**Action Items ARM4**

Action Items for Secretariat

1. [The **Committee Secretary** is requested to forward the draft Guideline on MSP (ARM4-12.1.6) and the liaison note (ARM4-12.1.7) to the VTS and ENG Committees to review and comment. 12](#_Toc450819408)
2. [The **Committee Secretary** is requested to forward the liaison note on the Selection of Rhythmic Characters of lights (ARM4-12.1.8) and the annex (ARM4-12.1.9) to the ENG Committee to action. 12](#_Toc450819409)
3. [The **Committee Secretary** is requested to forward the liaison notes on the update of the NAVGUIDE to the IALA Secretariat (ARM4-12.1.11), the ENAV Committee and the WWA (ARM4-12.1.13) and the ENG Committee (ARM4-12.1.12). 14](#_Toc450819410)
4. [The **Committee Secretary** is requested to pass on the change requests to the Dictionary Working Group (DWG) (ARM4-12.1.14). 14](#_Toc450819411)
5. [The **Committee Secretary** is requested to forward the Liaison Note on S-201 AtoN Information Product Specification (ARM4-12.1.3) to the ENAV Committee. 15](#_Toc450819412)
6. [The **Committee Secretary** is requested to forward the Liaison Note on Portrayal of sector lights in ENC charts (ARM4-12.1.4) to PAP and the ENAV Committee. 15](#_Toc450819413)
7. [The **SG** is requested to liaise with IHO on the portrayal of sector lights in ENC charts (ARM4-12.1.2). 15](#_Toc450819414)
8. [The **Committee Secretary** is requested to forward the Liaison Note on the Draft IALA e-Navigation Road Map (ARM4-12.1.15) to ENAV. 15](#_Toc450819415)
9. [The **Committee Secretary** is requested to forward all working papers as listed in Annex E to ARM5 for further development. 17](#_Toc450819416)
10. [The **Committee Secretary** is requested to forward the updated version of the current Work Programme (ARM4-11.3) including the liaison note (ARM4-12.1) to Council for approval and make the Work Programme input for ARM5. 17](#_Toc450819417)
11. [The **Secretariat** is requested to prepare the Questionnaire for the 2018 IALA Conference. 19](#_Toc450819418)
12. [The **Secretariat** to consider the format and future access to the NAVGUIDE Wiki. 19](#_Toc450819419)
13. [The **Committee Secretary** is requested to forward summary of the report of ARM4 (ARM4-14) after completion (deadline 12 May 2016) to the IALA Council, to note. 19](#_Toc450819420)

Action Items for Members

1. [The **Committee Secretary** is requested to forward the liaison note on Retroreflective Material (ARM4-12.1.10) to the ENG Committee to action. 12](#_Toc449264648)
2. [**ARM Members** are requested to provide comments on the draft of the proposed guideline to the task leader prior to ARM5 (gaelle.nassif@cerema.fr). 13](#_Toc449264649)
3. [**ARM members** are requested to provide changes or new definitions to the IALA Dictionary to the task leader prior to ARM5 (david.merrill@uscg.mil). 14](#_Toc449264650)
4. [**ARM members** are requested to provide input on issues and best practices on the use of pictograms prior to ARM5 to the Committee Secretary (wim.vdh@iala-aism.org). 14](#_Toc449264651)
5. [**Per Engberg** from Gatehouse was asked to issue a new software version of IWRAP mk3 before July 1st 2016. 16](#_Toc449264652)
6. [**Per Engberg** was asked to continue to liaise with Gatehouse and Pr. Peter Friis-Hansen on developing a consequence module for IWRAP Mk2 and report on progress at ARM5. 16](#_Toc449264653)
7. [**Stephen Bennet**, the vice-dean of the WWA, was asked to draft a new IALA Guideline / Model Course on the SQUART method and submit this as an input to ARM5. 16](#_Toc449264654)
8. [**Stephen Bennet**, the vice-dean of the WWA, was asked to provide a paper on the need to update IMO Circular 296 to reflect the fact that the IALA Risk Management Toolbox soon will have SQUART as a new toolbox component. 16](#_Toc449264655)
9. [**Stephen Bennet**, the vice-dean of the WWA, was asked to draft a new IALA Guideline / Model Course on the PAWSA based on ARM4-10.1.3 and submit this as an input to ARM5. 16](#_Toc449264656)
10. [**Ernst Bolt** was asked to forward the report on comparison between IWRAP and SAMSON to ARM5. 17](#_Toc449264657)
11. [**Ernst Bolt** was asked to keep the Committee informed on the development of the OPEN-RISK project proposal. 17](#_Toc449264658)
12. [**Omar Frits Eriksson** and **Knud Benedict** were asked to continue to contribute to the full SAFEMOP project proposal on behalf of IALA and report on progress at ARM5. 17](#_Toc449264659)
13. [**WG3 members** are invited to provide contributions to a simple “Beginners Guide to the IALA Risk Management Toolbox” as input to ARM5. 17](#_Toc449264660)
14. [**Jorge Teles** is requested to pass the data to the Secretariat (complete). 19](#_Toc449264661)
15. [**Members** are requested to provide photographs for the NAVGUIDE. 19](#_Toc449264662)