**ACTION ITEMS FROM EEP17**

Action Items for the IALA Secretariat

1 The Secretariat is requested to forward EEP17/WG1/WP4 (draft Guideline on the Application of AIS on Buoys) to EEP18. 12

2 The Secretariat is requested to forward EEP17/WG1/WP3 to EEP18. 13

3 The Secretariat is requested to forward EEP17/WG1/WP2 (draft Guideline on Bird Deterrence) to EEP18. 13

4 The Secretariat is requested to forward EEP17/WG1/WP1 (draft Guideline on buoy design) to EEP18. 13

5 The Secretariat is requested to forward EEP17/output/6 (Draft Guideline on Selection and Display of Heritage Artefacts) to Council for approval. 15

6 When available, the Secretariat is requested to forward the revised EEP17/WG2/WP1 to EEP18. 15

7 The Secretariat is requested to forward the draft History of Floating Aids to Navigation (EEP17/WG2/WP2 (as EEP19/9/3) & EEP17/WG2/WP3) to EEP18. 16

8 When possible, the Secretariat is requested to prepare a draft Heritage web page on the main IALA website for review at EEP18. 18

9 The Secretariat is requested to consider a method of incorporating the Historic Lighthouse Database into the Heritage webpage and to submit this as an input paper to EEP18. 18

10 The Secretariat is requested to forward EEP17/output/5 (Proposal for Preservation of Lighthouse Heritage seminar) to council for approval. 19

11 The Secretariat is requested to identify a representative for the Heritage Seminar Steering Group. 19

12 The Secretariat is requested to forward EEP17/WG3/WP1 (Alternative solution to remove Mercury) to EEP18. 23

13 The Secretariat is requested to forward EEP17/WG3/WP2 (draft Guideline on Safety Management for AtoN Activities) to EEP18. 23

14 The Secretariat is requested to forward EEP16/WG3/WP3 (draft revised Guideline 1036 environmental consideration in aids to navigation engineering) to EEP18. 24

15 The Secretariat is requested to forward a copy of IALA Recommendation E141 to EEP18 25

16 The Secretariat is requested to forward EEP17/output/8 (revised E141/1 model course for Level 1) to the IALA Council for approval. 25

17 The Secretariat is requested to for EEP17/output/9 (revised E141/2 model course for Level 1+) to the IALA Council for approval. 25

18 The Secretariat is requested to forward Liaison note EEP17/output/12 on WWA AtoN Training to the ANM and e-NAV Committees 25

19 The Secretariat is requested to forward EEP17/output/10 the Level 2 Model Course on Solar Panels to the IALA Council for approval. 25

20 The Secretariat is requested to forward EEP17/output/11 the Level 2 Model Course on DC Systems to the IALA Council for approval. 25

21 The Secretariat is requested to forward working paper EEP17/WG3/WP4 as input to EEP18. 26

22 The Secretariat is requested to forward EEP17/output/15 (Liaison Note on redundant references regarding certification) to the ANM Committee. 26

23 The IALA Secretariat is requested to seek approval from the IALA Council for the withdrawal of IALA Guideline 1034 on product certification. 26

24 The Secretariat is requested to forward EEP17/output/14 to the IMC. 27

25 The Secretariat is requested to forward EEP17/output/13 to the IMC. 27

26 The Secretariat is requested to forward EEP17/output/13A to the IMC. 27

27 The Secretariat is requested to forward EEP17/output/13, EEP17/output/13A & EEP17/WG4/WP4 to EEP18. 27

28 The Secretariat is requested to forward EEP17/output/7 (Liaison note on the NAVGUIDE) to the ANM Committee. 28

29 The Secretariat is requested to forward EEP17/WG4/WP1 (IALA-EEP WG4 Light and Vision – Document Ownership) to EEP18 29

30 The Secretariat is requested to forward EEP17/output/4 (draft revised Guideline 1043) to the Council for approval. 30

31 The Secretariat is requested to forward EEP17/WG4/WP3 (Liaison note on Guideline on Design of Daymarks) to EEP18 30

32 The Secretariat is requested to forward EEP17/WG4/WP2 (Revision of E-108) to EEP18. 31

33 The Secretariat is requested to forward EEP17/output/3 (Proposals for the Fixed and Floating Aid workshop) to the workshop’s Steering Group. 31

34 The Secretariat is requested to forward the EEP17/output/2 (Liaison Note on the use of simulators) to the ANM Committee. 31

35 The Secretariat is requested to forward EEP17/11/3 to EEP18. 33

36 The Secretariat is requested to forward the EEP17 Committee report (EEP17/output/1) to Council to note. 33

Action Items for Members

37 Peter Dobson and Manuel Santos to review EEP17/8/24 and IEC Guidelines inter-sessionally, with a view to providing a revised draft document for EEP18. 12

38 WG1 members are requested to continue to review the draft guideline inter-sessionally, with a view to preparing an input paper for EEP18. 12

39 Committee members are requested to prepare potential questions on installing AIS AtoN on buoys and beacons in preparation for a possible questionnaire for the workshop groups at Brest. 12

40 Committee members are requested to review and read input paper EEP16/8/3 (e-Navigation Committee paper e-Nav9/output/20) and identify any engineering information that should be incorporated into IALA Recommendation A-126. 13

41 Adrian Wilkins is requested to co-ordinate any necessary inter-sessional work to identify the tasks required by the effects of e-Navigation on AtoN. 13

42 Committee members from Bahrain, France, Ireland, Hong Kong SAR, Germany, Oman, Scotland & USA are specifically requested to reply to the Plastic Buoy Questionnaire (EEP16/output/6). 13

43 Committee members are requested to answer the cost section of the Plastic Buoy Questionnaire (EEP16/output/6). 13

44 Committee members are requested to review EEP17/WG1/WP1 (draft Guideline on buoy design) inter-sessionally for further review at EEP18. 13

45 Adrian Wilkins and Aivar Usk are requested to review the US military standard inter-sessionally for relevance to IALA requirements and to prepare an Input Paper for EEP18. 14

46 Committee members are requested to provide further input or reference material on Polar engineering for review at EEP18. 14

47 Committee members are requested to provide suggested workshop topics in time for EEP18. 14

48 Richard Moore is requested to suggest input for the Arctic Engineering workshop proposal. 14

49 WG2 members are requested to consider how the existing IALA Lighthouse Conservation Manual should be amended to take account of recent Guidelines and the new work of the group. 15

50 Christian Lagerwall is requested to incorporate agreed changes to the draft guideline on transfer of redundant lighthouses(EEP17/WG2/WP1) and to reissue it, inter-sessionally, to WG2 members for further comment. 15

51 Committee members are requested to respond to the revised draft Guideline on transfer of redundant lighthouses with details of methods and examples of disposal within their organisation to Christian Lagerwall by 31 January 2012. 15

52 Christian Lagerwall is requested to include comments from members and submit a revised draft Guideline on the transfer of redundant lighthouses as an input paper to EEP18. 15

53 Bob McIntosh is requested to complete draft case study reports on Nakkehoved and Cabo Mayor Lighthouses and circulate these reports to WG2 members for comment. 16

54 WG2 members are requested to respond to the draft case study reports on Nakkehoved and Cabo Mayor Lighthouses to Bob McIntosh prior to EEP18. 16

55 Bob McIntosh is requested to include the comments from members and submit revised draft case study reports on Nakkehoved and Cabo Mayor Lighthouses to EEP18. 16

56 Committee Members are encouraged to read Adrian Wilkins papers on The History of Floating AtoN (EEP17/WG2/WP2 & EEP17/WG2/WP3) and are requested to provide Adrian Wilkins or Bob McIntosh with any information or sources of information on the History of Floating Aids to Navigation before EEP18. 16

57 Adrian Wilkins is requested to include any additional information received in The History of Floating AtoN including combining EEP17/WG2/WP2 & EEP17/WG2/WP 3 and to submit it as an input paper to EEP18. 16

58 Jo van der Eynden is requested to review the questionnaire on Complementary Uses of Historic Lighthouses and seek further comment from WG2 members. 17

59 Jo van der Eynden is requested to submit a revised questionnaire on Complementary Uses of Historic Lighthouses to EEP 18 17

60 WG2 members are requested to consider topics for future articles to be included in the IALA Bulletin within ‘The Lighthouse Preservation Corner’ and to provide these to Bob McIntosh. 18

61 Bob McIntosh is requested to meet editorial deadlines to ensure that articles are available for each edition of the IALA Bulletin wherever possible by passing suitable articles to the editor for inclusion in ‘The Lighthouse Preservation Corner’. 18

62 Committee members are requested to submit any information they or their authorities have on preserved lighthouse tenders and light vessels to Bob McIntosh or Paul Ridgway. 18

63 Bob McIntosh is requested to continue to monitor the list of people who indicated an interest in Heritage and Conservation of Historic Lighthouses, to ensure that they are updated on developments. 18

64 WG2 members are requested to consider topics for presentations at the seminar, to consider those who should be invited and encouraged to attend, and to submit this to EEP18. 19

65 Bob McIntosh is requested to contact Professor Papayianni to pass on the relevant information and to establish lines of communication. 19

66 Bob McIntosh is requested to invite Professor Papayianni and Mr Chiotis to attend a Steering Group meeting to be held during EEP18 19

67 Bob McIntosh is requested to contact EEP Committee members with a request to provide information on anti-fouling problems and solutions in relation to slipways, jetties and sea washed structures within their authority. 19

68 Bob McIntosh is requested to contact EEP Committee members with a request to provide information on anti-fouling problems and solutions in relation to floating aids within their authority. 19

69 Bob McIntosh is requested to gather the information on anti-fouling problems and submit it as input document to EEP18. 19

70 Committee members are requested to provide information on building maintenance and conditioning in low energy environments within their authorities or to provide contact details for an individual who may be able to provide this information to Bob McIntosh. 20

71 WG2 members are requested to consider options for developing this guideline when additional information becomes available. 20

72 EEP members are requested to contact Ron Blakeley (Ron.Blakeley@thls.org) with any data or reference material on historical design of Rock Towers or other information that might assist with this research. 20

73 Bob McIntosh is requested to follow up contact with authorities in New Zealand and Japan to determine the extent of damage to the Historic Lighthouses and how the authorities have reacted to the problems. 20

74 Bob McIntosh is requested to consider the scope of existing Lighthouse Maintenance Guidance and to submit an input paper to EEP18 on the way forward for a future guideline. 21

75 David Jeffkins is requested to develop procedures in consultation with Omar Frits Eriksson for adding and updating content to the IALAWIKI and forward as input to EEP18. 21

76 Committee members are requested to review the IALAWIKI website (http://www.ialathree.org/ialawiki) and submit relevant information on AtoN for inclusion in the IALAWIKI as input to EEP18. 21

77 Simon Millyard is requested to co-ordinate the development of a draft guideline on methods for determining and reducing the carbon footprint of AtoN activities and submit it as an input to EEP18. 22

78 Committee members are requested to submit methodologies they currently use to evaluate the carbon footprint of their AtoN activities and initiatives that they have implemented to reduce emissions and submit as input to EEP18. 22

79 Adrian Wilkins is requested to review the progress of the United Nations Intergovernmental negotiating committee preparing a legally binding instrument on mercury and advise IALA if there is a requirement to provide advice to the Committee on the use of mercury in lighthouses. 23

80 Simon Millyard is requested to provide a copy of the revised Trinity House documentation on the management of potable water on lighthouse estates once completed and submit to EEP18 if available. 23

81 Adam Hay is requested to finalise the draft Guideline on Safety Management for AtoN Activities and submit as input to EEP18. 23

82 Japan Coast Guard is requested to submit a paper of safety management for AtoN activities to EEP18. 23

83 Committee members are requested to review the draft Guideline on Safety Management for AtoN activities and submit any comments as input to EEP18. 23

84 Committee members are requested to review EEP16/WG3/WP3 (draft revised Guideline 1036 environmental consideration in aids to navigation engineering) and provide comments as input to EEP18. 24

85 Committee members are requested to develop additional level 2 technician model courses and submit as input to EEP18. 26

86 Committee members are requested to co-ordinate the development of additional Level 2 technician Model Courses with Jean-Charles Leclair (jean-charles.leclair@iala-aism.org) to ensure that tasks are not duplicated. 26

87 Committee members are requested to review the revised draft guideline on Standard Format for Electronic Exchange of AtoN Product Information and to submit comments as input to EEP18. 27

88 Hendrik Eusterbarkey is requested to further review IALA Recommendation O-132 on Quality Management for aids to navigation authorities and submit proposed changes as input to EEP18. 28

89 Committee members are requested to review IALA Guideline O-132 on Quality Management for aids to navigation authorities and submit proposed changes to these documents as input to EEP18. 28

90 Hendrik Eusterbarkey is requested to further review IALA Guideline 1052 on quality management in aids to navigation service delivery and submit proposed changes as input to EEP18. 28

91 Committee members are requested to review IALA Guideline 1052 on quality management in aids to navigation service delivery and submit proposed changes as input to EEP18. 28

92 Committee members are requested to review relevant sections of the NAVGUIDE and provide comments on any proposed changes as input to EEP18. 28

93 Seamus Doyle and David Jeffkins are requested to submit details of the key performances indicators that their organisations are currently using for measuring the performance of their AtoN activities as input EEP18. 29

94 Committee members are requested to provide comments or suggestions for key performance indicators for AtoN activities and submit as input to EEP18. 29

95 Malcolm Nicholson is requested to carry out a review of existing IALA documents and submit an input paper on conspicuity to EEP18 29

96 Malcolm Nicolson is requested to submit an input paper on this task to EEP18. 30

97 Malcolm Nicholson is requested to provide an input paper giving a draft update of paragraph 5.4 of Guideline 1041 for consideration at EEP18. 30

98 Frank Hermann is requested to lead inter-sessional work by e-mail with Carmen Martinez, Fernando Romero, Christian Lagerwall, Malcolm Nicholson, Shaheen Mirza, Yasser Hamood Al Yahmadi and submit a revision of the draft document as an input paper to EEP18. 30

99 Malcolm Nicholson is requested to lead inter-session work by the light and vision experts group, by correspondence, with the support of Yves-Marie Blanchard and Frank Hermann. 31

100 Members of WG4 are requested to measure the RAL samples (colour co-ordinates) using their own equipment and send the results in tabulated form to Malcolm Nicholson at Malcolm.nicholson@gla-rrnav.org before EEP18. The following Committee members are requested to provide information on the results of the measurements so that they can be compared: Yves-Marie Blanchard, Frank Hermann, Jong-Uk Kim, Jonas Lindberg, Fernando Romero, Richard Moore, Moray Waddell. 31

101 Malcolm Nicholson is requested to provide an input paper and present the results the measurement of RAL samples at EEP18. 31

102 Jonas Lindberg is requested to co-ordinate a small working group to review sections 3.1 and 3.2 of the NAVGUIDE and produce an input paper for EEP18. 32