**DRAFT**

**TERMS OF REFERENCE**

**Joint VTS and e-Navigation Working Group**

**1.0 Background**

Discussion between the Chair and Vice Chair of the VTS Committee at VTS39 highlighted some observations which, in their opinion, would enhance the effectiveness of committee meetings. This included, amongst other things, the need for enhanced liaison / coordination between the VTS and e-NAV.

Following a Liaison Note from the VTS Committee to PAP regarding the issue the chairs and vice chairs of both committees met, in conjunction with the Secretary General and Deputy Secretary General, at VTS40 do discuss options for enhancing the liaison / communication between the committees.

It was concluded that a Joint Working Group be formed as a mechanism to progress enhancing the liaison / communication between the two Committees.

## 2.0 Joint VTS and e-Navigation Working Group

The Joint Working Group is a consultative group to facilitate enhanced communication between the Committees as a means to ensure greater coordination, integration and productivity with regards to the development of IALA guidance on VTS and the emerging concept of e-Navigation.

#### Terms of Reference

1. To provide a mechanism for timely interaction/communication between the committees.
2. To provide a forum to enable the members of both committees to be fully conversant with the role and function of each committee, their work programmes and scheduling of key Tasks of interest to both committees.
3. To identify options for greater coordination/integration in the delivery of key tasks relating to the role and function of both committees, particularly where there is overlap or areas where greater coordination/integration would enhance the outcome for both committees.
4. To identify gaps/issues that may impact on ensuring greater coordination, integration and productivity with regards to the development of IALA guidance on VTS and the emerging concept of e-Navigation.
5. To provide advice to IALA with regards to how best the work programmes and priorities of each Committee could be better coordinated/integrated to maximize outcomes.
6. To provide a forum to communicate a common understanding of the Tasks being progressed by the respective Committees to the members of each Committee.
7. To provide an equitable forum that facilitates members to express their views and opinions.

#### Membership

The Joint Working Group may be comprised of representatives from, but not restricted to, the following Members**1**:

* Deputy Secretary General, IALA (Chair)
* Chair, VTS Committee
* Chair, e-NAV Committee
* Vice Chair, VTS Committee
* Vice Chair, e-NAV Committee

**1 Note:** Additional members may be appointed by the chair of the related Working Groups as required.

The Joint Working Group may invite expertise from their respective committees as deemed advantageous to progressing key items of discussion, pending approval from the Chair.

#### Working Arrangements

The Joint Working Group will work intersessionally by email and through the use of teleconferences facilitated by IALA.

Face-to-face meetings may be held at the discretion of the Chair.