

## Terms of Reference for the Policy Advisory Panel

### Background

In accordance with the Convention, Article 6, 1 (c), the Organization shall have Committees and subsidiary bodies necessary to support the Organizations' activities. In Article 6.3, it is stated that the General Regulations and Financial Regulations shall detail the Rules of Procedure that shall apply for each organ which are detailed in Article 3 of the General Regulations.

### Name of committee or subsidiary body

Policy Advisory Panel (PAP)

### Participation

The membership of the Policy Advisory Panel will be as follows:

- Deputy Secretary-General (Chair)
- Chairs of all committees
- Vice-chairs of all committees
- Chair of Legal Advisory Panel
- Dean of the World-Wide Academy
- Representative of the Industrial Members Committee
- Technical Operations Manager
- Events and Documents Co-ordinator/Communication officer
- Committee Secretaries.

Other participants may be invited by the Chair to participate, to provide specialist advice.

The Chair of the Policy Advisory Panel will be the Deputy Secretary-General.

### Aims and Objectives

In accordance with the Convention Article 9.1, the Panel will support the aims and objectives of the Organization Article 3 of the Convention by:

- Proposing the meeting dates of all committees for a given year for approval by the Secretary-General at least one year in advance and such dates are advertised to all members through the website.
- Considering and advising the Council and the Secretariat on policy and strategy matters concerning the development and harmonisation of Marine Aids to Navigation systems, with specific emphasis on the Strategic Vision.
- Co-ordinating the work of the committees and providing a forum for chairs to share progress, challenges and operations to provide a collegiate delivery of the various work plans with the Secretariat.
- Carry out such other work as the Council may from time to time require.

### Activities

The Policy Advisory Panel should ordinarily hold meetings at least twice each year. Meetings may be held more frequently if deemed necessary by the Chair and agreed by the Secretary-General.

The Policy Advisory Panel should make use of electronic tools as required, to progress the work.

### Deliverables

The PAP shall deliver reports of each of its meetings to the Council and input to IALA organs as required.

### Relationship with other bodies

#### Internal bodies

The Convention Article 7.7 (f) states, that the General Assembly establish and terminate Committees and subsidiary bodies and review and approve their Terms of Reference.

The Policy Advisory Panel will produce a written report of each meeting and the Chair will report the advice of the Policy Advisory Panel to the Council at the next Council meeting after a meeting of the Policy Advisory Panel.

The Policy Advisory Panel (PAP) provides policy advice for consideration by the Council and to co-ordinate the work of the committees.

The Legal Advisory Panel (LAP) provides legal support and advice to the committees and the Policy Advisory Panel, the Secretariat and other bodies of IALA.

A committee's progress with its work and achievement of its deliverables should be reported to the Council and the Policy Advisory Panel at regular intervals.

#### External bodies

The Policy Advisory Panel shall monitor developments relevant to Marine Aids to Navigation in bodies external to IALA, such as IMO and the IHO, as necessary to achieve IALAs aims and objectives.