**Terms of Reference**

**Preparation of the IALA VTS Manual**

**Introduction**

The VTS Committee agreed at VTS45 to establish a Coordination Group to coordinate the preparation for a new edition of the VTS Manual and to progress task 1.4.1 “Update and publish the VTS Manual and develop related procedures for its future management”.

These terms of reference define the purpose and scope for the preparation of updating and publishing the VTS Manual including related procedures for future management and outline the responsibilities of the VTS Manual Coordination Group.

The terms of reference are intended to provide a clear description of the procedures and resources available to complete the task.

1. **Purpose of the VTS Manual**
   1. The purpose of the VTS Manual (hereinafter the Manual) is to provide a concise guide that provides an introduction and overview to Vessel Traffic Services to facilitate the implementation and operation of VTS in a globally consistent manner.
2. **Scope**
   1. The Manual should be prepared in a manner that:

* Is clear, concise, consistent, and accurate.
* Can be readily updated to reflect new or amended IALA Recommendations and Guidelines related to VTS.
* Assists those 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.
* Provides a high level reference for further detailed study.
* Supports publishing in both hard copy and electronic format.
  1. The Manual is not intended as a replacement or substitute for IALA Recommendations and Guidelines, but to serve as a helpful reference document to assist understanding and conformance with IALA Standards related to VTS.

1. **VTS Manual Coordination Group**
   1. The VTS Manual Coordination Group’s role is to:

* Oversee the revision and update of the Manual.
* Develop and maintain procedures for managing the ongoing revision and publication of the Manual.
* Ensure the publication remains appropriate for IALA and its members.
* Liaise regularly with the VTS Committee to ensure members are engaged in the revision of the Manual.
* Select appropriate authors for topics selected as appropriate.
* Give support to the editor and advice where requested or required.
* Review the quality of the Manual and the relevance of its contents.
  1. Deliverables and time frames

|  |  |
| --- | --- |
| **Product** | **Time frame** |
| 1. Draft revised VTS Manual (in accordance with 2.1) | To VTS48 – to be published at IALA VTS/ENAV Symposium May 2020 |
| 1. Draft procedures for managing the revision and publication of the VTS Manual | VTS48 |
| 1. Regularly reports to the VTS Committee | VTS 46 - VTS48 |

1. **Membership**
   1. Membership of the Coordination Group includes:

* Chair of VTS Committee
* Vice Chair of VTS Committee
* Chair of Operations Working Group (or substitute)
* Chair of Technology Working Group (or substitute)
* Chair of VTS Training Working Group (or substitute)
* Editor (appointed by VTS Committee Chair)
* IALA Technical Officer (or substitute)
  1. If needed, the Group may invite other experts to participate at the Group’s meetings.

1. **Secretarial Resources**
   1. The IALA Technical Officer shall act as Minute Secretary to the Coordination Group.
2. **Frequency of Meetings**
   1. The Coordination Group shall meet as required by teleconference or face-to-face at appropriate IALA events (e.g. VTS Committee meetings).
3. **Notice of Meetings**
   1. The Minute Secretary will ensure that a notice of the meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Coordination Group, no later than five (5) days before the date of the meetings. Supporting papers shall be sent to Group Members at the same time.
4. **Minutes of Meetings**
   1. The Minute Secretary will ensure that the proceedings and resolutions of all meetings of the Coordination Group are minuted.
   2. The minutes of the meetings shall be circulated within five (5) days after a meeting to all members of the Coordination Group.
   3. A summary of the developments shall be reported to each VTS Committee meeting.
5. **Other Matters**
   1. The Coordination Group shall have access to reasonable resources in order to carry out its duties.