



VTS46-2.2.1

REPORT OF THE 45<sup>TH</sup> SESSION OF THE  
IALA VESSEL TRAFFIC SERVICES  
(VTS) COMMITTEE  
1 to 5 October 2018

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## Report of the 45<sup>th</sup> Session of the IALA Vessel Traffic Services (VTS) Committee

### Executive Summary

The 45<sup>th</sup> Session of the VTS Committee was held at IALA Headquarters from 1 to 5 October 2018.

96 Delegates from 27 countries, 4 sister organisations and 1 observer participated in VTS45. This included 16 participants for the first time;

This was the first meeting for the 2018-2022 Work Programme and the VTS Committee considered 63 input papers and produced 16 output papers of three Working Groups.

Key outputs included:

The completion of the following new or revised Recommendations and Guidelines:

- Recommendation R0127 on VTS Operations;
- Guideline G1141 on Operational Procedures for VTS;
- Guideline G1142 on The provision of Local Port Services other than VTS;
- Guideline G1045 on Staffing Levels at VTS Centres;

A template description was drafted for a joint IALA, WMO and IHO submission to IMO on Maritime Services.

A reference document was completed for the IALA documentation related to VTS and will be available on the IALA website.

Significant progress was made with regards to the revision of IMO Resolution A.857(20) Guidelines on Vessel Traffic Services (Task 1.1.1), including completion of:

- A Work Programme for completing the revised/new resolution for submission to the IMO for their consideration in late 2019;
- A proposal for a workshop (May 2019) to broaden participation and engagement in preparing the draft revision and assist the Committee finalise the draft revision;
- '*Guiding principles*' for drafting the revised/new resolution for VTS;
- A first draft of a revised/new resolution for VTS.

The following liaison notes were prepared:

- To Council to approve the draft Recommendations and Guidelines as given above;
- To Council for approving to hold a workshop on the revision of IMO Resolution A.857(20) Guidelines for VTS;
- To Council to inform about the status of the revision of IMO Resolution A.857(20) Guidelines for VTS;
- To LAP to seek advice for the revision of IMO Resolution A.857(20) Guidelines for VTS;
- To IMO NCSR about the IALA activities with regard to revision of IMO Resolution A.857(20) Guidelines for VTS;
- To IHMA to inform about the revision of Guideline 1111;
- To ENAV on S-200 specifications for IVEF service;
- To ENAV to review the draft Guideline on Maritime Services.

Based on the Work Programme 2018-2022 a VTS Task Plan was completed.



**14<sup>TH</sup> IALA Symposium**  
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## Overall status of the VTS Committee 2018-2022 Work Programme after VTS45:

Task		Start Session	Planned End Session	Revised End Session	Progress Indicator			Status Overview
					Green	Yellow	Red	
<b>TD#1 – Operations</b>								
1.1.1	Revision of IMO Resolution A.857(20) Guidelines on Vessel Traffic Services	45	47					
1.1.2	Review and update V-119 on the Implementation of Vessel Traffic Services (R0119) (Output to be a revised Recommendation and associated Guideline)	47	50					
1.1.3	Develop Model Course on planning, implementing, operating and managing VTS in developing countries	48	49					
1.1.4	Develop Guideline on the Provision of Local Port Services (LPS)	45						Completed G1142
1.2.1	Review and update V-127 on Operational Procedures for Vessel Traffic Services (Output to be a revised Recommendation and associated Guideline)	45	51					Split into R0127 and G1141 completed GL Revision ongoing
1.2.2	Update Guideline 1110 on Decision Support Tools for VTS Personnel (take into account emerging concepts and technologies)	49	50					
1.2.3	Develop a Guideline for Promulgating the Requirements of a VTS to Mariners – A VTS Users Guide Template	45	46					
1.2.4	Develop Guideline on Maritime Services for VTS	45	50					
1.2.5	Develop a Guideline on the implications of maritime autonomous surface ships from a VTS perspective	50	51					
1.2.6	Develop Guideline on how to develop a safety culture in VTS	50	51					
1.2.7	Develop Guideline on the development and implementation of VTS related MS's other than MS 1, 2 and 3	46	48					
1.2.8	Develop a IALA Reference List on IALA Documentation Relating to VTS	45						Completed Continued update by Sec.
1.3.1	Develop Guideline on VTS Voice Communications, Phrases/Phraseology	45	48					
1.3.2	Develop Recommendation on Digital information transfer between ship and shore in VTS operations (Operational aspects)	50	51					
1.4.1	Update and publish the VTS Manual and develop related procedures for its future management	46	48					Chair to organise Coord Group
1.4.2	Develop procedures for the ongoing management and conduct of the Global VTS Questionnaire	45	46					Chair to organise Coord Group
1.4.3	Prepare a “living document” on “Future VTS”, including emerging technologies and human element	49	51					
1.4.4	Produce a Guideline on preparing for Zero Accident Campaign							On hold pending IMO decision

Task		Start Session	Planned End Session	Revised End Session	Progress Indicator			Status Overview
					Green	Yellow	Red	
<b>TD#2 – Technology</b>								
2.1.1	Develop Guideline on the portrayal of VTS information and data (both operational and technical aspects)	45	48					
2.1.2	Develop Recommendation on Cyber-Security (lead ENG, all Committees via Workshop)	47	50					
2.2.1	Review and update Recommendation V-128 on Operational and Technical Performance of VTS Systems	48	51					
2.2.2	Review and update Guideline 1111 on Preparation of Operational and Technical Performance Requirements for VTS Systems	45	48					
2.2.3	Develop Guideline on the technical acceptance of a VTS system	45	46					
2.3.1	Develop a data model for digital information services for VTS (e.g. route exchange)	45	47					
2.3.2	Review and update Recommendation V-145 on the Inter-VTS Exchange Format (IVEF) Service (Output to be a revised Recommendation and associated Guideline)	48	51					
<b>TD#3 –Training</b>								
3.1.1	Develop Guideline on human factors and ergonomics in VTS	46	49					
3.2.1	Develop Guideline on the management of a VTS	45	49					
3.2.2	Review, update and reformat Guideline 1045 on Staffing Level at VTS centres	45	47					
3.3.1	Review and update V-103 on the Standards for Training and Certification of VTS Personnel and its associated Model Courses.	45	48					
3.3.2	Review and update Guideline 1017 on Assessment of Training Requirements for Existing VTS Personnel, Candidate VTS Operators, Revalidation of VTS Operator Certificates	47	50					
3.3.3	Produce a VTS Training Manual to complement V-103 and its model courses	48	51					
3.4.1	Review and update Guideline 1014 on the Accreditation and Approval Process for VTS Training	48	51					
3.5.1	Develop guidance on VTS awareness for navigating officers	45	46					

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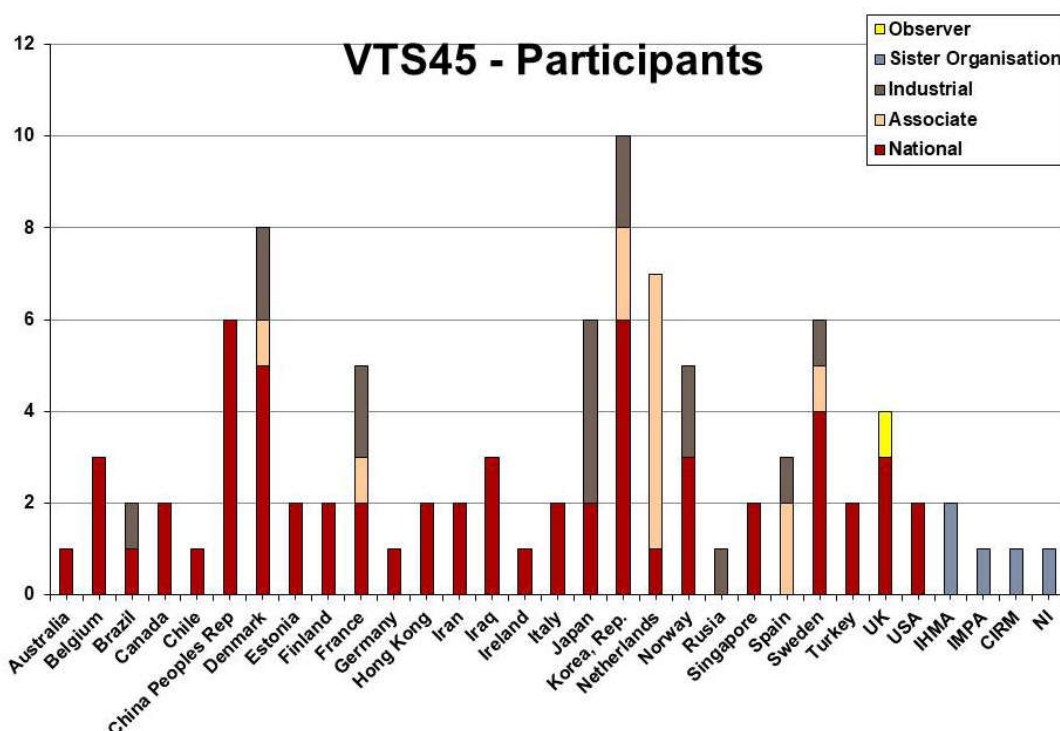


## Report of the 45<sup>th</sup> Session of the IALA Vessel Traffic Services (VTS) Committee

### 1. INTRODUCTION

The 45<sup>th</sup> meeting of the VTS Committee was held from 1 to 5 October 2018 at IALA with Monica Sundklev as Chair and Dirk Eckhoff as Vice-Chair. The Secretary for the meeting was Wim van der Heijden.

96 Participants from 27 countries and 4 Sister organisations participated in VTS45; 16 for the first time. There was 1 observer.



Monica Sundklev introduced herself as the new Chair of the VTS Committee and also introduced Dirk Eckhoff as the new Vice-Chair and the Committee Secretary. The Chair welcomed all participants to VTS45 being the first meeting of the working period 2018 – 2022. A special welcome was addressed to delegates participating for the first time. She was happy to inform that the participation of the VTS Committee meeting has been increased again.



#### 1.1 Administrative announcements

Paper VTS45-1.1 (presentation) refers

The Secretary carried out the safety and administration brief which is also available at the registration desk.



He informed shortly about WiFi access, Fileshare facility and the printing facilities in the Lounge area.

The following question was asked:

*Does anyone present have the knowledge of any patents, including pending Patents, held either by themselves or by other organisations or individuals, the use of which may be required to practice or implement the content of IALA Documents being developed or worked on in this Committee?*

No patents were noted.

The following statement on the IALA General Data Protection Policy was made:

*IALA has a policy regarding compliance with the General Data Protection Regulations. IALA will include a list of participants with their contact information in the report of this meeting. Any participant who wishes to remove their information from the participants list should advise the Committee Secretary as soon as possible.*

## 1.2 Welcome from IALA

The Secretary-General welcomed all participants to VTS45. He memorised shortly the leadership from Tuncay Çehreli who got another function due to re-organisations in his Administration. He also thanked Neil Trainor as Vice-Chair of the VTS Committee for many years.

The 18<sup>th</sup> IALA Conference and the General Assembly meeting in Korea were very successful and he thanked Korea for the perfect organisation of these important events. He referred to a number of valuable conclusions of the Conference, also for the VTS Committee as reflected in the Conference report.

He attended on changes in the Secretariat. Contracts with consultants will be ended on the end of 2018. This concerns Michael Card, Deputy Secretary-General, Stephen Bennett, Vice-Dean of the WWA and Seamus Doyle and Wim van der Heijden, both Committee Secretary. In addition he welcomed for Tom Southall, mainly secretary work, and Kevin Gregory, mainly WWA work, who will be full time employed by IALA.

The Deputy Secretary-General attended to the new work period 2018 – 2022 with some relevant changes based on decisions of the General Assembly meeting in Korea this year. The revision of the Strategic Vision for the next eight years was approved and available on the IALA website. Also approved are the first seven high level IALA Standards which gives an overview of the IALA Recommendations, both normative and informative.

The 67<sup>th</sup> Council meeting approved the new work programme for all Committees based on the new document policy. Derived from the work programme are Task Lists for each individual Committee. Some Committees have slightly changed their responsibilities and the new Committee structure has been published.

## 1.3 Approval of the agenda

The agenda was reviewed and approved (VTS45-1.2).

## 1.4 Introductions and apologies

The Chair welcomed the new participants of the Committee (see annex B). No apologies were received.

The former Chair, Tuncay Çehreli, send his best regards to all and wished the Committee a good and successful meeting.

## 1.5 Programme for the week

The Chair explained the programme for the week (VTS45-1.4) which was adopted.

The Chair highlighted two important items to work on during this meeting:

- The revision of IMO Resolution A.857(20), where the Committee should finalize input documents to IMO sub-committee NCSR 6, and
- Finalizing the template for Maritime Services 1-3 for a joint submission to the upcoming IMO/IHO HGDM meeting. Since this task was requested to be finalized earlier for IALA Council approval, the Chair

requested the Committee Members to consider the templates to be approved on Wednesday, but after a short discussion it was decided that the templates would be up for decision in plenary on Thursday after lunch.

## **2. REVIEW OF ACTION ITEMS FROM VTS44**

Input paper VTS45-2.1 refers.

The Committee Secretary informed that all Secretariat actions from VTS44 were completed. There were no actions from Committee participants.

The report of VTS44 (VTS45-2.2) was noted.

## **3. REVIEW OF INPUT PAPERS**

Input papers are numbered in line with the agenda.

During the plenary meeting there were no dedicated Committee related inputs nor input from other Committees received.

## **4. REPORTS FROM OTHER BODIES**

### **4.1 19<sup>th</sup> IALA Conference**

The Committee noted the report of the 19<sup>th</sup> IALA Conference in Incheon, Republic of Korea, paper VTS45-4.1. The Committee was attended to the conclusions and the remark on VTS communications in particular. Also the importance of the revision of IMO Resolution A.857(20) was highlighted.

### **4.2 IALA Council**

The Committee noted the Council report of the 65<sup>th</sup> Session, IALA, December 2017;,, paper VTS44-4.2.1 refers.

The Chair informed briefly about the report and informed that all finalised Recommendations and Guidelines from VTS44 were approved. Also approved was the request to hold a workshop connected to VTS46 in Korea in February 2019.

The Committee noted the Council report of the 66<sup>th</sup> and 67<sup>th</sup> Sessions, IALA, May 2018; paper VTS44-4.2.2 and VTS45-4.2.3 refers.

The new Council approved the work programme of all Committees which forms the basis for the task description in the four Committees. The Council also approved the nominations for Chairs and Vice-Chairs of the four Committees during the work period 2018 – 2022.

### **4.3 IALA Policy Advisory Panel**

The Committee noted the reports of PAP34 and PAP35; papers VTS45-4.3.1 and VTS45-4.3.2 refers.

There were no special remarks for the VTS Committee.

### **4.4 Seminar on Arctic Navigation**

The Committee noted the report of a seminar hold on Arctic Navigation, November 2017; paper VTS45-4.4 refers. The Committee was attended to the six conclusions of this event.

### **4.5 IMO**

Input papers VTS45-4.5.1, VTS45-4.6.2, VTS45-4.6.3 and VTS45-4.6.4 refers.

The Committee noted the reports of IMO.

Attention was given on the report of IMO MSC99 with respect to the approval of the new agenda item for NCSR 7 in 2020 on the revision of IMO Recommendation A.857(20) Guidelines for vessel traffic services.

#### 4.6 IHO

Input paper VTS45-4.6.1 refers.

This report concerns the first Technical Coordination meeting between IALA and IHO. Focus was on the developments in S-100 and S-200. Also the implementation of the concept of Maritime Service Portfolios (MSP) was discussed. For that issue see also VTS45-4.7.1 and VTS45-4.7.2 on the joint submission of a Template for Maritime Services to IMO. A second meeting took place recently. The report is expected soon.

### 5. REPORTS FROM RAPPORTEURS

#### 5.1 CG on revision of IMO Resolution A.857(20)

Rapporteur: Neil Trainor

Input paper VTS45-8.1.8 refers.

The rapporteur gave an overview of the activities of the Correspondence Group established at the intersessional meeting of WG1 on the Revision of IMO Resolution A.857(20) in April to progress outcomes from the meeting for consideration at VTS45, highlighting:

- 24 Committee members from 14 organisations, representing Competent Authorities, VTS Authorities, Sister Organisations and industrial members, participated in the Group.
- That, in preparing its input to VTS45, the Group focussing on the “key areas” identified in the IMO submission for a revision of the Resolution (MSC 99/20/3) and the outcomes from the Intersessional Meeting in April.
- The report from the Group (VTS45-8.1.8) and the key output documents prepared for consideration at VTS45 (see Agenda Item 8.1), including:
  - The draft Work Programme for completing the revised/new resolution for submission to the IMO for their consideration in late 2019;
  - The draft proposal for a workshop (May 2019) to broaden participation and engagement amongst stakeholders in preparing the revision for submission to the IMO;
  - ‘Guiding principles’ and draft skeleton to commence drafting the revised/new resolution in a manner that will ensure the outcomes identified in the IMO submission (MSC99/20/3) are achieved.

The Committee expressed their appreciation to the Correspondence Group for their efforts in preparing the documents listed above.

### 6. PRESENTATIONS

#### 6.1 IALA World-Wide Academy (WWA)

Paper VTS45-6.1 (presentation) refers.

The presentation was made by Gerardine Delanoye.

The presentation showed the main activities of the WWA based on the strategic goals for IALA and the achievements of the WWA on this respect. The increase of ATO’s and Level 1 AtoN Manager Courses was presented but there is still a need for African countries in particular. The activities are based on three pillars: Education and Training, Capacity Building and Research and Development.

## 6.2 Statistical Analysis of the Questionnaire on the Revision of IMO Resolution A.857(20)

Paper VTS45-6.3 (presentation) refers.

The presentation was given by Shengli Jin and Wei Wang

The China MSA presented the result of a questionnaire and what the mariners wanted to be revised of IMO Resolution A.857(20). The questionnaire covered 1229 VTS users and 492 VTS personnel. Main results were that many definitions are unclear or ambiguous for users. The majority believed that IALA Standards relating to VTS should be recognised. The status of VTS beyond territorial waters as well as the responsible tasks of VTS operators should also be clarified. The revised resolution should define the role of all VTS staff.

A unified VTS user guide should be developed and additional advices and clarifications were presented.

## 6.3 New Structure on S-200

Paper VTS45-6.4 (presentation) refers.

The presentation was given by Minsu Jeon

The new Committee Structure on Data modelling as approved by Council (C65) was presented.

A diagram showed the involvement and responsibilities of the IALA Committees on this subject.

Also the role of IALA as a submitting body and domain controller was explained.

## 6.4 S-211 development

Paper VTS45-6.5 (presentation) refers.

The presentation was given by Michael Bergmann

The Port Call Message Format (PCMF) was developed in MonaLisa2 and STM validation project and finally accepted by IALA as S-211. The presentation showed the concept for sharing time stamps and the validation of functional and data definitions and formats.

The Chair thanked all speakers for the presentations.

## 7. ESTABLISH WORKING GROUPS

The Chair outlined the procedure to be followed by working groups, including the associated paperwork and description of IALA support, after which three working groups were established and their tasks outlined. A list of working group participants is at Annex C.

Working Group (WG)	Working Group Chair / Vice-Chair
WG1 – Operations	Tom Southall (Chair) Els Bogaert Trond Ski
WG2 – Technology	Robert Townsend (Chair) Richard Aase
WG3 – VTS Training	Lilian Biber-Klever (Chair) Barbara Magro

## 8. WORKING GROUP 1 – OPERATIONS (WG1)

Forty-five participants joined Working Group 1 - Operations at VTS45. These participants were then divided into eight subgroups to consider the tasks during VTS45, as follows:

### 8.1 Task 1.1.1 Revision of IMO Resolution A.857(20) Guidelines for Vessel Traffic Services

The Committee reviewed:

- The report from the intersessional meeting of Working Group 1 held at IALA headquarters in April (VTS45-8.1.8), in particular the issues/observations/considerations documented throughout the report, and
- The report from the Correspondence Group (A.857 Revision) (VTS45-8.1.8) and its associated output documents:
  - The draft work programme for completing the revision of resolution A.857(20).
  - The draft proposal for a workshop on the revision of A.857(20).
  - The guiding principles and draft skeleton for drafting the revised/new resolution.

Minor amendments were made to the draft work programme (VTS45-12.2.12) and workshop proposal (VTS45-12.1.14).

The guiding principles and draft skeleton provided the basis for preparing a first draft of revised/new Resolution as identified in the work programme for the revision of resolution (Working document VTS45-12.2.1).

Noting the importance of regularly referring to the '*guiding principles*' in developing the first draft these were incorporated into a standalone document to facilitate further discussion/development of the draft revision (Working document VTS44-12.2.1).

In concluding its tasks for VTS45 the Committee prepared:

- A liaison note to NCSR:
  - To inform the sub-committee of the tasks being prepared by the IALA VTS Committee to assist in commencing the revision of the Resolution; and
  - Invite IMO members, in particularly those who may not have been involved in the preparation of the submission for the revision (MSC99/20/3), to participate/engage in the workshop to assist in the preparation of the revised resolution.
- A liaison note Council to inform them of the progress made at VTS45 regarding the revision of the Resolution.
- A liaison note to LAP seeking their consideration on VTS beyond traditional boundaries, for example beyond the territorial sea.

It was agreed that the Correspondence Group formed at the intersessional meeting in April 2018 be continued to facilitate completion of the tasks identified in the work programme for the revision of the resolution.

The Correspondence Group will be coordinated by Australia and requests to participate should be sent to Neil Trainor (neil.trainor@amsa.gov.au).

#### *Action items:*

**Committee Members** are invited to consider participation in the Correspondence Group on the revision of A.857(20) and inform Neil Trainor accordingly.

The **Committee Secretary** is requested to forward the liaison note to NCSR 6 before 13<sup>th</sup> of November 2018 (VTS45-12.1.12).

The **Committee Secretary** is requested to forward the liaison note to Council to hold a workshop on the revision of IMO Resolution A.857(20) (VTS45-12.1.14).

The **Committee Secretary** is requested to forward the liaison note to LAP seeking their consideration on VTS beyond traditional boundaries (VTS45-12.1.10)..

The **Committee Secretary** is requested to forward the liaison note to Council regarding the progress made at VTS45 regarding the revision of Resolution A.857(20) (VTS45-12.1.11).

The **Committee Secretary** is requested to forward the working documents on the Work Programme for completing the revised/new resolution for VTS (VTS45-12.2.12), Guiding principles for drafting the revised/new resolution for VTS (VTS45-12.2.14) and First draft - revised/new resolution for VTS (VTS45-12.2.1) to VTS46 for further development.

## 8.2 Task 1.1.4 Develop Guideline on the Provision of local services

The task was started at VTS 45 based upon an input document provided by IHMA, Norway, UK and Australia.

The sub-working group completed their task and uploaded their work to the ftp-server for comment. Suggestions were received and minor amendments made including a change to the name of the document to Guideline on the Provision of Local Port Services other than VTS.

The Committee thanked IHMA, Norway, UK and Australia for their input and for swift coordination of this task.

### Action item:

The **Committee Secretary** is requested to forward the Guideline on the Provision of local port services other than VTS (VTS45-12.1.6) to Council for approval.

## 8.3 Task 1.2.3 Develop a Guideline for Promulgating the Requirements of a VTS To Mariners – A VTS users Guide Template

The China Maritime Safety Administration gave a presentation about the need for a VTS users Guide.

Based on an investigation in China and analyses of different VTS users guides from more than 30 countries, the group agreed upon the most important information when approaching or departing a VTS areas.

In order to continue the investigation the group requested all Committee Members to send their VTS users guides and other relevant documentation or comments to Mr Liu Wei [liuwei@shmsa.gov.cn](mailto:liuwei@shmsa.gov.cn) before the end of December 2018.

### Action items:

The **Committee Secretary** is requested to forward the draft Guideline for Promulgating the Requirements of a VTS TO Mariners – A VTS users Guide Template (VTS45-12.2.2) as working paper to VTS46 for further development.

The **Committee Members** are requested to send their VTS users guides and other relevant documentation or comments before the end of December 2018 to Mr Liu Wei [liuwei@shmsa.gov.cn](mailto:liuwei@shmsa.gov.cn) in order to continue the investigation.

## 8.4 Task 1.2.4 Develop Guideline on Maritime Service Portfolios for VTS

The sub-group noted the input papers from IHMA (VTS45-8.2.9) and The Norwegian Coastal Administration (VTS45-8.2.4).

The group revised the working document from VTS44 “IALA Guideline MS” for MS 1, 2 and 3. This work included revising MS descriptions in this paper and in the draft template. A first draft was prepared to assist in the process of developing MSs at IMO/IHO HGDM. The Committee noted that there still is considerably work to be undertaken to finalize these templates/descriptions.

The draft IMO descriptions on MS 1, MS 2 and MS 3 will be forwarded to Council for approval to be provided as input to IMO/IHO HGDM 2 meeting.

*Action items:*

*The **Committee Secretary** is requested to forward the draft IMO descriptions (templates) on MS 1, MS 2 and MS 3 (VTS45-12.1.9) to Council for approval and further actions.*

*The **Committee Secretary** is requested to forward the draft Guideline on Maritime Service Portfolios: Digitising maritime Services, including appendices (VTS45-12.2.13) as working paper to VTS46 for further development.*

*The **Committee Secretary** is requested to forward the liaison note (VTS45-12.1.15) and the draft Guideline on Maritime Service Portfolios: Digitising maritime Services, including appendices (VTS45-12.1.16) to ENAV22 for consideration.*

## **8.5 Task 1.2.8 Preparation of Guidance on IALA Standards, Recommendations and Guidelines Relating to VTS – A Reference List**

The Committee reviewed the draft Guideline on the Reference List for VTS documents from the intersessional meeting of Working Group 1 held at IALA.

The title of the document has been changed and is now titled IALA Documentation Relating to VTS and will now be referred to as a reference list, as opposed to a Guideline and it is proposed that the IALA Secretariat maintain the document.

The reference ‘topic area’ has been replaced with ‘scope’ in line with other IALA documentation, and minor amendments made to reflect the new IALA document structure associated with IALA Standards and minor comments received on the document.

The document now contains a new and complete reference list for all Standards, Recommendations and Guidelines with additional scopes to accommodate future guidelines.

The Committee Secretary is requested to maintain and publish the IALA reference list.

*Action item:*

*The **Committee Secretary** is requested to forward the IALA Documentation relating to VTS (VTS45-12.1.5) to the IALA secretariat for further consideration and publish it on the IALA website.*

## **8.6 Task 1.3.1 Develop Guideline on VTS Voice Communications, Phrases/Phraseology**

The sub-working group assigned to the task 1.3.1 has established the objectives of the task of the guideline on VTS voice communication that presents key words and standardized phraseology based on common scenarios to support clear and concise information exchange.

General discussion regarding the development of a guideline on VTS Communications, Phrases/Phraseology highlighted that:

- The Guideline should now be named Guideline on VTS **Voice** Communications Phrases/Phraseology
- There is a need to reduce misunderstanding and misleading communications, provide common expectations for routine and non-routine VTS voice communications worldwide and support training and evaluation of VTS personnel with a standard level for communications.

A Workshop on Harmonizing the Delivery of VTS Communications which will be held in Busan on February 19 – 23, 2019. The results of this workshop will be used as input to the task.

*Action item:*

*The **Committee Secretary** is requested to forward the draft Guideline on VTS Voice Communications Phrases/Phraseology (VTS45-12.2.3) as working paper to VTS46 for further development.*



#### 8.7 Task 1.4.1 Update and publish the VTS Manual and develop related procedures for its future management

General discussion regarding the development and ongoing management of the VTS manual highlighted that:

- An intersessional Coordination Group be established to progress the above tasks and coordinate the preparation for VTS Manual. It is proposed that the group consists of an editor, VTS committee Chairs and IALA Secretariat. The VTS Committee agreed to establish the Coordination Group.
- It was noted that the deadline for publication of the VTS manual is approaching.

The Committee appreciated Neil Trainor's offer as editor of the VTS Manual.

##### *Action item:*

*The **Committee Chair** is requested to organize an intersessional Coordination Group to progress the update of the VTS Manual.*

#### 8.8 Task 1.4.2 Develop procedures for the ongoing management and conduct of the Global VTS Questionnaire

General discussion regarding the development and ongoing management and conduct of the global questionnaire highlighted that:

- The questionnaire should re-run every 4 years
- The data from the 2016 questionnaire should be relocated onto the IALA network/servers
- The source code for the questionnaire application should be relocated onto the IALA network/servers
- An intersessional Questionnaire Coordination Group be established to progress the above tasks and coordinate the preparation for running the 2020 questionnaire and the subsequent analyses and preparation of the Questionnaire report

##### *Action item:*

*The **Committee Chair** is requested to organize an intersessional Coordination Group to progress the Global VTS Questionnaire.*

### Miscellaneous

#### 8.9 Task 1.1.3 Develop Model Course on planning, implementing, operating and managing VTS in Developing countries

Although not scheduled to commence until VTS48 in spring 2020, comment was made on Task 1.1.3 to "Develop a Model Course on planning, implementing, operating and managing VTS in developing countries".

Some Members raised concerns on whether such a course would be within the present scope of VTS Model courses and thus if the task should be developed by the VTS Committee or not. Following discussion with the IALA World-Wide Academy (WWA), it was understood that the WWA would develop a first draft of a course on the subject since they had knowledge of what is requested and needed in e.g. the developing countries. The Committee discussed the issue and, as the Committee would be responsible for such an output according to IALA procedures, it was considered that the task should remain within the Committee. However, the Committee was of the opinion that WWA should be requested to make the necessary input in the Task Registry and submit an input paper with a proposal of a WWA course (or a guideline) to the VTS Committee for further consideration.

WG1 also proposed that the Task 1.1.3 should be re-worded to read "Support the development of a WWA course in developing on planning, implementing, operating and managing a VTS", but as IALA Council no longer decides upon renaming the tasks, it was considered enough that the output be reworded as the Committee finds appropriate and that this is mentioned in the Task Register.

*Action item:*

The **WWA** is requested to scope the task 1.1.3 in the register for the VTS Committee to endorse.

## 9. WORKING GROUP 2 – TECHNOLOGY (WG2)

### Introduction

26 people joined the Working Group.

Working group 2 have 7 formal tasks in the working period 2018-2022. Four of these tasks were commenced (or ongoing) at VTS 45.

- 2.1.1 Develop a guideline on portrayal of VTS information and data
- 2.2.2 Review and update Guideline 1111 on preparation of Operational and Technical performance requirements
- 2.2.3 Develop a guideline on technical acceptance of a VTS system
- 2.3.1 Develop a data model for digital information services for VTS

Additionally, the WG2 had 7 papers to review, update, note and comment upon.

- VTS45-9.2.1 Draft Guideline on Acceptance of VTS Systems - output draft
- VTS45-9.2.2 VTS Committee Input Paper - V128 and Guideline 1111
- VTS45-8.1.10 S211 Context Input Paper changed from WG1 to WG2
- VTS45-9.3.1 Liaison Note from ENAV Committee on S-200 Product Specification for IVEF service
- VTS45-9.3.2 IALA Draft Product Specification of the IVEF service
- VTS45-9.3.3 IALA Gap Analysis between S-100 and IVEF
- VTS45-9.3.4 IALA Recommendation on closing the GAP between S-100 and IVEF

After presenting these tasks the Working Group discussed the approach to the management of these tasks and agreed a plan for the week. Essentially, four sub-groups were created along similar lines to the previous sessions.

The workgroup produced 2 liaison notes and 4 working documents.

### 9.1 Task 2.1.1 Develop a guideline on portrayal of VTS information and data

Structure and content were compiled into the new format for guidelines, and document will go into next session as a working paper.

*Action Item:*

The **Committee Secretary** is requested to forward the working document on Portrayal of VTS information and data (VTS45-12.2.4) as working paper to VTS46.

### 9.2 Task 2.2.2 Review and update Guideline 1111 on preparation of Operational and Technical performance requirements

Incorporated comments from paper submitted by IHMA, minor changes in radar section also included. Work will continue into next session.

*Action Item:*

The **Committee Secretary** is requested to forward the draft Guideline 1111 (VTS45-12.2.5) as working paper to VTS46.

### 9.3 Task 2.2.3 Develop a guideline on technical acceptance of a VTS system

Good progress made on the draft Guideline, and will go into next session as a working paper.

#### Action Item:

The **Committee Secretary** is requested to forward the working document on the technical acceptance of a VTS (VTS45-12.2.6) as working paper to VTS46.

### 9.4 Task 2.3.1 Develop a datamodel for digital information services for VTS

Scoping done and initial work started, in cooperation with WG1. For the following sessions work will be included to incorporate Maritime Services.

#### Action Item:

The **Committee Secretary** is requested to forward the working document on datamodel for digital information services for VTS (VTS45-12.2.7) as working paper to VTS46.

### 9.5 VTS Committee Input Paper – V128 and Guideline 1111

Input paper from IHMA were considered and implemented in Guideline 1111, also other minor changes will be incorporated into the Guideline. A liaison note to IHMA is created, and the updated G1111 is kept as a working paper to ensure necessary updates are in place before sending it to Council for approval of a new version.

#### Action Item:

The **Committee Secretary** is requested to forward the liaison note on Guideline 1111 to IHMA (VTS45-12.1.1).

The **Committee Secretary** is requested to forward the working document on G1111 for further development to VTS46.

### 9.6 Liaison Note from ENAV Committee on S-200 Product Specification for IVEF service

A subgroup looked into the documents, and a liaison note was created covering the documents VTS45-9.3.1 to VTS45-9.3.4. These documents will be considered and incorporated into the task 2.3.2 Review and Update Recommendation V-145 on the Inter-VTS Exchange Format (IVEF) Service (output to be a revised Recommendation and associated Guideline) that will begin at VTS48.

#### Action Item:

The **Committee Secretary** is requested to forward the liaison note on S-200 product specification (VTS45-12.2.2) to ENAV.

### Miscellaneous

The task register has been updated, discussed in the WG, and forwarded to Committee Chair and Vice-Chair.

## 10. WORKING GROUP 3 – VTS TRAINING (WG3)

### 10.1 TASK 3.1.1 Develop Guidance on Human Factors and Ergonomics in VTS

Work on the Guideline on Human Factors and Ergonomics was commenced during work programme 2014 – 2018 and was continued during VTS45. The framework and the topics of the guideline were already proposed by WG3 during VTS44. The working group reviewed several papers on Human Factors from different sources including IALA and IMO documents, the workshop on Human Factors (held in 2015 at Chalmers University in Gothenburg, Sweden), as well as other external sources such as Eurocontrol.

The working group expressed the wish to liaise with WG1 on this task. Since Ergonomics is not the expertise of WG3 the working group decided to refer to existing documents or to liaise with other IALA Working Groups either within or outside the VTS Committee.

*Action item:*

The **Committee Secretary** is requested to forward the working document on Human Factors (VTS45-12.2.8) as working paper for VTS46.

**10.2 Task 3.2.1. Develop guideline on the management of a VTS (VTS42-10.2.2)**

The working group considered a working paper which was produced intersessionally as preparation for VTS45. This working paper was based on input paper VTS45-10.2.1. The working group discussed the questionnaire 'Management in a VTS' with the goal to develop an instrument which provides insight in the management tasks at a VTS-centre. The questions were 'anchored' in order to clarify the meaning to the reader. Additionally, the guideline on the management of a VTS was further discussed and worked on. This document will roll over to VTS46.

*Action item:*

The **Committee Secretary** is requested to forward the working documents on Management of a VTS (VTS45-12.2.9 and VTS45-12.2.10) as working papers for VTS46.

**10.3 TASK 3.2.2 Review, Update and Reformat Guideline 1045 on Staffing level at VTS centres.**

On the agenda of WG3 was input paper 10.2.3 which is an updated excel sheet with formula for calculating staffing levels and which is an annex of Guideline 1045 on Staffing Level at VTS centres (document VTS45-10.2.2). The annex was discussed, and tested in WG3. Furthermore, Guideline 1045 was reviewed and minor changes were made to update the document in order to align the content with current developments.

The Committee thanked IHMA for the input document with the proposed amendment to the formula for determining the number of VTS operators required for staffing a VTS Centre in the annex to the existing Guideline 1045. The Committee approved both the revised annex with the VTS Staffing Calculation Spreadsheet as well as the updated Guideline 1045.

*Action items:*

The **Committee Secretary** is requested to forward the revised Guideline 1045 on Staffing level at VTS centres (VTS45-12.1.7) to Council for approval.

The **Committee Secretary** is requested to forward the revised Annex (a VTS staffing calculation spreadsheet) – to the Guideline 1045 on Staffing levels at VTS centres (VTS45 12.1.8) to Council for approval.

**10.4 TASK 3.5.1 Develop guidance on VTS Awareness for Navigating Officers**

The Working Group reviewed input paper VTS45-10.5.2 and VTS45-10.5.3. The input paper significantly advanced the work on this task. This task is anticipated to be completed at VTS46.

*Action item:*

The **Committee Secretary** is requested to forward the working document on VTS Awareness for Navigating Officers (VTS45-12.1.11) as working paper for VTS46.

**11. WORK PROGRAMME (2018 – 2022)**

Input paper VTS45-11.1 shows the list of tasks derived from the Council approved work programme 2018 – 2022. An extended description of all tasks is in the first draft of the VTS Task Register, VTS45-11.2. Both documents were reviewed, amended and updated during the meeting and will be used for future VTS Committee meetings. It is not needed to get Council approval for updates of the Task List and Task Register. New editions of both documents are working documents and will be forwarded to VTS46 for further use and development. An overall status report of the tasks can be found in the executive summary.

*Action item:*

The **Committee Secretary** is requested to forward the VTS Task List (2018 – 2022) (VTS45-11.3) and the Task Register (2018 – 2022) (VTS45-11.4) as working papers to VTS46.

## 12. REVIEW OF OUTPUT AND WORKING PAPERS

The Working Group Chairs reported on the work carried out by their Working Groups.

The output documents listed at Annex E were reviewed and agreed.

The Committee Secretary was requested to forward the output documents, as indicated earlier in the report.

The Committee Chair then thanked the Working Group Chairs, Vice-Chairs and participants of the working groups for all their efforts during the week.

## 13. ANY OTHER BUSINESS

### 13.1 Presentation Korea on workshop and VTS46 in Busan

Paper VTS45-13.1 (presentation) refers.

The presentation was made by Hak-Sun Hur.

After an introduction of the Korea Coast Guard he presented some general information of Busan and of the venue for the workshop of voice communication and VTS46. A promotion video Busan was shown.

### 13.2 Farewell Ben Rohner

The Committee Chair and WG1 Chair marked the farewell of Ben Rohner and thanked him for his longstanding work for the Committee and wished him good luck.

### 13.3 Farewell Wim van der Heijden, Committee Secretary

VTS45 was the final meeting for Committee Secretary Wim van der Heijden, who is retiring at the end of the year. Wim has served as an excellent Committee Secretary for many years and worked hard before, during and after Workshops, Symposiums and Committee meetings to keep us all on track with our busy work programme, coordinating a vast amount of papers and requests and ensuring that we had a good quality report to review at the end of a busy week. Keeping track of all of the working groups and making sure the chairs and vice chairs completed their tasks in good time was a big and important task and Wim's diplomacy, humour, direction and long hours of work was very much appreciated. The VTS Committee was pleased to present Wim with some leaving gifts which included a weekend break in Europe reflecting Wim's interest and passion for travelling. On behalf of the Committee, the Chair as well as former WG3 Chair thanked Wim for all the dedicated work during these years and wished him all the best for the future.

## 14. REVIEW OF SESSION REPORT

The report of the meeting (VTS45-14) was reviewed and approved by the Committee on the 5<sup>th</sup> October 2018. Deadline for comments and corrections is 19 October 2018.

*Action Item:*

The **Committee Secretary** is requested to forward the report of VTS45 (VTS45-14) after completion (deadline 19 October 2018) to the IALA Council, to note.

## 15. DATE AND VENUE OF NEXT MEETINGS

**Workshop on VHF voice communication** will be from 19 – 22 February 2019 in Busan, Republic of Korea.

**VTS46** will be from 25 February till 1 March 2019 in Busan, Republic of Korea.

The combined VTS and ENAV **Symposium** will be from 25 till 29 May 2020 in Rotterdam, the Netherlands.

For other IALA related events see the overview on the IALA web site.

## 16. CLOSING OF THE MEETING

The Chair thanked again all Committee participants for all the hard work done during the meeting.

She then asked if there were any final comments that members wished to make; there were none, at which she hoped to meet all during the VTS46. She wished everyone a pleasant stay and safe journey home.

## 17. LIST OF ANNEXES

- 1     Agenda  
      A copy of the agenda is at Annex A.
- 2     Participants  
      A list of 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.



## 45<sup>th</sup> Meeting of the Vessel Traffic Services Committee (VTS45)

The 45<sup>th</sup> meeting of the **VTS Committee** will be held from 1 – 5 October 2018, at IALA, St. Germain en Laye, France.

The opening plenary will commence at 1300 on Monday 1 October 2018, and the closing plenary will end at approximately 1300 on Friday 5 October.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at 0900 on Monday 1 October.

### Agenda

1. Introduction
  - 1.1. Administration and Safety Briefing Secretary
  - 1.2. Welcome from the Secretary-General/Deputy Secretary-General
  - 1.3. Approval of agenda
  - 1.4. Apologies and introductions
  - 1.5. Programme for the week
2. Review of action items from last meeting
  - 2.1. Review of action items from VTS44
  - 2.2. Final Report from VTS44 - for reference
3. Review of input papers
  - 3.1. VTS Committee related input
  - 3.2. Input from other Committees
4. Reports from other bodies:
  - 4.1. 19<sup>th</sup> IALA Conference
  - 4.2. IALA Council
  - 4.3. Policy Advisory Panel (PAP)
  - 4.4. Seminar on Arctic Navigation
  - 4.5. IMO
  - 4.6. IHO
  - 4.7. WMO
5. Reports from rapporteurs
  - 5.1 CG on revision of the IMO Resolution A.857(20) Neil Trainor
  - 5.2 Nomination of Rapporteurs



6. Presentations
  - 6.1 WWA Gerardine Delanoye
  - 6.2 Voyage Exchange Between Ships and VTS Fredrik Karlsson (Thursday plenary)
  - 6.3 China local VTS questionnaire Jin Shengli
  - 6.4 Managing of future digital data Minsu Jeon
  - 6.5 S-211 Michael Bergmann
7. Establish Working Groups
8. WG1 - TD# 1 – Operations
  - 8.1 VTS Implementation
  - 8.2 VTS Operations
  - 8.3 VTS Communications
  - 8.4 VTS Manual and VTS Questionnaire
9. WG2 - TD# 2 – Technology
  - 9.1 VTS Data and Information Management
  - 9.2 VTS Technology
  - 9.3 Data Models and Data Encoding
10. WG3 - TD# 3 – VTS Training
  - 10.1 VTS Implementation
  - 10.2 VTS Operations
  - 10.3 Training and Assessment
  - 10.4 Competency, certification and revalidation
11. Work Programme (2018 - 2022)
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
16. Close of the meeting

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**Apologies**

No apologies were received for VTS45.

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Name	Organisation	Country
ABDUL MUTHALIF Jafarullah	Transas Ltd	Ireland
CAMPBELL Colin	US Coast Guard	National
DANESHJOU Mahdi	Ports and Maritime Organisation	Iran
GOUGH Jeremy	South Shields Marine School - Tyne Coast College	UK
LIN Guoxu	Marine Department	Hong Kong
MAYEA Badr	General Company for Ports of Iraq	Iraq
OBRIEN Loan	US Coast Guard	USA
REUX Christophe	Fédération Française des Pilotes Maritimes/IMPA	France
SALAHOVIC Admir	Indra	Spain
SEOR Jin Ki	Korea Institute of Maritime and Fisheries Technology (KIMFT)	National
SHIM Jae-jin	MOF – Korea Coast Guard	Korea
SHOCKOOHI Majid	Ports and Maritime Organisation	Iran
SIMEU ETOUNDI Serge	Port Autonome de Douala	Cameroon
SORENSEN Dorthe	Danish Maritime Authority	Denmark
TANG Hug Fai	Marine Department	Hong Kong
TANG Wai Keung	Marine Department	Hong Kong

## Working Group 1

## Operations

	Name	Organisation / Country
1	Tom Southall (Chair)	IHMA / UK
2	Els Bogaert (Vice Chair)	Shipping and Assistance Division / Belgium
3	Trond Ski (Vice Chair)	Norwegian Coastal Administration / Norway
4	Affre Philippe	Port de Marseille / France
5	Aksel Moller Christensen	Defence Command Denmark Naval / Denmark
6	Are Piel	Estonian Maritime Administration / Estonia
7	Atil Hazer	Directorate General of Coastal Safety / Turkey
8	Barry Goldman	International Harbour Master Association / UK
9	Ben Röhner	Port of Rotterdam / the Netherlands
10	Carlos Salinas	Sasemar /Spain
11	David Toomey	Canadian Coast Guard / Canada
12	Dorte Olbaek Hansen	SIMAC / Denmark
13	Dorthe Weesgaard Sorensen	Danish Maritime Authority / Denmark
14	Feng Xue	China MSA / People's Republic of China
15	Hak-Sun Hur	Ministry of Oceans and Fisheries / Republic of Korea
16	Heidi Clevett	Maritime Coast Guard Agency / UK
17	Hideki Noguchi	Japan Coast Guard / Japan
18	Hung Fai Tang	Hong Kong Marine Department / China, Hong Kong
19	Jacinto de Sousa	Airbus Defence and Space SAS / France
20	Jae-jin Shin	Ministry of Oceans and Fisheries / Rep of Korea
21	Jillian Carson-Jackson	Nautical Institute
22	Jimmy Westermann	Defence Command Denmark / Denmark
23	Jin Ki Seor	Ministry of Oceans and Fisheries / Rep of Korea
24	Juri Ehandi	Estonian Maritime Administration / Estonia
25	Lima Porthos	Conapra / Brazil
26	Mahdi Daneshjou	Ports and Maritime Organization / Iran
27	Malin Dreijer	Norwegian Coastal Administration / Norway
28	Marco Svantesson	Swedish Maritime Administration / Sweden
29	Martijn Drenth	Dutch Pilots Corporation / Netherlands
30	Melaine Loarer	Direction des affaires maritimes / France
31	Michele Landi	Coast Guard / Italy

	Name	Organisation / Country
32	Muhammad Khan	MCA / UK
33	Neil Trainor	AMSA / Australia
34	Per Baek Hansen	Royal Danish Navy, Soundrep / Denmark
35	Pieter Paap	Ministry of Infrastructure and Watermanagement / the Netherlands
36	Sari Talja	Finnish Transport Agency / Finland
37	Seung Hee Choi	Ministry of Oceans and Fisheries / Rep of Korea
38	Shengli Jin	China MSA / People's Republic of China
39	Stefan Borowski	Bundeslodsensammer / IMPA
40	Takashi Tanaka	Japan Coast Guard / Japan
41	Teo Tze Kern	Maritime and Port Authority of Singapore / Singapore
42	Wai Keung Tang	Hong Kong Marine Department / China, Hong Kong
43	Wei Liu	China MSA / People's Republic of China
44	Wei Wang	China MSA / People's Republic of China



## Working Group 2      Technology

	Name	Organisation / Country
1	Robert Townsend (Chair)	Maritime and Coastguard Agency / UK
2	Richard Aase (Vice Chair)	Norwegian Coastal Administration / Norway
3	Akihiko Takahashi	Japan Radio Co. / Japan
4	Annette Svendsen	TERMA AS / Denmark
5	Byung-Gil Lee	ETRI / Rep of Korea
6	Chi Tian	China MSA / People's Republic of China
7	Christian Kark	Swedish Maritime Administration / Sweden
8	Dmitry Rostopshin	Transas Marine / Russia
9	Feng Xue	China MSA / People's Republic of China
10	Hans Verra	Port of Rotterdam / the Netherlands
11	Hye-jin Kim	KRISO / Rep of Korea
12	Jens Christian Pedersen	TERMA AS / Denmark
13	Jialong Jin	China MSA / People's Republic of China
14	Jin KI Seor	Ministry of Oceans and Fisheries / Rep of Korea
15	Kil Yong Kim	GMT Cybernetics Co, / Rep of Korea
16	Loan O'Brian	US Coast Guard / USA
17	Mathieu Aillerie	Airbus Defence and Space SAS / France
18	Michael Bergmann	CIRM
19	Minsu Jeon	IALA
20	Oeystein Joergensen	Kongsberg Norcontrol / Norway
21	Peter Eade	Vissim / Norway
22	Peter Kito	Japan Radio Co. / Japan
23	Rene Hogendoorn	SAAB / Sweden
24	Serge Deschamps	Canadian Coast Guard / Canada
25	Takuya Fukuda	Tokyo Keiki Inc / Japan
26	Wim Smets	Shipping Assistance Division / Belgium

### Working Group 3 VTS Training

	Name	Organisation / Country
1	Lilian Biber (Chair)	NNVO / the Netherlands
2	Barbara Magro (vice-Chair)	Italian Coastguard / Italy
3	Berker Iricioglu	DGCS / Turkey
4	Boon Wee Koh	MPA / Singapore
5	Byeong Woo Jeong	Korea Coast Guard / Rep of Korea
6	Byung Ok Ahn	GCSC / Rep of Korea
7	Colin Campbell	US Coast Guard / USA
8	Dorte Olbaek Hansen	Simac / Denmark
9	Eun-Kyu Jang	KIMFT / Rep of Korea
10	Fernando Alvarez Matias	Sasemar / Spain
11	Frederik Dahigren	Swedish Maritime Administration / Sweden
12	Jeremy Gough	South Shields Marine School / UK
13	Jillian Carson-Jackson	Nautical Institute
14	Koichi Nishimura	TST Corporation / Japan
15	Mika Halttunen	Finnish Transport Agency / Finland
16	Niels Jacob Mygind	Danish Defence Command / Denmark
17	Stefaan Priem	Shipping Assistance Division / Belgium
18	Wei Wang	China MSA / People's Republic of China
19	Wim van 't Padje	STC / the Netherlands

## ANNEX D LIST OF INPUT PAPERS

All papers are posted on the Committee section of the IALA website

	Document number	Agenda item	Title
1	VTS45-1.2	1.2	Agenda VTS45 20180926
2	VTS45-1.4	1.4	Programme for the week
3	VTS45-2.1	2.1	Actions from VTS44
4	VTS45-2.2	2.2	(VTS44-14) Report of VTS44
5	VTS45-3.1.1 *	3.1	(C67-7.2.1) Draft work programme for committees 2018-2022
6	VTS45-3.1.2 *	3.1	(PAP36-13.3) Committee responsibilities in Information services
7	VTS45-4.1	4.1	19th IALA Conference 2018 report final
8	VTS45-4.2.1	4.2	(C65-19.1) Report C65
9	VTS45-4.2.2	4.2	(C66-20.1) Report C66
10	VTS45-4.2.3	4.2	(C67-12.1) Report C67
11	VTS45-4.3.1	4.3	(PAP34-18.1) report PAP34
12	VTS45-4.3.2	4.3	(PAP35-18.1) report PAP35
13	VTS45-4.3.3 *	4.3	(PAP36-11.1) Draft Report PAP36_V2
14	VTS45-4.4	4.4	Arctic Seminar report
15	VTS45-4.5.1	4.5	NCSR 5-WP.4 - Draft Report of the Navigation Working Group
16	VTS45-4.6.1	4.6	IALA-IHO Technical Coordination Meeting v3
17	VTS45-4.6.2	4.6	Report on IMO NCSR5
18	VTS45-4.6.3	4.6	Report on IMO MSC99
19	VTS45-4.6.4	4.6	Report on IMO Council120
20	VTS45-4.7.1	4.7	Joint submission of draft Template for maritime services to the IMO
21	VTS45-4.7.2	4.7	Annex 3_Draft WMO-IHO - IALA input to HGDM2 v2
22	VTS45-8.1.1	8.1	WP1 - VTS WG1 Intersessional Report
23	VTS45-8.1.2	8.1	WP2 - Preliminary structure and framework of revised A.857
24	VTS45-8.1.3	8.1	A.857(20) - Seaways Extract
25	VTS45-8.1.4	8.1	Seaways Article - Aug 2018
26	VTS45-8.1.5	8.1	The provision of local services
27	VTS45-8.1.6	8.1	Input paper--Statistical Analysis of Questionnaire
28	VTS45-8.1.7	8.1	Cover note - Report from IALA Correspondence Group (A.857 Revision) to VTS45
29	VTS45-8.1.8	8.1	Report from IALA Correspondence Group (A.857 Revision)
30	VTS45-8.1.9	8.1	Review of Resolution A.857(20)
31	VTS45-8.1.10	8.1	S-211 Context Input paper
32	VTS45-8.2.1	8.2	WP3 - WG1 Intersessional Draft Guideline on MSP Digitising Maritime Services_combined_20180411
33	VTS45-8.2.2	8.2	(VTS44-12.2.5) WG2 Draft Guideline on VTS Reference list-2017-09-28 a

	Document number	Agenda item	Title
34	VTS45-8.2.3	8.2	(VTS44-12.2.6) WG2 Cross tables of relations between recommendations and guidelines v1c
35	VTS45-8.2.4	8.2	Input paper VTS Committee on Guideline for MS
36	VTS45-8.2.5	8.2	Annex 1 MS 1 Information Service Template
37	VTS45-8.2.6	8.2	Annex 2 MSP 2 Navigational Assistance Service Template
38	VTS45-8.2.7	8.2	Draft IALA Guidelines on MSPs v20 sept 10
39	VTS45-8.2.8	8.2	(VTS44-8.1.4) WG1 Annex 3 Draft MSP 3Traffic Organisation Service Template 170321
40	VTS45-8.2.9	8.2	Input paper VTS 45 - MSPs
41	VTS45-8.2.10	8.2	(VTS45-9.2.3) Proposal for a template VTS users guide
42	VTS45-8.2.11	8.2	(VTS45-9.2.4) Draft Guideline for Promulgating the Requirements of a VTS to Mariners
43	VTS45-8.2.12	8.2	Cover note for Draft Guideline on Standards, Recommendations, Guidelines, and Model Courses Relating to VTS – A Reference List
44	VTS45-8.2.13	8.2	Draft Guideline on Standards, Recommendations, Guidelines, and Model Courses Relating to VTS – A Reference List
45	VTS45-8.2.14	8.2	Input paper on MSP-Draft.sept.2018
46	VTS45-8.2.15	8.2	WG1 Draft Guideline on MSP Digitising Maritime Services_combined_2018041...
47	VTS45-9.2.1	9.2	(VTS44-12.2.2) WG2 Task 2.2.1 Draft Guideline on Acceptance of VTS Systems - output document draft
48	VTS45-9.2.2	9.2	(VTS41-9.2.2) 20160120 VTS Ctee Input Paper - V-128 & Guideline 1111 final
49	VTS45-9.2.3	--	VTS45-9.2.3 removed to VTS45-8.2.10
50	VTS45-9.2.4	--	VTS45-9.2.4 removed to VTS45-8.2.11
51	VTS45-9.3.1	9.3	(VTS42-3.2.1 and ENAV18-14.1.18) Liaison note to VTS Committee on S-200 product specification for the IVEF service
52	VTS45-9.3.2	9.3	(VTS42-3.2.2 and ENAV18-9.16.2) IALA Draft Product Specification IVEF v0.0.4 20160104
53	VTS45-9.3.3	9.3	(VTS42-3.2.3 and ENAV18-9.16.3) IALA S100 Gap Analyse v0.1.1 20160104
54	VTS45-9.3.4	9.3	(VTS42-3.2.4 and ENAV18-9.16.4) IALA S100 Recommendation Gap v0.1.1 20160104
55	VTS45-10.1.1	10.1	(VTS44-12.2.3) WG3 Human Factors and Ergonomics in VTS
56	VTS45-10.2.1	10.2	(VTS41-10.5.1) WG3 VTS MANAGER training need
57	VTS45-10.2.2	10.2	Formula for Calculation of VTS Staffing Levels
58	VTS45-10.2.3	10.2	1045 - Annex - VTS Staffing Calculation Spreadsheet
59	VTS45-10.5.1	10.5	(VTS44-12.2.4) WG3 Draft Guideline on VTS Awareness for Navigating Officers-1
60	VTS45-10.5.2	10.5	Proposal for draft of “Guideline on VTS Awareness for Navigating Officers”
61	VTS45-10.5.3	10.5	Draft of “Guideline on VTS Awareness for Navigating Officers”
62	VTS45-11.1	11	Overview of Tasks 2018-22 Work Programme
63	VTS45-11.2	11	VTS Task Register 2018-2022 (20180831)

\* Received during VTS45 meeting

### **Presentations given by rapporteurs and presenters**

Presentations are posted on the Committee section of the IALA website

Document number	Agenda item	Title
VTS45-1.1	1	General information VTS45
VTS45-5.1	5	CG on revision of IMO Res. A.857(20) (VTS45-8.1.8 refers)
VTS45-6.1	6	WWA brief to VTS Oct 2018
VTS45-6.3	6	Statistical Analysis of the Questionnaire on the Revision of the IMO Resolution A.857 (20)
VTS45-6.4	6	S-200 VTS45 MJ
VTS45-6.5	6	S-211 Presentation IALA 011018-Final
VTS45-13.1	13	Hosting plan of IALA 46 VTS committee and workshop(final)

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

Number	Title	Status
VTS45-14	Report VTS45	To Council to note
VTS45-12.1.1	Response to IHMA on Guideline 1111	To IHMA to note
VTS45-12.1.2	Response to ENAV on IVEF	To ENAV to note
VTS45-12.1.3	Draft Recommendation R0127 - VTS Operations	To Council to approve
VTS45-12.1.4	Draft Guideline G1141 on Operational Procedures for VTS	To Council to approve
VTS45-12.1.5	IALA Documentation Related to VTS	To Secretariat to maintain and publish on IALA website
VTS45-12.1.6	Draft Guideline G1142 on The provision of Local Port Services	To Council to approve
VTS45-12.1.7	Draft revision G1045 Staffing Levels at VTS Centres	To Council to approve
VTS45-12.1.8	G1045 - Annex - VTS Staffing Calculation Spreadsheet	To Council to approve
VTS45-12.1.9	Draft IMO descriptions on MSP1, MSP2, and MSP3	To Council to approve Input to IMO/IHO HGDM2 meeting
VTS45-12.1.10	Liaison VTS to LAP on IMO Res A.857(20)	To Lap to advice
VTS45-12.1.11	Liaison VTS to Council re A.857(20)	To Council to note
VTS45-12.1.12	Liaison VTS to NCSR re A.857(20)	To NCSR via Secretariat
VTS45-12.1.13	Liaison VTS to Council on draft Recommendations and Guidelines	To Council to approve
VTS45-12.1.14	Liaison VTS to Council re proposed workshop on the revision of A.857(20)	To Council to approve
VTS45-12.1.15	Liaison VTS to ENAV on Guideline on MS	To ENAV to consider
VTS45-12.1.16	VTS45-12.1.16 Draft Guideline on MS	To ENAV to consider

**Working papers** will remain within the Committee for further review during **VTS46**.

Number	Title
VTS45-11.3	VTS Task List 2018 – 2022
VTS45-11.4	Task Plan 2018 - 2022
VTS44-12.2.1	WG1 working paper task 1.1.1
VTS44-12.2.2	WG1 working paper task 1.2.3
VTS44-12.2.3	WG1 working paper task 1.3.1
VTS44-12.2.4	WG2 20181004_VTS_Information_and_Data_Portrayal_Guideline_worksheet
VTS44-12.2.5	WG2 1111 Ed.1 Preparation of Operational and Technical Performance Requirements for VTS Systems_May2015-rev3
VTS44-12.2.6	(VTS45-9.2.1) WG2 Task 2.2.1 Draft Guideline on Acceptance of VTS Systems - VTS45 output document
VTS45-12.2.7	WG2 Report of WG reviewing S211 during VTS45
VTS45-12.2.8	WG3 The Human Factor in VTS
VTS45-12.2.9	WG3 Draft guideline managing a VTS - getting started
VTS45-12.2.10	WG3 VTS MANAGEMENT QUESTIONNAIRE
VTS45-12.2.11	WG3 VTS45-10.5.3 Guideline on VTS Awareness for Navigating Officers
VTS45-12.2.12	WG1 Work Programme for completing the revised-new resolution for VTS
VTS45-12.2.13	Draft Guideline on MS 20181004 rev2
VTS45-12.2.14	WG1 Guiding Principles for drafting the revised-new resolution for VTS

## ACTION ITEMS

### *Action Items for Secretariat*

1. The **Committee Secretary** is requested to forward the liaison note to NCSR 6 before 13<sup>th</sup> of November 2018 (VTS45-12.1.12). 13
2. The **Committee Secretary** is requested to forward the liaison note to Council to hold a workshop on the revision of IMO Resolution A.857(20) (VTS45-12.1.14). 14
3. The **Committee Secretary** is requested to forward the liaison note to LAP seeking their consideration on VTS beyond traditional boundaries (VTS45-12.1.10).. 14
4. The **Committee Secretary** is requested to forward the liaison note to Council regarding the progress made at VTS45 regarding the revision of Resolution A.857(20) (VTS45-12.1.11). 14
5. The **Committee Secretary** is requested to forward the working documents on the Work Programme for completing the revised/new resolution for VTS (VTS45-12.2.12), Guiding principles for drafting the revised/new resolution for VTS (VTS45-12.2.14) and First draft - revised/new resolution for VTS (VTS45-12.2.1) to VTS46 for further development. 14
6. The **Committee Secretary** is requested to forward the Guideline on the Provision of local port services other than VTS (VTS45-12.1.6) to Council for approval. 14
7. The **Committee Secretary** is requested to forward the draft Guideline for Promulgating the Requirements of a VTS TO Mariners – A VTS users Guide Template (VTS45-12.2.2) as working paper to VTS46 for further development. 14
8. The **Committee Secretary** is requested to forward the draft IMO descriptions (templates) on MS 1, MS 2 and MS 3 (VTS45-12.1.9) to Council for approval and further actions. 15
9. The **Committee Secretary** is requested to forward the draft Guideline on Maritime Service Portfolios: Digitising maritime Services, including appendices (VTS45-12.2.13) as working paper to VTS46 for further development. 15
10. The **Committee Secretary** is requested to forward the liaison note (VTS45-12.1.15) and the draft Guideline on Maritime Service Portfolios: Digitising maritime Services, including appendices (VTS45-12.1.16) to ENAV22 for consideration. 15
11. The **Committee Secretary** is requested to forward the IALA Documentation relating to VTS (VTS45-12.1.5) to the IALA secretariat for further consideration and publish it on the IALA website. 15
12. The **Committee Secretary** is requested to forward the draft Guideline on VTS Voice Communications Phrases/Phraseology (VTS45-12.2.3) as working paper to VTS46 for further development. 15
13. The **WWA** is requested to scope the task 1.1.3 in the register for the VTS Committee to endorse. 17
14. The **Committee Secretary** is requested to forward the working document on Portrayal of VTS information and data (VTS45-12.2.4) as working paper to VTS46. 17
15. The **Committee Secretary** is requested to forward the draft Guideline 1111 (VTS45-12.2.5) as working paper to VTS46. 17
16. The **Committee Secretary** is requested to forward the working document on the technical acceptance of a VTS (VTS45-12.2.6) as working paper to VTS46. 18
17. The **Committee Secretary** is requested to forward the working document on datamodel for digital information services for VTS (VTS45-12.2.7) as working paper to VTS46. 18
18. The **Committee Secretary** is requested to forward the liaison note on Guideline 1111 to IHMA (VTS45-12.1.1). 18
19. The **Committee Secretary** is requested to forward the working document on G1111 for further development to VTS46. 18
20. The **Committee Secretary** is requested to forward the liaison note on S-200 product specification (VTS45-12.2.2) to ENAV. 18



21.	The <b>Committee Secretary</b> is requested to forward the working document on Human Factors (VTS45-12.2.8) as working paper for VTS46.	19
22.	The <b>Committee Secretary</b> is requested to forward the working documents on Management of a VTS (VTS45-12.2.9 and VTS45-12.2.10) as working papers for VTS46.	19
23.	The <b>Committee Secretary</b> is requested to forward the revised Guideline 1045 on Staffing level at VTS centres (VTS45-12.1.7) to Council for approval.	19
24.	The <b>Committee Secretary</b> is requested to forward the revised Annex (a VTS staffing calculation spreadsheet) – to the Guideline 1045 on Staffing levels at VTS centres (VTS45 12.1.8) to Council for approval.	19
25.	The <b>Committee Secretary</b> is requested to forward the working document on VTS Awareness for Navigating Officers (VTS45-12.1.11) as working paper for VTS46.	19
26.	The <b>Committee Secretary</b> is requested to forward the VTS Task List (2018 – 2022) (VTS45-11.3) and the Task Register (2018 – 2022) (VTS45-11.4) as working papers to VTS46.	20
27.	The <b>Committee Secretary</b> is requested to forward the report of VTS45 (VTS45-14) after completion (deadline 19 October 2018) to the IALA Council, to note.	20

#### *Action Items for Participants*

1.	<b>Committee Members</b> are invited to consider participation in the Correspondence Group on the revision of A.857(20) and inform Neil Trainor accordingly.....	13
2.	The <b>Committee Members</b> are requested to send their VTS users guides and other relevant documentation to Mr Liu Wei liuwei@shmsa.gov.cn in order to continue the investigation before the end of December 2018. ....	14
3.	The <b>Committee Chair</b> is requested to organize an intersessional Coordination Group to progress the update of the VTS Manual. ....	16
4.	The <b>Committee Chair</b> is requested to organize an intersessional Coordination Group to progress the Global VTS Questionnaire. ....	16



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