Action Items VTS41

Action Items for Secretariat

1. [The **Committee Secretary** is requested to forward the VTS Manual 2016 (VTS41-12.1.7) to Council for approval. 12](#_Toc447038961)
2. [The **Committee Secretary** is requested to forward the draft Guideline on Marine casualty / incident reporting and recording, including near miss situations as it relates to VTS as WP to VTS42 (VTS41-12.2.8 draft\_guideline\_incident\_accident\_reporting). 12](#_Toc447038962)
3. [The **Committee Secretary** is requested to forward the revised template with VTS information (VTS41-12.2.9 REVISED MSP1 and MSP2 annex\_to\_liasion\_note\_to\_vts\_committee),as a working document to VTS42. 12](#_Toc447038963)
4. [The **Committee Secretary** is requested to forward the original template with VTS information (VTS41-12.2.10 MSP-work\_sheet), as a working document to VTS42. 12](#_Toc447038964)
5. [The **Committee Secretary** is requested to forward VTS41-12.2.11 (VTS41-8.1.7) and VTS41-12.2.12 (VTS41-8.1.8) to VTS42. 12](#_Toc447038965)
6. [The **Committee Secretary** is requested to forward the working document on VTS Communication (VTS41-12.2.13 draft\_guideline\_on\_vts\_communications) to VTS 42 for further review and consideration. 13](#_Toc447038966)
7. [The **Committee Secretary** is requested to forward the liaison note on the upcoming workshop on VTS Communication (VTS41-12.1.6) to Council for approval. 13](#_Toc447038967)
8. [The **Committee Secretary** is requested to forward the draft framework for the report on the outcome from the questionnaire (VTS41-12.1.2) for approval by IALA SG and DSG. 14](#_Toc447038968)
9. [The **Secretariat** is is requested to release the Questionnaire on their website no later than 25 March and to inform members about the Questionnaire on the IALA website. 14](#_Toc447038969)
10. [The **Committee Secretary** is requested to store the working document on draft Guideline Zero Accidents Campaign (VTS41-8.4.1) till IMO decision. 14](#_Toc447038970)
11. [The **Committee Secretary** is requested to forward the approved updates of the IALA Dictionary (VTS41-12.1.3 and VTS41-12.1.4) to the Dictionary Working Group for inclusion. 14](#_Toc447038971)
12. [The **Committee Secretary** is requested to forward remaining updates of the IALA Dictionary (VTS41-12.2.16 and VTS41-12.2.17) as working documents to VTS42 14](#_Toc447038972)
13. [The **Committee Secretary** is requested to forward the liaison note VTS41-12.1.13 on the withdrawal of IALA Recommendation V136 to IALA Council for approval. 14](#_Toc447038973)
14. [The **Committee Secretary** is requested to forward VTS41-12.2.14 (VTS41-3.3) and VTS41-12.2.15 (VTS41-3.4) to VTS42. 15](#_Toc447038974)
15. [The **Committee Secretary** is requested to forward the working document VTS41-12.2.5 to VTS42. 16](#_Toc447038975)
16. [The **Committee Secretary** is requested to forward the Input paper VTS41.9.2.1 to VTS 42 for further discussion (VTS41-12.6). 16](#_Toc447038976)
17. [The **Committee Secretary** is requested to forward the working document VTS41-12.2.7 to VTS42. 16](#_Toc447038977)
18. [The **Committee Secretary** is requested to forward the response on V-108 and Guideline 1111 (VTS41-12.1.11) to IHMA . 16](#_Toc447038978)
19. [The **Committee Secretary** is requested to forward the liaison note on the withdrawal of Guideline 1056 (VTS41-12.1.9) to Council for approval. 16](#_Toc447038979)
20. [The **Committee Secretary** is requested to forward the output document on M2M interfaces (VTS41-12.1.10) to ENAV. 17](#_Toc447038980)
21. [The **Committee Secretary** is requested to forward output document on IALA Model Course V-103/5 (VTS41-12.1.5 to Council for approval. 17](#_Toc447038981)
22. [The **Committee Secretary** is requested to forward the liaison note on IALA Model Course V-103/5 (VTS41-12.1.8) to Council for approval. 17](#_Toc447038982)
23. [The **Committee Secretary** is requested to forward the liaison note for a new task on review and update V-103/5 related documents (VTS41-12.1.15) to Council for approval. 17](#_Toc447038983)
24. [The **Committee Secretary** is requested to forward working document VTS41-12.2.1 as input to VTS42. 17](#_Toc447038984)
25. [The **Committee Secretary** is requested to store working document VTS41-10.5.1 as a subject that should be considered for inclusion in the 2018 to 2022 work programme. 18](#_Toc447038985)
26. [The **Committee Secretary** is requested to store working document VTS41-10.5.5 as a subject that should be considered for inclusion in the 2018 to 2022 work programme. 18](#_Toc447038986)
27. [The **Committee Secretary** is requested to forward the report on the IALA Workshop on Human Factors and Ergonomics in VTS to VTS42 for consideration (VTS41-12.2.4). 18](#_Toc447038987)
28. [The **Committee Secretary** is requested to forward working document VTS41-12.2.3 (VTS41-10.3.1) as input for VTS42. 18](#_Toc447038988)
29. [The **Committee Secretary** is requested to forward the Revised VTS Strategy Paper (VTS41-12.1.14) together with the liaison note on this (VTS41-12.1.1) to Council to approve 20](#_Toc447038989)
30. [The **Committee Secretary** is requested to forward the report of VTS41 (VTS41-14) after completion (deadline 28 March 2016) to the IALA Council, to note. 20](#_Toc447038990)

Action Items for Members

1. [**Committee Members** are kindly asked to download the questionnaire (VTS40-12.2.5) from the VTS section of the IALA web-site to fill in and send the completed questionnaire on collecting NAS to Malin Dreijer (malin.dreijer@kystverket.no) in advance of VTS41. 8](#_Toc447038954)
2. [**Committee members** are requested to review the draft Guideline on Marine casualty / incident reporting and recording, including near miss situations as it relates to VTS and send any comments no later than 30 June 2016 to the vice-chair of WG1 Jørgen Brandt [soe-vtss100@mil.dk]. 12](#_Toc447038955)
3. [**Committee members** are requested to send any relevant guidance, advice or documentation on effective communication to Thomas Southall (Tom.Southall@pla.co.uk), it does not necessarily have to be in English. 13](#_Toc447038956)
4. [**Committee members** are requested to review the working paper VTS41-12.2.2 and provide any comment to Committee vice-chair Neil Trainor [neil.trainor@amsa.gov.au] by 30 June 2016. 13](#_Toc447038957)
5. [**Members of Working Group** **3** are requested to review IALA Guideline 1017 with a view to determining its continued applicability in the light of the evolution of other IALA documents related to VTS training. 17](#_Toc447038958)
6. [**Members of Working Group 3** are requested to consider the requirements, scope and possible content of the VTS training manual. 18](#_Toc447038959)