|  |
| --- |
| IALA Guideline |

GXXX

VTS Management [working title]

Edition x.x

Date (of approval by Council)

Revisions to this IALA document are to be noted in the table prior to the issue of a revised document.

|  |  |  |
| --- | --- | --- |
| Date | Details | Approval |
|  |  | Council xx |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. INTRODUCTION 4

1.1. BACKGROUND 4

1.2. AIMS AND OBJECTIVES 4

2. ROLES AND RESPONSIBILITIES 4

2.1. VTS OPERATIONS MANAGEr 4

2.2. VTS TRAINING MANAGER 4

2.3. TECHNICAL MANAGER 5

2.4. HUMAN RESOURCES MANAGER 5

2.5. OTHER MANAGEMENT 5

3. VTS MANAGEMENT QUALIFICATIONS 5

3.1. [Title 2] 5

3.1.1. [Title 3] 5

4. VTS MANAGEMENT TRAINING 6

4.1. GENERAL MANAGEMENT TRAINING 6

4.2. VTS BASICS 6

4.3. SPECIFIC TRAINING 6

5. DEFINITIONS 6

6. ACRONYMS 6

List of Tables [List of Figures]

Table 1 [Table caption] 5

Table 2 [Table caption] 5

List of Figures [List of Figures]

Figure 1 [Figure caption] 6

List of Equations [List of Figures]

[Equation 1 (insert editable equation) 5](#_Toc471381964)

[Equation 2 (insert editable equation) 5](#_Toc471381965)

# INTRODUCTION

## BACKGROUND

An effective Vessel Traffic Service improves the safety and efficiency of navigation, the safety of life at sea and the protection of the marine environment from possible adverse effects of maritime traffic.

SOLAS regulation V/12 provides the basis for Vessel Traffic Services (VTS) and is supported by IMO resolutions, guidelines and circulars. The importance of VTS is furthermore referenced in the Manila Amendments to the STCW 1978 Convention.

An efficient VTS relies upon successfully organizing the VTS both in people as in material and upon using resources with co-operation between all who are involved.

## AIMS AND OBJECTIVES

This Guideline provides insight in the different tasks, roles and responsibilities that involve the management of a VTS.

[Body text]

# ROLES AND RESPONSIBILITIES

VTS management should not be considered as a function limited to the operations of one or more VTS centres. Moreover, multiple functions, key positions or persons may perform management tasks in support of the VTS, but not the VTS solely.

## VTS OPERATIONS MANAGEr

The function that is responsible for making sure the VTS centre is able to perform its daily tasks. Will work in close relationship between   
Responsibilities: Staffing levels, standard operational procedures, determining workload, assigning VTS operators and VTS supervisors, human factor management, determining operational performance.

[Body text]

## VTS TRAINING MANAGER

Managing V-103/3, V-103/4 and V-103/5 courses (and sometimes also V-103/1 en V-103/2). Determining training programs based on needs, selection of instructors, assessing operational performance, determining need for training equipment.

[Body text]

## TECHNICAL MANAGER

Assuring all VTS centres have all necessary equipment to perform their operational tasks, making sure there is support 24/7, providing VTS training equipment, …

[Body text]

## HUMAN RESOURCES MANAGER

Selection and recruitment of VTS personnel: VTS operators, VTS supervisors, VTS operational manager, VTS training manager, VTS instructors. Human factor management,

[Body text]

## OTHER MANAGEMENT

Communication manager, legal advisory manager, financial manager, …

[Body text]

1. [Table caption]

| [Table heading] | [Table text] |
| --- | --- |
| [Table heading] | [Table text] |
| … | … |

*(space below the table to be kept as necessary)*

[Body text]

1. [Table caption]

| [Table text] | [Table text] | [Table text] | [Table text] |
| --- | --- | --- | --- |
| [Table text] | [Table text] | [Table text] | [Table text] |
| [Table text] | [Table text] | [Table text] | [Table text] |
| … | … | … | … |

**Note 1 *(colour = R64, G126, B201)*:** [body text].

# VTS MANAGEMENT QUALIFICATIONS

[Body text]

## [Title 2]

### [Title 3]

* [Bullet 1];
* [Bullet 1];
* … ;

[body text]

1. (insert editable equation)
2. (insert editable equation)

# VTS MANAGEMENT TRAINING

## GENERAL MANAGEMENT TRAINING

All-purpose management skills

[Body text]

## VTS BASICS

What is VTS? How does a VTS centre operate? What are the key stakeholders?

[Body text]

## SPECIFIC TRAINING

Depending on specific type of management (e.g. radar technology or technical manager, legal aspects for a legal manager, HR theories for HR manager, …)

[Body text]

# DEFINITIONS

The definitions of terms used in this Guideline can be found in the International Dictionary of Marine Aids to Navigation (IALA Dictionary) at <http://www.iala-aism.org/wiki/dictionary> and were checked as correct at the time of going to print. Where conflict arises, the IALA Dictionary should be considered as the authoritative source of definitions used in IALA documents.

# ACRONYMS

[Acronym] [Acronym]

[Acronym] [Acronym]

… …

*(Figures to be centred on the page)*

1. [Figure caption]

[Body text]:

1. [List 1].
2. [List 1].
3. … .