 PAP28-14.5

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) 2.4

Technical Domain / Task Number 2 PAP26 Action item 7

Author(s) / Submitter(s) IALA Secretariat

Information for new IALA Council or Committee Member

# Summary

The following list shows information and documentation that should be provided to new members of the IALA Council or Committees. When the list in Section 2 is agreed, the IALA Secretariat will ensure that new Council or Committee members are provided with this information. Any documents not presently available will be developed by the IALA Secretariat.

## Purpose of the document

For consideration of the PAP. This document fulfils Secretariat action 7 from PAP26.

# List of Information for new IALA Council or Committee Member

| **Document / Information** | **Council Member** | **Committee Member** |
| --- | --- | --- |
| Annual report | x | x |
| IALA strategy | x | x |
| IALA Policy | x | x |
| IALA document policy | x | x |
| IALA Committee structure | x | x |
| Rules of Procedure |  |  |
| Corporate Plan/ Annual plan (if applicable) | x |  |
| Committee procedures (if available) |  | x |
| Committee Terms of Reference |  |  |
| Council procedures (if available) | x |  |
| Schedule of IALA meetings | x | x |
| Schedule of hotels | x | x |
| Template input paper to Committee Meeting |  | x |
| Council meeting last report | x |  |
| Committee meeting last report |  | x |
| Access to IALA dictionary | x | x |
| Access to IALA Wiki | x | x |
| Access to IALA web site Committees area |  | x |
| Access to IALA web site Council area | x |  |
| List of abbreviations / glossary | X | x |

1. Information For New IALA Council or Committee Member

# Action requested of the Committee

The Committee is requested to consider the list of information for new Council or Committee and advise.

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