



RULES OF PROCEDURE FOR IALA COMMITTEES (2010 – 2014)

1 ESTABLISHING COMMITTEES

The Council establishes a Committee when a subject relevant to the Aims of IALA is considered to need on-going study or discussion by experts in the field of study, technology or technologies concerned. A Committee may also be tasked to provide continuous monitoring of subjects that could influence the provision of Aids to Navigation.

The Council will develop terms of reference for each Committee when it is established. The Council reviews and amends as necessary the terms of reference of each Committee immediately prior to each Conference.

Committees meet regularly and promote the work of IALA by:

- monitoring developments, including technological developments, relating to their area of expertise;
- preparing, reviewing and revising relevant IALA publications in accordance with their approved Work Programme.

The Work Programmes for the Committees generally cover a 4-year study period, from one Conference to the next.

2 MEETING SCHEDULE

Committees will normally meet at IALA twice a year. The holding of Committee meetings other than at IALA is subject to the Secretary-General's approval.

To ensure continuity, a Future Work Programme for each Committee for the study period between Conferences is developed by the Committee before a Conference, for approval by the in-coming Council at the first meeting after its election.

3 COMMITTEE OFFICERS

The Council appoints the Chairperson and Vice Chairperson of a Committee. Nominations for these positions may be made by National Members and the Secretary General.

Secretaries to the Committees will be appointed from the Secretariat by the Secretary General.

Committee Chairperson and Vice Chairperson may make use of sub-groups (i.e. Working Groups) to facilitate the execution of the approved work plans. Any sub-groups created at the meetings and the appointment of associated Chairpersons and Vice Chairpersons are at the sole discretion of the Committee Chairperson and Vice Chairperson.

Chairpersons and Vice Chairpersons of Working Groups should normally be provided by National members. However, where appropriate and where this is not possible they may be drawn from IMC members or Sister Organisations..

The Committee, as agreed by the Chairperson and Vice Chairperson, should appoint Rapporteurs to provide information on the developments of subject elements that have an impact on or influence the work of the particular Committee and the overall provision of aids to navigation service.

4 COMMITTEE MEMBERSHIP

Any National or Associate Member may participate in a Committee meeting. Honorary Members may also take part in Committee meetings.

Any National or Associate Member, whether represented on a Committee or not, may submit a document addressing any item on the Work Programme of a Committee.

Industrial members may participate in Committees provided the Committee Chairmen are satisfied that they:

- are prepared to conform to the Rules of Procedure for IALA Committees;
- are prepared to make a valid contribution to the Committee proceedings;
- will not carry out any advertising or marketing during the meeting.

When it would be beneficial to the work of a Committee, individuals from academic, scientific, research or other relevant organisations may be invited by the Secretary General to attend a meeting for a specific purpose, such as describing or demonstrating a new or developing technology. Individuals may also be invited by the Secretary General to participate in the work of a Committee.

Any Sister Organisation (e.g. IHO, IAPH, IMPA, IHMA & PIANC) may be represented on a Committee, subject to the approval of the Secretary General.

Committee members should ensure that they:

- act honestly and in good faith, with a view to upholding the best interests of IALA;
- advise the Committee of a perceived, potential, or actual conflict of interest and withdraw from discussion of that particular item, if appropriate;
- advise of any change in their job status that could affect their participation on the Committee and/or their area of expertise;

In all cases, a quorum for a **decision at a** meeting will consist of a simple majority of the membership registered as participating, in person, at the time of the meeting.

5 COMMITTEE WORK PROGRAMMES

Committee Work Programmes are approved by Council. The Work Programmes of the Committees are planned to ensure that the expertise available in each Committee addresses the needs of all members of the Association in a timely and effective manner. To achieve this, the following factors will be taken into account when the Work Programmes are developed, the:

- IALA Strategic Plan;
- number of meetings available to Committees during a study period;
- order in which work should be undertaken;
- priorities of the Association during the study period.

A study period is normally the time between IALA Conferences. Recognising that Conferences are held at approximately four yearly intervals and that Members are reluctant to release their experts for meetings more often than twice a year, a total of seven meetings of each Committee is the maximum that should be used for planning purposes. Therefore, each meeting needs to be used in the most effective manner possible, to ensure that the output documents become available in time to meet the needs of Members and at reasonably regular intervals throughout the study period. Under exceptional circumstances a Committee may be instructed to focus on a high priority subject during one meeting.

Work Programmes should be based on the principle that all work undertaken by Committees should be of significant benefit to IALA Members. This benefit may be direct, by the preparation of Recommendations or Guidelines for use by Members, or indirect, by promoting the provision of Aids to Navigation as a means of improving the safety of navigation and protection of the environment. To implement this principle a Committee's work programme should be prioritised, based on the need for the resulting work being balanced with the consequence of deferring the item. There are three levels of priority:

- High
- Medium
- Low

Priority levels will be determined through consultation with the Policy Advisory Panel (PAP), for approval by the Council. The Council establishes the current priorities of the Association at least one year before each Conference.

Inclusion of an item in a Work Programme will normally require that the appropriate Committee study the matter, resulting in a specified output (i.e. an IALA Document or an input paper to an international regulatory body).

An important element of the work of the Committees is monitoring developing technologies or developments in a specific field of study and identifying areas where Research and Development (R&D) is required. These activities should be included in a Work Programme, but it should be undertaken by “Rapporteurs” who follow the developments and produce a brief report as an input to each meeting of the Committee concerned. Rapporteurs should, if practicable, be expert in the particular technology or field of study that they are monitoring and be engaged in its development. If the report of a Rapporteur indicates that IALA should become involved in the development or that the attention of the Membership should be drawn to the changes in the technology, the Committee should prepare a proposal for a new item on its work programme (see section 7 and ANNEX B) and forward the proposal to the Secretary General for comment and submission to the Council.

In responding to the items on an approved work programme, members should endeavour to:

- Use standardized terms and definitions, as defined in the IALA Dictionary and other relevant documents;
- Refer to the concepts of risk assessment and quality management in aids to navigation in all aspects of the work of IALA.

The Committee work programmes are flexible and may be changed when:

- the priorities of the Association change during a study period; or,
- a monitoring task indicates the need for the subject to be studied; or,
- additional tasks are added to the work programme as a result of proposals made by the Committee, a National Member, or a recommendation from an IALA Seminar or Workshop, and as approved by the Council.

6 TERMS OF REFERENCE

The Terms of Reference for each Committee is contained in the specific work programme for that Committee. The Work Programme shall be well defined, and shall include a plan of action with a clear indication of the expected deliverables and the time schedules for completion. (ANNEX A – Template for IALA Committee Work Programme – refers).

Terms of reference for a Committee’s Working Groups, which are retained within the Committee, should be agreed by the Committee at the beginning of each study period.

7 PROPOSALS FOR ITEMS TO BE INCLUDED IN THE WORK PROGRAMME OF A COMMITTEE

At the last session of a study period, a Committee prepares its Future Work Programme indicating tasks, expected outcomes, estimated number of sessions for completion and priority. The Policy Advisory Panel reviews the proposed work programmes to eliminate duplication of effort and identify co-operative development processes, if required.

The Committee Chairman presents the proposed Work Programmes for the Committees to the Secretary General for consideration and forwarding for approval by the outgoing Council. The Work Programmes will be formally approved by the incoming Council at the IALA Conference.

Members of IALA may, at any time, submit a ‘Proposal form for a Committee Work item’ ANNEX B) to the Secretary General, provided it is relevant to the Committees’ terms of reference. Committees should not undertake any major work on a proposed new item until it has been approved by the Council and the Work Programme amended accordingly.

8 INTER-SESSIONAL WORK

Inter-sessional work can be a useful means of continuing the development of a Committee’s work items. However, excessive use can be demanding to a Committee member’s normal work and may be an indicator that a Committee’s Work Programme is over ambitious. Thus, the level of inter-sessional work is to be monitored closely by a Committee’s Chairman and Vice-Chairman.

The forming of an inter-sessional working group requires the approval of the Committee Chairman / Vice-Chairman. Each such group should have a clearly defined aim, with terms of reference approved by the Committee. These are then to be included in the report of the meeting at which they were approved.

Participation in inter-sessional work is voluntary; participation is entirely at the discretion of the body / organisation / company that a Committee member represents. In order to maximise participation and minimise absences and travel costs, primary use should be made of e-mail and facilities such as *GoToMeeting*. 'In-person' meetings should only be utilised in exceptional circumstances and with the express permission of the Secretary General. Inter-sessional work that requires 'in-person' meetings will be reported to the Council.

9 DOCUMENTATION

The Committees will use a standardized Agenda format for all meetings (see ANNEX C). In this format, the first four and the last four items will always be the same.

Other Agenda items will depend upon the specific topics to be addressed during the particular meeting to which the Agenda refers. The topics to be addressed will be determined by the Chairman, Vice-Chairman and the Secretary to the Committees, in consultation with the Secretary General where this is practicable, during the previous meeting of the Committee. The selection of topics will be dependent upon the Work Programme of the Committee and the progress made on the work items.

Documents for consideration by a Committee should be sent to the Secretariat as soon as practicable, and in any case not normally later than one month before the meeting at which they will be considered. Documents should include a header with the number of the agenda item that they address and the name of the person / organization submitting the document. Documents received by the Secretariat will be published on the IALA FTP server and the Committee Web site starting no less than six weeks prior to the meeting. The web site will be closed (no papers posted) approximately two weeks prior to the meeting. Papers received after that date, unless sent by a Committee meeting in the week beforehand, cannot be guaranteed to be considered by the Committee.

Documents for consideration at a meeting will be numbered by the Secretariat in a way that indicates the meeting number, the agenda item to which they refer and the sequential number of the document relating to that agenda item. For example, a document numbered "VTS 31/5/3" indicates that it is the third document received that addresses agenda item 5 of the 31st meeting of the VTS Committee.

A draft report will be issued at the end of each meeting and a revised report will be made available on the FTP server and the IALA Committee Web site, normally within five working days of the conclusion of the meeting.

10 FOLLOW UP ACTIVITIES

On completion of each item of work, the Committee should produce an IALA document or input paper to an international regulatory body as indicated in its Work Programme, for consideration by the Council.

Documents created through IALA Committees will follow a quality assurance process to ensure that both content and presentation reflect the highest possible standards. Documents may be created by one or more IALA Committees, and a coordinated approach to quality assurance is necessary.

- Chairman / Vice-Chair of the Committee(s) are actively involved throughout the development process. IALA Secretariat (Secretary to the Committees) is involved throughout the development process for format and editorial review;
- Once approved by Committee(s), documents proceed through the Secretariat for final formatting and then to Council for review and approval;
- When approved by Council, documents are returned to the Secretariat for publication and posting on IALA Website;
- The IALA Membership is then notified of approved documents using IALA communications means.

Following the last meeting before a Conference, Committee Chairmen should prepare a brief review for presentation to the Conference of the work undertaken during the study period.

The IALA Bulletin will publish a brief overview of the work of the Committees after each round of sessions.

11 RELATED FORUMS

IALA makes use of various forums such as workshops, seminars and ad-hoc groups to further its objectives. Where appropriate, such a forum may be linked into a Committee through the participation of the Chairman / Vice Chairman on the steering group for the event.

These forums may result in conclusions and recommendations for IALA to consider, which may then be included in the work programme of an IALA Committee, subject to IALA Council approval.

12 CORRESPONDENCE GROUPS

Correspondence Groups may be formed as required by either the IALA Council or the Secretary-General to tackle specific issues. Unique terms of reference, including the names of participants and requirement for reporting progress and completion, are to be approved by either the IALA Council or the Secretary-General.

ANNEX A. TEMPLATE FOR IALA COMMITTEE WORK PROGRAMME

[NAME] COMMITTEE WORK PROGRAMME (2010 – 2014)

Approved by the IALA Council – March 2010

(Changes made/suggested at [Committee session] are highlighted in yellow)

The [Name] Committee deals with In the work of the Committee, the following general aspects are to be taken into consideration:

- IALA Strategy;
- xxxxxx;
- yyyyyyy.

Work Programme 2010 – 2014

Task	Estimated number of sessions	Comments
1 Prepare AAAA		
2 Prepare BBBB		
3 Develop CCCC		
4 Provide DDDD		
5 Review / update EEEE		
6 Produce FFFF		
7 Revise GGGG		
8 Co-ordinate HHHH		

Monitoring Items

Task	Duration	Comment
M1 JJJJ	Continuous	
M2 KKKK	To session 4	
M3 LLLL		
M4 MMMM		
M5 NNNN		

Deferred Items

Task	No. of sessions	Comment	Strategy Element(s)
D1 None at this time			

[Name] Committee Revised Work Plan

	Task description	XXXN	XXXN+1	XXXN+2	XXXN+3	XXXN+4	XXXN+5	XXXN+6
Task 1		X			X	X	X	X
Task 2		X	X	X				
Task 3				X	X	X	X	
Task 4		X		X	X	X	X	X
Task 5					X	X	X	
Task 6			X		X	X		X
Task 7			X	X	X	X	X	X
Task 8			X	X				

Note

XXX = Committee name

N = next meeting sequence number

ANNEX B. PROPOSAL FORM FOR A COMMITTEE WORK ITEM

The [Name] Committee requests that the following item be include in its work programme	
Title of the task	
Objectives of the task and expected output	
Priority of task1	<div>High</div> <input type="checkbox"/> <div>Medium</div> <input type="checkbox"/> <div>Low</div> <input type="checkbox"/>
	Reasons for the indicated level of priority.
Expected Sessions for Completion	Session number: <div>1</div> <input type="checkbox"/> <div>2</div> <input type="checkbox"/> <div>3</div> <input type="checkbox"/> <div>4</div> <input type="checkbox"/> <div>5</div> <input type="checkbox"/> <div>6</div> <input type="checkbox"/> <div>7</div> <input type="checkbox"/>
Brief description of the work to be undertaken and programme milestones where appropriate.	
Date	Signature
Comments by the Secretary General	
This proposal is:	<div>Supported with</div> <div>Supported</div> <input type="checkbox"/> <div>Lower level of need</div> <input type="checkbox"/> <div>Not supported</div> <input type="checkbox"/>
Comments, including any changes to the task description and level of need	
Decision of the Council	
The proposal is: Date:	<div>Approved as amended</div> <div>Approved</div> <input type="checkbox"/> <div>by the Sec. General</div> <input type="checkbox"/> <div>Not Approved</div> <input type="checkbox"/>

ANNEX C. TEMPLATE FOR AN IALA COMMITTEE AGENDA

[N]th Meeting of the [Name] Committee

The [n]th meeting of the [Name] Committee will be held from [insert date] at the IALA Headquarters, Saint Germain en Laye, France.

The opening plenary will commence at 1400 on Monday [insert date] and the closing plenary will end at approximately 1300 on Friday [insert date].

Committee Chair, Vice-chair and working group Chairpersons are requested to meet at 1000 on Monday [insert date].

AGENDA

1. Approval of the agenda.
 2. Review of Action Items from [*Committee Name & previous session*]
 3. Review of input papers
 4. Reports from other bodies
 5. Reports from rapporteurs
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6. to X. The items will be those selected from the Work Programme of the Committee by the Chairman; Vice-Chairman and the Secretary to the Committees in consultation with the Secretary General, where this is practicable, during the previous meeting of the Committee.
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- X+1 Review of output and working papers
- X+2 Any other business
- X+3 Date, time and location of next meeting
- X+4 Review of Session Report

The following text will appear in the footer of each Committee agenda:

Members are requested to provide comments or proposals on any of the above items to the Secretariat by not later than [insert a date not later than one month before the meeting commences]. Documents received after this date may not be considered by the Committee.

Documents received by the Secretariat will be posted on the IALA FTP server and on the Committee Web site in batches and Committee members advised when this happens.

* items marked with an asterix (*) reflect the Task Number referenced in the Work Programme 2010-2014, as amended by the [Name] Committee, and as approved by the IALA Council.

Note. Once created, an agenda item number and title remain for the duration of a Work Programme. When an agenda item is completed, it will be noted on the Agenda as 'Completed'.