



Report of the 39th session of the IALA Vessel Traffic Services (VTS) Committee

13 – 17 April 2015

Executive Summary

79 members from 29 countries and 3 sister organisations, participated in VTS39; 20 for the first time;

This was the second meeting for the 2014-18 Work Programme and the Committee considered 39 input papers and produced 12 output papers of three Working Groups, the VTS Strategy Paper drafting group and the VTS Manual 2016 drafting group;

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	☒	☐	☐	Complete Approved at C59
1.1.2.	Update the VTS Manual	38	41		☐	☒	☐	
1.1.3.	Produce a Guideline on incident / accident / near miss reporting and recording as it relates to VTS	38	42		☒	☐	☐	Commenced VTS38
1.1.4.	Produce a Guideline on Maritime Service Portfolios for VTS	40	44		☒	☐	☐	
1.1.5.	Produce a Guideline on Preparing for IMO Member State Audit Scheme (IMSAS) as it relates to VTS	38	40		☒	☐	☐	Commenced VTS38
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 at VTS39 Forwarded to Council for Approval
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	39		☒	☐	☐	Commenced VTS38
1.4.4.	Produce a Guideline on preparing for Zero Accident Campaign	38	40		☒	☐	☐	Commenced VTS38
TD#2 – Technology								
2.1.1.	Produce a Recommendation on the portrayal of VTS information and data	40	44		☒	☐	☐	
2.2.1.	Develop Guidance on the technical acceptance of a VTS system	39	41		☒	☐	☐	Commenced VTS39
2.2.2.	Review V-128 – Operational and Technical Performance Requirements for VTS Equipment:	38	44	39	☒	☐	☐	Completed at VTS39 Forwarded to Council for Approval

Task	Start	Planned	Revised	Progress Indicator			Status Overview
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	40		<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"/>	
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:

- The revision of IALA Recommendation V-128, Ed.4 on Operational and Technical Performance of VTS Systems was completed at high level and submitted to Council for approval.
- The updated technical content of the previous V-128, Ed.3 was moved to the new IALA Guideline 1111 on the Preparation of Operational and Technical Performance Requirements and submitted to Council for approval.
- The IALA VTS Questionnaire was submitted to Council for approval.
- The IALA VTS Strategy Paper addressing the delivery of VTS in a rapidly changing world was completed and submitted to Council for approval.

Preparation of liaison notes to Council including:

- The revised IALA Recommendation V-128 and the accompanying new IALA Guideline 1111;
- The IALA VTS Strategy Paper on the future delivery of VTS;
- The IALA VTS Questionnaire;

Preparation of liaison note to ENAV:

- Field Manager for VTS related fields of Product Specification Numbering Scheme;

Preparation of liaison note to ARM:

- Contact persons to update the NAVGUIDE

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

- Update VTS Manual (WG2)
- Zero Accident Campaign (WG1)

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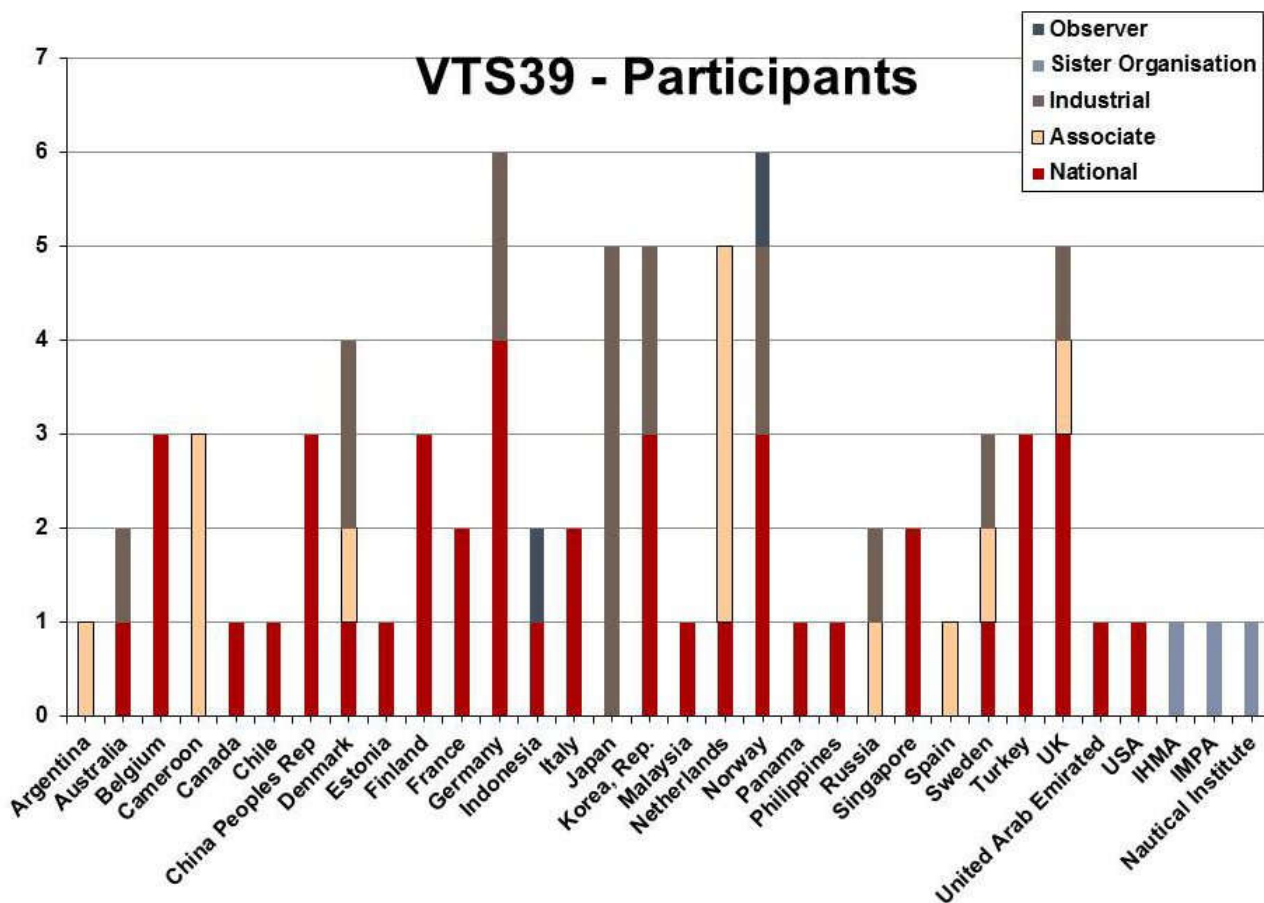
VTS Committee
39th Session

Saint Germain en Laye, France
17 April 2015

1 INTRODUCTION

The 39th meeting of the **VTS Committee** was held from 13 – 17 April 2015 at IALA, with Tuncay Çehreli as Chair and Neil Trainor as Vice Chair. The Secretary for the meeting was Wim van der Heijden.

79 members from 29 countries and 3 sister organisations participated in VTS39; 20 for the first time. There were 2 observers.



The Chairman opened the meeting by welcoming all participants to VTS39 and introduced Mr. Francis Zachariae, the new Secretary-General of IALA. The SG welcomed the members and gave a brief introduction of himself. He recognised four priority areas for the next period to focus:

- To bring alive the IALA strategic vision
- The transit to the IGO status of IALA
- The WWA which is very successful
- The review of the IALA Secretariat

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



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 (VTS39-1.2).

1.3 Apologies and introductions

There were 84 participants registered of which 20 for the first time. 5 Registered participants did not show up.

Apologies were received from:

1. Paul Owen	IFSMA	UK
2. Allan Birch	USCG	USA
3. Thanatip Jantaparakde	Royal Thai Navy	Thailand
4. Niels Mygind	Defence Command Denmark, Naval Staff	Denmark
5. Christian Petersson	Sjofartsverket	Sweden

2 REVIEW OF ACTION ITEMS FROM VTS38

Paper VTS39-2.1 refers.

2.1 Action items – IALA Secretariat

It was noted that IALA Secretariat actions had been completed.

2.2 Action items – VTS Committee Members

- Action item 21 (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 22 (Incident / accident / near-miss reporting). No input was received. All members are invited once again to supply input.
- Action item 23 (VTS Questionnaire). No input was received. All members were invited to supply input during VTS39 in order to complete the VTS Questionnaire this session.

Action item

Committee members are requested to supply pictures for the VTS Manual 2016 to be sent to Neil Trainor and/or Paul Owen.

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

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.

- One new late input was received: VTS39-8.1.9.
- VTS39-3.1.1. The Chair attended to the new procedure for updating the NAVGUIDE. A VTS Committee member should act as point of contact to liaise with the ARM task leader.
- VTS39-3.1.3. The ENAV Committee ask for a Field Manager for the Proposed Product Specification Numbering Scheme of VTS related issues.
- VTS39-3.1.4. The Chair attended to the New Document Policy as explained briefly in 4.1.
- VTS39-8.1.8. The Chair asked the Netherlands the purpose of the input. Pieter Paap informed that the input is for information to WG1 and WG2 as result of EMSA projects.
- VTS39-3.1.2. Pieter Paap attended to the VTS related tasks as described in the e-navigation Strategy Implementation Plan. A small meeting will discuss how to proceed and will report on this issue.
- A number of inputs were received on the revision of V-128. A special meeting will be arranged to discuss how to proceed. This meeting will be open for all.

4 REPORTS FROM OTHER BODIES

4.1 IALA Council

The Committee noted the Council report, 59th Session, IALA HQ, France, 9-10 December 2014

Paper VTS39-4.1.1 refers.

The Chair informed briefly about the proposed New Document Policy with a three level documentation structure:

- Standards,
- Recommendations,
- Guidelines.

Council approved the following VTS related issues:

- The VTS Committee Work Plan 2014-2018 with the amendment that Task 3.1.1 should involve a Model Course associated with IALA Recommendation V-103 on Standards for Training and Certification of VTS Personnel rather than a Guideline.
- The draft IALA Guideline on the Use of Decision Support Tools for VTS Personnel.
- The proposal to hold a Workshop at Chalmers University in October 2015 on Human Factors and Ergonomics in VTS.
- Withdrawal of IALA Guideline 1055 – Preparing for a Voluntary IMO Audit on VTS Delivery.

4.2 VTS related WWA events

There were three VTS related WWA events:

- VTS Seminar, Tokyo, Japan, November 2014
- Joint IMO/IALA/IHO Safety of Navigation seminar, Malaysia, November 2014
- Japan (JANA)/Indonesian VTS project for the Malacca Strait, February 2015

No input papers were received from these events.

4.3 IMO

The Committee noted the following reports of IMO meetings:

4.3.1 MSC94, November 2014

Paper VTS39-4.3.1 refers.

The Chairman noted that the Zero Accidents Campaign is missing in the report.

4.3.2 NCSR2, July 2015

No report was received from this event.

The Chairman noted that no VTS interested issues were discussed at NCSR2.

5 REPORTS FROM RAPPORTEURS

5.1 Usage of the World VTS Guide

Rapporteur: Paul Owen

The rapporteur could not join VTS39 and there was no report received.

5.2 IALA Dictionary

Rapporteur: Cees Stedehouder

Paper VTS39-5.1 refers.

The rapporteur introduced the input paper and requested actions from the Committee. There was a short discussion on the procedure to update the IALA Dictionary. At the moment the procedure is described in PAP22-7.1.

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

The Rapporteur informed the Committee on:

- New WWA Programme Manager: Gerardine Delanoy
- The continuous growth of the WWA;
- The possible involvement on the IMO World Maritime Day;
- WWA support to VTS areas;
- Future activity plan:

- VTS experts, there are 10 at this moment;
- WG3 support to WWA activities.

He thanked the WWA for the good co-operation.

5.4 Liaison with ENAV Committee

Rapporteur: TBD

Chair asked the members for a volunteer to liaise with the ENAV Committee and to report on VTS related issues.

5.5 IALA Bulletin

Rapporteur: Neil Trainor

He appointed to the good co-operation with Marie-Helene Grillet, editor of the IALA Bulletin.

6 PRESENTATIONS

6.1 Update IALA activities

The DSG, Michael Card, informed the Committee on the development of the IALA Standards based on the long term Strategic Vision: Harmonisation and Global Network. This is also mentioned in the Constitution. Standards should be approved by the IALA General Assembly.

A lot of work needs to be done to change the status of IALA from NGO to IGO. The status advisory group had a meeting in Madrid, Spain, to draft the convention text.

He also informed that IMO restricted the activities for e-navigation to ship borne related issues. IALA will take a leading role in e-navigation from a shore side perspective. This will certainly have effect on e-navigation and VTS services.

6.2 The IALA World-Wide Academy (WWA)

Paper VTS39-6.1 refers (presentation).

The presentation was made by Gerardine Delanoye, the new Programme Manager of the WWA at the Monday afternoon plenary. She introduced herself briefly.

The presentation covered:

- The VTS related activities since VTS38;
- The proposed activities of the WWA in 2015 with a focus on the VTS related activities;
- An overview of the Accredited Training Organisations, including two new ones: India and the Netherlands.

The Chair thanked the speaker for the update.

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

A break-out group under WG1 was formed for the subject of the IALA VTS Strategy.

It was decided that the revision of V-128 will initially be discussed during a break-out session on Monday 1600.

8 WORKING GROUP 1 – TD#1 – OPERATIONS

At total of 35 members were involved in the work within WG 1. Seven 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. Unfortunately the editor, Paul Owen, was not able to attend VTS39, but the revision of chapters 4 to 10 was progressed anyway. The main emphasis of the revisions was to highlight to the reader, applicable IALA recommendations and guidelines that related to each specific chapter. An updated version of the VTS Manual was forwarded to the secretariat.

Action item:

*The **Secretariat** is requested to forward the updated IALA VTS manual to VTS 40 for further review and consideration.*

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. Relevant EMSA and ICAO documents were considered. The structure of the guideline was drafted. It was found that there is no appropriate definition of “marine accident”. In connection with this, the sub-working group considered to use the term “marine casualty” instead of the term “marine accident” (and to rename the guideline accordingly). There were some discussions on how to distinguish near-miss and incident situations. The initial work has to be forwarded to VTS40 for further discussion and progression.

Additional input from Committee members on their procedures in incident / accident / near-miss reporting would be appreciated (see outstanding action item in chapter 2.2).

Action items:

*The **Secretariat** is requested to forward the draft Guideline on incident / accident reporting as input (VTS39-12.2.6) for VTS40.*

8.3 1.1.4 Identify VTS Maritime Service Portfolio and servicing area

WG1 completed the description of the task in the work programme register. The task is planned to start at VTS40.

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

A sub-working group consisting of delegates from Malaysia and the IALA World Wide Academy progressed work on how to prepare for an IMO Member State Audit. It is expected that this task will be completed at VTS40 as it is noted that IMSAS comes into effect in January 2016.

Action item:

*The **Secretariat** is requested to forward the draft Guideline on IMSAS to VTS 40 (VTS39-12.2.7) for further review and consideration.*

8.5 1.3.1 Produce a Recommendation / Guideline on VTS Communications

The VTS Communications sub-working group had a successful initial meeting. Membership of the group consisted of delegates from Cameroon, Finland, Republic of Korea, Norway, Panama and the United Kingdom. The scope and first principles of the document were agreed upon and a period of research will now continue in order to inform commencement of drafting the document at VTS 40.

As an input to the future work, a well-received presentation on “*How to become a successful global communicator in world maritime industry*” was given to the sub-working group as well as WG3 and Committee Chairs by Seunghee Choi from Korea.

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 item:

*The **Secretariat** is requested to forward the draft documentation on VTS Communication (VTS39-12.2.8) to VTS 40 for further review and consideration.*

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

8.6 1.4.4 Produce a Guideline on preparing for Zero Accident Campaign

The Zero Accident Campaign sub-working group progressed work on a guideline for Competent and VTS authorities. This will detail the requirements and the mechanism for submission and subsequent nomination. Membership of the group consisted of delegates from Belgium, Italy and the United Kingdom.

In order to be finalised at VTS 40, the task is proposed to be continued inter-sessionally by a correspondence group chaired by Tom Southall including Jörgen Brandt, Els Bogaert and Michele Landi. The output from the inter-sessional group will be provided as an input paper to VTS40.

Action item:

*The **Secretariat** is requested to forward the draft Guideline on Zero Accident Campaign (VTS39-12.2.9) to VTS 40 for further review and consideration.*

8.7 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

This task was forwarded from VTS38 and a subgroup continued work on two input papers as well as a paper received from the Netherlands which incorporated most of the changes agreed on the previous meeting and presented a shortened version of the remainder of the document. It was thus proposed and accepted by all members that work should continue based on this latest input paper.

The document was finalized and the matrix (Annex A) was completed with the goals, strategies and related tasks. The final version was discussed in WGs 1 and 2 as well as in the Committee plenary and after minor changes it was approved to be submitted to the Council.

A Liaison note for Council was also prepared and approved.

Action item:

The Secretariat is requested to forward output document VTS39-12.1.2 on the IALA VTS Strategy Paper, together with accompanying liaison note VTS39-12.1.3 to Council for approval and further considerations.

8.8 1.4.3 Develop and conduct a global VTS Questionnaire

A subgroup worked on a VTS questionnaire with the aim to collect statistical information on VTS globally and in order for the IALA VTS Committee to consider when developing and revising future recommendations and guidelines. WG1 finalised the work during VTS39. The questionnaire was also reviewed by WG2 and WG3 as well as by the Committee plenary. The Committee discussed whether the information collected should be available to IALA without restrictions and whether the result should be presented anonymously and with or without restrictions. It was clarified that the data received would only be analysed by IALA for statistical and research purposes and that respondents in no way will be adversely affected by taking part in the questionnaire. However, the Committee felt that further advice in this matter and a comparison of the AtoN questionnaire was needed from the Legal Advisory Panel (LAP). The result from LAP should be mentioned in the beginning of the questionnaire.

WG1 would like to give a special appreciation to Neil Trainor (AMSA) for providing useful information on the Australian VTS questionnaire.

A Liaison note for Council was also prepared and approved by the Committee.

Action item:

The Secretariat is requested to forward the VTS Questionnaire to Legal Advisory Panel for their recommendations on data availability and security as regards how the collected information may be used.

The Secretariat is requested to forward the VTS Questionnaire as output document VTS39-12.1.8 to Council for approval and the liaison note VTS39-12.1.9 to Council for information.

8.9 VTS39-3.1.1 Liaison note to ARM on ways of working for the NAVGUIDE update

WG1 considered the input document (VTS39-3.1.1) from the IALA ARM Committee regarding updating the NAVGUIDE. The group produced a liaison note to ARM detailing the nominees to act as contacts/coordinators for this task.

Action item:

The Secretariat is requested to forward the Liaison regarding updating the NAVGUIDE to IALA ARM Committee (VTS39-12.1.7).

9 WORKING GROUP 2 – TD#2 – TECHNOLOGY

9.1 Task 1.1.2 Update the VTS Manual

WG2 was asked to provide input for the 2016 version of the Manual in particular Chapter 11 by the close of VTS40. The WG commenced this Task and created a structure and developed a hierarchy in working paper VTS39-12.2.4, which will be carried forward to VTS40. WG Members are asked to continue drafting Chapter 11 intersessionally.

Action items

*The **Secretariat** is requested to forward working document VTS39-12.2.4 on the WG2 input of the VTS Manual 2016 as input for VTS40.*

***Committee Members** are requested to continue drafting Chapter 11 of the WG2 input of the VTS Manual 2016 intersessionally.*

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

No progress.

9.3 Task 2.2.1 Develop Guidance on the technical acceptance of a VTS

A contribution was received from D. Turnage which will be carried forward as working paper VTS39-12.2.5 to VTS40.

Action item

*The **Secretariat** is requested to forward working document VTS39-12.2.5 on the technical acceptance of a VTS as input for VTS40.*

9.4 Task 2.2.2 Review / Update Recommendation V-128 on Operational and Technical Performance Requirements for VTS Equipment

The WG has been working on this document for 5 years and, at the commencement of VTS39, a special plenary session was held, chaired by the VTS Committee Chair and Vice Chair, in light of the five input papers submitted. The direction provided by the Committee was that WG should continue working on the task in conjunction with the input papers with the aim of completion in time for plenary at the end of VTS39. During the Session, a proposal was put forward to move the Annexes into a separate Guideline and to create a high-level Recommendation - in line with the now-approved IALA documentation plan. This approach received support from the WG as well as WG1 and WG3. As a result, the WG created the new Guideline on Preparation of Operational and Technical Requirements for VTS Systems (VTS39-12.1.6) as well as a high-level Recommendation on Operational and Technical Performance of VTS Systems (VTS39-12.1.5).

- i. Guideline 1111 on **Preparation of Operational and Technical Requirements for VTS Systems**
- ii. Recommendation V-128 Ed 4 on **Operational and Technical Performance of VTS Systems**

The updated Recommendation V-128 (Ed 4) is significantly shorter than the previous version (Ed 3). The Guideline was made less prescriptive. This addresses much of the concerns raised in the input papers and also allows for a line by line check of the Recommendation during Plenary. In order to provide a rationale for the change of Recommendation V-128 and the introduction of a new Guideline, a liaison note to Council was prepared (VTS39-12.1.1).

Action items

*The **Secretariat** is requested to forward draft Recommendation V-128 Edition 4 (VTS39-12.1.5) to Council for approval together with the accompanying liaison note to Council on V-128 (VTS39-12.1.1).*

*The **Secretariat** is requested to forward draft Guideline 1111 on Preparation of Operational and Technical Requirements for VTS Systems (VTS39-12.1.6) to Council for approval.*

9.5 Input Papers

9.5.1 VTS39-3.1.3 Liaison Note to all Committees and PAP

This input paper, titled “Proposed Product Specification Numbering Scheme for IALA Domains” was considered and a response was drafted as VTS39-12.1.4.

The WG considered the proposed numbering scheme of the IALA S-100 sub-domain to be appropriate. An action to appoint a field manager for VTS, as requested, is being pursued by the VTS Committee.

Action items

*The **Secretariat** is requested to forward the liaison note from VTS to the ENAV Committee regarding VTS39-3.1.3 (ENAV15-14.1.7) to the ENAV Committee (VTS3912.1.4).*

Committee members are asked to consider becoming the IALA Field manager for VTS in the IALA S-100 subdomain.

9.5.2 IALA VTS Strategy Paper addressing the delivery of VTS in a rapidly changing world

The WG was asked to consider the paper before Plenary and provided comments to the Chair of the WG1 break-out group on IALA VTS Strategy.

10 WORKING GROUP 3 – TD#3 - VTS TRAINING

10.1 Qualification, training, and certification of VTS personnel

Task 3.1.1 – Develop a Model Course on the Revalidation process

The Working Group finalised the concept and structure of the training necessary to support the revalidation process. Input papers VTS39-10.1.2 and VTS39-10.1.3 were reviewed and further developed and the process of transferring the documents to Model Course format progressed. The draft Model Course on VTS Revalidation Training will continue to be developed by means of inter-sessional work. The Working Group will also be proposing some necessary amendments to IALA Recommendation V-103 to ensure that the new Model Course on Revalidation Training can be successfully implemented.

Action item

*The **Secretariat** is requested to forward working document VTS39-12.2.1 as input for VTS40.*

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

The Working Group commenced the review of the IALA VTS Manual 2012 and will continue the review by means of inter-sessional work by correspondence. The VTS Training Manual was not progressed during VTS39.

Action items

*The **Secretariat** is requested to forward working document VTS39-12.2.2 as input for VTS40.*

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

10.2 Accreditation and approval process for VTS training

Input paper VTS39-10.1.1

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. (Forwarded as Working Paper VTS39-12.2.3)

Action item

*The **Secretariat** is requested to forward working document VTS39-12.2.3 as input for VTS40.*

10.3 Human Factors and Ergonomics

Task 3.3.1 Develop guidance on Human Factors and Ergonomics in VTS

The Working Group was updated on the plans for the forthcoming workshop on Human Factors and Ergonomics in VTS to be held in Gothenburg between the 12th and 16th October 2015. The Steering Group for the workshop continues to develop the programme for the workshop and the terms of reference for each working group.

Action item

***Committee Members** are requested to advise interested parties of the Human Factors and Ergonomics in VTS workshop*

10.4 VTS training for navigating officers

Task 3.4.1 Develop a Guideline on VTS Awareness for Navigating Officers

This task was not commenced at VTS38 and is provisionally programmed for consideration at VTS42, VTS43 and VTS44.

10.5 Support for the WWA

In addition to the IALA WWA briefing and rapporteur report during the opening plenary session, liaison meetings were held with the WWA on topics. These included the validation and security of VTS certification, the certification process in general and the accreditation process for VTS training organisations. It is anticipated that the support of the WWA will be required to further increase the standardisation and security of VTS certification.

11 REVIEW OF CURRENT WORK PROGRAMME (2014 – 2018)

Input paper VTS39-11.1 and VTS39-11.2 refers

The current Work Programme was reviewed and updated during the meeting. Updated versions will be available as VTS39-11.3 and VTS39-11.4 on the VTS39 section of the IALA web.

Action items

*The **Secretariat** is requested to upload the updated versions of the VTS Work Programme VTS39-11.3 and VTS39-11.4 on the IALA web and make it input for VTS40.*

VTS COMMITTEE 2014-18 WORK PROGRAMME

Overall Status Report (VTS39)

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	☒	☐	☐	Complete Approved at C59
1.1.2.	Update the VTS Manual	38	41		☐	☒	☐	
1.1.3.	Produce a Guideline on incident / accident / near miss reporting and recording as it relates to VTS	38	42		☒	☐	☐	Commenced VTS38
1.1.4.	Produce a Guideline on Maritime Service Portfolios for VTS	40	44		☒	☐	☐	Commenced VTS38
1.1.5.	Produce a Guideline on Preparing for IMO Member State Audit Scheme (IMSAS) as it relates to VTS	38	40		☒	☐	☐	
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		☒	☐	☐	Commenced VTS39
1.3.1.	Produce a Recommendation / Guideline on VTS Communications	39	44		☒	☐	☐	
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 at VTS39 Forwarded to Council for Approval
1.4.2.	Review/update/provide input to IMO on Resolution A.857(20) Guidelines for VTS	41	44		☒	☐	☐	Commenced VTS38
1.4.3.	Develop and conduct a global VTS Questionnaire	38	39		☒	☐	☐	
1.4.4.	Produce a Guideline on preparing for Zero Accident Campaign	38	40		☒	☐	☐	
TD#2 – Technology								
2.1.1.	Produce a Recommendation on the portrayal of VTS information and data	40	44		☒	☐	☐	Commenced VTS39
2.2.1.	Develop Guidance on the technical acceptance of a VTS system	39	41		☒	☐	☐	
2.2.2.	Review V-128 – Operational and Technical Performance Requirements for VTS Equipment:	38	44	39	☒	☐	☐	Completed at VTS39 Forwarded to Council for Approval
2.3.1.	Provide a Guideline on the technical interface between VTS systems and the systems of other stakeholders	41	43		☒	☐	☐	Commenced VTS38
TD#3 –Training								
3.1.1.	Develop a Model Course on Revalidation Process for VTS Certification	38	40		☒	☐	☐	
3.1.2.	Produce a VTS Training Manual to complement the V-103 and its model courses	40	44		☒	☐	☐	
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 IALA World-Wide Academy news

The WWA is pleased to report that the VTS Competent Authority in the Republic of Korea (Ministry of Public Safety and Security) has informed IALA that it has accredited the Korea Institute of Maritime and Fisheries Technology (KIMFT) as an Accredited Training Organisation to deliver model courses V-103/1, V-103/2 and V-103/4. The ATO list on the website will be updated.

13.2 VTS Symposium VTS2016

There are 77 abstracts received. The Paper Selection Group will meet directly after VTS39 to select abstracts for presentation during VTS2016. The Chair thanked all members for their contributions.

13.3 IALA Workshop on Human Factors and Ergonomics in VTS

Members are reminded on the IALA Workshop on Human Factors and Ergonomics in VTS to be held 12 to 16 October 2015 in Gothenburg, Sweden, the week prior to VTS40.

14 REVIEW OF SESSION REPORT

The report of the meeting (VTS39-14) was reviewed post plenary by correspondence and approved by the Committee on the 1st May 2015.

Action Item

*The **Secretariat** is requested to forward the report of VTS39 (VTS39-14) after completion to the IALA Council, to note.*

15 DATE AND VENUE OF NEXT MEETING

VTS40 is expected to meet from 19 – 23 October 2015 at IALA HQ.

16 CLOSING OF THE MEETING

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 VTS39 Agenda



39th Meeting of the Vessel Traffic Services Committee

The 39th meeting of the **VTS Committee** will be held from 13 – 17 April 2015, at IALA, St Germain en Laye, France.

The opening plenary will commence at 1300 on Monday 13 April, and the closing plenary will end at approximately 1300 on Friday 17 April.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at 0900 on Monday 13 April.

AGENDA

- | | | |
|---------------------------------------|---|-------------------|
| Welcome by the IALA Secretary General | | Francis Zachariae |
| 1. | Introduction | |
| 1.1. | Administration and Safety Briefing | Virginia Butler |
| 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 VTS38 | |
| 2.2. | Final Report from VTS38 - for reference | |
| 3. | Review of input papers | |
| 3.1. | Input papers | |
| 4. | Reports from other bodies | |
| 4.1. | IALA Council | |
| | – 59 th Session 10 December 2014 | |
| 4.2. | VTS related WWA events (no inputs) | |
| | – VTS Seminar, Tokyo, Japan, November 2014 | |
| | – Joint IMO/IALA/IHO Safety of Navigation seminar, Malaysia, November 2014 | |
| | – Japan (JANA)/Indonesian VTS project for the Malacca Strait, February 2015 | |
| 4.3. | IMO | |
| | – MSC94, November 2014 | |
| 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 Michael Card
 - IALA WWA 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
- Close of the meeting

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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	Chon Pyong Che	Korea Coast Guard / Rep of Korea
8	David Patraiko	Nautical Institute / UK
9	Els Bogaert	Flemish VTS / Belgium
10	Jacinto de Sousa	Signalis / Germany
11	James Clark	MCA / UK
12	Jean-Charles Cornillou	CEREMA / France
13	Jicksa Sagel	Panama Maritime Authority / Panama
14	Joo Sung Kim	Ministry of Public Safety and security / Rep of Korea
15	Josue Youmba	National Port Authority / Cameroon
16	Li Kin-Pong	Hong Kong Marine Department / China
17	Magnus Ski	Observer / Norway
18	Malin Dreijer	NCA / Norway
19	Michel Desparois	Canadian Coast Guard / Canada
20	Michele Landi	Coast Guard / Italy
21	Mohamad Halim Ahmed	Marine Department / Malaysia
22	Nadine Epara	National Port Authority / Cameroon
23	Nestor Alberto Kiferling	Prefectura Naval Argentina / Argentina
24	Nicolas Maire	French Department of Maritime Affairs / France
25	Per Baek Hansen	Royal Danish Navy, SOUNDREP / Denmark
26	Pieter Paap	Ministry of Infrastructure & the Environment / the Netherlands
27	Roman Modeev	Transas / Russia
28	Sami Gurel	Istanbul VTS Center / Turkey
29	Sergey Rostopshin	Rosmorport / Russia

30	Seunghee Choi	Ministry of Public Safety and Security / Rep of Korea
31	Steve Guest	Kongsberg / Norway
32	Thomas Erlund	Finnish Transport Agency / Finland
33	Trond Ski	Norwegian Coastal Administration / Norway
34	Tuomas Martikainen	FTA / Finland
35	Xigang Huang	China Maritime Safety Administration / China
36	Hartmut Hilmer	Federal Waterways and Shipping / Germany

Working Group 2 Technology

	Name	Organisation / Country
1	Rene Hogendoorn (Chair)	SAAB / the Netherlands
2	Robert Townsend (Vice Chair)	Maritime & Coastguard Agency / UK
3	Peter Eade	Vissim / Norway
4	Richard Aase	NCA / Norway
5	Chwee Thiam Lee	Maritime and Port Authority / Singapore
6	Akira Yamamoto	Furuno / Japan
7	Rainer Streng	Federal Waterways and Shipping / Germany
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9	Ashida Katsutoshi	Japan Radio Co Ltd / Japan
10	Hiroyuki Ishihara	Japan Radio Co Ltd / Japan
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12	Sang-Gil Lee	Global Control Systems Corp / Rep of Korea
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14	Mathieu Aillerie	Signalis / Germany
15	David Turnage	Kelvin Hughes / UK
16	Jens. C. Pedersen	TERMA AS / Denmark
17	Werner Tewes	TERMA AS / Denmark
18	Dirk Eckhoff	Federal Waterways and Shipping / Germany
19	John Davis	Australian Maritime Systems / Australia
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Working Group 3 Training

	Name	Organisation / Country
1	Kevin Gregory (Chair)	International Harbour Masters Association / UK
2	Lilian Biber (Vice Chair)	NNVO / the Netherlands
3	Carlos F. Salinas	Sasemar / Spain
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9	Luis Pina	Directemar / Chile
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11	Seung Hee Choi	Korean Institute of Maritime and Fisheries Technology / Rep of Korea
12	Muhammad Khan	MCA / UK
13	Juan Manuel Ramos Jr	Coast Guard / Philippines
14	Mika Halttunen	Finnish Transport Agency / Finland
15	Jia Chyuan Chong	Maritime and Port Authority / Singapore
16	Chongyang Zhang	Maritime Safety Administration / China
17	Tom Dehmel	Federal Waterways and Shipping / Germany
18	Wim van 't Padje	STC / the Netherlands
19	Bagus Puguh	Navigation Directorate / Indonesia
20	Erika Marpaung	DG of Sea Transportation / Indonesia

ANNEX D List of Input Papers

Document number	Agenda item	Title
VTS39-1.2	1.2	Agenda
VTS39-1.4	1.4	Programme for the week
VTS39-2.1	2.1	Actions from VTS38
VTS39-2.2	2.2	(VTS38-14) Report of VTS38
VTS39-3.1.1	3.1	(ARM1-11.1.8) Liaison note to all committees on ways of working for the NAVGUIDE update
VTS39-3.1.2	3.1	(ENAV15-14.1.4) Liaison note to all Committees and PAP on IALA involvement with IMO SIP Tasks with Sec Addendum
VTS39-3.1.3	3.1	(ENAV15-14.1.7) Liaison note to Committees and PAP - Proposed Product Specification Numbering Scheme for IALA Domains
VTS39-3.1.4	3.1	(C59-8.1.3) revision 1 proposed new document scheme
VTS39-3.1.5	3.1	Submission MSC 95-19-e-nav
VTS39-3.1.6	3.1	(C59-8.1.4.2) revision 2 draft new committee policy and procedures
VTS39-4.1.1	4.1	C59 Report
VTS39-4.3.1	4.3	IALA IMO MSC94 Report rev2nw
VTS39-5.1	5.1	IALA dictionary update 1 doc1110 v20150302
VTS39-8.1.1	8.1	(VTS38-8.1.3) Close-quarter reporting by VTS
VTS39-8.1.2	8.1	(VTS38-8.1.4) Close-quarter reporting by VTS information
VTS39-8.1.3	8.1	(VTS38-8.1.5) Close-quarter reporting by VTS technical and legal issue (English and French)
VTS39-8.1.4	8.1	(VTS38-8.1.6) Measuring the effectiveness of VTS (Rev.1)
VTS39-8.1.5	8.1	(VTS38-12.2.6) VTS Manual Revision Status VTS38
VTS39-8.1.6	8.1	(VTS38-12.2.7) Draft Guideline_Incident-Accident_Reporting
VTS39-8.1.7	8.1	(VTS38-12.2.8) Draft Guideline - IMSAS
VTS39-8.1.8	8.1	STMID Netherlands (2.0 final)
VTS39-8.1.9	8.1	(VTS38-12.2.8) draft guideline imsas (NT Rev2)
VTS39-8.4.1	8.4	(VTS38-12.2.2) IALA VTS Strategy
VTS39-8.4.2	8.4	(VTS38-12.2.3) IALA VTS Strategy matrix
VTS39-8.4.3	8.4	(VTS38-12.2.4) IALA Questionnaire_no_track_changes
VTS39-8.4.4	8.4	iala_vts_strategy_wp1_10jan2015- shortened version for further discussion_comments NL VTS Group v0.3
VTS39-9.2.1	9.2	V-128_v10 (output inter-sessional meeting)
VTS39-9.2.2	9.2	VTS Intersessional Meeting Minutes v2
VTS39-9.2.3	9.2	SIGNALIS reservation on current status of IALA V128 recommendation
VTS39-9.2.4	9.2	Kongsberg Norcontrol IALA Recommendation V-128, Ed. 4 approval
VTS39-9.2.5	9.2	Making V.128 suitable for its readership - Vissim
VTS39-9.2.6	9.2	V-128_ed4_comments - 150316 JRC

Document number	Agenda Item	Title
VTS39-9.2.7	9.2	IALA Recommendation V-128, Ed. 4 approval - SG LEE of GCSC
VTS39-10.1.1	10.1	(VTS38-10.1.1) Authenticity, validation and security of certification
VTS39-10.1.2	10.1	draft guideline VTS Revalidation Process for VTSO 20150324
VTS39-10.1.3	10.1	draft Model Course Revalidation Process for VTS Personnel + pages input paper
VTS39-10.3.1	10.3	(VTS38-10.3.1) Develop Guidance on Human Factor Management in VTS (Rev 1)
VTS39-11.1	11	Work programme Summary Report (rev 3)
VTS39-11.2	11	2014-18 Work Programme Task Register v5master

ANNEX E List of Output and Working Papers

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

Number	Title	Status
VTS39-11.3	Work programme Summary Report	To VTS40
VTS39-11.4	2014-18 Work Programme Task Register	To VTS40
VTS39-12.1.1	Liaison Note on V-128	To Council to approve
VTS39-12.1.2	IALA VTS Strategy Paper	To Council to approve
VTS39-12.1.3	Liaison to Council on IALA Strategy for future VTS	To Council to approve
VTS39-12.1.4	Liaison note to ENAV regarding Proposed Product Specification Numbering Scheme	To ENAV to note
VTS39-12.1.5	Draft Recommendation V-128 Ed.4	To Council to approve
VTS39-12.1.6	Guideline on Preparation of Operational and Technical Performance Requirements	To Council to approve
VTS39-12.1.7	Liaison note in response to ARM - NAVGUIDE	To ARM to note
VTS39-12.1.8	IALA VTS Questionnaire final draft	To Council to approve
VTS39-12.1.9	Liaison to Council on VTS Questionnaire	To Council to approve
VTS39-14	Report VTS39	To Council to note

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

Number	Title	Status
VTS39-12.2.1	WG3 V-103-5 VTS Revalidation Model Course	To VTS40
VTS39-12.2.2	WG3 VTS Manual Chapters	To VTS40
VTS39-12.2.3	WG3 (VTS39-10.1.1) Authenticity, validation and security of certification	To VTS40
VTS39-12.2.4	WG2 input VTS Manual 2016	To VTS40
VTS39-12.2.5	WG2 technical acceptance of a VTS	To VTS40
VTS39-12.2.6	WG1-1.1.3 Draft Guideline Incident Accident Reporting JCC V1	To VTS40
VTS39-12.2.7	WG1-1.1.5 Draft Guideline IMSAS-rev.1	To VTS40
VTS39-12.2.8	WG1-1.3.1 Draft Guideline on VTS Communications	To VTS40
VTS39-12.2.9	WG1-1.4.4 Draft Guideline Zero Accident Campaign April-2015	To VTS40

Action Items

Action Items for Secretariat

- 1 The **Secretariat** is requested to forward the updated IALA VTS manual to VTS 40 for further review and consideration. 10
- 2 The **Secretariat** is requested to forward the draft Guideline on incident / accident reporting as input (VTS39-12.2.6) for VTS40. 10
- 3 The **Secretariat** is requested to forward the draft Guideline on IMSAS to VTS 40 (VTS39-12.2.7) for further review and consideration. 11
- 4 The **Secretariat** is requested to forward the draft documentation on VTS Communication (VTS39-12.2.8) to VTS 40 for further review and consideration. 11
- 5 The **Secretariat** is requested to forward the draft Guideline on Zero Accident Campaign (VTS39-12.2.9) to VTS 40 for further review and consideration. 11
- 6 The **Secretariat** is requested to forward output document VTS39-12.1.2 on the IALA VTS Strategy Paper, together with accompanying liaison note VTS39-12.1.3 to Council for approval and further considerations 12
- 7 The **Secretariat** is requested to forward the VTS Questionnaire to Legal Advisory Panel for their recommendations on data availability and security as regards how the collected information may be used. 12
- 8 The **Secretariat** is requested to forward the VTS Questionnaire as output document VTS39-12.1.8 to Council for approval and the liaison note VTS39-12.1.9 to Council for information. 12
- 9 The Secretariat is requested to forward the Liaison regarding updating the NAVGUIDE to IALA ARM Committee (VTS39-12.1.7) 12
- 10 The **Secretariat** is requested to forward working document VTS39-12.2.4 on the WG2 input of the VTS Manual 2016 as input for VTS40. 13
- 11 The **Secretariat** is requested to forward working document VTS39-12.2.5 on the technical acceptance of a VTS as input for VTS40. 13
- 12 The **Secretariat** is requested to forward draft Recommendation V-128 Edition 4 (VTS39-12.1.5) to Council for approval together with the accompanying liaison note to Council on V-128 (VTS39-12.1.1). 14
- 13 The **Secretariat** is requested to forward draft Guideline 1111 on Preparation of Operational and Technical Requirements for VTS Systems (VTS39-12.1.6) to Council for approval. 14
- 14 The **Secretariat** is requested to forward the liaison note from VTS to the ENAV Committee regarding VTS39-3.1.3 (ENAV15-14.1.7) to the ENAV Committee (VTS3912.1.4). 14
- 15 The **Secretariat** is requested to forward working document VTS39-12.2.1 as input for VTS40. 14
- 16 The **Secretariat** is requested to forward working document VTS39-12.2.2 as input for VTS40. 14
- 17 The **Secretariat** is requested to forward working document VTS39-12.2.3 as input for VTS40. 15
- 18 The **Secretariat** is requested to upload the updated versions of the VTS Work Programme VTS39-11.3 and VTS39-11.4 on the IALA web and make it input for VTS40. 15
- 19 The **Secretariat** is requested to forward the report of VTS39 (VTS39-14) after completion to the IALA Council, to note. 17

Action Items for Members

- 20 **Committee members** are requested to supply pictures for the VTS Manual 2016 to be sent to Neil Trainor and/or Paul Owen. 7
- 21 **Committee members** are requested to supply input on their procedures in incident / accident / near-miss reporting. 7
- 22 **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. 8
- 23 **Committee Members** are requested to send any relevant guidance, advice or documentation on effective oral communication to Thomas Southall (11
- 24 **Committee Members** are requested to continue drafting Chapter 11 of the WG2 input of the VTS Manual 2016 intersessionally. 13
- 25 **Committee members** are asked to consider becoming the IALA Field manager for VTS in the IALA S-100 subdomain. 14
- 26 **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 14
- 27 **Committee Members** are requested to advise interested parties of the Human Factors and Ergonomics in VTS workshop 15