

Action Plan MarCom 2014-2018

Draft version for discussion February meeting 2014

I General actions

GOALS	DESCRIPTION	LEADER	ACTION	TIMING	Result Assessment
1-1 Permanent MARCOM actions	Improve professional production of MARCOM working groups and expert groups reports (detailed in part II)	All MARCOM members	Identify the most appropriate topics for WGs and facilitate the timely production of high quality WG reports	Ongoing	Appreciated on a yearly basis
1-2 New actions for MARCOM	Define new actions taking into account previous experience. Detailed in part III	MARCOM chair	Brainstorm at each February meeting	Each February meeting	
1-3 Expand membership and national sections, focus on universities and YPs	Cooperate with PIANC HQ, VPs and ExCom in activities related to expansion of PIANC membership and National Sections	EXCOM	<p>Participate in Congresses, Conferences, Seminars, and other activities related to PIANC expansion</p> <p>Foster participation of representatives of new Qualifying Members and National Sections in WGs</p> <p>Search for cooperation of Universities in WGs and technical activities</p> <p>Increase participation of YPs in backing/support of representatives in WGs</p>	Continued	Evaluated each February meeting

1-4 Draw attention on risk assessment as a tool for addressing safety and hazard issues	Consider safety and hazard as a relevant factor for the design, construction and operation of maritime navigation infrastructure and risk assessment as an appropriate tool for addressing this issue.	MARCOM Chair, Secretary and mentors	Include risk analysis of safety and hazard issues in the WGs Identify topics for WGs related with this issue	Continued	Evaluated each September meeting
1-5 Proactive actions for climate change		ENVICOM	Keep a representative in the PTGCC Climate Change Consider implications of Climate Change in WG Reports	Continued	Evaluated each September meeting
1-6 Working with nature		ENVICOM	Participate in WwN awards and keep permanent contact with EnviCom Promote consideration of WwN in WG Reports	Continued	Evaluated each September meeting
1-7 Strengthen capabilities	Discuss and implement strategies for improvement of MarCom capabilities	All MARCOM members	Identify actions in order to bring to MarCom additional professional and/or geographical profiles, such as academics	Continued	Reviewed each February meeting

1-8 Enhance visibility	Contribute to PIANC visibility through MarCom activities	MARCOM secretary	<p>Website maintenance : extranet</p> <p>Promote diffusion activities of MarCom Reports: press releases, WG official presentations,.</p> <p>Presentations in Congresses, Seminars, Conferences, Universities and Regional events.</p> <p>Cooperate with HQ in social networks</p>	Continued	Reviewed each February meeting
1-10 Enhance partnership		All MARCOM members	<p>Cooperate with HQ.</p> <p>Promote participation of similar Associations in WGs and events</p>	Continued	Reviewed each February meeting
1-11 Contribute to PIANC financial sustainability	Promote and participate in activities that can generate income for PIANC	All MARCOM members	<p>Cooperate with HQ and National Sections</p> <p>Promote diffusion activities that can generate income for PIANC</p> <p>Participate in PIANC activities that improve its financial sustainability</p>	Continue	Reviewed each February meeting

II Improve the production process of MarCom reports, technical briefs and other publications

n°	Detailed ACTION for each WG	LEADER	PARTNERS	TIMING	REMARKS
1	Discuss ways to improve the production process of MarCom Reports from drafting Terms of Reference to the final product	MarCom Chair, and Secretary	MarCom	Continued	
2	Keep MarCom extranet updated	MarCom Secretary	HQ webmaster	Continued	
3	Check adequate WG membership	MarCom Chair and Secretary	Mentors, MarCom members, National Sections	Before and after kick-off meeting	Complete membership with necessary expertise, from an adequate range of countries. Include target members if possible, and foster presence of YPs
4	Define the right target (WG , expert group)	MarCom chair	MarCom Secretary, MarCom	MarCom session	
5	Select the chair and the mentor	MarCom Chair	MarCom Secretary, MarCom	MarCom session, e-mail discussion	
6	Send a letter to the chair	MarCom Secretary			
7	Designate the WG secretary	WG Chair		After letter (6)	
8	Organize the kick-off meeting and prepare press release	WG Chair	WG members, mentor, MarCom Secretary and PIANC HQ	After letter (6)	
9	Organize the ftp site	WG Secretary	MarCom secretary; plus HQ webmaster if requested.	After letter (6)	

10	Propose planning for 24 months, including meeting schedule and milestones	WG Chair	WG and Mentor	WG kick-off meeting	
11	Approve planning and milestones	MarCom		MarCom session; following kick-off meeting	
12	Develop the draft Table of Contents and indicate the assumed number of pages	WG chair	WG members	WG kick-off meeting	
13	Approve the draft Table of Contents	MarCom		Following kick-off meeting	This can be made via E-mail or during MarCom meeting
14	Send Progress Report twice a year	WG secretary	WG chair, mentor	Before MarCom meetings	
15	Review progress and support the chair	Mentor	MarCom members	Before MarCom meetings	
16	Present the draft report to MarCom	WG chair	Mentor, WG Secretary	MarCom meeting	
17	Issue a copy of the draft report to MarCom	WG chair		Before or after the presentation referred to above	
18	Review the draft report and send MarCom comments to WG chair	Mentor	MarCom members	MarCom sessions or by email	
19	Send the final report to MarCom	WG chair	WG Secretary		
20	Approve the final report	MarCom	MarCom Secretary, Mentor, WG Chair and Secretary	MarCom sessions and/or on-line review with communication by e-mail	Reduction of time for approval

21	Send the approved version to HQ	MarCom Secretary	WG chair after final approval	After (20)	
22	Discuss the dissemination and transfer process (press release, presentations, participation in Congresses, Seminars, Conferences and regional events)	MarCom	Mentor; WG chair and secretary	MarCom session, e-mail communication, before (21)	
23	Prepare press release, executive summary and presentation	WG Chair and Secretary	Mentor, MarCom Secretary, PIANC HQ	Immediate to (21)	
24	Analysis of new topics for MarCom derived from the WG	MarCom	WG	MarCom sessions	To be integrated as a standard in the ToR
25	Check the effective dissemination through website loading or report orders	MarCom Secretary	HQ provides regularly the information	MarCom sessions	Identify the best sellers
26	Check if a broader publication or diffusion is needed	MarCom		MarCom sessions	

III The effective work on new topics (details of action 1-2)

New fields of interest	First actions	POTENTIAL PARTNERS	ACTION	REMARKS
Port planning Large ships and manoeuvres	Master plans Update the old works for large containerships and gas carriers	EnviCom and InCom, IAPH	Analyze conclusions of WG 158 and detect new potential interest areas for WGs in Port Planning Analyze according to evolution of WG 171	
Breakwaters and jetties Open coast terminals and harbour basins in high swell zones	Use of physical and numerical models in design Analyze the need	Engineering Associations (such as CIRIA) IAPH and certifying bodies (such as DNV)	Produce ToR taking into consideration operational constraints	
Quays and other Terminal design	Use of new or traditional materials in building and construction Derive the design for different type of terminals	Relevant Associations in the field of materials (such as FIB) ICHCA-IAPH	Check the need and produce ToR Continue series on Terminals with priorities based on conclusions of WG158	New ToR additional to WGs 135, 152, 167 and 172

Refurbishment of listed Quay Structures	Analysis of the need/convenience		Study the potential demand for a Report based on this topic	
Sustainable development approaches, WwN	To be discussed	EnviCom	Search for specific topics with EnviCom, consider in all MarCom WGs	
Energy management and energy structures	Follow ongoing WG 159		Define new and more specific topics	
Design methodology taking into consideration safety and hazard issues	Analyze WGs 153 and 172		Consider the need or convenience of specific Report(s) on this issue or integration in ongoing WGs	
In general, identify new initiatives and themes	Review the most downloaded and sold reports		Analyze the past initiatives successfully concluded or not and brain storm for new ones	Update the TOP 10 list