**ACTION ITEMS FROM EEP20**

*Action Items for the IALA Secretariat*

1 The Secretariat is requested to forward the draft Guideline for Application of AIS on Buoys (EEP19/output/3) to the IALA Council for approval. 7

2 The Secretariat is requested to forward the draft Guideline on Lightning Protection (EEP20/output/4) to the IALA Council for approval. 11

3 The Secretariat is requested to forward the draft Guideline for Application of AIS on Buoys (EEP19/output/7) to the IALA Council for approval. 11

4 The Secretariat is requested to forward the draft Liaison Note to the e-NAV Committee (EEP20/WG1/WP2) to EEP21. 12

5 The Secretariat is requested to forward EEP20/WG1/WP2A (S101 Data Classification and Encoding Guide) to EEP21 12

6 The Secretariat is requested to forward the Liaison Note on e-Navigation requirements and interfaces (EEP20/output/20) to the e-NAV Committee. 12

7 The Secretariat is requested to forward the Liaison Note on Disaster Recovery (EEP20/output/19) to the e-NAV and ANM Committees. 12

8 The Secretariat is requested to forward the draft Guideline on Hydrostatic Buoy Design (EEP20/output/5) for Council approval. 13

9 The Secretariat is requested to convert EEP20/7 into an Information Paper for possible posting on the IALA Wiki. 14

10 The Secretariat is requested to forward output paper EEP20/output/3 (Workshop proposal) to Council for approval. 14

11 The Secretariat is requested to forward working paper EEP/WG1/WP1 (proposed contents of an IALA Guideline) to the polar Engineering Workshop. 14

12 The Secretariat is requested to forward Working Paper EEP20/WG1/WP3 on anti-fouling to EEP21. 15

13 The Secretariat is requested to forward working paper EEP20/WG1/WP4 on theft and vandalism to EEP21. 15

14 The Secretariat is requested to inform the Heritage Seminar steering group that it is requested to consider the possibilities of inviting Adrian Wilkins to attend the event to introduce the History of Floating Aids to Navigation to the attendees. 17

15 The Secretariat is requested to forward EEP20/WG2/WP1, History of Floating Aids to Navigation to EEP21. 17

16 The Secretariat is requested to complete the production of pdf copies of the articles listed in EEP/WG2/WP2, IALA Bulletin Articles related to Heritage and Civil Engineering matters. 19

17 The Secretariat is requested to forward EEP20/WG2/WP2, IALA Bulletin Articles related to Heritage and Civil Engineering matters to EEP21. 19

18 The Secretariat is requested to forward the Liaison Note on the requirement for ongoing Heritage links within IALA (EEP20/output/23) to PAP25. 20

19 When available, the Secretariat is requested to forward a revised EEP20/WG3/WP2 to EEP21. 23

20 The Secretariat is requested to forward EEP20/output/9 (Level 2 model course on An Introduction to Buoy Positions) to the Academy for approval. 24

21 The Secretariat is requested to forward EEP20/output/10 (Level 2 model course on Introduction to Shore Marks) to the Academy for approval. 24

22 The Secretariat is requested to forward EEP20/output/11 (Level 2 model course on Light Flashers, Lamp Changers and IPS Lanterns) to the Academy for approval. 24

23 The Secretariat is requested to forward EEP20/output/12 (Level 2 model course on Course Lights and Marine Lanterns) to the Academy for approval. 24

24 The Secretariat is requested to forward EEP20/output/13 (Level 2 model course on Rotating Beacons and Classic Lenses) to the Academy for approval. 24

25 The Secretariat is requested to forward EEP20/output/14(Level 2 model course on AIS AtoN Operations) to the Academy for approval. 24

26 The Secretariat is requested to forward EEP20/output/15 (Level 2 model course on an Sound Signals) to the Academy for approval. 24

27 The Secretariat is requested to forward EEP20/output/16 (Level 2 model course on Range, Sector and Leading Lights) to the Academy for approval. 24

28 The Secretariat is requested to forward EEP20/output/17(Level 2 model course on Preparation for surface coatings) to the Academy for approval. 24

29 The Secretariat is requested to forward EEP20/output/18 (Level 1 model course on Risk Management) to the Academy for approval. 24

30 The Secretariat is requested to forward EEP20/output/19 draft Guideline on Accreditation and Approval Process for Aids to Navigation Personnel Training to the Academy for approval. 24

31 The Secretariat is requested to forward EEP20/WG3/WP1 to EEP21. 25

32 The Secretariat is requested to forward the Liaison note on NAVGUIDE update on WWA (EEP20/output/7) to the ANM Committee. 26

33 The Secretariat is requested to forward the Liaison note on NAVGUIDE general updates (EEP20/output/8) to the ANM Committee. 26

34 The Secretariat is requested to forward the EEP NAVGUIDE Review Plan (EEP20/output/22) to the ANM Committee. 26

35 When available, the Secretariat is requested to forward a revised EEP20/WG3/WP3 on Key Performance Indicators to EEP21. 26

36 The Secretariat is requested to forward working paper EEP20/WG4/WP1 to EEP21. 27

37 The Secretariat is requested to forward working paper EEP20/WG4/WP2 on the use of inclinometers to monitor heel angle of buoys to EEP21. 27

38 The Secretariat is requested to forward working paper EEP20/WG4/WP3 to EEP21. 27

39 The Secretariat is requested to forward the draft revised Recommendation E-108 (EEP20/output/6) to Council for approval. 27

40 The Secretariat is requested to forward working paper EEP19/WG4/WP4 on illumination of structures to EEP21. 28

41 The Secretariat is requested to forward EEP20/C&VC/WP1 (Mindmap for future work items) to EEP1. 28

42 The Secretariat is requested to consider how best to retain the support of ex-members of Committees 29

43 The Secretariat is requested to consider the feasibility of holding an induction course and providing mentoring for new members of Committees. 29

44 The Secretariat is requested to forward the EEP20 Committee report (EEP20/output/1) to Council to note. 30

45 The Secretariat is requested to forward the proposed changes to the EEP Work Programme (EEP20/output/2) to Council to approve. 30

*Action Items for the WWA*

None

*Action Items for Members*

46 The members of the Committee are requested to review sections 17 – 19 of EEP20/WG1/WP2A (S101 Data Classification and Encoding Guide) and provide input to EEP21. 12

47 Sipke Hoekstra is requested to continue investigations into the specification of polyethylene moulding materials. 12

48 Paulo Mauricio Rego is requested to convert the buoy questionnaire spreadsheet into a format suitable for use in the relevant Guidelines. 13

49 CETMEF is requested to upload the video on 'in water buoy stability evaluation' to You-tube and provide the Secretariat with a link to it. 13

50 Adrian Wilkins is requested to liaise with Mobilis regarding the Committee’s queries and report to EEP21. 13

51 EEP Committee Members are asked to identify possible work activities, for further discussion at EEP21. 14

52 EEP Committee Members wishing to forward the information in writing are requested to provide the information inter-sessionally to Adrian Wilkins. 15

53 The WG is requested to provide further inter-sessional review on this issue and provide input for further development at EEP21. 15

54 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. 16

55 Adrian Wilkins is requested to review the Appendices and include them in the History of Floating Aids to Navigation to produce a final Version 1 of the document for publication. 17

56 Adrian Wilkins and Bob McIntosh are requested to investigate possibilities of obtaining funding for publication of the History of Floating Aids to Navigation booklet. 17

57 Jo van der Eynden is requested to review the questionnaire on Complementary Uses of Historic Lighthouses as soon as possible and circulate it amongst WG2 members for comment. 18

58 When available, WG2 members are requested to review the questionnaire circulated by Jo van der Eynden and return comments to him in advance of EEP21. 18

59 Jo van der Eynden is requested to incorporate WG2 members’ comments and submit a revised questionnaire on Complementary Uses of Historic Lighthouses to EEP21 for committee approval. 18

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. 19

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’. 19

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. 19

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. 19

64 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. 19

65 Bob McIntosh and Christian Lagerwall are requested to consider the possibility of producing a document on the history and development of daymarks. 19

66 EEP Committee members are requested to circulate the heritage seminar brochure within their organisation, particularly to those who have a level of responsibility or interest in the heritage of lighthouses and encourage them to attend. 20

67 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. 21

68 WG2 members are requested to consider options for developing this guideline when additional information becomes available. 21

69 Nicolas Fady is requested to update the EEP Committee and Working Group 2 on the work being carried out by CETMEF on humidity monitoring of their lighthouses. 21

70 Bob McIntosh is requested to post the information from EEP18/9/6 on the IALA Wiki. 21

71 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. 21

72 EEP Committee members are requested to submit examples of their building maintenance specifications to Bob McIntosh or as input to EEP 21. 21

73 David Jeffkins is requested to further develop procedures in consultation with Omar Frits Eriksson for updating and adding new content to the IALA Wiki. 22

74 EEP Committee members are requested to continue reviewing 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. 22

75 EEP Committee members are requested to review EEP20/WG3/WP2 and provide comments to Adam Hay. 23

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. 23

77 EEP Committee members are requested to send any relevant information on experiences or studies on the implication of global warning on AtoN management. 23

78 Adam Hay is requested to co-ordinate updates to EEP120WG3/WP2 and submit it as input to EEP21. 23

79 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 EEP21 if available. 23

80 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 EEP20/output/22. 26

81 Frank Hermann is requested to recalculate sound pressure levels for calculation audible signals and to provide details of any corrects required for input and review at EEP21. 26

82 EEP Committee members are requested to review working paper EEP20/WG3/WP3 on key performance indicators and provide comments to Errol Joppich, Richard Moore and Jørg Unterderweide before September 2013. 26

83 All EEP Working Group Chairmen are requested to review the documentation that they are responsible for and update the spread sheet with the documents that need to be reviewed and what updates are required with a view to inform the next work programme. 27

84 Malcolm Nicholson is requested to provide an input paper to EEP21 on the vertical divergence of fixed lights. 27

85 Frank Hermann is requested to expand on the section on rotating optics and add a section on the fixed telescope method and input inter-sessionally to Malcolm Nicholson 27

86 Aivar Usk, is requested to expand the section on multiple source sector lights and input inter-sessionally to Malcolm Nicholson 27

87 Fernando Romero is requested expand the section on rotating colour switching sector light and provide input inter-sessionally to Malcolm Nicholson 27

88 Malcolm Nicholson is requested to edit, format and collate the inter-sessional work and input the draft guideline to EEP21 27

89 Ju-Seop HAN is requested to submit an input paper to EEP21 on the Design Process of Illuminating Structures in Korea. 28

90 EEP Committee members who have had experience of illuminating structures are requested to submit input papers to EEP21 on design methodology. 28

91 Committee members are requested to provide suitable high-definition photographs / graphics that can be used, if necessary with attribution, in future editions of the Bulletin. 28

92 Committee members are requested to propose topics for inclusion in the Bulletin that are not currently covered. 28

93 Committee members are requested to apply to be registered as IALA experts. 29