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| From: ARM1 | ARM2-9.4.1 (ARM1-11.1.8) |
| To: All IALA Technical Committees & Secretariat | 25 Nov 2014 |

Liaison Note

NAVGUIDE Update – Ways of Working

# Introduction

The IALA NAVGUIDE is an overarching manual which covers all aspects of Marine Aids to Navigation (AtoN) provision and has historically been updated every four years at each IALA Conference. A new way of updating the NAVGUIDE is detailed in this document.

# Way of Working

IALA is developing a “Wiki” which is a web application allowing committee members to add, modify, or delete content in collaboration with others. The NAVGUIDE is currently being uploaded to the wiki in order that the document can be worked on in a collaborative manner. Once this is achieved, each committee will take responsibility for updating its “own” pages under the monitoring of the ARM committee which will co-ordinate and monitor all activity. Table 1 shows the allocation of sections of the NAVGUIDE to the relevant committee.

All committees will update the NAVGUIDE on an as required basis when, for instance, new standards, guidelines and recommendations are created and others updated, which are reflected in the NAVGUIDE. This should be a standing work item for each IALA committee.

It is expected that the NAVGUIDE will then be fixed at a certain point and published once every two years in printable electronic form only. Once this cycle is complete, it will be iterated on a two year cycle.

Each committee is requested to provide point of contact/coordinator to liaise with the ARM task leader (Martin Bransby – [martin.bransby@gla-rrnav.org](mailto:martin.bransby@gla-rrnav.org)) who will coordinate on behalf of ARM.

# Action requested

All IALA technical committees are requested to:

* Provide point of contact/coordinator to liaise with the ARM task leader (Martin Bransby – [martin.bransby@gla-rrnav.org](mailto:martin.bransby@gla-rrnav.org)) who will coordinate on behalf of ARM. Each appointee will be responsible for the updating of the relevant sections of the NAVGUIDE as detailed in Table 1.
* Create a standing agenda item for the updating of the NAVGUIDE at each committee session as required.

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|  |  |  |
| --- | --- | --- |
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| **Acknowledgement** |  | ARM |
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