



## IALA COUNCIL 62<sup>nd</sup> session



21-24 June 2016  
Lisbon  
Portugal

### 8 – STRATEGY AND POLICY

#### 8.3 – Technical documents

##### 8.4.4 – Format of Recommendations and Guidelines

Note by the Secretariat

#### 1. BACKGROUND

The hierarchy and definitions of technical documents were agreed at Council session 59, December 2014, documents “C59-8.1.3 Revision 1 Proposed new document scheme”.

#### 2. COMMENT ON DEFINITIONS

Although definitions were the subject of much discussion at the Policy Advisory Panel in 2014, prior to Council approval in December 2014, the Secretariat, the LAP, and the PAP believe that the definitions of Recommendation and Guideline need revision.

The Secretariat believes that a Recommendation should state “**what**” should be done, and a Guideline should describe “**how**” to do it. This is not what the present definitions state. (Refer Annex A in input paper C62-8.3.1.)

The Secretariat will raise this matter at the next meetings of LAP and PAP, with the objective of a proposal for revision of these two definitions at Council session 63.

#### 3. FORMAT

##### 3.1. Standards

*“IALA Standards form a framework, implementation of which by all coastal states will harmonize marine aids to navigation worldwide. IALA standards cover technology and services and are non-mandatory.”*

A Standard will be a framework document listing the essential Recommendations (normative Recommendations) that should be followed in order to claim compliance with that Standard. A Standard may also refer to non-normative Recommendations. Recommendation references in a Standard will state “as amended”.

The exact format for a Standard is ongoing work in the Secretariat, and LAP and PAP, and will be discussed at these Panels at their next meetings. Refer to the schedule in C62-8.3.1.

##### 3.2. Recommendations and Guidelines

A simple rule is that a Recommendation should state “what to do” and a Guideline should state “how to do it”.

##### Recommendation

- A Recommendation is a short document, typically a few pages in length, recommending one or more essential practices
- Each essential practice should be described simply and clearly, in wording appropriate for management level, with minimum or no technical content



- An Annex may be used if supporting technical content is necessary, but it should not contain the recommended essential practice(s), which should be in the body text

This format description should be applied in a flexible manner to take account of the needs of the various Recommendations, the variety of technology with which we deal, and the fact of existing (legacy) documents where the format may not be ideal but will suffice for the present time.

#### Guideline

- A Guideline is a technical document describing how to carry out a specific practice
- A Guideline will generally be linked to a Recommendation, and contain best practice and technical detail, possibly amplified by figures, graphs, equations, and similar
- An Annex may be used if historical information, background, or other supplementary information is required

#### **4. PREAMBLE TEXT FOR DOCUMENTS**

Along with its work on the format of Standards, the Secretariat will prepare draft new preamble text for Recommendations and Guidelines for consideration by LAP and PAP at their next meetings.

#### **5. ADVICE TO COMMITTEE CHAIRS AND VICE-CHAIRS**

The Secretariat consulted PAP members, either in person or via email exchange, in the period April 11 to 22 and obtained agreement on the format descriptions for Recommendation and Guideline.

Committee Chairs and Vice-Chairs will now apply this to new or revised documents, and use their judgement on how much to adjust exiting documents.

#### **6. INTRODUCTION OF NEW NUMBERING SYSTEM**

A new numbering system will be introduced to cover Standards, Recommendations, Guidelines, Manuals, and Model Courses. This will commence on 01 August 2018, following the expected approval of the first Standards by the General Assembly in 2018.

#### **7. THE COUNCIL IS REQUESTED TO**

**Note** the content of this paper.