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| **From:** | **VTS Committee** | VTS50-13.2.x |
| **To:** | **Council**  **IALA Secretariat** | 29 March 2021 |

**LIAISON NOTE**

**Updates to the VTS Manual (Task 1.4.1)**

# introduction

This document summarises proposed editorial amendments to the VTS Manual following VTS50 as described in the framework for synchronising the review and update of the contents of the Manual.

# background

With the release of VTS Manual 2021 (the Manual), the primary means of distribution is in a digital format.

A key reason for moving to a digital format was that the Manual could be readily updated in ‘real time’ to reflect new or revised IALA Standards and associated Recommendations, Guidelines and Model Courses relating to VTS, as they are approved by Council.

# Discussion

The Policy Advisory Panel approved the framework for synchronising the review and update of the contents of the Manual in February 2021 (*PAP41-5.11.2.1*).

Under the framework, the VTS Committee is responsible for maintaining a standing Task Item in the Committees Work Programme and associated Task Register to:

* Monitor the development/completion of new or revised documents;
* Consider new/revised contents for the Manual when new/revised documents are being prepared for forwarding to Council for approval.
* Include proposals for new/revised contents to the Manual as appropriate when forwarding new/revised documents to Council for approval.
* Assess the need for a comprehensive review of the Manual and the preparation of a new edition as an ongoing task.

The proposed editorial amendments to the Manual following VTS50 include:

* Updated text to reflect changes associated with new/revised documents completed at VTS50 and forwarded to Council for approval (Annex 1).
* Minor editorial amendments identified since the release of the Manual in February 2021 (Annex 2), including the proposed Reference List (Annex 3).

# Action requested

That IALA Secretariat action the editorial amendments to the VTS Manual described in Annex 1, 2 and 3 as appropriate.

**Annex 1**

**Updated text to reflect changes associated with new/revised documents completed at VTS50 and forwarded to Council for approval**

The following documents were completed at VTS50 and forwarded to Council for approval:

1. New guideline on *Competencies for Planning and Implementing* VTS (Task 1.1.3).
2. Revised *Guideline* *1141 - Operational Procedures for VTS* (Task 1.2.1).
3. Revised *Guideline 1110 - Use of Decision Support Tools for VTS Personnel* (Task 1.2.2).
4. Revised *Guideline 1132 – VTS Voice Communications and Phraseology* – incorporating both VHF Voice Communications and Phraseology (Task 1.3.1).
5. Revised *Guideline 1017 on Assessment of Training Requirements for Existing VTS Personnel, Candidate VTS Operators, Revalidation of VTS Operator Certificates* (Task 3.3.2).

The editorial amendments to the Manual to reflect these new/ revised documents are provided in the tables below:

| 1. **New guideline on competencies for planning and implementing VTS (Task 1.1.3)** | |
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| **VTS Manual Section** | **Proposed amendment/s** |
| 1. **VTS Implementation** | *Noting this is a new Guideline and is informative in nature, a new subsection to Section 3 is recommended. That is:*  **3. VTS IMPLEMENTATION**   * 1. **Additional Guidance**   To assist authorities in establishing, planning and implementing VTS effectively IALA has prepared Guideline XXXX Competencies for planning and implementing VTS. The Guideline provides a mechanism to ensure those responsible for the planning and implementation are competent in the practices described in *Recommendation R0119 - Establishment of VTS* and associated *Guideline G1150 - Establishing, Planning and Implementing VTS*.  **3.5.1. Guideline XXXX - Competencies for planning and implementing VTS**  Guideline XXXX describes the knowledge, skills, attitudes and personal attributes that would assist those responsible for the planning and implementation of VTS.   |  | | --- | | IALA Guideline XXXX – Competencies for Planning and Implementing VTS describes knowledge, skills, attitudes and personal attributes to assist in implementing the practices described in *Recommendation R0119 - Establishment of VTS* and associated *Guideline G1150 - Establishing, Planning and Implementing VTS*.  Guideline XXXX is informative in nature and is to encourage best practice. It is not necessary to conform to in order to claim compliance to Recommendation R0119. | |

| 1. **Revised Guideline G1141 on Operational Procedures for VTS (Task 1.2.1)** | |
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| **VTS Manual Section** | **Proposed amendment/s** |
| **4. VTS Operations** | *With the revision to G1141, the following amendments (in purple) are recommended:*  **4. VTS OPERATIONS**  **4.2.2. Guideline 1141 - Operational Procedures for Vessel Traffic Services**  Clearly defined operational procedures are an integral part of VTS operations to ensure standards are consistently maintained and that the service is delivered accurately, efficiently and effectively.  Operational procedures should also be an integral part of a verifiable quality management system for the VTS (Refer to Section 14).  Guideline 1141 provides the framework for harmonizing VTS procedures globally. In particular, it describes processes and procedures associated with:   * Day-to-day operations to; * Provide timely and relevant information on factors that may influence the ship's movements and assist on board decision-making; * Monitor and manage ship traffic to ensure the safety and efficiency of ship movements; and * Respond to developing unsafe situations. * Management and administration to; * Ensure the VTS operates in accordance with relevant international conventions and IMO instruments, IALA standards and national law; and * Set operational objectives for the VTS that are consistent with improving safety and efficiency of ship traffic and protection of the environment and routinely evaluating that they are being achieved.   ~~provides guidance for developing and implementing:~~  ~~■ Internal Procedures – procedures that cover the day-to-day running of a VTS centre, including the operation of systems and sensors, interactions between staff and the nternal management of data.~~  ~~■ External Procedures – procedures that govern the interaction with participating vessels and allied services (defined as services actively~~  ~~involved in the safe and efficient passage of the vessel through the VTS area).~~  *IALA Guideline 1141 - Operational Procedures for Vessel Traffic Services* can be found at https://www.iala-aism.org/product/g1141-operational-procedures-for-vessel-traffic-services/ |

| 1. **Revised Guideline 1110 - Use of Decision Support Tools for VTS Personnel (Task 1.2.2)** | |
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| **VTS Manual Section** | **Proposed amendment/s** |
| **4. VTS Operations** | *With the revision to G1110, the following amendments (in purple) are recommended:*  4.2.3. Guideline 1110 - Use of Decision Support Tools for VTS Personnel  Decision Support Tools are computer-based tools (simulation models, and/or techniques and methods) to enhance situational awareness and assist VTS personnel interact with the traffic and respond to traffic situations developing in the VTS area.  Guideline 1110 provides guidance on the use of decision support tools to enhance situational awareness and support VTS personnel provide timely and relevant information, monitor and manage ship traffic and respond to developing unsafe situations. ~~for VTS personnel in routine as well as developing and emergency situations~~.  IALA Guideline 1110 – Use of Decision Support Tools for VTS Personnel can be found at [https://](https://www.iala-aism.org/product/use-of-decision-support-tools-for-vts-personnel-1110/) [www.iala-aism.org/product/use-of-decision-sup-port-tools-for-vts-personnel-1110/](https://www.iala-aism.org/product/use-of-decision-support-tools-for-vts-personnel-1110/). |

| 1. **Revised Guideline G1132 – VTS Voice Communications and Phraseology (Task 1.3.1)** | |
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| **VTS Manual Section** | **Proposed amendment/s** |
| **5.VTS Communications** | *Noting that G1132 has been revised to include both VTS Voice Communications and Phraseology the following amendments (in purple) are recommended*:  **5. VTS COMMUNICATIONS**  **5.2. Recommendation 1012 – VTS Communications**  Recommendation 1012 specifies the practices to ensure VTS communications are harmonized through common phraseology, procedures and technology for the delivery of precise, simple and unambiguous communications to the bridge team and allied services.  IALA Guideline *1132 VTS Voice Communications and Phraseology* *~~VTS VHF Voice Communication~~* describes how to implement the practices specified in Recommendation 1012.   |  | | --- | | IALA Recommendation 1012 – VTS Communications is a normative provision of IALA Standard 1040 Vessel Traffic Services and shall be observed if compliance with this Standard is claimed.  To demonstrate compliance with the Recommendation the provisions of the associated Guidelines need to be implemented. |   IALA Recommendation 1012 - VTS Communications can be found at https://www.iala-aism.org/product/lightning-protection-1012/.  5.2.1. Guideline 1132 - VTS Voice Communications and Phraseology VTS VHF Voice Communication  Guideline 1132 provides the framework for authorities to develop standardized operating procedures for voice communication to ensure ~~consistency amongst VTSOs when communicating on VHF radio.~~ VTS communications are harmonised through the use of standard message structure and phrases to:   * Facilitate clear, concise, and unambiguous communications that are timely and effective. * Minimise misunderstanding of the intent of messages and reduce the time required for effective communication. * Mitigate complacency amongst VTS personnel.   The guideline will also assist:   * VTS authorities prepare standardised operating procedures for communication and should be read in conjunction with IALA Guideline G1141 - Operational Procedures for Vessel Traffic Services. * VTS Training organizations incorporate the use of standard VTS phraseology into their course curriculums.   ~~The Guideline also provides information on:~~  ~~■ Standardized communication;~~  ~~■ Cultural experiences; and~~  ~~■ Use of VHF equipment.~~  *IALA Guideline 1132 - VTS Voice Communications and Phraseology* *~~VTS VHF Voice Communication~~* can be found at <https://www.iala-aism.org/product/g1132-vts-vhf-voice-communication/>. |

| 1. **Revised Guideline 1017 on Assessment of Training Requirements for Existing VTS Personnel, Candidate VTS Operators, Revalidation of VTS Operator Certificates (Task 3.3.2)** | |
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| **VTS Manual Section** | **Proposed amendment/s** |
| **11.Training and Assessment** | *With the revision to G1017, the following amendments (in purple) are recommended:*  **11.2. Recommendation 0103 (V-103) – Training and Certification of VTS Personnel**  Recommendation 0103 specifies the practices associated with the training and certification of VTS personnel to assist authorities when recruiting, training and assessing VTS personnel to ensure the harmonized delivery of vessel traffic services world-wide.  IALA Guidelines and Model Courses describing how to implement the practices specified in Recommendation 0103 include:   * Guideline 1156 – Recruitment, Training and Assessment of VTS Personnel. * Guideline 1017 - Assessment for Recognition of Prior Learning in VTS Training~~of Training for VTS~~. * Guideline 1027 - Simulation in VTS Training. * Guideline 1103 - Train the Trainer. * Model Courses:   + V-103/1 VTS Operator Training.   + V-103/2 VTS Supervisor Training.   + V-103/3 VTS On-the-Job Training.   + V-103/4 VTS On-the-Job Training Instructor.   + V-103/5 The Revalidation Process for VTS Qualification and Certification.   **11.2.2. Guideline 1017 - Assessment for Recognition of Prior Learning in VTS Training~~of Training for VTS~~**  Guideline 1017 provides guidance to training organizations when developing a framework to assess and recognise the prior learning of students. The objective of the assessment is to grant exemptions from subject areas or modules within an IALA model course. ~~Guideline 1017 provides guidance on the assessment of qualifications and the experience of candidates to be taken into account when assessing the training requirements for existing and candidate VTS personnel~~.  *IALA Guideline 1017 Assessment for Recognition of Prior Learning in VTS Training~~of Training for VTS~~* can be found at https://www.iala-aism.org/product/assessment-of-training-requirements-for-existing-vts-personnel-candidate-vts-operators-revalidation-of-vts-operator-certificates-1017/ . |

**Annex 2**

**Editorial amendments identified since the release of the Manual in February 2021**

Minor editorial amendments identified since the release of the Manual in February 2021 include:

| **Section** | **Proposed amendment** |
| --- | --- |
| **FOREWORD** | Minor edits to Paragraphs 5 and 7:  The 2021~~0~~ edition of the VTS Manual also sees its primary means of distribution being in a digital format which will be available on the website (www.iala-aism.org) along with all the other information sources available to our members and users of Marine Aids to Navigation.  and  I would like to thank the IALA membership for helping to produce this 2021~~0~~ edition of the VTS Manual and reflect on the unique nature of IALA that allows professionals from around the world to contribute their expertise to assist the international maritime community in improving and harmonizing VTS. |
| **PURPOSE OF THE MANUAL** | **Page 4**  Paragraph 1 be amended:  The purpose of the VTS Manual is to assist Contracting Governments, Competent Authorities and VTS Authorities ~~in the~~ harmonizing the delivery of VTS worldwide by providing a comprehensive overview on all aspects relating to the provision of VTS. |
| **CONTENTS** | **Pages 6-8**  That consideration is given to where the contents page refers to a Recommendation or Guideline the active link should be at the ‘*document title’* rather than the ‘*page number*’. |
| **1. INTRODUCTION TO VESSEL TRAFFIC SERVICES (VTS)** | **Page 10**  **1.3. Benefits of VTS**  **Paragraph 4**  The phrase “*standing into danger*” should be replaced with “*running into danger*” to align with G1189 and SMCP.  “Unlike other marine aids to navigation, VTS, being active, has the capability to interact and influence the decision-making process on board the vessel. For example, VTS might detect the development of a vessel ~~standing~~ running into danger, and can thus alert such vessels accordingly. As the majority of maritime accidents can be attributed to human factors, the involvement of VTS, and interaction with it, can provide a significant additional safeguard.” |
| **2 - 15** | **Pages 13-33**  That the use of the “arrow” associated with links to a Recommendation, Guideline or Model Course is discontinued.  Currently the use of “arrows” is inconsistently used in the document (For example, see links under 3.3 and 3.4)**.** |
| 1. **REGULATORY AND LEGAL FRAMEWORK** | **Page 14**  **Section 2.4.4 Documentation Relating to VTS**  The link under 2.4.4 is to IALA Standard 1040 rather than the “*IALA Reference List – Standard Documentation Relating to VTS*”.  It is recommended that:   1. the text in 2.4.4 to be amended to reference what is currently the “*IALA Reference List – Standard Documentation Relating to VTS”;* and 2. The contents currently in the “*Reference List*” is provided as an Annex in the Manual (See Annex 1).   Recommended text is:  **2.4.4. Documentation Relating to VTS**  A reference list of the Standards, Recommendations, Guidelines and Model Courses specifically related to ~~the development, implementation and operation of~~ VTS is ~~available at~~ [~~https://www.iala-aism.org/product/s1040-vessel-traffic-services/~~](https://www.iala-aism.org/product/s1040-vessel-traffic-services/)at Annex 3.  **Note** – As an Annex, the contents would be readily updated with each update to the recommendations, guidelines and model courses referenced in the Manual. It would also result in one less document to be maintained and ensure the reference list is readily available.  Further, if included as an Annex in the Manual the “*IALA Reference List – Standard Documentation Relating to VTS”* can be discontinued as a separate document. |
| **5 – VTS COMMUNICATIONS** | **Page 20**  **Section 5.2 Recommendation 1012 – VTS Communications**  **Paragraph 3**  The link to be updated to reference R1012 as it currently links to *“Protection of Lighthouses and other Aids to Navigation against Damage from Lightning 1012”*  IALA Recommendation 1012 - VTS Communications can be found at <https://www.iala-aism.org/> ~~product/lightning-protection-1012/~~ <insert correct link> |
| **7 – VTS ADDITIONAL SERVICES** | **Page 22**  **Section 7.1 Introduction**  It is recommended that the contents in the “blue box” in Section 7.1 be amended to as shown below to align with similar text used elsewhere in the document:   |  | | --- | | These Guidelines are not associated with an IALA Recommendation and are informative provisions of IALA Standard 1040 Vessel Traffic Services. ~~It specifies~~ They specify additional desirable practices but with which it is not necessary to conform in order to claim compliance to the Standard. | |
| **8 – VTS DATA AND INFORMATION MANAGEMENT** | **Page 23**  **Sections 8.3 and 8.4**  As highlighted in *C72-11.1.2 Committee Work Programme for 2018-2022* *G1105 - Shore-side portrayal ensuring harmonisation with e-Navigation related information* is associated with IALA S1060 and is not currently associated with a Recommendation. It is recommended that:   1. **Section 8.3 Recommendation 1014 – Portrayal of VTS Information and Data**   It is recommended that Paragraph 3 be deleted as G1105 is not associated with R1014. That is:  ~~IALA Guideline 1105 - Shore-side portrayal ensuring harmonization with e-Navigation related information describes how to implement the practices specified in Recommendation 1014~~.   1. **Section 8.4** **Guideline 1105 - Shore-Side Portrayal Ensuring Harmonization with E-Navigation Related Information**   It is recommended that this section be moved to a new subsection under Section 15 – Additional Guidance related to the Provision of VTS. That is 15.4 as described below, including minor edits to the contents in the “blue box” to align with similar text elsewhere in the Manual:  **815.4. Guideline 1105 - Shore-Side Portrayal Ensuring Harmonization with E-Navigation Related Information**  IALA Guideline 1105 provides guidance on how to achieve a ‘harmonized presentation’ of information ashore with the presentation on board in the e-Navigation context. The goal is to achieve improved common understanding of situations by shore side users and ship navigators by having similar portrayal of common information.   |  | | --- | | This Guideline is not associated with an IALA Recommendation and is an informative provision of IALA Standard 1060 Digital Communication Technologies. It ~~simply~~ specif~~y~~ies additional desirable practices but with which it is not necessary to conform in order to claim compliance to the Standard. |   IALA Guideline 1105 - *Shore-side portrayal ensuring harmonization with e-Navigation related information* can be found at <https://www.iala-aism>. org/product/shore-side-portrayal-1105/ . |
| **11 – TRAINING AND ASSESSMENT** | **Page 26**  **Section 11.2 –** **Recommendation 0103 – Training and Certification of VTS Personnel**  The section should include an associated ‘blue box’ with the text below about the recommendation and associated guidelines as per Recommendations referenced the other sections within the document.   |  | | --- | | IALA Recommendation R0103 – Training and Certification of VTS Personnel is a normative provision of IALA Standard 1050 Training and Certification and shall be observed if compliance with this Standard is claimed. To demonstrate compliance with the Recommendation the provisions of the associated Guideline need to be implemented. | |

### Annex 3

### It is proposed that the publication “*IALA Reference List – Standard Documentation Relating to VTS*” be included as an Annex in the VTS Manual and updated with each release following Committee meetings.

**Note – Version on IALA web has not been updated since Dec 2019 (Table below has updated – proposed text in track changes)**

| **Standard** | **Scope** | **Recommendation** | | |  | **Guideline** |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref.** | **Title** | **Normative /**  **Informative** | **Ref.** | **Title** |
| **IALA1010**  **AtoN Planning and Service Requirements** | **Risk Management** | R1002 | Risk Management for Marine Aids to Navigation | Normative | G1018 | Risk Management (May 2013) |
| G1123 | The Use of IALA Waterway Risk Assessment Programme (IWRAP MkII) (June 2017) |
| G1124 | The Use of Ports and Waterways Safety Assessment (PAWSA MkII) Tool (June 2017) |
| G1138 | The Use of the Simplified IALA Risk Assessment Method (SIRA) (Dec 2017) |
| [G]1104 | The Application of Maritime Surface Picture for Analysis in Risk Assessment and the Provision of [Marine] Aids to Navigation Service Delivery (Dec 2013) |
| **Quality management** | O-132 | Quality Management for Aids to Navigation Authorities | Normative | G1052 | Quality Management Systems for Marine Aids to Navigation Service Delivery (Dec 2013) |
| **IALA1040**  **Vessel Traffic Services** | **VTS**  **implementation** | R0102  V-102 | The application of the 'User Pays' principle to Vessel Traffic Services | Informative |  |  |
| R0119 | Establishment of VTS | Normative | G1071 | Establishment of a Vessel Traffic Service Beyond Territorial Seas (Dec 2009) |
| G 1083 | Standard Nomenclature to Identify and Refer to VTS Centres (June 2011) |
| G1142 | The provision of Local Port Services other than VTS (June 2019) |
| G1150 | Establishing, planning and implementing VTS (Dec 2020) |
| R0120  V-120 | Vessel Traffic Services in Inland Waters | Informative |  |  |
| **VTS operations** | R0127 (V-127) | VTS Operations | Normative | G1089 | Provision of VTS (INS, TOS & NAS) (Dec 2012) |
| G1110 | Use of Decision Support Tools for VTS Personnel (Dec 2014) |
| G1131 | Setting and Measuring VTS Objectives (Dec 2017) |
| G1045 | Staffing Levels at VTS Centres (Dec 2018) |
| G1118 | Marine Casualty / Incident Reporting and Recording, Including Near-Miss  Situations as it Relates to VTS (Dec 2016) |
|  |  |  |  |  | G1141 | Operational Procedures for Vessel Traffic Services (Dec 2018) |
| G1144 | Promulgating the Requirements of a VTS to Mariners – A VTS Users Guide  Template (June 2019) |
| G1149 | VTS Training for Deck Officers (Dec 2019) |
| **VTS data and information management** | R0125  V-125 | The use and presentation of symbology at a VTS centre | Normative |  |  |
| R1014 | Portrayal of VTS information and data | Normative | 1105 | Shore side Portrayal ensuring harmonization with e-Navigation related information |
| **VTS**  **communications** | R1012 | VTS Communications | Normative | G1132 | VTS VHF Voice Communication (Dec 2017) |
| **VTS technologies** | R0128  V-128 | Operational and Technical Performance of VTS Systems | Normative | G1111 | Preparation of Operational and Technical Performance Requirements for VTS  Systems (May 2015) |
|  |  |  |  |  |
| **VTS Auditing and assessing** | R1013 | Auditing and Assessing Vessel Traffic Services | Normative | G1101 | Auditing and Assessing VTS (Dec 2013) |
| G1115 | Preparing for an IMO Member State Audit Scheme (IMSAS) on Vessel Traffic  Services (Dec 2015) |
| **VTS additional services** |  |  |  | G1070 | VTS Role in Managing Restricted or Limited Access Areas (Dec 2009) |
| G1102 | VTS Interaction with Allied or Other Services (Dec 2013) |
| G1130 | Technical Aspects of Information Exchange Between VTS and Allied or Other  Services (Dec 2017) |
| **IALA1050**  **Training and Certification** | **Training and assessment** | R0103 (V-103) | Training and Certification of VTS Personnel | Normative | [G]1017 | Assessment of Training Requirements for Existing VTS Personnel, Candidate VTS Operators, Revalidation of VTS Operator Certificates (Dec 2005) |
| [G]1027 | Simulation in VTS Training (Dec 2005) |
| [G]1103 | Train the Trainer (Dec 2013) |
| **Accreditation, competency, certification and**  **revalidation** | R0149 (O-149) | Accreditation of Training Organisations | Normative | [G]1014 | Accreditation and Approval Process for VTS Training Courses (Dec 2011) |
| **Model Courses** |  |  |  | V-103/1 | Vessel Traffic Services Operator Training (Dec 2009) |
| V-103/2 | Vessel Traffic Services Supervisor Training (Dec 2009) |
|  |  |  | V-103/3 | Vessel Traffic Services On the Job Training (Dec 2009) |
| V-103/4 | Vessel Traffic Services On the Job Training Instructor (Dec 2009) |
| V-103/5 | The Revalidation Process for VTS Qualification and Certification (Jun 2016) |
| **IALA1070**  **Information Services** | **Data models and data encoding (IVEF, S-100, S- 200, ASM)** | R0145 V-145 | The Inter-VTS Exchange Format (IVEF) Service | Normative |  |  |