



Input paper for the following Committee(s):

- ☐ ARM
 ☐ ENG
 ☒ **PAP**
- ☐ ENAV
 ☐ VTS

Purpose of paper:

- ☐ Input
 ☒ **Information**<sup>1</sup>

Agenda item

16.3 – IALA Dictionary PAP Working Group

Author(s) / Submitter(s)

Secretariat

## Dictionary Working Group (DWG) Terms of Reference

### 1 PURPOSE

The Dictionary Working Group (DWG) has the responsibility to:

- Maintain the Dictionary of Marine Aids to Navigation (Dictionary) in good order to ensure that the terms are up to date and accurate in English, French and Spanish;
- Approve the addition, amendment or removal of Dictionary terms and acronyms following scrutiny for accuracy;
- Promote the use of the Dictionary in IALA Committees and IALA Membership and in IALA documentation;
- Deal with obsolete or non-relevant entries;
- Review the entries over time to provide an on-going update.

### 2 AUTHORITY

The Dictionary Working Group reports to the Policy Advisory Panel (PAP) and takes its authority from the PAP. While striving for consensus, decisions will be by majority of the DWG members.

### 3 MEMBERSHIP

The membership of the DWG is the Chairs and Vice Chairs of the VTS, ARM, ENAV and ENG Technical Committees, Committee Secretaries, Technical Operations Manager. The IALA Technical Operations Manager will chair the DWG.

### 4 SECRETARIAL SUPPORT

Support with administration will be provided by the Secretariat Technical Operations Manager and the ENG Committee Secretary.

Editing of the Dictionary will be carried out by the IALA Secretariat.

### 5 MEETINGS

The DWG is expected to meet twice per year after each round of Committee meetings. Meetings will be convened by the Technical Operations Manager.

The work of the DWG will be overseen by the PAP.

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<sup>1</sup> This paper was approved by PAP inter-sessionally and is submitted for information only.