



8 – STRATEGY AND POLICY

8.2 – Policy Advisory Panel

8.2.2 – PAP Dictionary Working Group (DWG)

Note by PAP

1. BACKGROUND

Under Article 8.2.3, Functions of the Council, the Council, among other things, approves recommendations, guidelines, manuals and other appropriate papers. This should normally include the Dictionary which falls in the category of “other appropriate papers”.

The original 1970-89 IALA Dictionary Edition, was digitised through a semi-automated OCR process in February 2009. New terms were added or revised in 2009 – 2011 in March 2009 and further terms or revisions were added in October 2012 and in February 2016. The Council has not approved terms added or amended since 1989.

Discussions on an editing process for the Dictionary started at PAP at its 19th session in October 2009 with a very first proposal that was further progressed at PAP22 (October 2011) after a PAP Dictionary Group was formed at PAP21 (April 2011).

However, little progress was made until 2015, the main difficulty being to find volunteers with the appropriate knowledge to act as editors. In the meantime however the Council had voiced its concerns about publishing IALA documents carrying definitions that were not harmonized and had expressed its wish to use a unique source for definitions, i.e. the Dictionary.

2. DEVELOPMENTS

In 2015 at its 29th session held in June PAP decided to review once again the editing process, which later resulted in the establishment of a PAP Dictionary Working Group (DWG). In order to enable the Committees to start contributing to the process as early as possible the Terms of Reference for the Dictionary Working Group (attached as Annex 1) were agreed inter-sessionally.

3. PROPOSAL BY PAP

PAP suggests that the Dictionary Working Group (DWG) should have authority to manage the Dictionary, including authority to approve addition and amendment of terms. This requires delegated authority from the IALA Council to approve amendment of the Dictionary.

4. ACTION REQUESTED

The Council is requested to

1. Delegate to the PAP Dictionary Working Group the authority to approve changes in the IALA Dictionary, and
2. Note the Dictionary Working Group Terms of Reference as provided in Annex 1..



ANNEX 1 – 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 and occasionally the Chair of the Legal Advisory Panel. 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.