REPORT OF THE INTERSESSIONAL MEETING OF WORKING GROUP 1 OF THE IALA VTS COMMITTEE

10 to 13 April 2018

Kevin Gregory
Rapporteur

12 April 2018

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Report of the Intersessional Meeting of Working Group 1 of the IALA Vessel Traffic Services (VTS) Committee

Executive Summary

The Intersessional Meeting of Working Group 1 of the IALA VTS Committee was held at IALA Headquarters from 10 to 13 April 2018.

33 Delegates from 22 organisations participated in the meeting. This included 5 participants attending for the first time.

The intersessional meeting was tasked to provide:

- Input to VTS45 on task 1.4.2 of the 2014-2018 Work Programme on the revision of IMO Resolution A.857(20) Guidelines for VTS, including:
    - Establishing a common understanding of the submission and the tasks required;
    - Establishing a draft framework and draft work plan for completing the review;
    - A preliminary structure/content for the new resolution A.857(20).
- Input to VTS45 on task 1.1.4 of the 2014-2018 Work Programme Produce a Guideline on Maritime Service Portfolios for VTS

Five working groups were established to consider:

- The role of the Competent Authority and VTS Authority and changing traditional boundaries;
- VTS and future developments;
- Types of Service and result-oriented instructions;
- VTS Qualifications, Training and Certification;
- The Development of Maritime Service Portfolios.

All working groups considered the recognition of IALA standards relating to VTS and general administrative arrangements as a component of their work.

The intersessional meeting concluded that it would be beneficial to form a Correspondence Group to coordinate feedback and comments on the report from this meeting from both participants and VTS Committee members who did not participate, and to provide an input paper to VTS45 collating the feedback/comments.

Subject to the discussions and decisions which will take place at IMO MSC99 the participants at this intersessional meeting strongly recommend that a workshop should be organised to broaden the participation and engagement of all relevant stakeholders. The preparation of a draft workshop proposal should be developed by the Correspondence Group Coordinator.

Good progress was made with the discussions within the intersessional meeting and the meeting concluded on Thursday 12th April 2018.

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Report of the intersessional meeting of Working Group 1 of the IALA Vessel Traffic Services (VTS) Committee

1. INTRODUCTION

The intersessional meeting of Working Group 1 of the VTS Committee was held from 10 to 13 April 2018 at IALA Headquarters with Monica Sundklev as Chair and Kevin Gregory as Vice Chair and Rapporteur.

33 Delegates from 22 organisations participated in the meeting. This included 5 participants attending for the first time.

The Chair welcomed all participants to the meeting in particular those participating for the first time.

1.1 Welcome from IALA

The Deputy Secretary General welcomed participants to the meeting and to IALA Headquarters. The Deputy Secretary General addressed the participants and outlined that it is currently a very interesting time for the maritime sector as a whole with rapid developments taking place with respect to connectivity between all actors. Technology is developing quickly, particularly with respect to areas such as VDES and its trial implementation in solutions which are actively sharing a range of information between ship and shore including the Sea Traffic Management and SESAME Straits projects. Additionally many countries are actively seeking to exploit low earth orbit satellites to support VDES.

Future developments in maritime connectivity will greatly influence the future delivery of VTS with respect to the increased ability to transfer data between ship and shore. The Efficinsea 2 project has recently held its final conference and maritime connectivity platforms are gaining increasing acceptance by industry stakeholders with organisations such as BIMCO taking initiatives including seeking greater international harmonisation in vessel reporting requirements.

The recent meeting of the IMO NCSR actively considered the Maritime Service Portfolios and in particular the allocation of them to coordinating bodies. IALA has been requested to provide the necessary coordination for the VTS related MSP's and particularly with a mind to a more digital VTS in the years to come.

With respect to the proposed review of IMO Resolution A.857(20) the focus should be on modernising and improving the resolution and the provision of a legal framework for VTS that recognises the role that IALA holds in the development of operational, technological and training and certification standards for the sector.

In December 2017 the IALA Council, at its 65th session, agreed the Committee structure for the 2018-2022 period which is now available on the IALA website. A new version of the IALA Strategic Vision for the period to 2026 along with the seven IALA Standards were also agreed in principle by Council 65 subject to the approval of the General Assembly in May 2018. In particular, the IALA Standards will greatly assist in the increased harmonisation of the provision of Marine Aids to Navigation services worldwide for the benefit of all stakeholders afloat and ashore.

IALA will be present at MSC99 to speak to and support the paper. The Deputy Secretary General wished all participants a good week and successful discussions.

1.2 Approval of the agenda

The agenda was reviewed and adopted (see Annex A).

1.3 Introductions and apologies for absence

The Chair outlined the apologies for absence that had been received. A list of delegates and apologies for absence is contained at Annex B.

1.4 Programme for the week

The Chair explained the programme for the week which along with an agreement to the reconvening of a plenary session at the commencement of each day in order to receive progress reports.

1.5 Presentation by China Maritime Safety Administration

On Wednesday lunchtime, a presentation was given by the China Maritime Safety Administration entitled 'an introduction to the overall traffic situation of China's coastal and inland waterways'.

2. ESTABLISHMENT OF WORKING GROUPS

The Chair outlined the procedure to be followed by working groups. Five working groups were established with four considering the key elements identified within the IMO MSC Paper seeking a review of Resolution A.857(20) and one continuing work on the development of the VTS related Maritime Service Portfolios.

A list of working group participants is at Annex C.

Working Groups (WG)
WG1 – The role of the Competent Authority and VTS Authority and changing traditional boundaries
WG2 – VTS and Future Developments
WG3 – Types of Service and Result-Oriented Instructions
WG4 – VTS Qualifications, Training and Certification
WG5 – Development of Maritime Service Portfolios

3. WORKING GROUP 1 – THE ROLE OF THE COMPETENT AUTHORITY AND VTS AUTHORITY

3.1 Role of the Competent Authority / VTS Authority

The working group considered the text contained within the IMO MSC 99 submission – *'The current Resolution is overly prescriptive on the responsibilities of the Competent Authority and VTS Authority. It does not recognize that circumstances may differ due to international/national law, geographical characteristics, traffic density/diversity, accessibility and environmental conditions'.*

3.1.1 Observations/Considerations:

1. Contracting Governments are responsibility for giving effect to SOLAS Chapter V Regulation 12 Vessel Traffic Services.
2. The existing IMO resolution is overly prescriptive with regards to responsibilities:
    - 12 responsibilities listed for the Contracting Government(s)/Competent Authority (CA), and
    - 8 responsibilities for the VTS Authority (VTSA).
3. Many of these 20 responsibilities are low level or now adequately covered by IALA Standards.
4. Several responsibilities listed could be the responsibility of either the CA or VTSA.
5. Where a Contracting Government establishes a VTS, as prescribed in SOLAS, the Government / Competent Authority is responsible for ensuring the responsibilities for the VTS as defined in the Resolution are met.

6. The use of the word authority in both the terms of CA and VTSA causes confusion in different countries. Consideration should be given to introduce a new term [e.g. VTS provider].

7. Auditing and assessing/evaluation needs to be high-lighted.

3.1.2 Clarification regarding terminology

1. The definition of Competent Authority in A.857(20)

   Competent Authority - the authority made responsible, in whole or in part, by the Government for safety, including environmental safety, and efficiency of vessel traffic and the protection of the environment.

   Suggest changing the definition of Competent Authority to:

   Competent Authority - the authority made legally responsible by the Government for SOLAS Chapter V Regulation 12 Vessel Traffic Services.

2. The definition of VTS Authority in A.857(20) states:

   VTS Authority - the authority with responsibility for the management, operation and co-ordination of the VTS, interaction with participating vessels and the safe and effective provision of the service.

   Suggest changing the definition of VTS Authority to "VTS Provider" with the following definition:

   [VTS Provider] - the organisation/entity legally empowered by the Government/Competent Authority for the delivery of VTS.

3. The definition of VTS in A.857(20) states:

   Vessel Traffic Service (VTS) - a service implemented by a Competent Authority, designed to improve the safety and efficiency of vessel traffic and to protect the environment. The service should have the capability to interact with the traffic and to respond to traffic situations developing in the VTS area.

   Suggest changing the definition of VTS as follows:

   Vessel Traffic Service (VTS) - a service implemented by a Government/Competent Authority with the capability to interact with the traffic and to respond to traffic situations developing in the VTS area to improve the safety and efficiency of vessel traffic and to protect the environment.

4. The definition of VTS area in A.857(20) states:

   VTS area - the delineated, formally declared service area of the VTS. A VTS area may be subdivided in sub-areas or sectors.

   Suggest changing the definition of VTS area as follows:

   VTS area - the delineated, formally declared area for which the [VTS provider] is legally empowered to deliver a VTS.

3.1.3 Key Responsibilities for Government/Competent Authority

1. ensure that a legal basis for the VTS is provided for in accordance with national and international law;

2. ensure that a [VTS Provider] is appointed and legally empowered;

3. ensure that the service area is delineated and declared a VTS area (where appropriate, this area may be subdivided in sub-areas or sectors);

4. instruct the [VTS Provider] to operate the VTS in accordance with relevant international conventions and IMO instruments;

5. ensure that [VTS Provider] conforms with relevant IALA Standards;

6. establish an auditing and monitoring framework [governance] to ensure that the [VTS Provider] is conforming with relevant international conventions and IMO instruments, and where applicable, any requirements set by the competent authority.

7. ensure that VTS training organisations are accredited and the associated VTS model courses are approved, in accordance with IALA Standards;

8. establish a compliance and enforcement framework with respect to violations of VTS regulatory requirements.

9. ensure that information to mariners regarding the operational requirements of the [VTS Provider] is promulgated in a consistent manner.

3.1.4 Additional paragraph for general considerations

The Government/competent authority should ensure that regular evaluations of a VTS are conducted through audits and/or periodic assessments. This provides the means to ensure that the VTS operational objectives, as well as any additional requirements set by the competent authority, are being met.

3.1.5 Responsibility for the VTS Authority [VTS Provider]

In operating a VTS, the [VTS Provider] should conform with the requirements set by the competent authority.

3.2 Other proposal

A proposal was submitted by China with respect to the preparation of a template of a 'VTS user guide'. As this was not directly relevant to the review of A.857(20), China was requested to submit an input paper to VTS45 with a full explanation of the proposal.

3.3 Changing traditional boundaries

The working group considered the text contained within the IMO MSC 99 submission – *'Coastal States are increasingly providing VTS beyond territorial seas (e.g. in the approach to ports) as a means to ensure the safety, security and efficiency of navigation and the protection of the marine environment in a domain with increasingly diverse utilization of space.*

Whilst SOLAS regulation V/12 (Safety of navigation) states clearly that VTS may only be made mandatory within territorial waters, the resolution is silent on the many ways that a VTS might contribute to the safety of vessel traffic and the protection of the environment beyond territorial waters or in international straits, without being mandatory'.

3.3.1 Observations/Considerations

The use of VTS may only be made mandatory in sea areas within the territorial seas of a coastal State (SOLAS Chapter V Regulation 12).

Recognising that VTS may contribute to the safety of vessel traffic and the protection of the environment beyond territorial waters or in international straits, without being mandatory.

IALA Guideline 1071 identifies three options for providing VTS beyond territorial seas:

1. **Voluntary use of VTS**
   A voluntary VTS may be established beyond territorial waters.

2. **Approval under the provision of SOLAS Chapter V/10 (Ships' Routeing)**
   An IMO-approved Ship Routeing System beyond territorial waters may be monitored by a VTS.

3. **Approval under the provision of SOLAS Chapter V/11 (Ship Reporting System)**
   An IMO-adopted Ship Reporting System beyond territorial waters may be monitored and operated by a VTS.

IALA Guideline 1071 also states the following conclusion:

Authorities identifying the need to establish or extend a VTS beyond territorial seas, either individually or on a multi-national basis, should note that this can only be achieved under current regulation through the establishment of voluntary use of VTS or a VTS that is part of, and in support of, a Ship Reporting System.

3.3.2 Suggestion – VTS beyond territorial seas

That consideration be given to reiterating the paragraph below in the revised resolution:

VTS beyond territorial seas

Governments/Competent authorities identifying the need to establish or extend a VTS beyond territorial seas, either individually or on a multi-national basis, should note that this may be achieved through the establishment of voluntary use of VTS or, a VTS that is part of, and in support of, an IMO-adopted Ship Reporting System.

4. WORKING GROUP 2 – VTS AND FUTURE DEVELOPMENTS

4.1 General considerations

The working group initially reviewed IMO Resolution A.857(20) to ascertain whether any content was relevant to bring forward to a new version. It was concluded that the current version of the Resolution had limited content on future developments when it was originally prepared.

The need for definitions related to technical matters was discussed and it was determined that technical definitions should be avoided as far as is practicable. The Working Group considered that the revision to the Resolution should be 'Goal Based' with the focus being on the desired end output for the effective provision of VTS as opposed to the process needed to get there.

The working group were mindful about business and organisational models that may be used in the operation of a VTS. With respect to technology, consideration may be given to issues such as movements from capital expenditure to operational expenditure for technology procurement and issues related to 'ownership' vs. 'leasing' of technology and cloud-based operations. Changes in the local governance of VTS were also outlined with the working group noting that some VTS Centres are operated already by third parties on a contractual basis.
The working group also considered other background documents such as the recent US NTSB safety study: assessment of effectiveness of VTS systems NTSB/SS-16/01

4.2 Technological developments

At the time that the current Resolution was written, VTS systems were much more 'stand-alone' in nature. Now more modern and distributed systems have been implemented there is an increased requirement for VTS systems to be able to interact with other (including third party) management systems and other VTS networks.

Whilst the current Resolution features some technical aspects they are generally related to the technology that was in use at the time of writing. This includes references to technologies including databases, telex and operational VHF communications. There is a need to ensure that new technologies are appropriately encompassed and enabled by a revised Resolution – this should include areas such as the MSP's, eNavigation and the development of autonomous shipping etc. It may not be necessary to specifically reference such terms in a revised Resolution but it should be written so as to facilitate their future inclusion into the VTS domain.

The working group considered that the goal should be to ensure that technology can be used to build an adequate traffic and contextual image with account taken for developing areas such as decision support systems and cyber security issues. Consideration should also be given to quality assurance and human element matters particularly with respect to the source, quality and validation of data in addition to

considering the human-centred portrayal of information and data and the potential risks of 'data/information overload'.

Recognition should also be given to new roles that may be performed by a VTS, this could include an increased focus on environmental protection issues, incident management and search and rescue.

Developments in VTS technology are often driven by VTS equipment manufacturers. A revised Resolution should support this source of innovation but should also ensure that VTS technology maintains a strong focus on being 'user-driven'.

4.3 Potential issues and developments to be considered by a revised Resolution

There is an expectation that a Resolution should not contain references to these issues and developments and care should be taken to ensure that a revised Resolution does not hinder, block or conflict with their foreseeable future development.
The working group prepared a provisional list of issues and developments that may be considered when a new Resolution is drafted.

Issues (listed in no particular order of significance)

1. Miscommunication,
2. Increased information available about more subject areas which passes through VTS Operators. This can result in less time being available for traffic management (workload problems in general),
3. Reliable contextual forecasting (current, wind, depth, traffic),
4. Availability of quality training,
5. Cybersecurity,
6. How to keep the VTS Operator 'in the loop' with increasing automation,
7. Increasing complexity leading to an increased requirement for more training/skills,
8. Reliability/availability of technology,
9. Changing traditional boundaries (eg VTS beyond territorial seas),
10. Relationship with Ship Reporting Systems,
11. Larger demands for data collection and distribution,
12. Increasing expectation of general public about risk assessment and mitigation,
13. 'Autonomous' ships,
14. Transition from stand-alone to distributed systems (internal, with other VTS centres, with PPU's and other 3rd parties),
15. Digitalisation,
16. New roles and responsibilities for VTS/VTSO (e.g. environmental issues such as emission, whales, oil spills),
17. Development of 'Artifical Intelligence' and 'Big Data' analysis,
18. Virtual AtoN's,
19. New technologies, sensors and processes (eg route exchange, 'smart' shipping, LRIT, S-AIS),
20. New shipboard technologies influencing the information needs of vessels,
21. Maritime Connectivity Platform and VDES,
22. E-navigation,
23. New forms of communications (less dependent on VHF-voice),
24. Maritime Service Portfolios (MSP's),
25. Maritime Spatial Planning,
26. New decision support tools,
27. New forecasts models,
28. New developments in User centred HMI.

4.4 VTS Communications and Navigating Officer (user) awareness

Any revised Resolution should aim to ensure that voice communications related to the safety of navigation are conducted on the designated VTS VHF channel. Consideration should also be given to ensuring that VTS awareness for Navigating Officers and other users is included so as to enhance the general knowledge of users and stakeholders as to the roles and responsibilities of a VTS. It will also be of importance to ensure that users are appropriately engaged in any review of the Resolution.

5. WORKING GROUP 3 – TYPES OF SERVICE AND RESULT ORIENTED INSTRUCTIONS

5.1 Types of Service

Members of the working group were first asked to identify whether they had concerns over Types of Service and their understanding of the issues. A lively and prolonged debate ensued with almost as many differing views expressed as there were members present. The one agreement reached was that this debate had very clearly demonstrated the compelling need for clarification since the experts within the working group had difficulty in gaining agreement on a common understanding. A theme that the group also frequently returned to was that, if the experts were unclear, then there was little hope that ship masters, as the primary recipients of VTS, could be expected to properly understand the subtleties of VTS Types of Service.

Opinion was divided on many issues and the working group returned to many of them from differing directions. However, this debate was very productive and, as it progressed, there was a gradual convergence of views.

It was agreed that the sub group should focus on setting out suggestions for further development at VTS 45 along the following lines:

1. The compelling need to clarify services rendered by a VTS in the submission has been fully justified,
2. The word "Service" after each type of service is at the root of the current confusion,
3. That there is really only one "Service" provided by a VTS and that the three Types of Service as currently described would be better described in the revised resolution as "functions". Thus, VTS should be redefined as "Vessel Traffic Service" (i.e. with service in the singular) with three functions as follows:

- Provision of maritime information;
- Monitoring, managing and organising vessel traffic;
- Provision of navigational assistance.

It was considered important that these functions were included in the Resolution to ensure the understanding by the recipients of VTS. However, it was also felt that any significant expansion of text should be avoided, leaving this to IALA to develop further through the relatively straightforward amendment of the existing Guideline and providing a clear focus for the ongoing task of developing more detailed procedures.

A number of working group members were closely involved in Coastal VTSs and discussion then turned to the alignment with the suggested approach of redefining Types of Service as functions as they would apply to a Coastal VTS. After further lengthy debate, it was finally agreed that the guidance in the current resolution was misleading in that it inferred that a Coastal VTS would normally only offer an Information Service. It was eventually accepted that there was little need to differentiate the functions of a Coastal VTS which might include any of the three functions identified above.

It was also noted that the existing Resolution does not make reference to Inland VTS. Future work may wish, therefore, simply to identify that a VTS may be established by a Competent Authority in Coastal, Inland and Port/Harbour areas. It should be recognised that there may be differences in the detailed functions of these due to international/national law, geographical characteristics, traffic density/diversity, accessibility and environmental conditions. (This partly picks up the language of para 13.1 of the IMO MSC submission).

5.2 IALA Standards

A short discussion was held on this subject and it was agreed that there was an obvious need to include reference to appropriate IALA documentation and that reference to GPRS and SRS might be deleted but that there were no further issues that could not be left to VTS 45.

5.3 Administrative Amendments

A brief discussion on Administrative Amendments, it was considered that this should be left to VTS 45 although all should be mindful of the overarching aim to keep the document at a high level and avoid unnecessary detail in the revised Resolution.

5.4 Result Oriented Instructions

The working group agreed that the use of the phrase "instruction should be result oriented" in the current Resolution is confusing. The specific paragraph (2.3.4) of the Resolution is in two parts: the first introduces the concept of result oriented instructions and the second addresses the need for care to be taken that VTS operations do not encroach upon the master's responsibilities and the relationship between master and pilot.

There was unanimous agreement that reference to result oriented instructions should be deleted and that the reference in the second sentence relating to the master's ultimate responsibility and the master/pilot relationship should be retained in the revised resolution.

In place of the reference to result oriented instructions, new text should be formulated addressing VTS communications in general terms and requirements for the development of harmonised procedures with a focus on VTS functions. Consideration should be given to both voice and digital communications but this may be more appropriately addressed at IALA level rather than in the resolution.

6. WORKING GROUP 4 – VTS QUALIFICATIONS, TRAINING AND CERTIFICATION

6.1 General background and IALA Standards

The text of the IMO MSC submission was considered as a baseline for further discussion:

'In the absence of any approved guidance on recruitment, qualifications and training for VTS Operators, detailed training guidance has been set out in Annex 2 to the Resolution. IALA has subsequently refined, developed and expanded this text to include guidance on qualification and certification at a range of levels. The structure and terminology used within Annex 2 to the Resolution is now either in conflict with, or constraining the necessary continued development of modern IALA training Recommendations, Guidelines and Model Courses'.

The working group considered the issues related to VTS qualifications, training and certification contained within the IMO MSC submission.

The working group were also mindful of the broad scope of IALA Standard 1050 on Training and Certification.

- *Training*
- *Assessment*
- *Competency*
- *Certification*
- *Revalidation*
- *Capacity Building*

Recognition should be given to developing trends, technologies and practices that may influence the training and certification of VTS personnel including advances in educational/teaching practices and methodologies, competency based training and human element issues.

A revised Resolution should seek to bridge the gap between the training standards for shipboard personnel (currently governed by the STCW Code) and the VTS qualifications developed by IALA. A revised Resolution should serve to create a stronger framework for the international and harmonised implementation and provision of VTS training to make it more mandatory in nature.

In reviewing the above documents and IALA Recommendation R0103(V-103) the following broad areas were identified as being suitable for further consideration for inclusion in a revised IMO Resolution.

6.2 General Obligation of Governments/Competent Authorities

To facilitate the harmonised implementation and delivery of VTS, [the Government/Competent Authority] shall implement [appropriate systems of training and certification] in accordance with the IALA Standard on Training and Certification to ensure the competency, continual professional development and the revalidation of qualifications held by VTS personnel.

6.3 Accreditation and Approval of VTS Training Organisations

[The Government/Competent Authority] shall ensure that Training Organisations have been accredited and approved to [implement the VTS Model Courses developed by IALA]. *(bear in mind V-103/3 is not generally subject to this process)*.

6.4 General obligation of VTS Authorities

The VTS Authority shall ensure that VTS personnel [are recruited, trained and certified] in accordance with the IALA Standard on Training and Certification [and that appropriate systems of on-the-job training and continual professional development of VTS Personnel are implemented].

6.5 VTS Manning Levels

The VTS Authority shall determine the [manning levels] at a VTS Centre [taking account of IALA Standards] and that VTS personnel are deployed having considered the application of human element and fatigue guidelines and associated considerations related to the volume of traffic and degree of risk in the VTS area.

This particular element may be better suited for inclusion in an operational or human element section of the revised Resolution if it is taken forwards.

6.6 Definition of VTS Personnel

The definition of VTS Personnel will need careful consideration to ensure that those involved in the operation and supervision of vessel traffic and the management of a VTS Centre are encompassed. Consideration may also need to be given to cover/avoid unforeseen application to non-operational personnel such as technical support and administrative support etc. In effect, this definition should encompass VTS Operators, VTS Supervisors, VTS On-the-Job Training Instructors and those with VTS Management responsibilities.

The current definition of VTS Personnel in IALA Recommendation R0103 (V-103) is:

'VTS Personnel are persons primarily trained in VTS operations and holding appropriate qualifications issued by, or on behalf of, a Government or a Competent Authority. Different levels of skills, knowledge and competence of VTS Personnel are set out in this Recommendation namely, VTSO, VTS Supervisor and OJTI(s). Some VTS Centres may also have a VTS Manager'.

A possible starting point for a definition was formulated for further development:

'VTS Personnel are those involved in the operational management of vessel traffic and in the supervision of the operational activities of a VTS Centre. The term VTS Personnel also includes personnel with a responsibility for the management of a VTS Centre'.

This definition would then serve to exclude other non operational personnel who contribute to the functioning of the VTS (such as technical and administrative support personnel).

7. WORKING GROUP 5 – MARITIME SERVICE PORTFOLIOS

7.1 VTS Committee Work Item - Produce a Guideline on Maritime Service Portfolios for VTS

The working group continued with the task 'Produce a Guideline on Maritime Service Portfolios for VTS' and continued to revise the working document from VTS44 'IALA Guideline Maritime Service Portfolios: Digitising Maritime Services' (VTS44-12.2.1.). After the last VTS Committee meeting the working group had already continued the work by correspondence. Further work was undertaken, particularly on the definition of operational approach and user needs of the MSP's.

The group noted that IMO/IHO Harmonisation Group on Data Modelling (HGDM) had also been drafting a template on the definition and harmonization of the format and structure of maritime service portfolios (MSPs) which had also been discussed at NCSR 5, where it was noted that it is important to test the draft template to gain some experience in reviewing draft templates before finalising the draft guidance.

The sub-working group used the draft HGDM template and incorporated it to the draft guideline on MSP's.

The aim is to enable the possibility to use the information in the draft IALA Guideline later as an example for other bodies working with definition of MSP's.

The group noted that further work with the guideline, including annexes and additional diagrams and drawings, will be needed.

The draft Guideline on MSP's will be sent as an input paper to VTS45 where work on this task will continue.

8. ANY OTHER BUSINESS

8.1 Correspondence Group on the revision of Resolution A.857(20)

The Working Group concluded that it would be beneficial to form a Correspondence Group to:

- Coordinate feedback and comments on the report from this meeting from both participants and VTS Committee members who did not participate, and
- Provide an input paper to VTS45 collating the feedback/comments. The input paper should be submitted before 3 September 2018.

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

8.2 Tentative proposal for an IALA Workshop

Subject to the discussions and decisions which will take place at IMO MSC99 the participants at this intersessional meeting strongly recommend that a workshop should be organised to broaden the participation and engagement of all relevant stakeholders.

The preparation of a draft workshop proposal should be developed by the Correspondence Group Coordinator (see 7.1 above).

9. REVIEW OF SESSION REPORT

The report of the meeting was reviewed and and will be forwarded as an input paper for VTS45.

10. CLOSING OF THE MEETING

The Chair thanked again all working group participants for all the hard work done during the meeting and wished everyone a safe journey home and looked forward to seeing everyone at VTS45 in October. The meeting concluded on Thursday afternoon with no business taking place on Friday 13th April.

11. WORKING PAPERS TO VTS45

WP1 Report of Intersessional Meeting of Working Group 1 of the VTS Committee

WP2 Preliminary structure and framework for a revised Resolution A.857(20)

WP3 Draft IALA Guideline on Maritime Service Portfolios – Digitising Maritime Services

12. LIST OF ANNEXES

A Intersessional Meeting Agenda

B List of participants

C Working Group participants

ANNEX A INTERSESSIONAL MEETING AGENDA

Vessel Traffic Services Committee - Intersessional Meeting of Working Group 1 (WG1)

An intersessional meeting of WG1 of the VTS Committee will be held from 10-13 April 2018, at IALA, St. Germain en Laye, France.

The meeting is planned to commence at 0900 on Tuesday 10 April 2018 and be closed at 1300 on Friday 13 April.

The expected outcomes for the meeting include:

- Input to VTS45 on task 1.4.2 on the revision of IMO Resolution A.857(20) Guidelines for VTS, including:
  - Establishing a common understanding of the submission and the tasks required
  - Establishing a draft framework and draft work plan for completing the review
  - A preliminary structure/content for the new resolution A.857(20)
- Input to VTS45 on task 1.1.4 Produce a Guideline on Maritime Service Portfolios for VTS

Agenda

1. **Introduction**
   - 1.1. Introduction and welcome speech (deputy Secretary-General)
   - 1.2. Approval of agenda
   - 1.3. Setting the scene
   - 1.4. Programme for the week
   - 1.5. Establishing sub-groups
2. **Task 1.4.2 Review/update/provide input to IMO on resolution A.857(20) Guidelines for VTS**
   - 2.1. Status and overview of the IMO submission
   - 2.2. Framework / Work Schedule to proceed
   - 2.3. Consider Structure/Content of revised/new resolution A.857(20) considering key areas of resolution A.857(20) identified in the submission
     - 2.3.1. Role of Competent Authority / VTS Authority
     - 2.3.2. Changing traditional boundaries
     - 2.3.3. VTS and Future Developments
     - 2.3.4. Types of Services (INS, TOS and NAS)
     - 2.3.5. Result-oriented instructions
     - 2.3.6. VTS Qualifications, Training and Certification
     - 2.3.7. Recognition of IALA Standards relating to VTS
     - 2.3.8. Administrative amendments
3. **Continue work on producing a Guideline on Maritime Service Portfolios for VTS**
4. **Review of working papers to VTS45**
5. **Review of WG 1 intersessional meeting report**
6. **Close of the meeting**

ANNEX B MEETING PARTICIPANTS

	Name	Organisation	Country
1	Neil Trainor	Australian Maritime Safety Authority	Australia
2	David Toomey	Canadian Coast Guard	Canada
3	Marc-André Morin	Canadian Coast Guard	Canada
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17	Basil Leung	Marine Department	Hong Kong SAR
18	Takashi Tanaka	Japan Coast Guard	Japan
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23	Ed Verbeek	Dutch Pilots' Cooperation	The Netherlands
24	Martijn Drenth	Dutch Pilots' Cooperation	The Netherlands
25	Pieter Paap	Ministry of Infrastructure and the Environment	The Netherlands
26	Ben Rohner	Port of Rotterdam	The Netherlands
27	Nasser Mansoori	Abu Dhabi Ports	UAE
28	Barry Goldman	IHMA	UK
29	Kevin Gregory	IHMA	UK
30	Nick Cutmore	IMPA	UK
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Porthos Lima	CONAPRA	Brazil
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Richard Aase	Norwegian Coastal Administration	Norway
Fredrik Karlsson	Swedish Maritime Administrationn	Sweden
Muhammad Khan	Maritime Coastguard Agency	UK
Robert Townsend	Maritime Coastguard Agency	UK
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ANNEX C WORKING GROUP PARTICIPANTS

Working Group 1 – The role of the Competent Authority/VTS Authority and changing traditional boundaries

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Working Group 2 – VTS and future developments

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Working Group 3 – Types of Service and Result Oriented Instructions

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Working Group 4 – VTS Training, Qualifications and Certification

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Working Group 5 – The development of Maritime Service Portfolios

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