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Report of the 21st Session of the IALA Policy Advisory Panel (PAP)

12 & 13 April 2011

***Executive Summary***

* Concern at potential difficulties in the development of e-Navigation (section 6.3);
* Proposal supported to reallocate WG1 (Operations) and WG6 (portrayal for the e-NAV Committee to the ANM and VTS Committees respectively (section 8.2);
* Update on the WWA (section 9);
* Update on IALA Net and perceived challenges (section 10);
* Extensive discussion on Vessel Traffic Management (VTM) and its proposed new name (Maritime Transport Collaboration and Harmonisation (MATCH) and a revised definition, resulting in a recommendation to consider the VTS Committee’s Task 1 complete (section 12);
* Review of 2010 – 2014 programme, including meeting dates, workshops / seminars programme (section 13.1 & PAP21/output/4);
* Review of workshop proposals (section 13.1);
* Dealing with nations reservations and requests (section 14.2);
* Guidance on the holding of inter-sessional meetings (section 14.3);
* Request to provide IALA strategy a little earlier (section 14.5)
* Process for future handling of the Annual Questionnaire (section 14.6);
* Work of the IALA IT group (section 15.1)
* Discussion of representation at external bodies (section 17.4).
* Request for further guidance about VTS beyond territorial seas (section 17.5);
* Forwarding of draft revised IALA Committee Rules of Procedure (PAP21/output/6) and the revised IALA Document Quality Assurance Process to LAP (PAP21/output/3A) (section 14.2).

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| PAP  21st Session | 13 April, 2010 |

Report of the 21st Session of the IALA Policy Advisory Panel (PAP21)

# Welcome

The 21st session of the **Policy Advisory Panel** was held on 12 & 13 April 2011, 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 to the first meeting in the new offices.

# Approval of the agenda

## Agenda

The Agenda (PAP21/2/1) was adopted. A copy of the agenda is at ANNEX A.

## Participants

|  |  |  |
| --- | --- | --- |
| Gary Prosser | IALA Secretary General | IALA - Chairman |
| Svend Eskildsen | Council member | Denmark |
| Phil Day | Chair, ANM Committee | UK |
| Omar Frits Eriksson\* | Chair, EEP Committee | Denmark |
| Bill Cairns | Chair, e-NAV Committee | USA |
| Michael Skov | Vice Chair, ANM Committee | Denmark |
| Seamus Doyle | Vice Chair, EEP Committee | Ireland |
| Nick Ward | Vice Chair, e-NAV Committee | UK |
| Mike Hadley | Technical Co-ordination Manager | IALA - Secretary |
| Jean Charles Leclair | IALA Representative to IMO | IALA |
| Marie-Helene Grillet | Administration Manager | IALA |
| Paul Ridgway | Editor IALA Bulletin | IALA |

Apologies were received from:

|  |  |  |
| --- | --- | --- |
| Tuncay Çehreli | Chair, VTS Committee | Turkey |
| Steve Nell | IMC Vice President | IMC |
| Neil Trainor | Vice Chair, VTS Committee | Australia |

## Output and Working Papers

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

## Action Items

A list of action items is at ANNEX D.

# Review of Action Items from last meeting

Action Items from the previous meeting (PAP21/3/1) were reviewed.

## Secretariat

The majority of the actions for Secretariat were noted as complete. Exceptions were:

Action 1 It was decided to delete this action.

Action 8 On-going. Contact has been made and a meeting is anticipated in the coming month.

Action 9 Deferred to PAP22 and will be raised at the next IALA Net Steering Committee meeting.

Action item

Jean-Charles Leclair is requested to include the marketing of the commercial version of IWRAP Mk2 on the agenda of IALA NET SC10.

Action 20 This action is ‘in hand’; a quotation has been requested. It was acknowledged that activities outside IALA are not covered by IALA’s insurance. It was agreed that insurance cover is required for meetings held outside IALA, as well as for any workshops / seminars. In discussion, possible coverage by member’s employers and personal travel insurance were mentioned.

It was requested that the topic be forwarded to LAP.

Action item

The Secretariat is requested to include IALA insurance on the agenda of LAP8.

## Members

The following actions are outstanding:

Action 24 Finalising the historic lighthouse template and then use it to commence populating an historic lighthouse database is being tackled inter-sessionally by Bob-McIntosh and Gwenola.

Action 28 All Committees are requested to consider whether the IALA Dictionary should become a work item in the Work Programme This to be maintained as an action item.

Action 31 The VTS Committee is requested to provide its view on the suitability of the UMDM to be a standalone data model or be a domain under S-100 to e-NAV9. This was considered to be overtaken by events

Action items

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

All Committees are requested to consider whether the IALA Dictionary should become a work item in the Work Programme.

Action 38 The Panel is requested to consider options for sponsorship linked to the new offices and pass their ideas directly to the Secretary-General before 1 March 2011.

It was noted that the Secretary-General had raised the subject of sponsorship with the IMC at their meeting in March. As a result, a brief is being prepared stating the sponsorship opportunities available. These will take the form of naming rights on rooms within the IALA offices , with the rights running from Conference to Conference.

# Review of Input papers

The list of input papers (PAP21/2/1 rev1) was noted; a copy is at ANNEX B.

Two late papers were tabled (PAP21/5/2 & PAP21/5/3).

# Update on the work of the IALA Committees and Council

## VTS Committee

The Secretary provided an overview of the recent meeting (VTS32), which had been held in Copenhagen, thanks to the kind hospitality of DaMSA. The key outputs were covered and it was noted that the VTS2012 Symposium Steering Group had met during the meeting, followed by the Symposium’s Papers’ Committee; the selection of papers for the Symposium had been finalised. It was remarked that, at times, the meeting had been somewhat fractious.

A VTS Training and Accreditation meeting had been convened on the day following VTS32. The meeting had supported the VTS Committee’s view (VTS32/output/2). Based on the output paper a position paper on the Mandatory Training of VTSOs had been drafted (PAP21/5/3). PAP agreed with the proposal for mandatory training and asked that it be forwarded to the IALA Council for its consideration, with a view to its approval.

Action item

The Secretariat is requested to forward the position paper on mandatory training of VTSOs (PAP21/output/2) to the IALA Council, for approval.

The Technical Co-ordination Manager, in his cover note to the Council, is requested to provide brief comments about the implications of following the SOLAS or STCW routes.

It was suggested that the way forward is a step by step approach, taking care to minimise the chance of rejection at IMO (see section 5.1 of PAP21/5/2). Thus the first step is proposed to be the continuing of work within the VTS Committee, coupled with identification of national members who would support a future submission to IMO.

In discussion about accreditation, it was noted that STW had recently decided that training institutes should be accredited and that their courses be approved. This change of emphasis needs to be reflected in IALA guidance and this is already planned to be addressed at VTS33.

Action item

The VTS Committee is requested to continue with its work on proposing mandatory training for VTSO’s and to identify national members who would support a future submission to IMO.

## e-NAV Committee

By means of a presentation, Bill Cairns outlined the developments at e-NAV9, which had also been held in Copenhagen. He gave the Committee’s thanks to DaMSA for its support in making the arrangements. The meeting had set a new record for attendance (108) but with 6 registrants not turning up and with 12 unexpected registrants arriving on the Monday morning.

The outputs from the meeting were covered, which led to a brief discussion of the papers proposed as inputs to NAV57 and which had been sent to the IALA Council by e-mail for approval. The handling of the Resilient PNT paper (e-NAV9/output/20), which had led to it being changed was reviewed by the Secretary-General.

It was noted that WG4 (Communications) would need a new Chairman at e-NAV10.

Bill Cairns ended with a slide giving four issues for PAP, each of which was covered during the meeting.

The supporting presentation is an output from the meeting.

## EEP Committee

Ómar Frits Eriksson covered events at EEP16.

Issues identified were:

1. Product certification, following receipt of a formal letter from the IMC suggesting its termination. This led the Committee to make some recommendations, should the Council decide to accept the IMC proposal. The meeting having reviewed the proposals, it was proposed that they should be brought to the Council’s attention. It was suggested that if product certification were terminated then guidance on it might be replaced with guidance on product procurement, which would provide a home for product templates This, in turn, might spawn further guidance on procurement.

Action item

The Secretariat is requested to bring the EEP Committee’s recommendations should product certification be terminated to the attention of the Council.

1. The proposal to merge ‘FLOATAID’ and ‘IALALITE / IALABATT’ in a single event was agreed by the meeting.

The supporting presentation is an output from the meeting.

## ANM Committee

Phil Day covered events at ANM16, which had seen a record attendance and been a most productive meeting with everyone contributing to the wok undertaken. From the review of the monitoring items and the presentations requests were made for some to be forwarded to other Committees.

Action item

The Secretariat is requested to forward the presentation on Buoy stability and the report on monitoring item 5 (Development of e-Navigation for AtoN users) from ANM16 to EEP17.

The Secretariat is requested to forward the reports on the ANM Committee’s monitoring items 4 (Development of e-Navigation within AtoN Authorities) and 5 to e-NAV10.

It was noted that the Committee will need to find a Vice Chairman for WG1 and may need to find another for WG2.

The supporting presentation is an output from the meeting.

## IMC

Steve Nell was unable to be present. The secretary – General reported on the IMC meeting held in Á Coruña in March 2011. It was noted that:

* The Committee’s finances are sound;
* There is concern about their website
* A revision to the IALA Constitution concerning payments by Industrial members, has been proposed;
* A recommendation has been made to terminate product certification.

The opportunity had been taken to view the prospective venue for the next Conference and a very favourable impression formed.

Not associated with the report of the IMC’s activities, there was a short discussion on the difficulties posed by trans-national companies. This concluded with the statement that the matter is under review.

## Council Report – 50th Session

PAP21/5/1 was noted. The Secretary-General remarked that the sensitivity of the report of Council proceedings, up to now made freely available to all members of Committees, has led to the decision to provide an abbreviated form of report for future meetings.

It was noted that the next meeting (Council 51) would be held in June in Brazil and the following meeting (Council 52) would be held at IALA. This latter meeting would coincide with the formal inauguration of the new offices.

# Work of other bodies

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

## Report from MSC88

PAP21/6/1 was noted.

Jean-Charles Leclair drew attention to the developments in relation to:

* Piracy:
* This causing growing concern;
* There is increasing use of armed guards.
* LRIT:
* Use is growing slowly, with limited take up of data purchase;
* 100 countries are now participating formally.
* SN.1/Circ.296 (IALA Risk Management Tool) ;
* SN.1/Circ.297 (IALA Maritime Buoyage System).
* Report of the Manila Conference:
* The amendment to STCW includes increased reference to VTS.

It was also noted that ‘The Committee agreed to the proposal by Japan and the United States to expand scope of the planned output on ‘New symbols for AIS aids to navigation’ to also include the development of policy, guidance and performance standards for AIS aids to navigation and rename the output accordingly, taking into account information provided by Chile on the use of satellite AIS.

## STW42

Turning to STW, Jean-Charles Leclair said that this had seen the first mention of e-Navigation and that, because there was something of an hiatus following the Manila Conference, one day had been devoted to a discussion about e-Navigation. This had been observed to be a training session for many delegates. There had been a focus on the Navigating navigator v the Monitoring navigator, in which the meeting had come down in favour of the Navigating navigator.

It had also been noted that the meeting had shown that the training of shore-based personnel is considered by some nations as a national responsibility, something that has also surfaced in discussions about mandatory training for VTSOs during VTS32.

## COMSAR15

From this meeting it was noted that

* S-100 had been approved as the basis for data access and information services
* a proposal had been made to form a harmonization group on data modeling, which is expected to be agreed to by MSC;
* the adoption of the Korean revision for the e-Navigation user requirement gap analysis template;
* the discussion on GMDSS
* the lack of e-Navigation input (few inputs are being submitted to NAV57);

There was some concern at what might happen when IMO member states start reacting in IMO meetings, compared with the current apparent reliance on the IMO Correspondence Group on e-Navigation. This prompted a suggestion that this ought to be brought to the attention of the IALA Council.

Action item

Jean-Charles Leclair is requested to provide an information paper to the IALA Council about the possible difficulties that e-Navigation could face during its progress through IMO.

Before the agenda item was concluded the editor of the Bulletin voiced his thanks to Jean-Charles Leclair for his provision of articles and his support.

## Submissions to IMO

Jean-Charles Leclair said three documents had been circulated by e-mail to the Council and been approved. Two documents had been submitted to NAV57 (based on e-NAV9/output/ 11 - Clarifications on AIS Navigation status & e-NAV9/output/20 – Resilient PNT). A 3rd document, which is a response to a Japanese & USA submission (NAV578) was to be discussed at PAP and would need to be submitted by 23 April).

The meeting reviewed and agreed the proposed text.

# The IALA Dictionary

Ómar Frits Eriksson called up and displayed the IALA Dictionary, whilst covering recent activities. He said that its size is gradually growing as is its usage. It is anticipated that from the existing definitions a selection of the most significant terms would be made, although none would be lost. He then requested that definitions used in new IALA documents be checked to see that they had been incorporated in the dictionary or agreed with the existing definition.

Action item

All Committees are requested to use the IALA Dictionary as a resource.

All Committees are requested to check definitions in new documents against the IALA Dictionary, taking action as required.

It was noted that the source of a definition is always quoted but that this may be the name of the submitter and not a reference of higher standing. It was suggested that provision for the ultimate reference for a definition should be made.

Action item

Ómar Frits Eriksson is requested to investigate whether provision can be made to record both the submitters of a definition’s name and also any reference of higher standing.

It was agreed that the IALA Dictionary should be a standing agenda item for each of the main Committees and there needs to be a unique identifying number for each definition. Identifiers exist for earlier definitions and their use allows easy reference when looking for definition in another language. This prompted a suggestion that what was needed was a Guideline on the Management of the IALA Dictionary. Volunteers were sought and the following agreed to participate:

Ómar Frits Eriksson (Chair)

Marie-Hèléne Grillet

Seamus Doyle

Nick Ward

Paul Ridgway

Tuncay Çehreli is also to be invited to join the group.

*Post meeting note. Tuncay Çehreli has agreed to join the drafting group.*

Svend Eskildsen cautioned that some definitions may be of interest to lawyers.

Action item

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

The Secretariat is requested to invite Tuncay Çehreli to join the dictionary maintenance Guideline drafting group.

Ómar Frits Eriksson is requested to co-ordinate the drafting of a Guideline of the Management of the IALA Dictionary.

# e-Navigation – Across Committees

## IALA Universal Maritime Data Model (UMDM)

It was agreed that this item would be covered under agenda item 8.3.

## Redistribution of e-NAV Committee Working Groups

PAP21/8/1 refers.

Bill Cairns introduced paper PAP21/8/1 and outlined the situation that caused some thought to be given to how the size of the expanding e-NAV Committee might be managed. Assuming that the people attending e-NAV9 agreed to move, the Committee would reduce in size by 33 people. However, there is no guarantee that the members of the WGs would move, perhaps deciding to join another e-NAV Working Group (WG). Both the Chairman of ANM and, by e-mail, the Chairman of the VTS Committee indicated that they would accept the tasks for e-NAV WG1 (Operations) and WG6 (Portrayal), providing that the requisite manpower decided to transfer to their Committees.

There was some concern about already tight deadlines for the e-NAV Committee submitting to the IMO Correspondence Group on e-Navigation being further tightened and that such input need to be provided in the light of the full e-Navigation expertise of IALA.

It was proposed that soundings be taken with the Nautical Institute and the IMO Correspondence Group on e-Navigation, possibly during NAV57.

Action item

The Secretary-General is requested to arrange a meeting between IALA (Secretary-General & Chairman of the e-NAV Committee), the Nautical Institute and the IMO Correspondence Group on e-Navigation to discuss the possible relocation of the e-NAV Committee’s WG1.

With regard to the possible move of the e-NAV Committee’s WG6, it was agreed that the Chairman of e-NAV should discuss this with the Chairman of the VTS Committee.

Action tem

The Chairman of e-NAV is requested to discuss the possible relocation of the e-NAV Committee’s WG6 with the Chairman of the VTS Committee.

## e-Navigation Architecture 'Picture Book' Information Paper e-NAV-140

Paper PAP21/8/2 refers

Bill Cairns introduced the paper, indicating that it was aimed at providing the non-specialist with a more understandable explanation of the developing e-Navigation architecture, which now represents an IALA data model as a domain under the IHO’s S-100 Graphical Interface registry.

There followed a lively discussion about the planned format as an Information Paper currently has no standing in the IALA document hierarchy. There were various suggestions, including the possibility of the document forming part of an e-Navigation manual.

It was agreed that it should be forwarded to the IALA Council, in its current form, together with a copy of the IALA Document Quality Assurance Process.

Action item

The Secretariat is requested to forward e-Navigation Architecture 'Picture Book' Information Paper e-NAV-140 (PAP21/output/3) and the IALA Document Quality Assurance Process (PAP21/output/3A) to the IALA Council for their consideration.

# IALA World Wide Academy

Jean-Charles Leclair brought the panel up to date with recent developments, including the formation of the Correspondence Group, the introduction of the idea of Level 1+ course and the dialogue now underway with the Nippon Foundation, which brought with it the need to be able demonstrate the effectiveness of the WWA. MENAS is ready to assist in this process and is paying for the creation of a Level 1 AtoN Manager course; a draft document is expected to be ready for submission to EEP17 / ANM17. MENAS has also requested that IALA assist in arranging a Level 1+ seminar, aimed at marine safety managers and regional authorities from in and around Bahrain. This event had been expected to be held towards the end of May 2011 but is currently ‘on hold’ until the situation in Bahrain is resolved or an alternative venue is proposed.

It is anticipated that of the Nippon Foundation does decide to sponsor the WWA, then the speed of its development will increase, with allocation of resources and the holding of additional events.

It was stated that preparations were being made for the operating procedures for the WWA governing body.

Turning to VTS, Jean-Charles Leclair said that there is a need to provide training opportunities and that IALA members need to be encouraged to follow the existing guidance on training. Given that some countries have little or no infrastructure, he wondered if VTS was aiming too high but that this presented an opportunity for the WWA.

He concluded by expressing his thanks for the input he was receiving from the EEP and ANM Committees.

# IALA NET

Jean-Charles Leclair reported that there are now 20 countries participating in IALA Net but that there had been no new approaches in the past 18 months. Recruiting, therefore, remains a priority.

The next meeting of the IALA Net Steering Group is on 14 and 15 April, when satellite based AIS would be explored. He then speculated that IALA Net would benefit from a public relations effort as, despite existing documentation, some members are still unsure what IALA Net can do for them. He observed that IALA Net is probably of more use to developing nations, with the future lying is space based AIS and the sharing of other information.

It is intended to review the technical platform and that the aim must be to provide tools for the user and thus a service. It was then noted that private providers have high charges with access to approximately 500 shore-based antennae. Whereas IALA Net data is free and with access to a much higher number of antennae.

The current challenges were stated as:

* AIS data is, potentially, a revenue raiser;
* Some countries see AIS data as military / confidential data;
* Within the EU, SafeSeaNet.

The marketing of IALA Net is on the agenda for the next Steering group meeting and consideration is being given to the production of a pamphlet after the Global Sharing of Maritime Data workshop in September 2011.

# IALA and Risk Management

## IWRAP MK 2 – Progress

Ómar Frits Eriksson said that that there had not been any major developments recently and he wondered if members are using it. Some clearly are as there is a steady flow of feedback to Gatehouse. However, some users are find the work involved in using the commercial version of IWRAP Mk2 ‘non trivial’ and that the importing of AIS data is slow. There is reason to believe that these users are not sufficiently adept at using the tool, as well trained users are not experiencing these problems. Thus the reason for the at least annual training courses remains and spreading expertise widely will probably mean taking the training seminars to different groups of users, geographically.

DaMSA reported satisfaction with the results when using IWRAP Mk2 when investigating establishing routing systems.

Whilst generally progressing development, a next step will be to produce a plug in facility for additional programs. Causation factors remain a focus for current work and this is being pursued within project EfficienSea.

## PAWSA, IWRAP Mk2 and Simulation Training Seminar

Jean-Charles Leclair said that the training seminar in November 2010 had been the first run under the auspices of the WWA and that all attendees had received a certificate. The course had well attended and the combining of training on PAWSA, IWRAP Mk2 and simulation had been judged a success. This is being taken as the model for future courses.

# Vessel Traffic Management (VTM)

Papers PAP21/12/1 & PAP21/12/2 refer.

The Secretary outlined both papers, highlighting the proposed introduction of the new name MATCH (Maritime Transport Collaboration and Harmonization) and revised definition in PAP21/12/1 and the conclusions / recommendations reached in both papers. This prompted a discussion in which the following points were made; they are not in order of significance and some are repetitious:

1. Transport chain issues fall outside the remit of IALA, thus much of VTM lies outside IALA’s competence;
2. The definitions of MATCH and e-Navigation are virtually equivalent;
3. The links and infrastructure to be utilised by MATCH and e-Navigation will be the same but the use to which the data transferred is put will be different;
4. Does IALA need two concepts (e-Navigation and VTM (MATCH)) to take forward the same idea?
5. After 4 years there is still no consensus on the definition and common understanding of the VTM (MATCH) concept;
6. The scope of VTM (MATCH) is transport oriented whereas e-Navigation is wider ranging;
7. VTM (MATCH) overlaps with initiatives such as e-Maritime;
8. The national / IMO view of VTS is currently restricted to territorial waters and there is a need for VTS to look more widely; this appropriate to IALA’s role;
9. The time taken in trying to establish the VTM (MATCH) concept has distracted the VTS Committee from its principle task and, following NAV56, this may also be the view at IMO;
10. The Secretary-General of IMO has warned against the focus on e-Navigation being diverted;
11. There is likely to be further development of what in some countries are known as Area Control Centres and which seem to be what the public want. IALA could investigate how the operation of such centres might be harmonised and this would be within the scope of IALA’s core business;
12. Other international maritime organisations, such as IAPH and ICS, could be approached to seek their views on the need for a forum to foster harmonisation within the maritime transport chain (harmonised transport logistics) and, if agreed necessary, determine which body would be best to take the lead;
13. Pursuing VTM (MATCH) poses a potential risk to IALA’s reputation.
14. Acknowledgement that some nations (such as Germany, the Netherlands and Turkey) are already implementing measures in line with VTM (MATCH); it is good to have such an holistic approach but it goes beyond the remit of IALA.

The outcome of what was a wide-ranging discussion was that PAP should advise the IALA Council it recommends that Task 1 from the VTS Committee’s Work Programme - *Define the concept and develop the scope of the VTM, including the role and position of VTS in VTM and support to ship and port security and other services. (In consultation with e-NAV, and focusing on the VTS/VTM related architecture and specifying the VTS/VTM functional requirements.)* be considered complete.

However, Council may wish to consider:

1. Testing support for a workshop on harmonised transport logistics from international organisations.
2. Retaining ‘VTS involvement in harmonised transport logistics’, as a monitoring item for the VTS Committee.
3. Requesting the VTS Committee to prepare a final report on Task 1 for submission to the IALA Council at its 52nd Session.

Action item

The Secretary-General is requested to inform the IALA Council of PAP’s recommendation about the termination of Task 1 for the VTS Committee.

# Work Programme 2010 – 2014

## Workshop & Seminar programme for 2010-2014

This agenda item also covered proposals for changes to some Committee meeting dates.

The Secretary ran through Paper PAP21/13/2, indicating where:

* It was proposed to change the ‘Spring’ meetings dates in 2012 and 2013, so that they span Easter;
* Workshop / seminar dates are firming up; and
* Where decisions still need to be made about workshops / seminars.

During the following discussion, some adjustments were made to the proposed dates and some attendant details, following which it was agreed that the revised plan be submitted to the IALA Council for its consideration.

Action item

The Secretariat is requested to forward the draft revised IALA programme for 2011 – 2014 (PAP21/output/4) to the IALA Council for its consideration, with a view to approval.

### IALA Risk Management Toolbox seminars

In discussion, it was suggested that the annual ‘Risk’ seminar was important to retain (see paragraph 11) but that the ‘ownership’ of the seminar needed to be either shared or assumed by the ANM Committee.

Action item

The Chairmen of the ANM and EEP Committees are requested to discuss the matter of ‘ownership’ of the annual ‘Risk’ seminars and report back to PAP22.

Given the need to spread expertise in the use of the toolbox and, in particular IWRAP Mk2, it is necessary to consider holding the seminars in different locations and it was agreed that the Risk Steering Group should consider the matter and make proposals to EEP17 & ANM17.

Action item

Ómar Frits Eriksson is requested to raise the matter of where the annual risk seminars should be held with the Risk Management Steering Group, with a view to making proposals to EEP17 & ANM17.

Jean-Charles Leclair said that it was important that all training seminars now be recognised as part of the WWA and, as such, be marked by the presentation of a certificate to all attendees.

Turning to the proposed WWA workshop (February 2013) Jean-Charles Leclair remarked about the need to market the WWA and said that the workshop is due to be discussed at EEP17. The workshop may involve the governing board of the WWA or the drafting of documentation about the WWA’s governance.

Jean-Charles agreed to incorporate training workshops / seminars into his report about the WWA to the Council51.

Action item

Jean-Charles Leclair is requested to incorporate details about training workshops / seminars into his report about the WWA to the IALA Council at its 51st Session.

## Insurance

This item, which arose from the need to check on the insurance status of events conducted away from IALA, was covered under agenda item 3.1.

# Review of IALA procedures

PAP21/14/1 was noted.

## Committee Working Group structure

It was agreed that this item had been covered under agenda item 8.2.

## Dealing with national reservations & requests

The Secretary outlined the gradually increasing practice of some Committee members to act as ‘National members’, much as if they were at IMO. Instances have occurred where Committee members have insisted on specific actions being taken ‘as the National representative’.

Although not covered in the Constitution, it was noted that the issue has been touched on by the IALA Council (Council 50), where it was agreed that decisions need not be unanimous. This is no reflected in the existing ‘Rules of procedure for IALA Committees’.

It was agreed that the collegiate nature of IALA decisions should be mentioned in the initial invitation to a Committee meeting and that the existing rules of procedure should be forwarded to the LAP.

Action item

The Secretariat is requested to include a statement in the initial invitation to Committee meetings that agreement requires majority approval and need not be unanimous.

The Secretary is requested to forward the Rules of Procedure for IALA Committees (PAP21/output/5) and the IALA Documentation procedures and quality control (PAP21/output/6) to LAP8.

## Working Group inter-sessional meetings – policy?

This subject was discussed at the IALA Council’s 50th Session and, as a result, the following guidance now appears in a draft revision of the Rules and Procedures for IALA Committees:

*Inter-sessional work can be a useful means of continuing the development of a Committee’s work items. However, excessive use can be demanding to a Committee member’s normal work and may be an indicator that a Committee’s Work Programme is over ambitious. Thus, the level of inter-sessional work is to be monitored closely by a Committee’s Chairman and Vice-Chairman.*

*The forming of an inter-sessional working group requires the approval of the Committee Chairman / Vice-Chairman. Each such group should have a clearly defined aim, with terms of reference approved by the Committee. These are then to be included in the report of the meeting at which they were approved.*

*Participation in inter-sessional work is voluntary; participation is entirely at the discretion of the body / organisation / company that a Committee member represents. In order to maximise participation and minimise absences and travel costs, primary use should be made of e-mail and facilities such as GoToMeeting. ‘In-person’ meetings should only be utilised in exceptional circumstances, where feasible be held at IALA, and with the express permission of the Secretary General. Inter-sessional work that requires ‘in-person’ meetings will be reported to the Council.*

It was suggested that in order to make the use of inter-sessional meetings more evident to the IALA Council, details of them should be included in the meeting report’s executive summary. It was said that IALA has the capability to host a teleconference but that, for practical reasons, this facility is only feasible when a member of the Secretariat is involved.

Action item

The Secretariat is requested to include details of planned inter-sessional events in the executive summary of the report of the meeting at which they are reported.

Chairmen and Vice Chairmen of Committees are requested to note the guidance on inter-sessional meetings.

## Committee input paper template

The Secretary reported that the use of the template was gradually growing but still covered a minority of inputs to Committee meetings. It was agreed that future inputs that did use the template or provide a cover note that used it should be rejected. The paper(s) should be returned to the person making the submission, together with a copy of the template.

Action item

The Secretariat is requested to include guidance on the use of the input paper template, including what will happen if it is not used, in the initial invitation to a meeting.

## Strategy & the 2014 – 2018 Work Plans

In order to make Committee Work Programmes more coherent, it was requested that the IALA strategy document for a forthcoming 4 year Work Session be available at least in time for consideration at the last meeting of the current Work Session. It was also requested that the strategy be set at a consistent and higher level.

Leading discussion, the Secretary-General outlined the process by which the IALA strategy is determined. It was concluded that this topic should be raised at the next PAP / Strategy meeting (October 2011).

Action item

Phil Day is requested to raise the subject of the IALA strategy and timing of its availability to Committees at the October 2011 meeting of Pap and the IALA Strategy Group.

## IALA Annual Questionnaire

Phil Day said that the 2010 questionnaire was ready to be sent to IALA members and that this would occur in the next 2-3 weeks. The questionnaire is available in English, French & Spanish and can be completed on screen, with automatic submission to IALA. It is his intention that the new .pdf formatted questionnaire, where the only free text required is the name of the submitting organisation, will also be used for at least 2011, 2012 and 2013. This will provide consistency of results in successive years, thus enabling trends to be detected. In the meantime the ANM Committee will conduct a thorough review, completing by ANM21 (October 2013), with the intention of setting the questionnaire at a higher level and for it to embrace a wider range of topics covering the interests of all Committees.

The Panel agreed with this plan of action.

Action items

The Secretariat is requested to forward the Annual Questionnaire for 2010 to all IALA members, copied to all members of the ANM Committee.

The Chairmen of the EEP, e-NAV and VTS Committees are requested to consider what topics might usefully be included in a review of the Annual Questionnaire and notify the Chairman of the ANM Committee of any topics identified.

In further discussion it was stated that the results from the questionnaire are the nearest thing that IALA has to an Annual report and that consideration is being given to placing the results on the IALA website; any analysis of the results will be placed on the ftp server.

## Document & enquiry process

Arising from a suggestion from the Chairman of the ANM Committee, the Secretary showed a draft flow diagram for both the handling of IALA documents and queries received by IALA. After some initial revision, it was agreed that the two diagrams be included as Annexes to the report of the meeting, with a view to members of the panel commenting in time for PAP22 and possible submission to the IALA Council’s 52nd Session.

Action item

Chairmen and Vice Chairmen of Committees are requested to provide comment on the flow diagrams at Annexes E & F to the meeting report in time for consideration at PAP22.

## Committee pre-meeting

The discussion focussed on arrangements for and at Committee meetings. Following discussion about potential confusion in the minds of members, it was said that it would be helpful if a Papers’ List could be included with each input paper posting.

Action item

The Secretariat is requested to include a provisional Papers’ List with each posting of a Committee meeting’s input papers.

With a view to maximising time allocated to WG, it was agreed that, as a rule, reports by monitoring item rapporteurs should be in writing and that their verbal report should be limited to 10 minutes; presentations should normally be restricted to 15 minutes.

# IALA IT Facilities

## IALA Information Technology Group

The Secretary-General outlined the reason for the formation of the group.

Ómar Frits Eriksson, who chairs the group, covered the range of topics that the group is beginning to tackle and said that its aim is to obtain optimal utilisation of the IT infrastructure within and from outside IALA.

There was a discussion about the impact of ‘social media’ and how it might be employed beneficially by IALA, which prompted the thought that it may be necessary to create a policy to cover this aspect of IT. Also, there was a suggestion that IALA might benefit from an intranet, which Ómar Frits Eriksson said the IT group would consider.

# IALA Bulletin & Related matters

PAP21/16/1 was noted.

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

**Bulletin edition Issue date Deadline for articles**

2011/2 June 2011 1st April 2011

2011/3 September 2011 1st July 2011

2011/4 December 2011 1st October 2011

2012/1 March 2012 1st January 2012

2012/2 June 2012 1st April 2012

2012/3 September 2012 1st July 2012

2012/4 December 2012 1st October 2012

2013/1 March 2013 1st January 2013

Paul Ridgway completed his report by thanking all contributors and sponsors and requesting that the flow of articles continue. He indicated that the Bulletin was unique in having article summaries in French and Spanish. The Bulletin is well provided for with comprehensive reports on IMO business written by Jean-Charles Leclair, the IALA Representative there.

The panel then voiced its thanks for the excellent standard of the Bulletin and Paul Ridgway’s and Gwénola Josse’s hard work and skill in producing it.

# Any Other Business

## IALA Move – initial reactions

The Secretary-General gave an overview of the experience of hosting EEP16 and ANM16, where the reactions of both Committees was generally favourable, with the most common criticism being the poor service provided of the WiFi and FTP server. This view was endorsed by the Chairs of the meetings.

It was suggested that although some changes in procedure had already been trialled, e.g. the non-provision of pigeon holes and the changed lunch arrangements, the move of offices might make some further changes possible. The Panel was asked to consider whether any changes to IALA’s way of doing business might be made and to inform the Secretary if any were identified.

Action item

The Chairs and Vice Chairs of all Committees are requested to consider options for changing IALA operating procedures and inform the Secretary accordingly.

The new sound system was mentioned and it was identified that it would be helpful to indicate that members should take Bus R2 (Sud), when leaving St Germain for the IALA offices, on the map attached to the first invitation and on the website. It was also asked that a clock be placed towards the rear of the plenary room, where it would be visible from the podium.

Action items

The Secretariat is requested to update the maps provided to members to indicate which R2 route should be taken from St Germain.

The Secretariat is requested to provide a clock, visible from the podium, towards the rear of the plenary room.

## Sale of IALA publications

It was agreed that the policy for the sale of IALA publications should be reviewed once the revised website became operational.

## PAF & IMPA

The Secretary-General reviewed, briefly, the disagreement that IMPA has with IALA.

## Representation at external bodies

The Secretary reported that the recent concern about representation at other international bodies seems to have resolved itself. Current representatives are:

Bill Kautz (USCG) at ITU

Malcolm Nicholson (GLA R&RNAV) at CIE

Phil Day (NLB) at the AWG Working Group of ICAO

## VTS beyond territorial seas

Paper PAP21/17/2 refers.

The Secretary explained the dilemma that the VTS Committee found itself in, in that the second part of its Task 2 *Develop criteria, guidance or general provisions, for submission to IMO, on establishing and operating a VTS beyond territorial seas, to include a clarification of the difference between a VTS Area established / extending beyond territorial seas and operated as a VTS in its own right and a ship reporting system managed / monitored by a VTS,* appears to have been revoked by the IALA Council at its 50th Session. If this is the case then the VTS Committee would like to report that Task 2 is now complete.

It was agreed that IALA is not in a position to put forward a suggestion to IMO that a VTS should operate beyond territorial seas in its own right, that would have to be done by one more National members. However, it was suggested that IALA could develop the supporting paperwork for such an idea for use by National members, if required.

It was agreed that the request of the VTS Committee should be forwarded to the IALA Council for their consideration.

Action item

The Secretariat is requested to forward VTS Beyond Territorial Seas (PAP21/output/7) to the IALA Council for their consideration.

## Arctic Forum

In response to a query about the status of the Arctic Forum, the Secretary-General said that the matter had been discussed at the previous Council meeting and that, as a result, revised terms of reference had been drafted. These were now circulating for comment.

## Vice Chairmen at PAP

When it was asked how necessary it was that Vice Chairmen of Committees attend PAP meetings, it was unanimously agreed that the Vice Chairmen play an essential role in the Panel’s proceedings.

The absence of both the Chairman and Vice Chairman of the VTS Committee then prompted the question as to whether all Committees ought to be represented at PAP meetings. It was felt that they should but there was no clear decision as to how this should be arranged.

Action item

Chairs and Vice Chairs are requested to consider how best Committees should be represented at PAP meetings, in the eventuality that both the Chairman and Vice Chairman are unable to attend.

## IALA Conference - Papers

It was agreed that it was first necessary to clarify the technical session themes before proposing session chairpersons. A first draft of session themes was created and will be included in the report of the report of the Conference Steering Group meeting of 11 April 2011

Action item

Chairmen and Vice Chairmen of Committees are requested to review the draft session themes for the 2014 Conference and be prepared to discuss them at the next Conference Steering Group meeting on 24 October 2011.

## Secondment from JCG

The Secretary-General informed the meeting that the Japanese Coast Guard will be seconding a VTSO to IALA for approximately 5 months, starting from 1 September 2011.

# Date and time of the next meeting

It was agreed that the next meeting of the IALA Policy Advisory Panel (PAP22) would take place on 25 - 26 October 2011, starting at 1000 hours. This meeting will follow a meeting of the Conference 2014 Steering Group on the morning of 24 October and a meeting of the PAP / Strategy Group in the afternoon of 24 October.

There being no further business, the Secretary-General thanked the Panel members for their participation and wished them a safe journey home.

Action item

The Secretariat is requested to forward the report of PAP21 (PAP21/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 papers 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. IALA documentation flow diagram

The flow diagram is at ANNEX E

1. IALA query flow diagram

The flow diagram is at ANNEX F

1. Agenda

The 21st meeting of the **PAP** will be held from 12 – 13 April 2011, at IALA.

The meeting will commence at 0900 hours on Tuesday 12 April. It will conclude, at the latest, at approximately 1600 on Wednesday 13 April. A Conference Steering Group meeting will be held on 11 April starting at 1400; an IALA Net Steering Group meeting is planned for 14 & 15 April.

The objectives of the meeting are to:

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

**AGENDA**

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

1. Welcome Gary Prosser
2. Approval of agenda All
3. Review of Action Items from last meeting Mike Hadley
4. Review of input papers Mike Hadley
5. Update on the work of the IALA Committees and Council
   1. VTS Committee Tuncay Çehreli
   2. e-NAV Committee Bill Cairns
   3. EEP Committee Ómar Frits Eriksson
   4. ANM Committee Phil Day
   5. IMC Steve Nell
   6. Council report – 50th Session Mike Hadley
6. Work of other bodies
   1. Report – MSC88 Jean-Charles Leclair
   2. Report – STW42 Jean-Charles Leclair
   3. Report – COMSAR15 Jean-Charles Leclair
   4. Submissions to IMO Jean-Charles Leclair
7. The IALA Dictionary Ómar Frits Eriksson
8. e-Navigation - across Committees All
   1. IALA Universal Maritime Data Model Bill Cairns
   2. Redistribution of e-NAV Committee Working Groups Bill Cairns
   3. e-Navigation Architecture 'Picture Book' - e-NAV-140 Bill Cairns
9. IALA WWA Jean-Charles Leclair
   1. The training of Aids to Navigation personnel Jean-Charles Leclair
10. IALA NET Jean-Charles Leclair
11. IALA and Risk Management
    1. IWRAP Mk 2 – progress Ómar Frits Eriksson
    2. PAWSA & IWRAP Mk 2 – seminar (Nov 2010) Jean-Charles Leclair
12. Vessel Traffic Management – Concept & Definition Tuncay Çehreli
13. Work Programme 2010 – 2014 All
    1. Workshop & Seminar programme for 2010-2014 Mike Hadley
    2. Insurance Marie-Helene Grillet
14. Review of IALA procedures
    1. Committee Working Group structure Gary Prosser
    2. Dealing with national reservations & requests Mike Hadley
    3. Working Group inter-sessional meetings – policy? Mike Hadley
    4. Committee input template Mike Hadley
    5. Strategy & the 2014 – 2018 Work Plans Phil Day
    6. The Annual Questionnaire Phil Day
    7. Document & enquiry process Phil Day
    8. Committee pre-meeting Phil Day
15. IALA IT facilities Mike Hadley
    1. IALA Information Technology Group Ómar Frits Eriksson
16. IALA Bulletin & related matters Paul Ridgway
17. Any Other Business Gary Prosser
    1. IALA Move – initial reactions Gary Prosser
    2. Sale of IALA publications Gary Prosser
    3. PAF & IMPA Gary Prosser
    4. Representation at external bodies Mike Hadley
    5. VTS beyond territorial seas Tuncay Çehreli
18. Date and Venue of next meeting Gary Prosser

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

1. Input Documents

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

Items highlighted are not on the Committee website.

1. Welcome
2. Approval of the agenda

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/2/1 | Agenda to 9 April | GP | 3 |

1. Review of action items from last meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/3/1 | Action Items from PAP20 | MH | 1 |

1. Review of input papers

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/4/1 | List of input papers | MH | Late |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/5/1 | IALA Council 50th Session | GP | 2 |
| PAP21/5/2 | Report - VTS Training Meeting 12 March 2011 | J-CL | Late |
| PAP21/5/3 | Inter-sessional meeting position paper on Mandatory Training for VTSOs | J-CL | Late |

1. Work of other bodies

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/6/1 | MSC88 Report | J-CL |  |

1. The IALA Dictionary

| Number | Title / Author (if required) | Presented by | Posting |
| --- | --- | --- | --- |
| PAP21/7/1 |  |  |  |

1. e-Navigation - across Committees

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/8/1 | Redistribution of e-NAV Working Groups | BC | 2 |
| PAP21/8/2 | e-Navigation Architecture 'PictureBook' Information Paper e-NAV-140 | BC | 2 |

1. IALA WWA

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/9/1 |  | J-CL | 1 |

1. IALA Net

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/910/1 |  |  |  |

1. IALA & risk management

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/11/1 |  |  |  |

1. VTM – Concept & Definition

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/12/1 | Liaison Note from VTS on the development of the VTM concept | MH | 2 |
| PAP21/12/2 | VTM Concept – Comment by AMSA | MH | 2 |

1. Work Programme – 2010 to 2014

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/13/1 | Proposed Workshops & Seminars 2010-2014, as reviewed by Council50 superseded by PAP21/13/2 | MH | 1 |
| PAP21/13/2 | Meeting dates 2010 - 2014 revised to 11Apr11 | MH | 3 |

1. Review of IALA procedures

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/14/1 | Revised rules of procedure – as approved by C50 | MH | 1 |

1. IALA IT facilities

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/15/1 |  |  |  |

1. IALA Bulletin & related matters

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/16/1 | Note by the editor of the IALA Bulletin | PR | 2 |

1. Any Other Business

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP21/17/1 | IALA Risk register | M-HG |  |
| PAP21/17/2 | Liaison Note from VTS on VTS Beyond Territorial Seas | MH |  |

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

**Output Papers**

|  |  |  |
| --- | --- | --- |
| Number | Title | Status |
| PAP21/output/1 | Draft Report | To Council to note |
| PAP21/output/2 | Inter-sessional meeting position paper on Mandatory Training for VTSOs | To Council for approval |
| PAP21/output/3 | e-Navigation Architecture 'PictureBook' Information Paper - e-NAV-140 | To Council for consideration |
| PAP21/output/3a | IALA Document Quality Assurance Process | To Council for their information |
| PAP21/output/4 | Draft revised Meeting dates 2010 - 2014 | To Council for approval |
| PAP21/output/5 | Draft revised Rules of Procedure for IALA Committees (2010-2014) | To LAP8 for consideration |
| PAP21/output/6 | IALA Document Quality Assurance Process | To LAP8 for consideration |
| PAP21/output/7 | VTS Beyond Territorial Seas | To Council for consideration |

**Working Papers**

There were no Working Papers

All presentations made during the meeting are available on the FTP server.

1. Action Items

Actions for the Secretariat

1. [Jean-Charles Leclair is requested to include the marketing of the commercial version of IWRAP Mk2 on the agenda of IALA NET SC10. 5](#_Toc290977967)
2. [The Secretariat is requested to include IALA insurance on the agenda of LAP8. 5](#_Toc290977968)
3. [The Secretariat is requested to forward the position paper on mandatory training of VTSOs (PAP21/output/2) to the IALA Council, for approval. 6](#_Toc290977969)
4. [The Technical Co-ordination Manager, in his cover note to the Council, is requested to provide brief comments about the implications of following the SOLAS or STCW routes. 6](#_Toc290977970)
5. [The Secretariat is requested to bring the EEP Committee’s recommendations should product certification be terminated to the attention of the Council. 7](#_Toc290977971)
6. [The Secretariat is requested to forward the presentation on Buoy stability and the report on monitoring item 5 (Development of e-Navigation for AtoN users) from ANM16 to EEP17. 7](#_Toc290977972)
7. [The Secretariat is requested to forward the reports on the ANM Committee’s monitoring items 4 (Development of e-Navigation within AtoN Authorities) and 5 to e-NAV10. 7](#_Toc290977973)
8. [Jean-Charles Leclair is requested to provide an information paper to the IALA Council about the possible difficulties that e-Navigation could face during its progress through IMO. 9](#_Toc290977974)
9. [The Secretariat is requested to invite Tuncay Çehreli to join the dictionary maintenance Guideline drafting group. 10](#_Toc290977975)
10. [The Secretary-General is requested to arrange a meeting between IALA (Secretary-General & Chairman of the e-NAV Committee), the Nautical Institute and the IMO Correspondence Group on e-Navigation to discuss the possible relocation of the e-NAV Committee’s WG1. 11](#_Toc290977976)
11. [The Secretariat is requested to forward e-Navigation Architecture 'Picture Book' Information Paper e-NAV-140 (PAP21/output/3) and the IALA Document Quality Assurance Process (PAP21/output/3A) to the IALA Council for their consideration. 11](#_Toc290977977)
12. [The Secretary-General is requested to inform the IALA Council of PAP’s recommendation about the termination of Task 1 for the VTS Committee. 13](#_Toc290977978)
13. [The Secretariat is requested to forward the draft revised IALA programme for 2011 – 2014 (PAP21/output/4) to the IALA Council for its consideration, with a view to approval. 14](#_Toc290977979)
14. [Jean-Charles Leclair is requested to incorporate details about training workshops / seminars into his report about the WWA to the IALA Council at its 51st Session. 14](#_Toc290977980)
15. [The Secretariat is requested to include a statement in the initial invitation to Committee meetings that agreement requires majority approval and need not be unanimous. 15](#_Toc290977981)
16. [The Secretary is requested to forward the Rules of Procedure for IALA Committees (PAP21/output/5) and the IALA Documentation procedures and quality control (PAP21/output/6) to LAP8. 15](#_Toc290977982)
17. [The Secretariat is requested to include details of planned inter-sessional events in the executive summary of the report of the meeting at which they are reported. 16](#_Toc290977983)
18. [The Secretariat is requested to include guidance on the use of the input paper template, including what will happen if it is not used, in the initial invitation to a meeting. 16](#_Toc290977984)
19. [The Secretariat is requested to forward the Annual Questionnaire for 2010 to all IALA members, copied to all members of the ANM Committee. 16](#_Toc290977985)
20. [The Secretariat is requested to include a provisional Papers’ List with each posting of a Committee meeting’s input papers. 17](#_Toc290977986)
21. [The Secretariat is requested to update the maps provided to members to indicate which R2 route should be taken from St Germain. 18](#_Toc290977987)
22. [The Secretariat is requested to provide a clock, visible from the podium, towards the rear of the plenary room. 18](#_Toc290977988)
23. [The Secretariat is requested to forward VTS Beyond Territorial Seas (PAP21/output/7) to the IALA Council for their consideration. 19](#_Toc290977989)
24. [The Secretariat is requested to forward the report of PAP21 (PAP21/output/1) to the IALA Council, to note. 20](#_Toc290977990)

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](#_Toc290977991)
2. [All Committees are requested to consider whether the IALA Dictionary should become a work item in the Work Programme. 6](#_Toc290977992)
3. [The VTS Committee is requested to continue with its work on proposing mandatory training for VTSO’s and to identify national members who would support a future submission to IMO. 6](#_Toc290977993)
4. [All Committees are requested to use the IALA Dictionary as a resource. 9](#_Toc290977994)
5. [All Committees are requested to check definitions in new documents against the IALA Dictionary, taking action as required. 9](#_Toc290977995)
6. [Ómar Frits Eriksson is requested to investigate whether provision can be made to record both the submitters of a definition’s name and also any reference of higher standing. 10](#_Toc290977996)
7. [All Committees are requested to include the IALA Dictionary as a standing agenda item. 10](#_Toc290977997)
8. [Ómar Frits Eriksson is requested to co-ordinate the drafting of a Guideline of the Management of the IALA Dictionary. 10](#_Toc290977998)
9. [The Chairman of e-NAV is requested to discuss the possible relocation of the e-NAV Committee’s WG6 with the Chairman of the VTS Committee. 11](#_Toc290977999)
10. [The Chairmen of the ANM and EEP Committees are requested to discuss the matter of ‘ownership’ of the annual ‘Risk’ seminars and report back to PAP22. 14](#_Toc290978000)
11. [Ómar Frits Eriksson is requested to raise the matter of where the annual risk seminars should be held with the Risk Management Steering Group, with a view to making proposals to EEP17 & ANM17. 14](#_Toc290978001)
12. [Chairmen and Vice Chairmen of Committees are requested to note the guidance on inter-sessional meetings. 16](#_Toc290978002)
13. [Phil Day is requested to raise the subject of the IALA strategy and timing of its availability to Committees at the October 2011 meeting of Pap and the IALA Strategy Group. 16](#_Toc290978003)
14. [The Chairmen of the EEP, e-NAV and VTS Committees are requested to consider what topics might usefully be included in a review of the Annual Questionnaire and notify the Chairman of the ANM Committee of any topics identified. 17](#_Toc290978004)
15. [Chairmen and Vice Chairmen of Committees are requested to provide comment on the flow diagrams at Annexes E & F to the meeting report in time for consideration at PAP22. 17](#_Toc290978005)
16. [The Chairs and Vice Chairs of all Committees are requested to consider options for changing IALA operating procedures and inform the Secretary accordingly. 18](#_Toc290978006)
17. [Chairs and Vice Chairs are requested to consider how best Committees should be represented at PAP meetings, in the eventuality that both the Chairman and Vice Chairman are unable to attend. 19](#_Toc290978007)
18. [Chairmen and Vice Chairmen of Committees are requested to review the draft session themes for the 2014 Conference and be prepared to discuss them at the next Conference Steering Group meeting on 24 October 2011. 20](#_Toc290978008)
19. IALA Document Processing Flow Chart



1. IALA Query Handling Flow Chart

