**ACTION ITEMS FROM PAP27**

**Action Items for the IALA Secretariat**

1 The Secretariat is requested to withdraw the VTS training of personnel manual. 4

2 The Secretariat is requested to withdraw Recommendation E122. 4

3 The Secretariat is requested to withdraw Guidelines for the Design of Leading Lines 2001. 4

4 The Secretariat is requested to review the categorisation of VTS documents on the web site. 4

5 Michael Card is requested to prepare a draft IALA document policy and forward to the PAP for comment. 5

6 Michael Card is requested to complete the definition of IALA document types from Working Paper PAP27-9.1. 5

7 The Secretariat is requested to forward the completed IALA document policy to Council for approval. 5

8 The Secretariat is requested to define templates for the product documents in the new product policy, with the assistance of an external contractor where necessary. 5

9 The Secretariat was requested to arrange further extraordinary meeting of the PAP as required to complete the IALA document policy. This may be a meeting using GoToMeeting. 6

10 The Secretariat is requested to arrange the next full meeting of the IALA Policy Advisory Panel in September 2014. 6

11 The Secretariat is requested to forward the report of PAP27 (PAP27-9) to the IALA Council, to note. 6

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

None

**Action Items for the Members**

12 Committee Chairs/ Vice Chairs are requested to review existing documents inter-sessionally with a view to re-organising them into a new pyramid structure of standard/recommendation/guideline if Council approval is obtained. 5

13 Committee Chairs / Vice Chairs are requested to implement the new IALA strategy and document policy from the first meetings of the 2014-2018 work term, if Council approval is obtained. 5

14 Committee Chairs/ Vice Chairs are requested to write to their Committees explaining the new strategy and plan, after approval is obtained from Council. 5