

Please comment by 9 November

**Report of the 24th Session of the IALA Policy Advisory Panel (PAP24)**

**23 - 24 October 2012**

**Executive Summary**

* There was a joint meeting with the Strategy group;
* Focus on the 2014 – 2018 Work Programme;
* Initial discussion about the future direction of IALA and its Committee structure (items 14.4 and17.1);
* Developing proposals for IALA hosting a forum (item 17.4);
* Review of document quality control (item 14.1);
* Update on design and development of the IALA website (item 17.3)
* Training in S-100 for Committee members (items 8.1 and 8.3);
* Discussion on the way forward for PAF and suggested revised terms of reference (item 5.8 and Annex E);
* Change in IMO Committee structure and potential for impact on IALA (item 6.3);
* Status of IALA Net (item 10);
* Improvements in IWRAP Mk2 and Sydney Risk Management seminar (item 11.1);
* Way ahead with PAWSA training (item 11.1);
* IALA Recommendation and Guideline review (item 14.2);
* IALA Committee succession planning (item17.5);
* IALA branding (item 17.6).

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| PAP  24th Session | 24 October 2012 |

**Report of the 24th Session of the IALA Policy Advisory Panel (PAP24)**

# Welcome

The 24th session of the **Policy Advisory Panel** was held between 23 & 24 October 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 Mike Card, the new Deputy Secretary-General and Stephen Bennett, the Programme Manager for the WoldWide Academy. He also indicated that there was another new member of staff, Mrs Christine Philip, who has joined IALA as its Executive Officer. He also indicated that AMSA has agreed to the temporary secondment of one of its staff to IALA to work on Quality Management issues. This would be in addition to a Korean secondment, which is expected to start in the New Year.

The Chairman started by expressing his gratitude for the discussion on strategy that had taken place the previous day, at the joint PAP / Strategy Group meeting.

# Approval of the agenda

## Agenda

The Agenda (PAP24/1 rev7) 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 | Secretary General | IALA - Chairman |
| Mike Card | Deputy Secretary-General | IALA |
| 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 |
| David Jeffkins | Vice Chair, EEP Committee | Australia |
| Arve Dimmen | Chair, PAF | Norway (23rd only) |
| Stuart Ruttle | Quality Advisor | IALA (24th only) |
| Stephen Bennett | WWA Programme Manager | IALA |
| Paul Ridgway | Editor IALA Bulletin | IALA |
| Mike Hadley | Technical Co-ordination Manager | IALA – Secretary |

Apologies were received from:

|  |  |  |
| --- | --- | --- |
| Francis Zachariae | Council member & Chair of LAP | Denmark |
| Jean Charles Leclair | Dean of IALA WWA | IALA |
| Neil Trainor | Vice Chair, VTS Committee | Australia |
| Michael Skov | Vice Chair, ANM Committee | Denmark |
| Steve Nell | IMC Vice President | South Africa |
| Lars Mansner | IMC | Finland |

## 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 (PAP24/2) were reviewed.

## Secretariat

The Secretariat actions were noted as complete.

## WWA

The WWA action was noted as complete.

## Members

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

Action 14 The EEP Committee is requested to finalise the historic lighthouse template and then use it to commence populating an historic lighthouse database.

This action is ongoing. It was noted that the current website is unhelpful when it comes to achieving this action but that the revised website should allow the action to be completed.

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 15 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).

This action is ongoing. There was some concern about who answered the Annual Questionnaire; was it the right person, especially if there to be important non-ANM questions to be included. Both EEP and VTS Committee Chairmen indicated that their preference was for specifically targeted questionnaires.

It was agreed that it would be a good idea to circulate the Annual Questionnaire to all Committee members, as well as to National members, with an encouragement for the Committee members to ensure that the Annual Questionnaire was seen and answered by the appropriate personnel.

Action item

The Secretariat is requested to send the Annual Questionnaire to all National members and all Committee members.

Action 19 The e-NAV Committee is requested to be specific in its requests for information in regard to the IHO Registry.

The action is complete. However, it was noted that a proposal for an S-100 workshop is being submitted to the December Council meeting and that an IALA Guideline is being prepared.

Action 20 The Chairmen of each Committee are requested to consider priorities for the drafting of product specifications for discussion at PAP24.

This action is ongoing, due to the lack of knowledge about product specifications

Action item

The Chairmen of each Committee are requested to consider priorities for the drafting of product specifications for discussion at PAP25.

Action 21 The Chairmen of each Committee are requested to consider priorities for the drafting of product specifications for discussion at PAP24.

The action is complete. However, the Chairman noted that it was necessary to be extremely careful with such documents, as approval required unanimous consent of the Council members.

Action 23 Ómar Frits Eriksson is requested to investigate the plans for COSPAS / SARSAT, with respect to space-based AIS, and report to PAP24.

The action is complete. Ómar Frits Eriksson said that, having checked, there is no intention to place AIS in COSPAS / SARSAT satellites. However, AIS is planned to be fitted in GLONASS satellites. This caused remarks to be made about the plans for the provision of additional download frequencies on other satellites.

Action 25 The PAP is requested to consider the Committee structure for 2014 - 2018, in time for discussion at PAP24.

It was agreed that this action would be covered under agenda item 17.1.

# Review of Input papers

The list of input papers (PAP23/3 rev1) was noted; a copy is at ANNEX B.

The Secretary pointed out the use of a slightly revised format to that agreed at PAP23. This caused a short debate that concluded that it is important to know either the name of the author or the name of the submitter, in the case of a paper being forwarded to a Committee. Failure to provide this information should result in the paper not being considered at a meeting.

Action item

The Secretariat is requested to modify the input paper template for each of the Committees in time for issue to the next round of Committee meetings.

The Deputy Secretary-General is requested to draft a note to all Committee members about the need to provide a correctly completed input paper template for each paper submitted to a Committee meeting.

# 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 Turkey was to be congratulated on the hosting of both VTS35 and VTS2012.

Tuncay Çehreli outlined the events at VTS35. He indicated the:

* statistics for the meeting;
* VTS Committee structure
* output papers
* status of each Task;
* VTS Committee workshops planned for 2013;
* Conclusions arising from VTS2012.

The Conclusions drew complimentary remarks and provoked a short discussion on the future development of VTS, following which the Chairman recorded his thanks to all the session chairs and rapporteurs who had helped with drafting them.

The supporting presentation is an output from the meeting.

## e-NAV Committee

Bill Cairns outlined the developments at e-NAV12. He indicated the:

* statistics for the meeting;
* changes in Working Groups and Working Group (WG) Chairs and Vice Chairs;
* progress being made by each Working group;
* clash that had occurred with at least four other meetings, which had particularly depleted the number of Communications experts;
* impact of 9 presentations and how there was a slow trend towards a willingness to stay in plenary longer than when the Committee had been formed;
* acceptance by IMO of the need to bridge the ship – shore divide, with regard to e-Navigation;

There was a discussion on the diffuse nature of AIS documentation, which is now spread across all Committees. This resulted in support for the creation of an AIS Manual.

Action item

The e-NAV Committee is requested to consider the feasibility of creating an AIS Manual.

The supporting presentation is an output from the meeting.

## EEP Committee

Ómar Frits Eriksson covered events at EEP19 and its output. He indicated that:

* David Jeffkins (AMSA) had been approved as Vice Chairman at the previous Council meeting;
* Malcolm Nicholson has assumed the Chairmanship of Working Group 4 (Light and Vision);
* the status of the Committee’s tasks;
* the success and output from the workshop, in Brest, on Short range AtoN in the e-Navigation era.
* the planning for a Heritage seminar, which is making good progress;
* the cancellation of a workshop about the WorldWide Academy, the holding of which is now considered redundant;
* the continuing search to find a venue for a workshop in Polar Engineering.

There was a review and then discussion on the Conclusions and Recommendations arising from the Brest workshop before an overview was given of what was considered the most significant output from EEP19 – a draft Guideline on Daymarks for AtoN.

The supporting presentation is an output from the meeting.

## ANM Committee

There having been no ANM meeting since PAP23, Phil Day remarked that there would be two meetings to report on at PAP25.

He then briefly covered:

* inter-sessional work on a draft Guideline on Simulation;
* his thanks to AMSA for all the arrangements being made for ANM19, in Brisbane;
* the fact that ‘regular’ ANM members were not being deterred by the holding of a meeting so far from IALA.

## Industrial Members’ Committee (IMC)

Due to apologies for absence from the IMC, this agenda item was addressed by the Chairman. He noted that:

* the IMC had met twice, in Vancouver and most recently during the EEP workshop in Brest;
* the IMC is providing strong support for both capacity building and the WWA;
* consideration is being given to remodelling its budget;
* the IMC has been requested to provide guidance on its involvement with conferences. symposia, workshops and seminars

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

## Council Report – 52nd Session

PAP24/4 refers. The points noted were:

* the request for PAP to consider IALA forums (agenda item 17.4);
* the increasing take up of the Council agenda item on ‘national matters’;
* the request for Committees to submit separate papers requesting changes to their Work Programme;
* a robust discussion on the S-100 GI registry and the need for further information;
* the acceptance of the proposal for a VTS strategy paper;
* with regard to PAF:
  + the letter from the APA;
  + that it should concentrate solely on matters to do with Competent Pilotage Authorities;
  + the need to review its terms of reference.

For discussion on the future of PAF, see agenda item 5.8.

* with regard to LAP:
  + the strong support for the move from NGO to IGO.
* acceptance of the amendment to the internal Guideline on Conferences and Symposia, which remains a living document;
* the launch of the new World VTS Guide website.

## The report of LAP10

Paper PAP24/15 refers

Francis Zachariae having sent his apologies this item was addressed the Chairman.

It was noted that:

* the e-NAV Committee is requested to provide a paper on the reliability of AIS data for use in courts;
* the intention to review the terms of reference of PAF; (see agenda item 5.8.)
* discussion of provisional National membership;
* the suggestion that the WWA should compile its own Risk Register;
* the discussion on the:
  + headquarters agreement with France;
  + change from NGO to IGO status and the associated ‘road map’;
  + changes to the Constitution;
* consideration will be given to concerns about the WWA issuing certificates;
* comments on AIS data protection.

Action item

The e-NAV Committee is requested to provide a paper on the reliability of AIS data for use in courts to LAP.

## PAF

Papers PAP24/16 and PAP24/17 refers.

Arve Dimmen, Chairman of the PAF, briefly covered the report of PAF12 (PAP24/16) and the resulting proposed strategy and work items that had flowed from it.

The Chairman then reminded the PAP that, with regard to the future of the PAF, there were two options; for it to remain within IALA or to be a forum hosted by but not part of IALA. Following a short discussion it seemed clear to the meeting that the PAF needed to remain within IALA, due to the envisaged interaction between it and the IALA Committees. Other issues discussed were Secretarial support and the use of the name and standing of IALA to attract people to PAF. However, it was also clear that, unlike the Committees, for PAF to do its work it must be open to non-IALA members.

The known opposition to the existence of PAF was acknowledged and this was taken into account in the subsequent redrafting of terms of reference, where every effort was made to show that the PAF is constituted solely to consider matters relevant to Competent Pilotage Authorities. So much so that it is proposed to change its name from PAF to Competent Pilotage Authority Forum (CPAF).

The finalised draft terms of reference are at ANNEX E

Action item

The Secretariat is requested to forward the terms of reference of CPAF to the LAP.

It was noted that (C)PAF and the e-NAV Committee would need to work closely together on the topic of exchanging passage plans. It was also agreed that the VTS and e-NAV Committee needed to monitor (C)PAF activities.

Action item

The VTS and e-NAV Committees are requested to include a monitoring item for (C)PAF activities in their Work Programme.

The Secretariat is requested to seek approval for a (C)PAF monitoring item in the work programmes of the VTS and e-NAV Committees.

# Work of other bodies

## Report from NAV58

Paper PAP24/5 refers.

The meeting noted the comments on:

* New AIS symbology;
* VHF data link;
* Approbation of the WWA;
* Items noted for the attention of PAF.

## Report from MSC90

Paper PAP24/13 refers.

The meeting noted the comments on:

* e-Navigation;
* the creation of the IMO / IHO Harmonisation Group on Data Modelling (HGDM).

It was remarked that the IMO intention is to await a topic requiring harmonisation to arise, whereas other organisations feel that the HGDM needs to get to work straightaway.

## Proposed merging of IMO Committees

Paper 24/14 refers.

The input paper was noted and, in particular, section 19, which describes the merging of the COSAR and NAV Sub-Committees. It was noted that this and other proposed changes might change the dynamics of how IALA works if they were to be approved by the IMO Council.

# The IALA Dictionary

Ómar Frits Eriksson, chairman of the dictionary group, said that the dictionary is alive and well before giving an update about recent progress. There have been some adjustments to layout and functionality. Instructions for creating and editing pages are now provided. A collection mechanism is in place.

There is a list of outstanding tasks, which is about to be posted.

It was noted that EEP19 had provided the first amendment to an existing term, which was approved and actioned during the meeting. Subsequently 52 new VTS terms were added.

The need for a meeting of the dictionary editors was discussed and Paul Ridgway agreed to call a pre-meeting to discuss items being submitted to PAP.

Action items

All Committees are requested to make the IALA Dictionary a standing agenda item.

Paul Ridgway is requested to call a pre-meeting of the dictionary editorial team, to discuss any dictionary items being submitted to PAP25.

The Deputy Secretary-General, in conjunction with Ómar Frits Eriksson, is requested to consider methods for entering and updating dictionary entries.

It was suggested that for an internationally-based organisation the IALA Dictionary should be presented in at least English, French and Spanish. Whilst this was accepted as a desirable goal it was noted that translation would require term-specific experts. These may be available through the membership of the Committees or via National members but it was concluded that it is first necessary to complete the dictionary in English, which it has been agreed as its master language.

The Chairman concluded this item by thanking all involved in the work of establishing the dictionary and especially Ómar Frits Eriksson.

# e-Navigation – Across Committees

## IHO S100 – GI Registry

Nick Ward used a presentation, which will form the basis of one to be made to the 54th session of the Council, which gave the background to the establishment of the registry, the processes and timelines involved and the management options. It was agreed that the presentation should come ahead of the e-NAV papers in the Council’s agenda.

Action item

The Secretariat is requested to arrange that Nick Ward’s presentation to Council is given ahead of its discussion of e-NAV papers.

It was noted that the subject of Maritime Service Portfolios (MSP) and the proposed list of them lies currently with IMO. However, it was also noted that the development of applications can proceed without them, as MSP are at a higher level than Product Specifications.

The supporting presentation is an output from the meeting.

## Revised e-Navigation ‘Picture Book’

Bill Cairns reported that the document, sent back to the Committees from the 53rd session of the Council has been revised and simplified, with many of the pictures featuring in the presentation made in support of agenda item 8.1.

## S-100 Workshop

Bill Cairns used e-NAV12/output/10 to show the meeting what was intended to be achieved during this recently envisaged workshop. He explained that the workshop is in response to calls from each of the other Committees for guidance in the creation of Product Specifications.

# IALA World-Wide Academy

Stephen Bennett began by thanking each of the Committees for their support. He then 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:

* there is close co-operation with both IMO and IHO;
* training and capacity building are going ‘hand in hand’
* the involvement of PAP in the confirmation of those applying to be experts

The presentation covered WWA governance, its deliverables both for training and capacity building, the WWA’s Master Plan, the endorsement of experts by the Council and training and accreditation.

The meeting wholeheartedly congratulated the WWA on what it had achieved in such a short time. It was suggested that the WWA could take into account the early stages of implementing VTS in developing nations and the auditing / accreditation of VTS Centres, prior to what is expected to become mandatory IMO auditing.

The suggestions were accepted as future goals but it was pointed out that these activities served to emphasise the need for ‘experts’.

The Chairman indicated that a balance will need to be drawn so that there is not a conflict with the business of Industrial members.

Stephen Bennett concluded by saying that the WWA has momentum and now needs to deliver.

The supporting presentation is an output from the meeting.

# IALA NET

Ómar Frits Eriksson said that the IALA Net Steering group had not met since PAP23. He reported that new applications and functionality continue to be developed but that not as much technical progress had been made, as he would have wished. Consideration is being given to the transmission of other forms of data, besides AIS.

Two more countries (Bulgaria and Ukraine) have joined recently and other countries are showing interest.

It was reported that the Danish satellite should be launched in November and that IALA Net is not currently receiving AIS data from the Norwegian satellite.

Noting the recent suggestion that the LRIT infrastructure could be used for the exchange of e-Navigation data, Ómar Frits Eriksson said that it would be necessary to be able to connect the LRIT infrastructure to IALA Net.

Some future possibilities for IALA net were mentioned, including making it a network of networks. This prompted a comment that it might be useful to set up a product development group, which led to Ómar Frits Eriksson saying that it is now time to convene the next meeting of the IALA Net Steering Group.

# IALA and Risk Management

## IWRAP MK 2 – Progress

Ómar Frits Eriksson reported, by means of a presentation, the recent improvements to the IWRAP Mk2 software:

* definition of area / regions with differing traffic composition;
* time of day filter option;
* drifting grounding analysis combined with anchor handling;
* improved data import;
* Web Map services (WMS).

It was then indicated that consideration is being given to implementing an Environmental Efficiency Design Index.

Stephen Bennett said that the WWA is to consider the way ahead with regard to PAWSA. It had noted that the USCG now contracted out its PAWSA training and had concluded that the PAWSA organiser was more important to the success of a PAWSA session than the facilitator. The Secretary-General is due to discuss matters with the Council member from the USA

# Maritime Co-operation

The Secretary-General said that, as agreed by the Council, the Maritime Co-operation event would be held at IALA on 8-9 April 2013. This will be aimed at testing the enthusiasm of other maritime organisations for the concept of Maritime Co-operation, how it might be developed and who should be the lead organisation.

# Work Programme 2010 – 2014

## Workshop & Seminar programme for 2010-2014

Paper PAP24/8 refers.

The Workshop and Seminar programme for 2012, 2013 and 2014 was reviewed and updated (PAP24/output/2). It was noted that the dates for one workshop (Arctic Engineering) is subject to change. Other changes to dates of meetings was noted, as was the proposal to hold an e-NAV workshop on S-100

Action item

The Secretariat is requested to forward PAP24/output/2 (Revised meetings programme for 2010 – 2014) to Council and bring to its attention the proposed changes.

In subsequent discussion it was concluded that the present Excel spreadsheet, used for showing the IALA meeting programme, had probably reached the limit of its capability and a medium able to deal with multiple inputs on the same date is needed. It was wondered if this could be part of the revised website.

Action item

The Secretary is requested to discuss options for displaying the combined IALA & WWA programme on the revised website with Suzie Prosser.

It was asked if the EEP Committee meetings could, in future, be held after the ANM meetings, as this would facilitate the attendance at PAP of the Vice Chairman of the EEP Committee. It was agreed that this would be possible but not before the October meetings in 2013 (EEP21 & ANM21). However, this led to a wider debate about the whole meeting programme, which led to the Deputy Secretary-General and the Secretary being invited to review the basis for the current programme of meetings.

The Secretary-General said he felt that, despite the short official notice given for future IMO meetings, the flow of meetings should be IMO Council – IALA Council – PAP – IALA Committees, taking into account the individual lead times for each meeting. It was also noted that meetings of other bodies, such as ITU and RTCM, may also need to be taken into account.

It was considered that it should be sufficient to provide confirmed dates two years ahead, with members being informed that future dates remained tentative.

Action item

The Deputy Secretary-General and the Secretary are requested to review the basis for the current programme of meetings ad report their findings to PAP25.

It was pointed out that the DMA provide a free App for maritime meetings that includes known IMO meetings. It was acknowledged that IALA meetings could be added to the contents of the App although there was some hesitation for accepting responsibility for any mistakes.

# Review of IALA procedures

## Review of Committee output documents

The Secretary-General welcomed Stuart Ruttle to the meeting and explained that the current process for quality review of documents being submitted to Council had been in place for about 18 months. Stuart Ruttle stated that the aim of the process is to provide the best service to the Council and that it was not his intention to correct any errors but to draw attention to them, so that the Secretary could take any necessary action. He would, however, not shrink from suggesting that a given document should not go forward to Council. It was suggested that, clearly, the Committees needed to be as careful as possible in preparing their output documents and that they should always bear in mind who the reader may be; probably someone who knew little or nothing about IALA and who is not fluent in English. This called for as simple English as possible, in the context of the technical difficulty of the subject being addressed. Stuart Ruttle also warned about making a single change to a piece of text without considering the ramifications for text / other content elsewhere in the document. He then asked for feedback.

Before opening up the discussion the Secretary-General thanked Stuart Ruttle for his valuable, voluntary work.

In the following discussion it was acknowledged that perhaps more care could be taken with documents and that consideration might be given as to whether the Committees were producing too many documents. It was agreed that relevant Committees needed to see output documents that covered topics in which they too had an interest and that to achieve this it is worth delaying submission to Council by six months. It was also acknowledged that drafters of Recommendations and Guidelines need to be clear in their mind what the purpose is of both types of document and thus avoid producing a hybrid.

Action item

Stuart Ruttle is requested to attend PAP25.

## Document revision process

Following on from a discussion at the previous day’s PAP / Strategy meeting, it was agreed that it is necessary for each Committee to have a plan for the reviewing of Recommendations and Guidelines for which it is responsible. The discussion then broadened out leading to:

* an undertaking by the e-NAV Vice Chairman to consider how to draw together AIS documentation;
* agreement on the advisability of drawing groups into suites of documents on the same basic topic;
* the need to correct errors in document numbering on the website;
* the desirability of establishing cross-reference links.

Stuart Ruttle kindly took on the task of reviewing IALA Recommendations and Guidelines, with a view to categorisation.

Action items

The VTS, e-NAV, EEP and ANM Committees are requested to devise a plan for the periodic review of their Recommendations and Guidelines and build it into their Work Programme proposals for 2014 - 2018.

Stuart Ruttle is requested to review the current IALA Recommendations and Guidelines, with a view to their categorisation and provide input to PAP25.

Nick Ward is requested to consider how to draw together AIS documentation and provide input to PAP25.

The Secretary is requested to correct any errors in document numbering on the website.

The Secretariat is requested to consider issues involving documentation and be prepared to discuss the topic at PAP25.

All members of PAP are requested to consider issues involving documentation and be prepared to discuss the topic at PAP25.

## Rationalising the numbering of IALA Recommendations

This agenda item was partly covered under agenda item 14.2 and the discussions at the combined PAP / strategy meeting. Following further discussion, it was recognised that it was not necessarily the current numbering system that presented difficulties but the challenge posed by finding the relevant document(s). Given the expected search possibilities of the content management system being built into the revised website this ‘challenge’ should be removed. It was also recognised that the numbering system may also be reconsidered as part of the categorisation review of IALA documents.

## Observations by the Deputy Secretary-General

Mike Card first introduced himself, gave a brief outline of his background and then stated his main roles. He said that the thoughts that he was about to present were not yet fully formed but that it might be useful for the meeting to get an idea of the way he was thinking about future developments within IALA, especially in regard to the Committee structure. His main thrust was that IALA’s prime roles and tasks should drive the Committee structure that would fulfil them and that secondary roles / tasks should be identified as such and treated accordingly. He said that he believed that VTS and e-Navigation will assume increasing importance, with aspects of both growing together and e-Navigation becoming the vehicle for the delivery of future systems.

Mike Card noted that the IALA staff is much smaller than most other people and organisations realise and that most of what IALA achieved is due to the voluntary efforts of its Committee members, many of which also devote time inter-sessionally to Committee projects. He said that the website and its publications were IALA’s public face and that both are required to be of as high a standard as possible. This led to considerations of branding.

The Chairman thanked Mike Card for expressing his early views and asked that he provide a summary of his observations as an input to PAP25.

Action item

Mike Card is requested to provide a summary of his observations to PAP about IALA before the end of December 2012.

## Revised Papers’ List format

Paper PAP24/3 rev2 refers.

This agenda item was covered under agenda item 4.

# IALA IT Facilities

## IALA Information Technology Group

Ómar Frits Eriksson, chairman of the group, said that there is a constant effort to improve IALA’s IT facilities but that there is still someway to go. He noted that optical fibre cables had been installed and will be set to work shortly, which will provide increased bandwidth, which should allow Committee members to see improved WiFi capability and download speeds. Progress is limited by the lack of manpower resources, which is expected to be addressed, in the short term, thanks to Trinity House.

The meeting acknowledged that much of IALA’s reputation rests on the quality of its IT.

## IALA and LinkedIn

Ómar Frits Eriksson noted that there are now over 400 members of IALA LinkedIn, which although not intensely active has demonstrated that occasionally a posting by a member can stimulate robust debate. As one of the moderators, he said that he is mindful of the possibility of IALA LinkedIn being used for advertising / sales pitches, noting that not all contributors are IALA members. He concluded by saying that he would be happy to hear of additional moderators.

Action item

Committee members are requested to use IALA LinkedIn and to consider becoming moderators.

# IALA Bulletin & Related matters

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

**Bulletin edition Issue date Deadline for articles**

2013/1 March 2013 15 December 2012

2013/2 June 2013 31 March 2013

2013/3 September 2013 30 June 2013

2013/4 December 2013 30th September 2013

This programme will be promulgated in a forthcoming edition of The Bulletin.

It was reported that a new designer is proving effective but that he would welcome high definition photographs suitable for use on The Bulletin’s front cover. As a guide he said that photographs should be a minimum of 400Kb or scanned in at least 300dpi. He also requested any comment abut aspects of IALA’s activities that are not being covered by The Bulletin.

The Chairman commented that the Bulletin covers a wide range of subjects, from Heritage to cutting edge technology and that although undoubtedly scenic, there should not be too much use of photographs of lighthouses on its front cover; a balance needs to be struck. It was then commented that IALA’s future work is likely to be focussed on short range AtoN and that The Bulletin needs to be considered in the coming work on branding.

Action items

Chairmen of Committees are requested to seek high definition photographs, suitable for use on the front cover of The Bulletin. Such photographs should be declared free of any publishing restrictions.

Chairmen of Committees are requested to ask their members for comments about any aspects of IALA’s activities that are not being covered in The Bulletin

He went on to say that there was excellent support received from the staff of members. Particularly welcome was the input from Committee chairmen at the closure of their biannual meetings. Additionally there was strong support from the Industrial Members of IALA who, by their advertising, made a valuable contribution to revenue without which it would not be possible to provide such a comprehensive journal. The IALA Bulletin is reported to be well received by all branches of the membership

# Any Other Business

## Committee structure 2014 – 2018

The Chairman noted that recommendations from PAP on the Committee structure needed to be forwarded, at the latest, to Council for its December 2013 meeting, i.e. from PAP26. Noting the observations from Mike Card (agenda item 14.4) he requested that panel members be prepared to discuss this issue and proposed that a half-day discussion take place immediately before PAP25. (For the programme for PAP25 see agenda item 18.) As part of this process it was noted that the draft VTS strategy paper will have been refined and may be in a state to be submitted to the Council; its deadline is the Council meeting in December 2013 (i.e. VTS37). (Also, see action under agenda item 14.4.)

Action item

The PAP is requested to consider the Committee structure for 2014 - 2018, in time for discussion immediately before PAP25.

## Preparing for the 2014 – 2018 Work programme

Based on experience with the current Work Programme, the Secretary asked that when the Committees are developing their 2014 -2018 Work Programme submissions, that:

* no task is left unallocated to a specific Working Group;
* each working group has a task dedicated to workshops / seminars;
* the task of updating the NAVGUIDE and the VTS Manual be allocated to a Working Group;
* thought be given to which workshops / seminars will need to be held, so that some can be held a soon as is reasonably possible during the coming Work Programme.

He also noted that the IALA dictionary is to be a monitoring / standing agenda item for each Committee.

Action items

In the preparation of their 2014 – 2018 Work Programmes, Chairmen of Committees are requested to leave no task unallocated to a Working group, have a Workshop / Seminar task for each Working Group, include any mandatory monitoring / standing agenda items and consider when workshops / seminars ought to be held.

There then followed a short discussion on workshops / seminars, in which it was recognised that there should not be too many, as there is resistance to the associated travel costs, and that the subjects for some events will only be recognised during the Work Programme, as is the case for the S-100 workshop. It was also accepted that, to some extent, the workshop / seminar programme will need to be driven by the IALA strategy, which will in turn indicate the task requirement.

In a brief discussion about the pricing of seminars it was agreed that the standard registration fee for a workshop / seminar should be a minimum of €600(Euro)

## Website update

Suzie Prosser, who is running the website upgrade project voluntarily, demonstrated the current state of development, saying that the revised website is expected to become operational in January 2013. She explained the design process, indicating that presenting the professional nature of IALA and providing good communications with the membership were key requirements.

The site would include a content management system (CMS) that needs to be user friendly and flexible. In order to present a fresh appearance there will be a need for high quality pictures to be used for planned changing backdrops to web pages.

It was confirmed that there will be a links section and an archive and that the use of the ftp server is to be reduced but not removed. When operational, there should be a need to enter data (upload papers) only once. There will only be a need for a single log in, with access for each person being controlled by their allocated permissions.

A review group is now commenting as the design evolves and the website will be the basis for a forthcoming style guide.

The Chairman expressed his thanks for the considerable effort being put in to voluntarily running this project and then commented that there are also evolving plans for an IALA intra net that would operate alongside the revised website.

## Hosting of forums by IALA

The Chairman noted that making a recommendation about IALA hosting a forum was a task set for PAP from the 53rd session of the Council. Drawing on the earlier discussion about (C)PAF (agenda item 5.8) it was agreed that there seemed to be three options to deal with:

1. A forum that is part of IALA’s remit.
2. A forum in which IALA has an interest but is acting as a facilitator.
3. A forum that IALA is hosting that could be seen as a purely commercial proposition.

Each option has its own but different requirements for secretariat support, will have different levels of interest for members and would need terms of reference approved by different bodies.

From the subsequent discussion it was suggested that some fora might be held at the Secretary-General’s discretion and that some could focus on secondary tasks for IALA.

It was agreed that a base document, modelled on the current Council approved Committee Structure for 2010 – 2014 paper should be drafted as a policy document covering all meetings of IALA bodies, except the Council, from which a Work Programme specific document could be created. The Deputy Secretary-General accepted to take on this task.

Action item

The Deputy Secretary-General is requested to draft a policy document for meetings of IALA bodies as an input to the 54th session of the IALA Council.

## Succession planning

The Chairman said that he would be grateful if Committee Chairmen would consider their members with a view to who might be prospective Working Group Chairs. In the discussion that followed it was recognised that there was a training and capacity building aspect in occasionally changing Working group Chairs and that, if handled sensitively, this would be worth doing in the next Work Programme.

Action item

Committee Chairmen are requested to consider who of their Committee members might prove successful or benefit from being a Working Group Chair.

## Branding

AS part of improving the image of IALA and contribute to its promotion, the Chairman said that brochures for aspects of IALA’s activities are being developed with a common look and feel but with distinctive colour banding to differentiate them. He said that a style guide would be developed, taking its lead from the design of the revised website.

## Definition of AtoN

Noting that there are currently three definitions of AtoN it was agreed that these need to be rationalised, something that could be done via the IALA Dictionary. However, it was felt that the use of the term AtoN services would prove useful and it was agreed that it be proposed to the Council that IALA adopt the term.

Action item

The Chairman of the ANM Committee is requested to resolve the multiple definitions of AtoN and prepare an Information Paper to the Council, proposing the adoption of the term ‘AtoN services’.

# Date and time of the next meeting

It was agreed that the next meeting of the IALA Policy Advisory Panel (PAP25) would have the following programme:

29 April 2013 2014 Conference Steering Group, starting at 0900.

29 April 2013 PAP / Strategy, starting at 1400.

30 April 2013 2014 – 2018 Committee Structure discussion, starting at 0900.

30 April 2013 PAP25, starting at 1400.

1 May 2013 PAP25, starting at 0900.

2 May 2013 PAP25, starting at 0900 and aiming to complete by 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 PAP24 (PAP24/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. Draft terms of reference

The draft terms of reference for the CPAF are at ANNEX E

1. Agenda

**24th Session of the IALA Policy Advisory Panel**

The 24th meeting of the **PAP** will be held from 23 – 24 October 2012, at IALA.

The meeting will be preceded by a joint meeting of the PAP and the IALA Strategy Group, with a separate agenda, starting at 1400 on Monday 22 October. The PAP meeting will commence at 1000 hours on Tuesday 23 October; it is expected to conclude at approximately 1600 on Wednesday 24 October. A meeting of the 2014 Conference Steering Group will be held on Thursday 25 October starting at 1300.

The objectives of the meeting are to:

* Check progress in regard to the current Work Plan and prepare for the next Work Plan;
* Co-ordinate the work of the IALA Committees;
* Identify and resolve issues that affect all Committees.

**AGENDA for 23 & 24 October**

**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 – 53rd Session Gary Prosser
   7. LAP Francis Zachariae
   8. PAF Gary Prosser
6. Work of other bodies
   1. Report – NAV58 Mike Hadley
   2. Report – MSC97 Mike Hadley
   3. Merging of NAV and COMSAR Bill Cairns
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. Revised e-Navigation ‘Picture book’ Bill Cairns
   3. S-100 Workshop Bill Cairns
9. IALA WWA Stephen Bennett
   1. Academy update Stephen Bennett
   2. Academy master plan Stephen Bennett
   3. VTS Accreditation Stephen Bennett
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. Maritime Co-operation 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 / Stuart

Ruttle

* 1. Document revision process Mike Hadley
  2. Rationalising the numbering of IALA Recommendations Mike Hadley
  3. Role of Deputy Secretary-General Mike Card
  4. Revised Papers’ List format Mike Hadley

1. IALA IT facilities Mike Hadley
   1. IALA Information Technology Group Ómar Frits Eriksson
   2. IALA and LinkedIn Ómar Frits Eriksson
2. IALA Bulletin & related matters Paul Ridgway
3. Any Other Business Gary Prosser
   1. Committee structure 2014 – 2018 Gary Prosser
   2. Preparing for the 2014 – 2018 Work programme Mike Hadley
   3. Website update Suzie Prosser
   4. Hosting of forums by IALA Gary Prosser
   5. Succession planning Gary Prosser
   6. Branding Gary Prosser
   7. Definition of AtoN Phil Day
4. Date and Venue of next meeting Gary Prosser

All members are encouraged to propose agenda items or submit papers for the agenda items above until a fortnight before the meeting (8 October 2012).

1. Input Documents

All papers are posted on the FTP server and the Committee website.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Meeting | Number | Title / Author (if required) | Agenda Item | Presented by | Posting |
| PAP24/ | 1 | PAP24-1 Draft Agenda rev6 | 2 | GP | 3 |
| PAP24/ | 2 | Action items from PAP23 | 3 | MH | 1 |
| PAP24/ | 3 | PAP24-3 Papers' List rev1 | 4 | MH | 3 |
| PAP24/ | 4 | PAP24-4 C53 report | 5.6 | GP | 1 |
| PAP24/ | 5 | Report of NAV58 | 6.1 | MH | 2 |
| PAP24/ | 6 | Roadmap Strategy Work Plan | 8 | BC | 1 |
| PAP24/ | 7 | Annex A Roadmap Strategy Work Plan | 8 | BC | 1 |
| PAP24/ | 8 | Revised Meeting programme for 2012 rev3 | 13 | MH | 3 |
| PAP24/ | 9 | Draft IALA Guideline on Harmonised Portrayal of e-Nav Info | 8 | BC | 2 |
| PAP24/ | 10 | Liaison Note to PAP VTS EEP ANM - e-Navigation Portrayal Guideline | 8 | BC | 2 |
| PAP24/ | 11 | Revised Meeting programme for 2012 rev1 - deleted |  |  |  |
| PAP24/ | 12 | Report on the 3rd Board Meeting Oct 2012 | 9 | SB | 3 |
| PAP24/ | 13 | Report of MSC90 | 6.2 | MH | 3 |
| PAP24/ | 14 | Reorganisation of IMO | 6.3 | BC | 3 |
| PAP24/ | 15 | Report of LAP11 | 5.7 | GP | At meeting |
| PAP24/ | 16 | Report of PAF12 | 5.8 | AD | At meeting |
| PAP24/ | 17 | American Pilots' Association letter | 5.8 | AD | At meeting |

1. Output and Working papers

**Output Papers**

|  |  |  |
| --- | --- | --- |
| Number | Title | Status |
| PAP23/output/1 | Report of PAP23 | To Council to note |
| PAP23/output/2 | Revised meetings programme for 2010 – 2014 | 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 send the Annual Questionnaire to all National members and all Committee members. 5
2. The Secretariat is requested to modify the input paper template for each of the Committees in time for issue to the next round of Committee meetings. 6
3. The Deputy Secretary-General is requested to draft a note to all Committee members about the need to provide a correctly completed input paper template for each paper submitted to a Committee meeting. 6
4. The Secretariat is requested to forward the terms of reference of CPAF to the LAP. 9
5. The Secretariat is requested to seek approval for a (C)PAF monitoring item in the work programmes of the VTS and e-NAV Committees. 10
6. The Deputy Secretary-General, in conjunction with Ómar Frits Eriksson, is requested to consider methods for entering and updating dictionary entries. 11
7. The Secretariat is requested to arrange that Nick Ward’s presentation to Council is given ahead of its discussion of e-NAV papers. 11
8. The Secretariat is requested to forward PAP24/output/2 (Revised meetings programme for 2010 – 2014) to Council and bring to its attention the proposed changes. 13
9. The Secretary is requested to discuss options for displaying the combined IALA & WWA programme on the revised website with Suzie Prosser. 13
10. The Deputy Secretary-General and the Secretary are requested to review the basis for the current programme of meetings ad report their findings to PAP25. 13
11. Stuart Ruttle is requested to attend PAP25. 14
12. The Secretary is requested to correct any errors in document numbering on the website. 14
13. The Secretariat is requested to consider issues involving documentation and be prepared to discuss the topic at PAP25. 14
14. Mike Card is requested to provide a summary of his observations to PAP about IALA before the end of December 2012. 15
15. The Deputy Secretary-General is requested to draft a policy document for meetings of IALA bodies as an input to the 54th session of the IALA Council. 18
16. The Secretariat is requested to forward the report of PAP24 (PAP24/output/1) to the IALA Council, to note. 19

Actions for the WWA

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 Chairmen of each Committee are requested to consider priorities for the drafting of product specifications for discussion at PAP25. 6
3. The e-NAV Committee is requested to consider the feasibility of creating an AIS Manual. 7
4. The e-NAV Committee is requested to provide a paper on the reliability of AIS data for use in courts to LAP. 9
5. The VTS and e-NAV Committees are requested to include a monitoring item for (C)PAF activities in their Work Programme. 10
6. All Committees are requested to make the IALA Dictionary a standing agenda item. 10
7. Paul Ridgway is requested to call a pre-meeting of the dictionary editorial team, to discuss any dictionary items being submitted to PAP25. 10
8. The VTS, e-NAV, EEP and ANM Committees are requested to devise a plan for the periodic review of their Recommendations and Guidelines and build it into their Work Programme proposals for 2014 2018. 14
9. Stuart Ruttle is requested to review the current IALA Recommendations and Guidelines, with a view to their categorisation and provide input to PAP25. 14
10. Nick Ward is requested to consider how to draw together AIS documentation and provide input to PAP25. 14
11. All members of PAP are requested to consider issues involving documentation and be prepared to discuss the topic at PAP25. 14
12. Committee members are requested to use IALA LinkedIn and to consider becoming moderators. 16
13. Chairmen of Committees are requested to seek high definition photographs, suitable for use on the front cover of The Bulletin. Such photographs should be declared free of any publishing restrictions. 16
14. Chairmen of Committees are requested to ask their members for comments about any aspects of IALA’s activities that are not being covered in The Bulletin 16
15. The PAP is requested to consider the Committee structure for 2014 - 2018, in time for discussion immediately before PAP25. 16
16. In the preparation of their 2014 – 2016 Work Programmes, Chairmen of Committees are requested to leave no task unallocated to a Working group, have a Workshop / Seminar task for each Working Group, include any mandatory monitoring / standing agenda items and consider when workshops / seminars ought to be held. 17
17. Committee Chairmen are requested to consider who of their Committee members might prove successful or benefit from being a Working Group Chair. 18
18. The Chairman of the ANM Committee is requested to resolve the multiple definitions of AtoN and prepare an Information Paper to the Council, proposing the adoption of the term ‘AtoN services’. 18
19. Terms of reference – CPAF
20. Competent Pilotage Authority Forum (CPAF)

The CPAF shall provide a forum for IALA members who have responsibility for pilotage systems, identified as Competent Pilotage Authorities in order to discuss pilotage authority matters:

*‘Competent pilotage authority means the national or regional governments legally responsible for the provision of a pilotage system.’* (IMO Resolution A.960(23), paragraph 2.1)

Noting that other organisations are dealing with matters of pilotage methods and safety, the CPAF shall provide guidance on best practice regarding issues of common concern for Competent Pilotage Authorities.

The CPAF shall promote harmonization of pilotage systems in the context of developments in e-Navigation and VTS, working closely with the IALA committees.

1. Membership

Chairperson, as appointed by the Council

IALA members (with responsibility for pilotage services)

Competent pilotage authorities,

as invited by the Secretary-General

Representatives of relevant International Organisations,

as approved by the Secretary-General

Technical Co-ordination Manager (Secretary)