



REPORT OF THE 35TH SESSION OF THE IALA ADVISORY POLICY PANEL (PAP)

14 - 16 February 2018

Report of the 35th Session of the IALA
Policy Advisory Panel (PAP)
14 - 16 February, 2018
Executive Summary

The 35th session of PAP was held at IALA Headquarters from 14th to 16th February 2018.

The meeting focused on the new Committee structure for 2018-2022 and the individual Committee work plans. PAP considered and amended a new document (Standard, recommendation and guideline forward plan) that is a new approach to the Committee work programme, mapping the Committee work to an existing or planned guidance document. When finalised, this document was to be forwarded to the Council for approval.

PAP looked at new tasks undertaken by IALA such as the Maritime Resource Name, S-100 – S-200 and the resources needed.

Detailed explanations were given on the process for the revision of IMO Resolution A.857(20) – Guidelines for Vessel Traffic Services and PAP took note that the VTS Committee had started to work on the revision without waiting for IMO to have it on its agenda.

As usual all Chairs reported on their achievements and explained how their work would adapt to the new Committee structure.

Finally, PAP heard of the progress made in the change of status project with two successful preparatory diplomatic conferences held and the support of the LAP in coordinating the work on the draft Convention text.

The next PAP meeting will be held at IALA Headquarters from 19th to 21st September 2018.

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Report of the 35th Session of the IALA

Policy Advisory Panel (PAP)

GENERAL

The 35th meeting of the Policy Advisory Panel was held from 14 to 16 February 2018 at IALA Headquarters, with IALA Deputy Secretary-General Michael Card as Chairman and Events and Documents Co-ordinator Marie-Hélène Grillet as Secretary.

1. OPENING

1.1 Approval of the agenda

The Agenda (input paper PAP35-1.1) was slightly modified with the addition of some sub items in sections 6, 12, 13 and 16, and approved.

The approved Agenda is provided at ANNEX A.

1.2 Address by the Deputy Secretary-General

The Deputy Secretary-General Michael Card informed the attendees that this PAP meeting would focus on the Committee structure.

It was mentioned that the General Regulations may be amended to provide for the Committee Chairs and Vice-Chairs having their terms ending at different dates, for continuity purposes.

Action item 1:

The Secretariat to consider an amendment of the General Regulations, not to have the Committee Chairs and Vice-Chairs ending their terms at the same date.

1.3 Introductions and apologies

Apologies for absence were received from Neil Trainor (VTS Committee Vice-Chair) and David Jeffkins (ENG Committee Vice-Chair), both from AMSA, Australia. The Secretary-General and the LAP Chair, Jon Price, were unable to attend the first day of the meeting.

A list of attendees is provided at ANNEX B.

2. REVIEW OF INPUT AND INFORMATION PAPERS

A list of input papers is at ANNEX C. The Panel noted that a revised version of PAP35-5.3 – Standards Recommendation and Guideline forward plan – had been provided at the meeting and posted to the Website accordingly.

3. UPDATE ON ACTION ITEMS FROM PAP34

Action items from PAP34 were reported as complete.

4. REPORT OF COUNCIL 65

Michael Card gave highlights of the last Council session with a particular emphasis on:

- *Position on the Development of Marine Aids to Navigation Services.* The document was approved by Council with a correction to 'Marine' aids to navigation. Amendments will be submitted every six months.
- *Strategic Vision.* Forwarding of the draft Strategic Vision to the General Assembly was agreed with some amendments to insist on sustainability and capacity building.

- *Standards.* Forwarding of the seven draft standards to the General Assembly was approved.

5. MANAGEMENT DOCUMENTS

5.1 Draft standards

Draft standards were reported as agreed by the Council and to be formally approved by the General Assembly in Incheon in May 2018.

5.2 Document hierarchy

Michael Card introduced input paper PAP35-5.2, which was noted.

5.3 Standards, Recommendations and Guidelines forward plan

Input paper PAP35-5.3 refers.

The Technical Operations Manager Minsu Jeon reported that all guidelines had been mapped to one recommendation and work suggestions allocated to Committees.

It was suggested adding all documents, including model courses, manuals, etc. and transfer the table to an Excel format that would be used as a management document by each Committee.

Action item 2:

The Secretariat to add to input paper PAP35-3 all other documents published by IALA and make it an Excel file accessible by each Committee, which can be used as a document management tool, adding if possible progress monitoring.

6. COMMITTEE STRUCTURE 2018-2022

6.1 Committee structure

Michael Card presented input paper PAP35-6.1, which was noted as approved by the Council.

6.2 Committee work programmes

Committees had prepared draft work plans for PAP information. Such work plans do not require Council approval.

6.2.1 ARM Committee work plan

Input paper PAP35-6.2.1 was noted.

6.2.2 ENG Committee work plan

Input paper PAP35-6.2.2 was noted.

6.2.3 ENAV Committee work plan

Input paper PAP35-6.2.3 – ENAV Working Group 3 work plan – was noted. A complete work plan for the Committee was still to be developed.

6.2.4 VTS Committee work plan

The revised input paper PAP35-6.2.4 was noted.

Action item 3:

The Committees to amend and update their individual work plans as necessary and send them to Minsu Jeon.

6.3 e-Navigation across Committee

Minsu Jeon mentioned a workshop to be held in Seoul. Another way would be to request the Committee Secretaries to issue a report for all Committees.

6.4 Committee Secretaries

Minsu Jeon explained that there is a growing interaction between the VTS and ENAV Committees, and the ARM and ENG Committees, respectively.

It was therefore decided that the VTS and ENAV Committees should have the same Secretary, with one common Secretary as well for the ARM and ENG Committees.

6.5 Revised meeting dates for 2018

Input paper PAP35-6.5 with revised meeting dates for 2018 was noted.

7. MRN (MARITIME RESOURCE NAME)

Minsu Jeon gave a presentation that was submitted as input paper PAP35-7.1, based on a first presentation he had made at e-Navigation Underway International 2018.

He reported positive comments from IHO but recognized that this will be a huge work for IALA. Practical ways to implement and manage .mrn were still to be explored.

8. S-100 – S-200

There was a presentation by Minsu Jeon.

The topic led to intensive discussion about what is exactly needed for the ENC's. The ARM Committee will develop the product specifications needed, in cooperation with the ENAV Committee and Nick Ward, but was still awaiting views on what should be achieved. S-201 should be named "Charting".

Action item 4:

IALA to name S-201 'Charting' and develop product specifications to show AtoN on ENC's.

Action item 5:

Minsu Jeon to send Chairs and Vice-Chairs information on other S-2xx products and summarize the discussion with Nick Ward after their meeting of 27th February.

Action item 6:

Committees to send Minsu Jeon their comments on S-201, adding data portrayal use on the input material.

It was added that S-200 is a data standard for use by all AtoN providers and should contain all data needed to manage AtoN.

8.1 Port Call Message S-2xx

Considering input paper PAP35-8.1 PAP was of the opinion that S-200 should not extend to port business. A proper number for port products should be requested from IHO if needed.

Action item 7:

The Secretariat (Michael Card, Francis Zachariae, Minsu Jeon) to write a proper answer to Michael Bergmann.

9. ARCTIC SEMINAR

Wim van der Heijden, Secretary to the Seminar reported on a successful event, which adopted six interesting conclusions. The report will be made an input paper to all Committees at their next meetings. It contains a number of follow-up actions (e.g. need for new types of buoys, charting) that will need to be considered by the various Committees.

10. MARITIME CONNECTIVITY PLATFORM SEMINAR

Seamus Doyle, Secretary to the Seminar reported that a consortium was established with interested stakeholders. The project still needs a structure and a leader.

It is too early to recommend the Maritime Connectivity Platform to the members yet but all agreed that connectivity is needed.

11. REVISION OF IMO RESOLUTION A.857(20)

Tuncay Çehreli, VTS Committee Chair, indicated that nothing had happened in 21 years, since the previous Resolution (A.578(14)) was withdrawn, although VTS is addressed in SOLAS. The VTS Committee had kept the issue on its Agenda for 12 years, mainly because there was a need to follow a specific procedure to have it appearing on the IMO agenda.

The Committee had prepared a document for the IMO on the compelling needs to review this Resolution but it was still not appearing on the Agenda for MSC99. However, it would be submitted by Australia with the support of a number of countries.

The Committee will start working on the revision with inter-session meetings of Working Group 1, immediately after MSC99. The draft will be reviewed by the NCSR and MSC Chairs.

The key areas for the revision are a clarification of national responsibilities, VTS beyond territorial waters, navigational assistance, result orientation, maritime service portfolios and LRIT/AIS.

To these key areas the ENAV Committee suggested adding the transfer of onboard responsibilities of autonomous ships to the shore.

12. PATENT MATTERS

12.1 R-Mode

The Deputy Secretary-General said that TrueHeading had got a patent on the mathematical techniques of R-Mode, the details of which are not clear, nor is the understanding of its application.

Action item 8:

Michael Card should send a request to LAP to get explanations on the details of the TrueHeading patent and to which it applies re. R-Mode and VDES.

12.2 VDES

Michael Card reported that there is a patent by a Chinese company covering almost all aspects of VDES.

The ENAV Committee Chair's understanding was that this patent does not apply to techniques dealt with in IALA guidance documents but to concepts.

Action item 9:

The Secretary-General should write to China MSA, explaining the concerns with regard to IALA and ITU guidance or prescriptions.

13. CO-ORDINATION REPORTS

13.1 ENAV

The Committee Chair Hideki Noguchi spoke about several issues:

13.1.1 MAtoN

It should be made clear that MAtoN must be controlled by AtoN Authorities.

Action item 10:

The ARM Committee should include MAtON when revising the Maritime Buoyage System.

13.1.2 ENAV FAQs

The ENAV FAQs have not been transferred to the modernised IALA Website. There is no need to post them again but having global FAQs on the Website may be considered.

13.1.3 VDES testbeds on the Web

Statistics on the VDES testbeds would be useful. A tool, to be provided by the Web developers, could provide information on who consulted the page and which testbeds were opened.

13.1.4 Autonomous ships

From a technical point of view the next Work Programme will consider machine to machine communication for autonomous ships.

From a general point of view the main concerns are legal. It is expected that autonomous ships will result in more safety, due to the reduction of human errors, but manned vessels navigating around autonomous ships must be taken into account.

13.2 VTS

The Committee Chair Tuncay Çehreli said that three items in the 2018-22 work plan would need cooperation between all Committees:

- Work item 1.1.12: Develop guidance on the implications of maritime autonomous surface ships from a VTS perspective
- Work item 1.2.7: Produce a recommendation on cyber-security
- Work item 2.1.4: Review and update IALA guideline 1014 on the standards for training and certification of VTS personnel and its associated model courses.

There would be an inter-sessional meeting on VDES and a Seminar in China for Chinese people.

Cyber-security may require a Workshop.

13.3 ARM

The Chair Philip Day reported that his Committee had completed its work programme for the period 2014-2018, including risk management with the creation of a third working group, which produced a simplified IALA Risk Assessment Method (SIRA).

For the future he explained that the Committee would continue with three working groups with new Chairs.

With regards to the NAVGUIDE, a technical editor would be desirable to ensure consistency and proof-reading. A suitable, interactive platform was also needed, which could be used also for the VTS Manual. It was agreed that the Secretariat would explore possible options and report to PAP36.

Action item 11:

The Secretariat to explore options for a suitable, interactive platform for use for the revision of the NAVGUIDE and the VTS Manual.

Phil Day had a concern about ship reporting/port entry on the ARM work programme as he was not sure that this is matter for IALA.

The last topic was the publication of the Maritime Buoyage System in national formats: this must be taken into account when the MBS is revised and advance notice should be sent to the countries.

13.4 ENG

The Committee Chair Simon Millyard said that the introduction of radionavigation in the ENG Committee was a big challenge, and he was not sure of the level of participation that can be expected.

He announced that his Committee would participate in a cyber-security Workshop and would organise another event in the IALALITE/IALABATT series to address the fast evolution of technology in this domain.

He then reported concerns about the poor participation in the heritage working group and suggested that intelligent fairways might be added to the work programme.

Finally he said that the Committee would have a new Vice-Chair, who would be appointed by the Council in June. Michel Cousquer of France had been nominated for the position.

13.5 World-Wide Academy

The WWA Dean Omar Frits Eriksson reported on sustainable funding from Malaysia, IFAN, the Republic of Korea and France.

Concerns had been expressed about the standard for training: some members may not be up to the required level. A transition period of four years was introduced. The period is not mentioned in the standard but has been added to the explanatory note on standards that had been prepared for the General Assembly.

13.6 IMC

The IMC Observer Lars Mansner reported that the IMC had not met since the last PAP meeting.

The IMC had lost one member with the passing away of Steve Nell. The Committee would propose to its General Assembly the creation of a yearly Steve Nell scholarship for African students to be trained by the WWA.

He was pleased that the forthcoming industrial exhibition was oversold but there was a concern regarding the next President of the IMC: according to the IMC Bye-Laws the President is drawn from a company having its business in the country where the next Conference will be held, and Brazil does have an Industrial member.

Finally he reported about trends in industrial membership with the number of members working the field of visual aids remaining stable and a growing number of members dealing with digital technologies and communications. He also highlighted the benefits of industrial membership, which allows the companies to participate in IALA activities, develop guidance and interact with AtoN providers, thus remaining valuable equipment providers on the market.

13.7 LAP

The LAP Chair Jon Price updated the PAP on his Panel's activities since PAP 34. LAP had not held a regular meeting since its activities focused on the change of status project. An extraordinary LAP meeting (EXLAP) had been held the last two days of October to develop new texts for the draft Convention and draft General Regulations based on the comments received from National members after the preparatory diplomatic conference in Paris in April 2017. The revised texts were submitted to a second preparatory diplomatic conference that took place in Morocco the week before the PAP meeting.

The main changes concerned the intervals between General Assemblies, reduced to three years, the introduction of an article on definitions, the removal of interests on late payments and a better balance between the General Assembly and Council functions.

There had been inter-sessional work on the revision of the Constitution and update of the IALA and WWA risk registers.

Hideki Noguchi wondered whether an interval of three years between General Assemblies would impact the pace of the Committee work.

14. IALA CHANGE OF STATUS PROJECT

The Secretary-General reported briefly on the success of the first preparatory diplomatic conference, led by the French Ministry of Foreign Affairs. At the end of conference a roadmap was agreed and comments were invited from National members. After the LAP had met in extraordinary meeting a second preparatory

diplomatic conference considered the revised draft Convention text and agreed amendments. The amended draft Convention will again be the subject of comments that will be considered during another extraordinary LAP meeting to prepare a new draft for review by a third preparatory diplomatic conference in early 2019.

The first two preparatory diplomatic conferences were very successful with 55 countries represented, some with no National members.

The third preparatory diplomatic conference might be the final one: should a final draft text be agreed the Convention might be open for signature later in 2019 or in 2020 at a diplomatic conference, most likely in Paris. The Convention establishing IALA as an IGO will enter into force one month after the 30th ratification.

15. UPDATE ON IALA CONFERENCE

Marie-Hélène Grillet reported on the progress made in the preparation of the Conference.

At the time of the meeting the selection of papers had been made and the technical programme arranged accordingly. A total of 73 presentations was expected divided into 13 technical sessions and two special sessions, on industry innovation and best practice, respectively.

Reserve papers had been selected for each session as backups in case of withdrawals. All authors had been notified in November and the deadline for receiving papers was the end of March.

16. ANY OTHER BUSINESS

16.1 Committee Chairs and Vice Chairs

The Secretary-General reported that he had written to all National members inviting them to nominate candidates for the empty seats.

16.2 ITU Saint Petersburg

An ITU meeting was to be organised in Saint Petersburg in June, unfortunately at the same time as the Conference.

It was agreed that Peter Dobson would attend to explain the work of IALA, not focusing on VDES. His presentation would need to be endorsed by the Secretary-General and Deputy Secretary-General.

16.3 NCSR5

NCSR5 was to be held the week after the PAP meeting. Hideki Noguchi suggested including MSPs on the NCSR work programme and the ENAV Committee Vice Chair Jorge Arroyo expressed concerns about a joint Norway/Australia submission on SIP change.

16.4 UN Sustainable Development Goals

Minsu Jeon explained that the United Nations had issued goals with a great number of targets, some related to marine and maritime activities. Sustainability was added to the IALA Strategic Vision and is included in IALA standards. He wondered how IALA could be involved to support the UN Goals.

It was proposed that IALA should map what has been done, identify which goals are relevant to IALA, develop a procedure and decide how far IALA should get involved.

Simon Millyard suggested amending standard 1020 – AtoN design and delivery – separating environment-sustainability from legacy-heritage.

Action item 12:

Minsu Jeon to prepare a paper for next PAP with a process proposal for IALA's involvement in the UN Sustainable Development Goals.

Action item 13:

The Secretariat to separate sustainable and legacy in standard 1020 when it is next reviewed.

16.5 IALA communications strategy

Seamus Doyle stressed the importance of sharing testbeds results through the Website and having all members aware that IALA has got a page on testbeds.

16.6 Changes in Committee dates and structure

It was agreed that the Secretariat should make Committee participants and all IALA members aware of the change in the Committee structure and the dates of the 2018 autumn meetings.

Action item 14:

The Secretariat to inform Committee participants and all IALA members of the change in the Committee structures and the dates of the 2018 autumn meetings.

16.7 IALA Dictionary

The importance of maintaining an up-to-date dictionary was stressed.

Action item 15:

Minsu Jeon and Simon Millyard to work on a process for updating and maintaining the Dictionary.

17. DATES AND VENUE FOR THE NEXT MEETING

The next PAP meeting (PAP36) will be held at IALA Headquarters from 19 to 21 September 2018.

18. REPORT OF PAP35

The report will be approved by correspondence.

19. CLOSING OF THE MEETING

Deputy Secretary-General closed the meeting thanking all participants and the Secretariat for its valuable work on the documents.

20. LIST OF ANNEXES TO THE REPORT

- 1 Agenda
A copy of the agenda is at ANNEX A.
- 2 Participants
A list of participants is at ANNEX B.
- 3 Input papers
A list of input papers is at ANNEX C.
- 4 Output papers
A list of output papers is at ANNEX D.
- 5 Action items
A list of action items is at ANNEX E.

35th session of the IALA Policy Advisory Panel

Dates and Purpose

The 35th meeting of PAP will be held on 14, 15, and 16 February, 2018, 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
- Develop work programmes for the Committees for the period 2018-2022

Wednesday 2018-02-14 1000-1700

Thursday 2018-02-15 0900-1700

Friday 2018-02-16 0900-1300

PAP35 will be preceded by a meeting of the 19th IALA International Conference Steering Committee expected to commence on Monday 12th 2018 1400 and finish at 1700 on Tuesday 13th February.

Agenda

		Speaker 1	Action requested
1	Opening of Meeting		
	1.1 Approval of Agenda		
	1.2 Address by Deputy Secretary-General		
	1.3 Introductions and Apologies		
2	Review of input and information papers 2	MHG	Note
3	Update on action items from PAP34	MHG	Note
4	Report of Council 65	MDC	Note
	4.1 Strategic Vision	MDC	Note
	4.2 Position on the development of AtoN Services	MDC	Discuss
5	Management documents		
	5.1 Draft Standards	MDC	Note
	5.2 Document hierarchy	MDC	Note

1 Speakers: AG = Audrey Guinault; FZ = Francis Zachariae; HN = Hideki Noguchi; JA = Jorge Arroyo; JP = Jon Price; LM = Lars Mansner; MDC = Michael Card; MHG = Marie-Hélène Grillet; MJ = Minsu JEON ; OFE = Omar Frits Eriksson; PD = Phil Day; SD = Seamus Doyle; SM = Simon Millyard; TC = Tuncay Cehreli; WvdH = Wim van der Heijden

2 Information papers, if any, are not intended for discussion

* Agree forwarding to Council for approval

** Agree forwarding to Council in view of General Assembly approval

	5.3	Standards, Recommendations and Guidelines forward plan	MJ	Discuss
6		Committee structure 2018-2022		
	6.1	Committee structure	MDC	Note
	6.2	Committee Work Programmes	MJ	Agree
	6.3	e-Navigation across Committees	All	Advise
	6.4	Committee Secretaries	MJ	Advise
	6.5	Revised meeting dates for 2018	MHG	Note
7		MRN (maritime resource name)	MJ	Discuss
8		S100 – S200	MJ	Discuss
	8.1	Port call message S2XX	MJ	Discuss
9		Arctic Seminar	WvdH	Note
10		Maritime Connectivity Platform Seminar	SD	Note
11		Revision of IMO Res. A.857(20)	TC	Discuss
12		Patent matters	MDC	Discuss
	12.1	R-mode		
	12.2	VDES	HN	
13		Coordination reports <i>(5-8 minutes each)</i>		
	13.1	ENAV	HN	Note
	13.2	VTs	TC	Note
	13.3	ARM	PD	Note
		13.3.1. Naviguide		
	13.4	ENG	SM	Note
	13.5	WWA	OFE	Note
	13.6	IMC	LM	Note
	13.7	LAP	JP	Note
14		IALA Change of Status project		
	14.1	Progress report	FZ or MHG	Note
15		Update on IALA Conference	MHG	Note
16		Any Other Business		
	16.1	Committee Chairs & Vice Chairs	MDC	Note
	16.2	ITU Saint Petersburg	MDC	
	16.3	NCSR5	MDC	
	16.4	UN Sustainable Development Goals	MJ	
	16.5	IALA Communications Strategy	SD	
17		Date and Venue of next meeting		Decide
18		Report of PAP35		Approve
19		Closing of Meeting		

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ENAV Committee	Chair Hideki Noguchi hideki.noguchi@gmail.com Vice-Chair Jorge Arroyo Jorge.arroyo@uscg.mil
ENG Committee	Chair Simon Millyard simon.millyard@thls.org
VTs Committee	Chair Tuncay Çehreli tcehrel@kegm.gov.tr
Legal Advisory Panel	Chair Jon Price jon.price@thls.org
IMC	Lars Mansner lars.mansner@sabik.com

Meeting	Agenda Item	INPUT PAPERS
PAP35	1.1	Draft Agenda
PAP35	4	Report of Council 65
PAP35	4.0	PAP planning to 2018-06
PAP35	4.1	Strategic vision
PAP35	4.2	Position on the development of AtoN services
PAP35	5.2	Structure of technical operations documents
PAP35	5.3	Standards, recommendations and guidelines forward plan
PAP35	6.1	Committee structure
PAP35	6.2.1	Draft ARM work plan 2018-2022
PAP35	6.2.2	Draft ENG work plan 2018-2022
PAP35	6.2.3	Draft ENAV (WG3) work plan 2018-2022
PAP35	6.2.4	Draft VTS work plan 2018-2022
PAP35	6.5	Meeting dates 2018
PAP35	7.1	MRN
PAP35	8.1	Port call message S2xx
PAP35	9	Arctic Seminar
PAP35	10.1	Maritime Connectivity Platform Seminar

Meeting	Agenda Item	OUTPUT PAPERS	Action
PAP35	18.1	Report of PAP35	
PAP35	20.1	Standard, recommendation and guideline forward plan	
PAP35	20.2	Meeting dates 2018	

1. *The Secretariat to consider an amendment of the General Regulations, not to have the Committee Chair and Vice-Chairs ending their terms at the same date.*
2. *The Secretariat to add to input paper PAP35-3 all other documents published by IALA and make it an Excel file accessible by each Committee, which can be used as a document management tool, adding if possible progress monitoring.*
3. *The Committees to amend and update their individual work plans as necessary and send them to Minsu Jeon.*
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5. *Minsu Jeon to send Chairs and Vice-Chairs information on other S-2xx products and summarize the discussion with Nick Ward after their meeting of 27th February.*
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7. *The Secretariat (Michael Card, Francis Zachariae, Minsu Jeon) to write a proper answer to Michael Bergmann.*
8. *Michael Card should send a request to LAP to get explanations on the details of the TrueHeading patent and to which it applies re. R-Mode and VDES.*
9. *The Secretary-General should write to China MSA, explaining the concerns with regard to IALA and ITU guidance or prescriptions.*
10. *The ARM Committee should include MAtoN when revising the Maritime Buoyage System.*
11. *The Secretariat to explore options for a suitable, interactive platform for use for the revision of the NAVGUIDE and the VTS Manual.*
12. *Minsu Jeon to prepare a paper for next PAP with a process proposal for IALA's involvement in the UN Sustainable Development Goals.*
13. *The Secretariat to separate sustainable and legacy in standard 1020 when it is next reviewed.*
14. *The Secretariat to inform Committee participants and all IALA members of the change in the Committee structures and the dates of the 2018 autumn meetings.*
15. *Minsu Jeon and Simon Millyard to work on a process for updating and maintaining the Dictionary.*



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