

Please comment by 18 May 2012

**Report of the 23rd Session of the IALA Policy Advisory Panel (PAP23)**

**2 - 3 May 2012**

**Executive Summary**

* The VTS Manual is circulating for Council approval;
* Proposal to seek IMO review of the whole of the SMCP (Standard Marine Communication Phrases) (section 5.1);
* Potential changes to internal structure of the e-NAV Committee (section 5.2);
* The need to persuade IMO of the necessity to bridge the ship / shore interface, with regard to e-Navigation (section 5.2);
* Concerns about technical competence within Committees with regard to the IHO registry (section 5.3 and 5.4);
* Increasing evidence of cross-Committee collaboration / co-operation (section 5.4);
* Discussion on correlation between Tasks and strategy (section 5.6.1);
* Rise of use of AIS data in court cases (section 5.7);
* Significance being accorded the IALA Dictionary (section 7);
* Considerable discussion about the IHO (S-100) registry (section 8.1);
* Progress being made with the World-Wide Academy and accreditation, plus the willingness of all Committees to help with its work (section 9);
* Continuing improvement in the commercial version of IWRAP Mk2 (section 11.1);
* Proposals with regard to Workshops / Seminars (section 13.1 and PAP/output/3);
* Preparing for the 2014 – 2018 Work Programme (section 17.2);
* Annual questionnaire (section 17.4).

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| PAP  23rd Session | 3 May, 2012 |

**Report of the 23rd Session of the IALA Policy Advisory Panel (PAP23)**

# Welcome

The 23rd session of the **Policy Advisory Panel** was held between 2 & 3 May 2012, at IALA with Gary Prosser in the Chair. The Secretary for the meeting was Mike Hadley.

The Chairman opened the meeting and welcomed all members, with a special welcome for Francis Zachariae who was attending his first meeting of PAP. He remarked that there was a full agenda for the meeting and that this reflected the growth in activity within IALA, including the successful launch of the World-Wide Academy (WWA). Being almost the mid-point of the 2010 – 2014 Work Programme, it was a good time to take stock of progress. The Chairman then outlined some of the issues that he would be touching on as the meeting progressed.

# Approval of the agenda

## Agenda

The Agenda (PAP23/2/1 rev3) was adopted, noting that some items would need to be taken out of order due to the need to accommodate travel requirements. A copy of the agenda is at ANNEX A.

## Participants

|  |  |  |
| --- | --- | --- |
| Gary Prosser | IALA Secretary General | IALA - Chairman |
| Francis Zachariae | Council member & Chair of LAP | Denmark |
| Phil Day | Chair, ANM Committee | UK |
| Omar Frits Eriksson\* | Chair, EEP Committee | Denmark |
| Bill Cairns | Chair, e-NAV Committee | USA |
| Tuncay Çehreli | Chair, VTS Committee | Turkey |
| Nick Ward | Vice Chair, e-NAV Committee | UK |
| Steve Nell | IMC Vice President | IMC |
| Michael Skov | Vice Chair, ANM Committee | Denmark |
| Jean Charles Leclair | IALA Representative to IMO | IALA |
| Paul Ridgway | Editor IALA Bulletin | IALA |
| Mike Hadley | Technical Co-ordination Manager | IALA - Secretary |

Apologies were received from:

|  |  |  |
| --- | --- | --- |
| Neil Trainor | Vice Chair, VTS Committee | Australia |

## Output and Working Papers

A list of output and working papers is at ANNEX C.

## Action Items

A list of action items is at ANNEX D.

# Review of Action Items from last meeting

Action Items from the previous meeting (PAP23/3/1 rev6) were reviewed.

## Secretariat

The following actions are outstanding or were commented on as follows:

Action 11 The Secretariat is requested to forward the draft Guideline on Global Sharing of Maritime Data to the LAP, for comment.

The draft Guideline on Global Sharing of Maritime Data had not been an input paper to LAP but Francis Zachariae undertook to obtain comment on it by e-mail. The Chairman of EEP also asked for a copy.

Action item

The Secretariat is requested to pass the draft Guideline on the Global Sharing of Maritime Data to the Chairman of LAP and the Chairman of the EEP Committee.

The Secretariat is requested to circulate the draft Guideline on the Global Sharing of Maritime Data to LAP, for comment.

Action 14 The Secretariat is requested to consider the necessity of providing engage / free indicators on toilet doors.

This action was considered to have been overtaken by events.

Action 15 The Secretariat is requested to arrange for the provision of an IALA picture library to be added to the agenda for the next IT group’s meeting.

This action is on going, as the IT group has not met since PAP22.

Action item

The Secretariat is requested to arrange for the provision of an IALA picture library to be added to the agenda for the next IT group’s meeting.

## Members

The following actions are outstanding or were commented on as follows:

Action 17 The EEP Committee is requested to finalise the historic lighthouse template and then use it to commence populating an historic lighthouse database.

This item is on-going. The subject will be incorporated in the planned revision of the IALA website, which is just getting underway.

Action item

The EEP Committee is requested to finalise the historic lighthouse template and then use it to commence populating an historic lighthouse database.

Action 18 Chairs of Committees proposing ‘face to face’ inter-sessional meetings are requested to provide the Secretary-General with a short brief about the requested meeting.

The Secretary-General said that he was pleased with the way the request process was working and it was noted that the need to make iformal request seemed to have reduced the demand for ‘face to face’ inter-sessional meetings.

Action 19 All Committees are requested to have the IALA Dictionary as a standing Committee meeting agenda item.

Although this is now happening there was concern that the item could be overlooked in the future. It was agreed that the topic should become a standing agenda item for each Committee.

Action item

The Secretariat is requested to make the IALA Dictionary a standing item for each Committee agenda.

# Review of Input papers

The list of input papers (PAP23/2/1 rev6) was noted; a copy is at ANNEX B.

# Update on the work of the IALA Committees and Council

Presentations, where made in support of agenda items are included as part of the output of the meeting.

## VTS Committee

The Secretary-General said the VTS and the interest in it continues to grow, with recent approaches being made to him at IMO by Kuwait and Colombia. Tuncay Çehreli commented that although the powers being given to VTS operators seem to be increasing there is also an increase in liability and a growing need for harmonisation.

Tuncay Çehreli outlined the developments at VTS34. He indicated the:

* state of each Task;
* prominence given to the Word VTS Guide;
* need for a general overhaul of SMCP;
* two-step approach being taken to work on the revision of IMO Resolution A.857(20);
* draft 2012 VTS Manual is currently circulating for comment within the Council;
* impact of the debate on Navigation Assistance Service (NAS) and navigation assistance, which is explained in the draft 2012 VTS Manual;
* details about the proposed workshop on VTS Portrayal;
* current proposals for the 2014 – 2018 Work Programme.

There was a discussion about the way in which the demise of Task 1 – VTM was shown in the itemised Work Programme (Annex G of each report) and it was agreed that it could be better phrased.

Action item

The Secretariat is requested to re-word the entry for the VTS Committee’s Task 1 in its Work programme.

The Secretariat is requested to forward an information paper about the need to advise IMO that the whole of SMCP needs to be revised (PAP23/output/2), to Council for approval.

The supporting presentation is an output from the meeting.

## e-NAV Committee

Bill Cairns outlined the developments at e-NAV11. He indicated:

* forthcoming changes in Working Group (WG) Chairs and Vice Chairs;
* initial thinking about a revised WG structure, including the perceived need for an S-100 data modelling WG;
* the need to follow up output paper e-NAV11/output/19 (Development of an e-Navigation strategy implementation plan);
* the need to persuade IMO of the need to bridge the ship – shore divide, with regard to e-Navigation;

There was a discussion of the merging of disciplines within the Committees, leading to greater collaboration between them. This was mirrored by the ANM Committee’s experience at ANM18.

The supporting presentation is an output from the meeting.

## EEP Committee

Ómar Frits Eriksson covered events at EEP18 and its output. He indicated that:

* Seamus Doyle (CIL) has stood down from being Vice Chairman on his retirement, and that the position had been taken by David Jeffkins (AMSA), who he wished to seek Council’s approval for making the move permanent;
* Michael Card is now chairing WG4 (Light and Vision);
* understanding the technicalities of the work on S-100 and product specifications is difficult for the Committee members;
* it is proposed to withdraw the workshop on the WWA, as it is now becoming well established.

There was a discussion on the role of the Quality Advisor (Stuart Ruttle), who had recently advised against the release of an EEP paper to Council. It was agreed that the advice of such an experienced person needed to be heeded but that the Committee, in the shape of its Chairman should have the final decision. The Secretary-General explained why the role had been created and then what the role of the Quality Advisor is. He said that in view of the newly introduced post still ‘bedding in’ it might be advisable to invite Stuart Ruttle to PAP24. This was agreed.

Action item

The Secretariat is requested to invite Stuart Ruttle to PAP24 to discuss the role of the Quality Advisor.

In further discussion it was confirmed that Committees are allowed to request, of the Secretary-General, that an expert attend a Council meeting when a particular document or topic requires an expert to brief it.

The supporting presentation is an output from the meeting.

## ANM Committee

Phil Day covered events at ANM18.

Points made included:

* Work Programme is about 1/3 complete;
* discussion on ‘major’ and minor’ lights;
* concerns about technical competence, with regard to work on the IHO registry;
* need for clarity concerning IHO Registry responsibilities;
* increasing need for co-operation / collaboration with other Committees.

The following requests / points were made:

1. Could other Committees please consider what questions might be usefully added to the IALA Annual Questionnaire when it is reviewed for the 2014 – 2018 Work Programme at ANM21 (October 2013)?
2. Could the website / paperwork be made more user facing (it is currently perceived to be IALA facing)?
3. Keeping track of documents needs reviewing;
4. Suggestion that an intranet and a share point for working on documents would be useful;
5. There is some merit in using Excel format as opposed to Word for some Committee documentation. An example of this was the ANM input to the future work programme.
6. It was also added that the use of glossaries in IALA documents is important.

The supporting presentation is an output from the meeting.

Action item

The VTS, e-NAV and EEP Committees are requested to consider what questions might be usefully added to the IALA Annual Questionnaire when it is reviewed for the 2014 – 2018 Work Programme at ANM21 (October 2013).

## Industrial Members’ Committee (IMC)

Steve Nell said that there had been no meeting of the IMC since March 2011; it would next meet in Vancouver later this month. It was noted that:

* Exhibition arrangements are being made for the 2014 Conference;
* The IMC mid-term Assembly will be held in Istanbul, just before VTS2012;
* Preparations for the exhibition at VTS2012 are progressing but with slow bookings;
* Considerable funds are still owed by Industrial members;
* The bulk of IMC funds are now in Euros.

Thanks were expressed to the Industrial membership for their support of the Bulletin.

There will be an update of the VTS2012 exhibition arrangements at the 53rd session of the Council.

The supporting presentation is an output from the meeting.

## Council Report – 52nd Session

PAP23/5/1 was noted. The points noted were:

* the review of overall administration and facilities;
* approval for the appointment of a deputy Secretary-General;

Application has now closed and the applications received will be reviewed by the Secretary-General and Jean-Charles Leclair.

* a review of existing personnel has led to the loss of the desktop publishing capability, which is now to be outsourced;
* the WWA is expanding rapidly and briefs have been given to each of the Committees during the current series of meetings;
* IALA is actively seeking new members;
* the status of IALA is being reviewed and a hosting arrangement is being discussed with the French authorities;
* the discussion about the PAF and the adoption of a unified approach to it;
* the Council view on e-Navigation;
* the decision taken about how to proceed with VTM.

### Correlation between Tasks and Strategy.

The Secretary-General commented on the Council’s concerns about the Committees, in general, not necessarily focusing on the tasks of highest priority. It was agreed that lessons had been learned from the submission process of work items for the current work programme and that a revised submission system should make matters much clearer.

## The report of LAP10

Paper 23/5/2 refers

Francis Zachariae said that LAP10 had found its agenda challenging and that the focus of discussion had been on the IALA headquarters (HQ) agreement and the status of IALA. He said that the benefits of obtaining an HQ agreement are stated on page 4 of the report of LAP10. He added that LAP is considering changes that may be necessary to the Constitution, for the General Assembly in 2014.

Given the rise in use of AIS data in court cases, it was suggested that IALA should consider providing guidance on the use of AIS data in court cases. It was suggested that after further drafting the LAP would forward a document to Council, with a view to the task being passed to the e-NAV Committee.

Work continues on the IALA Risk Register, which is expected to assume larger proportions as time goes by. A note is being prepared on how to use the register. Following this it was suggested that the editor of the Bulletin liaise with Jon Price to discuss the provision of an article on the legal standing of IALA Recommendations and Guidelines.

It was agreed that PAP is the appropriate vehicle for addressing committee issues involving strategy.

Action item

The editor of the Bulletin is requested to provide an article for the Bulletin on the legal standing of IALA Recommendations and Guidelines, in English, French and Spanish.

# Work of other bodies

It was noted that all the Committees had been briefed on the recent IMO activities.

## Report from COMSAR16

PAP23/6/1 was noted.

Jean-Charles Leclair said that IMO Secretary-General had expressed concern at the slow progress being made with the development of e-Navigation. However, experience at COMSAR16 had been that due to the administrative arrangements, e-Navigation was submerged in discussions involving LRIT, resulting in no substantial progress being made with e-Navigation at the meeting.

For different administrative reasons the same effect seemed to be likely to be achieved at STW43.

It was noted that comment about ‘next generation AIS’ had caused concern about the possible intention to require provision of new equipment to ships. The term has been dropped and the term ‘VHF data exchange (VDE) is now being used.

It was reported that the outcome of WRC12 will be discussed at NAV59, as the report of the WRC was not available in time for NAV58. It was also reported that despite criticism of the cost of LRIT there had been no discussion about space-based AIS.

## Interim report from STW43

Jean-Charles Leclair said that the e-Navigation working group are working on the e-Navigation training gap analysis but that with some uncertainty about how e-Navigation is to develop this was proving challenging.

Due to unfortunate timing, Jean-Charles Leclair had not been in the plenary when the IALA submission on VTS training for ships’ navigating officers had been discussed and the suggestion was dismissed.

## Submissions to IMO

Jean-Charles introduced three papers, two of which had originated from the e-NAV Committee and one from the VTS Committee. The papers were:

1. With the removal of one sentence the submission on e-Navigation implementation had been accepted for NAV58;
2. IMO have requested an input paper on the WWA;

The proposed text was reviewed and the forwarding of the document agreed.

1. The draft Comment Paper on AIS AtoN was reviewed (see section 8.1.3).

# The IALA Dictionary

Ómar Frits Eriksson, chairman of a small dictionary group, gave an update about the progress being made with the IALA Dictionary, which is now hosted on the new IALA website.

It was agreed that Paul Ridgway would work with Ómar Frits Eriksson on drawing up procedures for revising and updating the dictionary.

It was requested that Committees continue to use the dictionary, provide new terms and cross-referencing publications where relevant. Photographs / drawings should be added, where appropriate.

The slight anomaly in the title of the dictionary (The International Dictionary of Aids to Marine Navigation) was remarked on and it was noted that original title had been carried through from the paper to the electronic version. However, Ómar Frits Eriksson undertook to review the title

Action items

Ómar Frits Eriksson is requested to review the title of the IALA Dictionary.

It was explained that unlike a Wiki, the dictionary has limited editorial / management access. It was agreed that all Committees be asked to appoint a dictionary custodian, for whom Ómar Frits Eriksson is willing to provide training via GoToMeeting. He then gave a brief view of the editing process and the management information that can be produced.

Action item

The VTS, e-NAV and ANM Committees are requested to appoint a custodian for their aspects of the IALA Dictionary.

Ómar Frits Eriksson also undertook to update the dictionary from information provided by the e-Navigation and VTS Committees.

Action item

Ómar Frits Eriksson is requested to input information provided by the VTS and e-NAV Committees to the IALA Dictionary.

Ómar Frits Eriksson ended by demonstrating the IALA Wiki, the information it contains and suggesting that others could contribute to provide additional information about IALA and St Germain.

# e-Navigation – Across Committees

## IHO (S100 – GI) Registry

Nick Ward made a brief presentation covering the background to IALA’s participation, the IHO Registry and the processes expected to be employed within IALA. This covered the anticipated establishment of a single point of contact with IHO from within the IALA Secretariat, the need for a domain manager and field managers. He mentioned two of the lead pilots for product specification (IVEF and AtoN Information) but emphasised that, as IALA is the first non-Hydrographic body to follow this path, both IALA and IHO are continuously learning lessons. Because of the recognised technical complexity, the e-NAV Committee will be setting up a cross-Committee task force, with the aim of aiding the development of current and future pilots. He explained that AIS does not lend itself to becoming one product specification but that applications of AIS do.

The possible creation of an IWRAP product specification will be discussed with the EEP Committee and the creation of one or more for the World-Wide Radionavigation Plan will be considered by thee-NAV Committee.

The potential impact on IALA, with a current requirement for a 30-ay turnaround time for domain queries, was stressed and is the subject of an information paper for Council. If proceeded with as envisaged then Committees will need to commit time and resources to the IHO Registry. There is likely to be a short term increase in workload but the benefits in the medium to long term are expected to be substantial. The key points mentioned were:

* the IHO Registry is the baseline for CMDS
* S-100 gives a framework for data standards
* it can accommodate IALA applications
* significant impact on IALA, but also benefits

Ómar Frits Eriksson made the point that EEP had struggled the draft AtoN Information Product Specification and wondered how the Committee, as a whole, could be taught to understand what is involved. It was emphasised that IALA is the first non hydrographic body to start drafting product specifications and that there is bound to be a steep learning curve. However, this is seen as an outreach activity for the task force mentioned earlier. This might also include, in due course, provision of articles for the Bulletin.

After further discussion, it was agreed that the VTS, EEP and ANM Committees need only comment on their areas of expertise and not the technicalities of papers. This resulted in a request that the e-NAV Committee be more specific in the requests made in the liaison notes concerning the IHO Registry. It was also agreed that PP would need to discuss priorities for product specifications, in view of the financial climate.

Action items

The e-NAV Committee is requested to be specific in its requests for information in regard to the IHO Registry.

The Chairmen of each Committee are requested to consider priorities for the drafting of product specifications for discussion at PAP24.

### Impact of participation

This topic as discussed under agenda item 8.1.

### Technical competence

This topic as discussed under agenda item 8.1.

### Draft Comment Paper to NAV58

Paper 23/8/6 refers

The ANM output paper (ANM18/output/6), providing a proposed IALA view of AIS AtoN was discussed and after minor modification was agreed to be sent to the Council for e-mail approval; the input date for he paper was 11 May 2012. The paper, as drafted, was rejected by Council and it was suggested that a more appropriate way to represent IALA’s view would be a verbal intervention. A proposal for a verbal intervention by the IMO representative was drafted (PAP23/output/4) and circulated to Council for approval.

*Realising that the timing of NAV58 would allow the request for the proposed verbal intervention to be considered by the Council in the normal way, it was added to the input papers for the 53rd session of the Council.*

Action item

The Secretariat is requested to forward PAP23/output/4 (Information Paper on the development of policy and new symbols for AIS AtoN – proposed verbal intervention at NAV58) to Council for approval.

Whilst accepting that deadlines imposed by other bodies need to be respected the Secretary-General said that he is concerned at the level of e-mail approvals being sought from Council and did not wish to find that the Council was suffering from ‘e-mail approval fatigue’. He asked the Committees to consider the need for the e-mail approval process and to see whether earlier planning for known meeting dates by other bodies could mitigate the issue.

Action item

The Chairmen of Committees are requested to keep the need for e-mail approval of output documents under review and investigate whether planning for known meeting dates by other bodies can avoid the need for e-mail approval.

## AIS and VHF Data Communications in e-Navigation

Paper 23/8/2 refers.

Bill Cairns introduced the liaison note and said that the plan it contained is considered satisfactory, adding that it has been sent separately to the VTS, EEP and ANM Committees for their comment.

## Work plan

Paper 23/8/3 (e-Navigation Road Map - IALA Strategy & e-NAV Work Plan) refers.

Bill Cairns explained the background to the request from the IMO Correspondence group on e-Navigation’s request for a timeline and then indicated the resulting timeline diagram, which continues into the 2014 – 2018 Work Programme. Nick Ward commented that this would be input to e-NAV 12 in the format proposed by ANM.

## Revised e-Navigation ‘Picture book’

Paper 23/8/4 refers.

Bill Cairns took the meeting through the revised document; the result of Council’s request for a higher level coverage of e-Navigation. The document is a ‘work in progress’ and comment was requested.

Action item

The members of PAP are requested to comment on Paper 23/8/4 to the e-NAV Committee in time for e-NAV12 (24 – 28 September 2012).

# IALA World-Wide Academy

## Academy update

Jean-Charles Leclair provided a brief on the WWA and its activities, similar to that provided to each of the committees during the current session of meetings. From the presentation it was noted that:

* document arrangements have been revised;
* 51 model courses have been identified, with 4 completed and volunteers identified for a further 27;
* in future, any committee producing a model course will send it direct to the WWA (Stephen Bennett), where the WWA Board will decide whether or not to approve it and then forward approved courses to the Council for endorsement;
* IALA recommendations E-141 and V-103 re now overarching documents and any amendments still remain with the Council for approval;
* the WWA has undertaken to provide each edition of the Bulletin with a one page input.

It was asked if IALA needs to train its experts, to ensure consistency of approach? There was a short discussion from which it emerged that this was not considered to be the case as the experts should have sufficient knowledge to know which training points are generic and which are dependent on national regulations and should be able to either determine the effect of national legislation or be able to advise students that they could not offer guidance on specific points. It was accepted that there might be liability issues arising over IALA experts but it was felt that the question of liability could be dealt with in the contract between IALA and the customer.

It was suggested that as the WWA expands there may be requests for additional model courses. If this proves to be the case then an approach would be made to the relevant Committee(s).

The supporting presentation is an output from the meeting.

## WWA 1st and 2nd Board meetings

Papers 23/9/1 and 23/9/2 refer.

The next WWA Board meeting is planned to be convened during either EEP19 or ahead of the next risk seminar and ANM19.

## Academy master plan

Paper 23/9/4 and 23/9.5 refer.

Jean-Charles Leclair covered the WWA’s master plan and key actions and the fact that key states have been identified for the purposes of capacity building.

## Accreditation

Paper 23/9/6 refers.

Accreditation will eventually embrace IWRAP and PAWSA instructors / facilitators and will be developed along the lines agreed during the last meeting of the VTS Training and Accreditation meeting. This group is due to meet just once more, at the end of VTS35. It was agreed that the national authority is the key but that assistance can be sought from either a Classification Society or IALA. The WWA has proposed starting the process of establishing which is the national authority in a particular country via the Council.

Jean-Charles Leclair then ran through the 8 Recommend Actions and 1 Recommended Policy that arose from the meeting and are contained in the meeting report (Paper 23/9/6).

Action item

The WWA is requested to raise the subject of identification of National Authorities at the 53rd session of the Council.

It was reported that the VTS Committee is ready to provide support as required.

There was then a discussion about simulation, including its place in training and how it should be generic for formal training. The discussion then turned to the possible need for translation of training documentation. The consensus was that, with the international language for VTS being English, some documentation would need to be in English but that it is acceptable for other documentation to be in the local language.

It was asked whether IALA could assist requesting countries in the preparation of their VTS operating procedures and the legislation necessary for the operation of VTS. However, the Chairman of the VTS Committee said that the recently updated IALA Recommendation V-127 on operational procedures for VTS provides sufficient guidance for the moment.

# IALA NET

Ómar Frits Eriksson showed a viewer for the display of participating stations, colour coded for the density of traffic it experiences. He then showed the IALA-NET Wiki site, the FAQ section of which is being updated as questions are posted. The site is now capable of being accessed via the IALA website. Density plots are now available.

With regard to the launch of the Danish satellite, this is expected to happen in July and it was confirmed that the data from it would be available to IALANET.

In discussion about COSPAS / SARSAT, it was said that it can be expected to absorb space-based AIS data. Ómar Frits Eriksson undertook to investigate plans for COSPAS / SARSAT and report back to PAP.

Action item

Ómar Frits Eriksson is requested to investigate the plans for COSPAS / SARSAT, with respect to space-based AIS, and report to PAP24.

## Draft GSMD Guideline

This topic was discussed under agenda item 3.1.

# IALA and Risk Management

## IWRAP MK 2 – Progress

Ómar Frits Eriksson reported that take up of the free program is taking off, possibly due to the issue of an IMO Circular about the IALA Risk Toolbox. Enquiries about attendance at training seminars are now being received, quoting the specification of knowledge of the Rsk Tool Box in contract specifications.

Version 4 of the commercial software has now been released with the following new capabilities:

* traffic area algorithm;
* time of day filter option;
* passage line angle analysis;
* drifting grounding analysis combined with anchor handling;
* improved data import;
* fitting error log;
* Web Map services (WMS).

It was reported that the modelling of Tokyo Bay was achieved in one day and it was shown that the density of traffic around South Africa can be displayed.

In response to an enquiry, Ómar Frits Eriksson said the causation factor assessment tool is still under development.

The Secretary-General thanked DMA for all the effort that it has put in to the development of IWRAP Mk2.

The supporting presentation is an output from the meeting.

## PAWSA, IWRAP Mk2 and Simulation Training Seminar – November 2011.

Paper PAP23/11/1 (Report of Oman Risk Seminar) refers.

It was reported that the seminar had been a great success and was much appreciated by those in the region of the Gulf. It had also fitted in well with the aims of the WWA for capacity building.

Ómar Frits Eriksson said that the modelling of the Strait of Hormuz had provided outcomes that correlated well with local data.

# Vessel Traffic Management (VTM)

The Secretary-General, assisted by Francis Zachariae, covered the actions taken since the Council set up the Maritime Co-operation Steering Committee and the Maritime Co-operation Working Group. The Working Group has almost completed its task and it was emphasised that it did not need to meet during future VTS Committee meetings.

It was stated that VTM is not considered to be IALA’s core business and that an objective is to establish which body, if any, could take the lead in this area.

# Work Programme 2010 – 2014

## Workshop & Seminar programme for 2010-2014

Paper 23/13/1 refers.

The Workshop and Seminar programme for 2012 and 2013 was reviewed and it was noted that the two workshops are being proposed for deletion:

* The need for the planned workshop on the WWA / AtoN Model Courses (4-8 February 2013) is assessed as being overtaken by the success of the WWA;
* The planned workshop on Virtual AIS AtoN (15 – 18 January 2013) is proposed to be moved to the 2014 -2018 Work Programme, due the current uncertainty surrounding e-Navigation development.

It was also noted that two workshops have undergone detail changes:

* The name of the ANM workshop planned for 21 – 24 May 2013 is now ‘Applications of Aids to Navigation within Marine Spatial Planning’; decision at 52 Session of the Council;
* The name of the VTS workshop planned for 4-8 March 2012 is now ‘VTS Portrayal’ and that this workshop will not be conducted in co-operation with the IHO; decision of the IHO.

Action item

The Secretariat is requested to forward PAP23/output/3 (Revised meetings programme for 2010 – 2014) to Council and bring to its attention the proposed changes.

# Review of IALA procedures

## Review of Committee output documents

This topic was covered under agenda item 5.3.

## Tackling priority Tasks

This topic was covered under agenda item 5.6.1.

## Revised format for Committee input Papers’ List

Paper PAP23/14/1 refers.

The Secretary explained that a proposal had been received from the Chairman of the EEP Committee for a different presentation of the input papers’ list, which obviated the need for deletions when the WG allocation of a paper is changed and provides greater flexibility when reviewed at a Committee pre-meeting.

The proposed format was reviewed and, wit the addition of a column for the relevant Task number, was approved. It was then suggested that presenting the list in Excel, as opposed to Word, format would provide even greater flexibility. This suggestion was agreed to.

Action item

The Secretariat is requested to revise the format of the Committee meeting input papers’ list, as agreed, and to use the Excel format.

# IALA IT Facilities

## IALA Information Technology Group

It was acknowledged that there remained a number of challenges in providing satisfactory IT facilities for Committee members and other activities at IALA.

1. A specification for a new website is being drawn up and will then be put out to tender. The first step will be the provision of a website, integral to the IALA website, for the WWA; the IALA website will then renewed.
2. An objective is to have the IT Group consider strategy and make decisions about equipment provision, with IALA being more self-reliant.
3. IALA’s IT maintenance arrangements are being reviewed.
4. A review of physical arrangements, such a WiFi provision will be undertaken.
5. Consideration needs to be given to the provision of an intranet and a share point for files.

## IALA and LinkedIn

Ómar Frits Eriksson showed the IALA LinkedIn site, which gained a new member during his presentation! He explained the facilities provided and said that this as an excellent way f sharing knowledge. He encouraged its use by Committee members. He also pointed out the disclaimer about the use of the site as the opinions expressed are personal and not those of IALA.

Action item

Committee members are encouraged to use the IALA LinkedIn website.

# IALA Bulletin & Related matters

PAP21/16/1 was noted.

Paul Ridgway indicated the dates for future editions of the Bulletin as being:

**Bulletin edition Issue date Deadline for articles**

2012/3 September 2012 15th June 2012

2012/4 December 2012 1st October 2012

2013/1 March 2013 1st January 2013

Paul Ridgway said that thanks to assistance from Jacques Manchard and Captain Ruisdael Ramallo the Bulletin is still able to provide commentaries in French and Spanish. He also expressed his thanks to the committees for the regular flow of articles and to the Industrial members for the generous support via advertising.

The Secretary-General thanked Paul Ridgway for his efforts in producing what is recognised as a high quality document.

In response to a query about a possible electronic version of the Bulletin, it was said that whilst possible t had to be remembered that the Bulletin is a subscription journal (€100 per year to non-members) and that, when considering the possibility of a web based archive back issues do have a saleable value. It was recognised that advice would need to be taken from the Administration Manager but that it could be a consideration for future discussion in the website development plans.

# Any Other Business

## Committee structure 2014 – 2018

The Panel was requested to consider the future Committee structure, in time for discussion at PAP24.

Action item

The PAP is requested to consider the Committee structure for 2014 - 2018, in time for discussion at PAP24

## Preparing for the 2014 – 2018 Work programme

Papers PAP23/17/1 and PAP23/17/2 refer.

The format used by the ANM Committee (PAP23/17/2) for their input to the October PAP / Strategy meeting was reviewed and agreed by the other Committees to be a good basis from which to work up their own submissions to the October meeting.

Action item

Based on PAP23/17/2, the VTS, e-NAV and EEP Committees are requested to provide their inputs for the October 2012 PAP / Strategy meeting.

## Workshop & seminar pricing and costs for invitees

In a discussion about the need to charge a reasonable rice for workshops / seminars, even if the event is well sponsored, it was observed that there is nothing wrong in an event making a profit, as some events do make a loss, sometimes intentionally.

In discussing paying the expenses of invited presenters / participants, it was agreed that each case had to be judged on its merits and that no meaningful guidance could be drafted. It was also remarked that consideration should be given to waiving the registration fee for some National members and Industrial members that are contributing significantly to an event.

## Annual Questionnaire

This topic was touched on under agenda item 5.4. It has been accepted that the Annual Questionnaire, once compiled at the beginning of a Work programme, will be ‘frozen’ for the duration of that Work Programme, to allow the gathering of more meaningful statistical data. The ANM Committee intends to conduct a review of the Questionnaire during its final meeting of a Work Programme and other Committees are encouraged to provide their ideas. The next review, during ANM21, will see a major overhaul, especially of some of the more historical topics.

Discussion about the distribution of the latest (2011) Annual Questionnaire and the use of some incorrect e-mail addresses led to a comment from the Secretary-General that the use of a client management system, for use with such information as membership details, was another possibility being explored as part of planned improvements to IALA’s IT infrastructure.

# Date and time of the next meeting

It was agreed that the next meeting of the IALA Policy Advisory Panel (PAP24) would take place on 24 October 2012, starting at 0900, and ending on 25 October at approximately 1200. This meeting would be preceded by a PAP / Strategy meeting on 23 October, starting at 1000 and ending that day. PAP24 will be followed by a meeting of the Conference 2014 Steering Group on 25 October 2012, starting at 1300.

There being no further business, the Secretary-General thanked the Panel members for their participation and their contribution throughout the year and wished those leaving a safe journey home.

Action item

The Secretariat is requested to forward the report of PAP23 (PAP23/output/1) to the IALA Council, to note.

# List of Annexes

1. Agenda

A copy of the agenda is at ANNEX A.

1. Input Papers

A list of input documents is at ANNEX B.

1. Output and Working papers

A list of output and working papers is at ANNEX C.

1. Action Items

A list of action items is at ANNEX D.

1. Agenda

The 23rd meeting of the **PAP** will be held from 2 – 3 May 2012, at IALA.

The meeting will commence at 1000 hours on Wednesday 2 May. It is expected to conclude at approximately 1600 on Friday 3 May. A Conference Steering Group meeting will be held on 4 May starting at 0900.

The objectives of the meeting are to:

* Co-ordinate the work of the IALA Committees;
* Identify and resolve issues that affect all Committees.

**AGENDA**

**Agenda Item** **Responsibility/Action**

1. Welcome Gary Prosser
2. Approval of agenda All
3. Review of Action Items from last meeting Mike Hadley
4. Review of input papers Mike Hadley
5. Update on the work of the IALA Committees and Council
   1. VTS Committee Tuncay Çehreli
   2. e-NAV Committee Bill Cairns
   3. EEP Committee Ómar Frits Eriksson
   4. ANM Committee Phil Day
   5. IMC Steve Nell
   6. Council report – 52nd Session Gary Prosser
      1. Correlation between Tasks and Strategy Gary Prosser
   7. LAP Francis Zachariae
6. Work of other bodies
   1. Report – COMSAR16 Jean-Charles Leclair
   2. Interim report – STW43 Jean-Charles Leclair
   3. Submissions to IMO Jean-Charles Leclair
7. The IALA Dictionary Ómar Frits Eriksson
8. e-Navigation - across Committees All
   1. S100 – GI Registry Bill Cairns
      1. Impact of participation Bill Cairns
      2. Technical competence Phil Day
      3. Draft Comment Paper to NAV58 Mike Hadley
   2. AIS and VHF Data Communications in e-Navigation Bill Cairns
   3. Work plan Bill Cairns
   4. Revised e-Navigation ‘Picture book’ Bill Cairns
9. IALA WWA Jean-Charles Leclair
   1. Academy update Jean-Charles Leclair
   2. Reports of 1st & 2nd WWA Board meetings Jean-Charles Leclair
   3. Academy master plan Jean-Charles Leclair
   4. VTS Accreditation Jean-Charles Leclair
10. IALA NET Jean-Charles Leclair
    1. Draft GSMD Guideline Mike Hadley
11. IALA and Risk Management
    1. IWRAP Mk 2 – progress Ómar Frits Eriksson
    2. PAWSA & IWRAP Mk 2 – Oman (Nov 2012) Jean-Charles Leclair
12. Vessel Traffic Management Gary Prosser
13. Work Programme 2010 – 2014 All
    1. Workshop & Seminar programme for 2012-2014 Mike Hadley
14. Review of IALA procedures
    1. Review of Committee output documents Gary Prosser
    2. Tackling priority Tasks Gary Prosser
    3. Revised format for Committee Papers’ List Mike Hadley
15. IALA IT facilities Mike Hadley
    1. IALA Information Technology Group Ómar Frits Eriksson
    2. IALA and LinkedIn Ómar Frits Eriksson
16. IALA Bulletin & related matters Paul Ridgway
17. Any Other Business Gary Prosser
    1. Committee structure 2014 – 2018 Gary Prosser
    2. Preparing for the 2014 – 2018 Work programme Mike Hadley
    3. Workshop & seminar pricing and costs for invitees Mike Hadley
    4. Annual Questionnaire Mike Hadley
18. Date and Venue of next meeting Gary Prosser

All members are encouraged to propose agenda items or submit papers for the agenda items above.

1. Input Documents

**All papers are posted on the FTP server**

Items highlighted are not on the Committee website.

1. Welcome
2. Approval of the agenda

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/2/1 rev4 | Agenda | GP | At meeting |

1. Review of action items from last meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/3/1 | Action Items from PAP22 | MH | 1 |

1. Review of input papers

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/4/1 rev7 | List of input papers | MH | At meeting |

1. Update on the work of the IALA Committees & Council

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/5/1 | Report - IALA Council 52nd Session | GP | 1 |

1. Work of other bodies

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/6/1 | Report – COMSAR16 | J-CL | 2 |

1. The IALA Dictionary

| Number | Title / Author (if required) | Presented by | Posting |
| --- | --- | --- | --- |
| PAP23/7/1 |  |  |  |

1. e-Navigation - across Committees

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/8/1 | S100 GI Registry meeting report | BC | 2 |
| PAP23/8/2 | Plan for AIS and VDE | BC | 2 |
| PAP23/8/3 | e-Navigation Roadmap Strategy Work Plan | BC | 2 |
| PAP23/8/4 | Draft Information paper – The e-Navigation architecture as seen from ashore | BC | 3 |
| PAP23/8/5 | Liaison note from ANM on AtoN metadata Product Specification | PD | 5 |
| PAP23/8/6 | Comment Paper to NAV58 - IALA view of AIS AtoN | MH | 5 |

1. IALA WWA

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/9/1 | Report of 1st Meeting of the WWA Board | J-CL | 5 |
| PAP22/9/2 | Report of 2nd Meeting of the WWA Board | J-CL | 6 |
| PAP22/9/3 | WWA Master Plan 2012 - 2016 | J-CL | 6 |
| PAP22/9/4 | Action Plan 2012 Master Plan 2013; 2014-2016 Schedule of Events | J-CL | 6 |
| PAP22/9/5 | Target States for Capacity Building | J-CL | 6 |
| PAP22/9/6 | Notes of VTS Training & Accreditation meeting 24Mar12 | J-CL | 6 |

1. IALA-NET

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/10/1 |  |  |  |

1. IALA & risk management

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/11/1 | Report of Risk Training Seminar Nov11 |  | At meeting |

1. VTM – Concept & Definition

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/12/1 | Notes of meeting of ad hoc group on VTM 5 December 2011 | S-G | At meeting |

1. Work Programme – 2010 to 2014

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/13/1 | Meeting dates 2010 – 2014, following C52 | MH | 1 |

1. Review of IALA procedures

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/14/1 | Revised Committee papers’ list | MH | 6 |

1. IALA IT facilities

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/15/1 |  |  |  |

1. IALA Bulletin & related matters

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/16/1 | The Bulletin – editor’s report | PR | 4 |

1. Any Other Business

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP23/17/1 | Outline 2014 - 2018 Committee dates | MH | 6 |
| PAP23/17/2 | ANM18 Proposals for 2014-2018 Work programme | PD | At meeting |

1. Date and venue of next meeting
2. Output and Working papers

**Output Papers**

|  |  |  |
| --- | --- | --- |
| Number | Title | Status |
| PAP23/output/1 | Report of PAP23 | To Council to note |
| PAP23/output/2 | Information Paper about the need to advise IMO that the whole of SMCP needs to be revised | To Council for approval |
| PAP23/output/3 | Revised meetings programme for 2010 – 2014 | To Council for approval |
| PAP23/output/4 | Development of policy and new symbols for AIS AtoN - proposed verbal intervention at NAV58 | To Council for approval |

**Working Papers**

There were no Working Papers.

All presentations made during the meeting are available on the FTP server and the Committee section of the website.

1. Action Items

Actions for the Secretariat

1. The Secretariat is requested to pass the draft Guideline on the Global Sharing of Maritime Data to the Chairman of LAP and the Chairman of the EEP Committee. 5
2. The Secretariat is requested to circulate the draft Guideline on the Global Sharing of Maritime Data to LAP, for comment. 5
3. The Secretariat is requested to arrange for the provision of an IALA picture library to be added to the agenda for the next IT group’s meeting. 5
4. The Secretariat is requested to make the IALA Dictionary a standing item for each Committee agenda. 6
5. The Secretariat is requested to re-word the entry for the VTS Committee’s Task 1 in its Work programme. 6
6. The Secretariat is requested to forward an information paper about the need to advise IMO that the whole of SMCP needs to be revised (PAP23/output/2), to Council for approval. 6
7. The Secretariat is requested to invite Stuart Ruttle to PAP24 to discuss the role of the Quality Advisor. 7
8. The editor of the Bulletin is requested to provide an article for the Bulletin on the legal standing of IALA Recommendations and Guidelines, in English, French and Spanish. 9
9. The Secretariat is requested to forward PAP23/output/4 (Information Paper on the development of policy and new symbols for AIS AtoN – proposed verbal intervention at NAV58) to Council for approval. 12
10. The WWA is requested to raise the subject of identification of National Authorities at the 53rd session of the Council. 14
11. The Secretariat is requested to forward PAP23/output/3 (Revised meetings programme for 2010 – 2014) to Council and bring to its attention the proposed changes. 16
12. The Secretariat is requested to revise the format of the Committee meeting input papers’ list, as agreed, and to use the Excel format. 16
13. The Secretariat is requested to forward the report of PAP23 (PAP23/output/1) to the IALA Council, to note. 18

Actions for Members

1. The EEP Committee is requested to finalise the historic lighthouse template and then use it to commence populating an historic lighthouse database. 5
2. The VTS, e-NAV and EEP Committees are requested to consider what questions might be usefully added to the IALA Annual Questionnaire when it is reviewed for the 2014 – 2018 Work Programme at ANM21 (October 2013). 8
3. Ómar Frits Eriksson is requested to review the title of the IALA Dictionary. 10
4. The VTS, e-NAV and ANM Committees are requested to appoint a custodian for their aspects of the IALA Dictionary. 10
5. Ómar Frits Eriksson is requested to input information provided by the VTS and e-NAV Committees to the IALA Dictionary. 11
6. The e-NAV Committee is requested to be specific in its requests for information in regard to the IHO Registry. 11
7. The Chairmen of each Committee are requested to consider priorities for the drafting of product specifications for discussion at PAP24. 11
8. The Chairmen of Committees are requested to keep the need for e-mail approval of output documents under review and investigate whether planning for known meeting dates by other bodies can avoid the need for e-mail approval. 12
9. The members of PAP are requested to comment on Paper 23/8/4 to the e-NAV Committee in time for e-NAV12 (24 – 28 September 2012). 13
10. Ómar Frits Eriksson is requested to investigate the plans for COSPAS / SARSAT, with respect to space-based AIS, and report to PAP24. 14
11. Committee members are encouraged to use the IALA LinkedIn website. 17
12. The PAP is requested to consider the Committee structure for 2014 - 2018, in time for discussion at PAP24 17
13. Based on PAP23/17/2, the VTS, e-NAV and EEP Committees are requested to provide their inputs for the October 2012 PAP / Strategy meeting. 17