Action items from PAP25

**Actions for the Secretariat**

1. The Deputy Secretary-General, in conjunction with Ómar Frits Eriksson, is requested to consider methods for entering and updating dictionary entries. 5
2. The Secretariat is requested to confirm that the paper provided to the LAP by the e-NAV Committee regarding the reliability of AIS data for use in courts fulfilled the requirements of the LAP. 6
3. The Secretariat is requested to modify the input paper template for each of the Committees in time for issue to the next round of Committee meetings. 6
4. The Deputy Secretary-General is requested to draft a note to all Committee members about the need to provide a correctly completed input paper template for each paper submitted to a Committee meeting. 7
5. The Secretariat is requested to investigate how the IT and AV situation can be improved in time for VTS37. 8
6. The Secretary-General is requested to clarify the position of e-Navigation with respect to the ship-shore interface with IMO and report the results in time for e-NAV14. 9
7. The Secretariat is requested to consider how to resource an ‘in house’ information manager. 12
8. The Secretariat is requested to draft a documentation policy and procedure for consideration at PAP26. 12
9. The Secretariat is requested to investigate what is entailed in creating IALA international standards within the ISO/IEC numbering framework and establish the likely consequences in time for PAP26. 13
10. The Secretariat is requested to investigate what is entailed in adopting the IEC document template for future IALA international standards and establish the likely consequences in time for PAP26. 13
11. The Secretariat is requested to include ‘Document approval procedure’ on the agenda for PAP26. 14
12. The Secretariat is requested to forward the revised meeting programme (PAP/25/output/2) to the Council, to approve. 14
13. The Deputy Secretary-General is requested to invite Jeffrey van Gils to join the IALA Information Technology Group and to make contact with Ómar Frits Eriksson 15
14. The Secretariat is requested to draft check lists of information needing to be covered when inducting a new Council or Committee member in time for discussion at PAP26. 17
15. The Secretariat is requested to post a PDF version of the MBS booklet on the IALA Committee website. 17
16. The Secretary-General is requested to describe the planned mode of operation of Product Specification Task Groups to the IALA Council. 17
17. The Secretariat is requested to forward the report of PAP25 (PAP25/output/1) to the IALA Council, to note. 18

**Actions for the WWA**

1. The WWA is requested to consider incorporating the work of the Heritage and Civil Engineering Working Group into its activities.

**Actions for Members**

1. The EEP Committee is requested to finalise the historic lighthouse template and then use it to commence populating an historic lighthouse database. 6
2. In the preparation of their 2014 – 2018 Work Programmes, Chairmen of Committees are requested to leave no task unallocated to a Working Group, have a Workshop / Seminar task for each Working Group, include any mandatory monitoring / standing agenda items and consider when workshops / seminars ought to be held. 6
3. Committee Chairmen are requested to consider who of their Committee members might prove successful or benefit from being a Working Group Chair. 6
4. The Chairman of the ANM Committee is requested to resolve the multiple definitions of AtoN and prepare an Information Paper to the Council, proposing the adoption of the term ‘AtoN services’. 6