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Agenda item [[2]](#footnote-3) -

Technical Domain / Task Number 2 -

Author(s) / Submitter(s) VTS49

Framework for Updating the VTS Manual

# Summary

With the release of VTS Manual 2020 (the Manual), the primary means of distribution of the Manual is in a digital format. To ensure the document can be readily updated a framework has been prepared for synchronizing the review and update of the contents of the Manual with the release of new or revised IALA Standards and their associated Recommendations, Guidelines and Model Courses relating to VTS.

## Purpose of the document

The purpose of this document is to introduce proposed framework for reviewing and updating the VTS Manual (enclosure) in “real time” as part of essentially what would be ‘business as usual’ and with minimum effort.

# background

The Manual historically has been updated every 4 years with a new version released as a hard copy at each VTS Symposium.

In preparing the Manual as part of its 2018-2022 work programme (*Task 1.4.1 - Update and publish the VTS Manual and develop related procedures for its future management*) the Committee agreed 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.

The Manual is not 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.

Adopting a digital format as the primary means of distribution offers significant advantages. In particular, it addresses the issues associated with simply releasing a hard copy update every 4 years. For example, it is not out of date the day it is released, it does not get further out of date after every new or revised document is approved by Council, etc.

# Discussion

In commencing the review and update of the contents of the Manual a Coordination Group, consisting of the Chair, Vice-Chair, Working Group Chairs and the Editor, was formed to coordinate the preparation of the revised edition. Draft versions were made available to Committee participants on the IALA File Share system since the work began.

Following the cancellation of VTS48 in March, the Coordination Group completed the work inter-sessionaly before passing the Manual to the IALA Secretariat for finalisation.

Council approved the draft VTS Manual 2020 (the Manual) for publication at its 71st meeting in June 2020, noting, amongst other things, that the 2020 edition had been prepared in a manner that can readily updated to reflect new or amended IALA Recommendations and Guidelines related to VTS. (*C71-11.4.1 VTS Manual - Introductory note*).

With approval of the VTS Manual 2020 by Council, the Correspondence Group has completed the second part of Task 1.4.1 with the preparation of the *“Framework for Updating the VTS Manual”* (VTS49-8.4.1.1). The proposed framework aims to facilitate the review and update of the VTS Manual in “real time” as part of essentially what would be ‘business as usual’ and with minimum effort.

# Action requested of the Committee

The PAP is requested to approve the draft framework for reviewing and updating the VTS Manual.

ENCLOSUREs:

* + - 1. Framework for updating the VTS Manual (*PAP-x.x.x).*

1. Input document number, to be assigned by the Committee Secretary [↑](#footnote-ref-2)
2. Leave open if uncertain [↑](#footnote-ref-3)