Report of VTS Training & Accreditation meeting

24 March, 2012 – IALA Headquarters

1. The 2nd meeting on VTS Training and Accreditation was held at IALA Headquarters on 24 March, 2012. The meeting was chaired by Stephen Bennett and the secretary was Mike Hadley. The agenda is at Annex A. A list of Recommended Actions and policies is at Annex C.

# Welcome & Introductions

1. Stephen Bennett opened the meeting at 0900 and welcomed everyone and thanked them for giving up their time on a Saturday.

# Participants

1. Stephen Bennett Programme Manager, WWA (Chairman)
2. Gary Prosser Secretary-General, IALA
3. Jean-Charles Leclair Dean, WWA
4. Tuncay Çehreli DGCS & Chairman, VTS Committee
5. Neil Trainor AMSA & MSQ, Vice Chairman, VTS Committee
6. Terry Hughes Chairman VTS Committee’s WG3
7. Monica Sundklev STA
8. Jim Larson USCG
9. Mike Hadley Technical Co-ordination Manager, IALA (Secretary)

# Aim & Review of Current Situation

## Opening remarks

1. The Chairman used a PowerPoint presentation to describe the current situation and aim:

### Agreed Aim was: For the IALA WWA to be able to respond positively to international demands for the training of VTS operators.

### PowerPoint slide 5 showed the ideal process.

* Organizations should seek accreditation from Competent Authority (CA);
* CA should inform IALA at each stage;
* IALA should have roster of experts able to assist CA;
* Fully compliant CAs would be added to an IALA (Academy) ‘White List’.

## The role of the IALA WWA in all training matters

1. The Dean said that IALA receives requests for assistance with training. It has training material (Model Courses etc.) but no resource of experts to assist with requests from Competent Authorities (CA).

## Obligations of Member States

1. The Dean stated that SOLAS Ch V Reg 12 refers directly to IMO Res A.857 (and MSC Circ.1065) which hopefully, when updated as part of the current VTS Committee’s Work Programme, will state that Recommendation V-103 should be followed. Today the reference to V-103 appears in MSC Circ.1065 as the international standards. Its application is a ‘quasi obligation’ which is not often followed. The IALA system is not fully understood by some CAs.
2. The Secretary-General added that the stage is set and mandatory VTS training is coming and that IALA needs a bridge between the two.

## Status of known compliance by Member States

1. Mike Hadley indicated that VTS34 input paper VTS34/10/3 listed known compliant States: Australia; Belgium; Canada; Denmark; Finland; Hong Kong; Malta; South Africa; Turkey; UK and USA. Cdr Larson: suggested that there is a broken bridge between CAs and IALA.

## Possible use of a revised questionnaire to update the Academy’s database of accredited VTS Training organisations

1. It was agreed that the current database needs to be updated.

Recommended Action 1

1. *The Academy would obtain greater information on lead Ministries (and/or appointed VTS Competent Authorities) and accredited training organizations by using a cascade process which:*

* *Targeted Council Members to provide validated data;*
* *Target other Member States not in priority regions;*
* *Use The Academies ‘4As’ strategy to help emerging States in the 7 priority regions;[[1]](#footnote-1)*
* *Use ‘Academy Notes’ in the Bulletin to show ideal process flow in accordance with Guideline 1014;*
* *List validated data on the new Academy website.*

## IMO Policy – Mandatory VTS Training – STCW and / or SOLAS

1. The Dean reported that no-one within IMO is asking for mandatory training. Pressure comes from the VTS Committee, but which Convention is the more appropriate; SOLAS or STCW? The SOLAS route might permit IALA to be more effective. Terry Hughes said that STCW (Manila) addresses Navigating Officers; but what about VTSOs? The Secretary-General then asked what IMO resolutions covered shore based training for SAR, Pilots etc.? The consensus was to target the amendments to SOLAS rather than STCW.

Recommended Action 2

1. *Use a two-pronged approach. The VTS Committee would continue to amend Resolution A.857(20) and Member States would lobby the IMO.*

# The Ideal Accreditation Process

## Review of V103 process

1. Terry Hughes said that V-103 and its associated model courses had been revised in 2009. A model course on Train-the Trainer GL is in preparation. Discussing cost issues it was said that small throughput makes training to full V-103 expensive. All operators who have completed V-103/1 liked the course; but it was too expensive. The Meeting agreed that It was disappointing to note that only 11 out of 77 Member States have followed the procedures laid down Guideline 1014 in that they ‘should inform IALA at an early stage’. This was part of the broken bridge scenario identified by James Larson earlier. Adoption of Recommended Action 1 should repair the bridge between IALA and the CAs. The consensus was that these niche courses were not cost effective in many States. The Meeting agreed unanimously that the existing model courses set the minimum acceptable level for the required competency. They could not be ‘dumbed-down’. The content was agreed. Neil Trainor made a key statement: It was the administrative management framework surrounding course delivery that was the problem. How can IALA address these management issues?

Recommended Action 3

1. *Seek Council approval to task the VTS Committee to investigate how the administrative management could be simplified to reduce costs while maintaining existing standards.*

## Recommended methodology adopted to provide accreditation

1. It was agreed that there were only three methods:

* Use in-country expertise to achieve self-declaration by a CA;
* Use Classification Societies;
* Contact IALA for assistance;

## List of Academy endorsed experts

1. TCM had produced a generic questionnaire based on the IMO Register of Experts format. The Secretary-General and the Dean had reservations about the definition of ‘expert’; who vets them and concomitant legal implications. Conflict with Industrial Members must be avoided. The production of a targeted, in-house VTS questionnaire would be simpler to produce. A register of experts could then be produced by IALA according to the following procedure:

Recommended Action 4:

* *SG; Dean and TCM to produce a specific VTS questionnaire which would be available to applicants on the new Academy website;*
* *Potential experts would be proposed by National Members or approached directly by IALA;*
* *A Panel from the VTS Committee would vet applicants. Its recommendations would be forwarded, by the VTS Committee, to Council for endorsement;*
* *The currency of experts is to be reviewed after a specified period.*
* *The use of experts as potential IALA-sponsored Auditors would be addressed at a later stage.*

### Fee Structure.

The Dean proposed that the fee structure for IALA-sponsored experts would be similar to the UN system (IMO) of reward but wondered who would pay for IALA expertise?

Recommended Policy 1

* *If an applicant Member State was on the Capacity Building list, the Academy Budget, perhaps with sponsorship from National Members, would fund the IALA VTS expert;*
* *For other States it is expected that either:*
  + *That the State will meet all or the majority of IALA’s costs. IALA will still pay the expert at standard rates and invoices the applicant State;*
  + *IALA would take no part in consultancy agreements between States and private consultants.*
* *The UN-based day rate would include days for preparation; travel and report writing;*
* *Daily subsistence rates would vary by region.*

## Use of Classification Societies

Terry Hughes reported that Classification Societies used for VTS accreditation by CAs do not all operate to the same standard. DNV however did appear to produce proper documentation. The TCM said that he had approached four Classification Societies (BV; DNV; Lloyds; ABS). Feedback was that being commercial companies, VTS auditing was not sufficiently profitable. In contrast some CA or their organizations found them too expensive. This is not a matter for IALA. The Academy can advise that there are three alternatives: in-country; IALA experts or Classification Societies.

# VTS Training Accreditation Policy & Procedures

## Action by Member States

As discussed earlier. Only CAs would contact IALA using Guideline 1014. Requests for IALA assistance would follow the process in 4.2; 4.3 above. James Larson: asked how will the Academy’s activities, including examples of best or alternative practices, link with the Committee process? The Dean remarked that he and the Programme Manager anticipated active participation in Committees, particularly in VTS and EEP.

The Dean proposed trying to convince IMO through active lobbying to take ownership of all safety of navigation issues including shore-based activities and Capacity Building. Such lobbying actions have been included in VTS Committee Output Papers.

## Requirement to maintain records

1. It was agreed that this is an ‘in house’ issue. The TCM and the Programme Manager to ensure that proper records are maintained, promulgated and reviewed (Ongoing action).

## Role of simulators in training

1. Terry Hughes said that IMO enthusiastically supports simulation training. He believed that the simulator week in VTSO training is vital, but simulators are expensive. Cost-effective simulators are not yet available from Industrial Members. Neil Trainor said that alternatives are available such as an extra training console. The Dean then asked ‘What is the situation with VTS training provided by Industrial Members?’ It was agreed that the Secretary-General would brief the IMC on the perceived lack of cost-effective simulators. Terry Hughes then said that some companies offer ‘V-103’ training, but it is unclear how this could be accredited. The Dean responded that if a Competent Authority accredits an Industrial Member, then IALA will add its name to its VTS ‘White List’.

Recommended Action 5:

* *VTS Committee to review Guideline 1027 on the use of simulation training for VTS to see whether the advice can be improve;*
* *The Secretary-General to be requested to brief the Industrial Members on the perceived lack of availability of cost-effective simulators and on methods of inclusion on the ‘White List’ once accredited by a CA.*

### Liaison with Training Organizations

1. Dean: Should The Academy visit IMO-supported Organization, such as Alexandria and IMA Genoa, to encourage them to set up VTS training in accordance with V-103 etc.? This was supported by the Meeting so long as the visit is arranged through the IMO.

Recommended Action 6

Add visits to IMO-supported Organizations to the Academy Master Plan.

1. The Dean asked for practical examples of recent requests for IALA assistance. The TCM gave two:

* Columbia had made an ‘official’ request for assistance with revision of VTS procedures. TCM forwarded to Chile and Brazil. Chile is carrying this forward. Good example of IALA Member State cooperation.
* India: Captain Suresh (Council Member and Director of CA) wanted on-the-job training and assistance to set up a VTS Training School. An Industrial Member had identified an expert from an accredited UK organization to assist. India had also offered to host a ‘VTS workshop’ which would, as Captain Suresh saw it, deliver [V-103] training. The Secretary-General wondered whether an Academy regional Level 1+ awareness seminar, to include VTS, might be more appropriate at this stage.

Recommended Action 7

1. *Secretary-General to discuss with India to determine way ahead.*
2. Note: The Academy has included such a seminar in its proposed Action Plan for 2013.

## Role of Computer Based Training (CBT)

1. Terry Hughes said that it is very expensive for some States to send participants abroad. Use of e-learning and CBT would assist in such cases. This would not however remove the need for training on simulators. The Secretary-General said that some sponsors wanted the Academy to focus initially on ‘face to face’ training. Once this was established, e-learning as a teaching tool could then be investigated.

# Other VTS ReLated Matters

## Submission by the Nautical Institute

1. Mike Hadley said that the NI is looking to expand membership by targeting VTS personnel. IALA has agreed to display some promotional material in the booth that it is sharing with the World VTS Guide at the VTS Symposium in Istanbul. Further contact indicated that the NI wished to develop NI-sponsored Continuous Professional Development for VTS. The Dean said that it was his understanding that the NI is seeking to be an ‘accreditation’ body, which could only be considered by the appropriate CA.

Recommended Action 8

The Programme Manager would visit the NI and explain IALA’s policy.

# Date and place for the next meeting

The 3rd and final Training & Accreditation will take place on the afternoon of 7 September 2012, after the close of VTS35. The aim will be only to review progress on proposed Recommendations 1 – 8.

Note – Approval Process

1. Meetings members comment to the Programme Manager on the draft notes by 31 March.
2. The Programme Manager forwards the finalised minutes to the WWA Board.
3. If approved by the WWA Board, the Programme Manager will forward the finalised minutes to the IALA Council, to endorse.
4. Once endorsed by the IALA Council, the finalised minutes will be provided as an input paper to VTS35.
5. AGENDA

**VTS Training Accreditation Meeting - 24th March 2012**

**Agenda**

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| --- | --- | --- | --- | --- |
| **Item** | **Sub-item** | **Subject** | **Presenter** | **Action** |
| **1** |  | **Aim and Review of Current Situation** |  |  |
|  | 1.1 | Opening remarks with the aim of the meeting and current definition of ‘accreditation’ | Chair | note |
|  | 1.2 | The role of the IALA WWA (The Academy) in all training-related matters | Dean | note |
|  | 1.3 | Obligations of Member States | Dean | note |
|  | 1.4 | Status of known compliance by Member States | TCM | note |
|  | 1.5 | Possible use of revised questionnaire to update The Academy database of accredited VTS Training Organisations | Chair | decision |
|  | 1.6 | IMO Policy – Mandatory VTS Training – STCW and/or SOLAS | Dean | note |
| **2** |  | **The Ideal Accreditation Process** |  |  |
|  | 2.1 | Review of V-103 process | Terry Hughes | note |
|  | 2.2 | Recommended methodology adopted to provide accreditation   * In-country expertise * Use of external consultants * Use of Classification Societies * Use of IALA Industrial Members * Request to The Academy | TCM  Dean  TCM  Dean  Dean | decision |
|  | 2.3 | List of Academy-endorsed VTS experts   * Link to IALA Roster of Experts * Legal status and liability * Fee structure | Chair  TCM | decision |
|  | 2.4 | Policy on the cost-effective use of Classification Societies   * Academy Agreements with Classification Societies * Paper audit * Physical audit of simulation procedures | TCM | decision |

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| **Item** | **Sub-item** | **Subject** | **Presenter** | **Action** |
| **3** |  | **VTS Training Accreditation Policy and Procedures** |  |  |
|  | 3.1 | Action by Member States   * Formally adopt V-103; GL 1014 * Inform The Academy of alternative procedures * Lobby IMO | Tuncay Çehreli  Dean | decision |
|  | 3.2 | Requirement to maintain records | TCM | decision |
|  | 3.3 | Role of simulators in training | Terry Hughes | decision |
|  | 3.4 | Role of Computer Based Training (CBT) | Terry Hughes | decision |
| **4** |  | **Other VTS-related Matters** |  |  |
|  | 4.1 | Submission by the Nautical Institute | TCM | decision |
| **5** |  | Date of next Meeting (VTS 35) | TCM | decision |

1. Recommended Actions

Recommended Action 1

1. *The Academy would obtain greater information on lead Ministries (and/or appointed VTS Competent Authorities) and accredited trainingorganizationss by using a cascade process which:*

* *Targeted Council Members to provide validated data;*
* *Target other Member States not in priority regions;*
* *Use The Academies ‘4As’ strategy to help emerging States in the 7 priority regions;[[2]](#footnote-2)*
* *Use ‘Academy Notes’ in the Bulletin to show ideal process flow in accordance with Guideline 1014;*
* *List validated data on the new Academy website.*

Recommended Action 2

1. *Use a two-pronged approach. The VTS Committee would continue to amend Resolution A.857(20) and Member States would lobby the IMO.*

Recommended Action 3

1. *Seek Council approval to task the VTS Committee to investigate how the administrative management could be simplified to reduce costs while maintaining existing standards.*

Recommended Action 4

* *SG; Dean and TCM to produce a specific VTS questionnaire which would be available to applicants on the website;*
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* *The currency of experts is to be reviewed after a specified period;*
* *The use of experts as potential IALA-sponsored Auditors would be addressed at a later stage.*

Recommended Action 5

* *Review Guideline 1027 on the use of simulation training for VTS to see whether the advice can be improve;*
* *Sec Gen to brief Industrial Members on the perceived lack of availability of cost-effective simulators and on methods of inclusion on the ‘White List’ once accredited by a CA.*

Recommended Action 6

* Add visits to IMO-supported Organizations to the Academy Master Plan.

Recommended Action 7

1. *Secretary-General to discuss with India to determine way ahead.*

Recommended Action 8

1. *The Programme Manager would visit the NI and explain IALA’s policy.*

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* *The UN-based day rate would include days for preparation; travel and report writing;*
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1. IALA priority regions are the same as those adopted by the IHO: East Asia; East Atlantic (West Africa); Meso-American Caribbean; North Indian Ocean; ROPME (Arabian Gulf); Southern Africa and Islands; South-west Pacific [↑](#footnote-ref-1)
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