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| IALA Logo | **Report of the**  **38th Meeting of the Vessel Traffic Services Committee**  **6 – 10 October 2014** |

Please provide any comment by 1 November 2014:

Remarks and changes to Chair, Vice Chair and Secretary

Editorials to Secretary

***Executive Summary***

82 members from 33 countries and 3 sister organisations, participated in VTS38; 25 for the first time;

This was the first meeting for the 2014-18 Work Programme and the Committee considered 47 input papers and produced 15 output papers, including 4 Terms of Reference of three working groups and the VTS Manual 2016 drafting group;

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Start Session** | **Planned End Session** | **Revised End Session** | **Progress Indicator** | | | **Status Overview** |
| **Green** | **Yellow** | **Red** |
| **TD#1 – Operations** |  |  |  |  |  |  |  |
| 1.1.1. Produce a Guideline on the use of decision support tools in VTS | 38 | 39 |  |  |  |  | **Complete** |
| 1.1.2. Update the VTS Manual | 38 | 40 |  |  |  |  | Commenced VTS38 |
| 1.1.3. Produce a Guideline on incident / accident reporting and recording, including near miss situations as it relates to VTS | 38 | 42 |  |  |  |  | Commenced VTS38 |
| 1.1.4. Identify VTS Maritime Service Portfolio and servicing area |  |  |  |  |  |  |  |
| 1.1.5. Produce a Guideline on Preparing for IALA Guideline Member State Audit Scheme (IMSAS) | 38 | 39 |  |  |  |  | Commenced VTS38 |
| 1.1.6. [Develop Guidance on Measures to Evaluate the Effectiveness of a VTS – pending approval by Council |  |  |  |  |  |  |  |
| 1.2.1. Produce a Guideline on public and media relations in special / defined circumstances | 42 | 44 |  |  |  |  |  |
| 1.3.1. Produce VTS Communications guidance / recommendation / standards  (As replace the current work item “identify the need for SMCP to be updated”) | 39 | 44 |  |  |  |  |  |
| 1.4.1. Develop an “IALA VTS Strategy Paper” with regards to the delivery of VTS in a rapidly changing world and the possible implications for IMO Resolution A.857(20) Guidelines for Vessel Traffic Services | 38 | 40 |  |  |  |  | Commenced VTS38 |
| 1.4.2. Review/update/provide input to IMO on Resolution A.857(20) Guidelines for VTS | 41 | 44 |  |  |  |  |  |
| 1.4.3. Develop and conduct a global VTS Questionnaire | 38 | 39 |  |  |  |  | Commenced VTS38 |
| 1.4.4. Produce a Guideline on preparing for Zero Accident Campaign (progressing in parallel with 1.1.5) | 38 | 39 |  |  |  |  | Commenced VTS38 |
| **TD#2 – Technology** |  |  |  |  |  |  |  |
| 2.1.1. Produce a Recommendation on the portrayal of VTS information and data | 40 | 44 |  |  |  |  |  |
| 2.2.1. Develop Guidance on the technical acceptance of a VTS system | 39 | 41 |  |  |  |  |  |
| 2.2.2. Review V-128 – Operational and Technical Performance Requirements for VTS Equipment: | 38 | 39 |  |  |  |  | Commenced VTS38 |
| 2.3.1. Provide a Guideline on the technical interface between VTS systems and the systems of other stakeholders | 41 | 43 |  |  |  |  |  |
| **TD#3 –Training** |  |  |  |  |  |  |  |
| 3.1.1. Develop a Guideline on Revalidation Process | 38 | 40 |  |  |  |  | Commenced VTS38 |
| 3.1.2. Produce a VTS Training Manual to complement the V-103 and its model courses | 39 | 41 |  |  |  |  |  |
| 3.3.1. Develop guidance on human factor management and ergonomics in VTS (Note – combined 3.3.1 and 3.3.2) | 38 | 42 |  |  |  |  | Commenced VTS38 |
| 3.4.1. Develop a Guideline on VTS Awareness for Navigating Officers | 42 | 44 |  |  |  |  |  |

Key outputs included:

* A new Guideline on Decision Support Tools was completed and submitted to Council for approval.
* Adoption of the Work Programme Task Register to enhance monitoring and reporting of the progress of Tasks during the work programme.

Preparation of liaison notes to Council including:

* The revocation of Guideline 1055, Preparing for a Voluntary IMO Audit on Vessel Traffic Services Delivery;
* Seeking approval to conduct a Workshop on Human Factors and Ergonomics in VTS in October 2015 back-to-back with VTS40;
* Advise on updates of VTS Work Programme (2014-2018);

Preparation of liaison notes to ENAV, including:

* VDES;
* VDES implementation;
* CSSA;
* e-NAV-140

Key Inter-sessional work planned prior to VTS39 includes progressing

* Development of a new guideline regarding the mandatory IMSAS (Task 1.1.5)
* Development of a new guideline on Zero Accidents Campaign (Task 1.4.4)
* Development of new guidance (Model Course or Guideline) on the Revalidation process (Task 3.1.1)
* A review of existing VTS training related material (Task 3.1.2)
* Developing input for Competence Based Training (Task 3.1.1)
* Face-to face Inter-sessional meeting at IALA HQ in January 2015 to progress the draft revision of V-128;

Two VTS experts were registered with the WWA during the meeting (item 13.1)

Table of Contents

[Table of Contents 3](#_Toc368474775)

[Report of the 37th Session of the IALA VTS Committee 6](#_Toc368474776)

[1 Introduction 6](#_Toc368474777)

[1.1 Administrative announcements 7](#_Toc368474778)

[1.2 Approval of the agenda 7](#_Toc368474779)

[1.3 Apologies and introductions 7](#_Toc368474780)

[2 Review of action items from VTS36 8](#_Toc368474781)

[2.1 Action items – IALA Secretariat 8](#_Toc368474782)

[2.2 Action items – VTS Committee Members 8](#_Toc368474783)

[3 Review of input papers 8](#_Toc368474784)

[4 Reports from other bodies 8](#_Toc368474785)

[4.1 Report of Council 55 8](#_Toc368474786)

[4.2 PAP25 8](#_Toc368474787)

[4.3 MSC92 9](#_Toc368474788)

[4.4 NAV59 9](#_Toc368474789)

[4.5 IALA Portrayal Workshop, May 2013 9](#_Toc368474790)

[4.6 IALA Seminar on Simulation in VTS Training, September 2013 9](#_Toc368474791)

[5 Reports from rapporteurs 10](#_Toc368474792)

[5.1 Developments in e-learning, IALA World-Wide Academy (Task M1\*) 10](#_Toc368474793)

[5.2 Use and impact of risk and decision making tools (Task M2\*) 10](#_Toc368474794)

[5.3 Liaison with e-NAV Committee (Task M3\*) 10](#_Toc368474795)

[5.4 Usage of the IALA World VTS Guide (Task M4\*) 11](#_Toc368474796)

[5.5 IALA Dictionary (Task M5\*) 11](#_Toc368474797)

[5.6 Competent Pilotage Authority Forum (Task M6\*) 12](#_Toc368474798)

[6 Presentations 12](#_Toc368474799)

[6.1 The IALA World-Wide Academy (WWA) 12](#_Toc368474800)

[6.2 Work on VTS in Columbia 12](#_Toc368474801)

[6.3 CARPET 12](#_Toc368474802)

[7 Establish Working Groups 13](#_Toc368474803)

[8 Working Group 1 – Operations 13](#_Toc368474804)

[8.1 Develop criteria, guidance or general provisions, for submission to IMO, on establishing and operating a VTS beyond territorial seas, to include a clarification of the difference between a VTS Area established / extending beyond territorial seas and operated as a VTS in its own right and a ship reporting system managed / monitored by a VTS. (Task 2\*) 13](#_Toc368474805)

[8.2 Review/update/provide input to IMO on Resolution A.857(20) - Guidelines For Vessel Traffic Services (Task 3\*) 13](#_Toc368474806)

[8.3 Update the VTS Manual (Task 4\*) 13](#_Toc368474807)

[8.4 Review VTS Recommendation on V-120 on Vessel Traffic Services in inland waters (dated 06/2001) (Task 5.a.ii\*) 13](#_Toc368474808)

[8.5 Review VTS Recommendation on V-125 on the use and presentation of symbology (dated 12/2004) (Task 5.a.iii\*) 14](#_Toc368474809)

[8.6 Review VTS Recommendation on V-127 on VTS operating procedures (dated 06/2004) (Task 5.a.iv\*) 14](#_Toc368474810)

[8.7 Produce a Recommendation on standard nomenclature (i.e. radio call signs) for use when referring to a VTS Centre (Task 8\*) 14](#_Toc368474811)

[8.8 Produce Guidelines on the provision of VTS Types of Service (Task 10\*) 14](#_Toc368474812)

[8.9 Produce a Guideline on VTS support and interaction with allied services in emergency situations, SAR, disaster management, law enforcement and regulatory compliance. (Task 11\*) 14](#_Toc368474813)

[8.10 Produce a Guideline on the use of decision support tools in VTS. (Task 12\*) 14](#_Toc368474814)

[8.11 Produce a Guideline on assessing and auditing the overall performance of VTS Centres with respect to their effectiveness in mitigating risk and as described in Chapter 18, Quality Management, in the VTS Manual (Task 13\*) 15](#_Toc368474815)

[8.12 Review SMCP as it relates to VTS and communicate suggested changes to IMO (Task 14\*) 15](#_Toc368474816)

[8.13 Co-ordinate work required to update the NAVGUIDE (Task 19\*) 16](#_Toc368474817)

[8.14 Develop an IALA VTS Strategy Paper on the ‘Needs for the future delivery of VTS’ (Task 21) 16](#_Toc368474818)

[8.15 Consider VTS items for the 2014 - 2018 IALA questionnaire 17](#_Toc368474819)

[8.16 Prepare a liaison note to e-NAV regarding Disaster Recovery 17](#_Toc368474820)

[9 Working Group 2 – Technical 17](#_Toc368474821)

[9.1 Review Recommendations & Guidelines (Tasks 5.a.i\* & 5.b.ii\*) 17](#_Toc368474822)

[9.2 Review V-128 – Operational and Technical Performance Requirements for VTS Equipment (Annexes 2, 3, 6, 7, 8 and 9) (Task 6\*) 17](#_Toc368474823)

[9.3 Produce a Recommendation on harmonized functional VTS/VTM requirements for networking and information exchange (Task 7\*) 18](#_Toc368474824)

[9.4 Specify VTS and (associated stakeholder) user needs in relation to the allocation of the radio frequency spectrum, for further delivery to the IMO and ITU (Task 17\*) 18](#_Toc368474825)

[9.5 Input Papers 18](#_Toc368474826)

[9.6 Discussion on the CARPET Proposal by TNO 19](#_Toc368474827)

[10 Working Group 3 – Personnel & Training 20](#_Toc368474828)

[10.1 Review VTS Recommendations and Guidelines to ensure consistency with the VTS Manual including: 1027 Simulation in VTS Training (dated 06/2002) (Task 5b iii\* & Task 5b iv\*) 20](#_Toc368474829)

[10.2 Develop Model Course (V-103) on 'Train the Trainer' (Task 9\*) 20](#_Toc368474830)

[10.3 Produce a position paper on the need for mandatory training for VTSOs, including certification / accreditation and encourage member states to support this initiative at IMO (Task 15\*) 20](#_Toc368474831)

[10.4 Produce a recommendation on training and certification standards for Navigating Officers participating in a VTS for further delivery to IMO (Task 16\*) 20](#_Toc368474832)

[10.5 Consider developing a separate and distinct VTS Training Manual to complement the V-103 Model courses (Task 18\*) 20](#_Toc368474833)

[10.6 Produce a Model Course on Refresher Training and Revalidation (Task 20\*) 20](#_Toc368474834)

[11 Working Group 4 – VTM (WG4) 20](#_Toc368474835)

[12 Review of Current Work Programme (2010 – 2014) 21](#_Toc368474836)

[13 Future Work Programme (2014 – 2018) 21](#_Toc368474837)

[14 Review of output and working papers 21](#_Toc368474838)

[15 Any Other Business 21](#_Toc368474839)

[15.1 IALA World-Wide Academy VTS Experts 21](#_Toc368474840)

[16 Review of Session Report 21](#_Toc368474841)

[17 Date and venue of next meeting 22](#_Toc368474842)

[18 Closing of the Meeting 22](#_Toc368474843)

[18.1 Farewells 22](#_Toc368474844)

[19 List of Annexes 22](#_Toc368474845)

[ANNEX A VTS37 Agenda 23](#_Toc368474846)

[ANNEX B VTS37 Participants 26](#_Toc368474847)

[ANNEX C Working Group Participants 41](#_Toc368474848)

[ANNEX D List of Input Papers 44](#_Toc368474849)

[ANNEX E List of Output and Working Papers 46](#_Toc368474850)

[ANNEX F Action Items 48](#_Toc368474851)

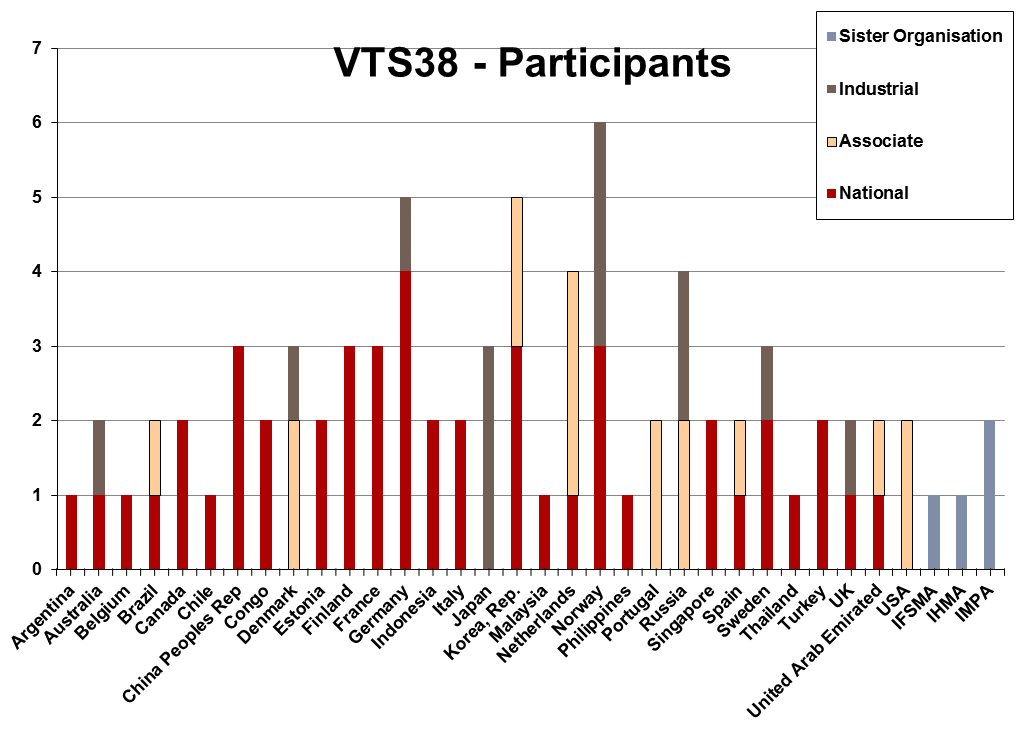
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| IALA Logo | **Report of the**  **38th Meeting of the Vessel Traffic Services Committee**  **6 – 10 October 2014** |

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| VTS Committee  38th Session | Saint Germain en Laye, France  10 October 2014 |

# Introduction

The 38th meeting of the **VTS Committee** was held from 6 – 10 October 2014 at IALA, with Tuncay Çehreli as Chair and Neil Trainor as Vice Chair. The Secretary for the meeting was Wim van der Heijden.

82 members from 33 countries and 3 sister organisations participated in VTS38; 25 for the first time.



The Chairman opened the meeting by welcoming all participants to VTS38 after an absence of almost 13 month, being the first session of the new working period 2014-2018. He thanked Spain for the hospitality and excellent organisation of the 18th IALA Conference.

The Chairman then introduced Michael Card, Deputy Secretary-General of IALA, who welcomed the members on behalf of the IALA Secretary-General. Because of the high number of new participants he mentioned the IALA structure and membership and briefly how the organisation works. He also highlighted the decision of the General Assembly to change the status of IALA from a Non-Governmental Organisation (NGO) to an Inter-Governmental Organisation (IGO).



## Administrative announcements

Virginia Butler gave a Safety Briefing and some information for lunches and coffee breaks for which she was thanked by the Chairman.

The Secretary informed about the access to the documents from the IALA web-site and the use of WiFi to connect to the FTP file sharing service for the exchange of documents during the meeting.

## Approval of the agenda

The agenda was reviewed and adopted (VTS38-1.2).

## Apologies and introductions

There were 96 participants registered of which 35 for the first time. 10 Registered participants did not show up.

Apologies were received from:

1. Kaimes Beasley MCGA UK
2. James Clark MCGA UK
3. Raymond Seignette Port of Rotterdam Netherlands
4. Rossid Musa Marine Dept Malaysia Malaysia
5. Hideki NoguchiI Japan Coast Guard Japan
6. Els Bogaert Flemish VTS Belgium
7. Wim van’t Padje STC BV Netherlands
8. Gerardine Delanoye Ministry of Infrastructure & Environment Netherlands
9. Jean-Charles Cornillou Cerema France

# Review of action items from VTS37

Paper VTS38-2.1 refers.

## Action items – IALA Secretariat

It was noted that IALA Secretariat actions had been completed.

## Action items – VTS Committee Members

* Action items 25 and 26 (VTS Strategy). Although contribution of the members was not as expected level to the inter-sessional work on developing IALA VTS Strategy, the break out group made a good progress and provide input papers to VTS38.
* Action items 27 and 28 (V-128). Almost 200 comments are received on the draft document. For further completion also WG1 was tasked to work on the Chapter 1, core operational requirement.
* Action items 23 and 24 (VTS Manual). No input was received. All members are invited once again to supply input. Revision should be finished during VTS41 in order to be ready for the VTS Symposium 2016.

# Review of input papers

An actual list of papers will automatically generated by the IALA web site once downloading one or more documents. Input papers are numbered in line with the agenda.

# Reports from other bodies

## IALA Council

The Committee noted the following Council reports:

### 56th Session, Goa, India, 9-13 December 2013

Paper VTS38-4.1.1 refers.

### 57th Session, La Coruna, Spain, 25 May 2014

Paper VTS38-4.1.2 refers

### 58th Session, La Coruna, Spain, 31 May 2014

Paper VTS38-4.1.3 refers

## IALA Policy Advisory Panel

The Committee noted the following PAP reports:

### PAP26, IALA HQ, 21-24 October 2013

Paper VTS38-4.2.1 refers

### PAP27, IALA HQ, 27-28 March 2014

Paper VTS38-4.2.2 refers

The Chairman informed that PAP27 was an extraordinary meeting to consider the IALA documentation policy.

### PAP28, IALA HQ, 1-3 October 2014

Paper VTS38-4.2.3 refers

The Chairman informed that the new documents policy of IALA was not completed yet.

## IALA 18th Conference, La Coruna, Spain, 25-31 May 2014

Paper VTS38-4.3.1 (report) and VTS38-4.3.2 (conclusions) refers

The report was noted. There are two conclusions of importance of the VTS Committee:

Conclusion 1: IALA should consider providing guidance on anomalous behaviour recognition to improve VTS operations and ship monitoring.

Conclusion 6: Recognising the IMO/IALA zero accident campaign, there is a need for standardised  
reporting, investigating and analysing vessel near misses.

## VTS related WWA events

The Committee noted the following reports of VTS related WWA events:

### Regional Forum on VTS, Singapore, 1-4 October 2013

Paper VTS38-4.4.1 refers

### IALA-DGLL Awareness Forum on VTS, Kandla, India, 6-7 February 2014

Paper VTS38-4.4.2 refers

### Training and Certification of AtoN and VTS Personnel, La Coruna, Spain, 24 May 2014

Paper VTS38-4.4.3 refers

It was remarked that there is a strong overlap in the conclusions of the three events.

## IMO

The Committee noted the following reports of IMO meetings:

### MSC93, May 2014

Paper VTS38-4.5.1 refers

### NCSR1, July 2014

Paper VTS38-4.5.2 refers

The Chairman drew attention to the development of the IMO-IALA Zero Accident Campaign at NCSR1.

## MonaLisa

The Committee noted the following report of the MonaLisa report.

Paper VTS38-4.6.1 refers

The Chairman drew attention on this report to the Sea Traffic Management concept.

## IALA Workshop on Employing the e-Navigation CSSA, Hamburg, Germany, 26-29 August 2014, May 2013

The Committee noted the report of the workshop on Employing the e-Navigation CSSA.

Paper VTS38-4.7.1 refers

# Reports from rapporteurs

For the working period 2014-2018 the following rapporteurs were appointed:

## Usage of the World VTS Guide Paul Owen

## IALA Dictionary Cees Stedehouder

## Liaison with IALA WWA Kevin Gregory

## Liaison with ENAV Committee TBD

## IALA Bulletin Neil Trainor

# Presentations

## IALA Strategy

Paper VTS38-3.1.2 refers.

Michael Card presented the

## The IALA World-Wide Academy (WWA)

Paper VTS37-6.2.1 refers (presentation).

The presentation was made by Stephen Bennett at the Monday afternoon plenary.

Stephen Bennett updated the Committee about the activities and procedures of the WWA. The presentation covered:

The WWA’s place within IALA;

The WWA’s role in both capacity building, training and accreditation.

The Chair thanked the WWA for the good relationship between the Academy and the VTS Committee.

## VTS in Russia

Paper VTS38-6.3.1 Refers (presentation).

The presentation of Sergei Rostopshin gave an overview of the VTS developments over the time in several regions of Russia. He informed about the classes of VTS depending on the traffic density. Also the services were highlighted.

## WWA

# Establish Working Groups

Three Working Groups were then established, as outlined below:

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| Working Group (WG) | Working Group Chair / Vice Chair(s) |
| WG1 – Operations | TBD  Monica Sundklev  Jørgen Brandt |
| WG2 – Technology | René Hogendoorn  Robert Townsend |
| WG3 – Training | Kevin Gregory  Lilian Biber-Klever |

A break-out group under WG1 was formed for the subject of the IALA VTS Strategy.

It was decided that the revision of V-128 should also be discussed by WG1.

# Working Group 1 – TD#1 – Operations

The following documents are not discussed during VTS38 and will be input in VTS39:

VTS38-8.1.3 Close-quarter reporting by VTS

VTS38-8.1.4 Close-quarter reporting by VTS information

VTS38-8.1.5a and b VTS38-8.1.5a Close-quarter reporting by VTS technical and legal issue

VTS38-8.1.6 Measuring the effectiveness of VTS (Rev.1)

Action item:

The **Secretariat** is requested to forward VTS38-8.1.3, VTS38-8.1.4, VTS38-8.1.5a and b and VTS38-8.1.6 to VTS39 as input for VTS39.

Pending appointment of a Chair person for WG1, Neil Trainor assisted as Chair together with Monica Sundklev and Jörgen Brandt as vice-chairs. Seven subgroups were created to consider the eight tasks, as follows:

## (Task 1.1.1) Produce a guideline on the use of decision support tools in VTS

VTS38-8.1.1 refers

This task was forwarded from VTS37, and reviewed by the WG1. During VTS38 the guideline was reviewed and sent to WG2 for their consideration and input of chapter 11 in V-128. Also WG3 reviewed the guideline as regards the training part.

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| **Name** | **Organisation / Country** |
| Jorgen Brandt (chair) | Great Belt VTS / Denmark |
| Michele Landi | Coast Guard / Italy |
| Hilmer H Hartmut | Federal Waterways and Shipping Agency / Germany |
| Jüri Ehandi | Estonian Maritime Administration / Estonia |
| Michel Desparois | Canadian Coast Guard /Canada |
| Malin Dreijer | Norwegian Coastal Administration / Norway |
| Wang Zhixian | MSA / China |

This task was completed and forwarded to plenary for Committee for approval.

Action item

The **Secretariat** is requested to forward the IALA Guideline on the Use of Decision Support Tools for VTS Personnel (VTS38-

## (Task 1.1.2) Update the VTS Manual

IALA VTS Manual 2012 refers

Work was commenced on the revision of the VTS Manual for publication in 2016 through the formation of an editorial team led by Paul Owen. WG2 and WG3 as well as the Committee chairs and IALA secretariat were requested to review relevant chapters of the manual.

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| **Name** | **Organisation / Country** |
| Paul Owen (chair) | IFSMA |
| Ana Faneca | DGRM / Portugal |
| Cristian Martis | MARAD / Chile |
| Nick Cutmore | IMPA |

## (Task 1.1.3) Produce a Guideline on incident/accident reporting and recording, including near miss situation as it relates to VTS

WG1 started the task and considered documents VTS38-8.1.3, VTS38-8.1.4, VTS38-8.1.5a, VTS38-8.1.5b and would like to thank France for their valuable input. There were some discussions on what should be included in the guideline; what to report and how. The initial work was to be forwarded to VTS39 for further discussions and progress.

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| **Name** | **Organisation / Country** |
| Roman Modeev (chair) | Transas / Russia |
| Sergey Rostopshin | Rosmorport / Russia |
| Evgeny Kusovinsky | Rosmorport / Russia |
| Nicolas Maire | Directorate of Maritime Affairs / France |
| Thanatip Jautavapakde | Marine Department / Thailand |
| Kim Young Shin | Ministry of Ocean and Fisheries / Korea |
| Marco Svantesson | Swedish Maritime Administration / Sweden |
| Camille Bourgeon | Ministry of Transport / France |

Additional input from Committee members on their procedures in incident / accident / near-miss reporting would be highly appreciated.

Action item

**Committee members** are requested to supply input on their procedures in incident / accident / near-miss reporting.

## (Task 1.1.4) Identify VTS Maritime Service Portfolio and servicing area

The WG completed the description of the task in the work programme register. The task is planned to start at VTS40.

## (Task 1.1.5) Produce a Guideline on Preparing for IALA Guideline on IMO Member State Audit Scheme (IMSAS)

Work was commenced on preparing a new guideline regarding the mandatory IMSAS as regards VTS. The work is proposed to be continued inter-sessionally by correspondence by the subgroup chaired by Patricia Springer including Mohamad Halim Ahmed and Neil Trainor. The output from the inter-sessional group will be provided as an input paper to VTS39.

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| **Name** | **Organisation / Country** |
| Patricia Springer (chair) | US Coast Guard / USA |
| Mohamad Halim Ahmed | Marine Department / Malaysia |

## (Task 1.4.4) Produce a Guideline on preparing for Zero Accident Campaign

This task was not started at VTS38 but will be progressed in parallel with task 1.1.5 at VTS39.

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| **Name** | **Organisation / Country** |
| Patricia Springer (chair) | US Coast Guard / USA |
| Mohamad Halim Ahmed | Marine Department / Malaysia |

The work is proposed to be continued inter-sessionally by correspondence by the subgroup chaired by Patricia Springer including Mohamad Halim Ahmed and Neil Trainor. The output from the inter-sessional group will be provided as an input paper to VTS39.

## (Task 1.4.1) Develop an “IALA VTS Strategy Paper” with regards to the delivery of VTS in a rapidly changing world and the possible implications for IMO Resolution A.857(20) Guidelines for Vessel Traffic Services

This task was forwarded from VTS37 and the break-out group continued work on VTS38-8.4.1.

The document was substantially reduced in size and some text was changed with the intention that this paper should be an introduction to the VTS Strategy Vision.

When the group reached a stage where it could no longer agree on further proposals from the Chairman to further reduce the paper, it was decided to interrupt further work to avoid any delays in the progress of the developments. Some parts of the text, where there was not yet any agreement or where revision had not been made, were highlighted in yellow. The subgroup intends to come back to this document once work on the Strategy matrix has been completed.

The subgroup also started revising the Strategy Vision (VTS37-8.12.4) where Goals, Strategies and Tasks related to the VTS Vision are being set.

Both documents were to be forwarded to VTS39 for further work and would also be circulated to the Committee Members with a request for comments and other contributions.

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| **Name** | **Organisation / Country** |
| Jacinto de Sousa (chair) | Signalis / Germany |
| Antonio Carlos Oliveira | Almirante Maraes Reo / Brazil |
| Ben Röhner | Port of Rotterdam / Netherlands |
| Trond Ski | Norwegian Coastal Administration / Norway |
| Pieter Paap | Ministry of Infrastructure & the Environment / Netherlands |
| Wing-Hung Wong | Marine Department /Hong Kong, China |
| Per Baek Hansen | SOUNDREP / Denmark |
| Are Piel | Estonian Maritime Administration /Estonia |
| Thomas Erlund | Finnish Transport Agency / Finland |
| Raymond Sianturi | Directorate General of Sea Transportation / Indonesia |
| Erika Marpaung | Directorate General of Sea Transportation / Indonesia |
| Jan-Hendrik Oltmann | Federal Waterways and Shipping Agency / Germany |

Action item

The **Secretariat** is requested to forward working documents VTS38-12.2.2 and VTS38-12.2.3 as input for VTS39.

## (Task 1.4.3) Develop and conduct a global VTS Questionnaire

This task had been recognized when the VTS Committee had been asked by the ANM Committee (now referring to ARM Committee) to add VTS questions to the AtoN questionnaire. The subgroup below initially reviewed the previous result from VTS36 and produced a draft questionnaire which was discussed by the WG1. It was emphasized that the questions should be made in a clear way so that the answers would be made in a consistent way. The questionnaire was sent to WG2 and WG3 for their consideration and was forwarded to VTS39 for further work.

Additional input from Committee members on their requirements would be highly appreciated.

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| **Name** | **Organisation / Country** |
| Monica Sundklev | Swedish Transport Agency / Sweden |
| Michele Landi (chair) | Coast Guard / Italy |
| Hilmer H Hartmut | Federal Waterways and Shipping Agency / Germany |
| Jüri Ehandi | Estonian Maritime Administration / Estonia |
| Michel Desparois | Canadian Coast Guard /Canada |
| Wang Zhixian | MSA / China |

Action item

The **Secretariat** is requested to forward working documents VTS38-12.2.4 as input for VTS39.

**Committee members** are requested to supply input on their requirements on the VTS Questionnaire.

## Miscellaneous

Paper VTS38-8.1.2 refers

The Committee considered the input document (VTS38-8.1.2) from Japan Coast Guard regarding development of guidance on AIS service as a sub-basic VTS.

Members noted that the proposal of a sub-basic VTS is outside the present definition of a VTS. The Committee feels that is important that VTS as established under SOLAS is consistently implemented and communicated to the mariner and allied services.

The Committee does not believe that AIS is a service to be considered as Vessel Traffic Service defined by SOLAS, however there is a possibility of implementing a VTS with AIS as the only sensor. In that case the operators should be qualified and trained as VTS operators. The VTS authority should be fully aware of the limitations in using AIS alone in generating a comprehensive overview of the traffic in the service area.

The VTS Committee does not, for the moment, see any need of further developments or definitions regarding the proposed service.

## VTS38-11.2 VTS Committee Work Programme Task Register (2014-2018)

Paper VTS38-11.2 refers

The WG also reviewed the tasks appointed for WG1 and filled in the new templates of the task register.

# Working Group 2 – TD#2 – Technology

## (Task 2.1.1) Produce a Recommendation on the portrayal of VTS information and data

No progress.

## (Task 2.2.1) Develop Guidance on the technical acceptance of a VTS

No progress

## (Task 2.2.2) Review / Update Recommendation V-128 on Operational and Technical Performance Requirements for VTS Equipment

At the commencement of VTS38, the working group spent considerable time discussing the comments received, where the major concerns were the size of the recommendation and the text of chapter 1 (Core Operational Requirements).

To finalise the work, an inter-sessional meeting is proposed, to be held at the IALA HQ, commencing Monday January 12, 9:00 hours and finishing Wednesday January 14, 15:00 hours 2015, with a view to completing the draft document and submitting it to the members of the VTS Committee by mid February for their consideration. Members of *all* working groups are encouraged to attend the inter-sessional meeting. In principle, the document will then be put up for approval at VTS39 without going through it page-by-page. Note that, at the inter-sessional meeting, comments, sent before December 25, 2014 by members of the VTS Committee, will be considered and actioned as appropriate.

The working group conducted a review of the proposed output papers and the merged contributions of all the sub-groups.

Action items

***Committee members*** *are requested to review the latest draft revision 4 document (VTS38-12.2.1) and provide comments to the Chairs and vice-Chairs before December 25, 2014*.

**Committee members** are invited to participate in the inter-sessional meeting January 2015 with the aim to complete draft revision 4 of Recommendation V-128.

## Input Papers

VTS38-9.2.5 Information Paper on VDES

The above paper was reviewed and discussed. A liaison note to ENAV has been completed.

Action item

The **Secretariat** is requested to forward liaison note on VDES (VTS38-12.1.4) to the ENAV Committee.

VTS38-9.2.6 Information Paper on Technical Guidelines for Implementation of VDES

The above paper was reviewed and discussed. A liaison note to ENAV has been completed.

Action item

The **Secretariat** is requested to forward liaison note on VDES implementation (VTS38-12.1.5) to the ENAV Committee.

VTS38-9.2.7 IALA Recommendation on the IALA Common Shore-based System Architecture

The Recommendation was discussed and it was agreed that it is applicable to VTS. A response liaison note to ENAV was drafted.

Action item

The **Secretariat** is requested to forward liaison note on CSSA (VTS38-12.1.6) to the ENAV Committee.

VTS38-9.2.8 Draft Revision of the Recommendation on e-Navigation Architecture from a Shore-based Perspective

The draft recommendation was reviewed and it was concluded that in order to fully assess the technical impact of the document a more extensive and detailed review is needed. Members of the WG were invited to consider the document outside the Committee and to provide their comments to the Chair and vice-Chair of the WG. A liaison note to ENAV has been prepared.

Action item

The **Secretariat** is requested to forward liaison note on e-NAV-140 (VTS38-12.1.7) to the ENAV Committee.

VTS38-9.2.3 TNO Letter on CARPET

The letter from TNO was reviewed and a response was prepared for the Secretary-General.

Action item

The **Secretariat** is requested to forward the draft response to TNO (VTS38-12.1.8) to the Secretary-General.

# Working Group 3 – TD#3 - VTS Training

The following documents are not discussed during VTS38 and will be input in VTS39:

VTS38-10.1.1 Authenticity, validation and security of certification

VTS38-10.3.1 Develop Guidance on Human Factor Management in VTS (Rev 1)

Action item:

The **Secretariat** is requested to forward VTS38-10.1.1and VTS38-10.3.1 to VTS39 as input.

## Qualification, training, and certification of VTS personnel

**Task 3.1.1 – Develop a Guideline on the Revalidation process**

The Working Group, reviewed and agreed the general scope of, and definitions to be used within, IALA guidance on the Revalidation process for VTS Certification. A sub group was then established to commence the detailed preparation of the guidance, work will continue by correspondence inter-sessionally providing the document under development as a working paper to VTS39.

Action item

The **Secretariat** is requested to forward working document VTS38-12.2.x4 as input for VTS39.

**Task 3.1.2 Produce a VTS Training Manual to complement the V-103 and its model courses**

The Working Group discussed in principle the scope of a new VTS Training Manual with a view to establishing a sub group at VTS39. The review of existing training related material in the current VTS Manual is being reviewed by a sub group inter-sessionally.

**Consideration of input paper VTS38-10.1.1**

The input paper concerning the validation and security of VTS Certification was considered by the Working Group with the support of the IALA WWA. There was a consensus that there was scope for the provision of additional guidance on the validation of certification issued by Accredited Training Organisations and, also, to review the existing guidance within Recommendation V-103 and Guideline 1014 on matters pertaining to the format and structure of certification.

A sub group was formed to examine the issue in greater depth, using STCW Code principles as a reference, with a view to proposing revisions to Recommendation V-103 and Guideline 1014 at VTS39.

**Consideration of input paper VTS38-10.1.2**

The input paper concerning Competence Based Training submitted by the Chair and Vice Chair of Working Group 3 was considered by the Working Group and also a sub group. Whilst recognising the potential benefits of Competence Based Training within the VTS sector, it was considered that further clarity is required before the subject can be progressed in a tangible manner. A further input paper will be developed inter-sessionally with a view to submission for further consideration at VTS39.

Action item

The **Secretariat** is requested to forward working document VTS38-12.2.x5 as input for VTS39.

## Accreditation and approval process for VTS training

Input paper VTS38-10.1.1 was considered under agenda item 10.1 and it was considered that the scope of the proposal considered has an impact on the Accreditation process for VTS training.

## Human Factors

**Task 3.3.1 Develop guidance on Human Factor Management in VTS**

The Working Group prepared a draft Human Factors and Human Performance in VTS workshop proposal to provide further and detailed input on matters related to human factors and ergonomics. The draft workshop proposal was presented to the plenary session of the VTS Committee before being forwarded to Council for approval (VTS38-12.1.2)

Action item

The **Secretariat** is requested to forward the liaison note and the proposal for a workshop on Human Factors in VTS (VTS38-12.1.2) to Council for approval.

**Consideration of input paper VTS38-10.3.1**

The input paper concerning Human Factors submitted by the Australian Maritime Safety Agency and the Australian Maritime College was considered. The input paper significantly aided the formulation of the Human Factors and Human Performance workshop proposal. Further, the specific and detailed contents of the input paper will be considered carefully in both the structuring of the proposed workshop and subsequent IALA guidance.

**Task 3.3.2 Develop Guidance on the Ergonomics in a VTS Centre**

Following a request from Council to consider merging the existing tasks 3.3.1 (Human Factor Management) and 3.3.2 (Ergonomics in a VTS Centre) the Working Group discussed the merits of such a change and considered that ergonomics was within the scope of the planned human factors workshop and associated plans for IALA guidance. It is therefore considered that tasks 3.3.1 and 3.3.2 can be merged. However, it was agreed that the portrayal of data in a VTS Centre was outside of the scope of tasks 3.3.1 and 3.3.2.

## VTS training for navigating officers

**Task 3.4.1 Develop a Guideline on VTS Awareness for Navigating Officers**

This task was not commenced at VTS38 and is provisionally programmed for consideration at VTS42, VTS43 and VTS44.

## Support for the WWA

Liaison meetings were held with the WWA with specific regard to addressing the questions raised by input paper VTS38-10.1.1. The appointment of a Rapporteur from the VTS Committee dealing with IALA WWA matters was welcomed.

The Committee noted IALA Strategy and the proposed new IALA documentation policy. With regards to the approval process for V-103 Model courses it was highlighted that the approval of model courses by the WWA Board (and noted by the IALA Council) rather than by Council as may not be the most appropriate mechanism in the case of V-103 model courses.

The Committee concluded that the preferred process would be for V-103 model courses to be submitted by the VTS Committee to Council for approval, the WWA Board being informed.

Action item

That the **secretariat** is requested to communicate the Committees preferred position regarding approval process of V-103 Model Courses.

# Review of Current Work Programme (2014 – 2018)

Input paper VTS38-11.1 and VTS38-11.2 refers

The current Work Programme was reviewed and updated during the meeting. Updated versions will be available as VTS38-11.1 and VTS38-11.2 on the VTS38 section of the IALA web.

Action item

The **Secretariat** is requested to upload the updated versions of VTS38-11.1 and VTS38-11.2 on the IALA web and make it input for VTS39.

The **Secretariat** is requested to forward the Liaison note on the update of the current Work Programme (VTS38-12.1.3) to Council to approve VTS38-11.1 and to note VTS38-11.2.

The working groups were requested to draft the Terms of Reference (ToR) for the working period 2014-2018. The following ToR’s are drafted:

WG1: VTS38-12.1.11

WG2: VTS38-12.1.9

WG3: VTS38-12.1.13

VTS Manual 2016: VTS38-12.1.12

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Start Session** | **Planned End Session** | **Revised End Session** | **Progress Indicator** | | | **Status Overview** |
| **Green** | **Yellow** | **Red** |
| **TD#1 – Operations** |  |  |  |  |  |  |  |
| 1.1.1. Produce a Guideline on the use of decision support tools in VTS | 38 | 39 |  |  |  |  | **Complete** |
| 1.1.2. Update the VTS Manual | 38 | 40 |  |  |  |  | Commenced VTS38 |
| 1.1.3. Produce a Guideline on incident / accident reporting and recording, including near miss situations as it relates to VTS | 38 | 42 |  |  |  |  | Commenced VTS38 |
| 1.1.4. Identify VTS Maritime Service Portfolio and servicing area |  |  |  |  |  |  |  |
| 1.1.5. Produce a Guideline on Preparing for IALA Guideline Member State Audit Scheme (IMSAS) | 38 | 39 |  |  |  |  | Commenced VTS38 |
| 1.1.6. [Develop Guidance on Measures to Evaluate the Effectiveness of a VTS – pending approval by Council |  |  |  |  |  |  |  |
| 1.2.1. Produce a Guideline on public and media relations in special / defined circumstances | 42 | 44 |  |  |  |  |  |
| 1.3.1. Produce VTS Communications guidance / recommendation / standards  (As replace the current work item “identify the need for SMCP to be updated”) | 39 | 44 |  |  |  |  |  |
| 1.4.1. Develop an “IALA VTS Strategy Paper” with regards to the delivery of VTS in a rapidly changing world and the possible implications for IMO Resolution A.857(20) Guidelines for Vessel Traffic Services | 38 | 40 |  |  |  |  | Commenced VTS38 |
| 1.4.2. Review/update/provide input to IMO on Resolution A.857(20) Guidelines for VTS | 41 | 44 |  |  |  |  |  |
| 1.4.3. Develop and conduct a global VTS Questionnaire | 38 | 39 |  |  |  |  | Commenced VTS38 |
| 1.4.4. Produce a Guideline on preparing for Zero Accident Campaign (progressing in parallel with 1.1.5) | 38 | 39 |  |  |  |  | Commenced VTS38 |
| **TD#2 – Technology** |  |  |  |  |  |  |  |
| 2.1.1. Produce a Recommendation on the portrayal of VTS information and data | 40 | 44 |  |  |  |  |  |
| 2.2.1. Develop Guidance on the technical acceptance of a VTS system | 39 | 41 |  |  |  |  |  |
| 2.2.2. Review V-128 – Operational and Technical Performance Requirements for VTS Equipment: | 38 | 39 |  |  |  |  | Commenced VTS38 |
| 2.3.1. Provide a Guideline on the technical interface between VTS systems and the systems of other stakeholders | 41 | 43 |  |  |  |  |  |
| **TD#3 –Training** |  |  |  |  |  |  |  |
| 3.1.1. Develop a Guideline on Revalidation Process | 38 | 40 |  |  |  |  | Commenced VTS38 |
| 3.1.2. Produce a VTS Training Manual to complement the V-103 and its model courses | 39 | 41 |  |  |  |  |  |
| 3.3.1. Develop guidance on human factor management and ergonomics in VTS (Note – combined 3.3.1 and 3.3.2) | 38 | 42 |  |  |  |  | Commenced VTS38 |
| 3.4.1. Develop a Guideline on VTS Awareness for Navigating Officers | 42 | 44 |  |  |  |  |  |

# Review of output and working papers

The Working Group Chairmen reported on the work carried out by their Working Groups.

The output documents listed at Annex E were reviewed and their disposition agreed.

The Secretariat was requested to forward / action the output documents, as indicated earlier in the report.

The Chairman then thanked the Chairs, Vice Chairs and members of the working groups for all their efforts during the week.

# Any Other Business

## IALA World-Wide Academy VTS Experts

Kevin Gregory representing the International Harbor Masters Association (IHMA) and Allen Birch of the Maritime Institute of Technology and Graduate Studies (MITAGS) were appointed during the week as new members of the IALA World-Wide Academy VTS Experts.

The IALA World-Wide Academy VTS Experts Working Group was formed in 2013 to assist the Academy deliver its capacity building programme.

# Review of Session Report

The report of the meeting (VTS38-14) was reviewed post plenary by correspondence and approved by the Committee on the 3rd November 2014.

Action Item

The **Secretariat** is requested to forward the report of VTS38 (VTS38-14) after completion to the IALA Council, to note.

# Date and venue of next meeting

VTS39 is expected to meet from 13 – 17 April 2015 at IALA HQ.

# Closing of the Meeting

The Chairman again expressed his thanks for all the hard work done during the meeting and then said that he also appreciated the camaraderie that had been evident during the week.

The Chairman then asked if there were any final comments that members wished to make; there were none, at which he wished everyone a pleasant and safe journey home.

# List of Annexes

1. Agenda

A copy of the agenda is at Annex A.

1. Participants

A list of VTS38 participants is at Annex B.

1. Working Group Participants

A list of working group participants is at Annex C.

1. Input Papers

A list of input papers is at Annex D.

1. Output and Working papers

A list of output and working papers is at Annex E.

1. Action Items

A list of action items is at Annex F.

1. VTS38 Agenda

|  |  |
| --- | --- |
| IALA Logo | **38th Meeting of the Vessel Traffic Services Committee** |

The 38th meeting of the **VTS Committee** will be held from 6 – 10 October 2014, at IALA, St Germain en Laye, France.

The opening plenary will commence at 1300 on Monday 6 October, and the closing plenary will end at approximately 1300 on Friday 10 October.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at 0900 on Monday 6 October.

**AGENDA**

1. Introduction
   1. Administration and Safety Briefing
   2. Approval of agenda
   3. Apologies and introductions
   4. Programme for the week
2. Review of action items from last meeting
   1. Review of action items from VTS37
   2. Final Report from VTS37 - for reference
3. Review of input papers
   1. Input papers
4. Reports from other bodies
   1. IALA Council
   * 56th Session, Goa, India, 9-13 December 2013
   * 57th Session, La Coruna, Spain, 25 May 2014
   * 58th Session, La Coruna, Spain, 31 May 2014
   1. IALA Policy Advisory Panel
   * PAP26, IALA HQ, 21-24 October 2013
   * PAP27, IALA HQ, 27-28 March 2014
   * PAP28, IALA HQ, 1-3 October 2014
   1. IALA 18th Conference, La Coruna, Spain, 25-31 May 2014
   * Report
   * Conclusions
   1. VTS related WWA events
   * Regional Forum on VTS, Singapore, 1-4 October 2013
   * IALA-DGLL Awareness Forum on VTS, Kandla, India, 6-7 February 2014
   * Training and Certification of AtoN and VTS Personnel, La Coruna, Spain, 24 May 2014
   1. IMO
   * MSC93, May 2014
   * NCSR1, July 2014
   1. MonaLisa
   2. IALA Workshop on Employing the e-Navigation CSSA, Hamburg, Germany, 26-29 August 2014
5. Reports from rapporteurs

Monitoring items and concerning rapporteurs for the Working Period 2014-2018 will be determined during VTS38.

1. Presentations (15 minutes)
   1. IALA Strategy Michael Card
   2. Update on IALA WWA Jean-Charles Leclair
   3. VTS in Russia Sergei Rostopshin
2. Establish Working Groups
3. TD# 1 – Operations
   1. VTS operations, service standards, and performance measures
   2. Inter-VTS operations, interactions with allied and other services
   3. VTS communications
   4. Monitoring and evaluating developments in VTS and potential impacts on the recognised framework for VTS
4. TD# 2 – Technology
   1. VTS systems technology, Sensors, Presentation
   2. VTS equipment standards and performance requirements
   3. Inter-VTS data exchange
   4. Data populating for S-100
5. TD# 3 – VTS Training
   1. Qualification, training, and certification of VTS personnel
   2. Accreditation and approval process for VTS training
   3. Human factors
   4. VTS training for navigating officers
   5. Support for the WWA
6. Review of Current Work Programme (2014 – 2018)
7. Review of output and working papers
   1. Output papers
   2. Working papers
8. Any Other Business
9. Review of session report
10. Date and venue of next meeting
11. Close of the meeting
12. VTS38 Participants

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|  | Robert Townsend (Vice Chair) | Maritime & Coastguard Agency / UK |
|  | Xigang Huang | CMSA / China |
|  | Richard Aase | NCA / Norway |
|  | Nelson S Marques | DGRM / Portugal |
|  | Jan-Hendrik Oltmann | Federal Waterways and Shipping / Germany |
|  | Rainer Strenge | Federal Waterways and Shipping / Germany |
|  | Maxim Semenov | Vissim / Norway |
|  | Katsutoshi Ashida | Japan Radio Co Ltd / Japan |
|  | Shuichi Inoue | Japan Radio Co Ltd / Japan |
|  | Jae Bong Lee | Global Control Systems Corp / Rep of Korea |
|  | Gyeungtae Nam | Global Control Systems Corp / Rep of Korea |
|  | Siddi Wouters | Kongsberg Norcontrol IT / Norway |
|  | Camille Bourgeon | Ministry of Transport / France |
|  | David Turnace | Kelvin Hughes / UK |
|  | Neils J. Mygind | Admiral Danish Fleet / Denmark |
|  | Nicholas Chiew | Maritime and Port Authority / Singapore |
|  | Jens. C. Pedersen | TERMA AS / Denmark |
|  | Dirk Eckhoff | Federal Waterways and Shipping / Germany |
|  | John Davis | Australian Maritime Systems / Australia |
|  | Koichi Nishimura | Tokyo Keiki Inc / Japan |
|  | Stephane Lessand | Canadian Coast Guard / Canada |
|  | Dmitry Oblizanov | Transas Technology / Russia |
|  | Fabrice Goma | CNIDM / Congo |

1. Training

|  |  |  |
| --- | --- | --- |
|  | Name | Organisation / Country |
|  | Kevin Gregory (Chair) | International Harbour Masters Association / UK |
|  | Lilian Biber (Vice Chair) | NNVO / the Netherlands |
|  | Carlos F. Salinas | Centro de Seguridad Maritimo Jovel / Spain |
|  | Burcin Erlevent | Directorate General of Coastal Safety / Turkey |
|  | Cees Stedehouder | MARIN Wageningen / the Netherlands |
|  | Stefaan Priem | Centro de Seguridad Maritimo Jovel / Spain |
|  | Allen Birch | MITAGS / USA |
|  | Barbara Magro | Italian Coastguard / Italy |
|  | Thierry Pichon | DAM-ENSAM / France |
|  | Kim Young Sup | Korea Coast Guard / Rep of Korea |
|  | Lee Seung Jin | Min of Oceans and Fisheries / Rep of Korea |
|  | Michael Hartmann | IMPA |
|  | Ferdinand Panganiban | Coast Guard / Philippines |
|  | Mika Halttunen | Finnish Transport Agency / Finland |
|  | Henry Heng | Maritime and Port Authority / Singapore |

1. List of Input Papers

| Document number | Agenda Item | Title |
| --- | --- | --- |
| VTS38-3.0 |  | Input paper template |
| VTS38-1.2 | 1.2 | Agenda |
| VTS38-1.4 | 1.4 | Programme for the week |
| VTS38-2.1 | 2.1 | Actions from VTS37 |
| VTS38-2.2 | 2.2 | Report of VTS37 |
| VTS38-3.1.1 | 3.1 | (ANM21-13.1.3.1) Liaison note to VTS-Response on Disaster Recovery |
| VTS38-3.1.2 | 3.1 | IALA Strategic Vision 2012-2026 |
| VTS38-3.1.3 | 3.1 | IALA Committee Structure 2014-2018 |
| VTS38-3.1.4 | 3.1 | (e-NAV14-17.1.2.4) Liaison note e-NAV to ANM, EEP & VTS Committees on Disaster Recovery |
| VTS38-4.1.1 | 4.1 | C56 Report |
| VTS38-4.1.2 | 4.1 | C57 Report |
| VTS38-4.1.3 | 4.1 | C58 Report |
| VTS38-4.2.1 | 4.2 | PAP26 Report |
| VTS38-4.2.2 | 4.2 | PAP27 Report |
| VTS38-4.2.3 | 4.2 | PAP28 Report |
| VTS38-4.3.1 | 4.3 | 18th IALA Conference 2014 report final |
| VTS38-4.3.2 | 4.3 | 18th IALA Conference 2014 conclusions |
| VTS38-4.4.1 | 4.4 | Draft Report of the Singapore Forum on VTS Oct.2013 |
| VTS38-4.4.2 | 4.4 | Report Kandla Forum on VTS final |
| VTS38-4.4.3 | 4.4 | Pre-18th IALA Conference Seminar Report |
| VTS38-4.5.1 | 4.5 | IMO Report of IMO MSC 93-22 |
| VTS38-4.5.2 | 4.5 | IALA Report of IMO NCSR1 |
| VTS38-4.6.1 | 4.6 | Report of MonaLisa 2 |
| VTS38-4.7.1 | 4.7 | IALA Workshop on Employing the e-Nav Common Shore-Based System Architecture (CSSA) |
| VTS38-8.1.1 | 8.1 | (VTS37-14.2.1.1) Draft Guideline on Decision Support Tools |
| VTS38-8.1.2 | 8.1 | (VTS37-14.2.1.5) Development Rec and Guidl AIS service as sub-basic VTS |
| VTS38-8.1.3 | 8.1 | Close-quarter reporting by VTS |
| VTS38-8.1.4 | 8.1 | Close-quarter reporting by VTS information |
| VTS38-8.1.5a | 8.1 | Close-quarter reporting by VTS technical and legal issue (English) |
| VTS38-8.1.5b | 8.1 | Close-quarter reporting by VTS technical and legal issue (French) |
| VTS38-8.1.6 | 8.1 | Measuring the effectivness of VTS |
| VTS38-8.4.1 | 8.4 | (VTS37-14.2.1.2) IALA VTS Strategy\_WP1\_v4\_08May2014 |
| VTS38-8.4.2 | 8.4 | CLARIFYING NOTE TO THE WORK DONE ON THE STRATEGY PAPER VTS |
| VTS38-8.4.3 | 8.4 | Comments on the IALA VTS Strategy paper |
| VTS38-9.2.1 | 9.2 | (VTS37-14.2.2.1) Draft Revised Recommendation V-128\_rev\_4\_0 with comments |
| VTS38-9.2.2 | 9.2 | V-128 Comment Sheet |
| VTS38-9.2.3 | 9.2 | TNO - CARPET VTS |
| VTS38-9.2.4 | 9.2 | Information Paper on e-NAV14 documents |
| VTS38-9.2.5 | 9.2 | (e-NAV14-17.1.3.1) Information Paper on VDES v1 |
| VTS38-9.2.6 | 9.2 | (e-NAV14-17.2.3.2) Information Paper on Technical Guidelines for implementation of VDES v1 |
| VTS38-9.2.7 | 9.2 | IALA Recommendation on the IALA Common Shore-based System Architecture (CSSA) |
| VTS38-9.2.8 | 9.2 | (e-NAV14-17.1.5.2) Draft Revision Of Rec e-NAV-140 on e-Navigation Architecture-Shore Perspective(Ed2)a |
| VTS38-9.2.9 | 9.2 | Proposed Revision of V-128 Draft |
| VTS38-10.1.1 | 10.1 | Authenticity, validation and security of certification |
| VTS38-10.1.2 | 10.1 | VTS CBT & VTS Training Manual Input Paper VTS38 |
| VTS38-10.3.1 | 10.3 | Develop Guidance on Human Factor Management in VTS |
| VTS38-11.1 | 11 | VTS Committee Workplan 2014-2018 v2.0 |
| VTS38-11.2 | 11 | 2014-18 Work Programme Task Register v1.1 |

1. List of Output and Working Papers

**Output documents** are submitted for review by a body other than the Committee initiating the document.

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| --- | --- | --- |
| Number | Title | Status |
| VTS38-11.1 | Work programme Summary Report | To Council to approve |
| VTS38-11.2 | 2014-18 Work Programme Task Register | To Council to note |
| VTS38-12.1.1 | Liaison Note on Guideline 1055 | To Council to approve |
| VTS38-12.1.2 | Liaison Note on Workshop Human Factors and Ergonomics in VTS | To Council to approve |
| VTS38-12.1.3 | Liaison Note on updates of VTS Work Programme (2014-2018) | To Council to approve |
| VTS38-12.1.4 | Liaison note on VDES regarding VTS38 9\_2\_5 | To ENAV to note |
| VTS38-12.1.5 | Liaison note on VES implementation regarding VTS38 9\_2\_6 | To ENAV to note |
| VTS38-12.1.6 | Liaison note on CSSA to e-NAV regarding VTS38 9\_2\_7 | To ENAV to note |
| VTS38-12.1.7 | Liaison note on e-NAV-140 to e-NAV regarding VTS38 9\_2\_8 | To ENAV to note |
| VTS38-12.1.8 | TNO draft response | To SG to reply letter |
| VTS38-12.1.9 | WG2 - Draft Terms of Reference | To Council to note |
| VTS38-12.1.10 | Draft Guideline on decision support tools | To Council to approve |
| VTS38-12.1.11 | WG1 - Draft Terms of Reference | To Council to note |
| VTS38-12.1.12 | VTS Manual revision - Terms of Reference | To Council to note |
| VTS38-12.1.13 | WG3 - Draft Terms of Reference | To Council to note |
| VTS38-14 | Report VTS38 | To Council to approve |
|  |  |  |

**Working papers** are documents that will remain within the Committee for further review.

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| --- | --- | --- |
| Number | Title | Status |
| VTS38-12.2.1 | V-128 v8 edited\_ output for inter-sessional work | To VTS39 |
| VTS38-12.2.2 | (vts38\_8\_4\_1\_vts37\_14\_2\_1\_2)\_iala\_vts\_strategy\_WG1-WPXX | To VTS39 |
| VTS38-12.2.3 | (VTS38\_8.4.1\_VTS37-8.12.4)\_IALA VTS Strategy matrix\_WG1-WPXX | To VTS39 |
| VTS38-12.2.4 | (VTS38-1.4.3)\_ IALA Questionnaire\_no\_track\_changes\_WG1-WPXX | To VTS39 |
| VTS38-12.2.x4 | 10.1 3.1.1 | To VTS39 |
| VTS38-12.2.x5 | 10.1 CompBased Training | To VTS39 |

1. Action Items

Action Items for Secretariat

1. [The **Secretariat** is requested to forward VTS38-8.1.3, VTS38-8.1.4, VTS38-8.1.5a and b and VTS38-8.1.6 to VTS39 as input. 10](#_Toc400658350)
2. [The **Secretariat** is requested to forward the IALA Guideline on the Use of Decision Support Tools for VTS Personnel (VTS38- 10](#_Toc400658351)
3. [The **Secretariat** is requested to forward working documents VTS38-12.2.x1 and VTS38-12.2.x2 as input for VTS39. 13](#_Toc400658352)
4. [The **Secretariat** is requested to forward working documents VTS38-12.2.x3 as input for VTS39. 13](#_Toc400658353)
5. [The **Secretariat** is requested to forward liaison note on VDES (VTS38-12.1.4) to the ENAV Committee. 15](#_Toc400658354)
6. [The **Secretariat** is requested to forward liaison note on VDES implementation (VTS38-12.1.5) to the ENAV Committee. 15](#_Toc400658355)
7. [The **Secretariat** is requested to forward liaison note on CSSA (VTS38-12.1.6) to the ENAV Committee. 15](#_Toc400658356)
8. [The **Secretariat** is requested to forward liaison note on e-NAV-140 (VTS38-12.1.7) to the ENAV Committee. 16](#_Toc400658357)
9. [The **Secretariat** is requested to forward the draft response to TNO (VTS38-12.1.8) to the Secretary-General. 16](#_Toc400658358)
10. [The **Secretariat** is requested to forward VTS38-10.1.1and VTS38-10.3.1 to VTS39 as input. 16](#_Toc400658359)
11. [The **Secretariat** is requested to forward working document VTS38-12.2.z1 as input for VTS39. 16](#_Toc400658360)
12. [The **Secretariat** is requested to forward working document VTS38-12.2.z2 as input for VTS39. 17](#_Toc400658361)
13. [The **Secretariat** is requested to forward the liaison note and the proposal for a workshop on Human Factors in VTS (VTS38-12.1.2) to Council for approval. 17](#_Toc400658362)
14. [That the **secretariat** is requested to communicate the Committees preferred position regarding approval process of V-103 Model Courses. 18](#_Toc400658363)
15. [The **Secretariat** is requested to upload the updated versions of VTS38-11.1 and VTS38-11.2 on the IALA web and make it input for VTS39. 18](#_Toc400658364)
16. [The **Secretariat** is requested to forward the Liaison note on the update of the current Work Programme (VTS38-12.1.3) to Council to approve VTS38-11.1 and to note VTS38-11.2. 18](#_Toc400658365)
17. [The **Secretariat** is requested to forward the ToR’s of the three working groups and of the group for the revision of the VTS Manual 2016 to Council to note 18](#_Toc400658366)
18. [The **Secretariat** is requested to forward the report of VTS38 (VTS38-14) after completion to the IALA Council, to note. 20](#_Toc400658367)

Action Items for Members

1. [**Committee members** are requested to supply input on their procedures in incident / accident / near-miss reporting. 11](#_Toc400658332)
2. [**Committee members** are requested to supply input on their requirements on the VTS Questionnaire. 13](#_Toc400658333)
3. [**Committee members** are requested to review the latest draft revision 4 document (VTS38-12.2.1) and provide comments to the Chairs and vice-Chairs before December 25, 2014. 15](#_Toc400658334)
4. [**Committee members** are invited to participate in the inter-sessional meeting January 2015 with the aim to complete draft revision 4 of Recommendation V-128. 15](#_Toc400658335)