 PAP28-14.4

Input paper for the following Committee(s): check as appropriate Purpose of paper:

**□** ARM **□** ENG **X** PAP **X** Input

**□** ENAV **□** VTS **□** Information

Agenda item [[1]](#footnote-1) 2.5

Technical Domain / Task Number 2 PAP27 Action item 8

Author(s) / Submitter(s) IALA Secretariat

Templates for IALA Document Products

# Summary

IALA produces a range of documentary products that are distributed outside IALA. Under the new document policy, agreed standard templates should be used for these products. This document is a list of IALA Product documents for which templates are required.

Table 1 shows a list of templates that are required for IALA product documents in the new product policy. When the list is finalised, the IALA Secretariat will ensure that product templates are developed and made available. Assistance of an external contractor will be employed where necessary

## Purpose of the document

For consideration of the PAP. This document fulfils Secretariat action 8 from PAP27.

# List of Templates for IALA Document Products

| **Document** | **Responsible** | | **Template location** | **Status** |
| --- | --- | --- | --- | --- |
| **PAP** | **Sec** |
| Annual report |  | x |  |  |
| IALA Policy |  | x |  |  |
| Corporate Plan/ Annual plan (if applicable) |  | x |  |  |
| Standard | x |  |  |  |
| Recommendation | x |  |  |  |
| Guideline | x |  |  |  |
| Manual | x |  |  |  |
| WWA Model course | x |  |  |  |
| Input paper to Committee Meeting |  | x |  |  |
| Committee Meeting Report |  | x |  |  |
| Workshop, Seminar flyers |  | x |  |  |
| Workshop, Seminar, Conference programme |  | x |  |  |
|  |  | x |  |  |
| Report on Workshop, Seminar, Conference |  | x |  |  |
| Information note (on IALA Wiki) |  | x |  |  |
| Liaison note to outside body | x |  |  |  |
| IALA Dictionary |  | x |  |  |
| Annual questionnaire input and output |  | x |  |  |
| Committee WG terms of reference | x |  |  |  |

1. IALA product document templates

# Action requested of the Committee

The Committee is requested to consider the list of required IALA Product documents and advise.

1. Leave open if uncertain [↑](#footnote-ref-1)