1. 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](#_Toc435639292)
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](#_Toc435639293)
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](#_Toc435639294)
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](#_Toc435639295)
5. [The **Committee Secretary** is requested to forward the worksheet MSP (VTS40-12.2.13) as a working document to VTS41. 12](#_Toc435639296)
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](#_Toc435639297)
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](#_Toc435639298)
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](#_Toc435639299)
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](#_Toc435639300)
10. [The **Committee Secretary** is requested to contact IMO fur further advice on the procedure of the campaign and report back to VTS41 for further considerations. 14](#_Toc435639301)
11. [The **Committee Secretary** is requested to forward working document on draft Guideline Zero Accidents Campaign (VTS40-8.4.1) to VTS41. 14](#_Toc435639302)
12. [The **IALA Secretariat** is requested to note the considerations above made by the VTS Committee as regards irregular mixed migration. 14](#_Toc435639303)
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](#_Toc435639304)
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](#_Toc435639305)
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](#_Toc435639306)
16. [The **Committee Secretary** is requested to forward working document on the portrayal of VTS information (VTS40-12.2.7) to VTS41. 15](#_Toc435639307)
17. [The **Committee Secretary** is requested to forward working document on the update of the VTS Manual (VTS40-12.2.8) to VTS41. 16](#_Toc435639308)
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](#_Toc435639309)
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](#_Toc435639310)
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](#_Toc435639311)
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](#_Toc435639312)
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](#_Toc435639313)
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](#_Toc435639314)
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](#_Toc435639315)
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](#_Toc435639316)
26. [The **Committee Secretary** is requested to forward the report of VTS40 (VTS40-14) after completion to the IALA Council, to note. 21](#_Toc435639317)

Action Items for Members

1. [**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](#_Toc433479373)
2. [**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](#_Toc433479374)
3. [**Committee members** are urgently requested to supply input on their procedures in incident / accident / near-miss reporting. 12](#_Toc433479375)
4. [**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](#_Toc433479376)
5. [**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](#_Toc433479377)
6. [**Committee members** are requested to provide comments on draft Chapter 11 (VTS40-12.2.8). 16](#_Toc433479378)
7. [**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](#_Toc433479379)
8. [**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](#_Toc433479380)
9. [**Committee members** are invited to participate the drafting group or advise relevant representatives of their national administrations. 20](#_Toc433479381)