**ACTION ITEMS FROM VTS38**

Action Items for Secretariat

1. [The **Secretariat** is requested to forward VTS38-8.1.3, VTS38-8.1.4, VTS38-8.1.5a and b and VTS38-8.1.6 to VTS39 as input for VTS39. 10](#_Toc402193556)
2. [The **Secretariat** is requested to forward the IALA Guideline on the Use of Decision Support Tools for VTS Personnel (VTS38-12.1.10) to Council for approval. 11](#_Toc402193557)
3. [The **Secretariat** is requested to forward the VTS Manual Revision Status document (VTS38-12.2.6) as input for VTS39. 11](#_Toc402193558)
4. [Because of the seize of the draft VTS Manual 2016, the **Secretariat** is requested to keep a copy of the document on the IALA internal computer system as input for VTS39. 11](#_Toc402193559)
5. [The **Secretariat** is requested to forward the draft Guideline on incident / accident reporting (VTS38-12.2.7) as input for VTS39 12](#_Toc402193560)
6. [The **Secretariat** is requested to forward the draft Guideline on IMSAS (VTS38-12.2.8) as input for VTS39 12](#_Toc402193561)
7. [The **Secretariat** is requested to forward working documents VTS38-12.2.2 and VTS38-12.2.3 as input for VTS39. 13](#_Toc402193562)
8. [The **Secretariat** is requested to forward working document VTS38-12.2.4 as input for VTS39. 14](#_Toc402193563)
9. [The **Secretariat** is requested to forward liaison note on VDES (VTS38-12.1.4) to the ENAV Committee. 15](#_Toc402193564)
10. [The **Secretariat** is requested to forward liaison note on VDES implementation (VTS38-12.1.5) to the ENAV Committee. 15](#_Toc402193565)
11. [The **Secretariat** is requested to forward liaison note on CSSA (VTS38-12.1.6) to the ENAV Committee. 16](#_Toc402193566)
12. [The **Secretariat** is requested to forward liaison note on e-NAV-140 (VTS38-12.1.7) to the ENAV Committee. 16](#_Toc402193567)
13. [The **Secretariat** is requested to forward the draft response to TNO (VTS38-12.1.8) to the Secretary-General. 16](#_Toc402193568)
14. [The **Secretariat** is requested to forward VTS38-10.1.1and VTS38-10.3.1 to VTS39 as input. 16](#_Toc402193569)
15. [The **Secretariat** is requested to forward working document VTS38-12.2.5 as input for VTS39. 16](#_Toc402193570)
16. [The **Secretariat** is requested to forward the liaison note and the proposal for a workshop on Human Factors in VTS (VTS38-12.1.2) to Council for approval. 17](#_Toc402193571)
17. [That the **Secretariat** is requested to liaise with the D-SG and WWA Dean with regards to reflecting the Committees preferred position that V-103 Model Courses are submitted by the VTS Committee to Council for approval (the WWA Board being informed) in the proposed IALA documentation policy being forwarded to Council for approval in December. 18](#_Toc402193572)
18. [The **Secretariat** is requested to upload the updated versions of VTS38-11.1 and VTS38-11.2 on the IALA web and make it input for VTS39. 18](#_Toc402193573)
19. [The **Secretariat** is requested to forward the Liaison note on the update of the current Work Programme (VTS38-12.1.3) to Council to approve VTS38-11.1 and to note VTS38-11.2. 18](#_Toc402193574)
20. [The **Secretariat** is requested to forward the report of VTS38 (VTS38-14) after completion to the IALA Council, to note. 20](#_Toc402193575)

Action Items for Members

1. [**Committee members** are requested to supply pictures for the VTS Manual 2016 to be sent to Neil Trainor and/or Paul Owen. 11](#_Toc402193576)
2. [**Committee members** are requested to supply input on their procedures in incident / accident / near-miss reporting. 12](#_Toc402193577)
3. [**Committee members** are requested to supply input on their requirements on the VTS Questionnaire. 14](#_Toc402193578)
4. [**Committee members** are requested to review the latest draft revision 4 document (VTS38-12.2.1) and provide comments to the Chairs and vice-Chairs before December 25, 2014. 15](#_Toc402193579)
5. [**Committee members** are invited to participate in the inter-sessional meeting January 2015 with the aim to complete draft revision 4 of Recommendation V-128. 15](#_Toc402193580)