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**42th Meeting of the Vessel Traffic Services Committee (VTS42)**

The 42th meeting of the **VTS Committee** will be held from 1 – 5 August 2016, at the Impiana KLCC hotel, Kuala Lumpur, Malaysia

The opening plenary will commence at 1200 on Monday 1 August 2016, and the closing plenary will end at approximately 1300 on Friday 5 August.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at 0900 on Monday 1 August.

**Agenda**

1. Introduction

* Welcome remark by the Director General of the Marine Department of Malaysia
* Welcome remark by the Deputy Secretary General of IALA
* Opening of VTS42 by the Secretary General of the Malaysian Ministry of Transport
  1. Administration and Safety Briefing
  2. Approval of agenda
  3. Apologies and introductions
  4. Programme for the week

1. Review of action items from last meeting
   1. Review of action items from VTS41
   2. Final Report from VTS41 - for reference
2. Review of input papers
   1. IALA Dictionary
   2. S100 IVEF
   3. Other projects
   4. ENAV Road Map
   5. Marine Spatial Planning
3. Reports from other bodies:
   1. IALA Council – 62th Session, June 2016
   2. Policy Advisory Panel (PAP)
   * PAP31, April 2016
   * DWG5, July 2016
   1. IMO
   * MSC96, May 2016
   * NCSR3, Feb-March 2016

4.4 IALA Workshop on Shore-Based Maritime Services from Theory to Practical use

1. Reports from rapporteurs

* Liaison with IALA WWA Kevin Gregory

1. Presentations (15 minutes)

* Update IALA activities Michael Card
* IALA VTS Questionnaire – results Neil Trainor
* Update WWA activities Gerardine Delanoye

1. Establish Working Groups
2. WG1 - TD# 1 – Operations
   1. Produce a Guideline on Marine Casualty Incident Reporting and Recording, including Near Miss Situations and it relates to VTS (Task 1.1.3)
   2. Produce a Guideline on Maritime Service Portfolios for VTS (Task 1.1.4)
   3. Produce a Guideline on Measures to Evaluate the Effectiveness of a VTS (Task 1.1.6)
   4. Produce a Guideline on Public and Media Relations in special / defined circumstances (Task 1.2.1)
   5. Produce a Recommendation / Guideline on VTS Communications (Task 1.3.1)
   6. Review / update input to IMO on Resolution A.857(20) Guidelines for VTS (Task 1.4.2)
3. WG2 - TD# 2 – Technology
   1. Produce a Recommendation on the Portrayal of VTS Information and Data (Task 2.1.1)
   2. Develop Guidance on the Technical Acceptance of a VTS System (Task 2.2.1)
   3. Provide a Guideline on the Technical Interface between VTS Systems and the systems of other Stakeholders (Task 2.3.1)
4. WG3 - TD# 3 – VTS Training
   1. Produce a VTS Training Manual to complement the V-103 and its model courses (Task 3.1.2)
   2. Review and update V-103 on the Standards for Training and Certification of VTS Personnel and other IALA guidance to reflect the introduction of V-103/5 (Task 3.1.3)
   3. Develop guidance on human factors and ergonomics in VTS (Task 3.3.1)
   4. Develop a Guideline on VTS Awareness for Navigating Officers (Task 3.4.1)
5. Review of Current Work Programme (2014 – 2018)
6. Review of output and working papers
   1. Output papers
   2. Working papers
7. Any Other Business
8. Review of session report
9. Date and venue of next meeting
10. Close of the meeting

