From: Chairman, VTS Committee VTS33/5/5

To: VTS33

**Report on IALA Dictionary**

VTS&VTM part of IALA dictionary has been reviewed and possible modifications are listed as below. It is considered that “VTS” would be more appropriate title for chapter 9 of IALA Dictionary instead of VTS&VTM due to current uncertainty with VTM including its position, name and definition.

***Colour code of the table;***

Black colour indicates terms and definitions in the dictionary can be retained as they are,

Gray colour indicates terms and definitions in the dictionary need to be modified,

Blue colour indicates modified versions,

Red colour indicates new entries.

**Action requested;**

VTS33 is requested to review below table and to provide inputs as appropriate.

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|  |  |  | Ref. |
| 1 | Accident | An unintended event resulting either in fatality, injury, ship loss or damage, property loss or damage, or environmental damage. |  |
| 2 | Accredited Training Institute | An establishment approved by a competent authority for the purposes of training VTS Operators, VTS Supervisors and/or On-the-Job Training Instructors and is in possession of a valid Certificate of Accreditation. |  |
| 3 | Accredited training programme | A course of study comprising basic or advancement training at an Accredited Training Institute and “on-the-job” training carried out at the appropriate VTS Centre. |  |
| 4 | Accredited VTS Training | A course of study comprising VTS training which has been accredited by the Competent Authority or by an organisation approved by the Competent Authority for that specific purpose. Accredited VTS training should comply with IALA standards. | IALA Rec. V-103  2nd edd. (2009) |
| 5 | Aid to Navigation | Any device or system, external to a vessel, which is provided to help a mariner determine position and course, to warn of dangers or of obstructions, or to give advice about the location of a best or preferred route. |  |
| 6 | Allied Services | Allied Services are services actively involved in the safe and efficient passage of the vessel through the VTS area. |  |
| 7 | Automatic Identification System (AIS) | A broadcast transponder system, operating in the VHF maritime mobile band. |  |
| 8 | Competence | The ability to perform defined tasks or duties effectively. |  |
|  | Competent authority | The authority made responsible, in whole or in part, by the Government for the safety, including environmental safety, and efficiency of vessel traffic and the protection of the environment in the area. | VTS Man. 2008 |
| 9 | 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. | IMO A.857(20) |
| 10 | Course | The intended direction of movement of a vessel through the water. | IMO A.918(22) |
| 11 | Course Made Good | That course which a vessel makes good over ground, as a result of the effect of currents, tidal streams, and leeway caused by wind and sea. | IALA GL 1068  (2009) |
| 12 | Course to Make Good | That course which a vessel intends to make good over ground, after allowing for the effect of currents, tidal streams, and leeway caused by wind and sea. (Be aware that this term does not equate to Course to Steer). | IALA GL 1068  (2009) |
| 13 | Duty | A period of duty is the total time that a VTSO will be required to be present at the VTS Centre irrespective of whether or not the VTSO is carrying out actual watchkeeping duties at a VTS workstation. | IALA GL 1045  (2005) |
| 14 | Exclusion Zone | A geographical area, within which all other vessels should remain clear unless authorised. The size and shape of the area may vary depending on the risks involved. |  |
| 15 | External Procedures | Procedures that govern the interaction with participating vessels and allied services (defined as services actively involved in the safe and efficient passage of the vessel through the VTS area). | IALA Rec. V-127  (2004) |
|  | Hazardous Cargoes | Hazardous Cargoes include:   * Goods classified in the IMDG Code * Oils, noxious and harmful substances defined in MARPOL * Radioactive materials listed in the INF Code. | VTS Man.2008 |
| 16 | Hazardous Cargoes | Hazardous Cargoes include:  - Goods classified in the International Maritime Dangerous Goods (IMDG) Code;  - Substances classified in Chapter 17 of the IMO International Code for Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (IBC) Code, and in  Chapter 19 of the IMO International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk (IGC) Code;  - Oils as defined in MARPOL Annex I;  - Noxious liquid substances as defined in MARPOL Annex II;  - Harmful substances as defined in MARPOL Annex III; and  - Radioactive materials specified in the Code for the Safe Carriage of Irradiated Nuclear Fuel, Plutonium and High Level Radioactive Wastes in Flasks on Board Ships (INF) | IMO A.857(20) |
| 17 | Heading | The horizontal direction of the vessel's bows at a given moment measured in degrees clockwise from north. | IMO A.918(22) |
| 18 | Instruction(s)  (as to a vessel’s  navigation or  movements) | When a VTS is authorized to issue instructions to vessels, these instructions should be result-oriented only. The details of execution, such as course to be steered or engine manoeuvres to be executed should be left to the discretion of the master or pilot on board the vessel. |  |
| 19 | Interim Accreditation | is the preliminary accreditation for a new training course and should only be valid for the first presentation of the course. | IALA GL 1014 2nd edd. (2009) |
| 20 | Internal Procedures | Procedures that cover the day-to-day running of a VTS centre or sub-centre, including the operation of ystems and sensors, interactions among the staff and the internal management of data. | IALA Rec. V-127  (2004) |
| 21 | Message Markers | In order to especially facilitate shore-to-ship and ship-to-shore communication or when one of the IMO Standard Marine Communication Phrases will not fit the meaning desired, one of the following eight message markers may be used to increase the probability of the purpose of the message being properly understood.   * Instruction * Advice * Warning * Information * Question * Answer * Request * Intention | IMO A.918(22) |
| 22 | Navigational Assistance | The process of providing assistance as part of a Navigational Assistance Service | IALA GL 1068  (2009) |
| 23 | Near Miss | A sequence of events and/or conditions that could have resulted in loss. This loss was prevented only by a fortuitous break in the chain of events and/or conditions. The potential loss could be human injury, environmental damage, or negative business impact (e.g., repair or replacement costs, scheduling delays, contract violations, loss of reputation). | IMO MSC-MEPC.7/ Circ.7 |
|  | On-the-job training | (OJT) Training and familiarisation provided at the VTS Centre at which the person will be employed. It includes training on the particular services provided by the VTS, the facilities and equipment used, the local geography and appropriate port regulations and Procedures | VTS Man 2008 |
| 24 | On-the-Job Training(OJT) | is training and familiarisation at the VTS centre at which the person will be employed. It includes training on the particular types of service provided by the VTS centre, the facilities and equipment used as well as the local geography and appropriate port regulations and procedures. OJT should normally be carried out by a designated OJT Instructor. | IALA Rec. V-103  2nd edd. (2009) |
| 25 | Participating Vessel | Vessels navigating in an area where vessel traffic services are provided should make use of these services. Depending upon governing rules and regulations, participation in a VTS may be either voluntary or mandatory. Vessels should be allowed to use a VTS where mandatory participation is not required. | IALA GL 1068  (2009) |
| 26 | Place of Refuge | A place where a ship in need of assistance can take action to enable it to stabilize its condition and reduce hazards to navigation, and to protect human life and the environment. (IMO Resolution A.949(23)) |  |
| 27 | Qualification | is the education, knowledge, skill, experience or any other attribute which the Competent and/or VTS Authority may have determined desirable for performing the duties of the relevant position. | IALA Rec. V-103  2nd edd. (2009) |
| 28 | Quality Management System (QMS) | is a documented process of the organisation that comprises a set of policies, processes and procedures required for planning and implementing the training of VTS personnel. QMS enables organisations to identify measure, control and improve the various training processes that will ultimately lead to improved performance. | IALA GL 1014 2nd edd. (2009) |
|  | Refresher Training | See Updating/Refresher Training |  |
| 29 | Refresher Training | is training necessary to ensure that VTS personnel maintain a satisfactory level of operational performance. Refresher training may follow an assessment made by the VTS Authority, or may take place as a part of a training programme and continual professional development. | IALA Rec. V-103  2nd edd. (2009) |
|  | Revalidation Training | Training required by the Competent and/or VTS Authority in order to revalidate a VTS Operator Certificate.  The period of revalidation training is determined by the Competent and/or VTS Authority. | VTS Man 2008 |
| 30 | Revalidation Training | is training that ensures competence after a break in service. The Competent/VTS Authority may determine the duration of the break in service after which the revalidation training is required. | IALA Rec. V-103  2nd edd. (2009) |
|  | Ship Domain | An operational zone around, above or below a vessel within which an incursion by another fixed or moving object, or another domain, may trigger reactions or processes. (see 0605) | VTS Man 2008 |
| 31 | Ship Domain | An operational zone around, above or below a vessel within which an incursion by another fixed or moving object, or another domain, may trigger reactions or processes. | VTS Man. 2008 |
|  | Ship Safety Zone | A zone around a vessel within which all other vessels should remain clear unless authorised. (see 0605) | VTS Man. 2008 |
| 32 | Ship Safety Zone | A zone around a vessel within which all other vessels should remain clear unless authorised. | VTS Man. 2008 |
| 33 | Simulator Training | is the simulation of operational events, practices and procedures to instruct trainees and assess their ability to demonstrate their levels of competence  . | IALA Rec. V-103  2nd edd. (2009) |
| 34 | Stakeholder(s) | Any individual, group, or organization able to affect, be affected by or believe it might be affected by a decision or activity. The decision maker(s) is a stakeholder |  |
| 35 | Track | The path followed, or to be followed, between one position and another. | IMO A.918(22) |
| 36 | Training Management System (TMS) | is a quality management system designed with the objective of ensuring the consistency in the delivery of the course and the assessment of the trainees in accordance with the minimum requirements. | IALA GL 1014 2nd edd. (2009) |
| 37 | Training Organisation | Training Organisation refers to a training facility providing VTS training or to a VTS Centre providing On-the-Job Training (OJT). | IALA GL 1014 2nd edd. (2009) |
|  | Updating/Refresher Training | Training required by the Competent and/or VTS Authority in order to ensure that the level of competence is maintained appropriate to the service type(s) provided by the particular VTS centre when, for example, there has been a break in service, new equipment installed or new operating procedures have been introduced |  |
|  | Vessel Traffic Management | Vessel Traffic Management is the co-ordination and exchange of data about global maritime activities. It may incorporate VTS and include information from other maritime agencies | ???? |
| 38 | Vessel Traffic Service(VTS) | A VTS is 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 respond to traffic situations developing in the VTS Area. |  |
| 39 | VTS area | A VTS area is the delineated, formally declared service area of the VTS. A VTS area may be subdivided in sub-areas or sectors. |  |
| 40 | VTS Authority | The authority with responsibility for the management, operation and coordination of the VTS, interaction with participating vessels and the safe and effective provision of the service. |  |
| 41 | VTS Centre | The centre from which the VTS is operated. Each sub-area of the VTS may have its own sub-centre. |  |
|  | VTS Certification Log | A record of VTS related certificates and endorsements awarded to VTS personnel by the Competent and/or VTS Authority. The record may, for example, be in the form of a logbook or the certificates themselves may be kept separately. | VTS Man. 2008 |
| 42 | VTS Certification Log | is a record of VTS related certificates and endorsements awarded to VTS personnel during their VTS career. The record may be in the form of a log book or a separate certificate. The log can be in electronic or paper format. | IALA Rec. V-103  2nd edd. (2009) |
| 43 | VTS Course Certificate | is a document awarded by the training organisation, to indicate that a trainee has achieved successful completion of an accredited IALA Model Course i.e. V-103/1 VTS Operator Training, V-103/2 VTS Supervisor Training, V-103/3 VTS On-the-Job Training and V-103/4 On-the-Job Training Instructor. This course certificate alone should not be an authorisation to operate |  |
| 44 | VTS Manager | Some VTS organisations may require the appointment of a manager to administer and interface with regional or port management authorities. In such circumstances the manager should possess managerial qualifications to the satisfaction of the Competent Authority |  |
|  | VTS Operator | An appropriately qualified person carrying out VTS operations on behalf of a VTS Authority. (VTSO) | VTS Man 2008 |
| 45 | VTS Operator (VTSO) | is an appropriately qualified person performing one or more tasks contributing to the services of the VTS. | IMO A.857(20) |
|  | VTS Operator Certificate | A VTS certificate of competence awarded by the Competent Authority after the candidate VTSO has successfully completed both the V103/1 training and OJT at the specific VTS centre where the VTSO is employed, as well as meeting any specific requirements of the Competent Authority | VTS Man 2008 |
| 46 | VTS Operator Certificate | is a certificate of competence awarded by a Competent Authority after the candidate VTSO has successfully completed both the V-103/1 training and V-103/3 OJT at the specific VTS centre where the VTSO is employed, as well as meeting any specific requirements of the Competent Authority. The VTS Operator certificate entitles the authorised holder to serve as a VTS Operator and perform the functions which endorsements have been made. | IALA Rec. V-103  2nd edd. (2009) |
|  | VTS Operator Course Certificate | A certificate awarded upon successful completion of the IALA Model Course V103/1 VTS Operator training at an accredited VTS training institute. This course certificate alone is not an authorisation to operate as a VTSO. | VTS Man. 2008 |
| 47 | VTS Operator Course Certificate | is a document awarded by the training organisation, to indicate that a trainee has achieved successful completion of an accredited IALA Model Course i.e. V-103/1 VTS Operator Training, V-103/2 VTS Supervisor Training, V-103/3 VTS On-the-Job Training and V-103/4 On-the-Job Training Instructor. This course certificate alone should not be an authorisation to operate. | IALA Rec. V-103  2nd edd. (2009) |
|  | VTS Personnel | Persons trained in VTS operations, holding the appropriate qualifications required by a Competent Authority and acting as VTS Operator, VTS Supervisor and OJT Instructor at a VTS centre. VTS personnel may also include VTS Managers and Technical Support personnel. These latter personnel should ideally hold qualifications appropriate to the duties performed. | VTS Man.  2008 |
| 48 | 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. Two grades of skills, knowledge and competence of VTS personnel are set out in this recommendation namely, VTS Operator and VTS Supervisor respectively (Annex 1 and 2 provide a broad guide regarding job descriptions of these two grades). VTS Personnel may also include VTS Managers, who should ideally hold qualifications appropriate to the duties performed. | IALA Rec. V-103  2nd edd. (2009) |
|  | VTS sailing plan | A plan that is mutually agreed between a VTS Authority and the master of a vessel concerning the movement of the vessel in a VTS area. | VTS Man. 2008 |
| 49 | VTS sailing plan | a plan which is mutually agreed between a VTS Authority and the master of a vessel concerning the movement of the vessel in a VTS area. | IMO A.857(20) |
|  | VTS services | VTS should at least comprise an information service and may also include others, such as navigational assistance service or a traffic organization service, or both of these services, defined in Resolution A.857(20), as follows:   * An information service is a service to ensure that essential information becomes available in time for on-board navigational decision-making. * A navigational assistance service is a service to assist on-board navigational decision-making and to monitor its effects. * A traffic organization service is a service to prevent the development of dangerous maritime traffic situations and to provide for the safe and efficient movement of vessel traffic within the VTS area. | VTS Man. 2008 |
| 50 | VTS services | VTS should comprise at least an information service and may also include others, such as a navigational assistance service or a traffic organization service, or both, defined as follows:  - An information service is a service to ensure that essential information becomes available in time for on-board navigational decision-making.  - A navigational assistance service is a service to assist on-board navigational decision-making and to monitor its effects.  - A traffic organization service is a service to prevent the development of dangerous maritime traffic situations and to provide for the safe and efficient movement of vessel  traffic within the VTS area. | IMO A.857(20) |
| 51 | VTS Supervisor | An appropriately qualified VTSO carrying out supervisory duties in a VTS Centre on behalf of a VTS authority. |  |
| 52 | VTS Supervisor  Course Certificate | A certificate awarded upon successful completion of the IALA Model Course V-103/2 VTS Supervisor training at an accredited VTS training institute. The course certificate alone is not an authorisation to operate as a VTS Supervisor. |  |
| 53 | VTS traffic image | A VTS traffic image is the surface picture of vessels and their movements in a VTS area. |  |
| 54 | VTS workstation | A VTS workstation is the place in a VTS Centre from which a VTS Operator carries out his/her duties. | IALA GL 1045  (2005) |
| 55 | VTSO Position | The place in a VTS Centre from which a VTSO carries out his/her duties |  |
| 56 | Watchkeeping | Watchkeeping standards, including punctuality, handover, general responsibilities on watch and log-keeping. Technical watchkeeping requirements at a VTS workstation, include standard target tracking routines, VHF/DF monitoring and checks, navigation and operational checks, and equipment performance checks. | IALA GL 1045  (2005) |

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