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**VTS Committee**

**Task Register**

**2014-18 Work Programme**

(Update: Post VTS41, 11 March 2016)

*AISM* Association Internationale de Signalisation Maritime ***IALA***

**International Association of Marine Aids to Navigation and Lighthouse Authorities**

# Document Revision

Revisions to the IALA Document are to be noted in the table prior to the issue of a revised document

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| **Date** | **Page / Section Revised** | **Requirement for Revision** |
| 10 Oct 2014 | New Document | Draft considered at VTS38 and approved |
| 17 Apr 2015 | Updated Document | Task Register updated following outcomes from VTS39 |
| 10 March 2016 | Document reviewed | Updated following VTS41 |
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# Purpose of this Document

The purpose of this document is to maintain a register of VTS Committee Work Programme Tasks for 2014-18 which describes:

* The current status of each Task
* How the Task is linked to IALA’s Strategic Alignment
* Key changes to the Task during its development

Note: A copy of IALA’s Strategic Vision 2014-18 is at Annex 1.

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| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 1.1.1 Produce a Guideline on the use of decision support tools in VTS | | | |
| Objectives of the task | To provide guidance for VTS authorities on the use of decision support tools for VTS personnel. | | | |
| Expected outcome | IALA Guideline - Guidelines provide detailed information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operating and managing Aids to Navigation | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised.  **Strateg**y - S2: Improve and harmonise the delivery of VTS globally and in a manner consistent with international conventions, legislative frameworks and public expectations.  **Priority** – P10: Develop guidance on information management, portrayal, and new technologies for VTS. | | | |
| Scope (Describe key items that are in scope/out of scope) | To give guidance on the use of decision support tools for VTS personnel when considering decisions on evolving or emergency situations. | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones / Remaining key milestones for completing the task include:   * Document to be reviewed at VTS38 (October 2014) and forwarded to Council for approval * Approval by Council (December 2014) | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 08/08/2014 | Working Document from VTS37 | Task was carried over from 2010-14 Work Programme |
| 2.0 | 10/10/2014 | Guideline finalised | **Completed**  Finalised at VTS 38 and forwarded to Council for approval. |
|  |  |  |  | **Approved by Council - (December 2014)**   * Guideline 1110 on the Use of Decision Support Tools for VTS Personnel |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 1.1.2 Update the VTS Manual | | | |
| Objectives of the task | To provide a comprehensive reference document for Vessel Traffic Services (VTS). | | | |
| Expected outcome | Revised VTS Manual - aimed at a wide readership to encompass all who are in any way involved with the policy for provision, operation and effectiveness of VTS, including those with management responsibility at national level and those who deliver services to the mariner. | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised.  **Strateg**y – S2: Improve and harmonise the delivery of VTS globally and in a manner consistent with international conventions, legislative frameworks and public expectations.  **Priority** – P4: Develop guidance for the delivery of VTS, including communications, human factors, qualifications, and training. | | | |
| Scope (Describe key items that are in scope/out of scope) | To provide a comprehensive guide on Vessel Traffic Services (VTS) as well as a point of reference to all who are in any way involved with the policy for provision, operation and effectiveness of VTS, including those with management responsibility at national level and those who deliver services to the mariner. | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * Timetable for completing chapters to be completed at VTS38 (including allocation of tasks) * VTS Committee to review the Manual at VTS39 and VTS40 * Photos to be collected at the latest at VTS40 * VTS Committee to endorse final version at VTS41and forward to Council for approval * Release at VTS Symposium 2016 | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 | Revision of Manual | On-going Task - Document created with commencement of 2014-18 Work Programme |
| 9.0 | 10 Mar 2016 | Revision of Manual | **Completed**  Forwarded to Council for Approval, pending minor editorial changes. |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 1.1.3 Produce a Guideline on marine casualty / incident / reporting and recording, including near miss situations as it relates to VTS. | | | |
| Objectives of the task | To provide guidance on marine casualty / incident / reporting and recording, including near miss situations as it relates to VTS. | | | |
| Expected outcome | IALA Guideline - Guidelines provide detailed information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operating and managing Aids to Navigation | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strateg**y - S1: Develop standards suitable for direct citation by States in areas deemed important by the General Assembly, and continue to improve strong governance, including document policy and procedure for standards.  S2: Improve and harmonise the delivery of VTS globally and in a manner consistent with international conventions, legislative frameworks and public expectations.  **Priority** - P4: Develop guidance for the delivery of VTS, including communications, human factors, qualifications, and training. | | | |
| Scope (Describe key items that are in scope/out of scope) | To be reviewed at VTS42   * Focus to be directly related to VTS reporting * IMO Templates (e.g. Sitrep) not to be duplicated | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * Drafting sessions VTS38-41 * Final draft version for approval by Committee VTS42 and submitted to Council for approval. | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme |
| 1.3 | 10 Mar 2016 | Entire document | Forwarded to members for comment with a view to approval at VTS42 |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 1.1.4 Produce a Guideline on Maritime Service Portfolios for VTS | | | |
| Objectives of the task and expected output: | * Identification of present and potential services for VTS which may be covered by the Maritime Service Portfolio in accordance with its definition by IMO under  e-navigation; * Identification and defining servicing areas for VTS Maritime Service Folio’s based on user requirements and technical capabilities; * Development of a set of criteria and conditions for competent VTS authorities to decide on the harmonized implementation and operation of Maritime Service Portfolio’s; * Contribute from a VTS perspective to the further development of e-navigation, including the delivery of product specifications for Maritime Service Portfolio’s; | | | |
| Expected outcome | * Contribution to the further development of e-navigation, establishing the role and position of VTS in this concept; * Guideline providing guidance and advise on how to determine the need for new Maritime Service Portfolio for VTS and their implementation including the determination of servicing areas and coverage areas for relevant technical infrastructure; * Review of relevant IALA Guidelines, Recommendations and standards, where appropriate; | | | |
| Strategic Alignment | |  |  |  | | --- | --- | --- | | **Goal** G1 - Aids to navigation systems and related services, including e- Navigation,  Vessel Traffic Services, and emerging technologies, are harmonised through  international cooperation and the provision of standards | | | | **Strateg**y  S2 - Improve and harmonise the delivery of VTS globally and in a manner consistent  with international conventions, legislative frameworks and public expectations; | | | S3 - Harmonise the information structure, Maritime Service Portfolios, and communications for e-Navigation by creating standards, and by cooperation with other IGOs, to achieve worldwide interoperability of shore and ship systems, including IMO sustainability goals for a maritime transport system |   **Priority**  P3 - Develop guidance on positioning, communications, Maritime Service Portfolios, and data modelling for e-Navigation;  P6 - Develop a forward plan for future delivery of aids to navigation systems and related services including VTS, taking account of developments in technology and changing needs. | | | |
| Scope (Describe key items that are in scope/out of scope) | To be reviewed at VTS42 in consideration with IMO MSP 1-2-3 | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for progressing the task include:   * The approval of the Strategic Implementation Plan (SIP) by MSC94; * The approved Strategy for the future delivery of VTS will set the framework for the package of Maritime Service Portfolio’s for VTS * The delivery of a package of identified Maritime Service Portfolio’s for VTS, including product specifications, to the e-Navigation Committee for inclusion in the S-100 Register; | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme |
| 1.2 | 10 Mar 2016 | Entire Document | Forwarded to VTS42 |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 1.1.5 Produce a Guideline on Preparing for IMO Member State Audit Scheme (IMSAS) as it relates to VTS | | | |
| Objectives of the task and expected output: | Inform and prepare IALA Members of IMO Member State Audit Scheme as regards Vessel Traffic Services. | | | |
| Expected outcome | IALA Guideline - Guidelines provide detailed information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operating and managing Aids to Navigation | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strateg**y - S2: Improve and harmonise the delivery of VTS globally and in a manner consistent with international conventions, legislative frameworks and public expectations.  **Priority** - P10: Develop guidance on information management, portrayal, and new technologies for VTS. | | | |
| Scope (Describe key items that are in scope/out of scope) | Inform and prepare IALA Members of IMO Audit on Vessel Traffic Services. Based on :  - IALA Guideline 1055: Preparing for a Voluntary IMO Audit on Vessel Traffic Service  - IALA Guideline 1101 on Auditing and Assessing VTS,  - IMO Res.A.1067(28);  - IMO Res.A.1068(28);  - IMO Circular letter 3425; | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * Drafting sessions VTS38-40 * Final draft version for approval by Committee VTS40 and submitted to Council for approval. * Revocation of IALA Guideline 1055 | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme |
|  |  | 23 Oct 2015 |  | **Completed**  Forwarded to Council for Approval |
|  |  | 11 Dec 2015 |  | **Approved by Council - (December 2015)**   * Guideline 1115 – Preparing for an IMO Member State Audit Scheme |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 1.1.6 Produce a Guideline on Measures to Evaluate the Effectiveness of a VTS | | | |
| Objectives of the task and expected output: | To assist competent authorities and VTS authorities:   * Define measures to evaluate the effectiveness of a VTS; * Meet their obligations in accordance with Regulation 12 of Chapter V of SOLAS (Vessel traffic services), IMO Resolution A.857(20) *Guidelines for Vessel Traffic Services* and IALA *Recommendation V-119 on The Implementation of Vessel Traffic Services* with regards to ensuring that the VTS operational objectives have been met, and the problems identified and defined have been either alleviated or at least reduced to an acceptable or reasonably achievable level; and * Respond to the IMO Resolution A.1067(28) *Framework and Procedures for the IMO Member State Audit Scheme* with regards to how they implement and enforce SOLAS Chapter V (Safety of Navigation) Regulation 12. | | | |
| Expected outcome | IALA Guideline - Guidelines provide detailed information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operating and managing Aids to Navigation | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strategy** - S2: Improve and harmonise the delivery of VTS globally and in a manner consistent with international conventions, legislative frameworks and public expectations.  **Priority** - P6: Develop a forward plan for future delivery of aids to navigation systems and related services including VTS, taking into account of developments in technology and changing needs | | | |
| Scope (Describe key items that are in scope/out of scope) |  | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Develop a Guideline   * VTS41 – First Draft released – not considered at VTS41 due to other priorities * VTS42 – Review First Draft * VTS43 – Revisions * VTS44 – Final draft approved and submitted to Council for approval | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
|  | 1.0 | 10 Mar 2016 | Input Papers VTS41-8.1.7 and VTS411-8.1.8 noted | First Draft released but not considered at VTS41 due to other priorities  Forwarded to VTS42. |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 1.2.1 Produce a Guideline on public and media relations in special / defined circumstances | | | |
| Objectives of the task and expected output: | To provide guidance on public and media relations in special / defined circumstances VTS Centres and VTS authorities. | | | |
| Expected outcome | IALA Guideline - Guidelines provide detailed information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operating and managing Aids to Navigation | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strateg**y - S1: Develop standards suitable for direct citation by States in areas deemed important by the General Assembly, and continue to improve strong governance, including document policy and procedure for standards.  **Priority** - P4: Develop guidance for the delivery of VTS, including communications, human factors, qualifications, and training. | | | |
| Scope (Describe key items that are in scope/out of scope) | To be completed at VTS42 | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * VTS42 – First Draft * VTS43 – Revisions * VTS44 – Final Draft approved and submitted to Council for approval | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 1.3.1 Produce a Recommendation / Guideline on VTS Communications | | | |
| Objectives of the task and expected output: | To provide common phraseology and procedures for the delivery of precise, simple and unambiguous communications from a VTS to the bridge team and allied services. | | | |
| Expected outcome | IALA Recommendation - Recommendations provide direction to IALA members on uniform procedures and processes that will facilitate IALA objectives. IALA recommendations contain information on how members should plan, operate and manage Aids to Navigation. Recommendations may reference relevant International Standards and IALA Guidelines.  **or**  IALA Guideline - Guidelines provide detailed information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operating and managing Aids to Navigation. | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strateg**y - S1: Develop standards suitable for direct citation by States in areas deemed important by the General Assembly, and continue to improve strong governance, including document policy and procedure for standards.  S2: Improve and harmonise the delivery of VTS globally and in a manner consistent with international conventions, legislative frameworks and public expectations.  **Priority** - P2: Deliver a limited suite of high level standards suitable for direct citation by States and by other international organisations.  P4: Develop guidance for the delivery of VTS, including communications, human factors, qualifications, and training | | | |
| Scope (Describe key items that are in scope/out of scope) | This document should provide support to VTS personnel that will promote best practice in effective oral communication.  It should be a working document that is practical, limited in length and user friendly.  The document should, where possible, be harmonised with other existing relevant documentation that provide communication guidance. It will review and supplement the IMO SMCP VTS section. It should also provide fresh advice that is not only coaching new VTS personnel but guards against complacency with more experienced operators.  Key areas included in this document will be ground rules, message structure and a limited number of common phraseology. | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * VTS 39 - Research and scope. * VTS 40-42 – Development. * VTS 43 – Review of the document. * VTS 44 – Final draft approved and submitted to Council for approval | | | |
| **Task Revision** | **Ver** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme |
|  | 1.1 | 10 Mar 2016 |  | Document reviewed and forwarded to VTS42  Note: Workshop proposed to be hosted by Indonesia first quarter 2017 prior to VTS42 |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 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 | | | |
| Objectives of the task | This Task includes the following actions:   1. Develop an IALA VTS Strategy with regards to the delivery of VTS in a rapidly changing world; 2. Identification of possible implications for IMO Resolution A.857(20) Guidelines for Vessel Traffic Services.    1. Identify and document:       1. the strengths and weaknesses of IMO Resolution A.857(20) in setting the framework for the delivery of VTS;       2. developments in VTS since the existing Resolution was agreed and emerging trends that may be anticipated over the next 10-20 years;       3. possible limitations to addressing the emerging needs and developments for VTS within the existing provisions of IMO Resolution A.857(20). 3. Provide a draft IALA VTS Strategy Paper outline and requisite Policy Objectives for the development of VTS to meet the emerging needs and developments over the next 10-20 years | | | |
| Expected outcome | IALA VTS Strategy Paper for the development of VTS to meet the emerging needs and developments over the next 10-20 years | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strateg**y - S2: Improve and harmonise the delivery of VTS globally and in a manner consistent with international conventions, legislative frameworks and public expectations.  **Priority** - P6: Develop a forward plan for future delivery of aids to navigation systems and related services including VTS, taking into account of developments in technology and changing needs | | | |
| Scope (Describe key items that are in scope/out of scope) | Not Competed | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * VTS Committee finalises the draft ‘IALA Strategy on VTS’ paper and submits to Council (Mar 2015); * Endorsement by the Council of the draft ‘IALA Strategy on VTS’ paper’ (June 2015); * Possible identification for a further review of A.857(20) (Sep 2015). | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme  Carried over from 2010-14 Work Programme |
| 2.0 | 17 Apr 2015 | Document finalised | **Completed**  Completed at VTS39 and forwarded to Council for approval |
|  |  |  | Approved by Council May 2015 |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 1.4.2 Review/update/provide input to IMO on Resolution A.857(20) Guidelines for VTS | | | |
| Objectives of the task and expected output: | To ensure IMO Resolution A.857(20) Guidelines for Vessel Traffic Services continues to provide an effective IMO instrument to assist competent authorities implement and deliver VTS globally in a consistent and harmonised manner. | | | |
| Expected outcome | * A documented review of the Resolution in terms of its capacity to contribute to safety of life at sea, safety and efficiency of navigation and protection of the marine environment, noting changing expectations, needs, new and emerging technologies, and * Where potential amendments / changes are identified, documented clear and concise reasons for the change and the advantages/needs for progressing them. | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strategy** - S2: Improve and harmonise the delivery of VTS globally and in a manner consistent with international conventions, legislative frameworks and public expectations.  **Priority** - P6: Develop a forward plan for future delivery of aids to navigation systems and related services including VTS, taking into account of developments in technology and changing needs | | | |
| Scope (Describe key items that are in scope/out of scope) | To be completed at VTS42 pending agreement on the “Proposed Approach” | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * VTS41 - Draft “Proposed Approach” to commencing Review/update/provide input to INO Resolution A.857(20). * VTS42 – Approval of “Proposed Approach” / commence review. * Preparation of Unplanned Output for consideration by National Members as a template for submission to IMO pending committee agreement on the “Proposed Approach”. | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme  Task carried forwarded from VTS36 |
|  | 2.0 | 10 Mar 2016 |  | “Proposed Approach” prepared and forwarded to members for consideration at VTS42. |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 1.4.3 Develop and conduct a global VTS Questionnaire | | | |
| Objectives of the task | Collect statistical information on VTS through a stand-alone questionnaire for getting knowledge on the VTS globally | | | |
| Expected outcome | VTS Questionnaire conducted and Report released at VTS Symposium 2016 | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strategy** - S2: Improve and harmonise the delivery of VTS globally and in a manner consistent with international conventions, legislative frameworks and public expectations.  **Priority** - P4: Develop guidance for the delivery of VTS, including communications, human factors, qualifications, and training | | | |
| Scope (Describe key items that are in scope/out of scope) |  | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * WG1 to create a stand-alone questionnaire for VTS (VTS38) * WG2 and 3 to comment and to make additional input at VTS39 (April 2015) * VTS Committee to finalize questionnaire and to forward to Council for approval (VTS39) * VTS Committee (through IALA Secretariat) to send out VTS questionnaire to Competent Authorities (post VTS39) * Result of the questionnaire to be presented at VTS Symposium (August 2016) | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme |
| 2.0 | 17 Apr 2015 | Questionnaire finalised | Completed  Draft completed at VTS39 and forwarded to IALA for approval |
|  | 3.0 | 29 May 2015 |  | Approved by Council   * Council approved that the VTS questionnaire, after its review by LAP, be circulated to all IALA Members and its results published anonymously on the IALA Website |
|  | 3.0 | 23 Oct 2015 |  | Testing of web based application / Minor editorial on question phraseology and sequencing |
|  | 4.0 | 10 Mar 2016 |  | Final Testing of web based application  Application forwarded to IALA for approval/release on IALA website |
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| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 1.4.4 Produce a Guideline on preparing for Zero Accident Campaign | | | |
| Objectives of the task | To provide guidance on preparing a submission to the Zero Accident Campaign.. | | | |
| Expected outcome | IALA Guideline - Guidelines provide detailed information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operating and managing Aids to Navigation | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strateg**y - S1: Develop standards suitable for direct citation by States in areas deemed important by the General Assembly, and continue to improve strong governance, including document policy and procedure for standards.  **Priority** - P4: Develop guidance for the delivery of VTS, including communications, human factors, qualifications, and training. | | | |
| Scope (Describe key items that are in scope/out of scope) | IALA Guideline to assist Competent and VTS Authorities on the requirements and mechanism for submission and subsequent nomination to the Zero Accident Campaign. | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  XXX  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * VTS 39 - Initial scope and drafting. * VTS 40 - On Hold, pending IMO response. | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme  Carried over from 2010-14 Work Programme |
| 2.0 | 23 Oct 2015 |  | **On Hold -** Pending IMO response. |
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| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 2.1.1 Produce a Recommendation on the portrayal of VTS information and data | | | |
| Objectives of the task | To provide guidance on the portrayal of VTS information and data. | | | |
| Expected outcome | IALA Recommendation - Recommendations provide direction to IALA members on uniform procedures and processes that will facilitate IALA objectives. IALA recommendations contain information on how members should plan, operate and manage Aids to Navigation. Recommendations may reference relevant International Standards and IALA Guidelines. | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strateg**y - S1: Develop standards suitable for direct citation by States in areas deemed important by the General Assembly, and continue to improve strong governance, including document policy and procedure for standards.  **Priority** - P4: Develop guidance for the delivery of VTS, including communications, human factors, qualifications, and training. (Plus P10?) | | | |
| Scope (Describe key items that are in scope/out of scope) | To be completed at VTS40 | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * To be completed at VTS40 | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme |
|  | 2.0 | 10 Mar 2016 |  | Output from the Bremen Workshop (May 2013) incorporated to create a structure for the proposed guidance.  Forwarded to VTS42 |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 2.2.1 Develop Guidance on the technical acceptance of a VTS system | | | |
| Objectives of the task | The provide guidance on the technical acceptance of a VTS system. | | | |
| Expected outcome | IALA Guideline - Guidelines provide detailed information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operating and managing Aids to Navigation | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strateg**y - S1: Develop standards suitable for direct citation by States in areas deemed important by the General Assembly, and continue to improve strong governance, including document policy and procedure for standards.  **Priority** - P4: Develop guidance for the delivery of VTS, including communications, human factors, qualifications, and training. | | | |
| Scope (Describe key items that are in scope/out of scope) | To be completed at VTS42 | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * To be completed at VTS42 | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme |
| 2.0 | 10 Mar 2016 |  | Progressing this Task highlighted that rather than create a Guideline the objectives of this Task would be better achieved through a review/update of existing Guideline 1111 on Preparation of Operational and Technical Performance Requirements for VTS Systems (Chap 13 Verification & Validation).  Forwarded to VTS42. |
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| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 2.2.2 Review V-128 on Operational and Technical Performance Requirements for VTS Equipment | | | |
| Objectives of the task | To assist VTS Authorities in the definition, establishment and upgrades of a VTS system. The document addresses the relationship between the Operational Requirements and VTS system performance requirements. | | | |
| Expected outcome | IALA Recommendation - Recommendations provide direction to IALA members on uniform procedures and processes that will facilitate IALA objectives. IALA recommendations contain information on how members should plan, operate and manage Aids to Navigation. Recommendations may reference relevant International Standards and IALA Guidelines. | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strateg**y - S1: Develop standards suitable for direct citation by States in areas deemed important by the General Assembly, and continue to improve strong governance, including document policy and procedure for standards.  **Priority** - P4: Develop guidance for the delivery of VTS, including communications, human factors, qualifications, and training. | | | |
| Scope (Describe key items that are in scope/out of scope) |  | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. |  | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme  Carried over from 2010/14 Work Programme |
|  | 2.0 | 17 Apr 2015 | Task progressed as a high-level Recommendation and an associated Guideline[[1]](#footnote-1) | **Completed**  Forwarded to Council for approval as a Recommendation and associated Guideline. |
|  |  |  |  | **Approved by Council - (December 2015)**   * Recommendation V-128 Ed 4 on Operational and Technical Performance of VTS Systems * Guideline 1111 on Preparation of Operational and Technical Requirements for VTS Systems |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 2.3.1 Provide a Guideline on the technical interface between VTS systems and the systems of other stakeholders | | | |
| Objectives of the task | The provide guidance on the technical interface between VTS systems and the systems of other stakeholders. | | | |
| Expected outcome | IALA Guideline - Guidelines provide detailed information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operating and managing Aids to Navigation | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strateg**y - S1: Develop standards suitable for direct citation by States in areas deemed important by the General Assembly, and continue to improve strong governance, including document policy and procedure for standards.  **Priority** - P4: Develop guidance for the delivery of VTS, including communications, human factors, qualifications, and training. | | | |
| Scope (Describe key items that are in scope/out of scope) | To be completed at VTS42 | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * To be completed at VTS42 | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme |
| 2.0 | 10 Mar 2016 |  | Development of guidance highlighted that rather than create new guidance, existing IALA guidelines could be reviewed / amended to achieve the same goal. These include:   * Guideline 1086 Global Sharing of Maritime Data * Guideline 1102 VTS Interaction with Allied Services   Proposal is to review/update Guideline 1102 together with appropriate content of 1086 to produce an updated version of 1102 and then, if appropriate, cease 1086.  Forwarded to VTS42. |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 3.1.1 Develop a Model Course on Revalidation Process for VTS Certification | | | |
| Objectives of the task | To develop a Model Course to assist National Competent Authorities, VTS Authorities and accredited VTS Training Organisations in preparing and delivering revalidation training for VTS personnel. The Model Course should also establish core principles for the continuing professional development of VTS Professionals. | | | |
| Expected outcome | IALA Model Course – Model Courses are training documents which define the level of training and knowledge needed to reach levels of competence defined by IALA. | | | |
| Strategic Alignment | **Goal** - G1: Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strategy** - S1: Develop standards suitable for direct citation by States in areas deemed important by the General Assembly, and continue to improve strong governance, including document policy and procedure for standards.  **Priority** - P4: Develop guidance for the delivery of VTS, including communications, human factors, qualifications, and training. | | | |
| Scope (Describe key items that are in scope/out of scope) | To identify and describe the key elements of VTS Revalidation training and continuing professional development training that are required for VTS Personnel who remain in continuous service.  To identify and describe the process of Revalidation training for VTS personnel who have had a break in service. | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * Agree the key definitions related to the concept of Refresher and Revalidation training at VTS38. * Progress the draft Model Course by means of an inter-sessional sub group. * Complete a draft Model Course for approval during VTS40. | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme |
| 1.1 | 14 Apr 2015 | Proposed outcome changed from a Guideline to a Model Course | Proposed outcome changed to a Model Course following Council 59 decision |
|  | 2.0 | 10 Mar 2016 |  | **Completed**  Forwarded to Council for Approval |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 3.1.2 Produce a VTS Training Manual to complement the V-103 and its model courses | | | |
| Objectives of the task | To produce a VTS Training Manual to complement IALA Recommendation V-103 and the associated Model Courses and Guidelines. | | | |
| Expected outcome | IALA Manual - IALA Manuals provide an overall view of a wide subject area | | | |
| Strategic Alignment | **Goal**  - G1 Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strategy** - S2 Improve and harmonize the delivery of VTS globally and in a manner consistent with international conventions, legislative frameworks and public expectations.  **Priority** - P4 Develop guidance for the delivery of VTS, including communications, human factors, qualifications and training. | | | |
| Scope (Describe key items that are in scope/out of scope) | To produce a compendium of resources and references that provides practical support to assist in the implementation of the relevant IALA Recommendations, Model Courses and Guidelines related to VTS training.  The VTS Training Manual will provide advice and guidance on contemporary educational best practice. | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * Agree the key concept and framework of a VTS Training Manual at VTS40. * Complete a draft VTS Training Manual for approval at VTS44. * Launch VTS Training Manual at IALA Conference 2018. | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme |
| 1.1 | 14 Apr 2015 |  | Timeframe adjusted to reflect workload of working group. |
|  | 1.2 | 10 Mar 2016 |  | Work undertaken on requirements and scope. Forwarded to VTS42. |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 3.3.1 Develop guidance on human factors and Ergonomics in VTS | | | |
| Objectives of the task | Develop guidance on human factors and ergonomics in VTS. | | | |
| Expected outcome | IALA Guideline - Guidelines provide detailed information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operating and managing Aids to Navigation | | | |
| Strategic Alignment | **Goal**  - G1 Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strategy** - S2 Improve and harmonize the delivery of VTS globally and in a manner consistent with international conventions, legislative frameworks and public expectations.  **Priority** - P4 Develop guidance for the delivery of VTS, including communications, human factors, qualifications and training. | | | |
| Scope (Describe key items that are in scope/out of scope) | This task will not consider the portrayal of data on VTS equipment.  To examine the following themes as they apply to VTS operations:   * Stress and fatigue, * Decision making, * Staffing levels and working processes/patterns, * Personal attributes, * Ergonomics and design of VTS Centres. | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * Agree a workshop proposal at VTS38 with the aim for Council approval. * Pending Council approval, host a Human Factors and Ergonomics in VTS workshop between the 12th and 16th October 2015 in Gothenburg, Sweden. * Formulate a Guideline on Human Factors | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme  Tasks 3.3.1 and 3.3.2 merged following Council suggestion. |
|  | 1.1 | 14 Apr 2015 | Expected sessions for completion/work description | Timeframe adjusted to reflect scheduling and location of workshop and likely time needed to formulate the subsequent guidance. |
|  |  | 10 Mar 2016 |  | Input Paper reviewed – Full work to commence at VTS 42 |

| **VTS Committee – 2014-18 Work Programme** | | | | |
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| **TASK** | 3.4.1 Develop a Guideline on VTS Awareness for Navigating Officers | | | |
| Objectives of the task | Develop a Guideline on VTS Awareness for Navigating Officers suitable for use by a range of bodies including National Competent Authorities, STCW Training Organisations and shipping owners/organisations. The Guideline should be prepared with a view to influencing further revisions of the STCW Code. | | | |
| Expected outcome | IALA Guideline - Guidelines provide detailed information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operating and managing Aids to Navigation | | | |
| Strategic Alignment | **Goal**  - G1 Ensure that aids to navigation systems and related services, including e-Navigation, Vessel Traffic Services, and emerging technologies, through international cooperation and the provision of standards are harmonised  **Strategy** - S1 Position IALA as the source of standards, knowledge, and expertise that will enable states to undertake and share the technical development of aids to navigation in accordance with UNCLOS, SOLAS and other obligations.  **Priority** - P4 Develop guidance for the delivery of VTS, including communications, human factors, qualifications and training. | | | |
| Scope (Describe key items that are in scope/out of scope) | To provide guidance to the users of a VTS with the aim of fostering a greater awareness of the types of service, capabilities and constraints/limitations of VTS.   * Types of service, * General procedures used by VTS * Communication and standardised phraseology methodology. | | | |
| Expected Sessions for Completion: | Session number:  38 39 40 41 42 43 44  X  X  X | | | |
| Brief and concise description of the work to be undertaken and programme milestones where appropriate. | Key milestones for completing the task include:   * Agree scope of Guideline at VTS42. * Formulate Guideline with the aim for approval at VTS44. | | | |
| **Task Revision** | **Ver.** | **Date** | **Part / Section Revised** | **Status** |
| 1.0 | 10 Oct 2014 |  | Document created with commencement of 2014-18 Work Programme |
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# Annex 1: IALA’s Strategic Vision 2014-2026 (Approved by IALA Council C56 – 2013-12-11)



1. VTS 39 concluded the Task would be best progressed recommendation that the guidance on the operational and technical performance of VTS systems be provided under the following structure:

   A Recommendation providing high-level guidance for Competent Authorities and VTS Authorities to meet their obligations for the establishment and operation of VTS systems, and

   An associated Guideline providing detailed information to assist Competent Authorities and VTS Authorities in the preparation and establishment of operational and technical performance requirements of standards and specifications for VTS systems. [↑](#footnote-ref-1)