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**43rd Meeting of the Vessel Traffic Services Committee (VTS43)**

The 43rd meeting of the **VTS Committee** will be held from 20 – 24 March 2017, at IALA, St. Germain en Laye, France

The opening plenary will commence at 1300 on Monday 20 March 2017, and the closing plenary will end at approximately 1300 on Friday 24 March.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at 0900 on Monday 20 March.

**Preliminary Agenda**

1. Introduction
   1. Administration and Safety Briefing
   2. Approval of agenda
   3. Apologies and introductions
   4. Programme for the week
2. Review of action items from last meeting
   1. Review of action items from VTS42
   2. Final Report from VTS42 - for reference
3. Review of input papers
   1. IALA Standards
   2. VTS Committee related input
   3. Input from other Committees
4. Reports from other bodies:
   1. IALA Council – 63rd Session, December 2016
   2. Policy Advisory Panel (PAP) - PAP32, October 2016
   3. IMO
5. Reports from rapporteurs

* Risk Management Toolbox

1. Presentations (15 minutes)

* Update WWA activities Gerardine Delanoye
* PortCDM Michael Bergmann
* Capacity building VTS Operators in ASEAN region Eiichi Masuda
* Electronic QMS Thomas Erlund

1. Establish Working Groups
2. WG1 - TD# 1 – Operations
   1. Produce a Guideline on Marine Casualty Incident Reporting and Recording, including Near Miss Situations and it relates to VTS (Task 1.1.3)
   2. Produce a Guideline on Maritime Service Portfolios for VTS (Task 1.1.4)
   3. Produce a Guideline on Measures to Evaluate the Effectiveness of a VTS (Task 1.1.6)
   4. Produce a Guideline on Public and Media Relations in special / defined circumstances (Task 1.2.1)
   5. Produce a Recommendation / Guideline on VTS Communications (Task 1.3.1)
   6. Review / update input to IMO on Resolution A.857(20) Guidelines for VTS (Task 1.4.2)
3. WG2 - TD# 2 – Technology
   1. Produce a Recommendation on the Portrayal of VTS Information and Data (Task 2.1.1)
   2. Develop Guidance on the Technical Acceptance of a VTS System (Task 2.2.1)
   3. Provide a Guideline on the Technical Interface between VTS Systems and the systems of other Stakeholders (Task 2.3.1)
4. WG3 - TD# 3 – VTS Training
   1. Produce a VTS Training Manual to complement the V-103 and its model courses (Task 3.1.2)
   2. Review and update V-103 on the Standards for Training and Certification of VTS Personnel and other IALA guidance to reflect the introduction of V-103/5 (Task 3.1.3)
   3. Develop guidance on human factors and ergonomics in VTS (Task 3.3.1)
   4. Develop a Guideline on VTS Awareness for Navigating Officers (Task 3.4.1)
5. Work Programme
   1. Current Work Programme (2014 – 2018)
   2. Future Work Programme (2018 - 2022)
6. Review of output and working papers
   1. Output papers
   2. Working papers
7. Any Other Business
8. Review of session report
9. Date and venue of next meeting
10. Close of the meeting