



Report of the 20th Session of the IALA Policy Advisory Panel (PAP)

18, 19 & 20 October 2010

Executive Summary

- Meeting partly combined with the IALA Strategy Group, with check on progress on strategy elements;
- Extensive discussion on Vessel Traffic Management (VTM) in relationship to e-Navigation (PAP20/output/2);
- Creation of a plan for the way ahead with the IALA Universal Maritime Data Model (UMDM) (section 8.1);
- Progress was noted the IALA World-Wide Academy (WWA), with particular attention paid to the training of AtoN personnel (section 9.1);
- Participation in IALA Net is growing slowly but interest in joining needs to be stimulated (section 10);
- Review of status of commercial version of IWRAP Mk2 and suggestions for marketing (section 11.1);
- Visit to new IALA offices;
- Review of 2010 – 2014 workshops / seminars programme and provision of information paper (PAP20/output/3 & 3a);
- Preparation of IALA document procedures (PAP20/output/4);
- Submission of workshop proposal – VTM (PAP20/output/5);
- Proposal to amend Committee rules of procedure (PAP20/output/6);
- Discussion of representation at external bodies (section 16.7).

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PAP
20th Session

20 October, 2010

Report of the 20th Session of the IALA Policy Advisory Panel (PAP20)

1 Welcome

The 20th session of the **Policy Advisory Panel** was held on 18, 19 & 20 October 2010, 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, saying that much had happened in the past year, with much to come in the immediate future. He stressed the importance of the PAP to the effective working of IALA. Remarking on the number of new faces, including his own, he noted that a number of projects recently set in train are now coming to fruition.

2 Approval of the agenda

2.1 Agenda

The Agenda (PAP20/2/1) was adopted. A copy of the agenda is at ANNEX 1.

2.2 Participants

Gary Prosser	IALA Secretary General	IALA
Christian Forst*	Council member	Germany
Phil Day	Chair, ANM Committee	UK
Omar Frits Eriksson*	Chair, EEP Committee	Denmark
Tuncay Çehreli	Chair, VTS Committee	Turkey
Bill Cairns	Chair, e-NAV Committee	USA
Michael Skov	Vice Chair, ANM Committee	Denmark
Steve Nell**	IMC Vice President	IMC
Mike Hadley	Technical Co-ordination Manager	IALA
Jean Charles Leclair	IALA Representative to IMO	IALA
Marie-Helene Grillet	Administration Manager	IALA
Paul Ridgway	Editor IALA Bulletin	IALA

* On 18 October

** On 18 & 19 October

Apologies had been received from:

Seamus Doyle	Vice-Chair, EEP Committee	Ireland
Neil Trainor	Vice Chair, VTS Committee	Australia
Nick Ward	Vice-Chair, e-NAV Committee	UK

2.3 Output and Working Papers

A list of output and working papers is at ANNEX 3.

2.4 Action Items

A list of action items is at ANNEX 4.

3 Review of Action Items from last meeting

Action Items from the previous meeting (PAP20/3/1) were reviewed.

3.1 Secretariat

With the exception of action 2, which is continuing, it was noted that the Action Items due to the Secretariat were complete.

Action item

Jean-Charles Leclair is requested to draft a letter for signature by the Secretary-General, requesting that national members consider experience of safety of navigation when the composition of their delegation to MSC is being decided.

3.2 Members

The following actions are outstanding or 'in hand': 21, 23, 26 & 27.

Action items

The e-NAV Committee is requested to forward its view on the utility of Electronic Pelorus to the EEP and ANM Committees.

Jean-Charles Leclair is requested to provide an article on the WWA for the IALA Bulletin.

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

The e-NAV Committee is requested to investigate the possibility of providing a paper about revised custody arrangements for AIS binary messages, in conjunction with IMO, to Council 51.

4 Review of Input papers

The list of input papers (PAP20/2/2) was noted; a copy is at ANNEX 2.

One late paper (PAP20/16/5), a liaison note from ANM15 was tabled at the meeting.

5 Update on the work of the IALA Committees and Council

5.1 VTS Committee

Tuncay Çehreli presented the working and outcomes of VTS31, which had been his first meeting as Chairman, although he had first joined the VTS Committee in 2002. VTM had been the dominating topic of the meeting.

The Committee structure and WG tasks were covered and amongst issues identified were the question mark hanging over the position of editor of the VTS Manual and the sensitivity of the review of the SMCP task. The best way to approach the training and certification task, given that STCW has just been revised was discussed and it was agreed that the advice of Jean-Charles Leclair would be sought. The initial advice was that the recent revision gives much, but not all of IALA, was seeking; it does not cover the certified training in VTS of a ship's master. However, the matter has already been discussed with the Chairman of the Personnel and Training WG.

Action item

Tuncay Çehreli is requested to discuss the best way to proceed with respect to VTS training accreditation with Jean-Charles Leclair.

There is a shortage in volunteers to act as rapporteurs (3 out of 4 items are not currently covered).

An initiative started by some of the industrial members (The Inter-VTS Exchange Format (IVEF)) is approaching completion, with comments requested from the e-NAV Committee inter-sessionally. The other outputs from the meeting were then covered.

The supporting presentation is an output from the meeting.

The Secretary-General remarked on the maturity of the VTS Committee.

With regard to the Committee's task concerning VTS outside territorial waters, it was pointed out that an initiative would be supported at IMO by several members states but that they need to be identified. As STCW has just been revised the best route to take is probably via SOLAS but a decision on this will be required. However, it was pointed out that SOLAS specifically restricts the use of VTS to territorial waters and that a more productive route may be via Ship Reporting Systems (SRS).

5.2 e-NAV Committee

Bill Cairns outlined the developments at e-NAV8, explaining that the monitoring items from the previous Work Programme had been rolled into the Tasks within the programme.

The presentations given were discussed, followed by the WG structure, which now includes the new Information Portrayal WG (WG6).

It was explained that WG1 now covers Operations as Strategy is now being dealt with by the Chairman and Vice Chairman. The work undertaken by the individual WG was then covered.

The supporting presentation is an output from the meeting.

5.3 EEP Committee

Ómar Frits Eriksson covered events at EEP15. He outlined the Committee's work items (15 plus one on Workshops and Seminars) and stated the Committee's revised view on workshops and seminars.

Issues identified were:

- Product certification, for which the background was given and the fact that IALA is still waiting for a formal letter from the IMC on its view of the way ahead. However, the Committee has developed the view that the templates, developed in aid of product certification, have merit in their own right and should be retained.
- The idea emerging from EEP15, that XML could be used to describe test and other data, that could be hosted inside equipment, was discussed and that it would be developed inter-sessionally.
- The gradual loss of expertise, due to job moves and pending retirement, from the ad hoc expert group on conspicuity is a concern.

The supporting presentation is an output from the meeting.

In subsequent discussion, the joint Japan / US submission on AtoN symbology was mentioned, from which it emerged that the IALA Committees need to contribute to an IALA submission to NAV57. Noting that EEP and ANM would be meeting after e-NAV9 and that there would be a tight deadline for the submission to NAV57, it was recognised that inputs from these Committees would need to be provided immediately to the Chairman of e-NAV.

Action item

The ANM, EEP and VTS Committees are requested to provide an input to the e-NAV Committee, based on the VAtoN Recommendation (O-143) and detailing the different possible use of AIS with AtoN and the consequences for message exchange.

The Secretariat is requested to provide EEP and ANM outputs on AIS for inclusion in the NAV57 submission to the Chairman of e-NAV as soon as possible.

There was discussion about the use of audible sound signals, during which the meeting was reminded that the 1985 Conference had recommended their discontinuation. Nonetheless, the current feeling was that, on a risk based approach, they still had a use as a hazard warning. This sparked a spirited debate about a hazard warning was an AtoN. No conclusion was reached but it was remarked that the ANM Committee have only just begun to study this issue and have further work to do to conclude it.

5.4 ANM Committee

Phil Day covered events at ANM15. He began by remarking that both the Committee and the WG were under completely new management. However, with a 25% turnover in personnel the Committee had 'bedded down' well and made an excellent start on most of the work items.

The meeting outputs were covered, with special mention of the request to LAP for advice on the Wreck removal Convention.

Proposed changes to the ANM Work Programme were outlined, including the addition of a new monitoring item and 5 new Tasks.

The marking of wind farms continues to be an issue, especially as they are proliferating. However, it was felt that progress is being made, now that regular contact is being kept with the appropriate ICAO WG.

The difficulties with and compromises that had gone into the composition of the revised MBS booklet were briefed and, in discussion between the Chairmen of the other Committees, the responsibilities for ANM Tasks 1-4 was clarified. This led to a review of the already revised ANM Work Programme by the Committee's Chairman and Vice Chairman.

Following mention of the Task on synchronised / sequenced light systems it was pointed out that the discussion of this issue also need to cover systems of aids.

5.5 IMC

Steve Nell said that there had been no IMC meeting since the 2010 Conference, also that the new President of the IMC was waiting to meet with his National member. He expected to have more to report at the next meeting , as the IMC are planning to hold a meeting in early 2011.

At this stage, Paul Ridgway said that he would like to pay tribute to the IALA Industrial members for their most welcome and generous support, by advertising in the IALA Bulletin, without which it could not appear. It has to be noted that advertising in the Bulletin is the exclusive province of the Industrial members.

5.6 Council Report – 46th Session

PAP20/5/1 was noted. The Secretary-General said that the most significant item was the approval of a large number of end of Work Programme documents; a weight of 4.6 Kg was mentioned.

5.7 Council Report – 47th Session

PAP20/5/2 was noted and in particular the discussion about the move of IALA.

5.8 Council Report – 48th Session

PAP20/5/3 was noted, specifically the reporting of the elections.

5.9 Council Report – 49th Session

PAP20/5/4 was noted. Specific points were:

- First meeting of the new Council;
- The sale of the rue Schnapper property and the purchase of the new premises;
- The predicted depletion of the IALA reserves, due to the move to Bel Air;
- The discussion about PAF, the interaction with IMPA and the Council's decision to continue with the PAF and seek an improved dialogue with IMPA.

5.10 17th IALA Conference

The Conference Conclusions and Recommendations (PAP20/5/5) were noted and that the Committees had been asked to review them in the light of their own Work Programmes.

6 Work of other bodies

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

6.1 Report from MSC87

PAP20/6/1 was noted.

Jean-Charles Leclair drew attention to:

- The slow development of the LRIT system, commenting that its information did not seem to be being used by either the e-NAV or VTS Committees, which sparked a brief discussion, from which it emerged that LRIT information was not considered useful for VTS purposes;
- AtoN funds, such as used for the Marine Electronic Highway (MEH) in the Malacca Strait and which is now being seen as a possible forerunner of other such schemes;
- The making mandatory of the IMO's voluntary audit scheme by 2015, which may suffer from a lack of auditors.

6.2 Report from NAV56

PAP20/6/2 was noted.

Jean-Charles Leclair drew attention to:

- The IALA input to the IMO Correspondence group on e-Navigation, which is then represented from a slightly different viewpoint;
- The agreement for special lighting measures for crossing traffic in the fairway outside Singapore and the encouragement being given to others to take the measure up.

A discussion about there not really being a ship based equivalent to IALA's shore based expertise ensued and it was asked if there was a need for a business case for the establishment of e-Navigation.

6.3 Submissions to IMO

Jean-Charles Leclair said that there are two submissions pending to MSC88:

- The 2010 Conference Conclusions and Recommendations;
- The revised IALA MBS booklet.

There is, currently, one submission pending for MSC89, which is the protection of the VHF data link (VDL).

7 The IALA Dictionary

Ómar Frits Eriksson said that he had received inputs from the e-NAV and VTS Committees and was now starting to concentrate on reviewing entries. It was considered that the IALA Dictionary might make a suitable work item for each Committee, so that new items can be put forward and existing items be reviewed. It was also asked that Committee members be encouraged to make regular use of the IALA Dictionary, so that existing definitions can be used (and checked) and any discrepancies be reported.

Action item

All Committees are requested to consider whether the IALA Dictionary should become a work item in the Work Programme.

Committee Chairmen are requested to encourage their Committee members to make regular use of the IALA Dictionary.

8 e-Navigation – Across Committees

PAP20/8/1 refers.

Bill Cairns introduced paper PAP20/8/1 and highlighted where changes had been made to the previous version. These were mainly to the timeline, where the tight deadlines required for the IMO's Correspondence Group on e-Navigation's (IMO CG) inputs to IMO sub-committees are the main driving force. It was noted that the paper had been sent by or been sent to the other Committees.

8.1 IALA Universal Maritime Data Model (UMDM)

Turning to paper PAP20/8/2, Bill Cairns provided a short account of how the present situation, regarding the IALA UMDM, had been arrived at, from the requirement stated by the IMO NAV sub-committee to the challenges that had been posed at e-NAV8, due to the need to consider reconciliation with the IHO's hydrographic data registry S-100. It was noted that, providing it was suitable, it would be desirable to have the UMDM as a domain under S-100. However, the suitability of such an arrangement has yet to be tested. What is clear is that e-Navigation does require a data model.

In the ensuing discussion, it was:

- recognised that ECDIS is the logical geographic display to use for e-Navigation;
- questioned whether the UMDM will require too much IALA governance, for which no resources are currently available, whilst S-100 has IHO staff dedicated to it;
- noted that there are conflicting opinions about the way ahead within the e-NAV Committee.

With regard to the need for an input paper to the IALA Council, it was agreed that it is currently too soon to provide coherent advice and that better information would be available after the Norwegian sponsored workshop on data models (4/5 November 2010), the workshop on Global Maritime Data Sharing (28 February – 4 March 2011) and e-NAV9 (14 – 18 March 2011).

Action item

The e-NAV Committee is requested to provide advice on a suitable data model for e-Navigation as an input to PAP21.

Noting the approaching completion of the VTS Committee's Recommendation on Inter-VTS Exchange Format (IVEF), the Chairman of the VTS Committee requested that information on the UMDM be forwarded to VTS32, so that it could participate in the e-NAV Committee's decision making process.

Action item

The Secretariat is requested to forward the current UMDM documentation to VTS32.

The VTS Committee is requested to provide its view on the suitability of the UMDM to be a standalone data model or be a domain under S-100 to e-NAV9.

Further discussion in which it was noted that IMO is urging keeping a clear focus on the remit already given for e-Navigation and to avoid a proliferation of new ideas. Following this, the effectiveness of the composition of the e-NAV Committee was raised.

Action item

The Chairman and Vice Chairman of the e-NAV Committee are requested to consider the composition of the e-NAV Committee and, if appropriate, make a proposal to PAP21.

The time delay in providing material from the e-NAV Committee to the IMO CG by seeking the IALA Council's approval, especially when this needed to be done by e-mail, was discussed. Given that such information, if provided direct from the e-NAV Committee could not be considered as a formal IALA submission and that IALA could take a formal stance subsequently, it was agreed that it would be more efficient if the e-NAV Committee were allowed direct contact with the IMO CG, although it was suggested that there might be a need for a disclaimer to be put on any documents transferred, stating that any information provided is not done so formally.

Action item

The Secretary-General is requested to seek the IALA Council's approval for the e-NAV Committee to have direct contact with the IMO CG.

If approved, the Secretary-General is requested to seek the IALA Council's advice about whether any e-NAV Committee documents/ information transferred to the IMO CG should carry a disclaimer.

9 IALA World Wide Academy

Jean-Charles Leclair said that he had made presentations to the e-NAV, EEP and ANM Committees but that IALA duty had prevented him making a presentation to the VTS Committee; this would be made a later meeting and would focus on accreditation. At each of the presentations made Committee members had been urged to provide material that would aid the development of AtoN model courses.

9.1 The training of Aids to Navigation personnel

Jean-Charles said that he would be providing an article for the IALA Bulletin. He said that he hoped to have made a start on a model course for IALA Net and also a model course based on the NAVGUIDE.

It is intended that, in the future, there will be consultation with international institutes, seeking that they take IALA's material and that they train their staff in its use. The current situation was reported as looking promising but with much hard work required, for which there is a need to identify sponsors.

The Secretary-General said that the demand for enhancing capability is high. However, it is known that there are sponsors actively seeking appropriate opportunities. In this respect, IALA already has material available, for instance in the shape of its manuals. He acknowledged that IALA currently lacks both funding and resources but that there are signs of interest in assisting with the provision of resources.

Given known bi-lateral arrangements for training, it was asked if perhaps IALA could assume the role of a broker for such arrangements between 'client' and 'donor' nations, providing assistance with any necessary administration. This was felt to be worth pursuing when IALA's resources allowed. It was also acknowledged that the ability to provide or arrange training / capability enhancement might act as a recruiting tool.

Turning to accreditation, it was agreed that it is necessary to review the policy employed when accreditation enquiries are received by IALA; this might include the need to review Recommendation V-103. It was also suggested that it might be helpful to have information on accreditation on the IALA website. Further discussion led to the formation of a small VTS training accreditation policy development group, consisting of:

Secretary-General
Tuncay Çehreli
Terry Hughes
Jean-Charles Leclair
Mike Hadley

It was agreed that they would meet on the Saturday following VTS32 (12 March 2011).

Action item

The VTS Committee is requested to provide information of the accreditation of VTS training, for the meeting on 12 March 2011.

10 IALA NET

Jean-Charles Leclair reported that, from 1 July 2010, IALA Net has become a permanent system, with 12 national participants and 12 nations in the process of joining. Participation is growing slowly and has yet to reach 'critical mass'. An article for the IALA Bulletin is planned, with a view to stimulating interest.

Action item

Jean-Charles Leclair is requested to write an article for the IALA Bulletin on IALA Net.

At this point it was agreed that, given the recent change of CEO at the UK MCA, it might be a good idea for the Secretary-General to introduce himself.

Action item

The Secretary-General is requested to make contact with the new CEO of the UK MCA to promote IALA and, in particular IALA Net.

Exploration of alternative use for IALA Net are being explored and it was claimed that once complete the system will have greater capability than any commercial system. Trials are taking place in which Google Earth is used to provide a back drop to the system

An IALA Net Steering Committee meeting will be held between 22 and 24 November, at which the Sharing of Global Maritime Data workshop will be discussed.

It was noted that Omar Frits Eriksson will be representing IALA at the CANEUS Shared Small Satellites CSSP (Collective Security, Safety, and Prosperity) International Workshop, where IALA net might be being considered as a potential host for international co-operation in the use of micro-satellites.

With regard to IALA Net, it was noted that the IALA website can be 'clunky'. It was also noted that the enthusiasm for space based AIS should not be seen as removing the requirement for shore based AIS, as the update rate if such systems is much higher.

11 IALA and Risk Management

11.1 IWRAP Mk 2 – Progress

Jean-Charles Leclair provided a brief overview of the current status of IWRAP Mk 2, starting with the IALA IWRAP Wiki (www.ialathree.org/IWRAP), where information about the recently launched commercial version of IWRAP Mk2 is available.

Work on causation factors is continuing, with a view to developing a capability for IWRAP Mk2 to be able to show the impact of establishing new AtoN or services.

It was asked if the commercial version of IWRAP Mk2 is being marketed to companies and classification societies providing marine risk assessment services.

Action item

Jean-Charles Leclair is requested to raise the subject of the marketing of the commercial version of IWRAP Mk2 at the next IALA net Steering committee meeting.

It was noted that IWRAP Mk2 will be used in connection with the new bridge between Denmark and Germany and also in a review of routes in the Kattegat and Skagerrak.

11.2 PAWSA, IWRAP Mk2 and Simulation Training Seminar

Jean-Charles Leclair outlined the programme and arrangements for the seminar, which will be held at IALA between 15 and 19 November 2010, cost €550. The commercial version of IWRAP Mk2 will be demonstrated and the workshop will draw together all the components of the IALA Risk Management Toolbox; PAWSA, IWRAP Mk2 and simulation.

It was explained that although the initial intention had been to train PAWSA facilitators, due to the low number currently available, it was realised that a single workshop could not achieve this and so the aim was adjusted to informing administrations of the benefits of the IALA Risk Management Toolbox. However, it was noted that the current three American facilitators are all English speakers and this imposes another restriction on PAWSA training elsewhere in the world.

Finally, it was noted that a draft SN/Circ. on the IALA Risk Toolbox is expected to gain approval at MSC88.

12 Work Programme 2010 – 2014

It was noted that each Committee has proposed changes to its work programme and that these are shown in Annex G of each of their reports. Following the joint PAP / Strategy meeting, the advisability of linking Committee work items and Strategy items was accepted and is a task for each Committee at their next meeting. To this end the Secretariat will provide a numbered version of the recently revised 2010 – 2014 Strategy paper.

Action item

The Secretariat is requested to provide a copy of the numbered, revised Strategy document to the VTS, e-NAV, EEP and ANM Committees.

The VTS, e-NAV, EEP and ANM Committees are requested to show the linkage between their work items and approved strategy items in their next reports (VTS32, e-NAV9, EEP16 and ANM16).

12.1 Workshop & Seminar programme for 2010-2014

PAP20/12/1 was noted, together with extracts of reviews of it by the Committees.

The one proposal received, from the VTS Committee, was reviewed and initiated an extensive and wide-ranging discussion on the subject of VTM. From this it was agreed that both the name and definition might benefit from a review, a task that the Committee chairmen undertook to do inter-sessionally and an information paper for the IALA Council (PAP20/output/2) was drafted.

Action item

The Secretariat is requested to forward the information paper on VTM (PAP20/output/2) to the IALA Council for consideration.

During discussion a new version of the document (PAP20/output/3) was drafted. Although it was acknowledged that, so far, no invitations have been received to host any workshops / seminars, it was known that some members were discussing the possibility. However, for the moment, all events are planned to be held at IALA. Given the invitation available, a provisional plan was created, in Excel format (PAP20/output/3a).

Action Items

The Secretariat is requested to forward the information paper on workshops and seminars (PP20/output/3) and the supplementary information in PAP20/output/3a to the IALA Council for its consideration.

The Chairmen of the VTS, e-NAV, EEP and ANM Committees, under the leadership of the Chairman of the VTS Committee are requested to review the use of the name Vessel Traffic Management (VTM) and its definition and provide an input paper to VTS32.

In the light of the input provided by the Committee Chairmen, VTS32 is requested to review the use of the name VTM and its definition and provide an input paper to PAP21.

PAP is requested to provide advice to the IALA Council at its 51st session.

With regard to the VTS Committee's proposal to hold a workshop on the subject to VTM, it was recognised that the name might be subject to change and that the proposal (PAP20/output/4) should be forwarded to the IALA Council with that in mind.

Action item

The Secretariat is requested to forward the proposal for a VTM Workshop (PAP20/output/4) to the Council for approval.

Following a suggestion from the ANM Committee, it was agreed that the IMC should be advised of the proposed workshop / seminar programme and be asked for its comments.

Action item

The Secretariat is requested to forward the information paper on workshops and seminars (PAP20/output/3) to the IMC, with a request for comment.

13 Review of IALA procedures

PAP20/13/6 was noted and provided a background to subsequent discussions.

13.1 IALA documentation procedures

PAP20/13/1 was reviewed and, following discussion amended (PAP20/output/5) for submission to the IALA Council.

Action item

The Secretariat is requested to forward the IALA document procedures (PAP20/output/5) to the IALA Council for approval.

It was agreed that better quality control is needed for output documents, starting with the Working Group Chairmen and Vice Chairmen. It was requested that the subject of quality control be added to the agenda of e-NAV9.

Action item

The Secretariat is requested to add 'quality control' to the draft agenda for e-NAV9.

The difficulties posed by the late submission of papers and the lack of indication by the submitter of the intention for submitting papers was discussed. There was agreement that apart from documents being received from Committees that had met earlier in the current cycle of meetings, there needs to be a two week cut-off point and that at this stage a provisional Papers' List would be helpful. The proposed revised Rules of Procedure were amended accordingly (see section 13.3).

Action item

The Secretariat is requested to provide a provisional Papers' List two weeks before each Committee meeting.

It was agreed that for future papers a new category of Information Paper would be created and shown as such on the meeting's list of input papers.

Action item

The Secretary is requested to provide for a new category of meeting paper (Information Paper) at future Committee meetings.

The on-going problems caused by the late submission of input papers to Committees, giving too little time for members to read them or for administrations to circulate them for comment by relevant experts was discussed. As a result wording in the proposed revised Rules of Procedure was inserted (see section 13.3)

13.2 Working Group Chairs

The issues arising from some Working Groups not being able to be chaired by suitable National members was discussed and an amendment was included in the proposed revision to the Committee Rules of Procedure (see section 13.3). It was agreed that although the posts should be taken by national members this was not always possible and so some discretion needs to be exercised in making appointments.

13.3 Amended Rules of Procedure

PAP20/13/2 was reviewed, taking into account comments recorded in sections 13.1 and 13.2. The result (PAP20/output/6) was approved for submission to the IALA Council, for approval.

Action item

The Secretariat is requested to forward the proposed revised Rules of Procedure (PAP20/output/6) to the IALA Council, for approval.

13.4 Internal Guideline on Workshops / Seminars

PAP20/13/5 was noted.

The background to the LAP concern about insurance for workshops/ seminars held outside IALA, that gave rise to the agenda item were covered and it was agreed that IALA needed to conduct further investigation with its insurers to establish where responsibility may lie (IALA or the host for the event).

Action item

The Secretariat is requested to investigate, with its insurers, the position with regard to the insuring of workshops / seminars held outside IALA and report the results to PAP21

13.5 Committee paper submission template

The background to the creation of PAP20/13/4 was given and it was noted that it had already been seen by each of the Committees, which had endorsed its use. In discussion, some minor amendments to its format were agreed.

Action item

The Secretariat is requested to amend the IALA Committee input template and issue it with each first invitation to VTS32, e-NAV9, EEP16 and ANM16.

13.6 IALA Risk Register

PAP20/13/3 was noted but discussion was deferred until PAP21.

Action item

The Secretariat is requested to forward PAP20/13/3 to PAP21.

14 IALA IT Facilities

The Secretary-General outlined the historical issues that have created past difficulties with the website, adding that the move to the new offices presented a good opportunity to resolve many of them, although the issue of limited resources remains for the time being.

14.1 IALA IT Group

It was explained that although initially formed to monitor the IT aspects of the move to the new offices, the remit of the group had quickly been extended to cover all aspects of IALA's IT operations. The group will consist of:

- Ómar Frits Eriksson (Chairman)
- Gwénola Josse (Secretary)
- IMC representative
- Administration Manager
- Technical Co-ordination Manager
- IALA IT support

The group's aim will be to draw all IT issues together, with an objective of maximising the use of the new website. It was noted that progress is being made in recovering custody of the www.iala-aism.org domain name and that this will lead to all IALA e-mail addresses being XXXXX@iala-aism.org.

The panel was invited to contribute any ideas that it may have. It was pointed out that IALA members can be expected to be responsible for their own personal details and that by the next round of Committee meetings, there would be a capability to upload documents to the ftp server, to ease the transfer of documents during meetings.

15 IALA Bulletin & Related matters

PAP20/15/1 was noted.

Paul Ridgway said that the current edition of the Bulletin contained the first of what is expected to be a regular feature - 'AIS newsletter'. He provided the following publication and deadline for submission dates:

Bulletin edition	Issue date	Deadline for articles
2011/1	March 2011	15 th December 2010
2011/2	June 2011	1 st April 2011
2011/3	September 2011	1 st July 2011
2011/4	December 2011	1 st October 2011

It was noted that timely input of material for articles was contained in the current edition of the IALA Bulletin.

Paul Ridgway completed his report by thanking all contributors and sponsors and requesting that the flow of articles continue.

The panel then voiced its thanks for the excellent standard of the Bulletin and Paul Ridgway's and Gwénola Josse's hard work and skill in producing it.

16 Any Other Business

16.1 IALA Move

Prior to discussion of this agenda item the opportunity was taken to show the panel members the location and current layout of the new offices. This had well received and a select team then explored the new walk back to the centre of St Germain.

The Secretary-General outlined the current situation and covered the key dates regarding the move. He expressed his gratitude for help, both financial and in expertise, being received from the French Administration.

It was noted that, to ease potential difficulties in timing of the move, VTS32 and e-NAV9 would be meeting in Copenhagen, thanks to a kind offer from DaMSA. The first Committee meetings at the new offices would be EEP16, followed by ANM16.

16.1.1 Potential funding streams

The Secretary-General outlined some initial thoughts that he has had about supporting the financing of the refurbishment of the new offices by seeking sponsorship. In discussion, the idea of the sponsoring of a room, for a fixed period, met with approval. With regard to local and non-IALA membership sponsorship, it was noted that IALA is trying, with some success, to raise its profile, in France and, in particular, St Germain en Laye. The panel was invited to think about sponsorship and provide their ideas.

Action item

The Panel is requested to consider options for sponsorship linked to the new offices and pass their ideas directly to the Secretary-General before 1 March 2011.

16.1.2 Working procedures at new offices

With a slightly longer but flatter walk between the new offices and the centre of St Germain en Laye it was agreed that there was no need to consider changing the working hours currently adopted by the Committees. It was noted that the space available, both in plenary, break-out rooms and lounge areas are considerably greater, which should ease the working situation for the larger Committees. Arrangements for lunch are of some concern but it was agreed that a good working relationship with the central cafeteria would soon be reached and that a mix of in-house

and cafeteria lunches would prove suitable. In this respect the efforts of the architects supervising the refurbishing of the offices were noted with approval.

Whilst welcoming ideas about working arrangements at the new offices, the Secretary-General stressed the need to maintain the 'IALA atmosphere', which is considered an essential art of IALA's success.

16.2 L-Navigation and the Future of Visual AtoN

PAP20/16/1 was noted. However, it was agreed that L-Navigation was really a term coined at the 2010 Conference, which encapsulated traditional navigation and the constant reminder given to bridge officers to look out of the window and take account of what they can see. As such, although traditional navigation is an important factor in VTS operations, it was felt that addressing it and the relevance of visual AtoN was already well covered both in the Work Programme and the proposed workshop / seminar programme.

16.3 Answering non-member questions

The Technical Co-ordination Manager enquired if the level of enquiries, many from non-IALA members, was a cause for concern when sent to the Chairmen and Vice Chairmen of the Committees. This appeared not to be the case and it was remarked that it might encourage membership.

16.4 Sale of IALA publications

PAP20/16/2 was noted, with the observation that the sale of publications can be profitable. There was a discussion that featured the free dissemination of technical and safety related information on one hand and the charging for all documents on the other.

A case was made for treating manuals, the MBS and Recommendations / Guidelines separately, noting that one copy of all manuals and the MBS is provided free of charge to all national members.

There were a number of references to the republishing, for sale, of MBS material, from which it was suggested that efforts should be made to contact such publishers and seek a royalty. It was also suggested that IALA documents should contain a notice to the effect that the material contained should not be reproduced without permission. It was also suggested that the front covers of manual and the MBS should be shown on the website, with the information about how to obtain them.

With regard to the MBS, it was noted that it will be introduced to the IMO MSC at MSC88 (23 November – 3 December).

There were those in favour of charging for hard copies of documents and free access to electronic versions, whilst others were in favour of charging for electronic copies. There was a general consensus that, for non-members, Recommendations and Guidelines should be charged for.

The possibility of licensing access to Recommendations and Guidelines for a period (such as a year), as opposed to selling them on an individual basis was suggested. It was also suggested that the sale of the IALA Bulletin could be promoted by posting selected articles on the website.

16.5 Publishing IALA Manuals - format

The possibility of publishing manuals in electronic form and additionally in loose-leaf form, to aid and ease the amendment process, was raised and it was decided to leave their publishing as it currently is.

16.6 PAF & IMPA

The Secretary-General covered the background to the issue between IALA and IMPA involving the Pilotage Authority Forum (PAF). He then explained that he was hopeful that at least some of the

heat could be taken out of the issue by the decision taken at PAF9 to retain its Guideline for Pilotage Authorities and Pilotage Service Providers as an IALA document, allowing it to mature over time and enable updating as experience with its use is gained.

Otherwise the IALA Council's decisions to continue with the PAF and to seek better relations with IMPA were noted.

16.7 Representation at external bodies

PAP20/16/4 was noted.

The Technical Co-ordination Manager explained the background to the agenda item, which had arisen from an initial request at e-NAV8 but which had since received wider support. The advisability of having an IALA delegate at such meetings as ITU-R, where IALA documents are being presented, was accepted but it was acknowledged that there is a resources issue, with regard to the provision of a suitable qualified delegate. Following some discussion, the Chairman of e-NAV undertook to investigate the possibility of someone from the USCG acting on behalf of IALA.

Post meeting note.

It has been confirmed that Bill Kautz will be able to act on behalf of IALA at the forthcoming ITU-R WP5B meeting.

17 Date and time of the next meeting

It was agreed that the next meeting of the IALA Policy Advisory Panel (PAP21) would take place on 12 -13 April 2011, starting at 1000 hours. This meeting will follow a meeting of the Conference 2014 Steering Group on 11 April.

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

Action item

The Secretariat is requested to forward the report of PAP20 (PAP20/output/1) to the IALA Council, to note.

18 List of Annexes

1. Agenda
A copy of the agenda is at Annex 1.
2. Input Papers
A list of input papers is at Annex 2.
3. Output and Working papers
A list of output and working papers is at Annex 3.
4. Action Items
A list of action items is at Annex 4.

ANNEX 1 AGENDA

The 20th meeting of the **PAP** will be held from 19 – 20 October 2010, at IALA.

The meeting will commence at 0900 hours on Monday 18 October. It will be suspended at approximately 1130 and then resume at 0900 on Tuesday 19 October. It will conclude, at the latest, at approximately 1600 on Wednesday 20 October. A Conference Steering Group meeting will be held on 18 October starting at 1130 and a combine PAP / Strategy meeting will be held at 1400 on 18 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	Committee Chairs
	5.1 VTS Committee	Tuncay Çehreli
	5.2 e-NAV Committee	Bill Cairns
	5.3 EEP Committee	Ómar Frits Eriksson
	5.4 ANM Committee	Phil Day
	5.5 IMC	Steve Nell
	5.6 Council report – 46 th Session	Mike Hadley
	5.7 Council report – 47 th Session	Mike Hadley
	5.8 Council report – 48 th Session	Mike Hadley
	5.9 Council report – 49 th Session	Mike Hadley
	5.10 17 th IALA Conference	Mike Hadley
6	Work of other bodies	
	6.1 Report – MSC87	Jean-Charles Leclair
	6.2 Report – NAV56	Jean-Charles Leclair
	6.3 Submissions to IMO	Jean-Charles Leclair
7	The IALA Dictionary	Ómar Frits Eriksson
8	e-Navigation - across Committees	All
	8.1 IALA Universal Maritime Data Model	Bill Cairns
9	IALA WWA	Jean-Charles Leclair
	9.1 The training of Aids to Navigation personnel	Jean-Charles Leclair
10	IALA NET	Jean-Charles Leclair
11	IALA and Risk Management	
	11.1 IWRAP Mk 2 – progress	Ómar Frits Eriksson

Report of the Policy Advisory Panel

11.2	PAWSA & IWRAP Mk 2 – seminar (Nov 2010)	Jean-Charles Leclair
12	Work Programme 2010 – 2014	All
12.1	Workshop & Seminar programme for 2010-2014	Mike Hadley
13	Review of IALA procedures	Mike Hadley
13.1	IALA Documentation Procedures	Mike Hadley
13.2	Working Group Chairs	Mike Hadley
13.3	Amended rules of procedure	Mike Hadley
13.4	Internal Guideline on Workshops / Seminars	Mike Hadley
13.5	Committee paper submission template	Mike Hadley
13.6	IALA Risk Register	Mike Hadley
14	IALA IT facilities	Mike Hadley
14.1	IALA Information Technology Group	Gary Prosser
15	IALA Bulletin & related matters	Paul Ridgway
16	Any Other Business	Gary Prosser
16.1	IALA Move	Gary Prosser
	16.1.1. Potential funding streams	Gary Prosser
	16.1.2. Working procedures at new offices	Gary Prosser
16.2	L-Navigation and the Future of visual AtoN	Mike Hadley
16.3	Answering non-member questions	Mike Hadley
16.4	Sale of IALA publications	Gary Prosser
16.5	Publishing IALA manuals – format	Mike Hadley
16.6	PAF & IMPA	Gary Prosser
16.7	Representation at external bodies	Mike Hadley
17	Date and Venue of next meeting	Gary Prosser

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

ANNEX 2 INPUT DOCUMENTS

All papers are posted on the FTP server

Items highlighted are not on the Committee website.

Agenda item 1 Welcome

Agenda item 2 Approval of the agenda

Number	Title / Author (if required)	Presented by	Posting
PAP20/2/1	Draft Agenda	GP	2

Agenda item 3 Review of action items from last meeting

Number	Title / Author (if required)	Presented by	Posting
PAP20/3/1	Action Items from PAP19	MH	2

Agenda item 4 Review of input papers

Number	Title / Author (if required)	Presented by	Posting
PAP20/4/1	List of input papers	MH	Late

Agenda item 5 Update on the work of the IALA Committees & Council

Number	Title / Author (if required)	Presented by	Posting
PAP20/5/1	IALA Council 46 th Session	GP	2
PAP20/5/2	IALA Council 47 th Session	GP	2
PAP20/5/3	IALA Council 48 th Session	GP	2
PAP20/5/4	IALA Council 49 th Session	GP	3
PAP20/5/5	2010 Conference Conclusions & Recommendations	GP	Late

Agenda item 6 Work of other bodies

Number	Title / Author (if required)	Presented by	Posting
PAP20/6/1	MSC87 Report	J-CL	2
PAP20/6/2	Method of work IMO MSC & MEPC Renumbered to PAP20/13/6	MS	2
PAP20/6/3	NAV56 Report	J-CL	3

Agenda item 7 The IALA Dictionary

Number	Title / Author (if required)	Presented by	Posting
PAP20/7/1			

Agenda item 8 e-Navigation - across Committees

Number	Title / Author (if required)	Presented by	Posting
PAP20/8/1	e-Navigation Plan rev 3	BC	3
PAP20/8/2	Liaison note to IHO and IMO on UMDM	BC	4

Agenda item 9 IALA WWA

Number	Title / Author (if required)	Presented by	Posting
PAP20/9/1		J-CL	1

Agenda item 10 IALA Net

Number	Title / Author (if required)	Presented by	Posting
PAP20/910/1			

Agenda item 11 IALA & risk management

Number	Title / Author (if required)	Presented by	Posting
PAP20/11/1			

Agenda item 12 Work Programme – 2010 to 2014

Number	Title / Author (if required)	Presented by	Posting
PAP20/12/1	Proposed Workshops & Seminars 2010-2014, as approved by Council46	MH	2
PAP20/12/2	Workshop proposal - Vessel Traffic Management	TC	3

Agenda item 13 Review of IALA procedures

Number	Title / Author (if required)	Presented by	Posting
PAP20/13/1	IALA Documentation procedures & quality control	MH	2
PAP20/13/2	Revised rules of procedure (2010 – 2014)	MH	4
PAP20/13/3	IALA Risk register	MH	4
PAP20/13/4	IALA Committee input paper – template	MH	Late
PAP20/13/5	Revision of internal Guideline on Workshops / Seminars	MH	Late
PAP20/13/6	Method of work IMO MSC & MEPC	MS	Late

Agenda item 14 IALA IT facilities

Number	Title / Author (if required)	Presented by	Posting
PAP20/14/1			

Agenda item 15 IALA Bulletin & related matters

Number	Title / Author (if required)	Presented by	Posting
PAP20/15/1	Note by the editor of the IALA Bulletin	PR	3

Agenda item 16 Any Other Business

Number	Title / Author (if required)	Presented by	Posting
PAP20/16/1	L-Navigation & Visual AtoN	MH	2
PAP20/16/2	IALA Publications - discussion document	MH	4
PAP20/16/3	IALA Committee input paper – template Renumbered to PAP20/13/4	MH	4
PAP20/16/4	Liaison note from ITU-R	MH	Late

Report of the Policy Advisory Panel

PAP20/16/5	Liaison note from ANM – L-Navigation and future of visual AtoN	PD	Late
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Agenda item 17 Date and venue of next meeting

ANNEX 3 OUTPUT AND WORKING PAPERS

Output Papers

Number	Title	Status
PAP20/output/1	Draft Report	To Council to note
PAP20/output/2	Information paper - VTM	To Council for consideration To IMC for comment
PAP20/output/3	Information paper – workshops & seminars	To Council for consideration
PAP20/output/3a	Graphical display of workshops & seminars	To Council for consideration
PAP20/output/4	Workshop request - VTM	To Council for approval
PAP20/output/5	IALA documentation procedures	To Council for approval
PAP20/output/6	Proposed amended rules of procedure	To Council for approval

Working Papers

There were no Working Papers

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

ANNEX 4 ACTION ITEMS

Actions for the Secretariat

- 1 Jean-Charles Leclair is requested to draft a letter for signature by the Secretary-General, requesting that national members consider experience of safety of navigation when the composition of their delegation to MSC is being decided. 5
- 2 Jean-Charles Leclair is requested to provide an article on the WWA for the IALA Bulletin. 5
- 3 The Secretariat is requested to provide EEP and ANM outputs on AIS for inclusion in the NAV57 submission to the Chairman of e-NAV as soon as possible. 7
- 4 The Secretariat is requested to forward the current UMDM documentation to VTS32. 10
- 5 The Secretary-General is requested to seek the IALA Council's approval for the e-NAV Committee to have direct contact with the IMO CG. 10
- 6 If approved, the Secretary-General is requested to seek the IALA Council's advice about whether any e-NAV Committee documents/ information transferred to the IMO CG should carry a disclaimer. 10
- 7 Jean-Charles Leclair is requested to write an article for the IALA Bulletin on IALA Net. 11
- 8 The Secretary-General is requested to make contact with the new CEO of the UK MCA to promote IALA and, in particular IALA Net. 11
- 9 Jean-Charles Leclair is requested to raise the subject of the marketing of the commercial version of IWRAP Mk2 at the next IALA net Steering committee meeting. 12
- 10 The Secretariat is requested to provide a copy of the numbered, revised Strategy document to the VTS, e-NAV, EEP and ANM Committees. 12
- 11 The Secretariat is requested to forward the information paper on VTM (PAP20/output/2) to the IALA Council for consideration. 13
- 12 The Secretariat is requested to forward the information paper on workshops and seminars (PP20/output/3) and the supplementary information in PAP20/output/3a to the IALA Council for its consideration. 13
- 13 The Secretariat is requested to forward the proposal for a VTM Workshop (PAP20/output/4) to the Council for approval. 13
- 14 The Secretariat is requested to forward the information paper on workshops and seminars (PAP20/output/3) to the IMC, with a request for comment. 13
- 15 The Secretariat is requested to forward the IALA document procedures (PAP20/output/5) to the IALA Council for approval. 14
- 16 The Secretariat is requested to add 'quality control' to the draft agenda for e-NAV9. 14
- 17 The Secretariat is requested to provide a provisional Papers' List two weeks before each Committee meeting. 14
- 18 The Secretary is requested to provide for a new category of meeting paper (Information Paper) at future Committee meetings. 14
- 19 The Secretariat is requested to forward the proposed revised Rules of Procedure (PAP20/output/6) to the IALA Council, for approval. 14
- 20 The Secretariat is requested to investigate, with its insurers, the position with regard to the insuring of workshops / seminars held outside IALA and report the results to PAP21 15
- 21 The Secretariat is requested to amend the IALA Committee input template and issue it with each first invitation to VTS32, e-NAV9, EEP16 and ANM16. 15
- 22 The Secretariat is requested to forward PAP20/13/3 to PAP21. 15

Actions for Members

- | | | |
|----|---|----|
| 23 | The e-NAV Committee is requested to forward its view on the utility of Electronic Pelorus to the EEP and ANM Committees. | 5 |
| 24 | The EEP Committee is requested to finalise the historic lighthouse template and then use it to commence populating an historic lighthouse database. | 5 |
| 25 | The e-NAV Committee is requested to investigate the possibility of providing a paper about revised custody arrangements for AIS binary messages, in conjunction with IMO, to Council 51. | 5 |
| 26 | Tuncay Çehreli is requested to discuss the best way to proceed with respect to VTS training accreditation with Jean-Charles Leclair. | 6 |
| 27 | The ANM, EEP and VTS Committees are requested to provide an input to the e-NAV Committee, based on the VAtoN Recommendation (O-143) and detailing the different possible use of AIS with AtoN and the consequences for message exchange. | 7 |
| 28 | All Committees are requested to consider whether the IALA Dictionary should become a work item in the Work Programme. | 9 |
| 29 | Committee Chairmen are requested to encourage their Committee members to make regular use of the IALA Dictionary. | 9 |
| 30 | The e-NAV Committee is requested to provide advice on a suitable data model for e-Navigation as an input to PAP21. | 10 |
| 31 | The VTS Committee is requested to provide its view on the suitability of the UMDM to be a standalone data model or be a domain under S-100 to e-NAV9. | 10 |
| 32 | The Chairman and Vice Chairman of the e-NAV Committee are requested to consider the composition of the e-NAV Committee and, if appropriate, make a proposal to PAP21. | 10 |
| 33 | The VTS Committee is requested to provide information of the accreditation of VTS training, for the meeting on 12 March 2011. | 11 |
| 34 | The VTS, e-NAV, EEP and ANM Committees are requested to show the linkage between their work items and approved strategy items in their next reports (VTS32, e-NAV9, EEP16 and ANM16). | 12 |
| 35 | The Chairmen of the VTS, e-NAV, EEP and ANM Committees, under the leadership of the Chairman of the VTS Committee are requested to review the use of the name Vessel Traffic Management (VTM) and its definition and provide an input paper to VTS32. | 13 |
| 36 | In the light of the input provided by the Committee Chairmen, VTS32 is requested to review the use of the name VTM and its definition and provide an input paper to PAP21. | 13 |
| 37 | PAP is requested to provide advice to the IALA Council at its 51 st session. | 13 |
| 38 | The Panel is requested to consider options for sponsorship linked to the new offices and pass their ideas directly to the Secretary-General before 1 March 2011. | 16 |