**37th Meeting of the Vessel Traffic Services Committee**

The 37th meeting of the **VTS Committee** will be held from 16 – 20 September 2013, at IALA, St Germain en Laye, France.

The opening plenary will commence at 1000 on Monday 16 September, and the closing plenary will end at approximately 1300 on Friday 20 September.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at 0830 on Monday 16 September.

**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 VTS36
   2. Final Report from VTS36 - for reference
3. Review of input papers
4. Reports from other bodies:
   1. Report from IALA Council – 55th Session, May 2013
   2. Report from PAP25, May 2013
   3. Report from MSC92, June 2013
   4. Report from NAV59, September 2013
   5. Report from IALA Portrayal Workshop, May 2013
   6. Report from IALA Seminar on Simulation in VTS Training, September 2013
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\*)
   5. IALA Dictionary (M5\*)
   6. Competent Authority Pilotage Forum (CPAF) (M6\*)
6. Presentations (15 minutes)
   1. Update on IALA WWA Stephen Bennett
   2. Work on VTS in Columbia Rear Admiral Ernesto Duran Gonzalez
   3. CARPET TNO
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\*) – Task complete
   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\*) – Task temporarily in abeyance
   3. Update the VTS Manual (Task 4\*)– Task complete
   4. Review Recommendations & Guidelines (Tasks 5.a.ii\*, 5.a.iii\* & 5.a.iv\*)
   5. Produce a Recommendation on standard nomenclature (i.e. radio call signs) for use when referring to a VTS Centre (Task 8\*) – Task complete
   6. Produce Guidelines on the provision of VTS Types of Service (Task 10\*) – Task complete
   7. Produce a Guideline on VTS support and interaction with allied services in emergency situations, SAR, disaster management, law enforcement and regulatory compliance (Task 11\*)
   8. Produce a Guideline on the use of decision support tools in VTS. (Task 12\*)
   9. 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\*)
   10. Review SMCP as it relates to VTS and communicate suggested changes to IMO (Task 14\*) – Task temporarily in abeyance
   11. Co-ordinate work required to update the NAVGUIDE (Task 19)
   12. Develop a Strategy Paper on the ‘Needs for the future delivery of VTS’ (Task 21\*)
   13. NAVGUIDE
   14. Annual Questionnaire
   15. IMO Zero Accident Campaign
   16. e-Navigation
   17. Disaster recovery
9. Working Group 2 – Technical (WG2)
   1. Review Recommendations & Guidelines (Tasks 5.a.i\* & 5.b.ii\*)
   2. Review V-128 – Operational and Technical Performance Requirements for VTS Equipment (Annexes 2, 3, 6, 7, 8 and 9) (Task 6\*)
   3. Produce a Recommendation on harmonized functional VTS requirements for networking and information exchange (Task 7\*) – Task complete
   4. Specify VTS and associated stakeholder related user needs in relation to the allocation of the radio frequency spectrum, for further delivery to the IMO and ITU (Task 17\*) – Task complete
10. Working Group 3 – Personnel & Training (WG3)
    1. Review Recommendations & Guidelines (Tasks 5.b.i\*, 5.b.iii\* & 5.b.iv\*)
    2. Develop Model Courses (V-103) on training the trainer (Task 9\*)
    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\*) – Task complete
    4. Produce a recommendation on training and certification standards for Navigating Officers participating in a VTS for further delivery to IMO (Task 16\*) – Task complete
    5. Consider developing a separate and distinct VTS Training Manual to complement the V-103 Model courses (Task 18\*) – Task complete
    6. Produce a Guideline on refresher training and revalidation (Task 20)
11. Working Group 4 – VTM (WG4) (Task removed at C52)
12. Review of Current Work Programme (2010 – 2014)
13. Future Work Programme (2014 – 2018)
14. Review of output and working papers
    1. Output papers
    2. Working papers
15. Any Other Business
16. Review of session report
17. Date and venue of next meeting
18. Close of the meeting