**32nd Meeting of the Vessel Traffic Services Committee**

The 31st meeting of the **VTS Committee** will be held from March 7 - 11, 2011, at the National Museum in Copenhagen, Denmark.

The opening plenary will commence at 1400 on Monday 7 March, and the closing plenary will end at approximately 1300 on Friday 11 March.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at 1000 on Monday 7 March.

Work items / Tasks being addressed during this meeting are listed in the final table of Annex G of the report of the previous meeting, which was included in the initial invitation to this meeting.

Change from VTS31

**AGENDA**

1. Approval of the agenda
2. Review of action items from last meeting
3. Review of input papers
4. Reports from other bodies:
   1. IALA Council – 50th Session, December 2010
   2. IMO – MSC88, December 2010
   3. PAP20, October 2010
   4. IALA strategy monitoring
5. Reports from rapporteurs:
   1. Developments in e-learning, IALA W-W Academy (M1\*)
   2. Use and impact of risk and decision making tools (M2\*)
   3. Liaison with e-Navigation Committee (M3\*)
   4. Usage of the World VTS Guide (M4\*)
6. Presentations
   1. VTSO membership of the Nautical Institute
   2. IALA World-Wide Academy Jean-Charles Leclair
7. Establish Working Groups
8. Working Group 1 – Operations (WG1)
   1. Develop criteria, guidance or general provisions, for submission to IMO, on establishing and operating a VTS beyond territorial seas, to include a clarification of the difference between a VTS Area established / extending beyond territorial seas and operated as a VTS in its own right and a ship reporting system managed / monitored by a VTS. (Task 2\*)
   2. Review/update/provide input to IMO on Resolution A.857 (20) - Guidelines For Vessel Traffic Services, taking into account the development and implementation of the VTM concept (Task 3\*)
   3. Update the VTS Manual (Task 4\*)
   4. Review Recommendations & Guidelines (Tasks 5.a.ii\*, 5.a.iii\* & 5.a.iv\*)
   5. Produce a Recommendation on standard nomenclature (i.e. radio call signs) for use when referring to a VTS Centre (Task 8\*)
   6. Produce Guidelines on the provision of VTS Information Services and VTS Traffic Organization Services (Task 10\*)
   7. Produce a Guideline on VTS support / interaction in emergency response, law enforcement, regulatory compliance, SAR and disaster management, including VTS initiated NAS, in consideration of VTM developments (Task 11\*)
   8. Produce a Guideline on the use of decision support tools in VTS. (Task 12\*)
   9. Produce a Guideline on assessing and auditing the overall performance of VTS Centres with respect to their effectiveness in mitigating risk and as described in Chapter 18, Quality Management, in the VTS Manual (Task 13\*)
   10. Review SMCP as it relates to VTS and communicate suggested changes to IMO (Task 14\*)
9. Working Group 2 – Technical (WG2)
   1. Review Recommendations & Guidelines (Tasks 5.a.i\* & 5.b.ii\*)
   2. Review V-128 – Operational and Technical Performance Requirements for VTS Equipment (Annexes 2, 3, 6, 7, 8 and 9) (Task 6\*)
   3. Produce a Recommendation on harmonized functional VTS/VTM requirements for networking and information exchange (Task 7\*)
   4. Specify VTS and other VTM related user needs in relation to the allocation of the radio frequency spectrum, for further delivery to the IMO and ITU (Task 17\*)
10. Working Group 3 – Personnel & Training (WG3)
    1. Review Recommendations & Guidelines (Tasks 5.b.i\*, 5.b.iii\* & 5.b.iv\*)
    2. Develop Model Courses (V-103) on incident response, the provision of NAS, simulation, refresher training and training the trainer (Task 9\*)
    3. Produce a position paper on the need for mandatory training for VTSOs, including certification / accreditation and encourage member states to support this initiative at IMO (Task 15\*)
    4. Produce a recommendation on training and certification standards for Navigating Officers participating in a VTS for further delivery to IMO (Task 16\*)
    5. Consider developing a separate and distinct VTS Training Manual to complement the V-103 Model courses (Task 18\*)
11. Working Group 4 – VTM (WG4)
    1. Define the concept and develop the scope of the VTM, including the role and position of VTS in VTM and support to ship and port security and other services. (In consultation with e-NAV, and focusing on the VTS/VTM related architecture and specifying the VTS/VTM functional requirements.) (Task 1\*)
12. Future Work Programme (2014 – 2018)
13. Review of output and working papers
14. Any Other Business
    1. Workshops & Seminars (2010 – 2014)
    2. Terms of Reference of Working Groups
    3. VTS Gap Analysis
    4. e-Navigation
15. Date and venue of next meeting
16. Review of session report