

Input paper for the following Committee(s): check as appropriate Purpose of paper:

**X** ARM **X** ENG **□** PAP **X** Input

**X** ENAV **X** VTS **□** DWG **□** Information

Agenda item [[1]](#footnote-1) 5

Technical Domain / Task Number 2 …………………………………

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International Dictionary of Marine Aids to Navigation

Dictionary Working Group (DWG)

# Summary

## Purpose of the document

This paper describes the procedure for managing the International Dictionary of Marine Aids to Navigation (Dictionary).

## Related documents

Dictionary Working Group - Terms of Reference.

Dictionary amendment proposal form.

The on-line International Dictionary of Marine Aids to Navigation (Dictionary).

# Background

The International Dictionary of Marine Aids to Navigation provides a definitive definition of all terms used in IALA documents.

It is a valuable resource available to all. It is available without restriction on the internet. However, if it is not used and maintained its value quickly diminishes.

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 has occurred between 2012 and December 2015 when a new procedure was inaugurated.

There is limited awareness or use of the Dictionary in the Committees and therefore there is a risk of terms being redefined in IALA documents without reference to the Dictionary and of new terms not being added.

# Dictionary Working Group (DWG)

ENG Committee Task 5.3.3 (2014 to 2018 work period) requests the ENG Committee to develop the Dictionary with an expected outcome to keep the Dictionary maintained and updated. At a meeting during ENG3 it was proposed that a Dictionary Working Group (DWG) be set up as a working group of the PAP for this purpose. The DWG was formed in December 2015 with the inaugural meeting on 15 December 2015.

Terms of Reference set out the composition, responsibilities and method of working of the DWG.

# Dictionary amendment procedure

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

* The Dictionary will be managed by an Dictionary Working Group (DWG) of the PAP chaired by the IALA Technical Operations Manager;
* The Dictionary will contain definitions of all terms and acronyms deemed appropriate by the DWG;
* Proposals for updating or adding Dictionary term definitions will be submitted in English, French and Spanish using a template form which will be an input paper to all Committee meetings;
* The proposal for addition or amendment will be assessed and approved by the DWG;
* The Secretariat will maintain a list of proposed and approved changes/ additions;
* The Dictionary Working Group (DWG) will meet at half yearly intervals after each round of Committee meetings, usually by GoToMeeting, to review / approve Dictionary changes;
* The IALA Secretariat will do actual edits of Dictionary.

# Multiple Languages

IALA policy is that IALA documentation should gradually be provided in the three major languages English, French and Spanish. It is important that the Dictionary provides terms and definitions in all three languages to help the process.

A number of terms were defined since 2009 and are available in the on-line Dictionary in English but have not been approved through any formal process. Translations into other languages are not available. The terms are categorised as:

* “New terms added or revised on 2009-11”, approximately 84 terms;
* “New terms added or revised in 2012”, approximately 57 terms;

These terms will be reviewed and approved by the DWG over a period of time. It is proposed that volunteers from the Committees will prepare translations inter-sessionally in French and Spanish as part of this review programme. Two volunteer translators for each language from each Committee will be used and terms will be translated by volunteers from the Committee who originated the terms.

# Acronyms

A chapter will be created in the Dictionary for acronyms. Lists of acronyms will be included in IALA documentation such as Recommendations and Guidelines, where appropriate.

# Action requested

The Committee is requested to apply this procedure in relation to all Dictionary terms used in IALA documentation being developed / amended by the Committee.

The Committee is requested to nominate two French speaking volunteers and two Spanish speaking volunteers to assist with translation of terms referred to in section 5.

The Committee is requested to add a new table for acronyms as set out in the templates in draft Recommendations and Guidelines currently being prepared.

1. Leave open if uncertain [↑](#footnote-ref-1)