

**IALA COUNCIL
56th Session**

**December 9 - 13, 2013
Goa
India**

Agenda item 9 – IALA TECHNICAL ACTIVITIES

9.8 Technical Committee arrangements For 2014-2018

9.8.1-1 Technical Work Structure for IALA 2014-2018

Note by the Secretariat

Technical Work Structure for IALA 2014-2018

The following document describes the Work Structure for the technical activities of IALA for the coming four-year work period. It is developed from the similar document approved by Council for the 2010-2014 period. Reference is made in the document to the Strategy and Committee Structure documents which form part of the input to this meeting and which are dealt with under Item 8, IALA Strategy.

Note that the work of the IALA WWA is not described in this document.

Action requested of the Council

The Council is requested to **Approve**.

TECHNICAL WORK STRUCTURE FOR IALA – 2014-2018

1 BACKGROUND

The 'Technical Work Structure for IALA – 2014-2018, is aimed at achieving the Priorities identified in the IALA Strategic Vision.

IALA will continue to work with other organisations in order to achieve its objectives, in particular IMO, ITU, IHO, and CIRM. IALA's role in the development of e-Navigation, and VTS will be crucial in the period, as will the provision by the technical side of IALA of support for the work of the IALA WWA.

2 THE CUSTOMERS OF IALA AND THE PRODUCTS

The IALA Membership are the main 'customers', and IALA documentation has been developed to serve it.

During this work period, a revision of the product structure will be carried out, to better suit the needs of the membership, and to create a suite of higher level documents suitable for citation.

3 IALA "TOOLBOX"

The IALA "Toolbox" provides for the development process in a flexible manner. The tools that provide the best response are:

- Committees;
- Workshops;
- Seminars;
- Ad-Hoc Groups; and
- Consultants.

A number of communication means that supplement face-to-face meetings exist. These can be used as required by any of the processes identified in the "Toolbox", and may be provided by IALA, or by the IALA membership, and could include: teleconference, web forum use, web conference, group e-mail and video conferencing. In addition, inter-sessional work by sub-groups is an effective tool to further the agenda of specific Committees and to relieve pressure during Committee Meetings.

3.1 Committees

Committees remain key to the work of IALA. For Committees to work effectively it is essential that members send their best subject matter experts to address the work program items. Through the provision of work programmes for each committee, the work to be dealt with at any one meeting is clearly identified.

Specific advantages of Committee work include:

- Providing a forum for expertise;
- Developing documents in a quality control environment (Chairperson / Vice-Chairperson are integral to the QA process);
- Identifying areas of common concern;
- Sharing results and information;
- Networking with colleagues.

Within Committee work there is an option for sub-division into working groups. This option is successfully used by all IALA Committees.

In noting the advantages of the use of Committees, the PAP has also noted a number of challenges that face the structuring of the Committees. In addition to recruiting experts to address work items, these include ensuring:

- Participation from the relevant experts to address work items / structuring Committees for best sharing of expertise;
- Retention of the expertise base throughout the work term;
- Participation / expertise from sister organizations / relevant international organizations to provide an holistic response.

3.1.1 Committee Structure

Following the Strategy process initiated at the 54th meeting of the IALA Council, work by the Secretariat and PAP has resulted in a proposed new Committee Structure for the period 2014-2018, as follows.

- **ARM – Aids to Navigation Requirements and Management**
- **ENAV – e-Navigation**
- **ENG – AtoN Engineering and Sustainability**
- **VTS – Vessel Traffic Services**

The Technical Domains in which each of these Committees will direct their activities are described in full in document C56-8.2.2.

The Strategy for IALA in the period 2014-2026 is described in document C56-8.2.1. within this it will be seen that fourteen Priorities are defined for the 2014-2018 work period, and these are as follows.

Transform the IALA product line by redefining and restructuring existing documentation to meet the future needs of the organisation, including document content, the approval process, and accessibility.	Provide guidance on management, engineering, and sustainability in aids to navigation, particularly concerning modern materials and light sources
Deliver a limited suite of high level standards suitable for direct citation by States and by other international organisations.	Promote the demonstration of e-Navigation services, through the provision of test beds, and the harmonisation of results.
Develop guidance on positioning, communications, Maritime Service Portfolios, and data modelling for e-Navigation	Develop guidance on information management, portrayal, and new technologies for VTS.
Develop guidance for the delivery of VTS, including communications, human factors, qualifications, and training.	Develop funding sources, programs and delivery options for The World Wide Academy.
Develop guidance on aids to navigation in navigable waters affected by operational limitations	As part of the WWA Master Plan, prioritise and conduct needs-assessment missions and related capacity-building activities, and further the use of Model Courses by national authorities.
Develop a forward plan for future delivery of aids to navigation systems and related services including VTS, taking account of developments in technology and changing needs.	Define common metrics and evaluation techniques, including risk analysis methodologies, for use in determining aids to navigation solutions.

Continue to improve guidance on light and vision aspects of marine signalling, consolidating documentation.	Promote technology transfer and knowledge sharing concerning aids to navigation.
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3.1.2 The Committee process

With the new IALA HQ building offering excellent facilities for meetings, there is little need to change meeting arrangements for Committees. The new IALA website and installation of a new WiFi system at HQ have both demonstrated that new efficiencies are being obtained.

Further development of the IALA website is planned during the work period, and a move to more easily used document templates will be made in the interest of smoother work flow

3.1.3 Committee Secretary arrangements

For the last four meetings of 2013, two Committee Secretaries were employed. This had the benefit of easing the workload on any one individual, and also allowing the Committee Secretary for any one meeting to concentrate on the work of that meeting, without distraction. This process will be carried into 2014, but final arrangements will not be made until after Conference in May 2014.

3.1.4 Rules of Procedures for IALA Committees

Continuing previous practice, the latest concept of 'Rules of Procedures for IALA Committees' was revised and provided as input to IALA Council Session 46 (PAP19/output3). This approved process will continue in 2014-2018.

3.1.5 Document Quality Assurance

Documents created by a Committee are subject to a Quality Assurance (QA) process as identified in Annex A. **Erreur ! Source du renvoi introuvable.** This is unchanged from that for 2010-2013.

3.2 Workshops

Workshops make a valuable contribution to the work of IALA. A Workshop is a gathering of specialists to deal with a specific topic as outlined in the 'IALA Guidelines on Preparation of a Workshop or Seminar'. Where appropriate, workshops may be linked to a Committee by having the Chair / Vice-Chair as part of the steering committee for the workshop.

- Documents prepared through the workshop process may be subject to a Quality Assurance (QA) process as identified in **Erreur ! Source du renvoi introuvable.**, but output documents would normally be sent to the next meeting of the appropriate Committee for completion;
- Workshops may result in Conclusions and Recommendations for IALA to take into consideration;
- The final report of a workshop should be sent to the IALA Council 'to note'.

3.3 Seminars

Seminars also make a valuable contribution to the work of IALA. Seminars are a meeting of specialists on a specified subject or topic as outlined in the internal IALA Guideline on Preparation of a Workshop or Seminar.

Seminars do not normally result in documentation, but may result in Conclusions and Recommendations for IALA to take into consideration.

- The final report of a Seminar should be sent to the IALA Council 'to note';
- Recommendations developed through the Seminar should be identified for further development through an appropriate process (using an appropriate IALA 'tool').

3.4 Ad Hoc Groups

Ad hoc groups are formed to deal with a specific topic in a finite time frame. Ad hoc groups may recruit external expertise outside the membership of IALA. Documents created by an ad hoc group may be subject to a QA process similar to those documents created through a workshop. Alternatively, documents created through an ad hoc group may proceed through the Committee QA process (as identified in **Erreur ! Source du renvoi introuvable.** to this document).

- Reports from ad hoc groups should be sent to the IALA Council 'to note'.
- Documents developed through the ad hoc group process, including appropriate QA process, should be sent to IALA Council to review and approve where appropriate.

3.5 Consultants

Consultants may be required when IALA is lacking expertise in a specific area. They may be used to 'buy-in' the expertise that is missing. The work of consultants may be used to augment the work of any of the other tools as required.

- Reports from consultants would be provided to the appropriate body requiring the information, as well as to the IALA Council 'to note'

ANNEX A. IALA DOCUMENT QUALITY ASSURANCE PROCESS

(for use by Committees and the development of documents at a workshop)

1 INTRODUCTION

IALA gathers information, processes and develops this information into formats that can be shared with IALA Members and other interested parties to support the aim of IALA for harmonization of marine AtoN for safety, protection of the environment and efficient movement of vessels. Through a quality management approach to IALA documentation it is possible to meet the needs of IALA members, responding to the aim of safe, economic and efficient movement of vessels and harmonisation of marine aids to navigation.

1.1 IALA Documentation Development / QA Process

The IALA Process must allow for timely production of quality documents. The IALA documentation hierarchy provides a basis for further development within the documentation Quality Assurance (QA) process. In addition, this document has led to the development of templates for IALA Recommendations, IALA Guidelines and other documents, which are now provided to Committee members when commencing work / reviewing existing IALA documents. The templates were last updated in October 2009.

1.1.1 Timely Development

For speed of development and timely publication, a group of tools / processes for development that allow flexibility need to be provided.

1.1.2 Quality Control Processes

Within a quality control process two areas for review can be identified:

- 1 Content (requiring expert review);
- 2 Presentation (requiring editorial / format review to ensure common, professional presentation).

For quality control, the development process must be clearly identified with quality assessment built into at all levels.

1.2 Governing Principles

IALA Council has agreed to a documentation hierarchy approach to ensure the information provided to members responds to the following governing principles:

1.2.1 Usability

The system should be as intuitive as possible, including all IALA documents while maintaining the existing numbering scheme for IALA Recommendations;

1.2.2 Visibility

Presentation of documents should preset a 'common look and feel', providing a visual indication that it is an IALA document, as well as a visual clue as to the type of IALA document;

1.2.3 Validity

The date of the issue and the date of amendment/edition should be clearly visible to ensure that members have the most up-to-date information available.

1.2.4 Availability

Documentation related to the safety of navigation should be provided to all who have need of the information – i.e. available, in electronic form, at no charge for download from the IALA web site.

1.3 Definitions / Publication Objectives

1.3.1 IALA Recommendations

These documents represent the highest level of IALA documentation (would relate to a 'standard' in an intergovernmental organization). Recommendations provide direction to IALA members on uniform procedures and processes that will facilitate IALA objectives. Recommendations contain information on how the members should plan, operate and manage Aids to Navigation. Recommendations may reference relevant international standards and IALA Guidelines

1.3.2 IALA Guidelines

These documents provide detailed, in-depth information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operations and managing of Aids to Navigation.

1.3.3 IALA Manuals

These documents provide members, non-members and training institutions with an overall view of a large subject area – for example the NAVGUIDE and the IALA VTS Manual. While introducing the subject to a varied audience, reference to IALA Guidelines and IALA Recommendations, as well as other related international documentation, is made.

1.3.4 Document Control

IALA documents should be reviewed periodically to ensure that they remain relevant and up-to-date. The review can occur as required, but should occur at a maximum interval of 5 years (the 4 year work programme, plus 1 year grace time).

Documents should indicate the date when they were initially approved by Council (brought into force) as well as the date of the last review/revision. Revisions of documents should be indicated by the words "Edition #" on the cover page immediately before the date of the adoption of the revised version by the Council. Revisions to documents should be noted on a revisions page, inside the front cover of each document.

All documents should include the number/title/edition number of the document in the header and the page number in the footer in the format 'Page X of Y' to ensure that members can identify any pages that may be missing from their copy of a specific document.

2 QUALITY ASSURANCE PROCESS

In all cases, IALA documents shall conform to the IALA templates, issued by the IALA secretariat and made available on the FTP server.

2.1 Committee documents

Committees may develop documents, within a Working Group, over a number of Committee meetings and the development may involve inter-sessional work. At this stage, it should be the case that the best experts in the field are working on the document.

2.1.1 QA Process for documents created by an IALA Committees

PAP has noted that documents may be created by one or more IALA Committees. The QA process for these documents includes the following:

- Chairman / Vice-Chair involved throughout the development process;
- Secretariat involved throughout the development process **for format** and editorial review;
- Once approved by Committee(s), documents proceed through the Secretariat to Council for final review and approval;
- When approved by Council, return to Secretariat for publication and posting on IALA Website;

- IALA Membership notified of approved documents using IALA communications means.

IALA provides invaluable information, through its documentation, to its members and to other interested parties. It is imperative that this documentation is maintained to the highest possible standard, providing credible and valid information that is as up-to-date as possible. The provision of access to IALA documents electronically, through the IALA website, ensures availability of documentation for the benefit of safety of navigation.

2.1.2 Initial Review

The review of a Committee document begins with peer review within the group producing it. This may extend to the whole Committee if, as the document develops, it is input to successive meetings. In this case, Committee members representing national administrations are expected to ensure that they are keeping their national experts informed of the documents contents. For documents returning to successive meetings, the IALA secretariat will monitor conformity to the relevant IALA template.

2.1.3 Inter-Committee Liaison

The majority of documents produced by IALA Committees can be expected to be of interest to the other Committees. Thus, once sufficiently well formed, a draft of a document should be circulated to relevant Committees, seeking comment.

2.1.4 Committee Review

The finalised draft document is reviewed in a plenary session of the Committee responsible for the production of the document. Document may be delayed at this point, if Committee members need to consult experts in their national administrations.

If unanimous approval cannot be gained and depending on the issues involved, the Committee Chairperson may judge that further work is required or may approve the submission of the document to the IALA Council, with a recommendation which includes the objections made.

2.1.5 Editorial review

Output for IALA documentation is reviewed by the IALA Secretariat for formatting and presentation.

2.1.6 Final approval

Unless dispensation has already been obtained, once finalised, the document must be submitted to the IALA Council for their review and approval.

2.2 Workshop documents

2.2.1 QA Process for Documents created through a Workshop

As identified in the IALA Guidelines for the Preparation of a Workshop or Seminar, a Workshop is a special meeting convened for:

- The purpose of making maximum use of the technical expertise of participants to further the work of the Association on a specified subject or topic; or,
- To enable skills and comprehension of new techniques to be learned by detailed lectures combined with simulation or similar 'hands on' methods.

The output from an IALA workshop is usually in the form of a specific Recommendation or Guideline.

The Workshop process provides a forum for optimum exchange of expert opinion on a specific topic. Through the workshop process IALA documentation is created and/or amended to reflect the most recent developments in a specific field of study.

The process necessitates a maximum of effort in a short time period. It is expected that the output may require revision and formatting before it is of a quality to be presented to IALA Council for approval and then to the IALA website for distribution.

In order to ensure the governing principles are adhered to, the following post workshop quality assurance, five step, process should be used.

2.2.1.1 Initial Review

Output for IALA documentation is reviewed by the IALA Secretariat for formatting and presentation.

2.2.1.2 Participant Review

The resulting document is sent to all Workshop Participants' for electronic review. This review will be done using a silent approval process.

The IALA Secretariat makes note of all comments received and identifies these comments as 'Editorial'; 'Clarification'; 'Technical' and amends the document to reflect editorial comments.

2.2.1.3 Technical review

The revised document, along with the comments table, is sent for review by a Technical Committee, comprising the Workshop Steering Committee and the Working Group Chairs.

If a situation occurs where there is a point of consequence that cannot be resolved within the Technical Committee, the document will be identified for further work, either through a subsequent workshop or by a related IALA Committee.

2.2.1.4 Committee review

Unless the workshop delegates have been such specialists that the relevant IALA Committee cannot provide adequate peer review, the document should be reviewed and approved by that Committee.

2.2.1.5 Council review and approval

The finalised document is submitted to the IALA Council for its review and approval.