



REPORT OF THE 42<sup>ND</sup> SESSION OF THE  
IALA VESSEL TRAFFIC SERVICES  
(VTS) COMMITTEE

1 to 5 August 2016

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## Report of the 42<sup>nd</sup> Session of the IALA Vessel Traffic Services (VTS) Committee

### Executive Summary

The 42<sup>nd</sup> Session of the VTS Committee was held in Kuala Lumpur, Malaysia prior to the 13<sup>th</sup> VTS Symposium.

77 Members from 24 countries, 2 sister organisations and 2 observers participated in VTS42; 11 participants for the first time;

This was the fifth meeting for the 2014-18 Work Programme and the VTS Committee considered 52 input papers and produced 9 output papers of three Working Groups.

Key outputs included:

- Significant progress on Task 1.4.2 Review/Update/Provide input to IMO on Resolution A.857(20) Guidelines for VTS was achieved with completion of a paper on the compelling need for a revision of IMO Resolution A.857(20) Guidelines for Vessel Traffic Services (Information Paper VTS42-12.1.3). The paper provides the basis for the Committee to commence drafting a submission to the IMO requesting a review of the Resolution as an unplanned output.  
Note: While IALA may draft the document the submission can only be made by a Contracting Government / Member State of IMO.
- Completion of Task 1.1.3 on a new Guideline on Marine Casualty Incident Reporting and Recording including near-miss situations as it relates to VTS
- Completion of Task 1.4.3 on developing and conducting a global VTS Questionnaire The report of the Questionnaire will be released at the VTS2016 Symposium in Malaysia, 8-12 August 2016 and posted on the IALA website.

The Questionnaire will be kept online to enable:

- Authorities who have not already responded to do so, and
- Authorities who have responded to update their responses as necessary (for example, a new VTS has been authorised).

The website to access the Questionnaire is - <http://www.ialaquestionnaire.org>

- Updates of definitions and abbreviations of the IALA Dictionary.

The following liaison notes were prepared:

- to Council to approve the Guideline on Marine Casualty Incident Reporting and Recording including near-miss situations as it relates to VTS;
- to ENAV on the e-navigation Road Map;
- to ARM on Marine Spatial Planning;
- to the Joint VTS-ENAV WG on the ACCSEAS Legacy report.

Feedback was given on the report of the IALA VTS Questionnaire report.

Members expressed significant concern over the policy to remove definitions from IALA documents as this will impact the readability, accessibility and understanding of the documents.



Overall status of the VTS Committee 2014-2018 Work Programme after VTS42:

Task	Start Session	Planned End Session	Revised End Session	Progress Indicator			Status Overview
				Green	Yellow	Red	
<b>TD#1 – Operations</b>							
1.1.1. Produce a Guideline on the use of decision support tools in VTS	38	39	38				<b>Completed Approved at C59</b>
1.1.2. Update the VTS Manual	38	41					<b>Completed VTS41 Approved at C62</b>
1.1.3. Produce a Guideline on marine casualty incident reporting and recording, including near miss situations as it relates to VTS	38	42					<b>Commenced VTS38 Completed VTS42 Forwarded to C63 for approval</b>
1.1.4. Produce a Guideline on Maritime Service Portfolios for VTS	40	44					Commenced VTS40
1.1.5. Produce a Guideline on Preparing for IMO Member State Audit Scheme (IMSAS) as it relates to VTS	38	40					<b>Completed Approved at C61</b>
1.1.6. Produce a Guideline on Measures to Evaluate the Effectiveness of a VTS	42	44					<b>Commenced VTS42</b>
1.2.1. Produce a Guideline on public and media relations in special / defined circumstances	4243	44					
1.3.1. Produce a Recommendation / Guideline on VTS Communications	39	44					Commenced VTS39
1.4.1. Develop an “IALA VTS Strategy Paper” with regards to the delivery of VTS in a rapidly changing world and the possible implications for IMO Resolution A.857(20) Guidelines for Vessel Traffic Services	38	40	39				<b>Completed Approved at C60</b>
1.4.2. Review/update/provide input to IMO on Resolution A.857(20) Guidelines for VTS	41	44					<b>Commenced at VTS39</b>
1.4.3. Develop and conduct a global VTS Questionnaire	38	41					<b>Completed to be released on IALA Website (8 Aug)</b>
1.4.4. Produce a Guideline on preparing for Zero Accident Campaign	38						On hold pending IMO response
<b>TD#2 – Technology</b>							
2.1.1. Produce a Recommendation on the portrayal of VTS information and data	41	44					<b>Commenced VTS41</b>
2.2.1. Develop Guidance on the technical acceptance of a VTS system	39	44					Commenced VTS39
2.2.2. Review V-128 – Operational and Technical Performance Requirements for VTS Equipment:	38	44	39				<b>Completed Approved at C60</b>
2.3.1. Provide a Guideline on the technical interface between VTS systems and the systems of other stakeholders	41	44					
<b>TD#3 – Training</b>							
3.1.1. Develop a Model Course on Revalidation Process for VTS Qualification and Certification	38	41					<b>Completed Approved at C62</b>
3.1.2. Produce a VTS Training Manual to complement the V-103 and its model courses	40	44					Commenced VTS40
3.1.3. 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	42	44					
3.3.1. Develop guidance on human factors and ergonomics in VTS	38	43					Commenced VTS38
3.4.1. Develop a Guideline on VTS Awareness for Navigating Officers	4243	44					

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## Report of the 42<sup>nd</sup> Session of the IALA Vessel Traffic Services (VTS) Committee

### 1. INTRODUCTION

#### 1.1 Opening Ceremony

Michael Card, Deputy Secretary General of IALA, welcomed all participants to the 42<sup>nd</sup> meeting of the Vessel Traffic Systems Committee in Kuala Lumpur, Malaysia. He welcomed in particular the Honourable Datuk Seri Haji Saripuddin Bin Haji Kasim, Secretary General of the Ministry of Transport Malaysia, the Honourable Dato' Haji Baharin Dato' Abdul Hamid, Director General of the Marine Department Malaysia and Mr. Roslee Mat Yusaf, Director Safety of Navigation of the Marine Department Malaysia.

Michael Card thanked the Marine Department Malaysia for all the arrangements made for this meeting and highlighted:

- the key tasks the Committee would be focussing on during the week
- the workshop on VTS Communications in Indonesia early next year
- the developments in digital communications like VDES
- the joint meeting between the VTS and ENAV Committees after VTS42.

The Honourable Datuk Seri Haji Saripuddin Bin Haji Kasim, Secretary General of the Ministry of Transport Malaysia welcomed the IALA VTS Committee with participants from all over the world as a platform of experts. He highlighted the role of the Ministry of Transport in improving the VTS in Malaysia in operation, technical support and training of personnel. He hoped to welcome all participants in the next week VTS Symposium 2016 and opened the Committee meeting officially.

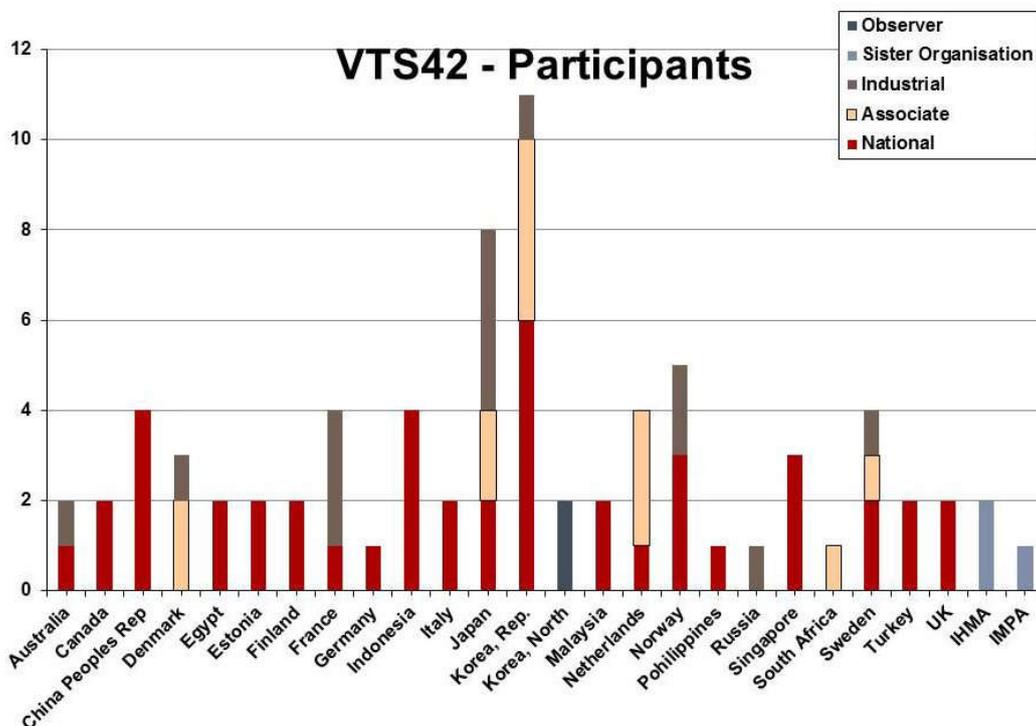
To memorise this meeting some gifts were handed to and from the IALA and the Ministry of Transport.



## 1.2 Plenary Session

The 42<sup>nd</sup> meeting of the VTS Committee was held from 1 to 5 August 2016 at the Impiana KLCC Hotel, Kuala Lumpur, Malaysia with Tuncay Çehreli as Chair and Neil Trainor as Vice Chair. The Secretary for the meeting was Wim van der Heijden.

77 Members from 24 countries and 2 Sister organisations participated in VTS42; 11 for the first time. There were 2 observers.



The Chairman welcomed all participants to VTS42 in particular the members returning after some absence and the members participating for the first time. He also thanked the Marine Department for the excellent organisation of the Committee meeting back to back with the VTS2016 Symposium.



### 1.3 Administrative announcements

Hairizam Al Bukhari informed the Committee about the arrangements made for the meeting with respect to the meeting rooms, lunches, coffee breaks and Committee dinner.

### 1.4 Approval of the agenda

The agenda was reviewed and adopted (VTS42-1.2) with the addition of an additional report from IMO on Trends, Developments and Challenges facing the IMO in the 2018 – 2023 period (agenda item 4.3).

### 1.5 Introductions and apologies

The Chair welcomed the new members of the Committee. Apologies received are listed in Annex B.

### 1.6 Programme for the week

The Chairman explained the programme for the week (VTS42-1.4) which was adopted.

## 2. REVIEW OF ACTION ITEMS FROM VTS41

Input paper VTS42-2.1 refers.

### 2.1 Action Items – IALA Secretariat

It was noted that all IALA Secretariat actions from VTS41 had been completed.

### 2.2 Action Items – VTS Committee Members

1. Action item 31 (NAS questionnaire). Malin Dreijer reported verbally on the status
2. Action item 32 (marine casualty / incident reporting). Inputs from Australia and France were received.
3. Action item 33 (effective communication). Inputs received included VTS42-8.5.2.
4. Action item 34 (review working paper VTS41-12.2.2). No inputs received.
5. Action item 35 and 36 no actions were required.

## 3. REVIEW OF INPUT PAPERS

Before the review of the input documents, the Committee Secretary gave a brief introduction of the document handling. He highlighted how to input documents to the Committee and attended to the deadline for submission of inputs to the next meeting. This will be very strict and is set to two weeks before the meeting start in order to give members time to read inputs and discuss them in their own organisation. Only one exemption will be made for documents to the Committee as output from an IALA event held in the period of two weeks before the Committee meeting (output from another Committee meeting or from an IALA workshop or seminar). This is to avoid unwanted waiting time.

He introduced the file share system to be used by Working Groups during the meeting. He highlighted the fact that all documents will be removed after one month. Output documents (real output and working documents for the next meeting) should be submitted to the Secretary directly.

Finally he introduced input and output templates in the new IALA branding and new style sheets for drafting new Recommendations and Guidelines. Recommendations and Guidelines already under development or revision can be finalised in the old style.

The list of input papers is automatically generated by the IALA web site when downloading one or more documents. Input papers are numbered in line with the agenda.

The input papers were reviewed and appointed to the working groups with the following remarks:

- IALA Dictionary (VTS42-3.1.1, VTS42-3.1.2 and VTS42-4.2.2) should be reviewed by all WG's
- S100 IVEF will be keep on hold to the next working period

- FAROS project (VTS42-3.3.1 and VTS42-3.3.2) has been noted and will be reviewed by WG3
- ACCSEAS project (VTS42-3.3.3) has been noted. WG1 and WG2 will consider the conclusions from the report
- VTS Manual (VTS42-3.3.4) was done already
- ENAV Road Map (VTS42-3.4.1 and VTS42-3.4.2) will be considered by WG2
- Marine Spatial Planning (VTS42-3.5.1 and VTS42-3.5.2) WG1 (lead) and WG2 will consider. There was a remark on the abbreviation (MSP) which can lead to confusion with Maritime Service Portfolios.

## 4. REPORTS FROM OTHER BODIES

### 4.1 IALA Council

The Committee noted the following Council report:

- 62<sup>th</sup> Session, Lisbon, Portugal, 21-24 June 2016, paper VTS42-4.1.1 refers.

The Chair informed briefly about the report and the VTS related issues.

### 4.2 IALA Policy Advisory Panel

The Committee noted the PAP31 report, paper VTS42-4.2.1 refers. The Chair briefly introduced the report and VTS related matters.

The Chair noted that there was an action item (No. 11) for the VTS Committee, stating *“The VTS Committee to develop a convincing and clear paper on the revision of IMO Resolution A.857(20) based on the compelling need for the safety of navigation, aiming to those not familiar with VTS”*.

The Chair also noted the report of the Dictionary Working Group (VTS42-4.2.2) and informed that some of the proposed definitions were rejected and should be re-considered by the Committee (see also agenda item 3 above). Members of the Committee expressed their deep concern on the IALA policy on the process for accepting and rejecting the definitions made by experts.

### 4.3 IMO documents

The following IALA reports of IMO meetings were noted: MSC96 (VTS42-4.3.1) and NCSR3 (VTS42-4.3.3). The Chair attended on VTS42-4.3.2 describing the trends, Developments and Challenges facing the IMO in the 2018 – 2023 period.

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

The workshop was held on 24 – 26 May 2016 in Lisbon, Portugal and there were a couple of VTS related actions defined. VTS42-4.4.1 refers. WG1 will consider the actions and report as appropriate.

## 5. REPORTS FROM RAPPORTEURS

### 5.1 Liaison with IALA WWA

Rapporteur: Kevin Gregory

Because there will be an overlap with the presentation of the WWA every meeting it was decided to remove this report from the agenda.

### 5.2 Risk management toolbox

The Risk Management Tools Steering Group will be continued as WG3 of the ARM Committee. The Chair, being member of the Steering Group, informed about the change of status. He attended the last meeting

during ARM4 by GoToMeeting. The Chair proposed to make this as a new rapporteur item for the next meetings which was agreed by the Committee.

## 6. PRESENTATIONS

### 6.1 Update IALA activities

An informative presentation was made by Michael Card. The following items were presented:

- The Council Strategy Group had a meeting before the 62th Council meeting working on the IALA Strategic Vision.
- Upcoming PAP and LAP meetings will be work on the text for the approved IALA Standards.
- Jean-Charles Leclair will be retired from the 1<sup>st</sup> of September. The new Dean of the WWA will be Omar Frits Eriksson, in function from the 1<sup>st</sup> of August 2016.
- The image of the IALA Head Quarter will be improved in line with the new IALA branding.
- For a short period IALA will have a new Seconded Officer from the Japan Coast Guard: Kinji Takeuchi.
- IALA will be represented in IMO by Mahdi Al Mosawi, SG and DSG.
- He thanked Paul Owen and Marie-Helene Grillet for their work on the new edition of the VTS Manual which will be launched during the VTS2016 Symposium.
- He attended the Industrial Members on a meeting of the IALA Industrial Members during the VTS2016 Symposium.

### 6.2 IALA VTS Questionnaire – results

Neil Trainor presented the preliminary results of the VTS Questionnaire based on the responses received from 155 individual VTSs, representing 113 Vessel Traffic Authorities and 31 Competent Authorities.

A draft report on the outcomes from the Questionnaire (was reviewed by the Committee and approved for release at the VTS2016 Symposium in Malaya 8-12 August.

Members noted that the web-based questionnaire was closed two weeks prior to VTS42 to enable the analysis to be undertaken to produce the report. Further, noting that several authorities had asked to complete the questionnaire during this time it was agreed that the Questionnaire should be re-opened to allow additional authorities to complete the questionnaire and existing respondents edit/update their responses as necessary.

The website to access the VTS Questionnaire is <http://www.ialaquestionnaire.org>

#### *Action item:*

*The **Committee Secretary** is requested to provide a copy of the report from the VTS Questionnaire to the IALA Secretariat for release at the VTS2016 Symposium.*

### 6.3 IALA World-Wide Academy (WWA)

Paper VTS42-6.3.1 (presentation) refers.

The presentation was made by Gerardine Delanoye.

The presentation covered an overview of the VTS related activities of the WWA since VTS41 and the planned activities in the remaining part of 2016. Distance learning is progressing. A decision had been made that all information on the webpage as regards the IALA experts should be removed. Earlier the names of the experts had been removed.

She introduced the new Dean of the WWA Omar Frits Eriksson who has a lot of experience with the Academy.

The Chairman thanked all speakers for the presentations.

## 7. ESTABLISH WORKING GROUPS

The Chairman outlined the procedure to be followed by working groups, including the associated paperwork, after which three working groups were established and their tasks outlined. It was decided that the previous breakout group on the update approach of IMO Resolution A.857(20) would merge as a sub-group of WG1. A list of working group participants is at Annex C.

Working Group (WG)	Working Group Chairman / Vice Chairman
WG1 – Operations	Monica Sundklev (Chair) Jørgen Brandt Tom Southall
WG2 – Technology	Robert Townsend (Chair) Richard Aase
WG3 – VTS Training	Kevin Gregory (Chair) Lilian Biber-Klever

## 8. WORKING GROUP 1 – TD#1 - OPERATIONS (WG1)

31 participants were involved in working with the tasks of WG 1, of which 7 were at IALA for the first time. Five subgroups were created to consider the tasks, as follows:

### 8.1 Task 1.1.3 Produce a Guideline on marine casualty / incident reporting and recording, including near miss situation as it relates to VTS

The working group finalized the task and took account of comments from Australia (VTS42-8.1.4) and France (VTS42-8.1.2) and made relevant changes in the guideline, particularly with concern to the link between QMS and ISM and the explanation of a reporting culture with a just culture.

It was considered important to keep the flow chart in annex 1 in order to help the understanding of the guideline.

The Committee reviewed the guideline together with the liaison note and made some corrections and adjustments before it was agreed.

#### *Action item:*

*The **Committee Secretary** is requested to forward the liaison note (VTS42-12.1.1) and the draft Guideline on Marine casualty / incident reporting and recording, including near miss situations as it relates to VTS (VTS42-12.1.2) to Council for approval.*

### 8.2 Task 1.1.4 Produce a Guideline on Maritime Service Portfolios for VTS

The work continued to develop. The templates on MSP 1 (INS) and MSP 2 (NAS) were updated taking into account the result of 'IALA workshop on shore based maritime services from theory to practical use'. Useful information received from Canada on MSP 1 was also considered.

#### *Action items:*

*The **Committee Secretary** is requested to forward the revised templates on MSP (VTS42-12.2.1) as a working document to VTS43.*

The **Committee Members** are requested to review and provide comments on the draft template of MSP 1 (INS) (VTS42-12.2.1) before 20 February 2017 to Malin Dreijer ([malin.dreijer@kystverket.no](mailto:malin.dreijer@kystverket.no)).

### 8.3 Task 1.1.6 Produce a Guideline on Measures to Evaluate the Effectiveness of a VTS

Work on this task was started and input papers from Australia (VTS42-8.3.1 and VTS42-8.3.2) were considered.

The first draft guideline was developed as a working document.

#### *Action item:*

The **Committee Secretary** is requested to forward the draft guideline WG1-WP2 (Effectiveness) (VTS42-12.2.2) as a working paper to VTS43.

### 8.4 Task 1.2.1 Produce a Guideline on public and media relations in special/defined circumstances.

Work on this task was postponed to VTS43.

### 8.5 Task 1.3.1 Produce a Recommendation / Guideline on VTS Communications

The VTS Communications sub-working group had a successful meeting. Positive progress was made with the initial draft of sections including ground rules, structure, common phrases and cross cultural communication. Work will continue at VTS 43.

Committee Members were invited to consider participation at the up-coming workshop on VTS Communication, see more under agenda item 13.2.

#### *Action items:*

The **Committee Secretary** is requested to forward the working document on VTS Communication (VTS42-12.2.3) as working paper to VTS 43 for further review and consideration.

**Committee members** are requested to send any relevant guidance, advice or documentation they provide to VTS personnel on effective oral communication to Thomas Southall ([Tom.Southall@pla.co.uk](mailto:Tom.Southall@pla.co.uk)), it does not necessarily have to be in English.

### 8.6 Task 1.4.2 Review/Update/Provide input to IMO on Resolution A.857(20) Guidelines for VTS

A sub-group was formed at the commencement of VTS42 to identify and document the compelling needs for a review/amendment on IMO Resolution A.857(20). It was highlighted that, since it is not (yet) on the agenda at IMO, a request for the Resolution to be updated needs a submission for an unplanned output, together with clearly defined compelling needs. IALA, being a NGO, cannot submit such a submission to IMO on its own, since it needs to be made by a Contracting Government /Member State of IMO.

A draft document entitled “*Compelling Needs for a Revision of IMO Resolution A.857(20) Guidelines for Vessel Traffic Services*” was developed and finalized by the sub-group finalized and considered by the Committee paper “VTS42-12.1.3 Compelling Needs (VTS42)”. Key components identified where amendments/changes to the Resolution are required include:

- VTSO Qualifications, Training and Certification – Mandatory Training
- Recognition of IALA VTS Standards in international instruments
- Types of Service (INS, TOS and NAS)
- Operation of VTS outside territorial seas
- Role of Competent Authority / VTS Authority
- VTS and Future Developments
- Administrative amendments

Members agreed, in principle that the components identified in the compelling needs document should provide the basis for development of a proposed submission for the Resolution to be updated as an unplanned output at VTS43. IALA Members, being also Contracting Governments to IMO, should be invited to submit the proposal of an unplanned output, preferably co-sponsored by IALA.

*Action item:*

*The **Committee Secretary** is requested to forward the paper on “Compelling Needs ” (VTS42-12.1.3) to VTS43 as an input paper for WG1 to use in the preparation of the proposed submission for a review of the resolution as an unplanned output.*

## Miscellaneous

### 8.7 IALA Dictionary update

WG1, together with WG2, considered input papers VTS42-3.1.1 and VTS42-3.1.2 on proposed amendments from Guideline 1111. Minor changes were proposed to the IALA Dictionary.

Several WG1 members raised, again, concern on the IALA policy on removing definitions from IALA documents. By not having access to the explanations within the document, it may be confusing for the reader and the document will not be able to stand on its own. It is also considered unpractical since it may not be possible to have a printed version of an IALA document because you would then, beside the document itself, also need to have printed versions of the dictionary in order to understand the text completely. Furthermore, it may not be possible to be connected to the Internet at all times whenever the document will be read, which would affect the accessibility of all IALA document.

*Action item:*

*The **Committee Secretary** is requested to forward the proposed update of the IALA Dictionary (VTS42-12.1.4) and the proposed abbreviations (VTS42-12.1.5) to the IALA Dictionary Working Group for their consideration.*

### 8.8 ACCSEAS Future Work items identified in the ACCSEAS Legacy Report

WG1, together with WG2, noted and considered input paper VTS42-3.3.3 on Future Work items identified in the ACCSEAS Legacy Report.

It is the opinion of the WG1/WG2 that before the future work items can be included in the next work program further information must be sought.

It is proposed that this will be a topic of discussion for the joint VTS/ENAV meeting on 5 August 2016.

*Action item:*

*The **Committee Secretariat** is requested to forward the liaison note (VTS42-12.1.6 WG1-liaison note accseas) to the Joint WG VTS/ENAV Working Group for discussion.*

### 8.9 VDES

WG1 noted the input paper VTS42-8.7.1 Liaison note Draft Guidelines on User Requirements for VDES and will consider it in conjunction with Task 1.1.4 Produce a Guideline on Maritime Service Portfolios for VTS.

WG1, together with WG2, noted input paper VTS42-8.7.2 PNT relevant topics for the use of AIS/VDES.

### 8.10 Draft Guideline on Navigational Safety within Marine Spatial Planning

WG1, together with WG2, considered liaison note from ARM (VTS42-3.5.1 and VTS42-8.5.2)

Comments and proposals on the draft guideline were submitted to ARM for their final consideration.

*Action item:*

The **Committee Secretary** is requested to forward the liaison note on Marine Spatial Planning (VTS42-12.1.7) to the ARM Committee to consider.

## 9. WORKING GROUP 2 – TD#2 - TECHNOLOGY (WG2)

### Introduction

20 people joined the Working Group, a small number for the first time including 2 delegates from the Egyptian Authority for Maritime Safety. The WG would like to express our thanks and appreciation to the Malaysian Administration for the excellent facilities, organisation and hospitality over the course of VTS42.

Tasks were presented as follows:

The WG2 had 16 papers to review, update, note and comment upon.

- VTS42-3.1.1 Review and Comment IALA Dictionary
- VTS42-3.1.2 IALA Dictionary Note. Comments to WG1 who will respond
- VTS42-4.2.2 IALA Dictionary - Note
- VTS42-3.2.1 S-200 Product Specification for IVEF service. Note
- VTS42-3.2.2 S-100 Product Specification of the IVEF service. Note
- VTS42-3.2.3 S-100 for the IVEF service Gap Analysis. Note
- VTS42-3.2.4 S-100 for the IVEF service. Rec. on closing the gap. Note
- VTS42-3.3.3 Future Work items identified in the ACCSEAS Legacy Report. Note
- VTS42-3.4.1 eNAV ROADMAP – Liaison Note
- VTS42-3.4.2 eNAV ROADMAP – Review and Comment
- VTS42-3.5.1 Marine Spatial Planning – Liaison Note
- VTS42-3.5.2 Marine Spatial Planning – Review and Comment back through WG1
- VTS42-9.1.1 Produce a Rec. on Portrayal of VTS Information and Data. Continue
- VTS42-9.2.1 Produce a Guideline on Acceptance of VTS Systems - Continue
- VTS42-9.3.1 Produce a Guideline on the technical interface between VTS systems and Systems of other stakeholder
- Comment on VTS Questionnaire to Neil Trainor

After presenting these tasks we discussed our approach to the management of these tasks and agreed a plan for the week. Essentially, three sub-groups were created along similar lines to VTS41.

### 9.1 Task 2.1.1 Produce a Recommendation on Portrayal of VTS Information and Data

Excellent progress was made during the course of the week. The task is scheduled for completion at VTS44. The output is a working document which should be referred to VTS43 as an input paper.

Considering the new IALA documentation structure, it is likely that an associated Guideline will need to be produced.

*Action Item:*

The **Committee Secretary** is requested to forward the working document VTS42-12.2.4 on portrayal to VTS43.

### 9.2 Task 2.2.1 Produce a Guideline on Acceptance of VTS Systems

The Group built upon the output paper from VTS41 and agreed that the Guideline should be consistent with but remain separate from Guideline 1111. Good progress was made on this task. The output is a working document which should be referred to VTS43 as an input paper. The task is scheduled for completion at VTS44, however this is likely to go into the next working period.

*Action Item:*

The **Committee Secretary** is requested to forward the working document VTS42-12.2.5 on acceptance VTS systems to VTS43.

**9.3 Task 2.3.1 Produce a Guideline on the technical interface between VTS systems and the systems of other stakeholders**

The Group continued discussions on the output document of VTS41 on how this Guideline should align with existing IALA Documents namely Guideline 1086 Global Sharing of Maritime Data and Guideline 1102 VTS Interaction with Allied Services.

The Group produced a structure which is aligned with both Guidelines 1086 and 1102. The substance of the document progressed well and the output is a working document which should be referred to VTS43 as an input paper. The task is scheduled for completion at VTS44

*Action Item:*

The **Committee Secretary** is requested to forward the working document VTS42-12.2.6 on technical interface with other stakeholders to VTS43.

**9.4 VTS42.3.1.1 Review and Comment on the International Dictionary of Marine Aids to Navigation**

Amendment Proposal - Reference: VTS3.1.1 (VTS41-12.2.16)

The Group reviewed the clarifications on definitions requested by the Dictionary Working Group in light of the publication of Guideline 1111 in the context of an original document submitted to VTS41 and subsequent outcomes from the 5<sup>th</sup> Meeting of the Dictionary Working Group (DWG5) on 1<sup>st</sup> July 2016. Definitions were agreed and the outcome will be forwarded to the DWG as output paper VTS42-12.1.4 (see action in chapter 8.7 WG1).

Members of WG2 expressed significant concern over the policy to remove definitions from IALA documents as this will impact the readability and understanding of the technical documents.

**9.5 VTS42.3.1.2 Review and Comment on the International Dictionary of Marine Aids to Navigation**

Amendment Proposal - Reference: VTS42-3.1.2 (VTS41-12.2.17)

The Group reviewed the paper in liaison with WG1 and subsequently during Plenary. The WGs agreed that commonly used abbreviations which were used outside of IALA could be removed from the Dictionary. We agreed that the reference for those abbreviations unique to VTS should have the source stated as IALA with examples of Guidelines where the abbreviations are defined such as 1089 and 1110. WG1 will provide an overall response in the form of output paper VTS42-12.1.5 (see action in chapter 8.7 WG1).

**9.6 VTS42.3.4.2 Review and comment on IALA e-navigation ROADMAP for 2016 and beyond**

The Group reviewed the IALA e-navigation Roadmap for 2016 and beyond and welcomed the paper. The group collated comments from all working groups which resulted in output paper VTS42-12.1.8.

*Action Item:*

The **Committee Secretary** is requested to forward the liaison note on the IALA e-navigation Road Map (VTS42-12.1.8) to the ENAV Committee and the Joint WG VTS-ENAV.

**9.7 VTS42.3.5.2 Review and comment on draft Guideline on Navigational Safety within Marine Spatial Planning**

The Group reviewed the paper and made a number of comments and suggestions which were passed on to WG1 for incorporation into an output paper.

### 9.8 VTS42.6.2.1 Draft Report on VTS Questionnaire results

The Group was asked to pass any comments on this Draft report to Neil Trainor via the WG Chairs.

The remarks are that the results of the “categorisation codes” are missing in the preliminary report, these are asked to be published.

## 10. WORKING GROUP 3 – TD#3 – VTS TRAINING (WG3)

### Qualification, training, and certification of VTS personnel

#### 10.1 Task 3.1.3 – Review and update IALA Recommendation V-103 on the Standards for Training and Certification of VTS Personnel and other guidance

Work on the review of IALA Recommendation V-103 continued with respect to incorporating Model Course V-103/5 into the document. Additional minor modifications (including revisions to the definitions) to the Recommendation have also been proposed to give effect to changes made in other IALA documentation related to VTS training (specifically, Guideline 1014 and 1103).

Members of the VTS Committee are requested to review the draft revisions to Recommendation V-103 and to send any comments to the Chair and Vice Chair of Working Group 3 by Thursday 1<sup>st</sup> December 2016. The revisions to Recommendation V-103 will be offered for approval at VTS43.

#### *Action items:*

*The **Committee Secretary** is requested to forward working document on the revision of V-103 (VTS42-12.2.7) as input for VTS43.*

***Members of the VTS Committee** are requested to provide comments on the draft revisions of IALA Recommendation V-103 to the Chair and Vice Chair of Working Group 3 by Thursday 1<sup>st</sup> December 2016.*

#### 10.2 Task 3.1.2 Produce a VTS Training Manual to complement the V-103 and its model courses

The Working Group did not progress the work programme item related to the VTS Training Manual due to the workload related to other matters.

#### 10.3 Input paper VTS Manager training need (VTS42-10.2.2)

The Working Group considered the input paper concerning VTS Manager training. The paper was very well received in the Working Group and it was felt that it was an essential item for inclusion on the 2018-2022 work programme of the VTS Committee.

The Working Group examined the potential scope of a new work programme item and concluded that the item should be directed at the management of a VTS as opposed to the specific VTS Manager role. This reflects that not all VTS Authorities have dedicated VTS Manager positions but all VTS Authorities are required to have effective VTS Management activities and processes in place.

A preliminary review of the roles, competencies and tasks related to the effective management of a VTS took place centred around the following key themes related to quality and safety management systems:

- Operational management of a VTS,
- Technological, financial and human resource management of a VTS,
- Interpersonal/inter-organisational communication (internal and external).

The provision of a short questionnaire aimed at identifying and examining the various VTS Management competencies was discussed – whilst it was determined that a questionnaire could be helpful it was decided to initially review the potential competencies within the Working Group to ascertain if consensus could be reached.

The Working Group also considered the type of document that should be produced with respect to VTS Management. A Model Course and Guideline were considered – it was generally felt that a Guideline could provide a more flexible tool with more direct applicability across the entire VTS sector.

Working Group 3 considered that in the preparation of this guidance assistance and feedback would be required from Working Groups 1 and 2.

*Action item:*

*The **Committee Secretary** is requested to forward working document on VTS Manager training VTS42-12.2.8 (VTS42-10.2.2) as input for VTS43.*

#### 10.4 Task 1.4.2 – Review/Update/Provide Input to IMO On Resolution A.857(20) Guidelines For VTS

Working Group 3 considered the request to provide input on the establishment of a compelling need to review IMO Resolution A.857(20). Specifically, the Working Group reviewed the Resolution as it applies to VTS personnel and training issues.

##### Overarching compelling need

The Resolution was written before the formulation of IALA Recommendation V-103 and its associated Model Courses and Guidelines.

Consequently, the structure and terminology used within the Resolution is now either in conflict with or constraining the necessary continued development of modern IALA training Recommendations, Model Courses and Guidelines.

Therefore, consideration should be given to removing Annex 2 (and associated other sections) of the Resolution and replacing it with a shorter section that gives long-term effect to a new IALA Standard and associated Recommendations, Model Courses and Guidelines thereby setting out an international basis and framework for the training and certification of VTS personnel.

##### Examples supporting compelling need

- A number of the definitions and associated sections contained within the Resolution are not compatible with the content and structure of IALA training related documentation.
- The elements of the Resolution related to training are relatively lengthy and are now incorporated in IALA Recommendation V-103 and further expanded upon in its associated Guidelines and Model Courses.

#### 10.5 Review of output from IALA VTS Questionnaire

The Working Group considered the draft output from the first IALA VTS Questionnaire, the Working Group made several observations related to the results. In particular, the Working Group noted the responses to the questions related to the provision of the various IALA Model Courses. The results for the questions related to the provision of V-103/2, V-103/3 and V-103/4 Model Courses prompted some debate as, on paper, the take up of these courses seemed relatively low although this could potentially be explainable.

The Working Group also discussed the mixed responses with respect to the provision of Accredited VTS Training Organisations.

Additionally, the results of the VTS Questionnaire served to validate the requirement for the development of guidance on Human Factors and Ergonomics in VTS in addition to further supporting the requirement for the provision of guidance on the management of a VTS.

*Action item:*

*The **Committee Secretary** is requested to forward the feedback of Working Group 3 to the editor of the VTS Questionnaire.*

## 10.6 Continued applicability of IALA Guideline 1017 on the assessment of training requirements for existing VTS personnel, candidate VTS operators, revalidation of VTS operator certificates

The Working Group considered the continued applicability of IALA Guideline 1017 in the light of recent training developments including the implementation of IALA Model Course V-103/5. The Working Group considered that there was still useful information contained within the Guideline, especially for authorities developing VTS.

The Working Group considered that the Guideline did repeat some matters which are now dealt with in other IALA documentation but that the matters were not in conflict with one another. It was considered that when IALA documentation related to training is reviewed, specifically the IALA VTS Model Courses the key elements of Guideline 1017 may be usefully incorporated into them.

### Accreditation and approval process for VTS training

#### 10.7 Input paper VTS40\_10\_1\_3 (now on hold paper 1.4 VTS Certification)

The Working Group briefly revisited this paper and requested members of Working Group 3 to provide examples of VTS Certification (including VTS Certification Logs or equivalent documents) for review to enable an assessment to be made as to whether further guidance is required on this matter.

#### *Action item:*

**Members of the Working Group 3** are requested to provide examples of VTS Certification (including VTS Certification Logs or equivalent documents) to Burçin Erlevent by VTS43.

### Human Factors and Ergonomics

#### 10.8 Task 3.3.1 Develop guidance on Human Factors and Ergonomics in VTS

The Working Group reviewed and noted input paper VTS42\_3\_3\_1 consisting of a Liaison Note from the e-Navigation Committee and accompanying paper summarising the Faros project related to Human Factor Management. The Working Group commenced the preparation of guidance on Human Factors and Ergonomics in VTS by means of commencing a literature review of the input papers submitted to date, the output of the IALA Workshop on Human Factors and Ergonomics in VTS and other resources and expertise provided by members of the Working Group.

A draft framework for the preparation and prioritisation of guidance on Human Factors and Ergonomics in VTS was drafted and work commenced. Additionally, a specific folder within the WG3 area of the IALA file sharing site related to Human Factors and Ergonomics was created to act as a repository for the literature currently under review. The Working Group also considered that it may be beneficial to set up a free web-based forum or equivalent to enable effective communication on this work item out of committee.

#### *Action item:*

The **Committee Secretary** is requested to forward working document on Human Factors (VTS42-12.2.9) as working paper for VTS43.

### VTS training for navigating officers

#### 10.9 Task 3.4.1 Develop a Guideline on VTS Awareness for Navigating Officers

This task was not commenced at VTS40 and is provisionally programmed for consideration at VTS43 and VTS44.

#### *Action item:*

**Members of the VTS Committee** are requested to provide examples of training / familiarisation programmes / seminars / documents related to VTS Awareness for Navigating Officers to the Chair and Vice Chair of Working Group 3 for review and consideration.

## 11. REVIEW OF CURRENT WORK PROGRAMME (2014 – 2018)

Input paper VTS42-11.1 and VTS42-11.2 refers.

The overall status report of the current Work Programme was reviewed and updated during the meeting. See table on next page.

## VTS COMMITTEE 2014-18 WORK PROGRAMME, Overall Status Report (VTS42)

Task	Start Session	Planned End Session	Revised End Session	Progress Indicator			Status Overview
				Green	Yellow	Red	
<b>TD#1 – Operations</b>							
1.1.1. Produce a Guideline on the use of decision support tools in VTS	38	39	38				Completed Approved at C59
1.1.2. Update the VTS Manual	38	41					Completed VTS41 Approved at C62
1.1.3. Produce a Guideline on marine casualty incident reporting and recording, including near miss situations as it relates to VTS	38	42					Commenced VTS38 Completed VTS42 Forwarded to C63 for approval
1.1.4. Produce a Guideline on Maritime Service Portfolios for VTS	40	44					Commenced VTS40
1.1.5. Produce a Guideline on Preparing for IMO Member State Audit Scheme (IMSAS) as it relates to VTS	38	40					Completed Approved at C61
1.1.6. Produce a Guideline on Measures to Evaluate the Effectiveness of a VTS	42	44					Commenced VTS42
1.2.1. Produce a Guideline on public and media relations in special / defined circumstances	4243	44					
1.3.1. Produce a Recommendation / Guideline on VTS Communications	39	44					Commenced VTS39
1.4.1. Develop an “IALA VTS Strategy Paper” with regards to the delivery of VTS in a rapidly changing world and the possible implications for IMO Resolution A.857(20) Guidelines for Vessel Traffic Services	38	40	39				Completed Approved at C60
1.4.2. Review/update/provide input to IMO on Resolution A.857(20) Guidelines for VTS	41	44					Commenced at VTS39
1.4.3. Develop and conduct a global VTS Questionnaire	38	41					Completed to be released on IALA Website (8 Aug)
1.4.4. Produce a Guideline on preparing for Zero Accident Campaign	38						On hold pending IMO response
<b>TD#2 – Technology</b>							
2.1.1. Produce a Recommendation on the portrayal of VTS information and data	41	44					Commenced VTS41
2.2.1. Develop Guidance on the technical acceptance of a VTS system	39	44					Commenced VTS39
2.2.2. Review V-128 – Operational and Technical Performance Requirements for VTS Equipment:	38	44	39				Completed Approved at C60
2.3.1. Provide a Guideline on the technical interface between VTS systems and the systems of other stakeholders	41	44					
<b>TD#3 – Training</b>							
3.1.1. Develop a Model Course on Revalidation Process for VTS Qualification and Certification	38	41					Completed Approved at C62
3.1.2. Produce a VTS Training Manual to complement the V-103 and its model courses	40	44					Commenced VTS40
3.1.3. 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	42	44					
3.3.1. Develop guidance on human factors and ergonomics in VTS	38	43					Commenced VTS38
3.4.1. Develop a Guideline on VTS Awareness for Navigating Officers	4243	44					

## 12. REVIEW OF OUTPUT AND WORKING PAPERS

The Working Group Chairmen reported on the work carried out by their Working Groups.

The output documents listed at Annex E were reviewed and agreed.

The Committee Secretary was requested to forward the output documents, as indicated earlier in the report.

The Chairman then thanked the Chairs, Vice Chairs and members of the working groups for all their efforts during the week.

## 13. ANY OTHER BUSINESS

### 13.1 Offer from the Netherlands

The Netherlands offered to identify IMO member states for participation in an independent correspondence group to prepare a draft a submission to IMO MSC requesting an unplanned output on the review of Resolution A.857(20) in the IMO High Level Action Plan for the biennium 2018/2019. Norway indicated willing to participate in this group. Members of the VTS Committee are requested by The Netherlands to inform their administration with a request to join the correspondence group and to contact Pieter Paap (NL) for additional information ([pieter.paap@rws.nl](mailto:pieter.paap@rws.nl)).

### 13.2 Workshop on VTS Communications

In association with the Directorate General of Sea Transportation of the Ministry of Transportation, Indonesia, the VTS Committee is organising a workshop on common phraseology and procedures for VTS communications from 20 – 24 February 2017 in Denpasar, Bali, Indonesia. The flyer of the workshop will be available on the IALA website soon.

## 14. REVIEW OF SESSION REPORT

The report of the meeting (VTS42-14) was reviewed and approved by the Committee on the 5<sup>th</sup> August 2016. Deadline for comments and corrections is 5 September 2016.

### *Action Item*

*The **Committee Secretary** is requested to forward the report of VTS42 (VTS42-14) after completion (deadline 5 September 2016) to the IALA Council, to note.*

## 15. DATE AND VENUE OF NEXT MEETINGS

**VTS43** will be from 20 – 24 March 2017 at the IALA HQ.

**VTS44** will be from 18-22 September 2017 at the IALA HQ.

## 16. CLOSING OF THE MEETING

The Chairman expressed his thanks to the Marine Department for the organisation of the meeting. He thanked again all Committee members for all the hard work done during the meeting.

The Deputy Secretary General expressed his appreciations on behalf of IALA to the Marine Department of Malaysia for the excellent organisation of VTS42.

- He thanked the Netherlands for the offer to join the correspondence group requesting unplanned output to IMO for the revision of Resolution A.857(20).
- He thanked the members of the Steering Committees for their work in both the Symposium VTS2016 and the workshop on VTS communications in Indonesia.

- He finally referred to the new VTS Manual which will be launched during the VTS2016 Symposium.

The Chairman then asked if there were any final comments that members wished to make; there were none, at which he hoped to meet all during the VTS2016 Symposium. He wished everyone a pleasant stay and safe journey home.

## 17. LIST OF ANNEXES

- 1 Agenda  
A copy of the agenda is at Annex A.
- 2 Participants  
A list of participants is at Annex B.
- 3 Working Group Participants  
A list of working group participants is at Annex C.
- 4 Input Papers  
A list of input papers is at Annex D.
- 5 Output and Working papers  
A list of output and working papers is at Annex E.
- 6 Action Items  
A list of action items is at Annex F.



## 42<sup>nd</sup> Meeting of the Vessel Traffic Services Committee (VTS42)

The 42<sup>nd</sup> 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 Deputy Secretary General of IALA
  - Opening of VTS42 by the Secretary General of the Malaysian Ministry of Transport
    - 1.1. Administration and Safety Briefing
    - 1.2. Approval of agenda
    - 1.3. Apologies and introductions
    - 1.4. Programme for the week
2. Review of action items from last meeting
  - 2.1. Review of action items from VTS41
  - 2.2. Final Report from VTS41 - for reference
3. Review of input papers
  - 3.1. IALA Dictionary
  - 3.2. S100 IVEF
  - 3.3. Other projects
  - 3.4. ENAV Road Map
  - 3.5. Marine Spatial Planning
4. Reports from other bodies:
  - 4.1. IALA Council – 62<sup>nd</sup> Session, June 2016
  - 4.2. Policy Advisory Panel (PAP)
    - PAP31, April 2016
    - DWG5, July 2016
  - 4.3. IMO
    - MSC96, May 2016
    - NCSR3, Feb-March 2016
  - 4.4. IALA Workshop on Shore-Based Maritime Services from Theory to Practical use

5. Reports from rapporteurs
  - Liaison with IALA WWA Kevin Gregory
6. Presentations (15 minutes)
  - Update IALA activities Michael Card
  - IALA VTS Questionnaire – results Neil Trainor
  - Update WWA activities Gerardine Delanoye
7. Establish Working Groups
8. WG1 - TD# 1 – Operations
  - 8.1. Produce a Guideline on Marine Casualty Incident Reporting and Recording, including Near Miss Situations and it relates to VTS (Task 1.1.3)
  - 8.2. Produce a Guideline on Maritime Service Portfolios for VTS (Task 1.1.4)
  - 8.3. Produce a Guideline on Measures to Evaluate the Effectiveness of a VTS (Task 1.1.6)
  - 8.4. Produce a Guideline on Public and Media Relations in special / defined circumstances (Task 1.2.1)
  - 8.5. Produce a Recommendation / Guideline on VTS Communications (Task 1.3.1)
  - 8.6. Review / update input to IMO on Resolution A.857(20) Guidelines for VTS (Task 1.4.2)
9. WG2 - TD# 2 – Technology
  - 9.1. Produce a Recommendation on the Portrayal of VTS Information and Data (Task 2.1.1)
  - 9.2. Develop Guidance on the Technical Acceptance of a VTS System (Task 2.2.1)
  - 9.3. Provide a Guideline on the Technical Interface between VTS Systems and the systems of other Stakeholders (Task 2.3.1)
10. WG3 - TD# 3 – VTS Training
  - 10.1. Produce a VTS Training Manual to complement the V-103 and its model courses (Task 3.1.2)
  - 10.2. 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)
  - 10.3. Develop guidance on human factors and ergonomics in VTS (Task 3.3.1)
  - 10.4. Develop a Guideline on VTS Awareness for Navigating Officers (Task 3.4.1)
11. Review of Current Work Programme (2014 – 2018)
12. Review of output and working papers
  - 12.1. Output papers
  - 12.2. Working papers
13. Any Other Business
14. Review of session report
15. Date and venue of next meeting
16. Close of the meeting

ANNEX B

VTS42 PARTICIPANTS

Country

**Australia**

**Australian Maritime Safety Authority**

Mr Neil TRAINOR

Phone +61 7 3001 6822  
 Mobile phone +61 (0)408 559 849  
 e-mail neil.trainor@amsa.gov.au  
 e-mail (alternative) neil.trainor@hotmail.com

**Australian Maritime Systems**

Mr Simon BROOKS

Phone +61 407 377 430  
 e-mail simon.brooks@marsys.com.au

**Canada**

**Canadian Coast Guard**

Miss Lucia BAKKER

Phone +1 613-990-7572  
 e-mail Lucia.Bakker@dfo-mpo.gc.ca

**Canadian Coast Guard**

Mr Serge DESCHAMPS

Phone +1 418 648 5424  
 e-mail serge.deschamps@dfo-mpo.gc.ca

**China  
(Republic of)**

**China Maritime Safety Administration**

Mr Chongyang ZHANG

Mobile phone +86 1350966236  
 e-mail szmsazcy@hotmail.com

**China Maritime Safety Administration**

Mr Yuesheng LIU

Mobile phone +86 18025378848  
 e-mail Liuyuesheng@szmsa.gov.cn

**China Maritime Safety Administration**

Ms Wei ZHOU

Mobile phone +86 18618203750  
 e-mail zhouwei@msa.gov.cn

**China, Hong  
Kong SAR**

**Hong Kong Marine Department**

Mr Kin Pong LI

Phone +852 2233 7813  
 Mobile phone +852 92635363  
 e-mail warren\_li@mardep.gov.hk  
 e-mail (alternative) warrenkli@netvigator.com

**Denmark Danish Defence Commande, Navy Staff**

Mr Niels Jacob MYGIND

Phone +45 7285 0306  
Mobile phone +45 5145 0414  
e-mail njmyg@mil.dk

**Great Belt VTS**

Captain Jørgen BRANDT

Phone + 45 5830 4980  
Mobile phone +45 4015 2918  
e-mail soe-vtss100@mil.dk  
e-mail (alternative) boss@mil.dk

**Royal Danish Navy**

Captain Per Baek HANSEN

Mobile phone +45 22 91 06 29  
e-mail pbh@mil.dk  
e-mail (alternative) soe-vtso100@mil.dk

**Terma A/S**

Mr. Jens Christian PEDERSEN

Phone + 45 8743 6242  
Mobile phone +45 2043 5357  
e-mail jcp@terma.com

**Egypt Egyptian Authority For Maritime Safety**

Mr Wael ALY

Phone +02 010 6200 2787  
e-mail vts.sar@eams.gov.eg

**Egyptian Authority For Maritime Safety**

Mr Mahfoz HAFZ

Phone +02 01 223 733 297  
e-mail vts.sar@eams.gov.eg

**Estonia Estonian Maritime Administration**

Mr Jyri EHANDI

Phone +372 6205 669  
Mobile phone +372 56 229 188  
e-mail jyri.ehandi@vta.ee

**Estonian Maritime Administration**

Mr Are PIEL

Phone +372 6205 760  
Mobile phone +372 50 44704  
e-mail are.piel@vta.ee

**Finland****Finnish Transport Agency**

Mr Mika HALTTUNEN

Mobile phone +358 40 571 4288  
e-mail mika.halttunen@fta.fi

**Finnish Transport Agency**

Mr Tuomas MARTIKAINEN

Mobile phone +358 40 829 9895  
e-mail tuomas.martikainen@liikennevirasto.fi

**France****Cerema/DtechEMF/DT**

Mr Jean-Charles CORNILLOU

Phone +33 2 98 05 67 41  
Mobile phone +33 6 61 94 26 70  
e-mail jean-charles.cornillou@cerema.fr

**Signalis SAS**

Captain Jacinto SOUSA

Phone +351 21 4183764  
Mobile phone +351 91 998 3204  
e-mail jacinto.desousa.external@signalis.com  
e-mail (alternative) jacintopsousa@netcabo.pt

**Signalis SAS**

Mr Matthieu AILLERIE

e-mail matthieu.aillerie@signalis.com

**Signalis SAS**

Dr Xavier LEFEVRE

Mobile phone +33 6 37 39 78 38  
e-mail xavier.lefevre@signalis.com

**Germany****Federal Waterways & Shipping Administration**

Mr Dirk ECKHOFF

Phone + 49 431 3394 5702  
e-mail dirk.eckhoff@wsv.bund.de

**IHMA****International Harbour Masters Association**

Mr Kevin GREGORY

Phone +44 1277 2212 93  
Mobile phone +44 7711 640049  
e-mail kcsgregory@gmail.com

**International Harbour Masters Association**

Mr Tom SOUTHALL

Phone +44 1 474 5622 82  
Mobile phone +44 7711640049  
e-mail tom.southall@pla.co.uk

**IMPA International Maritime Pilots' Association**

Mr Nick CUTMORE

Phone +44 207 240 3973  
Mobile phone +44 7956 476 550  
e-mail office@impahq.org  
e-mail (alternative) nick@impahq.org

**Indonesia Directorate General of Sea Transportation**

Mr Imade DARSANA

Phone +62 361 720 292  
Mobile phone +62 81 23 82 40 207  
e-mail benoavts@gmail.com

**Directorate General of Sea Transportation**

Mr Fathan MUTA'ALI

Phone +62 21 3507948  
Mobile phone +62 8136 4643 496  
e-mail fathan.mutaali@gmail.com  
e-mail (alternative) fathan\_muta'ali@dephub.go.id

**Directorate General of Sea Transportation**

Capt Andi ASWAD

Phone +62 21 35 07 948  
Mobile phone +62 821 111 7593239  
e-mail capt\_andiaswad@yahoo.co.uk

**Directorate General of Sea Transportation, Ministry of Transportation**

Miss Erika MARPAUNG

Phone +62 13507948  
Mobile phone +62 8135026470  
e-mail erikapaung@gmail.com  
e-mail (alternative) erika\_marpaung@dephub.go.id

**Italy Italian Coast Guard**

Lt. Michele LANDI

Phone +39 090 6010702  
Mobile phone +39 334 8323853  
e-mail michele.landi@mit.gov.it  
e-mail (alternative) lan\_mik@libero.it

**Italian Coast Guard**

Lt. Cdr Barbara MAGRO

Phone +39 065 908 4354  
Mobile phone +39 328 0492564  
e-mail barbara.magro@mit.gov.it

**Japan****Japan Coast Guard**

Mr. Eiichi MASUDA

Phone +81-3-3591-5650  
Mobile phone +81 3 3591 6361  
e-mail jcghkokugikaihatsu1-6r9i@mlit.go.jp  
e-mail (alternative) kotsukikaku-i7gv@kaiho.mlit.go.jp

**Japan Coast Guard**

Mr Kinji TAKEUCHI

e-mail ktakeuchi@ebony-and-ivory.jpn.org

**Japan Radio Co. Ltd**

Mr Peter KITO

Mobile phone +1-201-314-4459  
e-mail peterkito@jrcamerica.com

**Japan Radio Co. Ltd.**

Mr Hidenobu ARAI

Phone +81 422 45 9831  
e-mail arai.hidenobu@jrc.co.jp

**Tokyo Keiki Inc.**

Mr Takuya FUKUDA

Phone +81 3 3737 8630  
Mobile phone +81 90 5195 2129  
e-mail ta-fukuda@tokyo-keiki.co.jp

**Tokyo Keiki Inc.**

Mr Koichi NISHIMURA

Phone +81 3 3737 8630  
Mobile phone +81 90 5195 2129  
e-mail k-nishimura@tokyo-keiki.co.jp  
e-mail (alternative) koichi\_nishimura@y5.dion.ne.jp

**Japan Aids to Navigation Association**

Mr Tamotsu IKEDA

Phone +81 3 3230 1470  
e-mail ikeda@jana.or.jp

**Japan Aids to Navigation Association**

Mr Masami NODA

**Korea  
(Republic of) Ministry of Oceans and Fisheries**

Mr Kwang AN

Phone +82 44 200 5816  
Mobile phone +821047577715  
e-mail ankwang@korea.kr

**Electronics and Telecommunications Research Institute (ETRI)**

Mr Byung-Gil LEE

Phone +82 42 860 1689  
Mobile phone +82 10 5391 7686  
e-mail bglee@etri.re.kr

**Global Control Systems Corporation**

Mr Byung Ok AHN

Phone +82-51-637-8932  
Mobile phone +82 10 4812 2791  
e-mail boahn@gcsc.co.kr

**Korea Research Institute of Ships & Ocean Engineering (KRISO)**

Ms Hye-jin KIM

Phone +82 42 866 3649  
Mobile phone +82 10 8990 0813  
e-mail hjk@kriso.re.kr

**Ministry of Oceans and Fisheries**

Mr Joon-Bum KIM

Phone +82 70 8799 8269  
Mobile phone +82 10 8890 4163  
e-mail jbkim@krs.co.kr  
e-mail (alternative) joonbum96@gmail.com

**Ministry of Oceans and Fisheries**

Mr Chang-kyun KIM

Phone +82 44 200 5830  
Mobile phone +821047577715  
e-mail ndkyoung@korea.kr  
e-mail (alternative) kchangkyun@korea.kr

**Ministry of Oceans and Fisheries**

Mr Chi-Kyoung LEE

Phone +82 44 200 5826  
Mobile phone +82 10 4757 7715  
e-mail ndkyoung@korea.kr  
e-mail (alternative) snavigation2013@gmail.com

**Ministry of Public Safety and Security (MPSS)**

Mr Jong-Jin KIM

Phone +82 44 204 7485  
Mobile phone: +82 10 4601 2624  
e-mail aerozzin@korea.kr

**Ministry of Public Safety and Security (MPSS)**

Mr Sang-Ho LEE

Phone +82 51 664 2750  
Mobile phone: +82 10 4875 0579  
e-mail mariti@korea.kr

**Korea Institute of Maritime and Fisheries Technology (KIMFT)**

Ms Seunghee CHOI

Mobile phone: +82 10 5309 4620  
e-mail seunghee.choi.1017@gmail.com

**Korea Maritime Institute**

Hye-Jin LEE

Phone +82 51 797 4662  
Mobile phone: +82 10 6798 8801  
e-mail jinlee@kmi.re.kr

**Korea (Dem Peoples Rep) Korea Shipowner's Association**

Mr Choe Myong HO

Mobile phone +850 16 991 0951  
e-mail kicmshipping@silibank.net.kp

**Korea Shipowner's Association**

Mr Jo Jony RYONG

Mobile phone +850 1234 73 822  
e-mail kicmshipping@silibank.net.kp

**Malaysia Light Dues Board, Marine Department Malaysia**

Mr Hairizam AL BUKHARI

Phone +603 31695111  
Mobile phone +6019 9515115  
e-mail hairizam@marine.gov.my

**Light Dues Board, Marine Department Malaysia**

Mr Rosli BIN AHMAD

e-mail rosli@marine.gov.my

**Netherlands Ministry of Infrastructure and the Environment**

Mr Pieter PAAP

Phone +31 64 663 6190  
Mobile phone +31 6 466 36 190  
e-mail pieter.paap@rws.nl  
e-mail (alternative) pieter.l.paap@quicknet.nl

**Port of Rotterdam Authority**

Mr Ben ROHNER

Phone +31 10 252 1184  
Mobile phone +31 6 5353 1001  
e-mail b.rohner@portofrotterdam.com  
e-mail (alternative) b.rohner@hccnet.nl

**STC B.V.**

Mr Wim van't PADJE

Phone +31 10 486 66 54  
Mobile phone +31 6 5512 8646  
e-mail padje@stc-r.nl  
e-mail (alternative) tpadje@xs4all.nl

**Stichting NNVO**

Ms Lilian BIBER-KLEVER

Phone +31 10 40 900 40  
Mobile phone +31 6 33 66 87 87  
e-mail lbiber@nnvo.nl  
e-mail (alternative) bureau@nnvo.nl

**Norway Kongsberg Norcontrol IT**

Mr Fred FREDRIKSEN

Phone +47 92481779  
e-mail fred.fredriksen@kongsberg.com

**Norwegian Coastal Administration**

Mr Richard AASE

Phone +47 52733315  
Mobile phone +47 91866969  
e-mail richard.aase@kystverket.no

**Norwegian Coastal Administration**

Ms Malin DREIJER

Phone +47 52 73 32 47  
Mobile phone +47 95 19 05 75  
e-mail malin.dreijer@kystverket.no

**Norwegian Coastal Administration**

Mr Trond SKI

Phone + 47 70 23 10 64  
 Mobile phone +47 95 19 08 01  
 e-mail trond.ski@kystverket.no

**VisSim AS**

Mr Peter EADE

Phone +47 33 07 18 90  
 Mobile phone +47 7802 400280  
 e-mail peter.eade@vissim.no  
 e-mail (alternative) peter@vtmis.co.uk

**Philippines Philippine Coast Guard**

Cdr Joselito MALUYO

e-mail joemaluyosog@yahoo.com

**Russia Transas Tech. Ltd.**

Mr Dmitry Rostopshin

Phone +7 812 325 31 31  
 Mobile phone +7 911 297 77 77  
 e-mail rost@transas.com

**Singapore Maritime and Port Authority of Singapore**

Mr Boon Wee KOH

Phone +65 6484 7036  
 Mobile phone +65 9819 9936  
 e-mail Koh\_Boon\_Wee@mpa.gov.sg

**Maritime and Port Authority of Singapore**

Mr Chye Chia POH

Phone +65 6375 1713  
 Mobile phone +65 8484 9088  
 e-mail POH\_Chye\_Chia@mpa.gov.sg

**Maritime and Port Authority of Singapore**

Captain Tze Kern TEO

Phone +65 6773 7438  
 Mobile phone +65 9023 5490  
 e-mail Teo\_Tze\_Kern@mpa.gov.sg

**South Africa South African Maritime Safety Authority**

Capt. Karl R. Otto

Phone +27 21 038 3310  
 Mobile phone +27 82 812 2991  
 e-mail kotto@samsa.org.za

**Sweden****SAAB Technologies**

Mr René HOGENDOORN

Mobile phone +31 610 925 412  
e-mail rene.hogendoorn@saabgroup.com  
e-mail (alternative) r.hogendoorn@hitt.nl

**Swedish Maritime Administration**

Mr Fredrik KARLSSON

Phone +46 10 47 84 632  
e-mail fredrik.karlsson@sjofartsverket.se

**Swedish Maritime Administration**

Mr Marco SVANTESSON

Mobile phone +46 709 647 742  
e-mail marco.svantesson@sjofartsverket.se

**Swedish Transport Agency**

Ms Monica SUNDKLEV

Phone +46 10 495 3336  
Mobile phone +46 767 21 10 49  
e-mail monica.sundklev@transportstyrelsen.se

**Turkey****Directorate General of Coastal Safety**

Captain Tuncay CEHRELI

Mobile phone +90 505 296 78 75  
e-mail tcehrel@kegm.gov.tr  
e-mail (alternative) tcehrel@hotmail.com

**Directorate General of Coastal Safety**

Mr Burcin ERLEVENT

**UK****Maritime Coastguard Agency**

Mr Robert TOWNSEND

Phone +44 203 81 720 80  
e-mail robert.townsend@mcga.gov.uk

**Maritime Coastguard Agency**

Mr Muhammad KHAN

Phone +44 77 64 144 383  
e-mail muhammad.khan@mcga.gov.uk

## Apologies

Name	Organisation	Country
Els Bogaert	Shipping Assistance Division	Belgium
Miguel Angel Reyes	Prefectura Naval Argentina	Argentina
Cees Stedehouder	Marin	The Netherlands
Stefaan Priem	Shipping Assistance Division	Belgium
Roman Mondeev	Transas	Russia
Ana Faneca	DGRM	Portugal
Nelson Marques	DGRM	Portugal
Rainer Streng	Federal Waterways and Shipping	Germany

## New Members

Name	Organisation	Country
Simon Brooks	Australian Maritime Systems	Australia
Wei Zhou	China MSA	People's Republic of China
Wael Abd Elfattah Aly	Egypt Maritime Safety	Egypt
Imade Darsana	Directorate General of Sea Transportation	Indonesia
Andi Aswad	Directorate General of Sea Transportation	Indonesia
Peter Kito	Japan Radio Co	Japan
Jong-Jin Kim	Ministry of Public Safety and Security	Rep of Korea
Sang-Ho Lee	Ministry of Public Safety and Security	Rep of Korea
Joselito Maluyo	Philippine Coast Guard	Philippines
Boon Wee Koh	Maritime and Port Authority	Singapore
Poh Chye Chia	Maritime and Port Authority	Singapore

## Observers

Name	Organisation	Country
Choe Myong Ho	Korea Shipmaster's Association	North Korea
Jo Jong Ryong	Nampho HSD	North Korea

ANNEX C **WORKING GROUP PARTICIPANTS**

**Working Group 1 Operations**

	Name	Organisation / Country
1	Monica Sundklev (Chair)	Swedish Transport Agency / Sweden
2	Jørgen Brandt (Vice Chair)	Great Belt VTS / Denmark
3	Tom Southall (Vice Chair)	IHMA / UK
4	Lucia Bakker	Canadian Coast Guard / Canada
5	Jean-Charles Cornillou	Cerema-DtechEMF-DT / France
6	Chongyang Zhang	China MSA / People's Republic of China
7	Michele Landi	Coast Guard / Italy
8	Fathan Muta'ali	Directorate General of Sea Transportation / Indonesia
9	Imade Darsana	Directorate General of Sea Transportation / Indonesia
10	Are Piel	Estonian Maritime Administration / Estonia
11	Juri Ehandi	Estonian Maritime Administration / Estonia
12	Tuomas Martikainen	Finnish Transport Agency / Finland
13	Warren Li Kin Pong	Hong Kong Marine Department / Hong Kong
14	Nick Cutmore	IMPA
15	Hye-Jin Lee	Korea Maritime Institute / Rep of Korea
16	Boon Wee Koh	Maritime and Port Authority / Singapore
17	Muhammad Khan	MCA / UK
18	Pieter Paap	Ministry of Infrastructure & the Environment / the Netherlands
19	Chi-Kyoung Lee	Ministry of Oceans and Fisheries / Rep of Korea
20	Joon-Bum Kim	Ministry of Oceans and Fisheries / Rep of Korea
21	Sueng Hee Choi	Ministry of Oceans and Fisheries / Rep of Korea
22	Jong-Jin Kim	Ministry of Public Safety and Security / Rep of Korea
23	Sang-Ho Lee	Ministry of Public Safety and Security / Rep of Korea
24	Malin Dreijer	Norwegian Coastal Administration / Norway
25	Trond Ski	Norwegian Coastal Administration / Norway
26	Ben Röhner	Port of Rotterdam / the Netherlands
27	Per Baek Hansen	Royal Danish Navy, Soundrep / Denmark
28	Jacinto de Sousa	Signalis / France
29	Fredrik Karlsson	Swedish Maritime Administration / Sweden
30	Marco Svantesson	Swedish Maritime Administration / Sweden
31	Peter Eade	Vissim / Norway

## Working Group 2      Technology

	Name	Organisation / Country
1	Robert Townsend (Chair)	Maritime & Coastguard Agency / UK
2	Richard Aase (Vice Chair)	Norwegian Coastal Administration / Norway
3	Serge Deschamps	Canadian Coast Guard / Canada
4	Dirk Eckhoff	Federal Waterways and Shipping / Germany
5	Hidenobu Arai	Japan Radio Co / Japan
6	Peter Kito	Japan Radio Co / Japan
7	Kinji Takeuchi	Japan Coast Guard / Japan
8	Byung-Gil Lee	Electronics and Telecommunications Research Institute / Rep of Korea
9	Liu Yuesheng	China MSA / People's Republic of China
10	Jens Christian Pedersen	TERMA AS / Denmark
11	Koichi Nishimura	Tokyo Keiki Inc / Japan
12	Takuya Fukuda	Tokyo Keiki Inc / Japan
13	Hye-jin Kim	Korea Research Institute of Ships & Ocean Engineering / Rep of Korea
14	Mathieu Aillerie	Signalis / France
15	Rene Hogendoorn	SAAB / Sweden
16	Wael Abd Elfattah Aly	Egypt Maritime Safety / Egypt
17	Mahfoz Hafez Mohamed	Egypt Maritime Safety / Egypt
18	Simon Brooks	Australian Maritime Systems / Australia
19	Fred Fredriksen	Kongsberg Norcontrol IT / Norway
20	Poh Chye Chia	Maritime and Port Authority / Singapore

**Working Group 3**
**VTS Training**

	Name	Organisation / Country
1	Kevin Gregory (Chair)	International Harbour Masters Association / UK
2	Lilian Biber (Vice Chair)	NNVO / the Netherlands
3	Barbara Magro	Italian Coastguard / Italy
4	Karl Otto	SAMSA / South Africa
5	Byoung-Ok Ahn	Global Control Systems Corp. / Rep of Korea
6	Eiichi Masuda	Japan Coast Guard / Japan
7	Xavier Lefevre	Signalis / France
8	Niels Jacob Mygind	Danish Defence Command / Denmark
9	Wim van 't Padje	STC / the Netherlands
10	Choe Myong Ho	Korea Shipmaster's Association / North Korea
11	Jo Jong Ryong	Nampho HSD / North Korea
12	Mika Halttunen	Finnish Transport Agency / Finland
13	Teo Tze Kern	Maritime and Port Authority / Singapore
14	Wei Zhou	China MSA / People's Republic of China
15	Burçin Erlevent	DGCS / Turkey

## ANNEX D LIST OF INPUT PAPERS

All papers are posted on the Committee section of the IALA website

	Document number	Agenda item	Title
1	VTS42-1.2	1.2	Agenda
2	VTS42-1.4	1.4	Programme for the week
3	VTS42-2.1	2.1	Actions from VTS41
4	VTS42-2.2	2.2	(VTS41-14) Report of VTS41
5	VTS42-3.1.1	3.1	(VTS41-12.2.16) 1111 update 2 dictionary definitions new 20160311
6	VTS42-3.1.2	3.1	(VTS41-12.2.17) 1111 update 2 dictionary abbreviations new 20160311
7	VTS42-3.2.1	3.2	(ENAV18-14.1.18) Liaison note to VTS Committee on S-200 product specification for the IVEF service
8	VTS42-3.2.2	3.2	(ENAV18-9.16.2) IALA Draft Product Specification IVEF v0.0.4 20160104
9	VTS42-3.2.3	3.2	(ENAV18-9.16.3) IALA S100 Gap Analyse v0.1.1 20160104
10	VTS42-3.2.4	3.2	(ENAV18-9.16.4) IALA S100 Recommendation Gap v0.1.1 20160104
11	VTS42-3.3.1	3.3	(ENAV18-14.1.4) Liaison Note to VTS ARM on the FAROS project version 2 post plenary
12	VTS42-3.3.2	3.3	(ENAV18-10.6) Final public summary of FAROS Project
13	VTS42-3.3.3	3.3	(ENAV18-14.1.3) Liaison Note to VTS ARM on Future Work identified in Accseas post plenary
14	VTS42-3.3.4	3.3	Input paper to ENAV and VTS on VDES in VTS Manual
15	VTS42-3.4.1	3.4	(ENAV18-14.1.24) Liaison Note to all IALA Committees and PAP post plenary
16	VTS42-3.4.2	3.4	(ENAV18-14.1.30) draft IALA e-navigation Road Map
17	VTS42-3.5.1	3.5	(ARM4-12.1.7) Liaison to VTS and ENG on MSP
18	VTS42-3.5.2	3.5	(ARM4-12.1.6) Draft Guideline on Navigational Safety within MSP 20 APR 2016-1
19	VTS42-4.1.1	4.1	C62 Final Report
20	VTS42-4.2.1	4.2	(PAP31-21.1) report PAP31
21	VTS42-4.2.2	4.2	DWG5 Report - Dictionary Working Group 20160701
22	VTS42-4.3.1	4.3	IMO MSC 96 report
23	VTS42-4.3.2	4.3	(C 116-4-1) - Trends, Developments and Challenges facing the IMO in the 20...
24	VTS42-4.3.3	4.3	IMO NCSR3 report
25	VTS42-4.4.1	4.4	(SBMS1-10.1) Report IALA WS on Shore-based Mar Services from Theory to Practical use

	Document number	Agenda item	Title
26	VTS42-4.4.2	4.4	(SBMS1-9.1) VTS MSP Matrix - New template V.2
27	VTS42-6.2.1	6.2	VTS Questionnaire
28	VTS42-8.1.1	8.1	(VTS41-12.2.8) WG1-draft_guideline_incident_accident_reporting
29	VTS42-8.1.2	8.1	Comments on guideline
30	VTS42-8.1.3	8.1	(vts41-12.2.8) wg1_draft_guideline_incident_accident_reporting-corrected
31	VTS42-8.1.4	8.1	AMSA Input Marine Casualty Incident Reporting
32	VTS42-8.1.5	8.1	Attachment to VTS42 - AMSA Input Marine Casualty Incident Reporting
33	VTS42-8.2.1	8.2	(VTS41-12.2.9) WG1-REVISED MSP1 and MSP2 annex to liaison note to vts committee
34	VTS42-8.2.2	8.2	(VTS41-12.2.10) WG1-MSP-work_sheet
35	VTS42-8.3.1	8.3	(VTS41-12.2.11) Guideline on Measures to Evaluate the Effectiveness of VTS - Cover Doc
36	VTS42-8.3.2	8.3	(VTS41-12.2.12) Guideline on Measures to Evaluate the Effectiveness of VTS
37	VTS42-8.5.1	8.5	(VTS41-12.2.13) WG1-draft_guideline_on_vts_communications
38	VTS42-8.5.2	8.5	AMSA Input Communications
39	VTS42-8.6.1	8.6	(VTS41-12.2.2) proposed approach to update IMO Res A.857(20)
40	VTS42-8.6.2	8.6	AMSA Input A-857
41	VTS42-8.7.1	8.7	(VTS41-12.2.14) Liaison note re draft Guideline on VDES User Requirements
42	VTS42-8.7.2	8.7	(VTS41-12.2.15) PNT-relevant topics to VDES 20151008
43	VTS42-9.1.1	9.1	(VTS41-12.2.5) Task 2.1.1 draft Recommendation on Portrayal of VTS information and data
44	VTS42-9.2.1	9.2	(VTS41-12.2.6) WG2_djt_thoughts_on_acceptance_of_vts_system
45	VTS42-9.3.1	9.3	(VTS41-12.2.7) Task 2.3.1 draft guideline on the interaction with external stakeholders
46	VTS42-10.2.1	10.2	(VTS41-12.2.1) IALA Recommendation V-103
47	VTS42-10.2.2	10.2	VTS Manager Training
48	VTS42-10.3.1	10.3	(VTS41-12.2.3) Guidance on Human Factors and Ergonomics in VTS
49	VTS42-10.3.2	10.3	(VTS41-12.2.4) Workshop HFE in VTS report v1.0
50	VTS42-11.1	11	Overall status of the VTS work programme 2014-18 after VTS41
51	VTS42-11.2	11	(VTS41-11.3) Update - 2014-18 work programme task register update VTS41 (Rev1)
52	VTS42-11.3	11	AMSA Input VTS Manual

### **Presentations given by rapporteurs and presenters**

Presentations are posted on the Committee section of the IALA website

Document number	Agenda item	Title
VTS42-6.3.1	6	WWA brief to VTS-42 Aug 2016

## ANNEX E LIST OF OUTPUT DOCUMENTS, E-MAILS AND WORKING PAPERS

**Output documents** are submitted for review/action by a body other than the Committee initiating the document.

Number	Title	Status
VTS42-14	Report VTS42	To Council to note
VTS42-12.1.1	Liaison to Council on Guideline on marine casualty incident reporting and recording	To Council to note
VTS42-12.1.2	Draft Guideline on marine casualty incident reporting and recording including near-miss situations as it relates to VTS	To Council to approve
VTS42-12.1.3	Compelling Needs (Final-VTS42)	To VTS43 as input
VTS42-12.1.4	Response to DWG on papers VTS 42_3_1_1 and VTS42_4_2_2	To DWG to include in IALA Dictionary
VTS42-12.1.5	WG1-output update dictionary abbreviations_ver2	To DWG to include in IALA Dictionary
VTS42-12.1.6	Liaison note to Joint VTS-ENAV on accseas	To Joint VTS-ENAV WG to discuss
VTS42-12.1.7	Liaison note to ARM on Marine Spatial Planning	To ARM to consider
VTS42-12.1.8	Liaison to ENAV and Joint VTS-ENAV WG on ENAV Road Map	To ENAV and Joint VTS-ENAV WG to consider

**Working papers** will remain within the Committee for further review during **VTS43**.

Number	Title
VTS42-12.2.1	WG1-WP1 (MSP)
VTS42-12.2.2	WG1-WP2 (Effectiveness)
VTS42-12.2.3	WG1-WP3 (Communications)
VTS42-12.2.4	WG2 Task 2_1_1 Draft Recommendation on Portrayal of VTS Information and data
VTS42-12.2.5	WG2 Task 2_2_1 Draft Guideline on acceptance of VTS Systems
VTS42-12.2.6	WG2 Task 2_3_1 Draft guideline on the interaction with other stakeholders
VTS42-12.2.7	WG3 Draft recommendation V-103
VTS42-12.2.8	WG3 (VTS42-10.2.2) VTS Manager Training
VTS42-12.2.9	WG3 Human Factors and Ergonomics in VTS

**Documents on hold** will remain in the Committee for future review.

Number	Title	Status
VTS41-8.4.1	WG1 WP1.4.4 Draft Guideline zero accident campaign April-2015	Pending IMO response
VTS41-9.2.2	20160120 VTS Ctee Input Paper - V-128 & Guideline 1111 final	Proposed for 2018-2022 Work Programme
VTS41-10.5.1	WG3 VTS MANAGER training need	Proposed for 2018-2022 Work Programme
VTS41-10.5.5	WG3 Authenticity, validation and security of certification	Proposed for 2018-2022 Work Programme
VTS42-3.2.1	(ENAV18-14.1.18) Liaison note to VTS Committee on S-200 product specification for the IVEF service	Proposed for 2018-2022 Work Programme
VTS42-3.2.2	(ENAV18-9.16.2) IALA Draft Product Specification IVEF v0.0.4 20160104	Proposed for 2018-2022 Work Programme
VTS42-3.2.3	(ENAV18-9.16.3) IALA S100 Gap Analyse v0.1.1 20160104	Proposed for 2018-2022 Work Programme
VTS42-3.2.4	(ENAV18-9.16.4) IALA S100 Recommendation Gap v0.1.1 20160104	Proposed for 2018-2022 Work Programme

## ACTION ITEMS

### *Action Items for Secretariat*

1. The **Committee Secretary** is requested to provide a copy of the report from the VTS Questionnaire to the IALA Secretariat for release at the VTS2016 Symposium. 12
2. The **Committee Secretary** is requested to forward the liaison note (VTS42-12.1.1) and the draft Guideline on Marine casualty / incident reporting and recording, including near miss situations as it relates to VTS (VTS42-12.1.2) to Council for approval. 13
3. The **Committee Secretary** is requested to forward the revised templates on MSP (VTS42-12.2.1) as a working document to VTS43. 13
4. The **Committee Secretary** is requested to forward the draft guideline WG1-WP2 (Effectiveness) (VTS42-12.2.2) as a working paper to VTS43. 14
5. The **Committee Secretary** is requested to forward the working document on VTS Communication (VTS42-12.2.3) as working paper to VTS 43 for further review and consideration. 14
6. The **Committee Secretary** is requested to forward the paper on “Compelling Needs ” (VTS42-12.1.3) to VTS43 as an input paper for WG1 to use in the preparation of the proposed submission for a review of the resolution as an unplanned output. 15
7. The **Committee Secretary** is requested to forward the proposed update of the IALA Dictionary (VTS42-12.1.4) and the proposed abbreviations (VTS42-12.1.5) to the IALA Dictionary Working Group for their consideration. 15
8. The **Committee Secretariat** is requested to forward the liaison note (VTS42-12.1.6 WG1-liaison note accseas) to the Joint WG VTS/ENAV Working Group for discussion. 15
9. The **Committee Secretary** is requested to forward the liaison note on Marine Spatial Planning (VTS42-12.1.7) to the ARM Committee to consider. 16
10. The **Committee Secretary** is requested to forward the working document VTS42-12.2.4 on portrayal to VTS43. 16
11. The **Committee Secretary** is requested to forward the working document VTS42-12.2.5 on acceptance VTS systems to VTS43. 17
12. The **Committee Secretary** is requested to forward the working document VTS42-12.2.6 on technical interface with other stakeholders to VTS43. 17
13. The **Committee Secretary** is requested to forward the liaison note on the IALA e-navigation Road Map (VTS42-12.1.8) to the ENAV Committee and the Joint WG VTS-ENAV. 17
14. The **Committee Secretary** is requested to forward working document on the revision of V-103 (VTS42-12.2.7) as input for VTS43. 18
15. The **Committee Secretary** is requested to forward working document on VTS Manager training VTS42-12.2.8 (VTS42-10.2.2) as input for VTS43. 19
16. The **Committee Secretary** is requested to forward the feedback of Working Group 3 to the editor of the VTS Questionnaire. 19
17. The **Committee Secretary** is requested to forward working document on Human Factors (VTS42-12.2.9) as working paper for VTS43. 20
18. The **Committee Secretary** is requested to forward the report of VTS42 (VTS42-14) after completion (deadline 5 September 2016) to the IALA Council, to note. 23

### *Action Items for Members*

19. The **Committee Members** are requested to review and provide comments on the draft template of MSP 1 (INS) (VTS42-12.2.1) before 20 February 2017 to Malin Dreijer (malin.dreijer@kystverket.no). 14
20. **Committee members** are requested to send any relevant guidance, advice or documentation they provide to VTS personnel on effective oral communication to Thomas Southall (Tom.Southall@pla.co.uk), it does not necessarily have to be in English. 14
21. **Members of the VTS Committee** are requested to provide comments on the draft revisions of IALA Recommendation V-103 to the Chair and Vice Chair of Working Group 3 by Thursday 1<sup>st</sup> December 2016. 18
22. **Members of the Working Group 3** are requested to provide examples of VTS Certification (including VTS Certification Logs or equivalent documents) to Burçin Erlevent by VTS43. 20
23. **Members of the VTS Committee** are requested to provide examples of training / familiarisation programmes / seminars / documents related to VTS Awareness for Navigating Officers to the Chair and Vice Chair of Working Group 3 for review and consideration. 20





10, rue des Gaudines - 78100 Saint Germain en Laye, France  
Tél. +33 (0)1 34 51 70 01- Fax +33 (0)1 34 51 82 05 - [contact@iala-aism.org](mailto:contact@iala-aism.org)  
[www.iala-aism.org](http://www.iala-aism.org)

International Association of Marine Aids to Navigation and Lighthouse Authorities  
Association Internationale de Signalisation Maritime