**27th Session of the IALA Policy Advisory Panel**

The 27th meeting of the PAP will be held from 27 March – 28 March 2014, at IALA, commencing at 0900 on 27th March and concluding at 1600 on 28th March.

This is an extraordinary meeting of the PAP and the objective of PAP27 is to consider IALA documentation policy, using a workshop format. Expected output from the meeting will be a draft proposal to IALA Council. Bjørn Pedersen will act as facilitator. Section 7.6 of the report of PAP26 notes the following:

*Input paper PAP26-7.6 refers. Noting that there is much work required to update existing IALA documentation irrespective of IALA’s future as an IGO, it was proposed that a task force be set up to report to PAP in September 2014 on how to develop a suitable document structure.*

*It was agreed that a workshop on IALA document policy will be arranged at an extraordinary meeting of the PAP on 27-28 March 2014, using an independent facilitator.*

*The need to transform IALA documentation to suit the IGO status in the event of a change of status was noted. It was noted that IGO documentation could form international standards but could not be mandatory except within the jurisdiction of convention signees.*

**AGENDA for 27 March – 28 March 2014**

**Agenda Item** **Responsibility/Action**

1. Welcome GP
2. Approval of agenda All
3. Review of input papers BP
4. INTRODUCTION:
   1. The **Strategic Vision**
      1. Presentation of the results of strategic vision approval from the council meeting in December MC
      2. The implications of the new Strategic Vision for the IALA documents MC
5. TODAY: Assessment of the present
   1. The logic of today’s **structure** and categories of documents, including approval process – positive and negative points NT/ PD
   2. Presentation IALA **Wiki** policy (from PAP26) OFE
   3. LinkdIn (from PAP26) MS
   4. Statistics and Numbers – Which facts do we have on:
      1. **the products/documents**: Categories, types, quantity, trends e.g. the development in annual number of documents, renewal frequency of editions etc SD
      2. **the use of the products**: What can the homepages tell us? What can sale of the printed issues tell us? Other sources on use? (I think we should use the little data that is available) SD
   5. Qualitative assessment on: (Bjørn Borbye Pedersen user analysis and discussion) :
      1. Overview of the **users**/customers (of the documents/publications):  Who are they? Who uses what? What are their capacities (technical, languish etc.?). BP
      2. Context and **value of use**:  In which situations are the documents used? When do they create value? BP
   6. Exercises connecting the above. (Bjørn Borbye Pedersen) All
6. THE FUTURE:
   1. Exercises and discussions: Value/Impact /goal – **alignment with the strategy**: Where are the gaps between what the assessment of the products tells us and what we want to achieve with the new strategy? All
   2. Exercise: **Segment** all present documents into three groups – 1. Do in a new way - 2. Continue as today – 3. Stop doing (and/or updating) All
   3. Exercise and discussion: **The new structure** – what might the new structure and categories and approval process look like? All
   4. Exercise: Can the segmented documents from agenda item 6.2 be put into the new structure? All
   5. Exercise: **The FUTURE starting tomorrow** – In order to realize the IALA strategy and the 2014-2018 Priorities - which documents do the committees expect to produce within the next four years? Committee Chairs/ Vice chairs/ WWA
7. DELIVERY STRATEGY

How will the documentation policy be implemented? Who does what? MC

1. ANY OTHER BUSINESS
   1. Preparation planning for IMO (from PAP26) - NCSR1 draft SIP MC
   2. PAP26 - The Documentation Group is requested to review the location of the VTS Model Courses on the website, noting that it is presently under the WWA. MC
   3. Liaison note PAP 26-10.8.1 from eNAV14 (Additional Working Policy for IALA Committees). MC
2. DATE AND VENUE OF NEXT MEETING GP

Homework:

* Bjørn Pedersen, Mike Card, Neil Trainor, Phil Day, Omar Frits Eriksson, Michael Skov, Seamus Doyle are requested to prepare and deliver presentations at PAP27 as assigned in the agenda above.
* Each member is requested to submit a short paper on the merits/ demerits of the present IALA documentation and approval system and what should be done to improve service to IALA Members and the maritime community.
* Chairs/ Vice Chairs of each Committee (and other relevant bodies) are requested to consider which documents the committees expect to produce within the next four years (see 6.5 above). They could consider drafting a working paper with their thoughts.
* Input papers will be posted on the IALA website under PAP27. Papers should preferably be submitted a fortnight before the meeting (13 March 2014).

Participants:

Gary Prosser SG

Mike Card DSG

Jean-Charles Leclair WWA

Bill Cairns ENAV

Hideki Noguchi ENAV

Tuncay Cehreli VTS

Neil Trainor VTS

Phil Day ARM

Michael Skov ARM

Omar Frits Eriksson ENG

David Jeffkins ENG

Mary Dean LAP

Francis Zachariae LAP

Bjoern Pedersen Facilitator

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