PAP42-6.1.2.3

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

**□** ARM **□** ENG **x PAP** **x** **Input**

**□** ENAV **□** VTS □ Information

Agenda item 6.11

Author(s) / Submitter(s) Monica Sundklev/Chair VTS Committee

In-consultation with Phil Day/Chair ARM Committee

Proposal on updating cross-committee procedures

# Background

## Purpose

In order to clarify the responsibilities and to make IALAs work run smoothly within and between the committees, it is of great importance that tasks with cross-committee interest, generic or specific, are being shared at an early stage so that such tasks can be discussed and developed within the relevant committees before going to Council for approval.

The initiation and development of committees’ tasks has recently shown that it has not been commonly known in other committees what the purpose of a task is, what a task will include or who is in lead of a specific task. One reason could be that the work programme doesn’t show this in a consistent way and another is that the committees’ responsibilities have changed due to re-organization.

This proposal is intended to high-light and clarify cross-committee tasks so every IALA member can see what committees will take an active part in the development of that task.

## Cross-committee coordination in PAP

The cross-committee coordination discussion started at PAP37, where a discussion clarified that there were currently various ways of recording and reporting the progress of the work programme across the Committees. PAP37 report states that “In order to achieve harmonized and efficient working practices for the Secretariat, it was agreed that the Secretariat should decide upon a harmonized way of recording and reporting progress of the work programme across all Committees”.

PAP37 agreed that if there were shared tasks between the Committees then Chairs should utilise PAP and providing an input in order to discuss these tasks. As a result the agenda item “PAP Cross-Committee Coordination” were added on the agenda item “Strategy and Policy” for PAP.

At PAP38 - PAP40, IALA Secretariat presented an infographic that illustrated cross committee work as the Secretariat viewed the matter that had been developed. It consisted mostly of a historic view of how Liaison notes and other communication had been exchanged between the committees. The infographic sheet has also been sent as an input paper to PAP-meetings from PAP41 (spring 2021) as well as to all committees from autumn 2020.

Unfortunately there has not been many in depth discussions at PAP-meetings on cross committee issues. It is however common that committees, before starting a task, is looking at the work programme (beside the task register) to see if there are any specific notes such as cross-committee coordination. Sometimes, but not always, the work programme states which tasks that should be coordinated with other committees. If no such statement is noted, it is very unusual that the committee will liaise or coordinate with another committee. For clarity and consistency, it should be only one place, where such coordination should be specified and it should be the work programme which is approved by Council. Any change should however, be discussed at PAP.

Noting that many of the previous comments on cross-committee work has been made under section 5 Coordination and especially under 5.1 Progress reports from the Committees as well as under 5.9 Committee work programme and structure, it seems that the most appropriate and logical placeholder for discussing cross-committee coordination is under section 5 instead of section 6 Strategy and Policy.

# Cross-committee coordination tasks to be discussed

VTS participants have raised some issues on ongoing tasks within the VTS Committee where also other committees have similar or relevant tasks where the progress and responsibilities are not clear. PAP should discuss this further so that IALA committees can continue to develop guidance in accordance with the work programme. Relevant issues and tasks to discuss may include, but are not limited to:

1. Maritime Services (see also attachment from VTS task group 1.2.4 and ARM 13-8.4.1)
2. Portrayal issues
3. Quality management
4. Cyber security
5. MASS issues
6. Risk management
7. Sustainability

# Proposed Way Forward

1. PAP should discuss and agree on a way forward for relevant cross-committee tasks, especially mentioned under 2 a-c.
2. PAP should, preferably before the work period starts, review the work programme in detail in order to mark committee task lead and if any cross-committee coordination is relevant.
3. PAP should consider moving “PAP Cross-Committee Coordination” from PAP agenda item “6. Strategy and Policy” to “5. Coordination”.
4. PAP should consider renaming the infographic sheet on cross-committee coordination, to cross-committee communications.
5. PAP should consider including a section on cross-committee work in IALA Basic Document (Rules and Procedures – Terms of Reference Committees).

# Action requested of the PAP

PAP is requested to discuss and consider the proposed way forward above and take action as appropriate.

# EnclosureS

1. Letter from VTS TG 1.2.4 on Maritime Services issues
2. Input paper ARM13-8.4.1 on ARM task 5.1.1 “Develop guidance on Maritime Services”