 Input paper: [[1]](#footnote-1) PAP28-6.2.1

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

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

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

Agenda item [[2]](#footnote-2) 6

Technical Domain / Task Number 2 6.2.1

Author(s) / Submitter(s) IALA Secretariat

Committees Agendas format and website

# Summary

As part of the development of an IALA document policy, the format of IALA meeting agendas has been reviewed. This paper summaries IALA considerations regarding standardised Committee meeting agendas and input paper numbering. Options and issues are considered.

## Purpose of the document

This document sets out options and issues relating to Committee meeting agendas to enable the PAP to consider and advise regarding the format of Committee meeting agendas and meeting paper numbering.

# Background

In past work periods, each IALA Committee had its own format of meeting agenda. Document numbering was sequential as input papers were received and were assigned to working groups (WG) using a papers list.

The transition to the IALA web site in 2013 with the introduction of IALADOCS, a document retrieval system for meetings (including Committees, Council and extraordinary meetings), has seen a significant change in the presentation of documents.

In an effort to standardise across Committees, the format of the agendas was reviewed. A Committee meeting document numbering system based on the agenda was developed in 2013 and used successfully in the autumn 2013 Committee meetings and this system is again being used in the autumn 2014 Committee meetings. The numbering system has been implemented on the IALA web site for Committee meeting documents.

# Discussion

## Committee meeting agenda format

The generic Committee meeting agenda is designed to replicate across all IALA Committees to ensure consistency, accuracy, and ease of use. This is applicable to all Committee meetings (ENG, ARM, VTS, ENAV, PAP).

Following approval of the Committees Structure for 2014-2018, draft agendas based on the Technical Domains (TD), were considered. As Committee working groups (WG) are not necessarily aligned with the TDs, some of the Committee Chairs felt that the agenda should be based on the working groups which would be more closely aligned with the running of the meeting. The generic form of agenda shown in ANNEX A is based on WGs. This is the same format as used in the Autumn 2013 Committee meetings which has worked well in practice. The relationship between the work for each WG and the TD (and thus the IALA Strategy) is mapped in each Committee workplan rather than in the Committee meeting agenda.

Note that Wim has already numbered the VTS38 agenda following the TDs as agreed at an earlier CS meeting. Since the WGs in VTS38 are in line with the TDs this will not give rise to problems with the numbering of papers for VTS38. All Committees will adopt the approved approach for subsequent meetings.

Examples of ENG1 agendas based on TDs and WGs are shown in ANNEX C and ANNEX D for information. The WG format is being used for ENG1.

## Committee meeting document numbering

### Numbering system based on Committee agenda

The numbering of individual documents for the Committee meetings is, as much as possible, in a standard format. The Committee paper number is structured as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| Number structure | ***Meeting*** | ***Agenda*** | ***Paper*** |
| Example | *PAP28* | *6.1* | *1* |
| Typical paper number | *PAP28-6.1.1* | | |

1. Committee meeting paper number structure

Use of letters and other characters will alter the order of the display on the web site and should be avoided.

The generic Committee paper numbering system shown in ANNEX B illustrates how the numbering system can be implemented for the generic Committee meeting agenda.

The web site has been designed to use this Committee paper numbering structure.

Recommendation and Guideline numbers are assigned by the IALA Secretariat following approval by the Council and are unrelated to Committee meeting paper numbers.

### Disadvantage of varying number for the same paper

The main disadvantage of this form of numbering is that each paper does not have a unique number throughout its life. Examples include:

1. An Input Working Paper has an input paper number at the start of a meeting and a different output Working Paper number or Output Paper number at the end of the meeting.
2. An input paper that is initially assigned to one WG may be changed at the Chairman’s meeting to a different WG, resulting in different number. The paper will have been downloaded by Committee members prior to the meeting and will find during the meeting that the paper number has changed.
3. An Output Paper is assigned a different number when submitted to Council for approval.

A Committee meeting paper number that is assigned to a paper for its life during Committee work could be based on the work programme rather than on the agenda. However this gives rise to a very long cumbersome number and would not relate directly to the meeting agenda.

# Action for PAP

The PAP is requested to consider and advise regarding the format of Committee meeting agendas and meeting paper numbering.

1. Generic COMMITTEE MEETING AGENDA

***Generic* Committee Meeting Agenda**

The nnth meeting of the ***CCCC* Committee** will be held from *1xx – xx month, YYYY* at IALA, St Germain en Laye, France.

The opening plenary will commence at 1300 on Monday, *dd month* and the closing plenary will end at approximately 1300 on Friday, *dd month*.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at *nnnn* on Monday, *dd month*

**AGENDA**

1. Introduction
   1. Administration and Safety briefing
   2. Approval of agenda
   3. Introductions and apologies
   4. Programme for the week
2. Review of action items from last meeting
   1. Review of action items from CCCCnn
   2. Final Report from CCCCnn
3. Review of input papers
   1. Input papers
   2. Identify input papers suitable for uploading to the IALA Wiki
4. Reports from other bodies:
   1. Report from IALA Council – nnth Session, month yyyy
   2. Report from PAPnn, month yyyy
   3. Report from MSCnn, month yyyy
5. Reports from Rapporteurs:
   1. Rapporteur 1
   2. Rapporteur 2
   3. Rapporteur 3
6. Presentations
   1. Presentation 1 (EEP20-6.1 Title of presentation) Presenter
   2. Presentation 2 (EEP20-6.2 Title of presentation) Presenter
7. Review of Current Work Programme
8. Establish Working Groups
9. Working Group 1 – Name of WG1 (WG1)
   1. **Task A**
   2. **Task B**
   3. **Task C**
   4. **Task D**
10. **Working Group 2 –** Name of WG2 (WG2)
    1. **Task A**
    2. **Task B**
    3. **Task C**
    4. **Task D**
11. **Working Group 3 –** Name of WG3 (WG3)
    1. Task A
    2. Task B
    3. Task C
    4. Task D
12. **Working Group 4 –** Name of WG4 (WG4)
    1. Task A
    2. Task B
    3. Task C
    4. Task D
13. Future Work Programme (yyyy – yyyy)
14. Review output papers and working papers
    1. Output papers
    2. Working papers
15. Any other business
16. Review of session report
17. Date and venue of next meeting

Close of meeting

1. *Generic* Committee Document Numbering

From August 2013 the document numbering system used by IALA Committees will be amended to more closely relate the committee documents to the meeting agenda. This document shows the general approach for the 22nd meeting of the notional committee *CCCC* based on the generic agenda.

**AGENDA**

1. Introduction
   1. Administration and Safety briefing
   2. Approval of agenda CCCC22-1.2 Agenda (eg e-NAV14-1.2 Agenda)
   3. Introductions and apologies
   4. Programme for the week CCCC22-1.4 Programme for CTTE22
2. Review of action items from last meeting CCCC22-2 Action items from CTTE21
3. Review of input papers
   1. Input papers
   2. Identify input papers suitable for uploading to the IALA Wiki
4. Reports from other bodies:
   1. Report from IALA Council – nnth Session, month yyyy CCCC-4.1 Report from nnth Session of IALA Council
   2. Report from PAPnn, month yyyy CCCC-4.2 Report from PAPnn month year
   3. Report from MSCnn, month yyyy CCCC-4.3Report from MSCnn month year
5. Reports from Rapporteurs:
   1. Rapporteur 1 CCCC22-5.1
   2. Rapporteur 2 CCCC22-5.2
   3. Rapporteur 3 CCCC22-5.3
6. Presentations
   1. Presentation 1 (CCCC22-6.1 Title of presentation) Presenter
   2. Presentation 2 (CCCC22-6.2 Title of presentation) Presenter
7. Review of Current Work Programme CCCC22-7.1 Current Work Programme
8. Establish Working Groups
9. Working Group 1 – Name of WG1 (WG1)
   1. **Task A**

**Input paper CCCC22-9.1.1 Title of input paper one**

**Input paper CCCC22-9.1.2 Title of input paper two**

**Input paper CCCC22-9.1.3 Title of input paper three**

**Input paper CCCC22-9.1.3 Title of input paper three rev1**

* 1. **Task B**

**Input paper CCCC22-9.2.1 Title of input paper one**

**Input paper CCCC22-9.2.2 Title of input paper two**

* 1. **Task C**
  2. **Task D**

1. **Working Group 2 –** Name of WG2 (WG2)
   1. **Task A**
   2. **Task B**
   3. **Task C**
   4. **Task D**
2. **Working Group 3 –** Name of WG3 (WG3)
   1. Task A
   2. Task B
   3. Task C
   4. Task D
3. **Working Group 4 –** Name of WG4 (WG4)
   1. Task A
   2. Task B
   3. Task C
   4. Task D
4. Future Work Programme (yyyy – yyyy) CCCC22-13 Future Work Programme
5. Review output papers and working papers (Note that output / working documents will not be numbered to WG or task level).
   1. Output papers

CCCC22-14.1.1 Title Guideline xxx draft

CCCC22-14.1.2 Title Output paper 2

CCCC22-14.1.3 Title Output paper 3

* 1. Working papers

CCCC22-14.2.1 WG1 Title Working paper 1

CCCC22-14.2.2 WG3 Title Working paper 2

CCCC22-14.2.3 WG2 Title Working paper 3

1. Any other business
2. Review of session report

CCCC22-16.1 Report of CTTE22 meeting

1. Date and venue of next meeting
2. Close of meeting
3. Example Committee meeting agenda based on TDs

**1st Meeting of the AtoN Engineering and Sustainability Committee (ENG1)**

The 1st meeting of the **AtoN Engineering and Sustainability Committee** (ENG1) will be held from 17 – 21 November, 2014 at IALA, St Germain en Laye, France.

The opening plenary will commence at 1300 on Monday 17 November and the closing plenary will end at approximately 1300 on Friday, 21 November.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at 0900 on Monday, 17 November.

**AGENDA**

1. Introduction
   1. Administration and safety brief
   2. Approval of the agenda
   3. Apologies and introductions
   4. Programme for the week
2. Review of action items from EEP21
3. Review of input papers
   1. Identify input papers suitable for uploading to the IALA Wiki
4. Reports from other bodies:
   1. Report from IALA Council – 56th Session, December 2013
   2. Report from IALA General Assembly / Conference, May 2014
   3. Report from PAP26, October 2013
   4. Report from PAP27, March 2014
   5. Report from MSC92, June 2013
   6. Report from NAV59, September 2013
   7. Report from e-Navigation Underway 2014
5. Reports from Rapporteurs:
   1. Developments in Aids to Navigation Adrian Wilkins
   2. Developments in Renewable Energy Sources Moray Waddel
   3. Developments in Battery Technology Jonas Lindberg
   4. Developments in New Light Sources Malcolm Nicholson
   5. CIE-IALA Liaison Malcolm Nicholson
   6. IALA Dictionary Ómar Frits Eriksson
6. Presentations (15 minutes duration)
   1. Brief on IALA Strategy Michael Card
   2. Brief on WWA Stephen Bennett
7. Establish Working Groups
8. **TD#1 – Light and Vision physics**
   1. **Visual perception**
   2. **Conspicuity and the effectiveness of visual signalling**
   3. **Background lighting effects and mitigation**
   4. **Colours in visual signalling**
   5. **Range and performance of visual AtoN**
   6. **Workshops and Seminars (Task 16\*)**
9. TD#2 – AtoN design and maintenance
   1. **Buoy and beacon engineering and performance, including power systems, harmonising and interfacing of equipment and systems, and remote monitoring and control**
   2. **Maintenance strategy and techniques**
   3. **Extreme environment AtoN engineering**
   4. **Safety of personnel**
   5. Data populating for S-100
   6. **Workshops and Seminars**
10. **TD#3 – Global capacity building and training** 
    1. Standards for training and certification of AtoN personnel
    2. Support for the WWA, including developing and coordinating model courses for AtoN and e-Navigation
    3. **Workshops and Seminars**
11. **TD#4 – Civil engineering and environment** 
    1. **Maintenance of AtoN structures**
    2. **Protection of the marine environment**
    3. **Supervision of the Heritage Forum**
    4. **Workshops and Seminars**
12. Heritage Forum
    1. Heritage Forum TD#1 – Preservation of structures and artefacts
       1. Selection and display of artefacts
       2. Maintenance and repair of heritage structures
    2. Heritage Forum TD#2 – Ownership, public access
       1. Complementary use of historic structures
       2. Management of surplus property
       3. Branding and promotion
13. Review of Work Programme (2014 – 2018)
14. Review of output and working papers
    1. Output Papers
    2. Working Papers
15. Any other business
16. Review of session report
17. Date and venue of next meeting
18. Example Committee meeting agenda based on WGs

**1st Meeting of the AtoN Engineering and Sustainability Committee (ENG1)**

The 1st meeting of the **AtoN Engineering and Sustainability Committee** (ENG1) will be held from 17 – 21 November, 2014 at IALA, St Germain en Laye, France.

The opening plenary will commence at 1300 on Monday 17 November and the closing plenary will end at approximately 1300 on Friday, 21 November.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at 0900 on Monday, 17 November.

**AGENDA**

1. Introduction
   1. Administration and safety brief
   2. Apologies
   3. Welcome to new members and introductions
   4. Approval of the agenda
   5. Programme for the week (work & social)
2. ENG1 Programme
   1. Brief on IALA Strategy Simon Millyard
   2. Working Group Structure Simon Millyard
   3. Review of Work Programme (2014 – 2018)
3. Review of action items from EEP21
4. Review of input papers
5. Reports from other bodies:
   1. Report from IALA Council – 56th Session, December 2013
   2. Report from IALA General Assembly / Conference, May 2014
   3. Report from PAP26, October 2013
   4. Report from PAP27, March 2014
   5. Report from PAP27, October 2014
   6. Report from MSC92, June 2013
   7. Report from NAV59, September 2013
   8. Report from e-Navigation Underway 2014
6. Reports from Rapporteurs:
   1. Developments in Aids to Navigation
   2. Developments in Renewable Energy Sources
   3. Developments in Battery Technology Jonas Lindberg
   4. Developments in New Light Sources Malcolm Nicholson
   5. CIE-IALA Liaison Malcolm Nicholson
   6. Developments in AtoN Simulation Systems Jong-Uk Kim
   7. IALA Dictionary David Jeffkins
   8. Review of topics for Rapporteurs Simon Millyard

1. Presentations (15 minutes duration)
   1. Brief on WWA Stephen Bennett
2. Establish Working Groups
   1. Plenary session to establish WGs,.
3. **WG#1 – Visual & Physical AtoN** 
   1. **Review of IALA documents**
   2. **Potential Standards**
   3. **S100 population with AtoN data**
   4. **Marine signalling**
   5. **Plastic buoys, Systems & Sensors**
   6. **Workshops & Seminars**
   7. **New developments**
   8. **Navguide updates**
4. WG#2 – Knowledge & Sustainability
   1. **Review of IALA documents**
   2. **Potential Standards**
   3. **Guidance on extreme environment AtoN engineering**
   4. **Sustainable AtoN design**
   5. **Maintenance & use of heritage Lighthouses for modern AtoN equipment**
   6. **Guidance on structural protection & repair**
   7. **Protection of the Marine Environment**
   8. **Safety of personnel**
   9. **Commissioning & Audit**
   10. **WWA Support**
   11. **Workshops and Seminars**
   12. New developments
   13. ENav implementation
5. Heritage Forum
   1. Heritage Forum TD#1 – Preservation of structures and artefacts
      1. Selection and display of artefacts
      2. Maintenance and repair of heritage structures
   2. Heritage Forum TD#2 – Ownership, public access
      1. Complementary use of historic structures
      2. Management of surplus property
      3. Branding and promotion
6. Review of output and working papers
   1. Output Papers
   2. Working Papers
7. Any other business
8. Review of session report
9. Date and venue of next meeting
10. Close of meeting

1. Input document number, to be assigned by the Committee Secretary [↑](#footnote-ref-1)
2. Leave open if uncertain [↑](#footnote-ref-2)