# DRAFT ToR – Revision of VTS Manual for 2016

**Purpose of the VTS Manual**

The VTS Manual summarises in one place a reference to IALA policy as promulgated through Guidelines and Recommendations and other publications (e.g. Brochures).

The VTS Manual reflects the status of IALA Guidelines and recommendations as of the date of publication.

**Key aspects for revisions and new editions of VTS Manual**

* IALA intends to release a revision or new edition at each VTS Symposium (4 yearly).
* Each update should incorporate material from all guidelines and recommendations issued in the intervening period.
* Refresh images and pictures as appropriate.
* The cover picture should reflect the host country for the Symposium on issue of the document.
* The content, structure and format for each revision / new edition is to be agreed to early in the work program cycle. Thereafter, the update should be restricted to those items required to maintain currency.
* The VTS Manual should focus on current IALA documents. Emerging concepts may be referenced in an appropriate section to inform members and communicate such developments to stakeholders.

**Key aspects of Revised Edition 2016**

* The Committee has lost the window for major revisions to major content, structure and format for the 2016 edition. Thus, changes to content, structure and format must be restricted to key issues deemed necessary by the VTS Committee and Council.
* This revision must concentrate on the incorporation of all documentation issued since the issue of the last edition to maintain currency and minor editorial changes for consistency throughout the document.
* Revising the VTS Manual is a large task and demands a thorough work and dedication. It is therefore of uttermost importance that an editor is appointed and given the required resources in order to coordinate all the different inputs in due time before VTS Symposium 2016.