



Input paper for the following Committee(s):

- ☐ ARM
 ☐ ENG
 ☒ PAP
- ☐ ENAV
 ☐ VTS

Purpose of paper:

- ☒ Input
- ☐ Information

Agenda item 15.1.2/3 IALA Wiki

Author(s) / Submitter(s) Secretariat

Use of the IALA Wiki and File Sharing System

1. SUMMARY

This paper relates to the recommended use of the IALA Wiki by Committees and the File Sharing System by Committee participants and Workshop/Seminar attendees.

1.1. Related documents

None.

2. DISCUSSION

On various occasions it appeared that the purposes of both the IALA Wiki and the File Sharing System(s) were unclear to Committee Chairs and participants, resulting in different point of views and ways of using these systems.

With a view to achieving the most efficient use and pointing IALA members to the right direction when they are in need of a document the Secretariat considered both tools and now recommends the following.

2.1. IALA Wiki

The purpose of the IALA Wiki is to provide a place to make available, record and store papers prepared by the Committees but that were not developed into formal IALA documents such as Recommendations or Guidelines, and also input papers of high merit that provide examples of, or additional information on, the guidance in IALA documentation.

The efforts devoted to produce such papers should not be lost and they must be given the opportunity to be known among the IALA community.

Other uses of the IALA Wiki can be considered as well on proposals by Committee officers but in no circumstances the IALA Wiki should be a source of information about IALA Strategy, Work Programme, Committee Terms of Reference, etc., which are available from the IALA Website www.iala-aism.org.

2.2. IALA FILE SHARING SYSTEM

The use of the IALA Wiki as a place to share working documents awaiting completion is not recommended but for a number of years IALA faced the problem of finding a system that would allow the participants to share working documents during meeting without the need of a software like Filezilla.

The problem has now been solved by installing *Pydio* on the IALA Website. We must there acknowledge the valuable contribution by Jeffrey van Gils of The Netherlands who implemented this solution on e-navigation.net and made it available to IALA for a number of meetings.

The new *Pydio* is now fully operational from the IALA Website. Access to documents is secured through dedicated logins and passwords. In order to achieve transparency all Committee documents will be available



using the same login and password for all Committees. Workshops and Seminars will be allocated different logins and passwords, giving access to the event concerned only. Annex 1 illustrates the structure of the file sharing system.

2.2.1. USE OF THE FILE SHARING SYSTEM

It is recommended that the file sharing system is used for the following:

- Exchange working documents during a Committee meeting with a view to producing a document for review in plenary.

When agreed and turned into either output documents or input documents to the next meeting, these files would be removed from the system;

- Store working documents awaiting progress either by the same Committee at a future meeting, or by another Committee, or at international level, for example at IMO.

In such a case a specific folder would be created, clearly identified in the tree;

- Keep input documents that have not been considered at the meeting for any reason.

The benefit of using the file sharing system to this end (for work-in-progress documents and deferred documents) would be to avoid multiple postings of the same document and thus save time and efforts to the Committee Secretaries. By the means of a standard input paper meeting participants would be given the link to where these documents are stored and after a short time they would get used to this new working process.

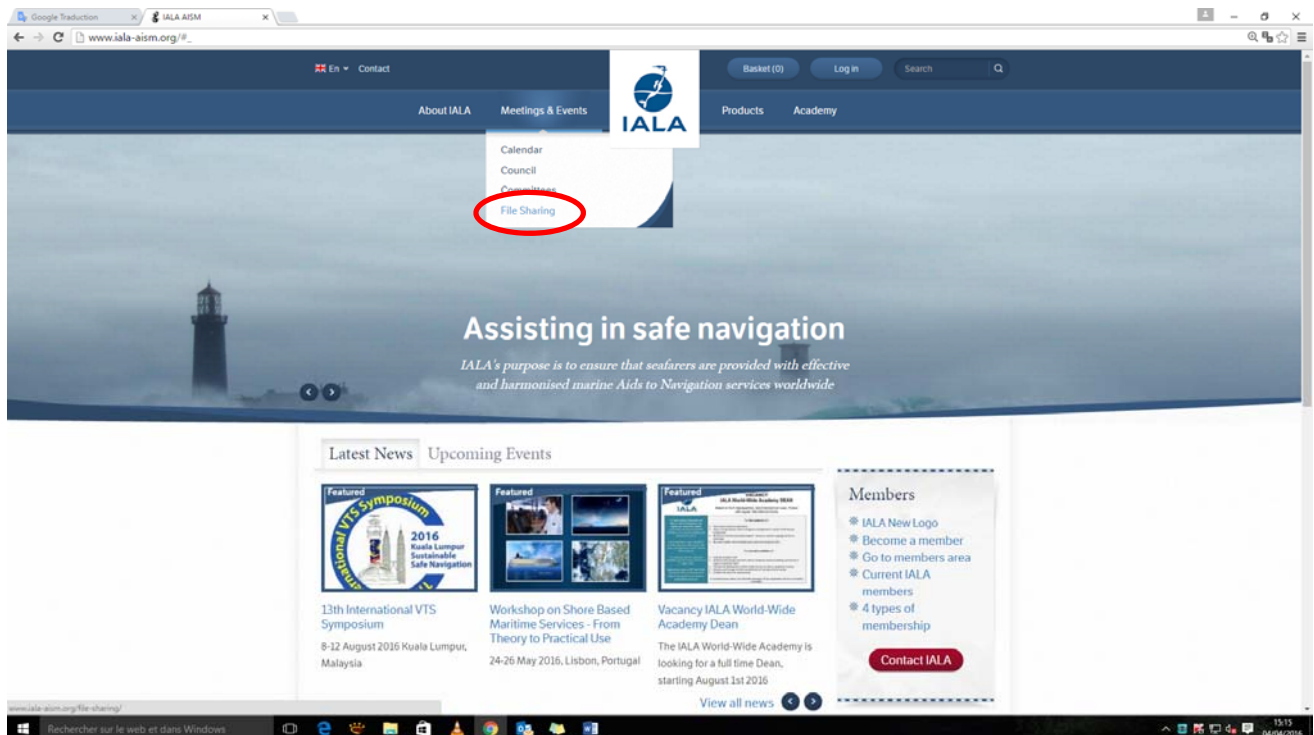
3. ACTIONS REQUESTED OF THE PANEL

The PAP is requested to consider the above and bring it to the attention of the Committee participants. The PAP is requested to encourage Committee Chairs to remove from the IALA Wiki any information that is not in accordance with section 2.1

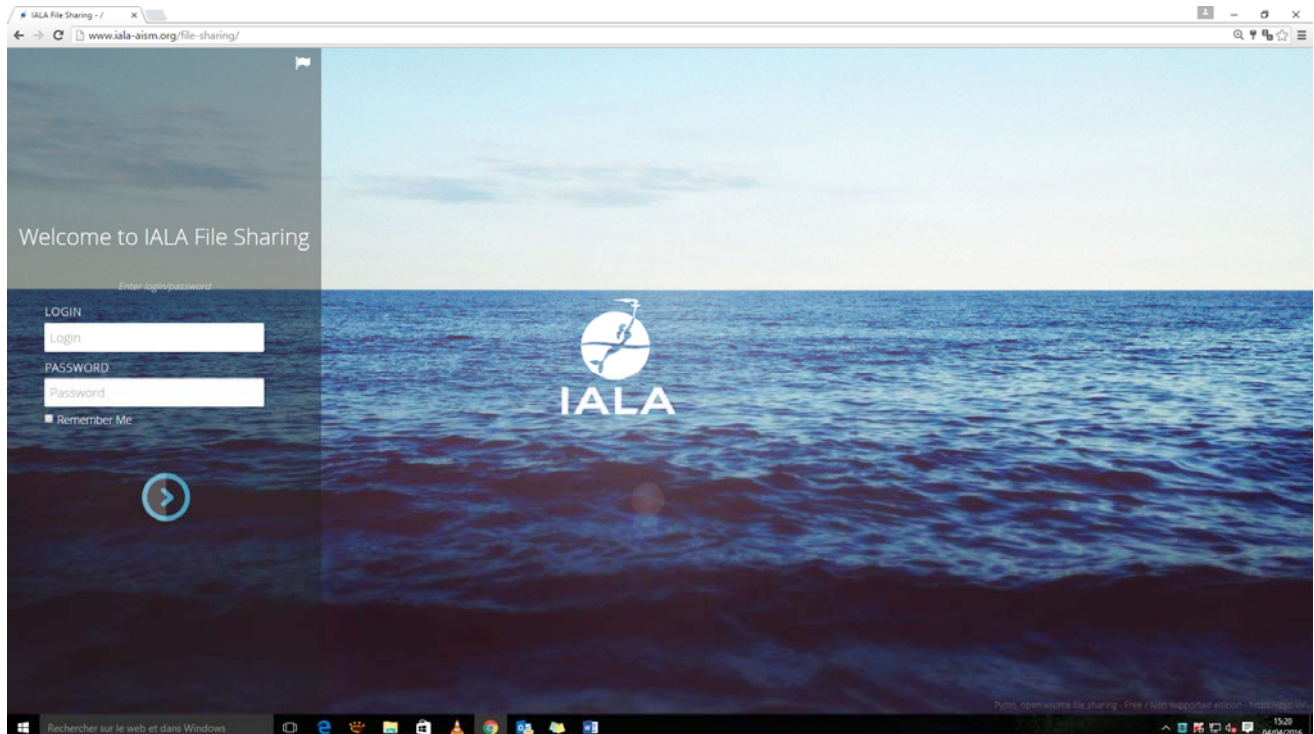


Annex 1 – Illustration of the new IALA file sharing system

1. COMMON ACCESS COMMITTEES/EVENTS



Click on File Sharing in the Meeting & Events menu on the home page. There is no need to log in.

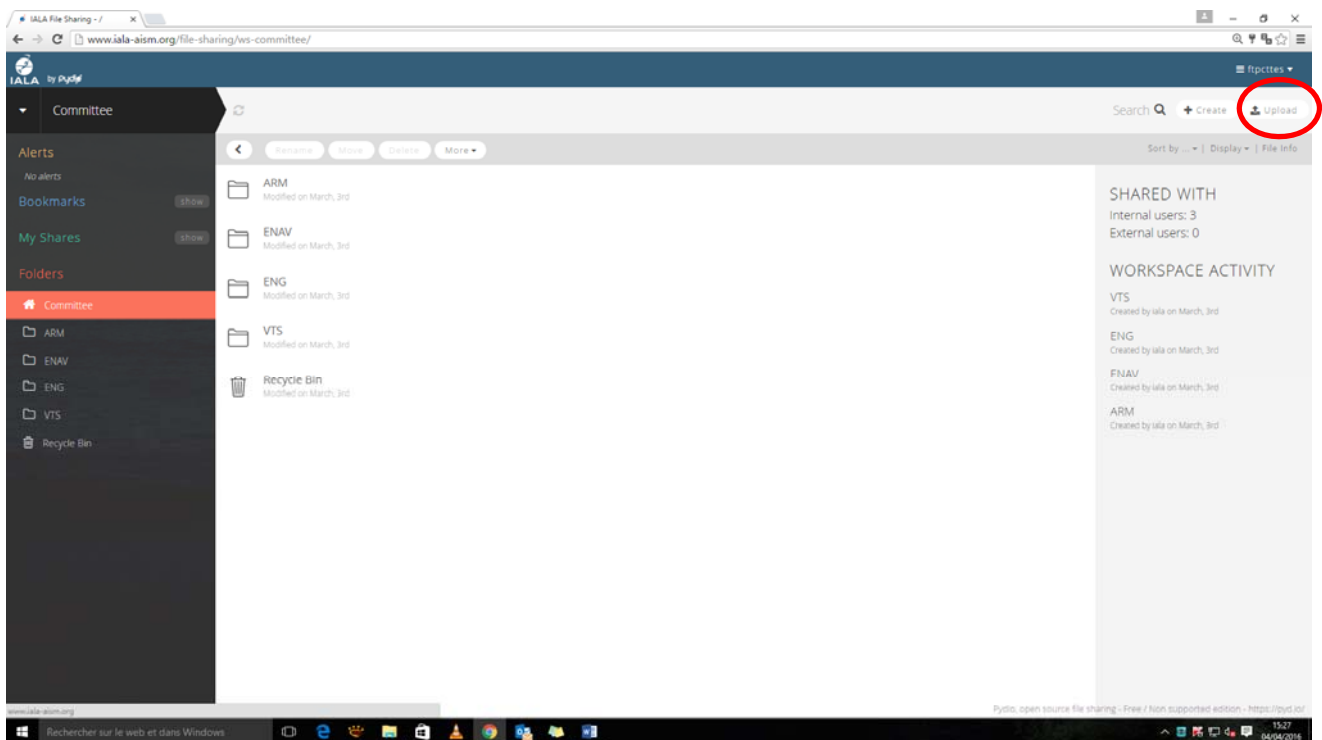


Enter the appropriate Login and Password

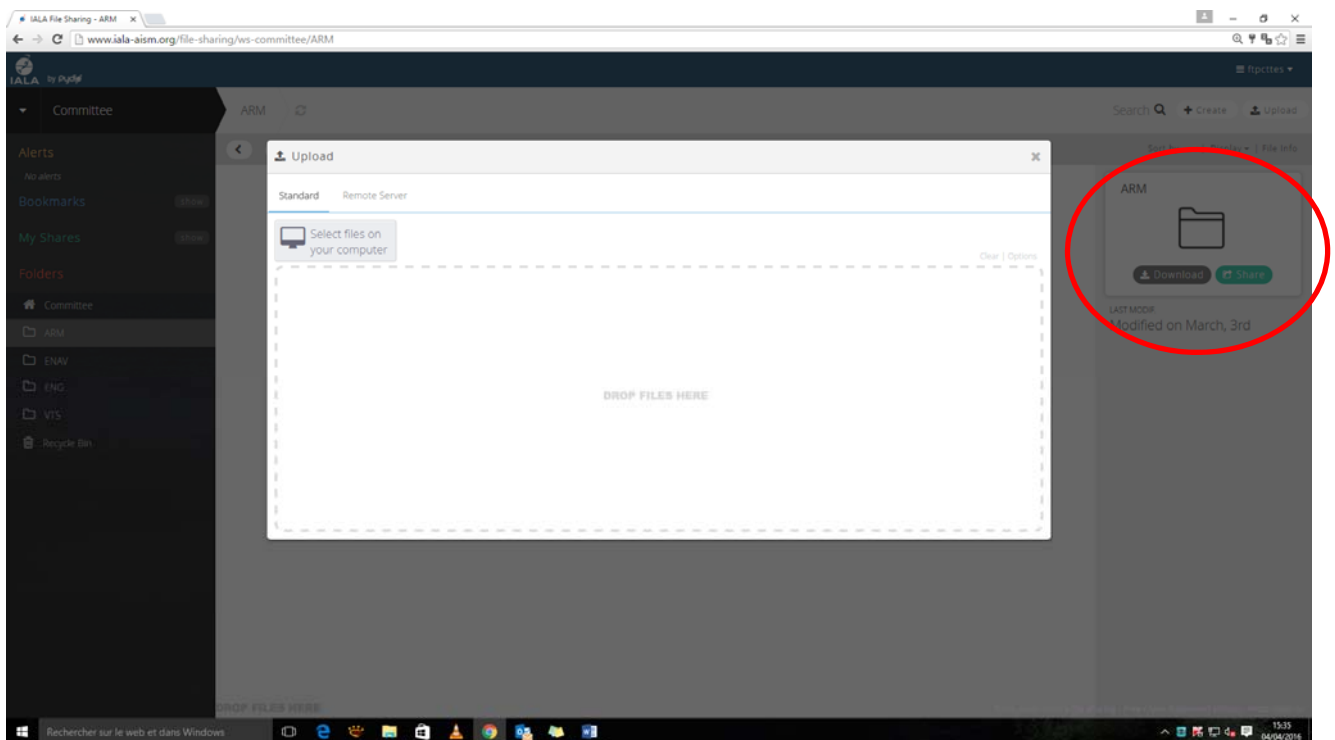
2. USE BY COMMITTEES

To enter the Committee area of the file sharing system use the login **ftpcttes** and the password **Cttee&216!**

The user will be taken to the following screen:



You can then access the Committee by clicking on the appropriate one. Note that upload is allowed, using the Upload command (in the red circle above).



The appropriate files can be uploaded using your computer browser and the documents can then be managed as shown in the red circle.

3. USE BY WORKSHOP/SEMINAR PARTICIPANTS

They must access the file sharing system as shown in section 1. Above. The login and password are unique according to the event. The picture hereafter shows that when logged in for a Workshop, the Committee document structure does not appear on the screen and thus cannot be accessed.



The screenshot shows the IALA File Sharing web interface. The browser address bar displays `www.iala-aism.org/file-sharing/ws-shore-based/`. The interface is titled "IALA by Pydio". On the left, a sidebar contains sections for "Alerts" (No alerts), "Bookmarks" (show), "My Shares" (show), and "Folders". The "Folders" section is expanded, showing a tree structure with "Shore Based" selected, and subfolders: "Input papers", "Output papers", "Photographs", "WG1", "WG2", "WG3", and "Recycle Bin".

The main content area shows a table of files and folders within the "Shore Based" workspace. The table has columns for "Filename", "Size", "Type", "Modified", and "Dimensions".

Filename	Size	Type	Modified	Dimensions
Input papers	-	Directory	2016/04/01 17:55	
Output papers	-	Directory	2016/03/31 10:43	
Photographs	-	Directory	2016/03/31 10:43	
WG1	-	Directory	2016/03/31 10:44	
WG2	-	Directory	2016/03/31 10:44	
WG3	-	Directory	2016/03/31 10:44	
Recycle Bin	-	Recycle Bin	2016/03/17 11:14	

On the right side, there is a panel with "SHARED WITH" information (Internal users: 2, External users: 0) and a "WORKSPACE ACTIVITY" log. The log lists various actions such as "Created by Workshop Shore Based 4 days ago" for folders like "WG2", "Output WG2", "Output WG1", "Photographs", "WG3", "Output WG3", "WG1", "Output papers", and "Input papers". At the bottom of the log, a file "map_RER_bus_routes.gif" is listed with the note "Pydio: open source file sharing".

Only the folders and files related to the Workshop appear on the screen.