



ENAV19-4.2

REPORT OF THE 31ST SESSION OF THE IALA ADVISORY POLICY PANEL (PAP)

6 & 7 April 2016



7 April 2016

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Report of the 31st Session of the IALA
Policy Advisory Panel (PAP)
6 & 7 April, 2016
Executive Summary

The 31st session of the Policy Advisory Panel was held on 6th and 7th April 2016 at IALA Headquarters.

The meeting was briefed on the growing number of IALA and the increase in activities with plans for the future.

The participants considered and amended the draft structure for IALA Standards for submission to the Council Strategy Group. Proposals for a new document numbering system were presented.

There was considerable interest in the proposed IALA Technical Policy, which will need to be further refined in order to present individual policies for each topic. Such policies would help answering questions about IALA positions on various subjects.

All Committee Chairs and the Chairs of other IALA bodies reported on the work of their respective groups. The ENAV Committee Chair reported on the two main items of concern to his Committee, namely Unique Identifiers for Maritime Resources and the portrayal of AtoN on electronic charts.

New Working Groups had been created within the ENG Committee to deal with heritage issues and within the ARM Committee to take over the work on the Risk Management Tool and IALA-NET, both being inter-connected to achieve a proper risk assessment.

Reports were also given by the Industrial Members Committee and the Academy.

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Report of the 31st Session of the IALA

Policy Advisory Panel (PAP)

GENERAL

The 31st meeting of the Policy Advisory Panel was held on 6 and 7 April 2016 at IALA Headquarters, with IALA Deputy Secretary-General Michael Card as Chairman and Marie-Hélène Grillet as Secretary.

1. OPENING

1.1 Approval of the agenda

The Agenda (paper PAP31-1.1) was adopted.

The Agenda is provided at ANNEX A.

1.2 Address by the Secretary-General

The Secretary-General stressed the importance of the Panel, where all technical issues and policies are discussed and decided, most of the time for Council's approval. This ensures that IALA remains at the fore front of the technical developments in the AtoN domains. PAP is also valuable for its coordination role between Committees.

The Secretary-General reported that IALA continues to grow, with a number of members (258) higher than ever, among which a number of new National members.

The rebranding project was going well with the new "look" being implemented everywhere and the hiring of Mike Hadley to reformat the IALA documents and advise the Committees on a possible restructuring of some of them.

The project of building a new meeting room had to be abandoned due to technical and administrative difficulties but there is a possibility to buy more space in the same building, although this would not allow for a larger meeting room to be arranged. There are, however, meeting facilities at the chateau of Saint-Germain-en-Laye that could be hired for the few occasions when IALA needs to host more than 120 participants at a time.

Again on the topic of meetings the Secretary-General informed the Panel that measures were about to be taken to anticipate security threats, although IALA is unlikely to be the target of terrorist attacks: a camera would be installed to monitor the entrance and participants would be required to register prior to the meetings. Access would be denied to those not registered. The latter measure is in line with what is current practice in other international organizations.

Finally he drew the panel's attention to the retirement of the Academy Dean Jean-Charles Leclair; an advertisement has been published for the recruitment of his successor. Jean-Charles Leclair would however assist during the transition period, until January 2017.

1.3 Introductions and apologies

Apologies were received from Hideki Noguchi (Vice Chair, ENAV Committee), Neil Trainor (Vice Chair, VTS Committee) and Henning Osnes Teigene (Vice Chair, Legal Advisory Panel).

A list of attendees is provided at ANNEX B.

2. REVIEW OF INPUT AND INFORMATION PAPERS

Paper PAP31-2 refers. There was one paper withdrawn (PAP31-9.2.1), for which a replacement text was to be submitted during the meeting.

3. UPDATE ON ACTION ITEMS FROM PAP30

Input paper PAP31-3.1 refers.

All action items were noted as completed or in hand, with the exception of action item No. 4 that was found unnecessary. It was therefore agreed not to keep it on the list of this meeting's requested actions.

4. DRAFT IALA STANDARDS

4.1 Presentation of draft standard structure

Input paper PAP31-4.1.1 refers.

Deputy Secretary-General Michael Card explained that only the Standard names had been agreed at the 61st session of the IALA Council in December 2015. The mission of the present PAP meeting was to agree on headings for the Standard "sub areas".

The draft submitted by Mr Cho was based on suggestions made by the Committee Chairs. The Panel went through all of them and made some amendments before the final draft structure was agreed (output paper PAP31-21.3).

It must be noted that the Standards and their sub-areas would be published with a list showing details of the sub-areas, which appear into brackets in the output paper mentioned above.

Mr. Cho then presented two mapping tables, linking Standards to existing documents (input paper PAP31-4.1.2) and existing documents to Standards (PAP31-4.1.3). An explanatory note had been added as input paper PAP31-4.1.4.

The Secretariat (Michael Card) was requested to submit output paper PAP31-21.3.1 to the Council Strategy Group together with the revised mapping tables (output papers PAP31-21.3.2 and PAP31-21.3.3) and the Committee Secretaries were invited to bring the draft standard structure to the attention of the Committees for noting.

After discussing the place of the Maritime Buoyage System in the Standard structure it was agreed, on suggestion by Jean-Charles Leclair to add a note in the Standard documents that would refer to the Maritime Buoyage System Agreement.

Action item 1

The Secretariat (Michael Card) is requested to submit output paper PAP31-21.3.1 to the Council Strategy Group together with the revised mapping tables (out papers PAP31-221.3.2 and PAP31-21.3.3).

Action item 2

The Committee Secretaries are invited to bring the draft standard structure to the attention of the Committees for noting.

Action item 3

The Secretariat (Michael Card) to add a note to the Standard template referring to the Maritime Buoyage System Agreement for use in the appropriate Standard documents.

4.2 Proposed draft numbering system

Technical Operations Manager Marie-Hélène Grillet presented options for a numbering system of IALA documents when Standards have been approved by the General Assembly and implemented.

PAP was in favour of always referring to the parent Standard, which should show a number commencing with "10", but not referring to the Standard sub-areas as shown in the white boxes of input paper PAP31-4.1.1.

Documents may then carry numbers having the following number format:

IALA10xx, IALA10xx.Rxxxx, IALA10.xxGxxxx or IALA10xx.Cxxxx

where IALA10xx is the Standard, and R, G and C stand for Recommendation, Guideline and Model Course respectively.

5. COORDINATION ENAV AND VTS

Input paper PAP31-5.1 refers.

The ENAV and VTS Committees Chairs reported that the joint working group meeting, which was scheduled for Friday 5th August 2016 in Kuala Lumpur in conjunction with the VTS Symposium and the 43rd session of the VTS Committee, was intended to enhance the working relationships between the two Committees.

The meeting would make Committees known to each other, explore communications issues (e.g. voice vs digital communications) and look into the future with a practical approach ensuring a balance between conservative and “high technology” points of view.

The meeting should be open to Committee attendees and sister organizations but limited to 50 participants.

The Terms of Reference of the joint Working Group should be refined at the end of the meeting.

Action item 4

The Secretariat (Virginia Butler) to send the Agenda to IALA Committee participants and sister organizations drawing their attention to the limit of 50 participants.

Action item 5

The joint ENAV/VTS Working Group to revise its Terms of Reference at the end of the meeting.

6. IALA TECHNICAL POLICY

Input papers PAP31-6, PAP31.6.1 and PAP31-.6.2 refer.

Deputy Secretary-General Michael Card explained that the intention was to have a tool giving a clear idea of what IALA does and intends to do in each of its fields of activity, based on the Standard headings already agreed. Such a document will enable any IALA official meeting with members or other entities at international fora to give common explanations to questions asked on specific issues.

It will help to understand the Strategic Vision of IALA but not reflect the current work programme, giving an insight of what the future could be.

The document was very well received as a needed tool but further work and the consideration of additional topics is required. The topics addressed should be kept technical and do not touch upon management issues. Having one policy statement for each topic within the main headings was found desirable.

PAP had a preliminary short brainstorming to identify discussion topics. These appear at Annex E.

Action item 15

The Secretariat (Michael Card) to develop a sample technical policy that would be used for each item.

7. COORDINATION REPORTS

A concern was expressed by the two Committee Secretaries with regard to very late input papers. The Secretaries suggested having strict deadlines, after which late papers would be rejected, unless they are of vital importance to the meeting.

Secretary-General Francis Zachariae answered that the draft Basic Documents that should be given final Council approval in June would be amended to reflect a deadline for submission set at two weeks prior to the meeting, bearing in mind that some flexibility would be needed when applying the rule.

Action item 6

The Secretariat (Francis Zachariae) to amend the draft Basic Documents to show a deadline of two weeks before the meeting starts for submission of input papers to a Committee meeting.

7.1 ENAV Committee

ENAV Committee Chair Omar Frits Eriksson reported that his Committee had developed an e-Navigation roadmap (see 7.1.4 below), progressed on VDES where a decision on modulation schemes is needed and continues to interact with IMO on Maritime Service Portfolios.

7.1.1 Draft Guideline for Unique Identifiers for Maritime Resources

Input papers PAP31-7.1.1 and PAR31-7.1.1.1 refer.

ENAV Committee Chair Omar Frits Eriksson introduced the need for implementing unique identifiers to avoid duplications in e-Navigation applications and their benefits for maintenance, delivery of maritime information services and other applications.

Implementing unique identifiers would require IALA applying for a Uniform Resource Name (URN) for Maritime Resource Names (MRN). Then the unique identifier would use a national number (for example the number given by the country to a buoy). Such a unique numbering system would also be available to other IALA partners – including ships – as soon as the MRN is created.

It was remarked that the introduction of unique identifiers would create a considerable work for IALA but it was agreed that the ENAV Committee Chair should take initial steps to apply for an MRN domain name. IALA would then consider going ahead depending on the costs involved. The Strategy Group should be made aware, as well as the ENAV Committee.

Action item 7

The ENAV Committee Chair to enquire about obtaining a domain name for a maritime resources name.

Action item 8

The Secretariat (Michael Card) to inform the Strategy Group.

Action item 9

The Secretariat (Seamus Doyle) to inform the ENAV Committee of the PAP decision.

7.1.2 Portrayal of AtoN on electronic charts

Input paper PAP31-7.1.2 refers.

The issue arose from the portrayal of the range of sector lights on ENC's, which may give wrong indications to the mariner.

The discussion focused on the quality of communications between IALA members and their hydrographic services, noting that the IHO format may not be adapted to a true reflection of AtoN on ENC's.

There is a need for a constructive dialog with IHO on the basis of the S200. A meeting between Norway and IHO was planned and it was agreed to wait until the results of this meeting are known before deciding on any further action.

Action item 10

The Secretariat (Francis Zachariae/Michael Card) to assess the need of contacting IHO after the ARM Committee meeting where the IHO-Norway discussions will be reported.

7.1.3 Conclusions of the IALA Seminar on Maritime Digital Infrastructures and Testbeds

Input paper PAP31-7.1.3 refers.

PAP noted the Seminar conclusions with particular attention to Conclusion 9 – Increased visibility of the themes which are being addressed in testbeds and establishment of special interest groups may enhance collaboration across testbeds.

Regarding this final conclusion it was remarked that it would be beneficial to IALA to offer interest groups a secured exchange space to avoid having them creating their own forums not keeping IALA informed of the developments.

PAP was supportive of special interest groups being created on proposals by the Committee Chairs.

7.1.4 Draft IALA e-Navigation road map

Input paper PAP31-7.1.4 refers.

ENAV Committee Chair Omar Frits Eriksson reported that there was a need for an overview of the whole process, which should be kept in mind when developing the IALA Technical Policy further. ENAV Committee participants who are experts in risk analysis will consider the main topics in terms of risks.

7.2 VTS Committee

VTS Committee Chair Tuncay Çehreli reported that at the end of its 41st session the VTS Committee had achieved 7 of its tasks, over 20. Among the completed tasks were the draft 2016 edition of the VTS Manual, 5 Model Courses associated with Recommendation V-103 and the VTS Questionnaire.

The main concern remained the update of IMO Resolution A.857(20), for which no consensus could be reached at VTS41, questioning the timing for a submission to be made by sponsoring IMO member States to the next MSC.

PAP discussed the best way to achieve the goal of amending the IMO Resolution and concluded that the draft to be developed should show a compelling need for revision, and such a compelling need should be the safety of navigation (on the basis of complaints about VTS on accident reports); berth to berth navigation should be avoided, although it may be an ultimate goal.

Action item 11

The VTS Committee to develop a convincing and clear paper on the revision of IMO Resolution A.857(20) based on the compelling need for the safety of navigation, aiming at those not familiar with VTS.

Other IMO-related items were the need to update the IMO STCW Circular each time a Model Course is being developed and the importance of having VTSO training mandatory.

Regarding the updates of the STCW Circular it was noted that, in order to have any paper submitted and considered, it has to relate to an Agenda item which must be requested by writing to the IMO Secretariat.

Action item 12

The Secretariat (Committee Secretaries) to inform the Committees about the procedure to amend documents at IMO (how – who – when).

7.3 ENG Committee

ENG Committee Chair Simon Millyard reported on the main topics dealt with by his Committee. The revision of existing IALA documentation on light and vision is progressing but is not likely to be completed by the end of the current work period. The Heritage Forum, did not prove to be as successful as hoped and just saw its Chair retiring. The Forum will be reactivated when the Committee identifies needs for a Seminar requesting external expertise.

7.4 ARM Committee

ARM Committee Chair Phil Day reported on changes in member organisations leading to some disorganisation in Working Group chairmanship with considerable impact on the Committee work. Further to the decision of integrating the Risk Management Tool in the Committee a 3rd Working Group was created to deal with risk management. The Committee is also working on two Workshops, on “sustainable light and batt” and the uses of AIS respectively. The latter will involve the ENAV Committee and touch upon virtual aids and autonomous vessels.

There was a general remark about the need for advertising Workshops and Seminars on the IALA Website as early as possible, not necessarily waiting for the flyers to be ready.

Action item 13

The Secretariat (Marie-Hélène Grillet – Audrey Guinault) was invited to explore possible ways to draw attention on planned events as early as possible.

7.5 Industrial Members' Committee

The IMC representative Lars Mansner explained that the Committee, which works mostly by correspondence had made good progress in the preparation of the next industrial exhibition and dinner in Korea in 2018. A mid-term general assembly of Industrial members will be held at Kuala Lumpur in conjunction with the VTS Symposium and 2018 exhibition prices will be announced so the members can budget their participation.

He reported a growing number of Industrial members, which has been increased by 50% in 10 years and that the IMC was content with the IGO project as the industry will still be able to interact with IALA.

Finally he said that there were less small companies, which are being integrated in large entities. There are also more members from the electronic field to which the exhibition should be marketed to avoid having it seen as mostly directed to manufacturers of conventional aids to navigation.

7.6 World-Wide Maritime Academy

The Dean of the Academy Jean-Charles Leclair reported on difficulties encountered to find proper trainers for the courses in both developing and developed countries, although for different reasons. PAP remarked that the courses last for several weeks and being away from base for a long time is an issue. eLearning would be a good alternative solution but at high cost and it can be considered only if sponsors are prepared to support, which requires the Academy to be very well known world-wide.

The Dean then drew PAP's attention to the need to consider the training aspects when developing new documents.

Finally, PAP was concerned about not having the Academy mission reports made available to IALA members, or at least PAP, to identify trends. This being a political issue for the countries concerned it was agreed that the Academy would identify those reports that can be circulated to PAP, and also to the Council.

Action item 14

The Academy (Stephen Bennett) to identify reports on awareness missions that could be made available to PAP and the Council.

7.7 Legal Advisory Panel (LAP)

PAP Chair Jon Price explained that the last session of the Panel mainly worked on the IGO project. General Regulations are being developed for the new structure and the Basic Documents for IALA as an NGO have been refined for final approval by the Council at its 62nd session.

8. INPUT TO IMO PLANNING PROCESS

8.1 IMO new strategic framework

Monica Sundklev of Swedish Transport Agency will represent IALA and report.

9. IALA BASIC DOCUMENTS

9.1 Update

Secretary-General Francis Zachariae reported that the draft Basic Documents had been reviewed once again by LAP and were ready to be submitted to the IALA Council session 62 for final approval.

The revised draft would include new Committee Rules of Procedures as discussed and agreed under Agenda item 9.2 below.

9.2 Committee Rules of Procedures

The Committee Rules of Procedure were amended with regards to decisions in Committees and deadlines for submitting input documents to Committee meetings.

A voting procedure within Committees was introduced and it was agreed that input documents could be received up to two weeks before meetings.

10. IALA CHANGE OF STATUS PROJECT

10.1 Progress report

Secretary-General Francis Zachariae reported that an introductory note had been sent to the French Ministry of Foreign Affairs, together with the latest draft of the Convention text in both English and French for initiating diplomatic actions.

It is likely that a Diplomatic Conference can take place in Korea in 2018 in conjunction with the IALA General Assembly and Conference.

10.2 Information paper to IMO Assembly 29

The information paper was received very positively and the Secretary-General was approached by many countries now interested in joining IALA.

11. IALA-NET

Jean-Charles Leclair reported again that there were no developments regarding IALA-NET, which was now to be dealt with by the ARM Committee.

The importance of keeping AIS data bases was however highlighted. Such data are vital tools for risk analysis within IWRAP and although many countries decided to keep minimum data and have them publicly available. They should be recommended to keep them in data bases that are backed up in international systems, IALA-NET being a valid backup option.

Action item 15

The ARM Committee to look into the future of IALA-NET based on the need of AIS data for risk assessment and possible back up for national AIS data bases.

12. RISK TOOLBOX

ARM4 was to be the first occasion to start working on this topic within a new Working Group of the ARM Committee.

Action item 16

THE ARM Committee to record the Risk Toolbox work plan in the report of its 4th meeting.

13. EFFICIENSEA2

It was noted that EfficienSea2 for the first opportunity for IALA to work for an Eu funded project. Progress will be reported at the next meeting.

14. IALA-IHO ARCTIC SEMINAR

Input paper PAP31-14.1 refers.

The Seminar is organised in cooperation with IHO but there was a still a need to finalise clear purposes and ongoing work after the Seminar.

Action item 17

PAP members are requested to provide Michael Card with suggestions for the Seminar objectives within two weeks.

15. IALA COMMUNICATION MEANS

15.1 Websites

The importance of having testbed results made available was stressed and Secretary-General Francis Zachariae reiterated that the functionalities of e-navigation.net would be integrated into the IALA Website when the development work is done.

15.1.1 Public Website

Secretary-General Francis Zachariae informed PAP that the IALA Website would soon be restructured and enriched with apps for tablets and smartphones and the incorporation of externally hosted Websites like e-navigation.net, which would be managed by IALA.

15.1.2 IALA Wiki

15.1.3 File sharing systems

Input paper PAP31-15.1.2-3 refers.

Technical Operations Manager Marie-Hélène Grillet emphasized that the IALA Wiki and the file sharing systems had two different purposes, the Wiki being mostly to gather and store Committee work that does not turn into official IALA documentation and the file sharing system to exchange working documents during Committee meetings.

The file sharing system being a relatively new tool its purpose is likely to be adapted according to the needs identified.

15.2 IALA Bulletin

Secretary-General Francis Zachariae reported that Aline de Bièvre had been contracted to support the editorial work. However the Editor was still Marie-Hélène Grillet and proposed articles should be directed to her.

16. ANY OTHER BUSINESS

16.1 Discontinuation of the World VTS Guide

The World VTS Guide was to be discontinued from 1st July 2016. IALA members and sister organizations had been informed accordingly and the IMO Secretariat was requested to plan amendments of the IMO documents that make reference to the Guide.

16.2 IALA Questionnaire

The ARM Committee would take benefit from the Web-based new VTS questionnaire to renew its general questionnaire.

Action item 17

The ARM Committee was requested to provide the Secretariat (Marie-Hélène Grillet) with revised questions for their integration into an IALA general questionnaire.

16.3 IALA Dictionary PAP Working Group (DWG)

PAP had approved the DWG Terms of Reference inter-sessionally. A revised version was however submitted to include occasional participation of the Legal Advisory Panel. Delegation of authority would be requested from the IALA Council for approving new or amended definitions of terms.

Action item 18

The Legal Advisory Panel to consider participation in the Dictionary Working Group and inform the Secretariat accordingly.

16.4 IALA attendance at IMO meetings

The Secretary-General and the Deputy Secretary-General represent IALA in turn. Reporting is supported by the seconded officer Mahdi Al Mosawi, Jon Leon Ervik of Norway and Pieter Paap of The Netherlands. The delegation is occasionally joined by National member representatives.

16.5 Reformatting of IALA documents

Mike Hadley who had been contracted for the reformatting work exposed the issues he was facing. A queries folder had been created in the file sharing system on the Web and he would warn the Committee Secretaries when there are questions to be answered.

17. DATE AND VENUE OF THE NEXT MEETING

The next PAP meeting (PAP32) will be held at IALA Headquarters on 6th and 7th October 2016.

18. REPORT OF PAP31

The report of the meeting will be agreed by correspondence.

19. CLOSING OF MEETING

The Chairman Jon Price closed the 31st meeting of the Policy Advisory Panel at 16h30 on 7th April by thanking all participants.

20. LIST OF ANNEXES TO THE REPORT

1 Agenda

A copy of the agenda is at ANNEX A.

2 Participants

A list of participants and apologies is at ANNEX B.

3 Input Papers

A list of input papers is at ANNEX C.

4 Output and Working Papers

A list of output and working papers is at ANNEX D.

5 Provisional topics for IALA technical policies

A list of topics provisionally identified for IALA technical policies is at ANNEX D.

6 Action Items

A list of action items is at ANNEX F.

31st meeting of the Legal Advisory Panel

Dates and Purpose

The 31st meeting of PAP will be held on 6 and 7 April, 2016, 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

Tuesday	Evening dinner hosted by IALA (<i>please inform secgen@iala-aism.org of attendance if you haven't done so yet</i>)	
Wednesday	2016-04-06	1000-1700
Thursday	2016-04-07	0830-1630

Draft Agenda (Rev. 2016-03-24)

		Speaker ¹	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 ²	MHG	Note
3	Update on action items from PAP30	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
LUNCH			
5	Coordination ENAV and VTS	TC and OFE	Decide
6	IALA Technical Policy	MDC	Discuss
7	Coordination reports (5-8 minutes each)		
7.1	ENAV	OFE	Note
7.1.1	Draft Guideline for Unique Identifiers for Maritime Resources	OFE	Advise
7.1.2	Portrayal of AtoN on electronic charts	OFE	Advise
7.1.3	Conclusions of the IALA Seminar	MDC	Discuss

¹ 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

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

on Maritime Digital Infrastructure
and Testbeds

	7.1.4	Draft IALA e-Navigation road map	OFE	Discuss
	7.2	VTS	TC	Note
	7.3	ENG	SM	Note
	7.4	ARM	PD	Note
<u>DAY 2</u>				
	7.5	IMC	LM	Note
	7.6	WWA	J-CL	Note
	7.7	LAP	JP	Note
8		Input to IMO planning process		
	8.1	IMO new Strategic Framework	MDC	Discuss
9		IALA Basic Documents		
	9.1	Update	FZ	Note
	9.2	Committee Rules of Procedure	MDC	Decide
10		IALA Change of Status project		
	10.1	Progress report	FZ	Note
	10.2	Information paper to IMO Assembly 29	FZ	Note
LUNCH				
11		IALA-NET	JCL	Advise
12		Risk Toolbox	PD	Note
13		EfficienSea2	OFE	Note
14		IALA-IHO Arctic Seminar	MDC	Note
15		IALA Communication means		
	15.1	Website(s)		
		15.1.1 IALA Website	FZ	Note
		15.1.2 IALA Wiki	MHG	Note
		15.1.3 File sharing system	MHG	Note
	15.2	Bulletin	FZ	Note
16		Any Other Business		
	16.1	Discontinuation of World VTS Guide	FZ	Note
	16.2	IALA questionnaire	MHG	Decide
	16.3	IALA Dictionary PAP Working Group	MHG	Decide
	16.4	IALA attendance at IMO meetings	MDC	Note
17		Date and Venue of next meeting		Decide
18		Report of PAP31		Approve
19		Closing of Meeting		

Secretary-General	Francis Zachariae francis.zacharie@iala-aism.org
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ENAV Committee	Chair Omar Frits Eriksson ofe@dma.dk
ENG Committee	Chair Simon Millyard simon.millyard@thls.org Vice Chair David Jeffkins david.jeffkins@amsa.gov.au
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Legal Advisory Panel	Chair Jon Price jon.price@thls.org
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Meeting	Agenda Item	Title / Author (if required)	Source	Presented by
PAP31	1.1	Draft Agenda	Secretariat	Michael Card
PAP31	2	Document list	Website	Marie-Hélène Grillet
PAP31	3.1	Update on action items from PAP30	Secretariat	Marie-Hélène Grillet
PAP31	4.1.1	Draft Standard plan after Council 61	Secretariat	Michael Card
PAP31	4.1.2	IALA Standards – mapping Standards to Recommendations and Guidelines	Secretariat	CHO
PAP31	4.1.3	IALA Standards – mapping Recommendations and Guidelines to Standards	Secretariat	CHO
PAP31	4.1.4	Explanatory note on mapping documents	Secretariat	CHO
PAP31	5.1	Agenda for joint VTS-ENAV meeting	VTS-ENAV	Tuncay Cehreli Omar Frits Eriksson
PAP31	6	Note on IALA Technical Policy	Secretariat	Michael Card
PAP31	6.1	IALA Technical Policy	Secretariat	Michael Card
PAP31	6.2	VTS Policy TC-NT	VTS Committee	-
PAP31	7.1.1	Note on draft Guideline for Unique Identifiers for Maritime Resources	ENAV Committee	Omar Frits Eriksson
PAP31	7.1.1.1	Draft Guideline for Unique Identifiers for Maritime Resources	ENAV Committee	Omar Frits Eriksson
PAP31	7.1.2	Note on portrayal of AtoN on electronic charts	ENAV Committee	Omar Frits Eriksson
PAP31	7.1.3	Conclusions of Seminar on Maritime Digital Infrastructures	Secretariat	Michael Card
PAP31	7.1.4.1	Note on draft IALA e-Navigation road map	ENAV Committee	Omar Frits Eriksson
PAP31	7.1.4.2	Draft IALA e-Navigation road map	ENAV Committee	Omar Frits Eriksson
PAP31	9.2.1	Committee Rules of Procedure	Secretariat	Francis Zachariae
PAP31	14.1	IALA-IHO Arctic Seminar 2017	Secretariat	Michael Card
PAP31	15.1.2-3	IALA Wiki and file sharing system	Secretariat	Marie-Hélène Grillet
PAP31	15.2.1	Bulletin	Secretariat	Francis Zachariae
PAP31	16.3	Draft note to Council on approval of Dictionary amendments	Secretariat	Marie-Hélène Grillet
PAP31	INF1	Note on Dictionary Working Group	Secretariat	-
PAP31	INF2	Dictionary PAP Working Group Terms of Reference	Secretariat	-

Meeting	Agenda Item	OUTPUT PAPERS	Action
PAP31	21.1	Draft report of PAP31	To approve by correspondence
PAP31	21.2	Note to Council on approval of Dictionary amendments	To Council for approval
PAP31	21.3.1	Draft Standard plan after PAP31	To Council Strategy Group
PAP31	21.3.2	Mapping table IALA Standards to documents	To Council Strategy Group
PAP31	21.3.3	Mapping table documents to IALA Standards	Council Strategy Group
PAP31	21.4	Agenda for joint VTS-ENAV meeting	To all Committees

- MF beacons: why it is important to keep the infrastructure (resilient PNT)
- Buoys and beacons will remain necessary
- (long) range beacons (planning and service requirements) for position fixing
- (historic) lighthouses: are lighthouses still needed?
- Need for daymarks: different needs according to the type of the mark (e.g. leading lines, buoys, lighthouses, others)
- Human centered design: accidents at sea are mostly due to human errors
- Training and certification: there countries behind, regarding qualification. Have training for VTSOs mandatory.
- Need for transparency of AtoN products: patent policy
- Future of racons and radars
- VDES: strong need for communications (mid-voyage communications)
- Autonomous vessels: requirements for connectivity
- E-navigation: where does IALA position in e-Navigation? (e-Navigation eases decision making, avoids overload on the bridge, offers services to the mariner, including Maritime Portfolios – explain that MSPs are suites of services that can be commercial)
- Audible signals: they still have a warning role on offshore structures (but they're not AtoN)
- AtoN not only for SOLAS vessels: the loss of lives in fishing is huge, especially in developing countries
- Fairway AtoN design: it should be risk based using both qualitative and quantitative methods
- Environment and sustainability

1. The Secretariat (Michael Card) is requested to submit output paper PAP31-18.2 to the Council Strategy Group together with the revised mapping tables (out papers PAP31-18.2.2 and PAP31-18.2.3).
2. The Committee Secretaries are invited to bring the draft standard structure to the attention of the Committees for noting.
3. The Secretariat (Michael Card) to add a note to the Standard template referring to the Maritime Buoyage System Agreement for use in the appropriate Standard documents.
4. The Secretariat (Virginia Butler) to send the Agenda to IALA Committee participants and sister organizations drawing their attention to the limit of 50 participants.
5. The joint ENAV/VTS Working Group to revise its Terms of Reference at the end of the meeting.
6. The Secretariat (Francis Zachariae) to amend the draft Basic Documents to show a deadline of two weeks before the meeting starts for submission of input papers to a Committee meeting.
7. The ENAV Committee Chair to enquire about obtaining a domain name for a maritime resources name.
8. The Secretariat (Michael Card) to inform the Strategy Group.
9. The Secretariat (Seamus Doyle) to inform the ENAV Committee of the PAP decision.
10. The Secretariat (Francis Zachariae/Michael Card) to assess the need of contacting IHO after the ARM Committee meeting where the IHO-Norway discussions will be reported.
11. The VTS Committee to develop a convincing and clear paper on the revision of IMO Resolution A.857(20) based on the compelling need for the safety of navigation, aiming to those not familiar with VTS.
12. The Secretariat (Committee Secretaries) to inform the Committees about the procedure to amend documents at IMO (how – who – when).
13. The Secretariat (Marie-Hélène Grillet – Audrey Guinault) was invited to explore possible ways to draw attention on planned events as early as possible.
14. The Academy (Stephen Bennett) to identify reports on awareness missions that could be made available to PAP and the Council.
15. The Secretariat (Michael Card) to develop a sample technical policy that would be used for each item.
16. The ARM Committee to record the Risk Toolbox work plan in the report of its 4th meeting.
17. PAP members are requested to provide Michael Card with suggestions for the Seminar objectives within two weeks.
18. The Legal Advisory Panel to consider participation in the Dictionary Working Group and inform the Secretariat accordingly.



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