# Review and Update of the VTS Manual

## Background

The VTS Manual (the Manual) provides a mechanism to assist Contracting Governments, Competent Authorities, VTS Authorities and training organizations in harmonizing the delivery of VTS worldwide by providing a comprehensive overview of all aspects relating to the provision of VTS.

In particular, the Manual is:

* Intended to complement IALA Standards relating to VTS. It is not intended to replicate the information and guidance in these documents or be prescriptive about the practices described within them. Rather, it provides a summary to assist authorities to meet their obligations for the establishment and operation of VTS in a consistent manner; and
* Aimed at a wide readership to encompass all 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.

## Purpose

This document describes the framework 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.

## Framework

The VTS Committee is responsible for continuously monitoring developments related to the establishment, implementation and operation of VTS and preparing new or revised guidance documents, the implementation of which by all coastal states will harmonize VTS worldwide.

These documents become IALA official documentation after approval by Council, and are then made available by the Secretariat on the website for public use.

The following framework has been adopted to synchronize the review and update of the Manual with the release of new or revised IALA guidance documents:

| **Responsible** | **Task/s** |
| --- | --- |
| **VTS Committee** | Maintain a standing Task Item in the Committees Work Programme and associated Task Register to:   * Monitor the development/completion of new or revised documents; * Consider new/revised contents for the Manual when new/revised documents are being prepared for forwarding to Council for approval. * Include proposals for new/revised contents to the Manual as appropriate when forwarding new/revised documents to Council for approval. * Assess the need for a comprehensive review of the Manual and the preparation of a new edition as an ongoing task. |
| **VTS Manual Editor** | Monitor the development/completion of new or revised documents.  Where appropriate, prepare revised/updated contents for the Manual for the Committees consideration.  Monitor the need for the development of a new edition and advise the VTS Committee accordingly. |
| **Secretariat** | In forwarding proposed changes to Council, ensure:   * The changes are consistent with IALA documentation policies. * Quality Control - document control, change management, etc.   Within 5 working days of new/revised contents for the Manual being approved by Council approval:   * Release the updated Manual on IALA Website. * Release the updated *IALA Reference – IALA Documentation Relating to VTS* on the IALA website. |
| **Council** | Consider revised / updated versions of the Manual for approval. |