**Input paper:** PAP43-5.2.1

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

(Select as appropriate)

ARM  ENG  PAP  Input

ENAV VTS  Information

**Agenda item** 5.2 Amendment to the ToR’s – Intersessional Groups

**Technical domain/ Task number** N/A

**Author(s)/Submitter(s)** IALA Secretariat

Proposed Ammendment to the Basic Documents Regarding Intersessional Meetings

# Summary

In recent committee sessions members have benefited from the utilization of established video conferencing technology to enable faster progress of specific work items.

At PAP40 members agreed that the Secretariat should continue to draft an amendment to the *Basic Documents* for the Panels approval before forwarding them to LAP and then Council to recognize this method of working as an accepted part of IALA working arrangements.

## Purpose of the document

Post PAP42, the Secretariat sought comment and silent approval from the PAP for an amendment to the *Basic Document* regarding intersessional meetings. Following this procedure it was agreed to discuss the amendment at the next PAP session. The proposal below reflects the text based upon a number of suggestions by members that attracted broad consensus. There was a further proposal submitted by Jorge Arroyo for a more extensive amendment. The text below will be discussed with the intention of agreeing the amendment at PAP43.

## Related documents

*IALA Basic Documents*

# Discussion

It has been agreed by the PAP that the use of intersessional groups is beneficial for facilitating the faster progress of specific work items. Therefore, the Secretariat have developed a proposed amendment that recognizes this method of working, which will be incorporated into the *Terms of Reference and Rules of Procedure – Committees* section, specifically 3.3, included within the *IALA Basic Documents*.

The intention of the proposal is to be as clear and concise. The proposed text below represents a number of PAP members contributions based up the original text drafted by the Secretariat. The proposal is as follows as follows:

*“3.3 WORKING GROUPS*

*3.3.1. ESTABLISHING WORKING GROUPS*

*The work of a committee may be facilitated by the use of working groups. The creation of a working group, and the appointment of the working group chair and vice-chair are at the discretion of the committee chair.*

*A working group will be an integral part of its parent committee and will ordinarily meet during the same week as the Committee A working group can consist of one or more task groups.*

*3.3.2. INTER-SESSIONAL MEETINGS*

*An inter-sessional meeting of a working group (that is a working group or one of its task groups meeting between two sessions of the parent committee) may be used to enable faster progress of a specific work item.*

*An inter-sessional meeting of a working group or a task group requires the agreement of the chair of the parent committee. The approval of the Secretary-General is also required if resources from the Secretariat other than online meeting facilities are needed. The meeting should normally be held by electronic means using online meeting facilities provided by the Secretariat. If the meeting is with physical attendance it may be held at IALA Headquarters or an alternative location hosted by an IALA member and approved by the Secretary-General.”*

# Action requested of the PAP

The PAP is requested to:

1. approve the proposed amendment to section 3.3 of the *Terms of Reference and Rules of Procedure – Committees* section included within the *IALA Basic Documents.*