@kegm.gov.tr  
e-mail (alternative): tcehrel@hotmail.com

## UK

### Trinity House

Mr. Jon PRICE (*Chair, LAP*)  
Tower Hill  
London EC3N 4DH  
England

Phone +44 20 7481 6913  
Fax +44 20 7480 7662  
Mobile phone:  
e-mail (main): jon.price@thls.org

### Trinity House Lighthouse Service

Mr Simon MILLYARD (*Chair, ENG Committee*)  
The Quay  
Harwich  
Essex, CO12 3JW  
England

Phone +44 1255 245 152  
Fax  
Mobile phone: +44 777 646 55 37  
e-mail (main): simon.millyard@thls.org

### Northern Lighthouse Board

Capt. Phil Day (*Chair, ARM Committee*)  
84 George Street  
Edinburgh EH2 3DA  
Scotland

e-mail: phild@nlb.org.uk

## ANNEX C      INPUT DOCUMENTS

All papers are posted on the Committee website.

Document	Agenda	Title
PAP30-1.1	1	Draft Agenda
PAP30-4.1.1	4	Draft standards with topic areas
PAP30-4.1.2	4	Mapping of Recommendations
PAP30-4.13	4	World-Wide Radionavigation Plan
PAP30-4.1.4	4	Draft template for IALA Standards
PAP30-5.1.1.1	5	Liaison note to PAP on Unique Identifiers for Maritime Resources
PAP30-5.1.1.2	5	Draft Guideline on Unique Identifiers for Maritime Resources
PAP30-5.1.1	5	IMC report
PAP30-8.1	8	Draft input to IMO for Council consideration
PAP30-9.1	9	Draft IALA Basic Documents
PAP30-9.3.1	9	Draft PAP Terms of Reference
PAP30-12.1	12	Report of IWRAP SG37
PAP30-14.1	14	Arctic Seminar draft



**ANNEX D      OUTPUT PAPERS AND PRESENTATIONS**

<b>Document</b>	<b>Title</b>	<b>Action</b>
PAP30-18.1	Report PAP30	To Council and Committees to note
PAP30-18.2	Draft Standard plan	To Council to note
PAP30-18.3	Draft template for IALA Standards	
PAP30-18.4	Draft input to IMO planning process	
PAP30-18.5	Draft IALA Basic Documents	To Council to approve
PAP30-18.6	Draft PAP Terms of Reference	To Council to approve as part of the Basic Documents
PAP30-19.1	Presentation on EfficienSea2	To post to IALA Website, PAP30

**ANNEX E      ACTION ITEMS*****Actions from PAP30***

1. Secretariat to draft a new definition of the normative provisions appearing in the draft Standard template.
2. Omar Frits Eriksson to start discussions by e-mail with PAP members in order to explore feasibility
3. Marie-Helene Grillet and the WWA to explore feasibility of making Bulletin articles on success stories in Academy target states (subject to permission from the States concerned).
4. Omar Frits Eriksson and Phil Day to consider developing a joint paper on the use of frequencies for data sharing.
5. The Secretariat to redraft the document Input to the IMO Planning Process, with a view to have it clearer and simpler, while addressing MSPs.
6. The Secretariat to amend the Rules of Procedure for Committees introducing voting rules for Committees and taking out the requirement to have reports approved before a meeting is closed.
7. The Secretariat to investigate an alternative to the Danish Maritime Authority for the hosting of IALA-NET.