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| From: ARM Committee | ARM2-11.1.7 |
| To: PAP and IALA Technical Committees & Secretariat | 29 May 2015 |

Liaison Note

NAVGUIDE Update – Review Process

# Introduction

Liaison Note ARM1-11.1.8, NAVGUIDE Update – Ways of Working, provided guidance on updating the NAVGUIDE in the IALA Wiki. This Liaison note seeks to clarify what committees should focus on when reviewing the NAVGUIDE, and a process for updating the Wiki.

# Review Process

The NAVGUIDE has been uploaded to the IALA Wiki, and is now available to be worked on in a collaborative manner. Each committee is responsible for updating its “own” pages. The ARM Committee is responsible for coordinating the review process and monitoring progress. If not submitted already, each committee is reminded to provide a point of contact/coordinator to liaise with the ARM task leader (Martin Bransby – [martin.bransby@gla-rrnav.org](mailto:martin.bransby@gla-rrnav.org)) who will coordinate the NAVGUIDE review process on behalf of the ARM Committee.

The purpose of the NAVGUIDE is to provide a first point of reference on all aspects of providing an AtoN service. The manual also provides references to more detailed guidance from IALA, IMO and related organisations on specific topics. When reviewing sections of the NAVGUIDE, technical committees should be mindful of this purpose. Each section should provide an executive summary like overview of each topic, and reference IALA, IMO, and related organisations’ documents where applicable. Authors should provide internet links to references where possible.

In order to publish the NAVGUIDE Wiki in a timely fashion, all tables were inserted as images throughout the Wiki. All committees should create new tables if table template is available and replace the corresponding images. If training on use of the Wiki is needed, contact David Hayes, [david.hayes@thls.org](mailto:david.hayes@thls.org) or another Wiki competent person within the committees. Additionally, all committees are reminded to provide pertinent photos throughout the NAVGUIDE where applicable.

When making changes to the Wiki, committees should “edit” the NAVGUIDE directly, and “publish” the changes when corrections/updates are made. Coordinators responsible for individual sections should ensure that a description of what was changed, and why the change was made is entered in the section’s “Discussion” page. Once the committee responsible for the section being updated approves the update, the relevant pages must be protected through the “Edit” function being disabled by a Wiki administrator, to ensure it can no longer be edited.

# Action requested

All IALA technical committees are requested to:

* Provide a point of contact/coordinator to liaise with the ARM task leader (Martin Bransby – [martin.bransby@gla-rrnav.org](mailto:martin.bransby@gla-rrnav.org)) who will coordinate on behalf of the ARM Committee. Each appointee will be responsible for the updating of the relevant sections of the NAVGUIDE as detailed in Table 1.
* Create a standing agenda item for the updating of the NAVGUIDE at each committee session as required.
* When reviewing responsible sections of the NAVGUIDE, ensure that each section where possible reads as an executive summary.
* When creating / amending documentation an executive summary within the document for later use in the NAVGUIDE should be generated.
* Ensure all relevant documents and publications are referenced with the most current version throughout the NAVGUIDE.
* Where possible ensure all tables are created to replace corresponding images.
* Provide pertinent photos for applicable sections of the NAVGUIDE.
* Provide reasons for edits in chapter discussion page.
* Update tracking table and provide liaison note to the ARM Committee when section updates have been approved and protected.

Table 1 - NAVGUIDE Committee Allocations

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| --- | --- | --- |
| **NAVGUIDE - Committee Allocation** | | |
| **SECTION** | **SUB-SECTION** | **ALLOCATED TO** |
| **Foreword** |  | Secretariat |
| **Acknowledgement** |  | Martin Bransby |
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| 1.5.2 | IALA Guidelines | Secretariat |
| 1.5.3 | IALA Manuals | Secretariat |
| 1.5.4 | IALA Dictionary: | Secretariat |
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| 1.5.6 | Related Organisations | Secretariat |
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| 2.3.3 | Harbour Approach | Bob Trainor |
| 2.3.4 | Restricted Waters | Bob Trainor |
| 2.4 | Measurement Errors and Accuracy | Bob Trainor |
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| 2.5.2 | Datum | Artur Marques |
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