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

**□** ARM **□** ENG **🗸 PAP** **🗸** **Input**

**□** ENAV **□** VTS □ Information

Agenda item Agenda Item

Author(s) / Submitter(s) Secretariat

Summary of comments received in surveys about the committee meetings of the second half of 2019

# Background

Statistics:

|  |  |  |  |
| --- | --- | --- | --- |
| Committee | Nb of participants | Nb of first time participants | Nb of answers |
| VTS47 | 94 | 19 | 33 |
| ENAV24 | 91 | 15 | 13 |
| ENG10 | 82 | 11 | 31 |
| ARM10 | 79 | 10 | 28 |

Summary of relevant comments from the surveys altogether.

Suggestions for Administration:

-Formal announcement with attached letter with signature is needed for some administrations

-Separate invitations to each committee

-Would be useful for chairs and vice chairs to see provisional list of participants 2 weeks before the meeting

-Promote “bring your own cup” to people to avoid waste of single use plastic cups.

Suggestions for Operations:

-File sharing still a bit confusing: Improve document control and folder hierarchy

-Filesharing does not work well for IOS?

-File sharing with several ID: would it be possible to unify them all? (ENAV)

-Slido appreciated.

-Comments from members (they mentioned each other in their respective answers):

“would like to suggest two mechanisms to improve the effectiveness of Committee meetings:

1. Input Papers / Opening Plenary

There should be an opportunity for Input Papers to be introduced during opening plenary. Authors devote considerable time preparing input for the Committee’s consideration and a five-minute introduction highlighting the purpose of the paper and the key issues for the Committees consideration would increase the effectiveness of the Committee in progressing work programme tasks.

Presently, the only opportunity for introducing a paper occurs following the Committee breaking into Working Groups. The consequences of this are that for papers that may be of interest across the Committee:

• Only the Working Group members of relevant concerned have the benefit of the introduction.

• In many instances, the author/s may be in other Working Groups due to their agencies priorities for the week. I do not believe it is necessary for all input papers to be introduced during plenary. Introductions should be reserved for new input that considered being of interest across the Committee such as a document addressing a task for the first time, a significant contribution or one that is challenging how the task is being progressed. This could easily be accommodated by adding an additional check box to the header of the input paper template under the heading “Purpose of paper” of “Introduction at Plenary ”. The author’s categorisation can assessed at the Chairs’ meeting and allocated to the appropriate Working Group if it is not deemed necessary for an introduction.

Ground rules could be established so that authors are aware that any paper introduced at plenary is for information only to provide awareness and not the opportunity for lengthy debate.

1. Presentations during Opening Plenary

During the current Work Programme, we have seen an escalating number of presentations being made during the opening plenary. At VTS47, the number of presentations precluded the opportunity for Working Groups to be formed and work to commence on the work programme tasks on the Monday. It is suggested that only presentations that are directly relevant to ongoing General IALA business or Committee should be held in plenary. Other presentations should be allocated to a lunch break or evening slot and members interested may participate.”

-Make the plenary shorter and use Thursday afternoon for more work

-Volume of task vs time in working groups

-Consider remote participation to reduce time, cost, carbon foot print and increase participation.

# Action requested of the PAP

The PAP is requested to discuss if any action can be taken in response to the suggestions for ‘Operations’.