



Report of the 40th session of the IALA Vessel Traffic Services (VTS) Committee

19 – 23 October 2015

Executive Summary

86 members from 28 countries and 3 sister organisations, participated in VTS40; 22 for the first time;

This was the third meeting for the 2014-18 Work Programme and the Committee considered 42 input papers and produced 9 output papers of three Working Groups, a drafting group to develop an information paper on unplanned output to IMO, and the VTS Manual 2016 drafting group;

During VTS40 the World Maritime Day on Maritime Education and Training was celebrated;

Overall status of the VTS Committee 2014-18 Work Programme:

Task		Start Session	Planned End Session	Revised End Session	Progress Indicator			Status Overview
					Green	Yellow	Red	
TD#1 – Operations								
1.1.1.	Produce a Guideline on the use of decision support tools in VTS	38	39	38	☒	☐	☐	Completed Approved at C59
1.1.2.	Update the VTS Manual	38	41		☐	☐	☒	Commenced VTS38
1.1.3.	Produce a Guideline on incident marine casualty / accident / near miss incident reporting and recording, including near miss situations as it relates to VTS	38	42		☒	☐	☐	Commenced VTS38
1.1.4.	Produce a Guideline on Maritime Service Portfolios for VTS	40	44		☒	☐	☐	Commenced VTS40
1.1.5.	Produce a Guideline on Preparing for IMO Member State Audit Scheme (IMSAS) as it relates to VTS	38	40		☒	☐	☐	Completed at VTS40 and forward to Council to approve
1.1.6.	Produce a Guideline on Measures to Evaluate the Effectiveness of a VTS	41	44		☒	☐	☐	
1.2.1.	Produce a Guideline on public and media relations in special / defined circumstances	42	44		☒	☐	☐	
1.3.1.	Produce a Recommendation / Guideline on VTS Communications	39	44		☒	☐	☐	Commenced VTS39
1.4.1.	Develop an “IALA VTS Strategy Paper” with regards to the delivery of VTS in a rapidly changing world and the possible implications for IMO Resolution A.857(20) Guidelines for Vessel Traffic Services	38	40	39	☒	☐	☐	Completed Approved at C60
1.4.2.	Review/update/provide input to IMO on Resolution A.857(20) Guidelines for VTS	41	44		☒	☐	☐	
1.4.3.	Develop and conduct a global VTS Questionnaire	38	41		☐	☐	☐	Development of questionnaire complete Approved at C60 Conduct in 2016
1.4.4.	Produce a Guideline on preparing for Zero Accident Campaign	38			☐	☒	☐	Commenced VTS38 On hold VTS40
TD#2 – Technology								
2.1.1.	Produce a Recommendation on the portrayal of VTS information and data	41	44		☒	☐	☐	

Task		Start	Planned	Revised	Progress Indicator			Status Overview
2.2.1.	Develop Guidance on the technical acceptance of a VTS system	39	42		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Commenced VTS39
2.2.2.	Review V-128 – Operational and Technical Performance Requirements for VTS Equipment:	38	44	39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Approved at C60
2.3.1.	Provide a Guideline on the technical interface between VTS systems and the systems of other stakeholders	41	43		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TD#3 –Training								
3.1.1.	Develop a Model Course on Revalidation Process for VTS Certification	38	41		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Commenced VTS38
3.1.2.	Produce a VTS Training Manual to complement the V-103 and its model courses	40	44		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	commenced VTS40k
3.3.1.	Develop guidance on human factors and ergonomics in VTS	38	43		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Commenced VTS38
3.4.1.	Develop a Guideline on VTS Awareness for Navigating Officers	42	44		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Key outputs included:

- A new IALA Guideline on Preparing for IMO Member State Audit Scheme (IMSAS) on Vessel Traffic Services.
- The development of an information paper to IMO regarding unplanned output to IMO.
- An update of the IALA Dictionary.

Preparation of liaison notes to Council including:

- The new IALA Guideline 1115 on Preparing for IMO Member State Audit Scheme (IMSAS) on Vessel Traffic Services;
- The IALA submission to IMO NCSR3 on VTS developments;

Preparation of a liaison note to ARM:

- Disaster Recovery Planning.

Key Inter-sessional work planned by correspondence prior to VTS40 includes progressing

- Update VTS Manual (all WGs)
- The submission of unplanned output to IMO

All Members are kindly requested to send photographs for inclusion in the next edition of the IALA VTS Manual.

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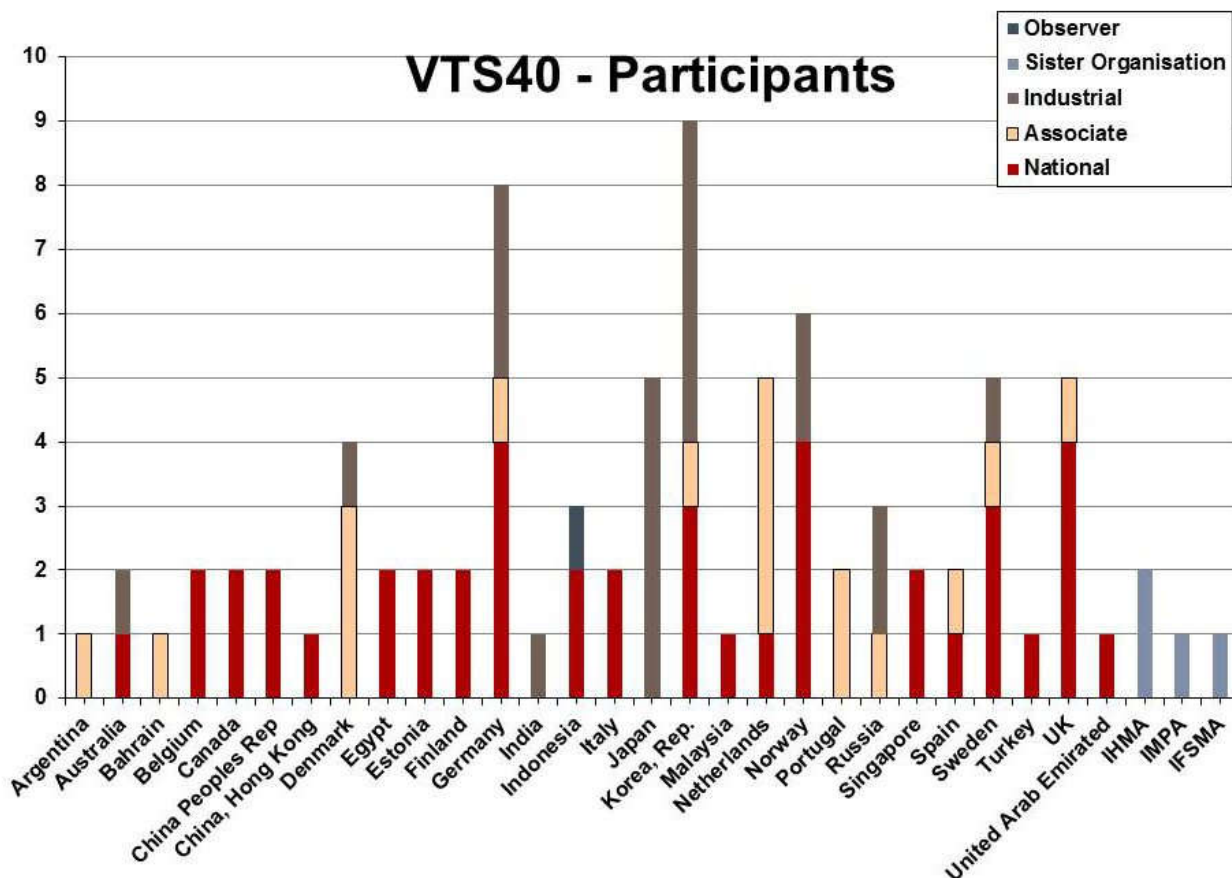
VTS Committee
40th Session

Saint Germain en Laye, France
23 October 2015

1 INTRODUCTION

The 40th meeting of the **VTS Committee** was held from 19 – 23 October 2015 at IALA, with Tuncay Çehreli as Chair and Neil Trainor as Vice Chair. The Secretary for the meeting was Wim van der Heijden.

86 members from 28 countries and 3 sister organisations participated in VTS40; 22 for the first time. There was 1 observer.



The Chairman opened the meeting by welcoming all participants to VTS40 and introduced Mr. Francis Zachariae, the Secretary-General of IALA. The SG welcomed the members for the combined meeting of the VTS Committee and the World Maritime Day.

He thanked the Committee members for their participation and wished the VTS Committee a successful meeting.

During the VTS40 Committee meeting the celebration of the World Maritime day took place. Theme for this event was Maritime Education and Training.





1.1 Administrative announcements

Virginia Butler gave a Safety Briefing and some information for lunches and coffee breaks for which she was thanked by the Chairman.

1.2 Approval of the agenda

The agenda was reviewed and adopted (VTS40-1.2).

1.3 Apologies and introductions

There were 86 participants registered of which 22 for the first time.

Apologies were received from:

- | | | |
|---------------------------|----------------------------|---------|
| 1. Stefaan Priem | Afd Scheepvaartbegeleiding | Belgium |
| 2. Burçin Erlevent | DGCS | Turkey |
| 3. Jean-Charles Cornillou | Cerema | France |
| 4. Peter Eade | VisSim | Norway |
| 5. Dave Turnage | Kelvin Hughes | UK |
| 6. Steve Guest | Kongsberg | UK |

2 REVIEW OF ACTION ITEMS FROM VTS39

Paper VTS40-2.1 refers.

2.1 Action items – IALA Secretariat

It was noted that IALA Secretariat actions had been completed.

With respect to action item 7 and 8 the Chair informed that LAP slightly amended the Questionnaire to state that data would be kept securely and recommended that IALA establishes a data protection / retention policy and that the VTS Committee ensures that the data gathered would not be made available in the public domain.

A trial version of the Questionnaire will be available during VTS40 to get experience and possibly comments.

2.2 Action items – VTS Committee Members

- Action item 20 (VTS Manual). Input from a few members was received. All members are invited once again to supply input. Revision should be finished during VTS41 in order to be ready for the VTS Symposium 2016.

- Action item 21 (Incident / accident / near-miss reporting). No input was received. All members are invited once again to supply input before VTS41.
- Action item 23 (effective oral communication). There was some information received but it will remain a standing action item. All members were invited again to supply relevant guidance, advice or documentation on effective oral communication to Thomas Southall.
- Action item 26. One input was received.

All other actions of the VTS Committee members were completed.

Action items:

Committee members are urgently requested to supply pictures for the VTS Manual 2016 to be sent to Neil Trainor (neil.trainor@amsa.gov.au) and/or Paul Owen (hq@ifsma.org) before VTS41.

Committee members are urgently requested to supply input on their procedures in incident / accident / near-miss reporting.

Committee members are requested to send any relevant guidance, advice or documentation on effective communication to Thomas Southall (Tom.Southall@pla.co.uk), it does not necessarily have to be in English.

3 REVIEW OF INPUT PAPERS

An actual list of papers will automatically generated by the IALA web site once downloading one or more documents. Input papers are numbered in line with the agenda. The list of input documents was reviewed with the following remarks:

- Five new late input documents were received: VTS40-3.1.7, VTS40-3.1.8, VTS40-9.2.2, VTS40-10.1.6 and VTS40 10.1.7. One input document was updated: VTS40-10.1.1.
- VTS40-3.1.2. on Disaster Recovery Planning. The Chair asked WG1 and WG2 to consider this input.
- VTS40-3.1.4. on MSs for VTS. A separate meeting is arranged during the week with Chair / Vice Chair of the ENAV Committee to discuss VTS related matters to identify common issues and to prioritise the work.
- VTS40-3.1.5. on VTSO and VTS Manager exchange programme. The Chair informed that this is a perfect project on harmonisation and training. Results should go the VTS Manual.
- VTS40-4.3.1 till VTS40-4.3.8. This is the final report of the ACCSEAS project which can be of interest for IALA and the VTS Committee. Pieter Paap informed about the project and attended in particular on VTS40-4.3.7 and VTS40-4.3.8 dealing with legacy aspects which can be of interest for the future Work Programme of the VTS Committee.
- VTS40-8.1.3, VTS40-8.1.4 and VTS40-8.1.5 are dealing with irregular mixed migration and is a new issue where VTS may play a more important indirect role, probably with an interaction with allied services. After some discussion all three Working Groups were requested to take this issue into account with WG1 as the coordinator.
- VTS40-8.4.2, the IALA VTS Strategy Paper. The Committee worked on this document for a long time. It has been approved by last Council meeting with a small adjustment (see chapter 4.1). A small drafting group will be formed during VTS40 to draft an informative paper to IMO and too work on the unplanned input for IMO. Co-sponsor ship was requested to input this document to IMO.
- VTS40-10.1.4, on training need for VTS Manager. Barbara Magro clarified this issue which was appointed to Working Group 3.

4 REPORTS FROM OTHER BODIES

4.1 IALA Council

The Committee noted the Council report, 60th Session, Kuala Lumpur, Malaysia, 26-29 May 2015. Paper VTS40-4.1.1 refers.

The Chair informed briefly about the report and attended to the following VTS related issues which were approved:

- The revised IALA Recommendation V-128 on Operational and Technical Performance Requirements for VTS, Edition 4 together with the new IALA Guideline 1111 on Preparation of Operational and Technical Requirements for VTS Equipment, Edition 1. Council appreciated the use of the new IALA Document Policy in both documents.
- The VTS Questionnaire after review of LAP and the results published anonymously.
- The IALA VTS Strategy with the amendment on the sponsorship by at least one IMO Member State of an unplanned output for the IMO.

4.2 IALA Policy Advisory Panel (PAP)

The Committee noted the PAP29 report, IALA HQ, 15-16 June 2015.

Because of probable misunderstanding and misinterpretation by some committee members of both the ENAV and VTS Committees about the work of the Committees and the relationship to each other, it was decided to take the initiative to enhance the relationship between the two Committees. A meeting with a limited number of participants of both Committees was scheduled during the week.

4.3 ACCSEAS

The input documents of this EU research project were noted. See also chapter 3 above.

4.4 IMO

There were no reports from any IMO meetings received except the special input on Irregular mixed migration from MSC95. There was a question on the condensed reports of IMO meetings from the past with the most relevant issues grouped for each Committee. Michael Card informed that IMO is making very detailed reports however IALA Secretariat will consider this issue.

5 REPORTS FROM RAPPORTEURS

Because there was a special meeting arranged between the VTS and ENAV Committees it was decided to skip the liaison with the ENAV Committee

5.1 Usage of the World VTS Guide

Rapporteur: Paul Owen

The rapporteur presented detailed data from the VTS Guide including statistical information. Details of the presentation can be found in VTS40-5.1. Members asked questions on whether it was possible to see if the user was shipborne (master) or not and if the VTS information provider needs to state the Competent Authority, e.g. if a VTS authority may provide information despite not being appointed by the Competent Authority. The rapporteur answered negative on both questions but explained that some controls are being made to make sure they are what they say they are.

5.2 IALA Dictionary

Rapporteur: Cees Stedehouder

Paper VTS40-10.1.6 refers.

The rapporteur presented the input paper. There was a short discussion on the procedure to update the IALA Dictionary. At the moment the procedure is described in PAP22-7.1. PAP is working to revise the procedure in the future. Marie-Helene Grillet and the Chair of the ENG Committee were requested to review the updating procedure.

The rapporteur was wondering what his position in this procedure will be. Also this needs to be reviewed and decided by PAP.

For future updates of the IALA Dictionary Members will be requested to forward their input to the rapporteur.

Action items

Committee Members are requested to forward new terms, definitions and or acronyms to update the IALA Dictionary to the rapporteur (Cees Stedehouder, C.Stedehouder@marin.nl) for inclusion.

5.3 Liaison with IALA WWA

Rapporteur: Kevin Gregory

Because there will be an complete overview in the WWA presentation of the World Maritime Day the rapporteur gave a brief overview of recent and future VTS related events.

He thanked the WWA for the good co-operation.

5.4 IALA Bulletin

Rapporteur: Neil Trainor

There was nothing to report on the IALA Bulletin.

6 PRESENTATIONS

6.1 Update IALA activities

The SG, Francis Zachariae, gave an update of the IALA activities. There are 251 members which is a grow of 10 members during the last period. Also the change from NGO to IGO, approved by the General Assembly 2014 was highlighted. LAP is working on the draft Convention text which needs to be approved by Council in December 2015. France will take over the diplomatic work hopefully ready for the 2018 IALA Conference. An informative paper will be prepared to IMO about the status change. The legal status of Industrial Members is clarified, probably with a name change to Affiliate Members.

There was a review of the secretariat with some changes in the functions of the secretariat personnel.

The SG also asked attention to the VTS2016 Symposium in Kuala Lumpur, Malaysia. He announced that Rotterdam, the Netherlands is willing to host VTS2020 together with ENAV.

The DSG, Michael Card, than informed the Committee on the IALA Strategic Vision with goals and strategies for the longer term. This includes the new document structure. He attended the Committee on the e-Navigation Underway International 2016 conference.

6.2 The IALA World-Wide Academy (WWA)

Because of the WWA presentation during the World Maritime Day later on, it was decided to skip the WWA presentation during VTS40. Gerardine Delanoye gave some brief information and informed that no names and detailed information of experts will be given via the IALA web-site. For an update of the WWA activities see VTS40-6.1 (proposed presentation).

7 ESTABLISH WORKING GROUPS

Three Working Groups were then established, as outlined below:

Working Group (WG)	Working Group Chair / Vice Chair(s)
WG1 – Operations	Monica Sundklev Jørgen Brandt Tom Southall
WG2 – Technology	René Hogendoorn Robert Townsend
WG3 – Training	Kevin Gregory Lilian Biber-Klever

8 WORKING GROUP 1 – TD#1 – OPERATIONS

27 participants were involved in working with the tasks of WG 1, of which 2 were at IALA for the first time. Five subgroups were created to consider the tasks, as follows:

8.1 1.1.2 Update the VTS Manual

Work continued on the revision of the VTS Manual for publication in 2016.

Text for Allied Services and expanded information for INS/TOS/NAS were added to Chapter 5.

Suggestions from the Committee for amending Chapters 12 and 13 were incorporated.

Other minor corrections and updates to the text were made.

The Chairs and vice-chairs of the Committee and Working groups together with the editor of VTS Manual and IALA Secretariat considered the time frame for the review and publishing of the VTS Manual 2016. A time table and procedures for this process, including a Correspondence Group was agreed upon.

	Stage	Deadlines
1	Review of VTS Manual	after VTS 40
2	Changes submitted to WG chairs	02-12-2015
3	Changes submitted to editor by WG chairs	14-12-2015
4	First draft circulated to Committee Members	4-01-2016
5	Deadline for comments to Correspondence Group	25-01-2016
6	Final draft for committee approval	08-02-2016
	VTS 41	07-03-2016

Procedure:

- 1 WG members start to review the VTS-Manual directly after VTS 40.
- 2 WG members send their comments to the WG chairs and vice-chairs.
- 3 WG and vice-chairs provide their input to the Editor.
- 4 Editor combines the information into one VTS manual document and then he sends it via the IALA secretariat to the Committee Members.
- 5 The mainly editorial or correctional comments by the Committee Members on this version will be considered by the Correspondence Group. The Correspondence Group consists of: committee chair and vice-chair and WG chairs and vice-chairs and the editor.

The current progress of the update is as follows:

Chapter	Review	Status in percentage of the task
1	Editor	90
2	Editor	90
3	IALA Secretariat	
4	WG 1	80
5	WG 1	50
6	WG 1	80
7	WG 1	80
8	WG 1	80
9	WG 1	80
10	WG 1 + WG 2	80 (WG1) – 90 (WG2)
11	WG 2	90
12	WG 1 + WG 3	60 (WG1) – 70 (WG3)
13	WG 1 + WG 3	60 (WG1) – 70 (WG3)
14	WG 1	60
15	WG 1	60
16	WG 1 + WG 2	60 (WG1) – 90 (WG2)
17	WG 1	60
18	WG 1	60
19	WG 1 + WG 2 + WG 3	60 (WG1) – 90 (WG2) – 30 (WG3)

There was a short discussion on how and where to store the draft VTS Manual. It was decided to handle it from now as a standard working document on the VTS section of the IALA web-site. Photographs will not be uploaded.

Action item:

*The **Committee Secretary** is requested to forward the draft VTS Manual (VTS40-12.2.14) as a working document for further review and consideration during VTS41.*

***Committee members** are urgently requested to supply pictures for the VTS Manual 2016 to be sent to Neil Trainor (neil.trainor@amsa.gov.au) and/or Paul Owen (hq@ifsma.org) before VTS41.*

8.2 1.1.3 Produce a Guideline on incident/accident reporting and recording, including near miss situation as it relates to VTS

WG1 continued the work on this task which started at VTS38. The initial work is going well and it will be forwarded to VTS41 for further discussion and progression. Valuable input was received from Jean-Charles Cornillou (FR) and Agneta Hedström (SE). Additional input from Committee members on their procedures in marine casualty / incident / near-miss reporting would be highly appreciated.

It was found that there is no appropriate definition of “marine accident”. In connection with this, the sub-working group proposes to use the term “marine casualty” instead of the term “marine accident” and to rename the guideline accordingly.

Action items:

*The **Committee Secretary** is requested to forward the draft Guideline on Marine casualty / incident reporting and recording, including near miss situations as it relates to (VTS VTS40-12.2.4) as an working paper to VTS41 for further review and consideration.*

*The **Committee Secretary** is requested to forward the proposal on changing the title of task 1.1.3 in the Task Programme from “Produce a Guideline on incident/accident reporting and recording, including near miss situation as it relates to VTS” to “Produce a Guideline on Marine casualty /incident reporting and recording, including near miss situations as it relates to VTS” (VTS40-12.1.7) to Council for approval and further consideration.*

***Committee members** are urgently requested to supply input on their procedures in incident / accident / near-miss reporting.*

8.3 1.1.4 Produce a Guideline on Maritime Service Portfolios for VTS

Preliminary prioritization started on MSP 1 (INS), MSP 2 (NAS) and MSP 3 (TOS) to identify what elements are suitable for e-navigation that relates to VTS. Work remains to be done in defining information needs and detailed attributes. The group has identified overlapping issues between VTS portfolios and other non-VTS MSPs such as MSP 5 (MSI), MSP 8 (Vessel shore Reporting), MSP 13 (Ice navigation service) and MSP 14 (Metrological information service). In addition, the group identified the need to work on Ship Reporting System (SRS) information and attributes as part of MSP 8 (Vessel shore Reporting) in order to capture information required for VTS MSPs.

Further guidance from the ENAV Committee will be required in regard to the need to identify information from ships as part of VTS MSPs. There is also a need to define the attribute information that is required to develop S-100 specifications.

A questionnaire has been developed to collect NAS information based on actual situations.

Committee members are requested to fill in the questionnaire on NAS and send the completed questionnaire by e-mail (malin.dreijer@kystverket.no) to the sub working group in advance of VTS41.

WG1 would like to thank Mr Jon Leon Ervik (Norwegian Coastal Administration) for giving a well received and appreciated presentation on MSPs and e-navigation in the future (VTS40-6.2).

Action items:

*The **Committee Secretary** is requested to forward the questions to collect NAS information (VTS40-12.2.5) as a working document to VTS41.*

*The **Committee Secretary** is requested to forward the worksheet MSP (VTS40-12.2.13) as a working document to VTS41.*

***Committee Members** are kindly asked to download the questionnaire (VTS40-12.2.5) from the VTS section of the IALA web-site to fill in and send the completed questionnaire on collecting NAS to Malin Dreijer (malin.dreijer@kystverket.no) in advance of VTS41.*

8.4 1.1.5 Produce a Guideline on Preparing for IMO Member State Audit Scheme (IMSAS)

A sub-WG finalised a draft Guideline on IMO Member State Audit Scheme (IMSAS). Considerations were especially made to relevant IMO Resolutions and several tables were incorporated as annexes in order to assist and facilitate any IMO audit as it relates to VTS for a Member State.

The Committee approved the Guideline and appreciations were made to the difficulties in merging all the requirements from different IMO Resolutions etc.

Action item:

*The **Committee Secretary** is requested to forward the draft Guideline on Preparing for IMO Member State Audit Scheme (IMSAS) as an output document (VTS40-12.1.1) together with the following Cover note (VTS40-12.1.5) to IALA Council for approval and further considerations.*

8.5 1.3.1 Produce a Recommendation / Guideline on VTS Communications

The VTS Communications sub-working group had a successful meeting. Membership of the group consisted of delegates from Italy, Denmark, Republic of Korea, Indonesia, Estonia and the United Kingdom. An initial period of research and input from the group membership was followed by the commencement of the guidelines initial draft. Valuable input was sent to VTS40 from Ben Rohner (Port of Rotterdam) and Els Bogaert (Flemish VTS) on communication on local level.

Committee members are requested to supply input of any relevant guidance, advice or documentation they provide to VTS personnel for effective oral communication to be sent to

Thomas Southall. This documentation does not necessarily have to be in English.

Action items:

*The **Committee Secretary** is requested to forward the working document on VTS Communication (VTS40-12.2.6) to VTS 41 for further review and consideration.*

***Committee members** are requested to send any relevant guidance, advice or documentation on effective communication to Thomas Southall (Tom.Southall@pla.co.uk), it does not necessarily have to be in English.*

8.6 1.4.3 Develop and conduct a global VTS Questionnaire

A web based application to facilitate undertaking the IALA VTS Questionnaire was evaluated by members during VTS40. The application was well received and it was agreed that the application should be hosted on the IALA server.

Evaluating the application also provided an invaluable opportunity to review questions and how they were phrased. Feedback from members highlighted some minor enhancements to the structure and presentation of some of the questions which would:

- Provide greater clarity to the intent of the question
- Facilitate greater consistency in responses, and
- Facilitate the analyses and presentation of the results from the questionnaire.

Action Item

*The **IALA Secretariat** to arrange for the application to be hosted on the IALA server till 1 December 2015 and invite members to undertake final testing of the questionnaire.*

After final testing and, if needed necessary improvements, the IALA VTS Questionnaire should become operational from the beginning of January 2016.

Action item

*The **IALA Secretariat** to arrange the final application of the IALA VTS Questionnaire to be hosted on the IALA web-site from the beginning of January 2016.*

A small intercessional Group should be formed to assist with undertaking the analysis of the information collected via the questionnaire by developing a list of key questions they would like the questionnaire answer and develop a framework for presenting the results.

8.7 1.4.4 Produce a Guideline on preparing for Zero Accident Campaign

This task was planned to be finalised at VTS 40, but unfortunately IMO has not responded to previous documents on the subject. Therefore the Committee Chairman decided to put the task on hold until IALA had contacted IMO for further guidance on this issue.

Action item:

*The **Committee Secretary** is requested to contact IMO for further advice on the procedure of the campaign and report back to VTS41 for further considerations.*

*The **Committee Secretary** is requested to forward working document on draft Guideline Zero Accidents Campaign (VTS40-8.4.1) to VTS41.*

Miscellaneous

8.8 VTS40-8.1.3 Input paper on IALA and irregular mixed migration

The Committee considered the input paper from IALA Secretariat on IALA and irregular mixed migration (VTS40-8.1.3).

The Committee agrees with the description that the current VTS systems are not yet intended, nor designed and operated, for detection of smaller crafts at great distances. Furthermore the Committee finds that VTS may play a supporting role to other authorities and stakeholders as regards the irregular mixed migration in its principal functions (as described in SOLAS Chapter V Regulation 12), but that this would probably be organised differently depending on national circumstances.

The Committee will consider mentioning irregular migration at sea and their stakeholders in future reviewing of IALA Guideline No. 1102 on VTS Interaction with Allied or Other Services and any other relevant IALA VTS documents.

IALA Members may consider reviewing the role of VTS with respect to the recognition, monitoring and subsequent actions related to the abnormal or possible illegal behaviour of vessels and unidentified sea objects that may be detected, where deemed necessary by the Competent / VTS Authority.

Action item:

*The **IALA Secretariat** is requested to note the considerations above made by the VTS Committee as regards irregular mixed migration.*

8.9 VTS40-10.1.6 IALA Dictionary update

WG1 also considered an updated version of IALA Dictionary as it relates to VTS (category 9).

WG1 agreed on the proposal made by rapporteur Cees Stedehouder.

Action item:

*The **Committee Secretary** is requested to forward the update of the IALA Dictionary (VTS40-12.1.4) to the editor of the IALA Dictionary for inclusion.*

9 WORKING GROUP 2 – TD#2 – TECHNOLOGY

Input Papers

- VTS40 - 3.1.2 Liaison Note from ARM - Guideline on Disaster Recovery Planning
- VTS40 - 9.1.1 Working Paper VTS Manual Chapter 11
- VTS40 - 9.2.1 Working Paper Thoughts on Acceptance of VTS Systems
- VTS40 - 9.2.2 Draft Guideline on Disaster Recovery planning

Introduction

25 people joined the working group, some for the first time. After introductions, tasks for the week were presented as follows:

- Respond to input papers VTS40 - 3.1.2 and VTS40 - 9.2.2 on Disaster Recovery Planning
- Continue work on Task 1.1.2, in particular on Chapter 11 of the VTS Manual, based on input paper VTS40 - 9.1.1. This task is planned to complete VTS41.
- Start work on Task 2.1.1 - “Produce a recommendation on the portrayal of VTS information and data”. As planned now, this task will continue until VTS44.

After presenting the tasks for the week, the WG was divided into three subgroups, each working on one of the items presented above.

Note that rewriting Chapter 11 of the VTS Manual took much of the available time of the WG and, as a result, no work was done on Task 2.2.1 - “Develop Guidance on the Technical Acceptance of a VTS System”. This task will probably not complete by VTS41 and, therefore, an extension to VTS42 is requested.

Action item:

*The **Committee Secretary** is requested to forward working document on Technical Acceptance of a VTS System (VTS40-12.2.15) to the VTS41.*

9.1 Disaster Recovery Planning

The subgroup reviewed the liaison note and the draft guideline, submitted by the ARM Committee, and, after further discussion, produced a list of comments. These are incorporated into a liaison note to the ARM Committee, i.e. output document VTS40-12.1.6.

Action item:

*The **Committee Secretary** is requested to forward the liaison note on Disaster Recovery Planning (VTS40-12.1.6) to the ARM Committee to consider.*

9.2 Task 2.1.1 Produce a Recommendation on the portrayal of VTS information and data

The subgroup started looking into definitions of both symbology and portrayal, and also looking into background documents to define the work that needs to be done.

A preliminary structure for the working document is produced and will be forwarded to VTS41 as Working Paper VTS40-12.2.7. Ideas to consider were also put into some of the working document sections.

Action item:

*The **Committee Secretary** is requested to forward working document on the portrayal of VTS information (VTS40-12.2.7) to VTS41.*

9.3 Task 1.1.2 Update the VTS Manual

The subgroup completed drafting a revised Chapter 11 of the VTS Manual, which is now in line with ed. 4 of V-128 and the associated Guideline 1111.

This draft will be forwarded to VTS41 as VTS40-12.2.8 and members of the VTS Committee are requested to provide comments for VTS41 such that Chapter 11 can be finalised at VTS41.

Action items:

*The **Committee Secretary** is requested to forward working document on the update of the VTS Manual (VTS40-12.2.8) to VTS41.*

***Committee members** are requested to provide comments on draft Chapter 11 (VTS40-12.2.8).*

Final Remarks

The chair would like to thank the group for working together so effectively and for generating a co-operative and productive atmosphere.

10 WORKING GROUP 3 – TD#3 - VTS TRAINING

Qualification, training, and certification of VTS personnel

10.1 Task 3.1.1 – Develop a Model Course on the Revalidation process

The Working Group has broadly finalised the drafting of Model Course V-103/5. The draft model course requires a limited amount of finalisation in two specific sections – the review of the description/advice/guidance as to how to conduct a training needs analysis and the finalisation of the process for updating training.

Recommendation V-103 has also been reviewed and changes to the definitions and specific sections related to the implementation of model course V-103/5 have been proposed. Additional modifications to the recommendation have also been proposed to ensure consistency with and to give effect to changes made in other IALA documentation related to VTS training (specifically, Guideline 1014 and 1103).

Members of Working Group 3 are requested to thoroughly review the draft model course V-103/5 and proposed modifications to Recommendation V-103 and to send any final comments to the Chair and Vice Chair of Working Group 3 by Friday 11th December 2015. The model course will be offered for approval at VTS41.

Action items

*The **Committee Secretary** is requested to forward working document on the draft revision of Recommendation V-103 (VTS40-12.2.1) as input for VTS41.*

*The **Committee Secretary** is requested to forward working document on the draft Model Course V-103-5 (VTS40-12.2.2) as input for VTS41.*

***Members of Working Group 3** are requested to provide comments on model course V-103-5 and the proposed modifications to Recommendation V-103 to the Chair and Vice Chair of Working Group 3 by Friday 11th December 2015.*

10.2 Task 3.1.2 Produce a VTS Training Manual to complement the V-103 and its model courses

The Working Group continued with the review of the IALA VTS Manual 2012 and will continue the review by means of inter-sessional work. The VTS Training Manual was not progressed during VTS40.

Action items

The **Committee Secretary** is requested to forward working document VTS40-12-2.9 (VTS40-10.1.2) and VTS40-12.2.10 (VTS40-10.1.5) on VTS Training as input for VTS41.

Committee Members are requested to provide comments on the elements of the IALA VTS Manual 2012 related to VTS personnel and training to the Chair and Vice Chair of WG3.

10.3 Input paper VTS40-10.1.4

The Working Group considered the input paper concerning VTS Manager training. The paper was welcomed and it was determined that there was a need for a potential model course or guidance on the role and competencies related to the technical knowledge and skills of a VTS Manager.

The Working Group did not come to a definitive conclusion as to what specific type of document should be produced. It is proposed that the Working Group formulates a detailed work plan proposal for the 2018-2022 work programme.

Action item

The **Committee Secretary** is requested to forward working document VTS40-12.2.11 (VTS40-10.1.4) on VTS Manager as input for VTS41.

Accreditation and approval process for VTS training

10.4 Input paper VTS40-10.1.3

The Working Group did not consider further the input paper concerning the validation and security of VTS certification. However, it is intended to further scope any necessary changes to IALA Recommendation V-103 and Guideline 1014 with a view to reviewing the process of certification of VTS personnel.

Action item

The **Committee Secretary** is requested to forward working document VTS40-12.2.12 (VTS40-10.1.3) on validation and security of VTS certification as input for VTS41.

Human Factors and Ergonomics

10.5 Task 3.3.1 Develop guidance on Human Factors and Ergonomics in VTS

The Working Group noted that the workshop on Human Factors and Ergonomics in VTS was held in Gothenburg between the 12th and 16th October 2015. The draft report is currently being considered by the attendees of the workshop.

Action item

The **Committee Secretary** is requested to provide the finalized version of the report on the IALA Workshop on Human Factors and Ergonomics in VTS to VTS41 for consideration.

VTS training for navigating officers

10.6 Task 3.4.1 Develop a Guideline on VTS Awareness for Navigating Officers

This task was not commenced at VTS40 and is provisionally programmed for consideration at VTS42, VTS43 and VTS44.

Consideration of other input papers

10.7 Input paper VTS40-8.1.3 Irregular Mixed Migration

The Working Group considered the input paper on irregular mixed migration.

The Working Group agreed that there is a growing public interest in irregular mixed migration, and the effects thereof, which needs to be addressed.

The Working Group realized that further investigation may be needed on if and how VTS may play a role, which has to be defined, in the monitoring of such activities – and whether this issue will lead to additional tasks for VTS and subsequently, associated training needs.

11 REVIEW OF CURRENT WORK PROGRAMME (2014 – 2018)

Input paper VTS40-11.1 and VTS40-11.2 refers

The overall status of the current Work Programme was reviewed and updated during the meeting. The updated version will be available as VTS40-11.3 on the VTS40 section of the IALA web.

Action items

*The **Committee Secretary** is requested to upload the updated version of the VTS Work Programme VTS40-11.3 on the IALA web and make it input for VTS41.*

VTs COMMITTEE 2014-18 WORK PROGRAMME

Overall Status Report (VTS40)

Task		Start Session	Planned End Session	Revised End Session	Progress Indicator			Status Overview
					Green	Yellow	Red	
TD#1 – Operations								
1.1.1.	Produce a Guideline on the use of decision support tools in VTS	38	39	38	☒	☐	☐	Completed Approved at C59
1.1.2.	Update the VTS Manual	38	41		☐	☐	☒	Commenced VTS38
1.1.3.	Produce a Guideline on incident marine casualty / accident / near miss incident reporting and recording, including near miss situations as it relates to VTS	38	42		☒	☐	☐	Commenced VTS38
1.1.4.	Produce a Guideline on Maritime Service Portfolios for VTS	40	44		☒	☐	☐	Commenced VTS40
1.1.5.	Produce a Guideline on Preparing for IMO Member State Audit Scheme (IMSAS) as it relates to VTS	38	40		☒	☐	☐	Completed at VTS40 and forward to Council to approve
1.1.6.	Produce a Guideline on Measures to Evaluate the Effectiveness of a VTS	41	44		☒	☐	☐	
1.2.1.	Produce a Guideline on public and media relations in special / defined circumstances	42	44		☒	☐	☐	
1.3.1.	Produce a Recommendation / Guideline on VTS Communications	39	44		☒	☐	☐	Commenced VTS39
1.4.1.	Develop an “IALA VTS Strategy Paper” with regards to the delivery of VTS in a rapidly changing world and the possible implications for IMO Resolution A.857(20) Guidelines for Vessel Traffic Services	38	40	39	☒	☐	☐	Completed Approved at C60
1.4.2.	Review/update/provide input to IMO on Resolution A.857(20) Guidelines for VTS	41	44		☒	☐	☐	
1.4.3.	Develop and conduct a global VTS Questionnaire	38	41		☒	☐	☐	Development of questionnaire complete Approved at C60 Conduct in 2016
1.4.4.	Produce a Guideline on preparing for Zero Accident Campaign	38			☐	☒	☐	Commenced VTS38 On hold VTS40
TD#2 – Technology								
2.1.1.	Produce a Recommendation on the portrayal of VTS information and data	41	44		☒	☐	☐	
2.2.1.	Develop Guidance on the technical acceptance of a VTS system	39	42		☒	☐	☐	Commenced VTS39
2.2.2.	Review V-128 – Operational and Technical Performance Requirements for VTS Equipment:	38	44	39	☒	☐	☐	Completed Approved at C60
2.3.1.	Provide a Guideline on the technical interface between VTS systems and the systems of other stakeholders	41	43		☒	☐	☐	
TD#3 –Training								
3.1.1.	Develop a Model Course on Revalidation Process for VTS Certification	38	41		☒	☐	☐	Commenced VTS38
3.1.2.	Produce a VTS Training Manual to complement the V-103 and its model courses	40	44		☒	☐	☐	commenced VTS40
3.3.1.	Develop guidance on human factors and ergonomics in VTS	38	43		☒	☐	☐	Commenced VTS38
3.4.1.	Develop a Guideline on VTS Awareness for Navigating Officers	42	44		☒	☐	☐	

12 REVIEW OF OUTPUT AND WORKING PAPERS

The Working Group Chairmen reported on the work carried out by their Working Groups.

The output documents listed at Annex E were reviewed and their disposition agreed.

The Secretariat was requested to forward / action the output documents, as indicated earlier in the report.

The Chairman then thanked the Chairs, Vice Chairs and members of the working groups for all their efforts during the week.

13 ANY OTHER BUSINESS

13.1 Information paper on unplanned output to IMO

A drafting group was formed to develop an information paper on unplanned output to IMO.

Members of this drafting group were:

Neil Trainor (Chair), Pieter Paap (Vice-chair), Jacinto Sousa and Trond Ski.

Following the approval by Council at its 60th session of the IALA Strategy on the future delivery of VTS, a drafting group finalized an INF-document to IMO/NCSR3 concerning IALA's activities on Vessel Traffic Services in a rapidly changing world. The Committee agreed with the document with the aim for approval by Council.

Furthermore this group drafted the skeleton of a submission to IMO/MSC96 (May 2016) requesting MSC to approve unplanned output in the IMO High Level Action Plan (HLAP) for the biennium 2018-2019 (review of the IMO Resolution A.857(20)). This submission will have to be sent to the IMO by one or more member states. It is likely that IALA may co-sponsor the submission (with Council's approval).

Keeping in mind the tight time schedule for input documents to IMO/MSC96 (February 2016) a drafting group will continue the work intersessionally in the period October 2015 until the end of January 2016 with the aim to finalize the intended submission. Neil Trainer and Pieter Paap will coordinate this work. The Members of the Committee are invited to participate in this drafting group or advise relevant representatives of their national administrations to participate.

Action items

*The **Committee Secretary** is requested to forward the information paper (VTS40-12.1.2) and the Liaison note (VTS40-12.1.3) on VTS in a rapidly changing world to Council for approval.*

***Committee members** are invited to participate the drafting group or advise relevant representatives of their national administrations.*

13.2 Invitation of Malaysia for VTS2016



Mohamad Halim Ahmed briefly invited everyone to schedule VTS42 and the VTS2016 Symposium in their agenda.

<http://www.vts-symposium2016.my>

14 REVIEW OF SESSION REPORT

The report of the meeting (VTS40-14) was reviewed post plenary by correspondence and approved by the Committee on the 23rd October 2015. Deadline for comments and corrections could be send till 17 November 2015.

Action Item

*The **Committee Secretary** is requested to forward the report of VTS40 (VTS40-14) after completion to the IALA Council, to note.*

15 DATE AND VENUE OF NEXT MEETING

VTS41 will be from 7 – 11 March 2016 at IALA HQ.

VTS42 will be prior to the VTS2016 Symposium from 1 – 5 August 2016 in Kuala Lumpur, Malaysia.

16 CLOSING OF THE MEETING

Michael Card thanked all Committee Members for their contribution and hard work during the week.

- He thanked some Members for volunteering to supply input for reporting IMO meetings, MSC and NCSR in particular.
- He noted some remarks on the document numbering system but informed that this is in line with the agenda of the meeting (like it is in IMO).
- He noted also the problems with the FTP server. A better / other file exchange system will be investigated for the future.
- He appreciated the request from Indonesia to host a workshop on SMCP. Indonesia will be contact to discuss further details.
- He finally mentioned the meeting of the Steering Group of the VTS2016 Symposium which meets during VTS40. He appreciated the work of Malaysia to organize the Symposium.

The Chairman again expressed his thanks for all the hard work done during the meeting and then said that he also appreciated the camaraderie that had been evident during the week.

The Chairman then asked if there were any final comments that members wished to make; there were none, at which he wished everyone a pleasant and safe journey home.

17 LIST OF ANNEXES

- 1 Agenda
 A copy of the agenda is at Annex A.
- 2 Participants
 A list of VTS38 participants is at Annex B.
- 3 Working Group Participants
 A list of working group participants is at Annex C.
- 4 Input Papers
 A list of input papers is at Annex D.
- 5 Output and Working papers
 A list of output and working papers is at Annex E.
- 6 Action Items
 A list of action items is at Annex F.

ANNEX A VTS40 Agenda



40th Meeting of the Vessel Traffic Services Committee

The 40th meeting of the **VTS Committee** will be held from 19 – 23 October 2015, at IALA, St Germain en Laye, France.

The opening plenary will commence at **1130** on Monday 19 October, and the closing plenary will end at approximately 1300 on Friday 23 October.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at **0830** on Monday 19 October.

AGENDA

Welcome by the IALA Secretary General Francis Zachariae

During the first day of the meeting the IALA celebration of the IMO World Maritime Day 2015 will take place with the theme: Maritime Education and Training.

1. Introduction
 - 1.1. Administration and Safety Briefing
 - 1.2. Approval of agenda
 - 1.3. Apologies and introductions
 - 1.4. Programme for the week
2. Review of action items from last meeting
 - 2.1. Review of action items from VTS39
 - 2.2. Final Report from VTS39 - for reference
3. Review of input papers
 - 3.1. Input papers
4. Reports from other bodies
 - 4.1. IALA Council
 - 60th Session 26-29 May 2015
 - 4.2. IALA Policy Advisory Panel
 - PAP29, IALA HQ, 15-16 June 2015
 - 4.3. ACCSEAS
 - 4.4. IMO
 - MSC95

5. Reports from rapporteurs
 - Usage of the World VTS Guide Paul Owen
 - IALA Dictionary Cees Stedehouder
 - Liaison with IALA WWA Kevin Gregory
 - Liaison with ENAV Committee TBD
 - IALA Bulletin Neil Trainor
6. Presentations (15 minutes)
 - Update IALA activities Francis Zachariae and Michael Card
 - Update WWA activities Gerardine DeLanoye
7. Establish Working Groups
8. TD# 1 – Operations
 - 8.1. VTS operations, service standards, and performance measures
 - 8.2. Inter-VTS operations, interactions with allied and other services
 - 8.3. VTS communications
 - 8.4. Monitoring and evaluating developments in VTS and potential impacts on the recognised framework for VTS
9. TD# 2 – Technology
 - 9.1. VTS systems technology, Sensors, Presentation
 - 9.2. VTS equipment standards and performance requirements
 - 9.3. Inter-VTS data exchange
 - 9.4. Data populating for S-100
10. TD# 3 – VTS Training
 - 10.1. Qualification, training, and certification of VTS personnel
 - 10.2. Accreditation and approval process for VTS training
 - 10.3. Human factors
 - 10.4. VTS training for navigating officers
 - 10.5. Support for the WWA
11. Review of Current Work Programme (2014 – 2018)
12. Review of output and working papers
 - 12.1. Output papers
 - 12.2. Working papers
13. Any Other Business
14. Review of session report
15. Date and venue of next meeting
16. Close of the meeting

ANNEX B VTS39 Participants

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ANNEX C Working Group Participants

Working Group 1 Operations

	Name	Organisation / Country
1	Monica Sundklev (Chair)	Swedish Transport Agency / Sweden
2	Jørgen Brandt (Vice Chair)	Great Belt VTS / Denmark
3	Tom Southall (Vice Chair)	IHMA / UK
4	Agneta Hedström	Swedish Maritime Administration / Sweden
5	Are Piel	Estonian Maritime Administration / Estonia
6	Ben Röhner	Port of Rotterdam / the Netherlands
7	Joy Ju-young Chun	Kyungwoon University / Rep of Korea
8	Aksel M Christensen	Fehmarn Belt VTS / Denmark
9	Els Bogaert	Flemish VTS / Belgium
10	Byoung-eun An	Ministry of Public Safety and Security / Rep of Korea
11	Jungkoo Lee	Ministry of Public Safety and Security / Rep of Korea
12	Juri Ehandi	Estonian Maritime Administration / Estonia
13	Paul Owen	IFSMA
14	Nick Cutmore	IMPA
15	Erika Marpaung	Directorate General of Sea Transportation / Indonesia
16	Li Kin-Pong	Hong Kong Marine Department / China
17	Muhammad Shahid Khan	Maritime & Coastguard Agency / UK
18	Malin Dreijer	Norwegian Coastal Administration / Norway
19	Michel Desparois	Canadian Coast Guard / Canada
20	Michele Landi	Coast Guard / Italy
21	Mohamad Halim Ahmed	Marine Department / Malaysia
22	Eivind Solberg	Kongsberg Norcontrol IT / Norway
23	Roman Modeev	Transas / Russia
24	Sergey Rostopshin	Rosmorport / Russia
25	Sueng Hee Choi	Institute of Maritime and Fisheries / Rep of Korea
26	Tuomas Martikainen	FTA / Finland

Working Group 2 Technology

	Name	Organisation / Country
1	Rene Hogendoorn (Chair)	SAAB / the Netherlands
2	Robert Townsend (Vice Chair)	Maritime & Coastguard Agency / UK
3	Serge Deschamps	Canadian Coast Guard / Canada
4	Richard Aase	Norwegian Coastal Administration / Norway
5	Dmitry Oblizanov	Transas Technologies / Russia
6	Christian Kark	Swedish Maritime Administration / Sweden
7	Rainer Strenge	Federal Waterways and Shipping / Germany
8	Wim Smets	Shipping Assistance Division / the Netherlands
9	Oeystein Joergensen	Kongsberg Norcontrol IT / Norway
10	Inoue Shuichi	Japan Radio Co Ltd / Japan
11	Jae Bong Lee	Global Control Systems Corp / Rep of Korea
12	Peter Kito	Japan Radio Co Ltd / Japan
13	Masahiko Sasai	Japan Radio Co Ltd / Japan
14	Kim Chuan Tee	Maritime and Port Authority / Singapore
15	Nelson Marques	Portuguese Maritime Administration / Portugal
16	Jens. C. Pedersen	TERMA AS / Denmark
17	Sapto Adhi Kurniawan	PT Multiintegra / Indonesia
18	Dirk Eckhoff	Federal Waterways and Shipping / Germany
19	John Davis	Australian Maritime Systems / Australia
20	Koichi Nishimura	Tokyo Keiki Inc / Japan
21	Takuya Fukuda	Tokyo Keiki Inc / Japan
22	Mahmoud El-Wakill	Egyptian Authority for Maritime Safety / Egypt
23	Hye-jin Kim	Korea Research Institute of Ships & Ocean Engineering / Rep of Korea
24	Byoung-eun An	Ministry of Public Safety and Security / Rep of Korea
25	Mathieu Aillerie	Signalis / Germany

Working Group 3 VTS Training

	Name	Organisation / Country
1	Kevin Gregory (Chair)	International Harbour Masters Association / UK
2	Lilian Biber (Vice Chair)	NNVO / the Netherlands
3	Barbara Magro	Italian Coastguard / Italy
4	Niels Jacob Mygind	Danish Defence Command / Denmark
5	Gerardine Delanoye	IALA WWA
6	Rakesh Pandit	Maritime & Coastguard Agency / UK
7	Anders Johannesson	Swedish Maritime Administration / Sweden
8	Xavier Lefevre	Signalis / France
9	Chong Jia Chyvan	Maritime and Port Authority / Singapore
10	Byoung-Ok Ahn	Global Control Systems Corp. / Rep of Korea
11	Cees Stedehouder	MARIN Wageningen / the Netherlands
12	Michael Hartmann	IMPA
13	Carlos F. Salinas	Sasemar / Spain
14	Wim van 't Padje	STC / the Netherlands
15	Ana Faneca	Coastal VTS / Portugal
16	Tom Dehmel	Federal Waterways and Shipping / Germany

Drafting group of information paper on unplanned output to IMO

	Name	Organisation / Country
1.	Neil Trainor (Chair)	Australian Maritime Safety Authority / Australia
2.	Pieter Paap (Vice Chair)	Ministry of Infrastructure & the Environment / the Netherlands
3.	Jacinto Sousa	Signalis / Germany
4.	Trond Ski	Norwegian Coastal Administration / Norway

ANNEX D List of Input Papers

	Document number	Agenda Item	Title
1	VTS40-1.2	1.2	Agenda
2	VTS40-1.4	1.4	Programme for the week
3	VTS40-2.1	2.1	Actions from VTS39
4	VTS40-2.2	2.2	(VTS38-14) Report of VTS39
5	VTS40-3.1.1	3.1	(ARM2-11.1.4) Liaison Note to ENAV on e-Navigation developments
6	VTS40-3.1.2	3.1	(ARM2-11.1.5) Liaison Note to IALA members on Disaster Recovery planning Rev 1
7	VTS40-3.1.3	3.1	(ARM2-11.1.7) Liaison Note to all committees on navguide update
8	VTS40-3.1.4	3.1	(ENAV16-14.1.2) Liaison Note from ENAV to VTS Cttee re Dev of MSPs for VTS
9	VTS40-3.1.5	3.1	VTSO and VTS manager exchange programme
10	VTS40-3.1.6	3.1	Proposal to host workshop on SMCP for VTS
11	VTS40-3.1.7	3.1	Workshop HFE in VTS draft report v0.4 comments 20151113
12	VTS40-3.1.8	3.1	2015-10-15 VDES workshop Tokyo flyer final
13	VTS40-4.1.1	4.1	C60 Report
14	VTS40-4.2.1	4.2	(PAP29-10.1) Report of PAP29
15	VTS40-4.3.1	4.3	ACCSEAS Project Output Reports
16	VTS40-4.3.2	4.3	ACCSEAS Route Topology Model Report
17	VTS40-4.3.3	4.3	ACCSEAS Training Needs Analysis Report
18	VTS40-4.3.4	4.3	ACCSEAS e-Navigation Architecture Report v1
19	VTS40-4.3.5	4.3	ACCSEAS Final Conference Report
20	VTS40-4.3.6	4.3	ACCSEAS Final Report v1
21	VTS40-4.3.7	4.3	ACCSEAS Legacy report
22	VTS40-4.3.8	4.3	ACCSEAS Legacyplan Final v1 8 (3)
23	VTS40-8.1.1	8.1	(VTS39-12.2.6) WG1 WP1.1.3 Draft guideline incident accident reporting JCC-V1
24	VTS40-8.1.2	8.1	(VTS39-12.2.7) WG1 WP1.1.5 Draft guideline imsas-rev.1
25	VTS40-8.1.3	8.1	Irregular mixed migration
26	VTS40-8.1.4	8.1	MSC 95 report p. 80-83
27	VTS40-8.1.5	8.1	MSC 95-21-4-Rev.1 - Outcome of the inter-agency High-level meeting to address unsafe mixed migration by sea (Secretariat)
28	VTS40-8.3.1	8.3	(VTS39-12.2.8) WG1 WP1.3.1 Draft Guideline on VTS Communications
29	VTS40-8.4.1	8.4	(VTS39-12.2.9) WG1 WP1.4.4 Draft Guideline zero accident campaign April-2015

	Document number	Agenda Item	Title
30	VTS40-8.4.2	8.4	VTS40-8.4.2 IALA VTS Strategy Paper
31	VTS40-9.1.1	9.1	(VTS39-12.2.4) WG2 2015 04 16 WIP VTS Manual 2016 Chapter 11
32	VTS40-9.2.1	9.2	(VTS39-12.2.5) WG2 DJT thoughts on Acceptance of VTS System
33	VTS40-9.2.2	9.2	(ARM2-11.2.1) WG1_WP1_ disaster recovery
34	VTS40-10.1.1	10.1	VTS40-10.1.1 Intersessional V-103-5 VTS Revalidation Model Course CLEAN
35	VTS40-10.1.2	10.1	(VTS39-12.2.2) WG3 VTS Manual Chapters
36	VTS40-10.1.3	10.1	(VTS39-12.2.3) WG3 Authenticity, validation and security of certification
37	VTS40-10.1.4	10.1	VTS MANAGER training need
38	VTS40-10.1.5	10.1	WG3 VTS Manual Chapters - NL contribution
39	VTS40-10.1.6	10.1	IALA dictionary update 1 doc1110 v20151018
40	VTS40-10.1.7	10.1	Revision of VTS HFE Framework 171015 (2) (3)
41	VTS40-11.1	11	(VTS39-11.3) Update - Work Programme Summary Report (Rev1)
42	VTS40-11.2	11	(VTS39-11.4) Update - 2014-18 work programme task register update VTS39 (Rev1)

Presentations given by rapporteurs and presenters

All presentations are posted on the Committee section of the IALA website

Document number	Agenda Item	Title
VTS40-5.1	5	Usage of World VTS Guide presentation
VTS40-6.1	6	IALA WWA brief 20150929
VTS40-6.2	8	E-navigation from theory to practical applications

ANNEX E List of Output and Working Papers

Output documents are submitted for review by a body other than the Committee initiating the document.

Document number	Title	Status
VTS40-11.3	Work programme Summary Report	To VTS41
VTS40-12.1.1	Draft Guideline on Preparing for IMO Member State Audit Scheme (IMSAS) on Vessel Traffic Services	To Council to approve
VTS40-12.1.2	Draft INF Document to NCSR-3 on VTS developments - version 5 - 22-Oct-2015 - in IMO Template	To Council to approve After approval to Secretariat to send to IMO
VTS40-12.1.3	Liaison note to Council ⁶¹ ref INF doc to NCSR-3 version 2, 22oct2015	To Council to action
VTS40-12.1.4	IALA dictionary update 20151023	To dictionary web master to include
VTS40-12.1.5	Liaison note to Council on Draft Guideline IMSAS	To Council to approve
VTS40-12.1.6	Liaison to ARM on disaster recovery planning WG2 response	To ARM to consider
VTS40-12.1.7	Liaison to Council for a name change of task 1.1.3 of the Work Plan	To Council to approve
VTS40-14	Report VTS40	To Council to note

Working papers are documents that will remain within the Committee for further review.

Document number	Title	Status
VTS40-12.2.1	WG3 Recommendation V-103 - Draft Version 2.2 Oct 2015	To VTS41
VTS40-12.2.2	(VTS40-10.1.1) WG3 Model Course V-103-5 Revalidation Process for VTS Personnel	To VTS41
VTS40-12.2.3	(VTS40-10.1.5) WG3 VTS manual chapters working version	To VTS41
VTS40-12.2.4	WG1 task 1.1.3 draft guideline incident accident reporting jcc v1.3	To VTS41
VTS40-12.2.5	WG1 task 1.1.4 Questions NAS VTS 40- MSP 2	To VTS41
VTS40-12.2.6	WG1 task 1.3.1 draft guideline on vts communications	To VTS41
VTS40-12.2.7	WG2 151022 Portrayal of VTS Info and Data outline	To VTS41
VTS40-12.2.8	WG2 wip vts manual 2016 chapter 11 v1022 b	To VTS41
VTS40-12.2.9	(VTS40-10.1.2) WG3 VTS Manual Chapters	To VTS41
VTS40-12.2.10	(VTS40-10.1.5) WG3 VTS Manual Chapters - NL contribution	To VTS41
VTS40-12.2.11	(VTS40-10.1.4) WG3 VTS MANAGER training need	To VTS41
VTS40-12.2.12	(VTS40-10.1.3) WG3 Authenticity, validation and security of certification	To VTS41
VTS40-12.2.13	WG1 task 1_1_4_MSP-work_sheet (3)	To VTS41
VTS40-12.2.14	WG1-WPX IALA VTS Manual 2016 Draft 22_Oct15 rev4 no photos	To VTS41
VTS40-12.2.15	(VTS40-9.2.1) WG2 djt thoughts on acceptance of vts system	To VTS41

ANNEX F Action Items

Action Items for Committee Secretary and IALA Secretariat

- 1 The **Committee Secretary** is requested to forward the draft VTS Manual (VTS40-12.2.14) as a working document for further review and consideration during VTS41. 11
- 2 The **Committee Secretary** is requested to forward the draft Guideline on Marine casualty / incident reporting and recording, including near miss situations as it relates to (VTS VTS40-12.2.4) as an working paper to VTS41 for further review and consideration. 12
- 3 The **Committee Secretary** is requested to forward the proposal on changing the title of task 1.1.3 in the Task Programme from “Produce a Guideline on incident/accident reporting and recording, including near miss situation as it relates to VTS” to “Produce a Guideline on Marine casualty /incident reporting and recording, including near miss situations as it relates to VTS” (VTS40-12.1.7) to Council for approval and further consideration. 12
- 4 The **Committee Secretary** is requested to forward the questions to collect NAS information (VTS40-12.2.5) as a working document to VTS41. 12
- 5 The **Committee Secretary** is requested to forward the worksheet MSP (VTS40-12.2.13) as a working document to VTS41. 12
- 6 The **Committee Secretary** is requested to forward the draft Guideline on Preparing for IMO Member State Audit Scheme (IMSAS) as an output document (VTS40-12.1.1) together with the following Cover note (VTS40-12.1.5) to IALA Council for approval and further considerations. 13
- 7 The **Committee Secretary** is requested to forward the working document on VTS Communication (VTS40-12.2.6) to VTS 41 for further review and consideration. 13
- 8 The **IALA Secretariat** to arrange for the application to be hosted on the IALA server till 1 December 2015 and invite members to undertake final testing of the questionnaire. 13
- 9 The **IALA Secretariat** to arrange the final application of the IALA VTS Questionnaire to be hosted on the IALA web-site from the beginning of January 2016. 13
- 10 The **Committee Secretary** is requested to contact IMO for further advice on the procedure of the campaign and report back to VTS41 for further considerations. 14
- 11 The **Committee Secretary** is requested to forward working document on draft Guideline Zero Accidents Campaign (VTS40-8.4.1) to VTS41. 14
- 12 The **IALA Secretariat** is requested to note the considerations above made by the VTS Committee as regards irregular mixed migration. 14
- 13 The **Committee Secretary** is requested to forward the update of the IALA Dictionary (VTS40-12.1.4) to the editor of the IALA Dictionary for inclusion. 14
- 14 The **Committee Secretary** is requested to forward working document on Technical Acceptance of a VTS System (VTS40-12.2.15) to the VTS41. 15
- 15 The **Committee Secretary** is requested to forward the liaison note on Disaster Recovery Planning (VTS40-12.1.6) to the ARM Committee to consider. 15
- 16 The **Committee Secretary** is requested to forward working document on the portrayal of VTS information (VTS40-12.2.7) to VTS41. 15
- 17 The **Committee Secretary** is requested to forward working document on the update of the VTS Manual (VTS40-12.2.8) to VTS41. 16
- 18 The **Committee Secretary** is requested to forward working document on the draft revision of Recommendation V-103 (VTS40-12.2.1) as input for VTS41. 16

- 19 The **Committee Secretary** is requested to forward working document on the draft Model Course V-103-5 (VTS40-12.2.2) as input for VTS41. 16
- 20 The **Committee Secretary** is requested to forward working document VTS40-12-2.9 (VTS40-10.1.2) and VTS40-12.2.10 (VTS40-10.1.5) on VTS Training as input for VTS41. 17
- 21 The **Committee Secretary** is requested to forward working document VTS40-12.2.11 (VTS40-10.1.4) on VTS Manager as input for VTS41. 17
- 22 The **Committee Secretary** is requested to forward working document VTS40-12.2.12 (VTS40-10.1.3) on validation and security of VTS certification as input for VTS41. 17
- 23 The **Committee Secretary** is requested to provide the finalized version of the report on the IALA Workshop on Human Factors and Ergonomics in VTS to VTS41 for consideration. 17
- 24 The **Committee Secretary** is requested to upload the updated version of the VTS Work Programme VTS40-11.3 on the IALA web and make it input for VTS41. 18
- 25 The **Committee Secretary** is requested to forward the information paper (VTS40-12.1.2) and the Liaison note (VTS40-12.1.3) on VTS in a rapidly changing world to Council for approval. 20
- 26 The **Committee Secretary** is requested to forward the report of VTS40 (VTS40-14) after completion to the IALA Council, to note. 21

Action Items for Members

- 27 **Committee Members** are requested to forward new terms, definitions and or acronyms to update the IALA Dictionary to the rapporteur (Cees Stedehouder, C.Stedehouder@marin.nl) for inclusion. 9
- 28 **Committee members** are urgently requested to supply pictures for the VTS Manual 2016 to be sent to Neil Trainor (neil.trainor@amsa.gov.au) and/or Paul Owen (hq@ifsma.org) before VTS41. 11
- 29 **Committee members** are urgently requested to supply input on their procedures in incident / accident / near-miss reporting. 12
- 30 **Committee Members** are kindly asked to download the questionnaire (VTS40-12.2.5) from the VTS section of the IALA web-site to fill in and send the completed questionnaire on collecting NAS to Malin Dreijer (malin.dreijer@kystverket.no) in advance of VTS41. 12
- 31 **Committee members** are requested to send any relevant guidance, advice or documentation on effective communication to Thomas Southall (Tom.Southall@pla.co.uk), it does not necessarily have to be in English. 13
- 32 **Committee members** are requested to provide comments on draft Chapter 11 (VTS40-12.2.8). 16
- 33 **Members of Working Group 3** are requested to provide comments on model course V-103-5 and the proposed modifications to Recommendation V-103 to the Chair and Vice Chair of Working Group 3 by Friday 11th December 2015. 16
- 34 **Committee Members** are requested to provide comments on the elements of the IALA VTS Manual 2012 related to VTS personnel and training to the Chair and Vice Chair of WG3. 17
- 35 **Committee members** are invited to participate the drafting group or advise relevant representatives of their national administrations. 20