IALA COUNCIL   **December 9 - 13, 2013**
56th Session   **Goa**
                                                                    India

Agenda item 9 – IALA TECHNICAL ACTIVITIES

9.8   Technical Committee arrangements For 2014-2018

9.8.1   Documents submitted for approval

9.8.1-2 IALA Committee structure 2014-2018

Note by the Secretariat

The Committee structure was reviewed to take into account the new Committees ARM and ENG and the changes in IALA work structure.

Action requested of the Council

The Council is requested to **Approve**.

IALA COMMITTEE STRUCTURE 2014-2018

Subordinate to the Council, the structure of IALA includes 'Panels/Forums', 'Committees', 'Working Groups', 'Steering Groups' and 'Task Groups'.

1   PANELS / FORUMS

Panels will be chaired by the Secretary-General or his nominee, and members will be appointed or nominated by the Council. In addition, the Secretary-General may invite other participants at his discretion. Three Panels / Forums have been established with the following terms of reference and membership:

1.1   Policy Advisory Panel (PAP)

1.1.1   Terms of Reference:

1.   In following the policy and directives of the Council the Secretary General may convene the Policy Advisory Panel, in order to co-ordinate the work of the four IALA Committees, to ensure that there is full co-operation on associated matters and that there is no duplication of any work between the committees. Its principal tasks are to:

   a.   Oversee the meeting schedules of Committees;

   b.   Consider and advise the Council, as appropriate, on the co-ordination of policy matters in order to enhance international co-operation on the development and harmonisation of aids to navigation systems;

   c.   Keep under review the development of a suitable mix of aids to navigation taking into account satellite and terrestrial radio systems, VTS, and short range aids to navigation;

   d.   Consider all recommendations made by the Committees, to draw attention to any policy changes that are implied and submit them to the Council for approval or adoption as appropriate.

1.1.2   Membership

   Secretary General   (Chairperson)

   Deputy Secretary General

   Chairpersons of all Committees

   Vice Chairpersons of all Committees

   Chairman of LAP

   Chairman of CPAF

   Representative of the IMC

   Special advisers, as appointed by the Secretary-General

   Administration Manager

   Secretary as appointed by the Secretariat

1.2   Legal Advisory Panel (LAP)

1.2.1   Terms of Reference:

1.   The Legal Advisory Panel shall provide support to IALA on legal issues affecting two specific areas:

   a.   IALA National Members;

   b.   IALA, as an organization, including:

i.   Providing advice to Council and the Secretariat on the legal structure of IALA;

ii. Providing a forum to discuss legal matters of common interest with regards to the provision of Aids to Navigation Services[1];

iii. Providing IALA with information on legal issues that result, or may result from the providing guidance to the membership on best practices in the provision of Aids to Navigation Services;

iv. Responding to issues and concerns that may be raised through the IALA Secretariat with respect to the development and providing guidance on the provision of Aids to Navigation Services;

v.   Preparing draft documentation / guidelines on items of common concern;

vi. Identifying where external legal advice may be needed and assisting with preparation of requests/briefs for such advice, as appropriate;

vii. Identifying and maintaining a work programme to respond to changing issues within the aids to navigation environment.

1.2.2   Membership

Chairperson, as appointed by the Council

Vice Chairperson, as appointed by the Council

All IALA members with an interest in legal affairs

Representatives of relevant International Organisations,
as approved by the Secretary General

Experts, as appointed by the Secretary General

Administration Manager   (Secretary)

1.3   Competent Pilotage Authority Forum (CPAF)

1.3.1   Terms of Reference:

The Pilotage Authority Forum shall work towards the international harmonization of pilotage services. It shall:

1.   Identify IALA members which have responsibility for pilotage services (identified as Competent Pilotage Authorities, as per IMO A.960(23), (paragraph 2.1), adapted to reflect the composition of the group:

   'Competent pilotage authority means the national or regional governments legally responsible for the provision of a pilotage system.'

2.   Provide a forum for competent pilotage authorities with the aim of harmonizing pilotage services internationally;

3.   List key issues of common concern for Competent Pilotage Authorities, which may include:

   a.   Recruitment;

   b.   Training and Certification, revalidation of certification, medical fitness;

   c.   On-board pilotage;

   i.   Pilotage requests and ordering,

   ii. Pilotage dispensations,

   iii. Rules for incident reporting

   iv. Process for comments / complaints of services,

   v.   Reporting responsibilities (ISPS, security and safety).

---

[1] The provision of Aids to Navigation includes traditional AtoN, VTS, AIS, [Pilotage] and other services classified as AtoN by IALA.

    d.   Provision of navigational advice from shore;

    e.   Provision of pilotage in territorial and international waters;

    f.   Organization of pilotage services; government / private;

        i.   Pilotage equipment requirements,

        ii.   Marking of pilot vessels,

        iii.   Standardisation of pilot identification,

        iv.   Templates for pilot certificates.

4.   Prepare draft documentation / guidelines on items of common concern;

5.   Identify an action plan to work proactively with related international organizations to promote harmonization of service delivery.

1.3.2 Membership

Chairperson, as elected at its first meeting.

IALA members (with responsibility for pilotage services)

Competent pilotage authorities, as invited by the Secretary-General
Representatives of relevant International Organisations,
as approved by the Secretary-General

Secretary-General of IMPA (observer status)

Secretary as appointed by the Secretariat

2 TECHNICAL COMMITTEES

Each Technical Committee will have a Chairperson and Vice-Chairperson appointed by the Council. The Secretariat will appointa Secretary for each Committee. Every Member Authority will have the right to be represented on any Committee and/or provide inputs for consideration by any of the Committees. Four Committees have been established with the following terms of reference:

1.   • AtoN Requirements and Management Committee (ARM)The Committee is required to support the aim of IALA as stated in the IALA Constitution.

2.   The Committee is responsible to the Council, through the Secretary General, for:

    a.   Undertaking the approved Work Programme relating to the preparation of Recommendations and Guidelines concerning Navigation Systems Management, including Quality Assurance and Risk Management;

    b.   Monitoring appropriate technologies as set out in the approved Work Programme for the Committee;

    c.   Reviewing and updating, before each Conference, appropriate publications, Recommendations and / or Guidelines (e.g. NAVGUIDE and VTS Manual) or sections of those publications, Regulations and / or Guidelines that are within the expertise of the Committee;

    d.   Carrying out such other work as may from time to time be authorised by the Council.

3.   The Committee is responsible to the Secretary General for providing advice on queries that may, from time to time, be received.

4.   The Chairperson and Vice-Chairperson of the Committee are responsible to the Council, through the Secretary-General, for ensuring conformity with appropriate sections of the approved "Rules of Procedure for IALA Committees".

1.   AtoN Engineering and Sustainability Committee (ENG) The Committee is required to support the aim of IALA as stated in the IALA Constitution.

2.   The Committee is responsible to the Council, through the Secretary-General, for:

a. Undertaking the approved Work Programme relating to the preparation of Recommendations and Guidelines concerning Engineering and Environmental aspects of the provision and maintenance of Aids to Navigation Services;

b. Monitoring appropriate technologies as set out in the approved Work Programme for the Committee;

c. Reviewing and updating, before each Conference, appropriate publications, Recommendations and / or Guidelines (e.g. NAVGUIDE, and VTS Manual) or sections of those publications, Regulations and / or Guidelines that are within the expertise of the Committee;

d. Carrying out such other work as may from time to time be authorised by the Council.

3. The Committee is responsible to the Secretary-General for providing advice on queries that may, from time to time, be received.

4. The Chairperson and Vice-Chairperson of the Committee are responsible to the Council, through the Secretary-General, for ensuring conformity with appropriate sections of the approved "Rules of Procedure for IALA Committees".

1. e-Navigation Committee (ENAV)The Committee is required to support the aim of IALA as stated in the IALA Constitution.

2. The Committee is responsible to the Council, through the Secretary-General, for:

a. Undertaking the approved Work Programme relating to the preparation of Recommendations and Guidelines concerning the requirement, provision and use of e-Navigation and related aids to navigation systems, including the operational impact of new developments in aids to navigation and associated equipment;

b. Monitoring appropriate technologies as set out in the approved Work Programme for the Committee;

c. Keep under review existing and planned developments in electronic aids to navigation and electronic systems, radio equipment, radio navigation systems, and radio communications equipment, which might improve the efficiency and quality standards of aids to navigation services or the cost effectiveness of such services and recommend those developments which should be brought to the attention of member Authorities of IALA;

d. Reviewing and updating, before each Conference, VTS Symposium, or ad hoc e-Navigation Symposium, appropriate publications, Recommendations and / or Guidelines (e.g. NAVGUIDE and VTS Manual) or sections of those publications, Regulations and / or Guidelines that are within the expertise of the Committee;

e. To keep under review developments of radio equipment, radio navigation systems, and radio communications equipment, which might improve the efficiency and quality standards of aids to navigation services or the cost effectiveness of such services and recommend those developments which should be brought to the attention of member Authorities of IALA;

f. Carrying out such other work as may from time to time be authorised by the Council.

3. The Committee is responsible to the Secretary-General for providing advice on queries that may, from time to time, be received.

4. The Chairperson and Vice-Chairperson of the Committee are responsible to the Council, through the Secretary-General, for ensuring conformity with appropriate sections of the approved "Rules of Procedure for IALA Committees".

2.1   Vessel Traffic Services Committee (VTS)

1. The Committee is required to support the aim of IALA as stated in the IALA Constitution.

2. The Committee is responsible to the Council, through the Secretary-General, for:

a. Undertaking the approved Work Programme relating to the preparation of Recommendations and Guidelines concerning the planning, implementation and operation of vessel traffic services and ship reporting systems;

b. Monitoring appropriate technologies as set out in the approved Work Programme for the Committee;

c. Reviewing the IALA VTS Manual and if necessary prepare revisions for consideration by the Council at least six months before each VTS Symposium;

d. Drafting and updating IALA Recommendations and Guidelines, as and when necessary, on matters related to vessel traffic services, vessel traffic management and ship reporting systems;

e. Monitoring developments of vessel traffic services and ship reporting systems and recommend actions which IALA could take to:

i. Promote VTS and increase the effectiveness of such services;

ii. Improve co-operation and standardization among its Member Authorities;

f. Carrying out such other work as may from time to time be authorised by the Council.

3. The Committee is responsible to the Secretary-General for providing advice on queries that may, from time to time, be received.

4. The Chairperson and Vice-Chairperson of the Committee are responsible to the Council, through the Secretary-General, for ensuring conformity with appropriate sections of the approved "Rules of Procedure for IALA Committees".

3   WORKING GROUPS

Each Committee may establish Working Groups if this is considered necessary to permit detailed discussions to take place on a specific subject or subjects. A Working Group will be an integral part of its parent Committee and will meet normally during the same week as the Committee.

4   STEERING GROUPS

Steering groups are set up as required to co-ordinate specific events; e.g. the IALA Conference, VTS Symposia, Workshops and Seminars

4.1   Conference Steering Group

4.1.1   Terms of Reference:

1. The Steering Group is responsible to the Council, through the Secretary-General, for:

a. Proposing the Conference theme and prepare the draft schedule including timetable and arrangements of administrative and technical sessions;

b. Arrange for the 'call for papers' and invitations to attend the Conference to be prepared and distributed;

c. Ensuring that the Conference is conducted effectively and efficiently.

2. To assess the abstracts of papers and decide on the:

a. The final format of the sessions;

b. Session Chairpersons and assistant Chairpersons;

c. Papers to be presented and their order of presentation;

d. Selection of supporting papers.

4.1.2   Membership:

Secretary-General   (Chairperson)

Deputy Secretary-General

Chairpersons of all Committees

Representatives of the host member

Administration Manager   (Secretary)

4.2 VTS Symposium Steering Group

4.2.1   Terms of Reference:

1. To propose the Symposium theme and prepare the draft schedule including timetable and arrangements of administrative and technical sessions.

2. To arrange for the 'call for papers' and invitations to attend the Symposium to be prepared and distributed.

3. To assess the abstracts of papers and decide on the final format of the sessions, including the Chairperson, assistant Chairperson, the papers to be read and their order of presentation.

4. To ensure that the Symposium is conducted effectively and efficiently.

5. To assess the abstracts of papers and decide on the:

   a. The final format of the sessions;

   b. Session Chairpersons and assistant Chairpersons;

   c. Papers to be presented and their order of presentation;

   d. Selection of supporting papers.

4.2.2   Membership:

Secretary-General   (Chairperson)

Chairperson of the VTS Committee

Vice Chairperson of the VTS Committee

Representatives of the host member

Secretary as appointed by the Secretariat

4.3 Workshop / Seminar Steering Group

Co-ordination of the activities involved in organising and running a Workshop or Seminar will be undertaken by one of the Administrative Manager, IMO Representative or Technical Co-ordination Manager, as nominated by the Secretary0General. This person will be the Secretary of the Steering Group. IALA members may be co-opted to the Steering Group, at the discretion of the Secretary-General.

4.3.1   Terms of Reference:

1. To propose the Workshop / Seminar theme and prepare the draft schedule including timetable and arrangements of administrative and technical sessions.

2. To agree the budget for the event.

3. Where relevant, to arrange for the 'call for papers' and invitations to attend the Symposium to be prepared and distributed.

4. To assess the abstracts of papers and decide on the final format of the sessions, including the Chairperson, assistant Chairperson, the papers to be read and their order of presentation.

5. To ensure that the Workshop / Seminar is conducted effectively and efficiently.

4.3.2   Membership:

Secretary General   (Chairperson)

Deputy Secretary General

Chairperson of the relevant Committee

Vice Chairperson of the relevant Committee

Representatives of the host member

Co-opted members of IALA

Member of the IALA Secretariat (as nominated)   (Secretary)

5   TASK GROUPS

Task Groups may be established, as required by the Secretary General or the Council, to carry out short term studies into particular matters. A Task Group will be given very specific terms of reference and a clearly defined target date for completion of its work. It should complete its work before the IALA Conference which next follows its formation.