**TERMS of REFERENCE**

**Operations Working Group (OPS WG)**

The Operations Working Group is a sub-group of, and responsible for its work output to, the VTS Committee.

The OPS WG will normally be chaired by a person selected by the VTS Committee Chairman. Two Vice Chairs may be selected by the WG Chairman and will assist as required in order to achieve an effective work output.

The OPS WG will convene whenever the VTS Committee itself meets, which is usually twice a year (Spring and Autumn). The dates of such meetings are normally promulgated by the IALA Secretariat four years in advance.

The membership of the OPS WG should ideally consist of those actively engaged in the oversight and management of VTS operations, operational managers, VTS authorities, and competent authorities. In order to maintain a consistent and effective work output, the participants should ideally be the same during the four year session.

The function of the OPS WG is to carry out the tasks set by the IALA Council through the VTS Committee. These tasks should ideally be completed during the four year work programme as required by the VTS Committee. In order to achieve particular deadlines, intercessional work may be required, which should normally be carried out electronically rather than face-to-face meetings.

The OPS WG will also advise the VTS Committee, when necessary, on all matters concerning current and future VTS operating procedures. The WG will produce and, where necessary review, Guidelines Recommendations and Manuals, which may be submitted to the IALA Council through the VTS Committee. Recommendations may also be made to the VTS Committee concerning VTS operations workshops.

The OPS WG should ensure that any documents for review in Committee at plenary and that a report on the week's work are submitted to the IALA Secretariat in good time before the final plenary session of the VTS Committee. The report should consist of the participants attending, the work carried out during the week's session and work to carry forward to the next VTS Committee meeting.

In order to achieve an effective work output, the OPS WG participants should monitor developments in operating procedures, user manuals, and applicable regulations and law relating to their individual VTSs and consider these in the development of IALA Guidelines, Recommendations, and Manuals.