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| From: VTS Committee | VTS 37-14.1.2.3 |
| To: PAP | 20 September 2013 |

Note by the Secretary of the VTS Committee

**Draft Guideline on Train the Trainer**

A Recommendation by the VTS Committee Work Programme 2010-2014, Task 9: Develop Model Course V-103/x on 'Train the Trainer' was drafted by Working Group 3 of the VTS Committee.

After review by Working Group 3 and the VTS Committee, it was decided to publish this document as an IALA Guideline. If approved by Council, this document will complete the Committee's Task 9.

After due consideration the VTS Committee thought that, due to its generic nature, this Guideline may also be suitable for use by other IALA Committees.

At the beginning of the same Guideline the following sentence has been included:

*"Competent and/or VTS authorities are encouraged to adopt this Guideline, in conjunction with IALA Recommendation V-103 and associated model courses as the basis for mandatory training in a manner consistent with their domestic legal framework."*

The VTS Committee also concluded that Council be requested to give consideration to a minor amendment to Recommendation V-103 on the Standards for Training and Certification of VTS Personnel. The proposed amendment is to include the following paragraph in the Objectives of the Recommendation:

*“Competent and / or VTS authorities are encouraged to adopt this Recommendation together with the associated model courses as the basis for mandatory training in a manner consistent with their domestic legal framework”.*

The conclusion was reached noting the importance and priority of encouraging authorities to embrace the IALA Recommendation V-103 and associated model courses in a similar manner.

**Action requested by PAP**

PAP is requested to note:

* The draft Guideline on Train the Trainer, and
* The minor amendment to Recommendation V-103.