**ACTION ITEMS FROM EEP19**

*Action Items for the IALA Secretariat*

1 The Secretariat is requested to invite Dr Nick Ward to make a presentation on the IHO S-100 GI registry to EEP20. 8

2 The Secretariat is requested to forward the draft Guideline on Lightning Protection (EEP19/WG1/WP4) to EEP20. 11

3 When available, the Secretariat is requested to forward the draft guideline on the Hydrostratic Design of Buoys, (EEP19/WG1/WP2) to EEP20. 12

4 The Secretariat is requested to forward EEP19/WG1/WP3 to EEP20. 13

5 The Secretariat is requested to forward the draft Guideline for Application of AIS on Buoys (EEP19/output/3) to the IALA Council for approval. 13

6 The Secretariat is requested to forward EEP19/WG1/WP1, EEP19/WG1/WP5, EEP19/WG1/WP6 & EEP19/WG1/WP7 to EEP20. 14

7 The Secretariat is requested to forward EEP19/output/8 (Draft Guideline on the Management of Surplus Lighthouse Property) to Council for approval. 15

8 The Secretariat is requested to forward the detailed programme for the heritage seminar (EEP19/WG2/WP1) to EEP20. 18

9 The Secretariat is requested to forward EEP19/output/16 (draft Guideline on Safety Management for AtoN Activities) to Council for approval. 22

10 The Secretariat is requested to forward EEP19/WG3/WP1 (draft revised Guideline 1036 environmental consideration in aids to navigation engineering) to EEP20. 23

11 The Secretariat is requested to forward EEP19/output/14 (E-141 Standards for Training and Certification of AtoN Personnel) to the Council for approval. 23

12 The Secretariat is requested to forward EEP19/output/15 (IALA WWA.L2.0 Model Course overview on Level 2 Technician Training) to the Academy for amendment. 24

13 The Secretariat is requested to forward EEP19/output/17 (EEP-19 Liaison Note to the Academy) to the Academy. 24

14 The Secretariat is requested to forward EEP19/output/6(Level 2 model course on Radionavigation and DGNSS IALA WWA L2.9.1-9) to the Academy for approval. 24

15 The Secretariat is requested to forward EEP19/output/18 (Level 2 model course on Introduction to AtoN IALA WWA L2.1.1-2) to the Academy for approval. 24

16 The Secretariat is requested to forward EEP19/output/19 (Level 2 model course on an Introduction to buoyage IALA WWA L2.1.3-4) to the Academy for approval. 24

17 The Secretariat is requested to forward EEP19/output/20 (Level 2 model course on buoy cleaning IALA WWA L2.1.8) to the Academy for approval. 24

18 The Secretariat is requested to forward EEP19/output/21 (Level 2 model course on maintenance of plastic buoys IALA WWA L2.1.12) to the Academy for approval. 24

19 The Secretariat is requested to forward EEP19/output/22 (Level 2 model course on maintenance of steel buoys IALA WWA L2.1.13) to the Academy for approval. 24

20 The Secretariat is requested to forward EEP19/output/23(Level 2 model course on power sources on buoys IALA WWA L2.1.14) to the Academy for approval. 24

21 The Secretariat is requested to forward EEP19/output/24(Level 2 model course on AtoN Service Craft and Buoy Tenders IALA WWA L2.6.1-2) to the Academy for approval. 24

22 The Secretariat is requested to forward EEP19/output/25(Level 2 model course on Radar Beacons IALA WWA L2.7.1-2) to the Academy for approval. 24

23 The Secretariat is requested to forward the Liaison note on NAVGUIDE updates (EEP19/output/9) to the ANM Committee. 26

24 The Secretariat is requested to forward the Liaison note on NAVGUIDE updates (EEP/output/11) to the ANM Committee. 26

25 The Secretariat is requested to forward comments on sections 3.2.3 of the NAVGUIDE (EEP19/output/12) to the ANM Committee. 26

26 The Secretariat is requested to forward comments on sections 3.2.4 of the NAVGUIDE (EEP/output/10) to the ANM Committee. 26

27 The Secretariat is requested to forward the EEP NAVGUIDE Action Plan (EEP/output/13) to the ANM Committee. 26

28 The Secretariat is requested to forward working paper EEP19/WG3/WP2 to EEP20. 27

29 The Secretariat is requested to forward working paper EEP19/WG3/WP3 to EEP20. 27

30 The Secretariat is requested to forward working paper EEP19/WG4/WP1 to EEP20 27

31 The Secretariat is requested to forward working paper EEP19/WG4/WP2 to EEP20 28

32 The Secretariat is requested to forward Liaison Note EEP19/output/5 to the ANM Committee 28

33 The Secretariat is requested to forward EEP19/output/7 to Council for Approval 28

34 The Secretariat is requested to forward working paper EEP19/WG4/WP3 to EEP20 29

35 The Secretariat is requested to forward the EEP19 Committee report (EEP19/output/1) to Council to note. 30

36 The Secretariat is requested to forward the proposed changes to the EEP Work Programme (EEP19/output/2) to Council to approve. 30

*Action Items for the WWA*

37 The WWA is requested to review the titles and order of model course modules and syllabus elements and provide an input to EEP20 24

38 Stephen Bennett is requested to develop course 1.9 on an introduction to buoy positions and develop further EEP-19 input 56 into a on 3.1-3.4 on lights used in marine lanterns and submit as input to EEP20. 25

*Action Items for Members*

39 Jörg Unterderweide and Sipke Hoekstra are requested to summarize existing Plastic Buoy Questionnaire results and incorporate them into the Guideline on Plastic Buoy Design for EEP20. 11

40 EEP Committee members are requested to review the Plastic Buoy Questionnaire inter-sessionally and forward comments to Sipke Hoekstra by 15 March 2013. 11

41 The Secretariat is requested to forward the Draft Guideline on Bird Deterrents (EEP19/output/4) to the IALA Council for approval. 12

42 EEP Committee members are requested to provide inter-sessional comments on the draft guideline on the Hydrostratic Design of Buoys, (EEP19/WG1/WP2) to Adrian Wilkins by 15 March 2013. 12

43 Adrian Wilkins is requested to incorporate some additional drawings and illustrations into draft guideline on the Hydrostratic Design of Buoys, (EEP19/WG1/WP2) by 15 March 2013. 12

44 WG1 members from the UK, Germany, Canada, the Netherlands and France who have volunteered to trial the CALMAR software are asked to provide their review of its performance to Michel Cousquer of CETMEF before EEP20. 12

45 Michel Cousquer is requested to provide a written summary of all comments received on trials of the CALMAR software at EEP20. 12

46 EEP Committee members are requested to review inter-sessionally EEP19/WG1/WP3, with a view to further developing the document at EEP20. 13

47 EEP Committee Members are requested to review inter-sessionally the summary (EEP19/WG1/WP1, EEP19/WG1/WP5, EEP19/WG1/WP6 & EEP19/WG1/WP7) and provide input and content for further development at EEP20. 14

48 WG1 members are requested to identify IALA documents that could be reviewed by WG1 at EEP20 and advise Adrian Wilkins accordingly (EEP19/WG4/WP1 refers). 14

49 WG1 Members are asked to identify possible work activities for the 2014 -2018 Work Programme, for further discussion at EEP20. Those wishing to forward the information in writing should provide the information inter-sessionally to WG1 Chairman Adrian Wilkins by 15 March 2013. 14

50 Sipke Hoekstra is requested to forward details of polyethylene properties to Adrian Wilkins inter-sessionally for EEP20. 14

51 EEP Committee members are requested to identify unexpected / early AtoN equipment failure and provide input to EEP20. 14

52 WG Chairman Adrian Wilkins is requested to review the input documents (EEP19/20 & EEP19/42) inter-sessionally with a view to providing further feedback for discussion at EEP20. 15

53 WG2 members are requested to consider how the existing IALA Lighthouse Conservation Manual and recently published guidelines could be revised as part of a new work programme for 2014-2018. 15

54 Bob McIntosh is requested to add the information available on the visit to Nakkehoved Lighthouse on to the IALA Wiki. 16

55 EEP Committee Members are encouraged to read Adrian Wilkins papers on The History of Floating AtoN (EEP19/15 rev1) 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 by December 2012. 16

56 Adrian Wilkins is requested to include any additional information received in The History of Floating AtoN and to submit a proposed final Version 1 of the document as an input paper to EEP20. 16

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

58 Jo van der Eynden is requested to submit a revised questionnaire on Complementary Uses of Historic Lighthouses to EEP20. 17

59 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

60 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

61 EEP 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

62 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

63 EEP Committee members are requested to pass on any information that they have in relation to their daymarks with photographs to Bob McIntosh or Christian Lagerwall. 18

64 Bob McIntosh and Christian Lagerwall are asked to consider the possibility of producing a document on the history and development of daymarks. 18

65 WG2 members are requested to consider topics for presentations and individuals to present them at the seminar, and to submit their suggestions to Bob McIntosh as soon as possible. 18

66 Bob McIntosh is requested to collate responses in relation to Seminar topics and speakers and to circulate this to Steering Committee members. 18

67 EEP Committee members are asked to circulate the brochure within their organisations, particularly to those who have a level of responsibility or interest in the heritage of lighthouses, encouraging them to attend. 19

68 Bob McIntosh is requested to publish the remaining information EEP18/WG2/WP8 on Anti-fouling in relation to slipways, jetties etc. on the IALA Wiki site. 19

69 EEP 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. 19

70 WG2 members are requested to consider options for developing Guideline No. 1076 when additional information becomes available. 19

71 Nicolas Fady is requested to update the EEP Committee on the work being carried out by CETMEF on humidity monitoring of their lighthouses at EEP20. 19

72 Bob McIntosh is requested to continue to monitor the impact of Natural Disasters on Historic Lighthouses in particular and how the authorities have reacted to the problems. 20

73 EEP Committee members are requested to submit examples of their building maintenance specifications to Bob McIntosh or as input to EEP20. 20

74 David Jeffkins is requested to further develop procedures in consultation with Omar Frits Eriksson for updating and adding new content to the IALA Wiki. 21

75 EEP Committee members are requested to review the IALA wiki (http://www.iala-aism.org/wiki/ialawiki) and use it for developing IALA guidance documentation and posting relevant AtoN engineering documentation and information. 21

76 EEP Committee members are requested to send any relevant information on evaluating the carbon footprint of their AtoN activities and initiatives that they have implemented to reduce emissions to Adam Hay for inclusion in the revised Guideline 1036 on environmental considerations in aids to navigation engineering. 21

77 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 EEP20 if available. 22

78 EEP Committee members are requested to review EEP19/WG3/WP1 (draft revised Guideline 1036 environmental consideration in aids to navigation engineering) and provide comments to Adam Hay by January 2013. 23

79 Adam Hay is requested to co-ordinate updates to EEP19/WG3/WP1 (draft revised Guideline 1036 environmental consideration in aids to navigation engineering) and submit it as input to EEP20. 23

80 Simon Millyard and Yousef Al-Rahbi are requested to develop a course for 1.5; 1.6 on Buoy handling; safe working practices; deployment and retrieval and submit as input to EEP20. 25

81 Simon Millyard is requested to develop course 1.11 on an introduction to remote monitoring of AtoN and Module 8.1-8.5 on AIS and submit as input to EEP20. 25

82 David Jeffkins is requested to develop a model course 2.5; 2.6 on mains AC power systems and petrol and diesel generators. He is also requested to develop model course 10.1-10.2 on the principles of remote monitoring and its parameters and submit as input to EEP20. 25

83 Michel Cousquer is requested to develop model courses 2.4 on wind generators and 2.7 on lightning protection. 25

84 Michel Cousquer is requested to develop a model course on Module 5 (5.1-5.5) on paintings and coatings and submit as input to EEP20. 25

85 In conjunction with Malcolm Nicholson and Frank Hermann, Christian Lagerwall is requested to develop course 3.10 on range, sector and leading lights and submit as input to EEP20. 25

86 In conjunction with Malcolm Nicholson and Frank Hermann, Adrian Wilkins, liaising as required with Stephen Bennett, is requested to develop course 3.5 to 3.8 on lamp changers; self-contained lanterns, rotating beacons and focal height, alignment and classical lenses and submit as input to EEP20. 25

87 Bob McIntosh is requested to develop a model course on Module 11, elements 11.1-11.6 on structures and materials and submit as input to EEP20. 25

88 EEP Committee members are requested to co-ordinate the development of these Level 2 technician Model Courses with Stephen Bennett (stephen.bennett@iala-aism.org). 25

89 David Jeffkins is requested to review existing Guidance documents to identify a suitable location for linking the product templates and submit as input to EEP20. 25

90 EEP Committee members are requested to review the action plan and relevant sections of the NAVGUIDE and provide comments on any proposed changes and new graphical material, e.g. photos, illustrations etc., to the section co-ordinators identified in EEP19/output/13 in time for EEP20. 26

91 EEP Committee members are requested to review working paper EEP19/WG3/WP2 on key performance indicators and provide comments to Errol Joppich, Jorg Unterderweide and Richard Moore by January 2013. 27

92 EEP Committee members are requested to review working paper EEP19/WG3/WP3 and provide comments as input to EEP20. 27

93 All EEP Working Group Chairmen are requested to review the documentation that they are responsible for and update the spreadsheet with when the documents need to be reviewed and what updates are required and provide this information to Malcolm Nicholson in time for EEP20. 27

94 Aivar Usk is requested to provide an input paper to EEP20 on the use of inclinometers to monitor heel angle of buoys. 28

95 Malcolm Nicholson is requested to provide an input paper to EEP20 on the vertical divergence of fixed lights. 28

96 Malcolm Nicholson and Frank Hermann are requested to work inter-sessionally and submit a proposed revised version of Recommendation E-108 for final review at EEP20. 28

97 Ju-Seop HAN is requested to submit an input paper to EEP20 on the Design Process of Illuminating Structures in Korea. 29

98 Frank Hermann is requested to provide a presentation on software used to calculate luminance values for illuminating structures at EEP20. 29

99 EEP Committee members who have had experience of illuminating structures are requested to submit input papers to EEP20 on design methodology. 29

100 The Committee members are requested to consult their organisations and provide items for inclusion in the 2014 – 2018 work programme at EEP20, entering them on the EEP Committee possible future work items page of the IALA Wiki. 29

101 Malcolm Nicholson is requested to seek to arrange a visit to IALA by CIE personnel (Division Directors and members) for a meeting with the EEP Committee on the afternoon of Monday 15 April 2013. 30

102 The Chairman of the EEP Committee is requested to bring the matter of the buoyant beacon to the attention of the dictionary editors. 30