Action Items VTS39

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](#_Toc418236797)
2. [The **Secretariat** is requested to forward the draft Guideline on incident / accident reporting as input (VTS39-12.2.6) for VTS40. 10](#_Toc418236798)
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](#_Toc418236799)
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](#_Toc418236800)
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](#_Toc418236801)
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](#_Toc418236802)
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](#_Toc418236803)
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](#_Toc418236804)
9. [The Secretariat is requested to forward the Liaison regarding updating the NAVGUIDE to IALA ARM Committee (VTS39-12.1.7) 12](#_Toc418236805)
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](#_Toc418236806)
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](#_Toc418236807)
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](#_Toc418236808)
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](#_Toc418236809)
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](#_Toc418236810)
15. [The **Secretariat** is requested to forward working document VTS39-12.2.1 as input for VTS40. 14](#_Toc418236811)
16. [The **Secretariat** is requested to forward working document VTS39-12.2.2 as input for VTS40. 14](#_Toc418236812)
17. [The **Secretariat** is requested to forward working document VTS39-12.2.3 as input for VTS40. 15](#_Toc418236813)
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](#_Toc418236814)
19. [The **Secretariat** is requested to forward the report of VTS39 (VTS39-14) after completion to the IALA Council, to note. 17](#_Toc418236815)

Action Items for Members

1. [**Committee members** are requested to supply pictures for the VTS Manual 2016 to be sent to Neil Trainor and/or Paul Owen. 7](#_Toc418236816)
2. [**Committee members** are requested to supply input on their procedures in incident / accident / near-miss reporting. 7](#_Toc418236817)
3. [**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](#_Toc418236818)
4. [**Committee Members** are requested to send any relevant guidance, advice or documentation on effective oral communication to Thomas Southall ( 11](#_Toc418236819)
5. [**Committee Members** are requested to continue drafting Chapter 11 of the WG2 input of the VTS Manual 2016 intersessionally. 13](#_Toc418236820)
6. [**Committee members** are asked to consider becoming the IALA Field manager for VTS in the IALA S-100 subdomain. 14](#_Toc418236821)
7. [**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](#_Toc418236822)
8. [**Committee Members** are requested to advise interested parties of the Human Factors and Ergonomics in VTS workshop 15](#_Toc418236823)