



IALA COUNCIL 62nd session



21-24 June 2016
Lisbon
Portugal

8 – STRATEGY AND POLICY

8.3 – Technical documents

8.3.1 – Standards

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”.

This paper is provided as input paper C62-8.3.2. It covers the definitions, purpose, and approval process for Standards, Recommendations, and Guidelines.

Table 7.3 of the document is reproduced here as Annex A.

2. CONTENT OF A STANDARD

The Secretariat intends to submit a draft Standard wording format to Council soon. See time schedule clause below.

Subject to advice from the Legal Advisory Panel and the Policy Advisory panel, a Standard will be a short document listing the Recommendations (normative Recommendations) that must be followed in order to claim compliance with that Standard.

A Standard may also reference non-normative Recommendations (meaning that these need not be followed in order to claim compliance).

3. STANDARDS AND THE SCOPE OF THEIR SUBSIDIARY RECOMMENDATIONS AND GUIDELINES

3.1. Decision on the first seven Standards

At Council session 61, December 2015, a set of seven Standards was approved, the Council noting that further work was to be carried out. Refer to clause 7.2 of the Report of that session.

The diagram at Annex B, considered at Council session 61, was for the purpose of deciding the seven Standards, and this was done at that session.

The white boxes in Annex B were illustrative of typical content for Recommendations and Guidelines, and at that time these boxes required further consideration. Further, they were not intended to be document titles. However they are important for a logical arrangement of the Standards, Recommendations, and Guidelines.

3.2. Mapping of existing Recommendations and Guidelines

After Council session 61, and prior to Policy Advisory Panel session 31, the Secretariat carried out a mapping of existing Recommendations and Guidelines to the seven Standards, taking advice from Committee Chairs. To illustrate, input document C62-8.3.3 is a copy of one of the mapping documents prepared by the Secretariat.

4. SCOPE OF THE DOCUMENTS SUBSIDIARY TO STANDARDS



Annex B was considered by the Policy Advisory Panel at its session 31. A long, detailed, and fruitful discussion led to the scheme at Annex C. This shows the PAP-agreed best scheme for the topic areas for Recommendations, Guidelines, Manuals, and Model Courses under the seven Standards. Note that as for Annex B, the white boxes are topic areas, not document names.

The PAP believes that the scheme at Annex C:

- Is logical and complete
- Is independent of present and future Committee arrangements and responsibilities
- Will suffice for some years into the future
- Can be amended as required in the future by altering, adding, or deleting white boxes
- Will require cross-Committee cooperation to execute

The PAP recommends Annex C to Council for approval.

5. TIME SCHEDULE

5.1. Schedule for the introduction of Standards, general Assembly 2018

Organ and Date	Activity	Comment
LAP 2016-09-03 to 05	Draft template for Standard to LAP	Secretariat prepares draft, based on 2015 work
PAP 32 2016-10-06 to 07	LAP template agreed by PAP	If liaison with LAP is necessary afterwards, then by correspondence
	Secretariat prepares <ul style="list-style-type: none"> • draft seven Standards • draft new preamble text for Recommendations and Guidelines 	
LAP 2017-03	LAP advises on draft seven Standards and preamble text for Recommendations and Guidelines	
PAP 33 2017-04	PAP finalises lists of normative and other Recommendations within Standards	PAP ensures that normative Recommendations are necessary and sufficient
Council 64 2017-06	Final draft seven Standards to Council for Approval	
Council 65 2017-12	Completion of Council Approval process	Essential to agree at this session, prior to 2018 General Assembly
2018-01 onward	Information process to Members	<ul style="list-style-type: none"> • Email shot • Website • Explanatory booklet
General Assembly 2018-05	General Assembly voting on agreement to Standards	Korea
2018-06	Announcement of result of voting to membership	<ul style="list-style-type: none"> • Email shot • Website
2018-07-31	Introduction of new numbering scheme	<ul style="list-style-type: none"> • Explanation on website in advance • Two months to alter documents



6. THE COUNCIL IS REQUESTED TO

- a) **Approve** the scheme at Annex C for the topic areas for Recommendations, Guidelines, Manuals, and Model Courses under the seven Standards
- b) **Note** the time schedule

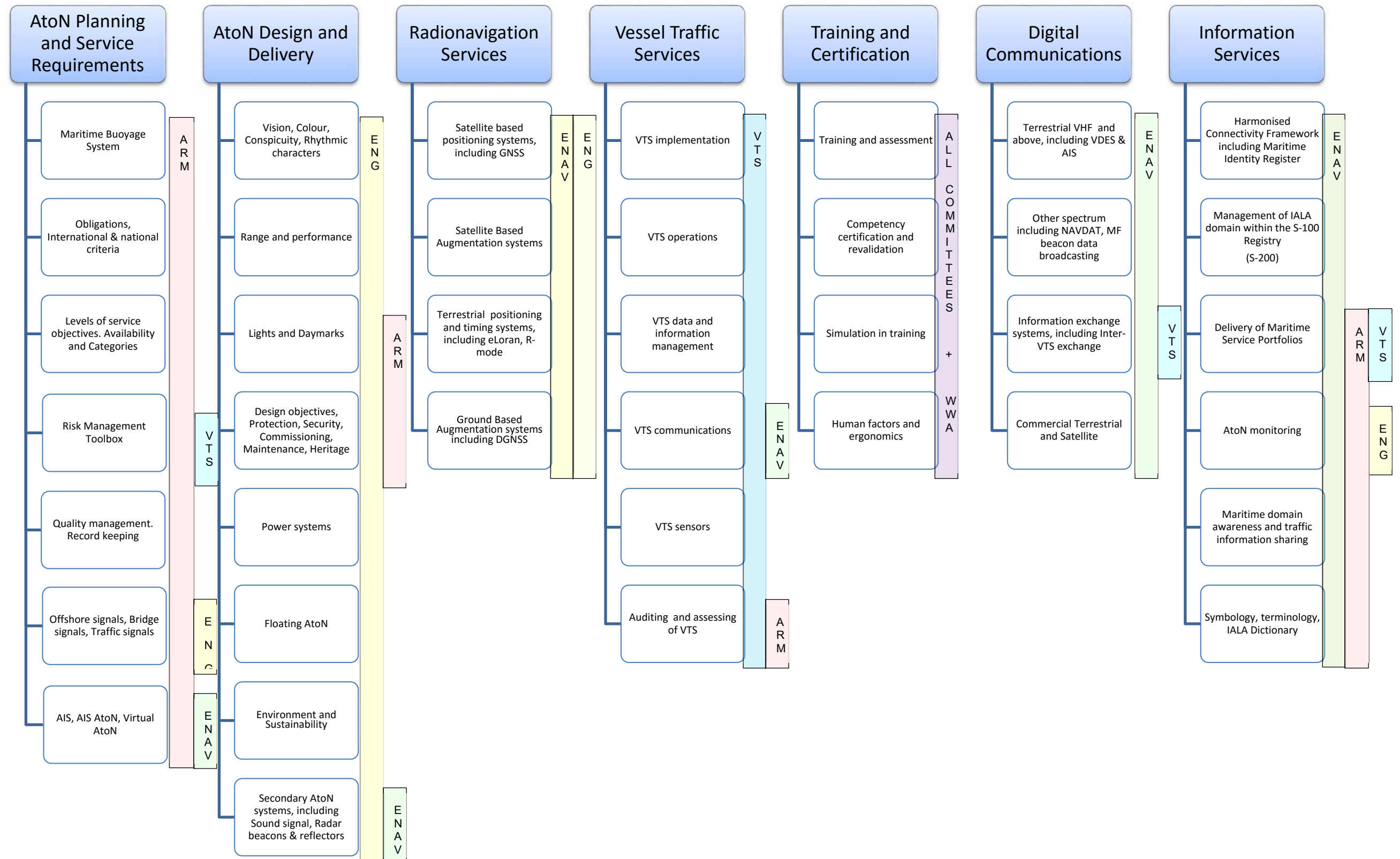
**7. ANNEX A – TABLE 7.3 OF DOCUMENT C59-8.1.3 REVISION 1 PROPOSED NEW DOCUMENT SCHEME**

Document type	Definition	Purpose	Approval method
Standard	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.	Essential for global harmonisation Suitable for citation in legislation or regulations	By the IALA General Assembly in accordance with Article 7.3 of the Constitution.
Recommendation	IALA Recommendations describe how to plan, design, operate, and manage marine aids to navigation in order to comply with IALA Standards. Each Recommendation is related to an IALA Standard.	Recommended practice to aid in meeting an IALA Standard, which may be suitable for citation in legislation or regulations. Ensures that a product or service meets expectations	By the IALA Council in accordance with Article 8.4 of the Constitution.
Guideline	IALA Guidelines provide information on aspects of IALA Recommendations, indicating best practices for implementation. Each Guideline is related to an IALA Recommendation.	Practical and detailed information for implementing an IALA Recommendation	By the IALA Council in accordance with Article 8.4 of the Constitution.
Manual, including the IALA Dictionary	IALA Manuals provide an overall view of a wide subject area.	Introduction to broad topic areas, such as Vessel Traffic Services, Aids to Navigation, and Heritage.	By the IALA Council in accordance with Article 8.4 of the Constitution.
Model Course	IALA Model Courses are training documents which define the level of training and knowledge needed to reach standards of competence defined by the IALA WWA.	For training of managers, operators and technicians to the IALA recommended level of competence.	By the IALA Council in accordance with Article 8.4 of the Constitution.

**8. ANNEX B – DRAFT STANDARDS SCHEME CONSIDERED BY COUNCIL AT SESSION 61, DECEMBER 2015**

Draft Standards, After PAP30

Blue boxes show the proposed seven Standards, white boxes indicate general topic areas for Recommendations. Likely areas of Committee activity are shown by coloured columns to the right of topic areas.





9. ANNEX C – STANDARDS AND THE PROPOSED SCOPE OF THEIR SUBSIDIARY RECOMMENDATIONS AND GUIDELINES

Prepared by the Policy Advisory Panel at its 31st session, April 2016

Blue boxes are the seven Standards and white boxes are topic areas for Recommendations, Guidelines, Manuals, and Model Courses. White boxes are not document names but are content area descriptions.

