**ACTION ITEMS FROM EEP21**

*Action Items for the IALA Secretariat*

1 The Secretariat is requested to add an agenda item to the agenda for EEP22 for a Rapporteur report from Dr Fang on monitoring developments of simulation techniques. 9

2 The Secretariat is requested to upload the video provided by Sipke Hoekstra and the statistical information regarding plastic buoys provided by Jorg Unterderweide to the IALA Wiki web site. 12

3 The Secretariat is requested to forward EEP21-14.1.1.3 to Council for approval. 12

4 The Secretariat is requested to upload the CETMEF video on testing the stability of buoys from the Brest workshop to the IALA Wiki web site. 12

5 The Secretariat is requested to forward the Amended Guideline on Painting Aid to Navigation Buoys (EEP21-14.1.1.4) for Council approval. 12

6 The Secretariat is requested to forward the draft Guideline on Theft and Vandalism Deterrents (EEP21-14.1.1.5) to the IALA Council for approval. 12

7 Following updating by Mobilis, the Secretariat is requested to arrange to make the buoy mooring design software available to IALA members. 13

8 The Secretariat is requested to make document EEP21-14.1.1.2 on the use of Mobilis buoy mooring design software available on the Wiki. 13

9 The Secretariat is requested to forward the draft Guideline on AtoN Services in Polar regions (EEP21-14.1.1.1) to the IALA Council for approval. 14

10 The IALA Secretariat is requested to investigate the possibilities of publishing the History of Floating Aids to Navigation, with budget costs for layout and printing and to consider producing a proposal for having it available at the 2014 Conference. 15

11 The Secretariat is requested to forward a copy of the report on the Seminar on Maintaining Historic Lighthouses to all seminar attendees as per the list included in the report (EEP21-14.2.2.2). 19

12 The IALA Secretariat is requested to forward the report on the Seminar on Maintaining Historic Lighthouses to IALA Council to note. 19

13 The IALA Secretariat is requested to post a copy of the report on the Seminar on Maintaining Historic Lighthouses on the IALA Website. 19

14 The Secretariat is requested to forward EEP21-14.1.3.8 (revised Guideline 1036 on Environmental Management in Aids to Navigation) to Council for approval. 22

15 The Secretariat is requested to forward EEP21-14.1.3.10 (WWA model course overview on Level 2 technician training) to the Academy for approval. 23

16 The Secretariat is requested to forward EEP21-14.1.3.1 (WWA model course L2.10.1-2 – remote monitoring of AtoN) to the Academy for approval. 23

17 The Secretariat is requested to forward EEP21-14.1.3.2 (WWA model course L2.2.4 – wind generators) to the Academy for approval. 23

18 The Secretariat is requested to forward EEP21-14.1.3.3 (WWA model course L2.2.5-6 – mains AC power systems petrol and diesel generators) to the Academy for approval. 23

19 The Secretariat is requested to forward EEP21-14.1.3.4 (WWA model course L2.11.1-5 – AtoN structures, materials, corrosion and protection) to the Academy for approval. 23

20 The Secretariat is requested to forward EEP21-14.1.3.5 (WWA model course L2.11.6 – preservation of structures) to the Academy for approval. 23

21 The Secretariat is requested to forward EEP21-14.1.3.6 (WWA model course L2.11.7 – maintenance and planning records) to the Academy for approval. 24

22 The Secretariat is requested to forward EEP21-14.1.3.7 (WWA model course L2.2.7 – lightning protection) to the Academy for approval. 24

23 The Secretariat is requested to forward EEP21-14.1.3.9 (WWA model course L2.1.5-6 – buoy handling and safe working practices) to the Academy for approval. 24

24 The Secretariat is requested to forward a liaison note EEP21-14.1.3.11 to the Academy inviting it to consider inserting a reference to the new Guideline on VTS Train the Trainer in the next Edition of Recommendation E-141. 24

25 The Secretariat is requested to forward EEP21-14.1.3.12 (WWA model course L1.4 – an introduction to e-Navigation) to the Academy for approval. 24

26 The Secretariat is requested to make the product templates available on the IALA website. 24

27 The Secretariat is requested to forward the Liaison note on NAVGUIDE general updates (EEP21-14.1.3.13) to the ANM Committee. 25

28 The Secretariat is requested to forward the Liaison note on recommended changes to the IALA Questionnaire (EEP21-14.1.3.14) to the ANM Committee. 25

29 The secretariat is requested to forward EEP21-14.1.4.1 to Council for approval. 26

30 The Secretariat is requested to forward working paper EEP21-14.2.4.1 Guideline 1041 on sector lights to EEP22. 26

31 The Secretariat is requested to forward working paper EEP21-14.2.4.2 on Illumination of Structures 1061 to EEP22. 26

32 The Secretariat is requested to forward the EEP work programme EEP21-14.1.12 to Council to note. 27

33 The Secretariat is requested to forward Working Paper EEP21-14.2.13 to EEP22. 27

34 The Secretariat is requested to forward the EEP21 Committee report (EEP21-14.1.16) to Council to note. 27

*Action Items for the WWA*

None

*Action Items for Members*

35 The Chair/ Vice Chair are requested to review the action to finalise the historic lighthouse template and its application to commence populating an historic lighthouse database and add to the 2014-2018 Work Programme if required. 7

36 Jong Uk Kim is requested to keep the Committee informed of progress with the AtoN simulator and act as Rapporteur on simulation techniques. 9

37 Jong Uk Kim is requested to make enquiries re the possible availability of the simulator to the IALA WWA. 9

38 Adrian Wilkins is requested to liaise with Mobilis to finalise the updating of the Mobilis buoy mooring design software to v1.0 by Christmas 2013. 13

39 Peter Dobson is requested to provide a real-life step-by-step example of generating a Calmar model from an existing design using the Mobilis buoy mooring design software to Adrian Wilkins for inclusion in the buoy mooring design software manual (EEP21-14.1.1.2) by Christmas 2013. 13

40 Jorg Unterderweide is requested to translate the menu and user manual for the Mobilis buoy mooring design software into German and forward to Adrian Wilkins for inclusion in the buoy mooring design software manual (EEP21-14.1.1.2) by Christmas 2013. 13

41 Shaheen Mirza is requested to translate the menu and user manual for the Mobilis buoy mooring design software into Arabic and forward to Adrian Wilkins for inclusion in the buoy mooring design software manual (EEP21-14.1.1.2) by Christmas 2013 . 13

42 Committee Members are requested to review the e-Navigation information on S100 Data Classification and Encoding Guide which will be important for future electronic data transfer regarding all Aids to Navigation and submit comments to EEP22. 14

43 Jorgen Royal Petersen is requested to convert the spreadsheet for solar sizing in Polar regions to English and provide to the IALA Secretariat for the use ofIALA Members. 14

44 Bob McIntosh is requested to continue monitoring and submitting information for inclusion on the Heritage page of the IALA Website until EEP22. 18

45 Committee 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

46 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

47 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

48 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

49 Committee Members are requested to submit proposals to the Vice Chairman on future work programme for EEP21-14.2.2.1 by 19 October 2013. 19

50 The EEP Chairman is requested to incorporate the WG2 Future Work Programme proposal EEP21-14.2.2.1 Working Group 2 Future Work Programme into the future work programme of the EEP Committee. 19

51 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. 20

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

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

54 EEP Committee members are requested to continue to use the IALA wiki (http://www.iala-aism.org/wiki/ialawiki/index.php/Main\_Page) for sharing information used in the development of IALA guidance documentation and posting relevant AtoN engineering documentation and information. 21

55 David Jeffkins is requested to update chapter 11.4 Utilities Supply of Guideline 1007 Lighthouse Maintenance with information on treating legionella and coli bacteria in water supplies of de-staffed stations and submit as input to EEP22. 22

56 Adrian Wilkins, Bob McIntosh, Malcolm Nicholson are requested to review the IALA documentation that they are responsible for and update the work plan summary spread sheet (EEP21-14.2.13) with the documents that need to be reviewed and forward to the David Jeffkins by 19 October 2013. 26

57 Omar Frits Eriksson is requested to use the EEP document ownership master record spread sheet (EEP21-14.2.13) to inform the 2014-18 EEP Work Programme 26

58 Frank Hermann, Malcolm Nicholson, Aivar Usk, Fernando Romero are requested to review and update the draft Guideline on Sector Lights EEP21-14.2.4.1 intersessionally and submit to EEP22. 26

59 Committee Members are requested to upload useful documents directly to the IALA Wiki. 27