**ACTION ITEMS FROM PAP26**

**Action Items for the IALA 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. 5

3 The IT Group is requested to continue to improve the IT and AV facilities, including consideration of a neck or head microphone for presenters at Committee meetings. 5

4 The Secretariat is requested to consider how to resource an ‘in house’ information manager. 5

5 The Secretariat is requested to draft a documentation policy and procedure for consideration at PAP27. 5

6 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. 5

7 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. 6

8 The e-Navigation Underway SG is requested to invite the World Maritime University to participate in e-Navigation Underway in January 2014. 7

9 The Secretariat is requested to include promotion of the IALA Dictionary in the Welcome Pack for new Committee Members. 8

10 The Secretariat is requested to put a link on the IALA website to the IALA Questionnaire on the Portuguese website. 9

11 The Secretariat is requested to prepare OCR versions of the non-English versions of the IALA Dictionary to facilitate preparation of non-English entries in the Dictionary. 10

12 The IALA Conference Steering Group is requested to include a slot for a presentation on IALA-NET at the Conference. 10

13 The e-Nav Underway Steering Group is requested to include a presentation on IALA-NET in the technical programme. 10

14 Mike Card is requested to coordinate preparation of an IALA document policy. 11

15 Mike Card is requested to prepare a proposal for Council setting out the requirements and objective of an IALA document policy, after the extraordinary PAP meeting in March 2014. 11

16 IALA Committee Secretaries are requested to add an agenda item to Committee meeting agendas under Review of Input Papers to review input papers to identify those suitable for uploading to the Wiki. 12

17 The Secretariat is requested to include an item regarding the IALA Wiki policy on the agenda for the extraordinary PAP meeting in March 2014. 12

18 The Secretariat is requested to post the contents of input paper PAP26-8.1.3 on headed document on the IALA Wiki and the IALA website and remove it after expiry of six months. 12

19 The Secretariat is requested to alert IALA Members of the contents of input paper PAP26-8.1.3 on the IALA Wiki by email. 12

20 Seamus Doyle is requested to review and update Chapter 1 of the Navguide. 12

21 Nick Ward is requested to arrange maintenance of the DGNSS information on the IALA website in accordance with PAP26-8.4.1. 13

22 The Secretariat is requested to submit the Committee work programme 2014 – 2018 v2, PAP26-16.1, to Council for approval. 14

23 The Secretariat is requested to seek Council approval for the revised schedule of Council and Committee meetings. 14

24 The Secretariat is requested to implement the new schedule of Committee and Council meetings. 14

25 The Secretariat is requested to include an agenda item regarding preparing planning for IMO on the agenda for PAP27. 14

26 The Secretariat is requested to thank Hideki Noguchi for his input in relation to his suggestions for changing the IALA Committee Working System. 15

27 The Secretariat is requested to forward input paper PAP26-10.8.1 to Council for approval. 15

28 The Secretariat is requested to investigate if the WiFi service in rooms 1 and 2 is being interrupted by closing the partition or doors and effect a solution with the system supplier. 16

29 Marie-Helene Grillet is requested to arrange for ‘delete’ as well as ‘upload’ capability on the Ialashare FTP server for Committee Members. 16

30 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. 16

31 Mike Card is requested to draw up formal agreements for organisations hosting IALA computer services, using DMA as an initial example. 16

32 Marie-Helene Grillet is requested to arrange for updating of names, dates and Committee titles and approval of Rules of Procedure at Council session at the Conference in May 2014. 16

33 The Secretariat is requested to post the Rules of Procedures documents from PAP19 on the Wiki, the Partage, and the website Committees area. This may include setting up a Procedures folder on the Partage. 16

34 The Secretariat is requested to include an item for LinkdIn on the agenda for PAP27 17

35 The Secretariat is requested to forward the report of PAP25 (PAP26-16) to the IALA Council, to note. 17

**Actions** **for** **the** **WWA**

36 Jean-Charles Leclair is requested to review the curriculum of the World Maritime University for relevance to the work of IALA. 7

**Action Items for the Members**

37. 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

38 Committee Chairs are requested to consider opportunities for coordination of Northern sea route in their work programmes for 2014-2018. 7

39 Chairs and Vice Chairs of Committees are requested to promote the IALA Dictionary within their Committees, including presentations in plenary to inform Committee Members and ensuring references to the Dictionary are included in IALA Recommendations and Guidelines. 8

40 Nick Ward is requested to coordinate the Resilient PNT Forum and arrange for invitations to attend to be issued through EUGIN. 8

41 Committee Chairs are requested to incorporate a task for the development of relevant product specifications in the Committees work programme 2014-2018. This consists of (a) the identification of subjects (services and data products) to be developed into product specifications, (b) the development of Product Specifications, using the Guideline on Producing an S-100 Product Specification as a reference. 11

42 Members of Committees are requested to provide input to the Task Groups being set up to develop the product specifications. 11

43 Committee Chairs are requested to provide the e-Navigation Committee with a point of contact who may act as Field Manager for area of interest for the relevant Committee (VTS, AtoNs etc). 11

44 Committee Chairs are requested to appoint a Bulletin Liaison Person from each Committee to coordinate input from the Committees to the Bulletin Editor. 11

45 Omar Frits Eriksson is requested to advise if DMA can provide a facilitator for the PAP extraordinary meeting in March 2014. 12

46 The Chair of the e-NAV Committee is requested to include software quality assurance in the 2014 – 2018 work programme 13

47 Committee Members are requested to look for alternative IALA routes to IMO. 14

48 Chair VTS Committee is requested to ensure that the VTS interface with other stakeholders for task 14 relating to S-100 is efficiently defined. 15

49 Committee Chairs are requested to include a task in the Work Programme 2014 - 2018 to reform all IALA documentation within their remit to a format suitable for IALA future requirements. 15

50 The Chair of the VTS Committee is requested to consider if the Tasks 12 and 16 relating to ergonomics of a VTS Centre should be combined. 15

51 The Chairs of the ARM, EEP and e-NAV Committees are requested to ensure that there is no duplication of work on racons. 15

52 The PAP is requested to consider the need for Committee meetings during the IALA Conference year. 15