

Report of the 22nd Session of the IALA Policy Advisory Panel (PAP)

24 - 26 October 2011

**Executive Summary**

* Work continues on the mandatory training for VTSOs (para. 3.2);
* Historic lighthouse template has yet to be finalised (para.5.3);
* There is increasing international recognition of the IALA Risk seminars;
* The topic list for the Annual Questionnaire continues to be reviewed;
* Forthcoming workshops and seminars, in the period to 2013, were reviewed and revisions proposed (para. 13.1)
* An indexed electronic photograph library, with details of originators has been proposed (para. 16);
* Exhibition space has been booked for the 2014 Conference and associated IMC activity noted (para. 5.5);
* Momentum on the IALA Dictionary is increasing, following revision of the IALA website (para. 7);
* Information management at IALA continues to progress but some infrastructure improvements are still required and a strong case was made form an in house resource (para. 15.1);
* Application for IALAS to become an S-100 submitting organisation and then a domain holder was endorsed (para.5.2);
* It was felt that some form of regulatory process is required for the development of the e-Navigation implementation plan, which is now due to be completed in 2014 (PAP22/output/2);
* A high level of external bodies are involved in the work of the e-NAV Committee;
* Consideration will be given to forming a group of satellite data providers within IALA NET;
* Significant advances have been made in the development of the IWRAP Mk2 software;
* Personal accident insurance cover for staff and members / delegates at meetings has been confirmed.
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Report of the 22nd Session of the IALA Policy Advisory Panel (PAP22)

# Welcome

The 22nd session of the **Policy Advisory Panel** was held between 24 & 26 October 2011, at IALA with Gary Prosser in the Chair. The Secretary for the meeting was Mike Hadley.

The Chairman opened the meeting and welcomed all members, remarking that the overall programme for the coming three days looked hectic

# Approval of the agenda

## Agenda

The Agenda (PAP22/2/1) 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.

## Participants

|  |  |  |
| --- | --- | --- |
| Gary Prosser | IALA Secretary General | IALA - Chairman |
| Phil Day | Chair, ANM Committee | UK |
| Omar Frits Eriksson\* | Chair, EEP Committee | Denmark |
| Bill Cairns | Chair, e-NAV Committee | USA |
| Tuncay Çehreli | Chair, VTS Committee | Turkey |
| Seamus Doyle | Vice Chair, EEP Committee | Ireland |
| Nick Ward | Vice Chair, e-NAV Committee | UK |
| Steve Nell | IMC Vice President | IMC |
| Mike Hadley | Technical Co-ordination Manager | IALA - Secretary |
| Jean Charles Leclair | IALA Representative to IMO | IALA |
| Marie-Helene Grillet | Administration Manager | IALA |
| Paul Ridgway | Editor IALA Bulletin | IALA |
| Mayumi Arita | On secondment | Japan Coast Guard |

Apologies were received from:

|  |  |  |
| --- | --- | --- |
| Svend Eskildsen | Council member | Denmark |
| Graham Peachey | Council member | Australia |
| Michael Skov | Vice Chair, ANM Committee | Denmark |
| Neil Trainor | Vice Chair, VTS Committee | Australia |

## Output and Working Papers

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

## Action Items

A list of action items is at ANNEX D.

# Review of Action Items from last meeting

Action Items from the previous meeting (PAP21/3/1) were reviewed.

## Secretariat

The actions for the Secretariat were noted as complete.

Action 8 Jean-Charles Leclair is requested to provide an information paper to the IALA Council about the possible difficulties that e-Navigation could face during its progress through IMO.

It was noted that the Council were less pessimistic about the challenges faced by e-Navigation.

## Members

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

Action 25 The EEP Committee is requested to finalise the historic lighthouse template and then use it to commence populating an historic lighthouse database.

This item is on-going. It was noted that there is difficulty in fitting this work into that already being carried out by Gwénola Josse.

Action 27 The VTS Committee is requested to continue with its work on proposing mandatory training for VTSOs and to identify national members who would support a future submission to IMO.

This item is on-going. It was noted that it is very necessary for national members to consider supporting the measure; members of the VTS Committee have been asked to urge their national members for their support.

Action 28 All Committees are requested to use the IALA Dictionary as a resource.

This item is ongoing but see agenda item 7.

Action 29 All Committees are requested to check definitions in new documents against the IALA Dictionary, taking action as required.

This item is on-going but see agenda item 7.

Action 30 Ómar Frits Eriksson is requested to investigate whether provision can be made to record names of those making submissions and also any further references.

The information required can be accepted and stored but this has to be done manually.

Action 34 The Chairmen of the ANM and EEP Committees are requested to discuss the matter of ‘ownership’ of the annual ‘Risk’ seminars and report back to PAP22.

It was noted that ANM is showing increasing signs of ownership, that there is increasing international recognition and that there is the potential for the IALA Risk Toolbox to be involved in international projects in the Antarctic and Malacca Strait. It was also noted that the IMO review of routeing measures presented an opportunity to further promote the toolbox.

Action 35 Ómar Frits Eriksson is requested to raise the matter of where the annual risk seminars should be held with the Risk Management Steering Group, with a view to making proposals to EEP17 & ANM17.

It was agreed that although IALA should consider requests to hold regional seminars, there is an expectation that the default location is St Germain, thus reducing the cost of travel for staff and presenters / tutors.

Action 37 Phil Day is requested to raise the subject of the IALA strategy and timing of its availability to Committees at the October 2011 meeting of PAP and the IALA Strategy Group.

This Action was discussed at the PAP / Strategy meeting.

Action 38 The Chairmen of the EEP, e-NAV and VTS Committees are requested to consider what topics might usefully be included in a review of the Annual Questionnaire and notify the Chairman of the ANM Committee of any topics identified.

This Action has been noted and will need to be completed during the development of the 2014 -2018 Work Programme.

Action 39 Chairmen and Vice Chairmen of Committees are requested to provide comment on the flow diagrams at Annexes E & F to the meeting report in time for consideration at PAP22.

The flowcharts were reviewed and suggestions made for their improvement. The query process was revised by the inclusion of the allocation of a unique reference number, on receipt. The importance of retaining and being able to access queries and their responses, as a resource, was emphasised. The revised flowcharts are at Annex E and Annex F.

Action 41 Chairs and Vice Chairs are requested to consider how best Committees should be represented at PAP meetings, in the eventuality that both the Chairman and Vice Chairman are unable to attend.

It was agreed that, on a case-by-case basis, an available Working Group Chairman should be nominated to substitute for the absent Committee Chairman and Vice Chairman.

Action 42 Chairmen and Vice Chairmen of Committees are requested to review the draft session themes for the 2014 Conference and be prepared to discuss them at the next Conference Steering Group meeting on 24 October 2011.

This action was completed at the Conference Steering Group meeting.

Action items

The EEP Committee is requested to finalise the historic lighthouse template and then use it to commence populating an historic lighthouse database.

# Review of Input papers

The list of input papers (PAP22/2/1 rev2) was noted; a copy is at ANNEX B.

Two late papers were tabled (PAP21/5/2 & PAP21/5/3).

# Update on the work of the IALA Committees and Council

Addressing the subject of ‘face to face’ inter-sessional meetings, the Secretary-General said that, as he needs to approve such meetings, he would appreciate a brief note, requesting that it covered:

* What the event is;
* In conjunction with any other event;
* The compelling need;
* How the meeting would be conducted;
* Where the meeting is to be held
* Endorsed by Committee Chairman.

Action item;

Chairs of Committees proposing ‘face to face’ inter-sessional meetings are requested to provide the Secretary-General with a short brief about the requested meeting.

## VTS Committee

By means of a presentation, Tuncay Çehreli outlined the developments at VTS33. He indicated that the:

* VTS Committee are still confused about what are seen as mixed messages from the Council and IMO about VTS beyond territorial seas;
* need for a review of SMCP, in the round;
* subject of VTM is ‘on hold’ but papers to assist the Council’s ad hoc group had been prepared;
* VTS training workshop in India (September 2013) is seen as a good opportunity to introduce IALA’s VTS expertise to another part of the world;
* Current proposals for the 2014 – 2018 Work Programme.

It was agreed that Indian participation in the VTS Committee before the workshop would be helpful.

Action item

The Secretariat is requested to encourage Indian participation in future meetings of the VTS Committee.

It was asked if the VTS portrayal workshop could be combined with the e-NAV Committee’s workshop in conjunction with IHO? However, it was explained that that workshop had been converted into a joint meeting with IHO and would now be mainly focussed on IALA’s participation on the S-100 GI registry.

With regard to the inclusion of topics involving the reporting of incidents and near misses n the future Work Programme, it was explained that this was purely to do with operational VTS matters and that it should not conflict with anything that ANM might be considering.

The supporting presentation is an output from the meeting.

## e-NAV Committee

By means of a presentation, Bill Cairns outlined the developments at e-NAV10. He indicated that:

* following the successful running of e-NAV10, with 104 attendees, and a lack of enthusiasm for any of the reducing measures that were aired at the meeting, it was proposed to put further discussion ‘on hold’ for the current Work Programme;
* there is a temporary vacancy as Chair of WG4;
* the planned composition and current state of the revised IALA Recommendation A-124 on the AIS service;
* the output paper (e-NAV10/output/18) on the essential elements of e-Navigation communications was, essentially, an extract from the IALA Maritime Radiocommunications Plan (MRCP);
* the Council is being asked to approve an application for IALA to become a submitting organisation and then a domain holder, within the S-100 GI registry;
* if the application is approved by Council, it is intended that a planned workshop on data exchange / portrayal be converted to a joint meeting with IHO and that its focus would be the progressing of an IALA domain;
* given the anticipation that IMO may declare completion of the planning for e-Navigation in 2014, there is speculation about the impact that this may have on the Committee’s future Work Programme.

Expanding on comments about IALA recommendation A-124, it was said that, once all the appendices are complete, consideration should be given to converting it to an AIS manual.

In discussion, there was a request for Andy Norris’ presentation to e-NAV10 and associated input paper (e-NAV10/INF/1).

It was requested that the e-NAV10 input paper on the e-Navigation regulatory process (e-NAV10/16/1) be forwarded to each of the other Committees.

Action item

The Secretariat is requested to forward Andy Norris’ presentation to e-NAV10 and associated input paper (e-NAV10/INF/1) to ANM18.

The Chairman of the ANM Committee noted that ANM’s WG1 has e-Navigation oriented tasks and that he welcomed close liaison with the e-NAV Committee.

The supporting presentation is an output from the meeting.

## EEP Committee

By means of a presentation, Ómar Frits Eriksson covered events at EEP17 and its output. He itemised the presentations made, outlined the ‘work in progress’ and the status of four EEP led workshops seminars:

* Fixed and Floating AtoN incorporates IALABATT/IALALITE and Floataid (October 2012)
* Theme: Short Range AtoN in the e-Navigation Age
* Seminar on Heritage, Conservation and Civil Engineering aspects. (Greece June 2013)
* Theme: Preservation of LH Heritage
* Seminar to promote the World Wide Academy (2013). Awaiting sponsor
* Workshop on Polar engineering aspects (civil engineering, power systems, environment) (April 2013)

Issues identified were:

* Current IALA guidance in relation to the provision of audible signals as AtoN (Rec E-109) is adequate;
* Industrial members confirmed that both emitter and driver units are being updated and that the offshore oil industry continue to purchase these items.

The supporting presentation is an output from the meeting.

## ANM Committee

By means of a presentation, Phil Day covered events at ANM17.

He demonstrated the website, which is hosting the collated responses to the 2010 Annual Questionnaire (<http://websig.hidrografico.pt/iala/>) and indicated that comments to Jorge Teles on the layout were requested by 18 November 2011 ([santos.teles@marinha.pt](mailto:santos.teles@marinha.pt)). Other points made included:

* A watching brief need s to be kept on developments in the IMO Correspondence Group on AIS AtoN;
* Germany has kindly registered the IALA colours with the RAL index;
* A paper has been received from Korea, which will entail significant work in revising IALA Guideline 1033 on The Provision of Aids to Navigation for Different Classes of Vessels, including High-Speed Craft, and is being considered as a future Work Programme item;
* It has been made clear that the work on revisions due to the revised MBS do not mean a revision of the MBS;
* Marine Spatial Planning is a large topic and now needs to take into account liaison with the newly formed PIANA Working Group 161;
* The Secretary-General has been requested to send a letter to the Secretary-General of ICAO, regarding the marking of windfarms;

It was remarked that IALA members have been encouraged to use the RAL colour swatches and provide feedback on their use.

The supporting presentation is an output from the meeting.

## Industrial Members’ Committee (IMC)

By means of a presentation, Steve Nell outlined the recent activities of the IMC. It was noted that:

* The Committee had meet at A Coruñia:
* Space has been booked;
* Exhibition layouts been proposed;
* Next IMC meeting in Vancouver – May 2012.
* Progress with arrangements for VTS2012:
* Awaiting IMC feedback on sponsorship proposal – to be completed end Oct 2011
* Exhibition sales brochure is ready for circulation – end Oct 2011
* Options for the Industrial members’ evening still to be finalised.
* Good interest from Industrial and Non-Industrial members
* The IMC mid-term Assembly will be held in Istanbul, just before VTS2012;
* Considerable funds are still owed by Industrial members;
* The bulk of IMC funds is now in Euros.

## Council Report – 51st Session

PAP225/1 was noted. The Secretary-General remarked that arrangements are being made for the notes of Council meetings to be produced more speedily.

# Work of other bodies

It was noted that all the Committees had been briefed on the recent IMO activities.

## Report from MSC89

PAP22/6/1 was noted.

Jean-Charles Leclair drew particular attention to the implementation of the III Code and its significance for coastal states. This prompted a short discussion on the likely impact on the IALA Work Programme. The opportunity presented by the review of General Provisions for Ship’s Routeing (GPSR) to include reference to the IALA Risk Management Toolbox was also mentioned.

## Report from NAV57

PAP22/6/2 was noted.

Jean-Charles Leclair drew attention to IMO MSC’s rejection of the need for VTMIS in polar waters. This prompted discussion about whether it would be premature to pursue the current polar tasks until what is essentially a political difficulty has been resolved. In further discussion it was proposed that the technical issues could be progressed but that guidance on operational and navigation requirements issues needed further guidance. The Chairman of the ANM Committee drafted an information paper for Council (PAP22/output/3), which was reviewed and then approved for forwarding to the IALA Council.

The Chairman of the ANM Committee then suggested that all Committees ought to be involved in strategy item 11.1.

Action item

The Secretariat is requested to forward the Information Paper on Polar Strategy Items (PAP22/output/3) to the IALA Council, for its consideration.

## COMSAR15

PAP22/6/3 was noted.

Nothing further was discussed.

## Submissions to IMO

Jean-Charles introduced three papers, two of which had originated from the e-NAV Committee and one from the VTS Committee. The papers were:

1. Revision of the Recommendation for the protection of the AIS VHF Data Link (PAP22/output/4 - e-NAV10/output/26);
2. New Unplanned Output to Prepare Performance Standards for Multi-system Shipborne Receivers (PAP22/output/5 / e-NAV10/output/16);
3. Development of guidance for the implementation of the 2010 Manila Amendments (PAP22/output/6 – VTS33/output/6)

The meeting reviewed the documents, agreed the proposed text and asked that they be forwarded to Council, for approval.

Action items

The Secretariat is requested to forward PAP22/output/4 (Revision of the Recommendation for the protection of the AIS VHF Data Link) to the IALA Council, with a view to approval to send to IMO.

The Secretariat is requested to forward PAP22/output/5 (New Unplanned Output to Prepare Performance Standards for Multi-system Shipborne Receivers) to the IALA Council, with a view to approval to send to IMO.

The Secretariat is requested to forward PAP22/output/6 (Development of guidance for the implementation of the 2010 Manila Amendments) to the IALA Council, with a view to approval to send to IMO.

Noting that France have agreed to submit the paper on New Unplanned Output to Prepare Performance Standards for Multi-system Shipborne Receivers, it was requested that it be sent to the French Administration and that direct liaison with Nick Ward be requested.

Action item

The Secretariat is requested to forward PAP22/output/5 (New Unplanned Output to Prepare Performance Standards for Multi-system Shipborne Receivers) to Jacques Manchard, for transmission to the French Administration, with a request that direct liaison be established with Nick Ward.

It was noted that the implications for the training requirements for existing certificate holders needs to be considered carefully when measures involving training are proposed.

# The IALA Dictionary

Paper PAP22/7/1 refers.

Ómar Frits Eriksson, who chairs a small dictionary group, explained that the move of the IALA offices and the on-going revision of the IALA website had precluded the moving of the IALA Dictionary to the new website. This, in turn had reduced the momentum of the dictionary’s development.

Progress has been made in the drafting of an input paper (Paper PAP22/7/1), for which grateful thanks were expressed to Marie-Hèléne Grillet. The document was reviewed and minor changes made to the Table at paragraph 3.2.

A discussion then followed about roles, which included IALA’s information management process. It was agreed that, ideally, the task of maintaining the dictionary should move away from the Committees to a dictionary editor and might be combined with the role of IT manager, when funding permits and depending on the skill sets of the person involved. This led to the suggestion that the aim should be to first locate an editor and an assistant editor; the latter could be someone recently retired.

It was agreed that definitions should continue to be allocated to the relevant Committee, for review / verification. It was also emphasised that the Committees should be diligent in using existing definitions and that where an error is detected it should be corrected, rather than a new definition being invented.

In considering terms not used within IALA documents, it was noted that many of the existing definitions come from non-IALA sources. Where the source is known, however, it was accepted that the resources are not available to verify their continuing validity. It was agreed that if an editor can be identified and funded, then the dictionary group should meet with him / her to decide how to proceed.

The dictionary group consists of:

Ómar Frits Eriksson (Chair)

Marie-Hèléne Grillet

Tuncay Çehreli

Seamus Doyle

Nick Ward

Paul Ridgway

Ómar Frits Eriksson finished by stating that he could now consider moving the IALA Dictionary to the revised IALA website.

Action items

All Committees are requested to have the IALA Dictionary as a standing Committee meeting agenda item.

All Committees are requested to use the IALA Dictionary as a resource.

All Committees are requested to check definitions in new documents against the IALA Dictionary, taking action as required.

Ómar Frits Eriksson is requested to move the IALA Dictionary to the revised IALA website as soon as possible.

# e-Navigation – Across Committees

## IALA Universal Maritime Data Model (UMDM)

It was agreed that any earlier heat had been removed from this topic. Application is to be made, pending Council approval, for IALA to become first a submitting organisation and then a domain holder, within the IHO GIS registry (S-100).

It was agreed that this agenda item could, in future, be called ‘The IALA domain’.

## Redistribution of e-NAV Committee Working Groups

Bill Cairns said that none of the proposed options had found favour with the e-NAV Committee and that as the system had coped with the last meeting, with 104 members, his suggestion was to continue with the present structure but bear in mind possible changes for the 2014 – 2018 Work Programme. However, developments in the IALA Strategy Group, might impinge on any such thoughts.

The Secretary-General indicated that any thoughts of changing the existing Committee structure, say by forming an AIS Committee, as opposed to changing the internal working group structure of a Committee, would need to be presented to a General Assembly.

Consideration was given to creating a PAP standing agenda item for considering the Committee structure in 2014 – 2018 but this was decided against, for the moment.

## e-Navigation Architecture 'Picture Book' Information Paper e-NAV-140

Bill Cairns said that Nick Ward had worked on reducing the complexity of the document previously submitted to Council and that it was intended to review it at a plenary session at e-NAV11, with a view to resubmission to the 53rd Session of the Council.

## e-Navigation regulatory procedure

With the aid of a short presentation, Nick Ward explained that the subject matter had arisen out of discussions during EfficienSea 2011. The timing issue was presented and discussed, as were some possible solutions, with the suggestion that a separate e-Navigation display may be the way forward, at least initially. It was stated that in discussion at e-NAV10 it had been accepted that some form of regulatory process for the development of e-Navigation will be required.

It was suggested that once the e-Navigation strategy implementation plan had been initiated it would help if an independent technical expert group could review technological advances and advise IMO when the baseline standard ought to be changed, to take account of the changes.

It was stated that the proposal for a separate e-Navigation display, which had emerged from a presentation produced for e-NAV 10 by Andy Norris, had not covered communications. It was also said that the format for the Cost Benefit Analysis ought to emerge from the IMO Correspondence Group on e-Navigation, in much the same way that the Gap analysis and use of S-100 had.

When asked ‘when will we know that we have e-Navigation’ it was replied that this would be when the e-Navigation strategy implementation plan was declared operational (currently in 2014).

## e-Navigation roadmap

Nick Ward gave a brief presentation on the roadmap being developed by Working Group 1 of the e-NAV Committee and which had already attracted comment from members of the IMO Correspondence Group on e-Navigation. The roadmap was considered to be a useful aid when considering the future Work programme for the e-Navigation Committee, with the initial results being shown. For the uninitiated:

* MSP = Maritime Services Portfolio;
* NSW = National Single Window.

The Secretary-General remarked that the embryo Work Programme clearly indicated the high level of other bodies into which the e-Navigation Committee would be inputting information.

Following discussion, it was agreed that Nick Ward should provide an input paper to Council 52, which would include the e-Navigation roadmap and the suggestion about an independent IMO technical experts group. The paper was provided at PAP22/output/2, which was reviewed and approved by the meeting

Action item

The Secretariat is requested to forward PAP/output/2 (The regulatory process for e-Navigation) to Council, with a view to approval for it to be submitted to the IMO Correspondence group on e-Navigation.

# IALA World Wide Academy

Jean-Charles Leclair noted that the WWA appears to be becoming an attractive brand. He said that there had been a brainstorming session in August, from which it had been decided to extend the activities of the WWA into the area of capacity building. Other items discussed had included:

* An outline budget;
* The dependency of finance on sponsorship;
* How to keep the WWA within the IALA structure.

The Secretary-General observed that much had happened in the past 12 months, with submissions to both the Nippon Foundation and MENAS, via their charitable arm IFAN (International Foundation for Aids to Navigation). He then outlined the meeting on capacity building, to beheld at IALA on 27/28 October, which is primarily about exchanging experience and will be attended by:

* IOC – UNESCO;
* IHO;
* WMO;
* IMO;
* FIG Commission.

It was requested that the notes of this meeting be forwarded to EEP18.

Action item

The Secretariat is requested to forward the notes of the capacity building meeting to EEP18.

It was noted that the French Government will be providing a part-time resource for capacity building, principally for Africa and its Francophone countries.

It was noted that, via IFAN, Steven Bennett had produced the Level 1 and Level 1+ model courses that will be considered by the 52nd session of the IALA Council.

Finally, it was noted that IHO have a well developed capacity building programme and that there is much synergy with IALA’s aim and objectives.

# IALA NET

Jean-Charles Leclair reported that a formal meeting, which had been planned to be held at the end of the GSMD Workshop, had been cancelled, whilst a response from the USA on its intentions towards IALA NET is awaited. However, an informal meeting of those members of the Steering Group attending the workshop had been held. Ómar Frits Eriksson has completed a revision of the update document. The latest member to join IALA NET is Bulgaria and an enquiry has been received from the UK Hydrographic Office.

Consideration is being given to forming a grouping of satellite AIS data providers within IALA NET.

## Global Sharing of Maritime Data Workshop

Ómar Frits Eriksson reported that the workshop had been both successful and well attended. A draft Guideline had been produced which need further work and ought to be seen in the light of IALA Recommendation E-142 on Maritime Data Sharing IALA-NET. It was noted that Mike Sollosi had offered to review the document. However, it was felt that this kind offer should only be taken up after ANM18, although the timing for comment by PAP23 would be tight.

In discussing what should be done with the document, in order to finalise it, it was agreed that it did not sit completely within the remit of any one Committee. However, it was decided that the ANM Committee was the most suitable to take it forward but that it needed to be commented on by each of the other Committees. It was stressed that comments on the document and not revised versions of the document should be sent to ANM18. It was also agreed that the LAP should be requested to review the document.

Action item

The Secretariat is requested to forward the draft Guideline of Global Sharing of Maritime Data to the ANM Committee.

The Secretariat is requested to forward the draft Guideline of Global Sharing of Maritime Data to the VTS, e-NAV and EEP Committees with a request for comments to be forwarded to ANM18.

The Secretariat is requested to forward the draft Guideline of Global Sharing of Maritime Data to the LAP, for comment.

# IALA and Risk Management

## IWRAP MK 2 – Progress

Ómar Frits Eriksson reported that good progress continued to be made in the development of the software. Gatehouse were adhering to their undertaking to provide six monthly updates and a further opportunity for updates would occur at the forthcoming Risk seminar in Oman. At the moment, work is being concentrated on incorporating AtoN into the model. This work has been progressing for the past two years but significant advances have been made in the past two months. It is anticipated that within a matter of months there should be an automatic capability to input causation factors into IWRAP Mk2.

A sensitivity tool, the outline of which was presented, has been developed and will shortly go for peer review. Its results will also be checked against historical data. Integration into IWRAP Mk2 is expected in about two months’ time.

## PAWSA, IWRAP Mk2 and Simulation Training Seminar – November 2011.

Mike Hadley said that planning for the training seminar in November 2011 was well in hand. Currently, there were only 11 registered delegates. However, Khalil Al Balushi was confident that local and regional delegates would be forthcoming.

Looking further ahead, there was some concern at the potential registration cost for the following seminar, planned for Sydney in November 2013. However, it was felt that there was time to address this issue.

# Vessel Traffic Management (VTM)

This topic was considered to be in abeyance until the report from the Council’s ad hoc group on VTM had reported and the 52nd Session of the Council had considered it.

# Work Programme 2010 – 2014

## Workshop & Seminar programme for 2010-2014

The Workshop and Seminar programme for 2012 and 2013 was reviewed and it was noted that the programme for 2013 looked very intensive. Proposals for modifying the programme were made, noting that changes could affect the completion of associated strategic items, and the Secretary was requested to present these to the Council. The Secretary said that there was already an agenda item for this topic and agreed to present the proposals. It was also noted that there may have been some movement on the issue of mandatory training by 2014.

The changes to the workshop and seminar programme are contained in PAP22/output/7.

Action item

The Secretariat is requested to forward PAP22/output/7 (Revised meetings programme for 2010 – 2014) to Council and bring to its attention the proposed changes.

## Insurance

It was explained that the move to the new offices had caused an overhaul of IALA’s insurance. As a result, it has been confirmed that staff and members / delegates are covered for all meetings / workshops / seminars. The cover is for personal accident only and, in particular, does not cover laptops. It also emerged that IALA carries technical liability insurance and that insurance can be taken out to cover experts engaged on IALA missions.

# Review of IALA procedures

PAP21/14/1 was noted.

## Committee Working Group structure

It was agreed that this item had been covered under agenda item 8.2.

## Committee input paper

The Secretary said that slow but evident progress is being made in encouraging Committee members to use the template.

## Review of Committee output documents

The Secretary-General that some Council members have queried the volume of paperwork that they have to deal with at a Council meeting, whilst others appear to like the breadth of view of IALA’s work that the paperwork provides. This topic needs to be watched but, as a first step, there will be a meeting between the Secretary-General, Stuart Ruttle and the Technical Co-ordination Manager to review the procedures by which papers are submitted to Council.

## Committee photographs

In response to whether it is necessary to continue with the Committee photograph at each Committee meeting, it was agreed that it should be retained.

## HQ Facilities

The Secretary-General asked, now that all Committees have met in the new offices, for any comments on the facilities, noting that there are still IT challenges to overcome. The majority response was favourable and special mention was made of the revised lunch arrangements. It was requested that a hand held microphone be available for presenters during plenary sessions and it be considered that engaged / free indicators, rather than locks, be provided on toilet doors.

Action items

The Secretariat is requested to provide a form of mobile microphone for use during plenary sessions.

The Secretariat is requested to consider the necessity of providing engage / free indicators on toilet doors.

# IALA IT Facilities

## IALA Information Technology Group

Ómar Frits Eriksson, who chairs the group, recognised that IT, although improving, remained a significant challenge that needed to be overcome; IALA is behind the curve with regard to technological advances and the use to which they can be put to assist IALA members will only continue. He said that its aim is to help IALA in tackling its IT problems by developing an IT strategy, which could be submitted to the IALA Council with a view to endorsing its aims and resource implications. An additional aim is for the IT group to provide advice and not be as close to problem solving as is currently the case.

There was agreement that, funding permitting, IALA should aim to have an internal IT resource, as the case for this is ‘overwhelming’.

A comment made was that IALA’s IT needs to ‘work’, not least because Committee members needed to keep in contact with the ‘day job’.

The question of the need to record plenary sessions was raised. It was decided that, currently, this was not a pressing issue but could be considered on a case by case basis.

## IALA and LinkedIn

Ómar Frits Eriksson explained that he had now taken over the chairmanship of the IALA LinkedIn group in an amicable arrangement with the founder. It currently has 192 members, which ought to be seen as a valuable resource. It was noted that the LinkedIn group is an open discussion group, for which anyone can apply to join, which could limit the topics being discussed or the depth to which they can be explored. It was noted that such applications can be refused and members can be ejected and that, in respect of unwanted comment and overt advertising, the chairman can both manage and edit topics. This led to a suggestion that there should be a disclaimer that the views expressed are those of the individuals concerned and not IALA.

Action item

Ómar Frits Eriksson is requested to consider the inclusion of a disclaimer on the IALA LinkedIn page and to report to PAP23.

It was also noted that sub-groups of the LinkedIn group’s members can be formed, which might be of interest to Committees and their Working Groups and that, in any case, it provides an opportunity to connect to the IALA membership.

Although some Council members have joined it was felt that the Council ought to be advised about the LinkedIn group and its potential benefits. It was felt that the group should be mentioned in the IALA Bulletin.

Action items

The IALA Secretariat is requested to bring the IALA LinkedIn group to the attention of the IALA Council.

The editor of The IALA Bulletin is requested to include an article on the IALA LinkedIn group in a future edition of The IALA Bulletin.

# IALA Bulletin & Related matters

PAP21/16/1 was noted.

Paul Ridgway indicated the dates for future editions of the Bulletin as being:

**Bulletin edition Issue date Deadline for articles**

2012/1 March 2012 1st January 2012

2012/2 June 2012 1st April 2012

2012/3 September 2012 1st July 2012

2012/4 December 2012 1st October 2012

2013/1 March 2013 1st January 2013

Paul Ridgway indicated that the Bulletin was unique in having article summaries in French and Spanish. The IALA Bulletin is well provided for with comprehensive reports on IMO business written by Jean-Charles Leclair, the IALA Representative there. He completed his report by thanking all contributors and sponsors and requesting that the flow of articles continue.

The secretary complimented Paul Ridgway on his energetic pursuit of articles. In response it was said that articles for future editions are in a healthy state, as is the bidding for advertising.

A suggestion was made that IALA would benefit from a picture library, an idea that was unanimously endorsed and it was agreed that the implementation ought to be discussed by the IT group.

Action item

The Secretariat is requested to arrange for the provision of an IALA picture library to be added to the agenda for the next IT group’s meeting.

The Secretariat, in conjunction with the editor of The IALA Bulletin, is requested to consider how such a library can be managed.

# Any Other Business

## Advertising in IALA publications

The meeting gave general approval to the idea of limited advertising being included in future IALA manuals. It was agreed that, initially, this should be limited to the inside of the front and back covers, to see what the reaction was. However, there was no objection to thoughts of extending the idea to other pages, as long as it was separate to the manual’s technical content and clearly recognisable as advertising.

## PAF & IMPA - update

The Secretary-General reviewed, briefly, the disagreement that IMPA has with IALA regarding the Pilotage Authority Forum.

## 2014 Conference topics

This item was discussed during the 2014 Conference Steering Group meeting.

## Timing of PAP meetings

With regard to the specific timings of other meetings held in conjunction with PAP it was noted that the best use needs to be made of the Committee’s Vice Chairmen’s time. It was agreed that, where possible, the Conference Steering Group meeting should be held before the first session of a PAP meeting. It was also noted that clarity in the proposed arrangements is required, as the programme will affect travel bookings.

## Workload of attendees at Committee meetings

It was noted that many Committee members are under pressure from their ‘day job’ and that this fact needs to be recognised.

## VTS Training in STCW for Navigating Officers

This item was covered under agenda item 6.4

# Date and time of the next meeting

It was agreed that the next meeting of the IALA Policy Advisory Panel (PAP23) would take place on 2 - 3 May 2012, starting at 0900. This meeting will be followed by a meeting of the Conference 2014 Steering Group on the morning of 4 May 2012, starting at 0930.

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

Action item

The Secretariat is requested to forward the report of PAP22 (PAP22/output/1) to the IALA Council, to note.

# List of Annexes

1. Agenda

A copy of the agenda is at ANNEX A.

1. Input Papers

A list of input documents is at ANNEX B.

1. Output and Working papers

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

1. Action Items

A list of action items is at ANNEX D.

1. IALA documentation processing flow chart

The flow chart is at ANNEX E

1. IALA query handling flow chart

The flow chart is at ANNEX F

1. Agenda

The 22nd meeting of the **PAP** will be held from 24 – 26 October 2011, at IALA.

The meeting will commence at 0900 hours on Monday 24 October. It is expected to conclude at approximately 1600 on Wednesday 26 October. A Conference Steering Group meeting will be held on 24 October starting at 1400; a PAP / Strategy meeting is planned for the morning of 25 October.

The objectives of the meeting are to:

* Co-ordinate the work of the IALA Committees;
* Identify and resolve issues that affect all Committees.

**AGENDA**

**Agenda Item** **Responsibility/Action**

1. Welcome Gary Prosser
2. Approval of agenda All
3. Review of Action Items from last meeting Mike Hadley
4. Review of input papers Mike Hadley
5. Update on the work of the IALA Committees and Council
   1. VTS Committee Tuncay Çehreli
   2. e-NAV Committee Bill Cairns
   3. EEP Committee Ómar Frits Eriksson
   4. ANM Committee Phil Day
   5. IMC Steve Nell
   6. Council report – 51st Session Gary Prosser
6. Work of other bodies
   1. Report – MSC89 Jean-Charles Leclair
   2. Report – NAV57 Jean-Charles Leclair
   3. Report – COMSAR15 Jean-Charles Leclair
   4. Submissions to IMO Jean-Charles Leclair
7. The IALA Dictionary Ómar Frits Eriksson
   1. Updating procedure Ómar Frits Eriksson
8. e-Navigation - across Committees All
   1. IALA Universal Maritime Data Model Bill Cairns
   2. Redistribution of e-NAV Committee Working Groups Bill Cairns
   3. e-Navigation Architecture 'Picture Book' - e-NAV-140 Bill Cairns
   4. e-Navigation regulatory process Nick Ward
   5. e-Navigation ‘roadmap’ Nick Wad
9. IALA WWA Jean-Charles Leclair
   1. The training of Aids to Navigation personnel Jean-Charles Leclair
10. IALA NET Jean-Charles Leclair
    1. Draft GSMD Guideline Ómar Frits Eriksson
11. IALA and Risk Management
    1. IWRAP Mk 2 – progress Ómar Frits Eriksson
    2. PAWSA & IWRAP Mk 2 – seminar (Nov 2011) Jean-Charles Leclair
12. Vessel Traffic Management (VTM) / MATCH Tuncay Çehreli
13. Work Programme 2010 – 2014 All
    1. Workshop & Seminar programme for 2010-2014 Mike Hadley
    2. Insurance Marie-Helene Grillet
14. Review of IALA procedures
    1. Committee Working Group structure Gary Prosser
    2. Committee input template Mike Hadley
    3. Review of Committee output documents Gary Prosser
    4. Committee photographs Mike Hadley
    5. IALA Facilities Gary Prosser
15. IALA IT facilities Mike Hadley
    1. IALA Information Technology Group Ómar Frits Eriksson
    2. IALA and LinkedIn Ómar Frits Eriksson
16. IALA Bulletin & related matters Paul Ridgway
17. Any Other Business Gary Prosser
    1. Advertising in IALA publications Gary Prosser
    2. PAF & IMPA - update Gary Prosser
    3. 2014 Conference session topics Mike Hadley
    4. Timing of PAP meetings Mike Hadley
    5. Workload of attendees at Committee meetings Phil Day
    6. VTS Training in STCW for Navigating Officers Tuncay Çehreli
18. Date and Venue of next meeting Gary Prosser

All members are encouraged to propose agenda items or submit papers for the agenda items above.

1. Input Documents

**All papers are posted on the FTP server**

Items highlighted are not on the Committee website.

1. Welcome
2. Approval of the agenda

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/2/1 rev6 | Agenda | GP | 1 |

1. Review of action items from last meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/3/1 | Action Items from PAP21 | MH | 1 |

1. Review of input papers

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/4/1 | List of input papers | MH | 1 |

1. Update on the work of the IALA Committees & Council

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/5/1 | Report - IALA Council 51st Session | GP | 2 |

1. Work of other bodies

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/6/1 | Report - MSC89 | J-CL | 1 |
| PAP22/6/2 | Report - NAV57 | J-CL | 1 |
| PAP22/6/3 | Report – COMSAR15 | J-CL | 1 |

1. The IALA Dictionary

| Number | Title / Author (if required) | Presented by | Posting |
| --- | --- | --- | --- |
| PAP22/7/1 | Dictionary updating procedure |  | 3 |

1. e-Navigation - across Committees

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/8/1 | Liaison from VTS re Information Portrayal Group | BC | 2 |

1. IALA WWA

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/9/1 |  | J-CL |  |

1. IALA Net

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/10/1 | GSMD Guidelline | OFE | 3 |
| PAP22/10/2 | GSMD Guidelline response - AMSA | OFE | 3 |

1. IALA & risk management

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/11/1 |  |  |  |

1. VTM – Concept & Definition

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/12/1 |  |  |  |

1. Work Programme – 2010 to 2014

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/13/1 | Meeting dates 2010 – 2014, following C51 | MH | 1 |

1. Review of IALA procedures

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/14/1 | Revised rules of procedure – as approved by C51 | MH | 1 |
| PAP22/14/2 | Revised documentary procedures – as approved by C51 | MH | 1 |

1. IALA IT facilities

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/15/1 |  |  |  |

1. IALA Bulletin & related matters

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/16/1 |  |  |  |

1. Any Other Business

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Title / Author (if required) | Presented by | Posting |
| PAP22/17/1 | STW 43 submission - Training of officers for VTS | J-CL | Meeting |

1. Date and venue of next meeting
2. Output and Working papers

**Output Papers**

|  |  |  |
| --- | --- | --- |
| Number | Title | Status |
| PAP22/output/1 | Draft Report | To Council to note |
| PAP22/output/2 | Draft submission to the IMO CG on e-Navigation on the e-Navigation regulatory process | To Council for approval |
| PAP22/output/3 | Information Paper - Strategy items regarding Polar routes | To Council for approval |
| PAP22/output/4 | Revision of the Recommendation for the protection of the AIS VHF Data Link | To Council for approval |
| PAP22/output/5 | New Unplanned Output to Prepare Performance Standards for Multi-system Shipborne Receivers | To Council for approval |
| PAP22/output/6 | Development of guidance for the implementation of the 2010 Manila Amendments | To Council for approval |
| PAP22/output/7 | Revised meeting / event programme 2010-2014 | To Council for approval |

**Working Papers**

There were no Working Papers.

All presentations made during the meeting are available on the FTP server.

1. Action Items

Actions for the Secretariat

1. The Secretariat is requested to encourage Indian participation in future meetings of the VTS Committee. 7
2. The Secretariat is requested to forward Andy Norris’ presentation to e-NAV10 and associated input paper (e-NAV10/INF/1) to ANM18. 8
3. The Secretariat is requested to forward the Information Paper on Polar Strategy Items (PAP22/output/3) to the IALA Council, for its consideration. 10
4. The Secretariat is requested to forward PAP22/output/4 (Revision of the Recommendation for the protection of the AIS VHF Data Link) to the IALA Council, with a view to approval to send to IMO. 10
5. The Secretariat is requested to forward PAP22/output/4 (New Unplanned Output to Prepare Performance Standards for Multi-system Shipborne Receivers) to the IALA Council, with a view to approval to send to IMO. 10
6. The Secretariat is requested to forward PAP22/output/4 (Development of guidance for the implementation of the 2010 Manila Amendments) to the IALA Council, with a view to approval to send to IMO. 10
7. The Secretariat is requested to forward PAP22/output/4 (New Unplanned Output to Prepare Performance Standards for Multi-system Shipborne Receivers) to Jacques Manchard, for transmission to the French Administration, with a request that direct liaison be established with Nick Ward. 11
8. The Secretariat is requested to forward the notes of the capacity building meeting to EEP18. 13
9. The Secretariat is requested to forward the draft Guideline of Global Sharing of Maritime Data to the ANM Committee. 14
10. The Secretariat is requested to forward the draft Guideline of Global Sharing of Maritime Data to the VTS, e-NAV and EEP Committees with a request for comments to be forwarded to ANM18. 14
11. The Secretariat is requested to forward the draft Guideline of Global Sharing of Maritime Data to the LAP, for comment. 14
12. The Secretariat is requested to bring proposed changes to the workshop and seminar programme to the attention of the IALA council. 15
13. The Secretariat is requested to provide a form of mobile microphone for use during plenary sessions. 16
14. The Secretariat is requested to consider the necessity of providing engage / free indicators on toilet doors. 16
15. The Secretariat is requested to arrange for the provision of an IALA picture library to be added to the agenda for the next IT group’s meeting. 17
16. The Secretariat is requested to forward the report of PAP22 (PAP22/output/1) to the IALA Council, to note. 18

Actions for Members

1. The EEP Committee is requested to finalise the historic lighthouse template and then use it to commence populating an historic lighthouse database. 6
2. Chairs of Committees proposing ‘face to face’ inter-sessional meetings are requested to provide the Secretary-General with a short brief about the requested meeting. 7
3. All Committees are requested to have the IALA Dictionary as a standing Committee meeting agenda item. 11
4. All Committees are requested to use the IALA Dictionary as a resource. 11
5. All Committees are requested to check definitions in new documents against the IALA Dictionary, taking action as required. 11
6. Ómar Frits Eriksson is requested to move the IALA Dictionary to the revised IALA website as soon as possible. 12
7. Ómar Frits Eriksson is requested to consider the inclusion of a disclaimer on the IALA LinkedIn page and to report to PAP23. 16
8. IALA Document Processing Flow Chart



1. IALA Query Handling Flow Chart



1. Insurance
2. Basic business insurance (AXA)

Participants in IALA meetings are covered for injuries or theft under the following conditions:

* Injuries: for IALA activities carried out at the HQ or in France or Europe, and in the rest of the world for stays not exceeding 3 months;
* Theft: at IALA HQ only (except laptops, see below);
* Cars: IALA cars used by IALA members in European Union only.

1. Additional computer insurance (AXA)

Participants’ laptops are covered by this additional insurance, which also covers the IALA IT system and equipment.

1. Insurance for associations’ executives (Allianz)

Experts representing IALA on a mission are considered as executives *de facto*. As such they are protected against faults or mistakes they might commit **within the limits of the mission**. Two simple examples:

* Mr. D. advises a national authority on how to mark a shoal. A ship then is unable to recognize the mark and hits the shoal. The national authority turns the liability onto Mr. D. Mr. D. is then protected by the insurance.
* On a mission for IALA Mr. D. goes at night to a Scottish pub and starts an argument with Mr. P. about Irish whisky being better than Scottish whisky. They fight together and Mr. D. breaks Mr. P.’s nose. Mr. D. is not covered by the insurance.