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

Agenda item 9 – IALA TECHNICAL ACTIVITIES

9.3   Policy Advisory Panel (PAP)

9.3.1   Documents to note

9.3.1-1 Report of PAP-26

Note by the Secretariat

1   SUMMARY

The 26th meeting of the Policy Advisory panel was held at IALA HQ from 22 to 24 October 2013.

2   ACTION REQUESTED

The Council is requested to Note the Report of PAP-26.

Report of the 26th Session of the IALA Policy Advisory Panel (PAP26)

22 – 24 October 2013

Executive Summary

- the meeting was held in conjunction with the second Strategic Vision meeting;

- 13 members attended;

- substantial completion of the Committees work programmes for 2010 – 2014 (6);

- much work is required to further enhance existing IALA documentation (7.6);

- progress being made with updating the IALA Dictionary to include non-English language entries (7.2);

- improvement of the IALA Questionnaire process with assistance from Portugal;

- the need for promotion of IALA-NET (7.3);

- arrangements for IALA contribution to IMO S-100 (7.4);

- changes in management and structure of the IALA Bulletin (7.5);

- development and uptake of the IALA Wiki (7.7);

- programme for completion of the Navguide review (8.2);

- progress on preparation of the Committees work programme 2014-2018 (10);

- revision of Committees meeting schedule (10.1);

- successful improvement of the IALA WiFi and implementation of the IALA website (11.1);

- continued progress of the WWA (5);

- extraordinary PAP meeting in March 2014 to consider the IALA documentation policy.

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PAP
26th Session   24 October 2013

Report of the 26th Session of the IALA Policy Advisory Panel (PAP26)

3   INTRODUCTION

The 26th session of the **Policy Advisory Panel** was held between 22 and 24 October 2013, at IALA with Gary Prosser in the Chair. The Secretary for the meeting was Seamus Doyle.

The Chairman opened the meeting and welcomed all members.

The Chairman started by expressing his gratitude for the discussion on strategy that had taken place the previous day, at the joint PAP / Strategy Group meeting.

3.1   Approval of the agenda

The Agenda (PAP26-1.1) was adopted, noting that some items would need to be taken out of order due to the need to accommodate travel requirements. A copy of the agenda is at ANNEX A.

3.2   Participants

Gary Prosser	Secretary General	IALA – Chairman
Jean Charles Leclair	Dean of IALA WWA	IALA
Mike Card	Deputy Secretary-General	IALA
Marie-Helene Grillet	IALA AM & Editor IALA Bulletin	IALA
Phil Day	Chair, ANM Committee	Scotland
Ómar Frits Eriksson	Chair, EEP Committee	Denmark
Tuncay Çehreli	Chair, VTS Committee	Turkey
Nick Ward	Vice Chair, e-NAV Committee	UK
David Jeffkins	Vice Chair, EEP Committee	Australia
Michael Skov	Vice Chair, ANM Committee	Denmark
Stuart Ruttle	IALA Council Quality Advisor	IALA
Francis Zachariae	Council member & Chair of LAP	Denmark
Steve Nell	IMC Vice President	Republic of South Africa
Seamus Doyle	Committee Secretary	IALA – Secretary

Apologies were received from:

Bill Cairns	Chair, e-NAV Committee	USA
Neil Trainor	Vice Chair, VTS Committee	Australia
Lars Mansner	IMC	Finland
Christian Forst	WSV	Germany
Arve Dimmen	Chair, CPAF	Norway

4   REVIEW OF ACTION ITEMS FROM LAST MEETING

Action Items from the previous meeting (PAP26-2.2) were reviewed.

4.1   Secretariat

The Secretariat actions were noted as complete, with the exception of:

Action 1   The action was carried over.

Action item

The Deputy Secretary-General, in conjunction with Ómar Frits Eriksson, is requested to consider methods for entering and updating dictionary entries.

Action 2   Due to pressure of other work, the LAP have not yet reviewed the paper on the reliability of AIS in courts but the request about whether it meets the LAP's needs has been noted and will be considered in March 2014. The action was carried over.

Action item

The Secretariat is requested to confirm that the paper provided to the LAP by the e-NAV Committee regarding the reliability of AIS data for use in courts fulfilled the requirements of the LAP.

Action 5   Good progress had been made with the IT services and WiFi. Fine tuning of facilities is still required.

Action item

The IT Group is requested to continue to improve the IT and AV facilities, including consideration of a neck or head microphone for presenters at Committee meetings.

Action 7   Resourcing was approved by SG. First attempt at selection of a suitable person was not a success.

Action item

The Secretariat is requested to consider how to resource an 'in house' information manager.

Action 8   This item was considered at the Strategy2 meeting.

The Secretariat is requested to draft a documentation policy and procedure for consideration at PAP27.

Action 9   This action was carried over. See Action 8 above.

Action 10   This action was carried over.

Action item

The Secretariat is requested to investigate what is entailed in adopting the IEC document template for future IALA international standards and establish the likely consequences in time for PAP26.

Action 14   This action was carried over.

Action item

The Secretariat is requested to draft check lists of information needing to be covered when inducting a new Council or Committee member in time for discussion at PAP26.

4.2   Members

The following actions are outstanding or were commented on as follows:

Action 22   This action remains open as it was decided during PAP 25 that it should be reviewed once the new committee structure and work programme had been determined.

Action item

The Chairman of the ANM Committee is requested to resolve the multiple definitions of AtoN and prepare an Information Paper to the Council, proposing the adoption of the term 'AtoN services'.

5   REVIEW OF INPUT PAPERS

The list of input papers (PAP26-3 rev7) was noted; a copy is at ANNEX B.

6   REPORTS FROM OTHER BODIES

6.1   Council Report – 55th Session

Input paper PAP26-4.1 refers. Gary Prosser reported on technical activities issues arising from Council 55 held in Korea from 27-31 May 2012. He noted that Council intend to keep going with the Maritime Cooperation Forum.

6.2   Report from FERNS

Input papers PAP26-5.1, PAP26-5.1.1, PAP26-5.1.2, PAP26-5.1.3 refer.

Jean-Charles Leclair reported on the October 2013 FERNS Council meeting. He reported that Japan confirmed the termination of all its Loran stations by February 2015, and Norway announced its intention to close its four chains. Korea reported jamming and spoofing of GNSS and is developing eLoran with expected completion by 2017. China and Russia are modernising existing stations but are not providing any additional stations. China is experimenting with multi sensor receivers using GNSS, Loran and inertial inputs and noted that the multi sensor receivers operated satisfactorily in areas where single input receivers failed.

China operates 143 shore AIS stations with a further 324 inland waterways AIS stations and 44 VTS centres. Korea operates 365 AIS stations. Korea is developing AIS broadcasts of meteorological information and chart corrections through a number of systems including cellphone and the world wide web.

It was mentioned that FERNS was working on enlargement of their scope to include all types of positioning systems.

It was noted that there is a need for coordination of Northern sea route, presenting an opportunity for IALA.

Action item

Committee Chairs are requested to consider opportunities for coordination of Northern sea routes in their work programmes for 2014-2018.

6.3 CPAF Report

There was no report on this item. It was noted that the next meeting is from 13-15 May 2014.

6.4 VTM and Maritime Cooperation Forum Report

Gary Prosser reported that the meeting of the Maritime Cooperation Forum was postponed in order to get more people interested. He noted that the Maritime Cloud project is dealing with similar interest areas. There is a concept paper regarding sharing of information on the IMO website.

7 IALA WORLD WIDE ACADEMY (WWA)

Jean-Charles Leclair made a presentation on the different activities conducted by the WWA since PAP 25. He mentioned, in particular, the participation of IMO into three important events: two regional awareness Seminars level 1+ for authorities and executives in charge of safety of navigation, held in Bangkok and in Mauritania, as well as a regional Forum on VTS held in Singapore. He underlined that therefore, not only does the Academy capacity-building form part of the United Nations "Delivering as One" initiative, but also, IMO is supporting significantly the Academy's achievements.

He then recalled the fundamental role and support of the IALA Committees and he announced the finalisation of all model-courses planned to be drafted, amounting to nearly fifty, and the designation of IALA experts. He concluded by giving an overview of the activity planned for 2014, including a one month course level 1 for AtoN managers, which will be held at the IALA headquarters from 17 March to 11 April 2014.

In discussion it was noted that IALA members are involved in the World Maritime University (WMU) while there is a need verify the synergies with the WMU curriculum. It was also suggested that the WMU be invited to participate in e-Navigation Underway in January 2014.

Action item

Jean-Charles Leclair is requested to review the curriculum of the World Maritime University for relevance to the work of IALA.

 The e-Navigation Underway SG is requested to invite the World Maritime University to participate in e-Navigation Underway in January 2014.

8 IALA COMMITTEES AND PANELS – ACTIVITY UPDATE

8.1 General remarks

The Committee thanked Stuart Ruttle for his contribution to quality control of IALA documents. The need for timely submission to Stuart of input papers to Council for review was mentioned.

It was noted that IALA's activity level continues to rise and the work programme is very full.

Nick Ward advised that he will not be putting himself forward as Vice-Chair of the e-NAV Committee during the work period 2014-2018.

8.2 VTS Committee Report

Tuncay Çehreli outlined the events at VTS37 held in IALA HQ (16-20 Sept. 2013). Input paper PAP26-6.2.4 refers. He indicated the:

- statistics for the meeting;

- VTS Committee structure;
- output papers;
- trends in input and output paper numbers during the 2010 – 2014 work period;
- status of each Task;
- the IALA Workshop on Portrayal of Data and Information at a VTS in May 2013 and the IALA Seminar on Simulation in VTS Training in September 2013;
- the registration of three WWA VTS IALA experts.

He drew attention to two important upcoming developments:

- The VTS Symposium planned for Kuala Lumpur from 8 – 12 August 2016;
- The IMO plan to implement the Zero Accident Campaign with a focus on VTS in the second half of 2014.

There was a short discussion about the use of the IALA Dictionary, noting the relatively poor awareness among Committee Members.

Action items

Chairs and Vice Chairs of Committees are requested to promote the IALA Dictionary within their Committees, including presentations in plenary to inform Committee Members and ensuring references to the Dictionary are included in IALA Recommendations and Guidelines.

The Secretariat is requested to include promotion of the IALA Dictionary in the Welcome Pack for new Committee Members.

8.3 e-NAV Committee

Nick Ward summarised the activities at e-NAV14. Input paper PAP26-6.3.2 refers. He indicated:

- the statistics for the meeting;
- output papers;
- completion of all major tasks in 2010-14 work programme;
- the four year e-NAV strategy;
- the 2014 – 2018 e-NAV work programme

8.3.1 Resilient PNT Forum

Nick Ward reported on the proposed Resilient PNT Forum. Input paper PAP26-6.3.1 refers.

The organisers of ENC 2014, in Rotterdam, have agreed that the proposed Resilient PNT Forum can be arranged at the Conference venue on the Monday before the main conference starts. Representatives of organisations from all sectors, including those outside the maritime area, will be invited.

Action item

Nick Ward is requested to coordinate the Resilient PNT Forum and arrange for invitations to attend to be issued through EUGIN.

8.4 EEP Committee

Ómar Frits Eriksson presented a summary of the events of EEP21. Input paper PAP26-6.4 refers. He reported:

- the statistics for the meeting;

- output papers
- the workshop on the Challenges of Arctic AtoN Provision in Greenland in October 2013;
- the seminar on heritage matters in Greece in May 2013;
- the endorsement of three IALA experts;
- the completion to plan of the EEP work programme for 2010 – 2014.

8.5   ANM Committee

Phil Day reported on the activities of ANM21. Input paper PAP26-6.5 refers. He reported:

- the statistics for the meeting;
- the completion of the review of the NAVGUIDE and the plan for printing by Canada;
- consideration of making the NAVGUIDE available via the IALA Wiki.
- the plan for an interactive on-line version of the IALA Questionnaire, to be hosted and analysed by Portugal initially but ultimately to be available on the IALA website;
- the progress of the ANM work programme for 2010 – 2014;
- the need for input from the Strategy2 meeting to enable completion of the work programme for 2014 – 2018.

Action item

The Secretariat is requested to put a link on the IALA website to the IALA Questionnaire on the Portuguese website.

8.6   Industrial Members' Committee (IMC)

Steve Nell reported on recent IMC activity. Input paper PAP26-6.6.1 refers. He referred to:

- the meeting of IMC on Hamilton Island;
- plans for the IALA Conference 2014 exhibition including access to booths for National Members;
- inclusion of a Maritime Cloud demonstration at the IALA Conference 2014;
- IMC sponsorship of the IALA Conference 2014;
- the VTS Symposium in Kuala Lumpur in 2016;
- procedures relating to IMC finances including transfer of the account from Tideland to IALA.

8.7   Legal Advisory Panel (LAP) Report

Francis Zachariae reported on the LAP meeting in Copenhagen, October 2013. He reported:

- the Council support the roadmap for change of status of IALA;
- the benefits of change of status to the maritime community including IMO;
- the implications for IALA management arising from change of status including seconding personnel from Member States to the Secretariat;
- the implications for IALA members as membership moves from Competent Authorities to State Members;

- progress on preparation of a new IALA constitution and its adoption at General Assembly in May 2013;
- the potential signing of a convention document at a diplomatic conference and transfer to IGO status under article 17 with the old Council continuing until 2018;
- the LAP will meet in March 2014.

9 OTHER IALA PROJECTS

9.1 World VTS Guide (WVTSG)

Input paper PAP26-7.4.1 refers.

It was reported that the WVTSG Board had asked IALA to assume ownership of the Guide, something that the Council had approved at C54. The original Board remains as an advisory panel.

Paul Owen is strongly supporting the WVTSG. The new website is progressing satisfactorily.

Expressions of interest to sponsor the WVTSG were received from two IMC members. It was noted that expenditure on the WVTSG is presently from the IALA budget.

9.2 The IALA Dictionary

Ómar Frits Eriksson, chairman of the dictionary group, said that the Dictionary had been updated to the IALA colour scheme. There are approximately 2000 terms in the Dictionary.

Jorg Unterderweide from German Federal Waterways & Shipping Administration has created an Optical Character Recognition (OCR) version of the Dictionary and has volunteered to prepare a German version of the on-line Dictionary. This is progressing, starting with the 1970 – 89 terms in the Dictionary and German entries are denoted by /de. Other languages are denoted by /Sp, /Fr, /Eng and the on-line Dictionary should be updated to include terms in non-English languages. The English version is considered as the master in the event of doubt.

Action item

The Secretariat is requested to prepare OCR versions of the non-English versions of the IALA Dictionary to facilitate preparation of non-English entries in the Dictionary.

9.3 IALA-NET

Jean-Charles Leclair reported on the meeting of the IALA-NET Steering group on 21st October 2013. He noted that IALA-NET is important for development of e-Navigation. He said that, while IALA-NET is thriving, membership remains at 20 and there is a need for promotion of the service.

- A slot will be reserved for a presentation on IALA-NET at the IALA Conference in May 2014;
- A presentation will be made at the e-Nav Underway Conference in January 2014.

Action items

The IALA Conference Steering Group is requested to include a slot for a presentation on IALA-NET at the Conference.

The e-Nav Underway Steering Group is requested to include a presentation on IALA-NET in the technical programme.

9.4 S-100

Input paper PAP26-7.4.1refers. Nick Ward introduced the liaison note from e-NAV14 regarding the draft Guideline on Producing an S-100 Product Specification. The setting up of Task Groups for development of Product Specifications has been approved by Council at its 55th session.

Action items

Committee Chairs are requested to incorporate a task for the development of relevant product specifications in the Committees work programme 2014-2018. This consists of (a) the identification of subjects (services and data products) to be developed into product specifications, (b) the development of Product Specifications, using the Guideline on Producing an S-100 Product Specification as a reference.

Members of Committees are requested to provide input to the Task Groups being set up to develop the product specifications.

Committee Chairs are requested to provide the e-Navigation Committee with a point of contact who may act as Field Manager for area of interest for the relevant Committee (VTS, AtoNs etc).

Nick Ward provided an update on the status of the management of IALA work on preparing Product Specifications compatible with the IHO S-100 standard, input paper PAP26-7.4.2 refers. It was noted that Nick is currently acting as Domain Manager but on a temporary basis only and it is hoped that the task can be transferred to a person possibly seconded from Korea up to 2018, who will report to the IALA Deputy Secretary General. Field Managers will in turn report to the Domain Manager.

9.5 Bulletin

It was noted that Marie-Helene Grillet will take over as editor of the Bulletin from Paul Ridgeway at end October 2013. The Committee thanked Paul Ridgway for a fantastic job over 24 years, producing four editions per year.

There are plans to update the image of the Bulletin with the introduction of themed editions, the first of these being Africa. More regular input from Committees and ideas for themes were requested. The number of editions will be reduced to two per year.

Action item

Committee Chairs are requested to appoint a Bulletin Liaison Person from each Committee to coordinate input from the Committees to the Bulletin Editor.

9.6 IALA documentation for the future

Input paper PAP26-7.6 refers. Noting that there is much work required to enhance existing IALA documentation to a standard suitable for IALA as an International technical standards reference organisation, it was proposed that a task force be set up to report to PAP in September 2014 on how to develop a suitable document structure.

The need to transform existing and future IALA documentation was noted. It was observed that IALA documentation could form international standards.

It was agreed that a workshop on IALA document policy will be arranged at an extraordinary meeting of the PAP on 27-28 March 2014, using an independent facilitator.

Action item

Mike Card is requested to coordinate preparation of an IALA document policy.

Mike Card is requested to prepare a proposal for Council setting out the requirements and objective of an IALA document policy, after the extraordinary PAP meeting in March 2014.

Omar Frits Eriksson is requested to advise if DMA can provide a facilitator for the PAP extraordinary meeting in March 2014.

9.7 IALA Wiki

It was reported that the IALA Wiki is now hosted on the Redwire server and interest is growing. Because of hacking interference, access has been restricted to registered users. A trial of providing the Navguide on the Wiki is being conducted by Omar Frits Eriksson. The envisaged objective of the Wiki was to assist Committees to keep track of information which is not incorporated into formal IALA documents and can be a very valuable collaborative tool. Noting that the Wiki is not an official source of IALA documentation, it was cautioned that the Wiki is only one technology for information exchange and other platforms may exist.

Action item

IALA Committee Secretaries are requested to add an agenda item to Committee meeting agendas under Review of Input Papers to review input papers to identify those suitable for uploading to the Wiki.

The Secretariat is requested to include an item regarding the IALA Wiki policy on the agenda for the extraordinary PAP meeting in March 2014.

10 INTER-COMMITTEE PROJECTS

10.1 e-Navigation - across Committees

Input paper PAP26-8.1.3 refers. Nick Ward noted that media articles had drawn attention to recent publicity concerning the vulnerability of AIS to spoofing and other interference and set out the risks and the precautions that should be taken by those administrations using AIS information and providing AIS services.

The Committee acknowledged the good work of the e-NAV Committee in developing the draft Recommendations on e-Navigation Architecture reference PAP26-8.1.1 and PAP26-8.1.2.

Action items

The Secretariat is requested to post the contents of input paper PAP26-8.1.3 on headed document on the IALA Wiki and the IALA website and remove it after expiry of six months.

The Secretariat is requested to alert IALA Members of the contents of input paper PAP26-8.1.3 on the IALA Wiki by email.

10.2 NAVGUIDE

Phil Day reported that revision of the Navguide has been completed except for Chapter 1 which needs major revision. While the text of the revised version will be submitted to Council Session 56, the Canadian Coast Guard will continue to update the formatting for completion in January 2014. Updating to include references to new IALA Recommendations and Guidelines is also required. The programme for completion is as follows

- Council approval of text December 2013;
- Editorial completion end January 2014;
- Definition of the number of pages end February 2014;
- Print ready version by 1 March 2014.

Action item

Seamus Doyle is requested to review and update Chapter 1 of the Navguide.

10.3   Disaster Recovery

Completed at PAP 25 (ANM to take the lead).

10.4   DGNSS

Input paper PAP26-8.4.1 refers. Nick Ward noted that he presently advises on maintenance of the IALA beacon DGNSS database. It was agreed that this role will transfer to e-NAV WG2 (Alan Grant and Michael Hoppe) following the IALA Conference in 2014.

Action item

Nick Ward is requested to arrange maintenance of the DGNSS information on the IALA website in accordance with PAP26-8.4.1.

10.5   MONALISA

It was noted that Omar Frits Eriksson chairs a MONALISA 2 work package (WP1.3) with the aim of disseminating work carried out by participants in MONALISA. The work package concentrates on developing international standards for route exchange and other related applications in close cooperation with equipment manufacturers.

10.6   Software Quality Assurance

Nick Ward provided a note on software quality assurance, PAP26-8.6.1. It was agreed that the e-NAV Committee will include software quality assurance in the 2014 – 2018 work programme.

Action item

The Chair of the e-NAV Committee is requested to include software quality assurance in the 2014 – 2018 work programme

11   IALA AND RISK MANAGEMENT

11.1   IWRAP Mk 2 – progress

Omar Frits Eriksson reported that progress with IWRAP Mk 2 is steady but slow, with no change in functionality since the last PAP meeting. It had recently been successfully used in Norway and Papua New Guinea.   Requests for training through the WWA is increasing.

11.2   PAWSA & IWRAP Mk 2

Jean-Charles Leclair reported on progress with PAWSA. The need for simplification of the process was stated. PAWSA gives good results because of buy-in from participants and a simplified "SQUART" model using a smaller group will greatly reduce the time taken for analysis while providing good results.

12   WORK PROGRAMME 2014 – 2018

Following review of the Committees proposed work programmes, a combined work programme for 2014 – 2018 was agreed.

The Strategic Vision SV3 2014 – 2018 with strategic priorities from the Strategy2 meeting was noted.

A Committee Structure (CS3) from Strategy2 was noted.

Action item

The Secretariat is requested to submit the Committee work programme 2014 – 2018 v2, PAP26-16.1, to Council for approval.

12.1   Schedule of IALA Committees and Council meetings

Several options for rescheduling Committee and Council meetings to facilitate the efficient running of the meetings were discussed. The following schedule was agreed:

	2014	2015
March		Council
April		Committee 1
April		Committee 2
May	Conference	Committee 3
May	Conference	Committee 4
June		PAP
September	PAP special	Council
October	Committee 1	Committee 1
October	Committee 2	Committee 2
November	Committee 3	Committee 3
November	Committee 4	Committee 4
December	PAP	PAP

Action item

The Secretariat is requested to seek Council approval for the revised schedule of Council and Committee meetings.

The Secretariat is requested to implement the new schedule of Committee and Council meetings.

12.2   IMO NCSR sub-committee and the effect on IALA's work

Nick Ward noted that a lot of IALA work results in inputs to IMO and remarked that the new IMO arrangement with the NCSR sub-committee may make it more difficult to progress items. However, the schedule for NCSR meetings beyond 2014 is not yet known.

Action items

Committee Members are requested to look for alternative IALA routes to IMO.

The Secretariat is requested to include an agenda item regarding preparing planning for IMO on the agenda for PAP27.

12.3   IMO SIP for e-Navigation

Nick Ward noted that IMO Correspondence Group (CG) plans to complete the e-Navigation Strategic Implementation Plan (SIP) for IMO NCSR1 in June 2014. To meet this schedule, IALA inputs need to be sent to the CG without specific approval under the Council dispensation. e-NAV14 did not complete IALA input to IMO on the SIP itself, although inputs were agreed on MSPs and the Road Map. There may not be any further opportunity for IALA input.

12.4   VTS future work programme

Tuncay Çehreli introduced the VTS work programme for 2014 – 2018. Input paper PAP26-10.4.1 refers. Following discussion the following actions were agreed.

Action items

Chair VTS Committee is requested to ensure that the VTS interface with other stakeholders for task 14 relating to S-100 is efficiently defined.

Committee Chairs are requested to include a task in the Work Programme 2014 - 2018 to reform all IALA documentation within their remit to a format suitable for IALA future requirements.

The Chair of the VTS Committee is requested to consider if the Tasks 12 and 16 relating to ergonomics of a VTS Centre should be combined.

12.5 e-NAV future work programme

Input papers PAP26-10.5.1 and PAP26-10.5.2 rev 1 refer.

Nick Ward presented the e-NAV work programme for 2014 – 2018. The proposal for five working groups in the Committee was noted. NW observed that work on racons appears in the work programmes of ANM/ARM and EEP/ENG as well as e-NAV and coordination of work is required to avoid duplication. Expertise on radar has been within the e-NAV committee in the past.

Action item

The Chairs of the ARM, EEP and e-NAV Committees are requested to ensure that there is no duplication of work on racons.

12.6 EEP future work programme

David Jeffkins presented the EEP Committee work programme for 2014 – 2018. Working Group structure has not yet been defined, pending completion of the IALA strategy.

12.7 ANM future work programme

Input paper PAP26-10.7 refers.

Phil Day introduced the ANM review of the work programme for 2014 – 2018. He noted that much time was spent formatting documents. He remarked that it is intended to populate the IALA Wiki with ANM documentation, including the Navguide.

12.8 IALA Committee Work between October 2013 and September 2014

Input papers PAP26-10.8 and PAP26-10.8.1 refer.

It was noted that the issue relating to input to ITU WP5B had been resolved at e-NAV14 by setting up an intersessional meeting in IALA in March 2014.

Action items

The PAP is requested to consider the need for Committee meetings during the IALA Conference year.

The Secretariat is requested to thank Hideki Noguchi for his input in relation to his suggestions for changing the IALA Committee Working System.

The Secretariat is requested to forward input paper PAP26-10.8.1 to Council for approval.

13 IALA IT

13.1 IALA Information Technology Group

Omar Frits Eriksson reported that the IALA HQ WiFi had been replaced with a 16 head system which operated well during the recent Committee meetings. However some interruption of service had been reported in rooms 1 and 2 when the partition was closed. At present only one of the two fibre optic data lines was in use. The website has been launched and was working well. The need for improvement of the upload process to reduce the time required or even automate the process was noted.

Action item

The Secretariat is requested to investigate if the WiFi service in rooms 1 and 2 is being interrupted by closing the partition or doors and effect a solution with the system supplier.

13.2 IALA website, WiFi and use of IALA FTP Server

Mike Card introduced the report on the website and FTP use during the Autumn 2013 Committee meetings. It was noted that the WiFi was the second highest source of dissatisfaction in the post Committee surveys but this is much improved on the pre-improvement performance. Greater control over the use of the Ialashare FTP would be a benefit to Committee working.

Action item

Marie-Helene Grillet is requested to arrange for 'delete' as well as 'upload' capability on the Ialashare FTP server for Committee Members.

The Documentation Group is requested to review the location of the VTS Model Courses on the website, noting that it is presently under the WWA.

13.3 Websites linked to IALA website, DK NL

The need for formalisation of agreements with organisations such as DMA, Portugal, Netherlands for hosting IALA computer services was stated. Input document PAP26-11.2.1 refers.

Action item

Mike Card is requested to draw up formal agreements for organisations hosting IALA computer services, using DMA as an initial example.

14 REVIEW OF IALA PROCEDURES

14.1 Committee documents and templates

Templates for IALA documents have been set up using style guides. However further development using locked templates that can be easily populated could reduce the need for secretarial correction of documents.

14.2 Committee arrangements

Mike Card reported on the Committee Secretary arrangements, input paper PAP26-12.2.1 refers.

Action item

Marie-Helene Grillet is requested to arrange for updating of names, dates and Committee titles and approval of Rules of Procedure at Council session at the Conference in May 2014.

The Secretariat is requested to post the Rules of Procedures documents from PAP19 on the Wiki, the Partage, and the website Committees area. This may include setting up a Procedures folder on the Partage.

14.3 IALA document approval procedure

Considering input paper PAP26-12.2.2, it was agreed that flexibility should be exercised by Committee Chairs in the latest date for submission of input papers for Committee meetings, while taking account of the time required for some Members to translate documents or take instruction from their Administrations before attending the meeting.

It was noted that the latest date for submission of papers to Council 56th session is 8th November 2013.

15   ANY OTHER BUSINESS

15.1   VTS Symposium

The Committee noted the draft time schedule and topic structure of 13th IALA VTS Symposium in Kuala Lumpur, Malaysia, 2016.

15.2   PAP27

Action item

The Secretariat is requested to include an item for LinkdIn on the agenda for PAP27

16   DATE AND TIME OF THE NEXT MEETING

It was agreed that the next meetings of the IALA Policy Advisory Panel (PAP26) would have the following programme:

27-28 March 2014   Extraordinary meeting to consider IALA documentation policy;

September 2014   PAP27

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

Action item

The Secretariat is requested to forward the report of PAP25 (PAP26-16) to the IALA Council, to note.

17   LIST OF ANNEXES

1   Agenda

>   A copy of the agenda is at ANNEX A.

2   Input Papers

>   A list of input documents is at ANNEX B.

3   Output and Working papers

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

4   Action Items

>   A list of action items is at ANNEX D.

ANNEX A   AGENDA

26th Session of the IALA Policy Advisory Panel

The 26th meeting of PAP will be held from 21 - 24 October 2013, at IALA Headquarters, St Germain en Laye, France.

There will be a series of meetings, the details of which are as follows:

Monday 21 October	0900-1300	IALA-NET Steering Group
	1400-1830	Special Meeting - Strategy & Committee
Tuesday 22 October	0900-1300	Special Meeting - Strategy & Committee
	1400-1700	PAP 26
Wednesday 23 October	0900-1600	Conference Steering Group
Thursday 24 October	0900-1700	PAP 26

The objectives of the Special Meeting - Strategy and Committee are:

• Following the strategy workshop at PAP25, and subsequent preparation work by the IALA Secretariat, prepare a draft final "IALA Strategy 2014-2026" for consideration by the IALA Council at its December meeting;

• After the completion of PAP26, Chairs and Vice-Chairs of Committees will then be asked to prepare a four year Strategic Plan (Base camp) for the 2014-2018 work period, compatible with the 12 year Strategy, and to provide this to the Secretariat within two weeks of completion of PAP26; and

• Finalise and submit the output to Council 56 for approval.

The objectives of PAP26 are to:

• Coordinate the work of the IALA Committees;

• Identify and resolve issues that affect all Committees; and

• Develop outcomes for the consideration of Council 56 and the Secretariat.

AGENDA for 22 – 24 October 2013

Tuesday 22 October 1400 – 1700 and Thursday 24 October 0900 - 1700

Agenda Item		Responsible Officer
1	Introduction	GP
	1.1 Approval of Agenda	GP
	1.2 Introductions and Apologies	GP
2	Review of Action items from last meeting	CS
3	Review of input papers	CS
4	Reports of other Bodies	
	4.1 Report from IALA Council 55	GP
	4.2 Report from FERNS	JCL
	4.3 CPAF	TBA

10.7	ANM future work programme		PD
10.8	IALA Committee Work between Oct 2013 and Sep 2014		MDC

11 IALA IT

11.1	IALA Information Technology Group	OFE
11.2	IALA website, WiFi and use of IALA FTP server	MDC
11.3	Websites linked to IALA website, DK NL	MDC

12 Review of IALA procedures

12.1	Committee documents and templates	GP
12.2	Committee Arrangements	MDC
12.3	IALA Document approval procedure	GP

13 Any Other Business

14 Date and Venue of next meeting   GP

15 Close of Meeting   GP

16 Report of PAP26 – to be posted   CS

All members are encouraged to propose agenda items or submit papers for the agenda items above until a fortnight before the meeting (14 October 2013)

ANNEX B   INPUT DOCUMENTS

All papers are posted on the Committee website.

No	Paper		Title / Author (if required)	Presented by / WG	Posting
1	PAP26-	1.1	Agenda rev2	GP/CS	20131012
2	PAP26-	2.1	Report of PAP25	All	20131012
3	PAP26-	2.2	Action items from PAP25	All	20131018
4	PAP26-	3	Papers list rev7	GP/CS	20131020
5	PAP26-	4.1	C55 Report Technical activities		20131012
6	PAP26-	5.1	WWA Presentation to PAP Oct 13 Rev 0	JCL	20131023
7	PAP26-	5.1.1	WWA activity	JCL	20131012
8	PAP26-	5.1.2	WWA Action Plan 2013 rev10a	JCL	20131012
9	PAP26-	5.1.3	WWA Action Plan 2014 rev2	JCL	20131012
10	PAP26-	6.2.1	VTS37-14.1.3.4 CS note to PAP on Train the Trainer	TC	20131022
11	PAP26-	6.2.2	VTS37-14.1.3.2 Draft Guideline Train the Trainer rev1	TC	20131022
12	PAP26-	6.2.3	VTS37-14.1.3.3 Rec V103 Addition to	TC	20131022
13	PAP26-	6.2.4	VTS37 Report to PAP26	TC	20131023
14	PAP26-	6.3.1	Resilient PNT Forum	NW	20131023
15	PAP26-	6.3.2	e-NAV Report Update v2	NW	20131023
16	PAP26-	6.5	ANM Committee Report	PD	20131020
17	PAP26-	6.5.1	ANM Liaison note to Council-questionnaire (to note)	PD	20131018
18	PAP26-	6.5.2	IALA Questionnaire blank (to note)	PD	20131018
19	PAP26-	6.5.3	ANM Liaison Note to Council-NAVGUIDE (to note)	PD	20131018

No	Paper		Title / Author (if required)	Presented by / WG	Posting
20	PAP26-	6.6.1	IMC PAP Report Oct 2013	SN	20131023
21	PAP26-	7.4.1	Liaison note from eNAV to committees and PAP re S100 PS (e-NAV14-17.1.6.2)	WC/NW	20131018
22	PAP26-	7.4.2	IALA Domains Management re S-100 Products Specs	NW	20131021
23	PAP26-	7.6	Documents Structure for an IALA IGO	MDC	20131012
24	PAP26-	8.1.1	IALA Recommendation on the IALA Common Shore-based System Architecture (CSSA) 20130925d (e-NAV14-17.1.5.1) for comment	WC/NW	20131018
25	PAP26-	8.1.2	Draft Revision Of Rec e-NAV-140 on e-Navigation Architecture-Shore Perspective(Ed2) (e-NAV14-17.1.5.2) for comment	WC/NW	20131018
26	PAP26-	8.1.3	Info paper - AIS Vulnerability	NW	20131019
27	PAP26-	8.3.1	VTS liaison note response regarding Disaster Recovery	TC	20131012
28	PAP26-	8.3.2	VTS Annex to liaison note response regarding Disaster Recovery	TC	20131012
29	PAP26-	8.4.1	DGNSS info maintenance on IALA website	NW	20131021
30	PAP26-	8.6.1	Software Quality Assurance	NW	20131021
31	PAP26-	10.4.1	VTS work programme 2014-2018	TC	20131016
32	PAP26-	10.4.2	VTS work programme new format proposal by Committee Chairs	TC	20131016
33	PAP26-	10.4.3	draft Guideline Train the Trainer	TC	20131016
34	PAP26-	10.4.4	IALA Recommendation V103 addition	TC	20131016
35	PAP26-	10.4.5	VTS CS note to PAP on Train the trainer	TC	20131016
36	PAP26-	10.4.6	VTS2016 draft time table and topic structure for 13th VTS Symposium 16.10 tnc	TC	20131018
37	PAP26-	10.5.1	e-NAV Work Plan 2014-18 final draft	NW	20131018
38	PAP26-	10.5.2	e-NAV Committee 2014-18 Work Program and Structure Rev1	NW	20131021
39	PAP26-	10.7	ANM Committee Workplan 2014-18-v5 (to consider)	PD	20131018
40	PAP26-	10.8	Change of IALA Committee Working System	MDC	20131012
41	PAP26-	10.8.1	Liaison note to IALA PAP re approval procedures	NW	20131020
42	PAP26-	11.2	IALA website, use of FTP	MDC	20131012
43	PAP26-	11.2.1	Liaison Note from e-NAV14 to PAP e-Navigation.net Portal	WC/NW	20131018
44	PAP26-	12.2.1	Committee Secretary Arrangements	MDC	20131012
45	PAP26-	12.2.2	Committee meeting Arrangements -Points for discussion	MDC	20121012

ANNEX C   **OUTPUT AND WORKING PAPERS**

Output Papers

Number	Title	Status
PAP26-16	Report of PAP26	To Council to note
PAP26-16.1	Committees Work Plan 2014-18 for Council - Combined V2	To Council for approval
PAP26-10.8.1	Liaison note to IALA PAP re approval procedures	To Council for approval

Working Papers

There were no Working Papers.

All presentations made during the meeting are available on the Committee section of the website.

ANNEX D   ACTION ITEMS

Actions for the Secretariat