Input paper: [[1]](#footnote-1) PAP37-4.10.1.1

Input paper for the following Committee(s): check as appropriate Purpose of paper:

**□** ARM **□** ENG **X** PAP **□** Input

**□** ENAV **□** VTS **X** Information

Agenda item [[2]](#footnote-2) (from agenda) 4.10.1

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Report to the PAP on IALA Dictionary maintenance

# Summary

This report provides a summary of activity to update and maintain the IALA Dictionary over the year 2018.

# BACKGROUND

The IALA Dictionary is a resource provided by IALA for Members and the general public to ensure knowledge and consistency of the meaning of terms used in IALA documents. Regular and on-going updating and maintenance of the Dictionary is therefore essential.

# UPDATES TO THE DICTIONARY

## Abbreviations

As abbreviations have been included in documents approved by the IALA Council, they have been added to the Dictionary.

## Definitions

Any definitions contained in IALA documents approved by Council are automatically approved for inclusion in the Dictionary. New/amended definitions have been extracted by Committees from IALA documents under preparation or review and notified to the IALA Secretariat via the Dictionary Amendment Proposal template document.

26 definitions have been uploaded from approved IALA documents. The definitions are listed below.

## Languages used for definitions

IALA policy is that IALA documentation should be provided in the three major languages English, French and Spanish. French translations of Dictionary terms have been provided for 5 definitions while 31 definitions have been provided in Spanish during 2018. Terms with the extension /fr are French translations while those with extension /es are Spanish translations.

# Dictionary management

## Policy

It was reported at PAP32 (October 2016) that the Council policy is that *the Dictionary is the only source for definitions. This to avoid the danger to have several definitions in different documents*.

It is proposed that the Dictionary is a product provided by IALA to IALA Members and the general public. It should therefore be afforded the same consideration as the other IALA products or withdrawn as a published product.

## Dictionary name

It was proposed at PAP36 that the Dictionary is an Index rather than a Dictionary. An index is just a list of terms used in IALA documents while a dictionary is a list of terms used and the agreed meaning of each term. Since the IALA Dictionary is the latter, it is a dictionary rather than an index. In addition, IALA Members are well familiar with the term IALA Dictionary and renaming the same product with a new name may only serve to cause confusion without in any way improving the product. Hence it is proposed that the title “IALA Aids to Navigation Dictionary” should be retained.

## Dictionary disclaimer

LAP17 (October 2016) and LAP18 (April 2017) considered a disclaimer for the IALA Dictionary but the LAP decided not to work further on disclaimers.

The present disclaimer on the published Dictionary is not very obvious and perhaps should require a confirmation tick box as part of the access control to the Dictionary.

## Dictionary management procedures

If the Dictionary is to be retained as an IALA product, procedures in relation to its management should be prepared and published.

The Dictionary Working Group of the PAP (DWG) was discontinued at PAP34 (October 2017) and management of the Dictionary was assigned to the IALA Secretariat and the Dictionary Management Group (DMG). A report submitted to PAP36 (PAP36-7.6) (September 2018) included proposed terms of reference for the DMG but these were not approved. The published Dictionary procedures in the IALA Dictionary therefore remain the old DWG procedures. It is proposed that the DMG procedures in paper PAP3-7.6 be amended and / or approved and published on the IALA Dictionary website.

## Languages

Presently volunteers, whose first language is French or Spanish, translate the small number of definitions being updated as a result of Committee work.

LAP17 (October 2016) considered issues regarding the accuracy of translations of Dictionary terms into French and Spanish and agreed to consider the issue further at LAP18. Languages were not considered at LAP18.

## Action plan

History has indicated that regular encouragement to the Committees results in much more awareness and effective use of the Dictionary. However, updating of the Dictionary remains inconsistent. One option for ensuring Committee participation to have an effective system of review/ updating of definitions is to ensure that sections for definitions and abbreviations are included in all new and revised Recommendations and Guidelines. The Secretariat can then easily review/ update the definitions as necessary to ensure compliance with approved IALA Documents.

When considering the Dictionary, there is a tendency to focus on “cleaning out” the content as an initial step. However, it is suggested that the priority is to ensure that currently used terms are included and accurate.

Hence reviewing terms used in recently published IALA Documents and verifying definitions used in documents currently being considered by the Committees should be the priority and leave “cleaning out” to a later stage. It is proposed that the following be considered as priorities for a Dictionary action plan:

1. Approve and publish Dictionary management procedures.
   1. Confirm that the existing Wiki structure will continue to be used.
   2. Define and agree Dictionary name, policy and procedures.
   3. Upload the disclaimer from the LAP to the Dictionary.
   4. Decide if a numbering system is required and define the numbering system if required.
   5. Set up the Dictionary Management Group and terms of reference. This should be approved by at least the PAP and possibly the Council. Would this be part of the IALA procedures?
   6. Put in place a reporting procedure for DMG half yearly reports to PAP.
2. Prepare and implement effective Committee procedures for reviewing and updating Dictionary terms as part of the Committee work of preparing Standards, Recommendations, Guidelines, and Model Courses.
   1. Include briefing on Dictionary activity in the Admin briefings to all Committees.
   2. How will new definitions be identified when Committees revise existing document and prepare new documents?
   3. Who will be responsible for ensuring that new and revised definitions are uploaded?
   4. Who will be responsible for arranging translations and uploading of the translations?
3. Review the Dictionary to check that currently active terms in recent Recommendations and Guidelines approved over the work period are included and update the Dictionary as necessary. Mike Hadley prepared a summary of definitions when he was rebranding Guidelines and Recommendations but it is not on the partage or on the File Share that was used for rebranding. Most of the new e-navigation terms are not in the Dictionary.
   1. Identify and upload new definitions from Recommendations and Guidelines approved during the 2014-2018 work period.
4. Implement IALA policy to provide the Dictionary in French and Spanish.
   1. Prepare and implement effective procedures for translating definitions into French and Spanish and uploading the translations into the Dictionary.
   2. Upload the French and Spanish versions of the original definitions for terms not recently amended.
5. Review the terms and remove unwanted terms. Guidelines for how to identify unwanted terms should be agreed before this starts.

# Action requested of the Committee

The Committee is requested to:

1. Note the maintenance carried out on the IALA Dictionary in 2018.
2. Encourage IALA Committees to use and update/add definitions in their work, including translations.
3. Consider the way forward for management of the IALA Dictionary.
4. Definition terms added or amended in the Dictionary in 2018

**A**

* [Accredited AtoN Training Organisation](https://www.iala-aism.org/wiki/dictionary/index.php/Accredited_AtoN_Training_Organisation)
* [Acetylene/es](https://www.iala-aism.org/wiki/dictionary/index.php/Acetylene/es)
* [Anti-fouling paint/es](https://www.iala-aism.org/wiki/dictionary/index.php/Anti-fouling_paint/es)
* [Approved AtoN Training Course](https://www.iala-aism.org/wiki/dictionary/index.php/Approved_AtoN_Training_Course)
* [AtoN Personnel](https://www.iala-aism.org/wiki/dictionary/index.php/AtoN_Personnel)
* [Audible Signal/es](https://www.iala-aism.org/wiki/dictionary/index.php/Audible_Signal/es)
* [Audible Signal/fr](https://www.iala-aism.org/wiki/dictionary/index.php/Audible_Signal/fr)

**B**

* [Background Lighting](https://www.iala-aism.org/wiki/dictionary/index.php/Background_Lighting)
* [Background Luminance](https://www.iala-aism.org/wiki/dictionary/index.php/Background_Luminance)
* [Ballast/es](https://www.iala-aism.org/wiki/dictionary/index.php/Ballast/es)
* [Bayonet Cap/es](https://www.iala-aism.org/wiki/dictionary/index.php/Bayonet_Cap/es)
* [Blocking diode/es](https://www.iala-aism.org/wiki/dictionary/index.php/Blocking_diode/es)
* [Bulb/es](https://www.iala-aism.org/wiki/dictionary/index.php/Bulb/es)
* [Buoy lantern/es](https://www.iala-aism.org/wiki/dictionary/index.php/Buoy_lantern/es)
* [Buoy light/es](https://www.iala-aism.org/wiki/dictionary/index.php/Buoy_light/es)
* [Butane/es](https://www.iala-aism.org/wiki/dictionary/index.php/Butane/es)

**C**

* [Cathodic protection/es](https://www.iala-aism.org/wiki/dictionary/index.php/Cathodic_protection/es)
* [Competence (AtoN)](https://www.iala-aism.org/wiki/dictionary/index.php/Competence_(AtoN))
* [Competent Authority (AtoN)](https://www.iala-aism.org/wiki/dictionary/index.php/Competent_Authority_(AtoN))
* [Confirmation of an AtoN Light](https://www.iala-aism.org/wiki/dictionary/index.php/Confirmation_of_an_AtoN_Light)
* [Cut-in wind speed (of a wind-power generator)/es](https://www.iala-aism.org/wiki/dictionary/index.php/Cut-in_wind_speed_(of_a_wind-power_genearator)/es)
* [Cut-out wind speed (of a wind-power generator)/es](https://www.iala-aism.org/wiki/dictionary/index.php/Cut-out_wind_speed_(of_a_wind-power_generator)/es)

**D**

* [Detection of an AtoN light](https://www.iala-aism.org/wiki/dictionary/index.php/Detection_of_an_AtoN_light)
* [Discharge Lamp/es](https://www.iala-aism.org/wiki/dictionary/index.php/Discharge_Lamp/es)

**E**

* [Electroluminescence/es](https://www.iala-aism.org/wiki/dictionary/index.php/Electroluminescence/es)

**F**

* [Fenders/es](https://www.iala-aism.org/wiki/dictionary/index.php/Fenders/es)
* [Filament Support/es](https://www.iala-aism.org/wiki/dictionary/index.php/Filament_Support/es)
* [Filament/es](https://www.iala-aism.org/wiki/dictionary/index.php/Filament/es)
* [Flasher/es](https://www.iala-aism.org/wiki/dictionary/index.php/Flasher/es)
* [Fluorescence](https://www.iala-aism.org/wiki/dictionary/index.php/Fluorescence)
* [Fog signal/es](https://www.iala-aism.org/wiki/dictionary/index.php/Fog_signal/es)
* [Fog signal/fr](https://www.iala-aism.org/wiki/dictionary/index.php/Fog_signal/fr)

**G**

* [Geographical Range](https://www.iala-aism.org/wiki/dictionary/index.php/Geographical_Range)

**H**

* [Hazard](https://www.iala-aism.org/wiki/dictionary/index.php/Hazard)
* [Hazard (2)](https://www.iala-aism.org/wiki/dictionary/index.php/Hazard_(2))
* [Hazard (2)/es](https://www.iala-aism.org/wiki/dictionary/index.php/Hazard_(2)/es)
* [Hazard (2)/fr](https://www.iala-aism.org/wiki/dictionary/index.php/Hazard_(2)/fr)

**I**

* [Identification of an AtoN Light](https://www.iala-aism.org/wiki/dictionary/index.php/Identification_of_an_AtoN_Light)

**L**

* [Lamp Changer/es](https://www.iala-aism.org/wiki/dictionary/index.php/Lamp_Changer/es)
* [Level 1 training](https://www.iala-aism.org/wiki/dictionary/index.php/Level_1_training)
* [Level 2 training](https://www.iala-aism.org/wiki/dictionary/index.php/Level_2_training)
* [Light float (2)](https://www.iala-aism.org/wiki/dictionary/index.php/Light_float_(2))
* [Light float (2)/es](https://www.iala-aism.org/wiki/dictionary/index.php/Light_float_(2)/es)
* [Light float (2)/fr](https://www.iala-aism.org/wiki/dictionary/index.php/Light_float_(2)/fr)

**M**

* [Miniature Cap/es](https://www.iala-aism.org/wiki/dictionary/index.php/Miniature_Cap/es)
* [Mooring buoy/es](https://www.iala-aism.org/wiki/dictionary/index.php/Mooring_buoy/es)

**O**

* [ODAS buoy/es](https://www.iala-aism.org/wiki/dictionary/index.php/ODAS_buoy/es)
* [Oil Lamp/es](https://www.iala-aism.org/wiki/dictionary/index.php/Oil_Lamp/es)
* [On-the-Job Training (AtoN)](https://www.iala-aism.org/wiki/dictionary/index.php/On-the-Job_Training_(AtoN))

**Q**

* [Qualification (AtoN)](https://www.iala-aism.org/wiki/dictionary/index.php/Qualification_(AtoN))
* [Quiescent Load](https://www.iala-aism.org/wiki/dictionary/index.php/Quiescent_Load)

**R**

* [Recognition of an AtoN Light](https://www.iala-aism.org/wiki/dictionary/index.php/Recognition_of_an_AtoN_Light)
* [Reserve buoyancy/es](https://www.iala-aism.org/wiki/dictionary/index.php/Reserve_buoyancy/es)
* [Risk](https://www.iala-aism.org/wiki/dictionary/index.php/Risk)
* [Risk Control](https://www.iala-aism.org/wiki/dictionary/index.php/Risk_Control)
* [Rival Light](https://www.iala-aism.org/wiki/dictionary/index.php/Rival_Light)

**S**

* [Safety hand-hold/es](https://www.iala-aism.org/wiki/dictionary/index.php/Safety_hand-hold/es)
* [Superstructure (of a buoy)/es](https://www.iala-aism.org/wiki/dictionary/index.php/Superstructure_(of_a_buoy)/es)
* [Surface Colour](https://www.iala-aism.org/wiki/dictionary/index.php/Surface_Colour)

**T**

* [Tail tube (of a buoy)/es](https://www.iala-aism.org/wiki/dictionary/index.php/Tail_tube_(of_a_buoy)/es)
* [Topmark/es](https://www.iala-aism.org/wiki/dictionary/index.php/Topmark/es)

**U**

* [Useful Life (of a lamp)/es](https://www.iala-aism.org/wiki/dictionary/index.php/Useful_Life_(of_a_lamp)/es)

**V**

* [Vacuum Lamp/es](https://www.iala-aism.org/wiki/dictionary/index.php/Vacuum_Lamp/es)
* [Vertical Beam Divergence](https://www.iala-aism.org/wiki/dictionary/index.php/Vertical_Beam_Divergence)

**W**

* [Winter buoy/es](https://www.iala-aism.org/wiki/dictionary/index.php/Winter_buoy/es)
* [Wreck (2)](https://www.iala-aism.org/wiki/dictionary/index.php/Wreck_(2))
* [Wreck (2)/es](https://www.iala-aism.org/wiki/dictionary/index.php/Wreck_(2)/es)
* [Wreck (2)/fr](https://www.iala-aism.org/wiki/dictionary/index.php/Wreck_(2)/fr)

1. Input document number, to be assigned by the Committee Secretary [↑](#footnote-ref-1)
2. Input papers should be assigned to a work task as listed in the Committee work plan which is available in input papers. Leave open if uncertain but consider how the paper is to be processed if not relevant to a work task [↑](#footnote-ref-2)