**31st Meeting of the Vessel Traffic Services Committee**

The 31st meeting of the **VTS Committee** will be held from September 13 -17, 2010, at the IALA headquarters in Saint Germain en Laye, France.

The opening plenary will commence at 1400 on Monday 13 September, and the closing plenary will end at approximately 1300 on Friday 18 September.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at 1000 on Monday 13 September.

**AGENDA**

1. Approval of the agenda
2. Review of action items from last meeting
3. Review of input papers
4. Reports from other bodies:
   1. IALA Council – 46th Session, December 2009
   2. IALA Council – 47th Session, March 2010
   3. IALA Council – 48th Session, March 2010
   4. IALA Council – 49th Session, June 2010
   5. IMO – MSC87, May 2010
   6. IMO – NAV56, July 2010
   7. IALA 17th Conference (Cape Town), March 2010
   8. PAP19, October 2009
5. Reports from rapporteurs:
   1. Developments in e-learning, IALA W-W Academy (M1\*)
   2. Use and impact of risk and decision making tools (M2\*)
   3. Liaison with e-Navigation Committee (M3\*)
   4. Usage of the World VTS Guide (M4\*)
6. Presentations
   1. VTM update Raymond Seignette
   2. IALA World-Wide Academy Jean-Charles Leclair
   3. VTS enforcement and Law amendment in Japan Takehiko Tanaka
7. Establish Working Groups
8. Working Group 1 – Operations (WG1)
   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\*)
   2. Review/update/provide input to IMO on Resolution A.857 (20) - Guidelines For Vessel Traffic Services, taking into account the development and implementation of the VTM concept (Task 3\*)
   3. Update the VTS Manual (Task 4\*)
   4. Produce a Recommendation on standard nomenclature (i.e. radio call signs) for use when referring to a VTS Centre (Task 8\*)
   5. Produce Guidelines on the provision of VTS Information Services and VTS Traffic Organization Services (Task 10\*)
   6. Produce a Guideline on VTS support / interaction in emergency response, law enforcement, regulatory compliance, SAR and disaster management, including VTS initiated NAS, in consideration of VTM developments (Task 11\*)
   7. Produce a Guideline on the use of decision support tools in VTS. (Task 12\*)
   8. Review SMCP as it relates to VTS and communicate suggested changes to IMO (Task 14\*)
9. Working Group 2 – Technical (WG2)
   1. Review V-128 – Operational and Technical Performance Requirements for VTS Equipment (Annexes 2, 3, 6, 7, 8 and 9) (Task 6\*)
   2. Produce a Recommendation on harmonized functional VTS/VTM requirements for networking and information exchange (Task 7\*)
   3. 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\*)
   4. Specify VTS and other VTM related user needs in relation to the allocation of the radio frequency spectrum, for further delivery to the IMO and ITU (Task 17\*)
10. Working Group 3 – Personnel & Training (WG3)
    1. Develop Model Courses (V-103) on incident response, the provision of NAS, simulation, refresher training and training the trainer (Task 9\*)
    2. 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\*)
    3. Produce a recommendation on training and certification standards for Navigating Officers participating in a VTS for further delivery to IMO (Task 16\*)
    4. Consider developing a separate and distinct VTS Training Manual to complement the V-103 Model courses (Task 18\*)
11. Working Group 4 – VTM (WG4)
    1. Define the concept and develop the scope of the VTM, including the role and position of VTS in VTM and support to ship and port security and other services. (In consultation with e-NAV, and focusing on the VTS/VTM related architecture and specifying the VTS/VTM functional requirements.) (Task 1\*)
12. Review nominated VTS Recommendations and Guidelines to ensure consistency with the VTS Manual (Task 5\*)
13. Future Work Programme (2014 – 2018)
14. Review of output and working papers
15. Any Other Business
    1. Workshops & Seminars (2010 – 2014)
    2. Terms of Reference of Working Groups
16. Date and venue of next meeting
17. Review of session report