Action Items VTS42

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](#_Toc461743757)
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](#_Toc461743758)
3. [The **Committee Secretary** is requested to forward the revised templates on MSP (VTS42-12.2.1) as a working document to VTS43. 13](#_Toc461743759)
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](#_Toc461743760)
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](#_Toc461743761)
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](#_Toc461743762)
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](#_Toc461743763)
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](#_Toc461743764)
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](#_Toc461743765)
10. [The **Committee Secretary** is requested to forward the working document VTS42-12.2.4 on portrayal to VTS43. 16](#_Toc461743766)
11. [The **Committee Secretary** is requested to forward the working document VTS42-12.2.5 on acceptance VTS systems to VTS43. 17](#_Toc461743767)
12. [The **Committee Secretary** is requested to forward the working document VTS42-12.2.6 on technical interface with other stakeholders to VTS43. 17](#_Toc461743768)
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](#_Toc461743769)
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](#_Toc461743770)
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](#_Toc461743771)
16. [The **Committee Secretary** is requested to forward the feedback of Working Group 3 to the editor of the VTS Questionnaire. 19](#_Toc461743772)
17. [The **Committee Secretary** is requested to forward working document on Human Factors (VTS42-12.2.9) as working paper for VTS43. 20](#_Toc461743773)
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](#_Toc461743774)

Action Items for Members

1. [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](#_Toc461743777)
2. [**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](#_Toc461743778)
3. [**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 1st December 2016. 18](#_Toc461743779)
4. [**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](#_Toc461743780)
5. [**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](#_Toc461743781)