

PAP27-5.1.4

PAP 27

Existing IALA document structure

Document types

- Public facing
 - Maritime Buoyage system
 - Recommendations
 - Guidelines
 - Manuals (VTS & Navguide)
 - Model courses
- Inter organisation
 - Liaison notes
 - Other papers in the format of organisation e.g IMO
- Internal
 - Draft documents
 - Information papers
 - Inter committee liaison notes

Positive aspects

- Public facing
 - Proposals for new Documents easily approved by Council through work program
 - Completed document approval process straightforward and where necessary iterative
 - Public facing documents give flexibility to authorities with broad advice
 - Documents collaborative and inclusive
 - Committee members happy to contribute.

Positive aspects

- Inter organisation
 - Liaison notes have simple council approval process
 - Flexibility to use non IALA formats when necessary
- Internal documents
 - Liaison notes easy to use and flexible
 - Easy transfer of draft documents session to session
 - New information papers make it clear when action is not required.

Opportunities for Improvement

- Consistent Categorisation of Recommendations & Guidelines
 - Distinction between Recommendations and Guidelines appears to becoming increasingly blurred
 - there is a need to review existing approved and draft Recommendations and Guidelines to ensure they conform with the IALA definitions of these documents

Opportunities for Improvement

(Continued)

- Currency / Maintenance of Manuals
 - Manuals are large documents which are often out-of-step with the Recommendations and Guidelines they refer to.
 - due to the 4-year cycle of Manuals, the ongoing release of new Recommendations and Guidelines and the update of existing ones
 - Is there a need for a more modern and modular approach to maintaining Manuals and their links/integration with Recommendations & Guidelines?
 - This may minimise the work associated with this task and ensure consistency between these documents.

Opportunities for Improvement

(Continued)

- Ad Hoc Documents
 - The growing variety of document types being produced and promulgated (e.g. information brochures, plans etc.) may benefit from a more structured approach to their creation.
- Committee Reports
 - The current structure/content of the committee reports may benefit from a review in terms of:
 - Do they adequately document decisions and the rationale behind decisions?
 - The usefulness/essentiality of each annex?
 - Does the detailed information often attributed to individual Working Groups add value?

For more information please refer to the
Input Paper from Australia