



Report of the 37th Session of the IALA VTS Committee

16 – 20 September 2013

Executive Summary

- 74 members from 24 countries and 2 sister organisations, participated in VTS37; 11 for the first time and 2 observers;
- The Committee considered 44 input papers and produced 16 output papers;
- Draft documents submitted to Council for approval included:
 - Produce a Guideline on assessing and auditing VTS (Task 13*)
 - Develop Model Course (V-103) on 'Train the Trainer' (Task 9*)
Note, following careful consideration by the Committee this Task was developed as a Guideline rather than a model course.
 - Produce a Guideline on VTS support and interaction with allied and other services (Task 11*)
 - Draft revised Recommendation V-120 on VTS in Inland Waters (Task 5.a.ii*);
- Information papers submitted to Council included:
 - Report of the IALA Workshop on Portrayal of Data and Information at a VTS (item4.5)
 - Report of the IALA Seminar on Simulation in VTS Training (item4.6).
- The proposed Work Programme for the Committee (2014-18) was reviewed and forwarded to PAP for their consideration.
- Liaison notes were produced to:
 - ANM20 (item 8.16) on Disaster Recovery;
 - ANM20 (item 8.13) on update the NAVGUIDE
 - ANM20 (item 8.15) on IALA Questionnaire
 - e-NAV13 (item 9.5) on Testbeds
- This was a fast paced meeting, in which much work was done to ensure completion of Tasks at VTS37;

- Inter-sessional work is planned but none is 'face to face' on
 - VTS Manual (Task 4*)
 - Strategy Paper (Task 21)
 - Recommendation V-128 (Task 6*);
- Three VTS experts were registered with the WWA during the meeting (item 15.1);

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VTS Committee
37th Session

Saint Germain en Laye, France
20 September 2013

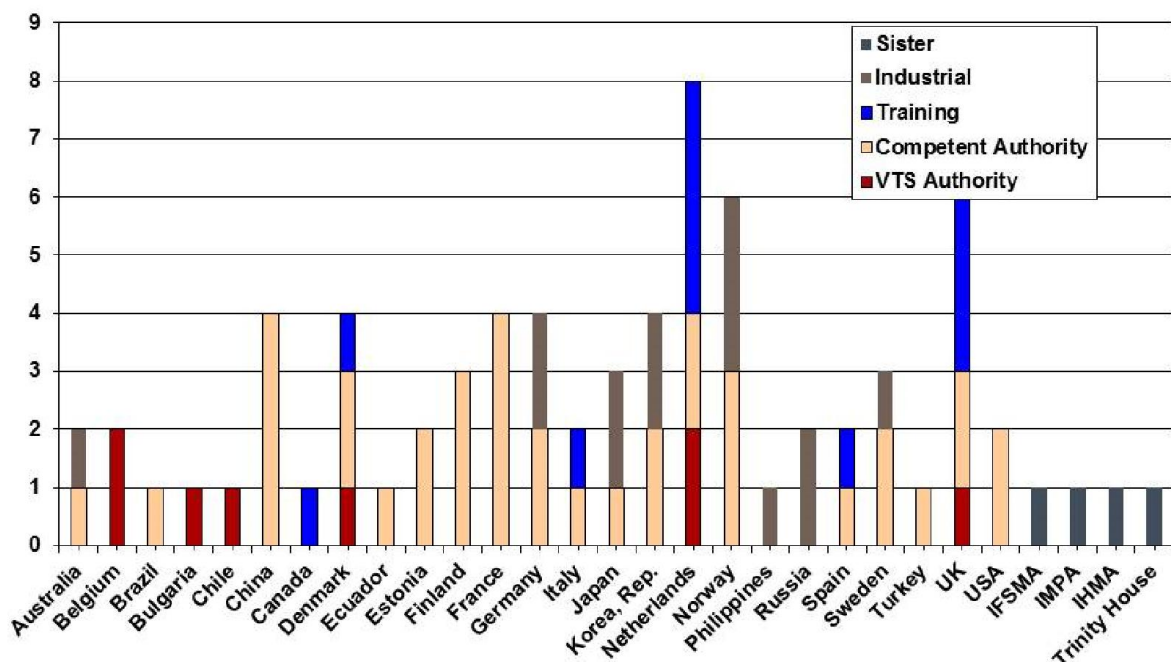
Report of the 37th Session of the IALA VTS Committee

1 INTRODUCTION

The 37th meeting of the **VTS Committee** was held from 16 – 20 September 2013 at IALA, with Tuncay Çehreli as Chair and Neil Trainor as Vice Chair. The Secretary for the meeting was Wim van der Heijden.

Seventy four members from twenty four countries and two sister organisations participated in VTS37; 11 for the first time, with two observers.

VTS37 - Participants



The Chairman opened the meeting by welcoming all participants to VTS37 and highlighted that being the final meeting of the 2010-14 Work Programme it was an important meeting with several key tasks scheduled for completion.

The Chairman then introduced Michael Card, Deputy Secretary-General of IALA, who welcomed the members on behalf of the IALA Secretary-General. Key items highlighted by the Deputy Secretary-General included:

- The new IALA web site which will contain all Committee input documents for downloading similar to IMO documents
- The FTP server will contain the documents as well but the FTP server will no longer support this in the future.
- An upgrade to the IALA Wi-Fi network in response to issues encountered with regards to availability/reliability in recent times

The Chairman also advised that Mike Hadley resigned IALA as Technical Coordination Manager. On behalf of IALA and Committee members he thanked Mike for his efforts and untiring contribution to IALA over the years.

He then introduced Wim van der Heijden who will now be undertaking the roles of the Secretary for the VTS and ANM Committees and advised that Seamus Doyle will undertake the same role for the e-NAV and EEP Committees.

Finally he briefed members on the new strategy for IALA for the coming Working Period.

1.1 Administrative announcements

Virginia Butler gave a Safety Briefing and some information for lunches and coffee breaks for which she was thanked by the Chairman

1.2 Approval of the agenda

The agenda was reviewed and adopted (VTS37-1.2 rev5).

1.3 Apologies and introductions

Apologies were received from:

NAME	ORGANIZATION	COUNTRY
Lucia Bakker	Canadian Coast Guard	Canada
Francesco Frau	Selex-Sisteme	Italy
Philip Giertz	Federal Waterways	Germany
Kaimes Beasley	Maritime and Coastguard Agency	UK
Raffaele Danilo Murvana	Italian Coastguard	Italy
WH Wong	Marine Department	Hong Kong
Andrew Donald	AMS	Australia
Xavier Lefèvre	Sofrelog	France
Thanatip Jantarpakde	Marine Dept Thailand	Thailand
Roman Modeev	Transas	Russia
Burcin Erlevent	DGCS	Turkey
Jonas Djessou Ahouha	Port Autonome d'Abidjan	Ivory Coast
Kouaho Peingni	Port Autonome d'Abidjan	Ivory Coast
K K Braroo	Directorat General of Lighthouses	India

2 REVIEW OF ACTION ITEMS FROM VTS36

Input paper VTS37-2.1 refers.

2.1 Action items – IALA Secretariat

It was noted that, with the exception of Action item 2 (the submission to Council of Recommendation V-120 on VTS in Inland Waters) IALA Secretariat actions had been completed.

Note - the submission to Council of Recommendation V-120 on VTS in Inland Waters had been withdrawn because Committee approval on further editing was needed to complete the document.

2.2 Action items – VTS Committee Members

It was noted that, with the exception of the following items, VTS Committee Members actions items from VTS36 had been completed:

- Action Item 24 (VTS interaction with Allied Services) as no input was received
- Action 27 (IALA Strategy Paper). It was noted that more input is required to complete this task during VTS37
- Action Item 37 and 38 (Photographs and topics for IALA Bulletin). Additional input is requested to complete this Item.

3 REVIEW OF INPUT PAPERS

Input paper VTS37-3 rev8 refers.

The list of input papers was reviewed and a revised list, with minor amendments, endorsed.

The Chairman thanked all those who had contributed to the input papers.

4 REPORTS FROM OTHER BODIES

4.1 Report of Council 55

Paper VTS37-4.1 refers.

The Chairman drew the member's attention to:

- (Chapter 9.5.3.1) The proposal for an unplanned work program item for a revision of IMO Resolution A.857 (20) was not supported due to perceived workload of the merged IMO sub-committees NAV and COMSAR and the lack of a convincing case there was a compelling need for a review.
Pieter Paap, who participated at the Council meeting advised there was considerable discussion on how best to proceed, for example revision of A.857 (20) or the publication by IALA of a 'best practise' document not conflicting with the current Resolution. Members concluded that these considerations could be considered in the development of the VTS Strategy Paper;
- (Chapter 12.2) noting that the 13th VTS Symposium 2016 will be in Malaysia.

4.2 PAP25

Paper VTS37-4.2.1 refers.

The Chairman drew the member's attention to:

- (Chapter 8.3) Discussion in PAP on the limited time for Working Groups to fulfil their tasks. A suggestion was to organise the pre-meeting a day before but that have an impact on travelling schemes of the participants.
- (Chapter 9.1) ANM will include Disaster Recovery in its Work Programme 2014-2018. WG1 and WG2 were asked to review this issue;
- (Chapter 9.9) The Committee was attended on 'Friends of IALA'. A statement after a short discussion was that 'we need to look forward' ;
- (Chapter 9.10) The Committee was also attended on the introduction course for new Committee members.

4.3 MSC92

Paper VTS37-4.3.1 refers.

The Chairman drew attention to the:

- Combination of IMO sub-committees NAV and COMSAR into the sub-committee Navigation, Communications and Search and Rescue (NCSR) which is important for IALA. VTS issues will be discussed in NCSR WG 2 and WG3. There will not be a WG on e-navigation. Pieter Paap suggested that National Members should participate the Correspondence Group on e-Navigation;
- Charting in polar areas;

4.4 NAV59

There was no input paper. The Secretary General was attending NAV59.

The Chairman informed that the Zero Accident Campaign was well received at NAV59. It will go to MSC93 and after that to IMO Council for approval. The implementation is expected for second half 2014. He also stated that the Campaign has a high level and it should be considered to do more in the future.

Pieter Paap informed that almost the entire outcome of VTS36 to NAV was implemented. With respect to data communication it was recognised that there is an increasing need. IMO takes a neutral position and leaves this to ITU WP5B and the WRC in 2015. The IALA e-NAV Committee, WG 3-4, is working on this.

4.5 IALA Portrayal Workshop, May 2013

Paper VTS37-4.5.1 refers.

Chairman attended members to the report of the workshop.

Action items

The Secretariat is requested to forward VTS37-4.5.1 (Report of the Portrayal Workshop) to Council to note.

The Secretariat is requested to put VTS37-4.5.1 on the IALA web: 'Publications – Reports and Proceedings'.

4.6 IALA Seminar on Simulation in VTS Training, September 2013

Paper VTS37-4.6.1 and VTS37-4.6.2 refers.

Chairman referred members to the draft report from the seminar and the Conclusions and Recommendations, noting that the final report would be available on Friday, following comments any from participants at the seminar.

Action items

The Secretariat is requested to forward VT37-4.6.1 (Report of the Portrayal Workshop) as amended during VT37 to Council to note.

The Secretariat is requested to put VT37-4.6.1 as amended during VT37 on the IALA web: 'Publications – Reports and Proceedings'.

5 REPORTS FROM RAPPORTEURS

5.1 Developments in e-learning, IALA World-Wide Academy (Task M1*)

This item was deferred until a representative of the WWA was available later in the week (see item 6.1).

5.2 Use and impact of risk and decision making tools (Task M2*)

No input was received for this item at VT37.

5.3 Liaison with e-NAV Committee (Task M3*)

13th session of the IALA e-NAV Committee - Rapporteur Pieter Paap

- The meeting took place from 18 – 22 March, 2013, at IALA Headquarters in St.Germain-en-Laye
- 108 people (a record number for a meeting at IALA), from 29 countries and 6 sister organisations, attended this meeting, of which 21 members were new and 1 was an observer;
- The Committee consists of 6 Working Groups: WG 1 Operations and Strategy, WG 2 PNT/Sensors, WG 3&4 AIS & Communications, WG 5 Technical Architecture, WG6 Data Modelling, WG7 Test beds.
- 70 input papers were considered and 23 output papers produced including:
- 1 draft Guideline (Harmonised Implementation of AIS application Specific Messages);
- update of the e-Navigation Architecture FAQ;
- 1 workshop proposal;
- 2 Council Information Papers;
- 12 Liaison notes, including 3 to the IMO Correspondence Group on e-Navigation, 3 to ITU and 2 to the PAP25 / Strategy meeting.
- The scope of IALA's involvement in e-Navigation was substantially debated;
- The 'road map' for e-Navigation developed at e-NAV10 was reviewed and will remain within IALA and be further developed by the Committee.
- It was agreed that the subject of software and data quality were important for the future of e-Navigation, and should be further developed by IALA for onshore systems and services; a Working Paper was prepared on 'Software Quality for Onshore Systems' for further development at e-NAV14.
- Draft terms of reference for the new WG on test-beds for e-navigation were reviewed and a discussion paper was developed; these were sent to the other Committees for comments;
- The World Wide Radio Navigation Plan has been updated and this work is now complete.
- IALA Recommendation R-121 'Performance and Monitoring of DGNSS Services in the Frequency Band 283.5 – 325 kHz' was updated but not completed. Finalizing is expected at e-NAV14

- The recurring need to have dedicated IALA representation at ITU-R Working Party 5B was discussed but a long-term permanent solution is not yet apparent;
- An update from the ITU on Technical parameters of radar target enhancers (Recommendation ITU-R M.1176-1) has been reviewed. Comments on this document have been captured in a liaison note to the ITU (e-NAV13/output/15).
- A draft performance standard for shipborne receiving equipment using multiple radio navigation systems has been prepared for consideration by IMO NAV (e-NAV13/output/16) when completing this work item at the new IMO Sub-Committee NCSR 1.
- A liaison note on disaster recovery (e-NAV13/output/17) has been developed to inform the other IALA committees of this work and to invite them to consider what additional information they can provide.
- The Committee reviewed the relevant content of the current (2010 edition) of the IALA Aids to Navigation Manual (NAVGUIDE). It was agreed to progress this task at its next session (e-NAV 14).
- A proposal for the work program, with regard to AIS and communication issues, for the IALA work period 2014-18 was developed.
- A draft Guideline on the Harmonised Implementation of ASM was finalised. The Guideline describes how ASMs should be implemented in a harmonised manner, following IALA Recommendation e-NAV-144 on Harmonized implementation of Application Specific Messages (ASM). (*Note: approved by Council May 2013*).
- A liaison note to LAP regarding the reliability of AIS Data when used in court cases was developed. It describes possible sources of incorrect information in the AIS data and concludes that AIS has a high probability for transfer of data but that the validity of data can't be guaranteed. The document is primarily focused on AIS AtoN and does not necessarily reflect the overall reliability of AIS as a system. It is not recommended that this document is the final answer, further work may be needed;
- It is also noted that AIS SAR devices are not alerting devices, these devices are locating devices.
- A liaison note to ITU-R WP5B regarding future data communications (e-NAV13/output/6) was developed. The concept of VHF Data Exchange System (VDES) is introduced. This system includes AIS, dedicated ASM channels and VDE. Further on it is proposed to include a possible satellite component of VDE, to be used on high seas, outside the coverage of shore-based stations.
- A draft new Recommendation on the Common Shore-based System Architecture (CSSA), that has been under consideration for several years, progressed.

5.4 Usage of the IALA World VTS Guide (Task M4*)

Paper VTS37-5.4 refers.

The Editor of the IALA World VTS Guide (Paul Owen) provided a progress report on the Guide, including the VTS registrations and the activities in different countries.

5.5 IALA Dictionary (Task M5*)

The Chairman asked members for their comments on the adoption and use of the IALA Dictionary. A short survey in the opening plenary session highlighted that only about 60% of Members knew of the Dictionary's existence, less than 10% referred to it and almost no one uses it regularly.

Noting the Dictionary offered many benefits it was concluded that the IALA Dictionary should be promoted and updated on a regular basis. To facilitate this expressions of interest were sought for an editor and members advised to provide any comments/input on the Dictionary.

5.6 Competent Pilotage Authority Forum (Task M6*)

Paper VTS37-5.6.1 refers (available during the meeting).

Members noted that the first meeting of the Competent Pilotage Authority Forum (CPAF) was held at IALA in June 2013.

6 PRESENTATIONS

6.1 The IALA World-Wide Academy (WWA)

Paper VTS37-6.1.1 refers (presentation).

The presentation was made by Stephen Bennett at the beginning of the Thursday afternoon plenary.

Stephen Bennett updated the Committee about the activities and procedures of the WWA. The presentation covered:

- The WWA's place within IALA;
- The WWA's role in both capacity building and training;
- The outputs that the WWA will produce and its programme for Awareness and Assessment;
- The WWA's approach to accreditation.

Following the presentation from Stephen Bennet, several members of the VTS Committee raised their concern over the fact that it is difficult to understand the exact role and function of the WWA inside IALA. In particular there is a need to define the liaison (tasks, functions and interaction procedures) between the WWA and the VTS Committee – especially WG3 on personnel and training. Stephen Bennet agreed that there is a need for formal term of reference for the WWA, and that a change in IALA constitution should be suggested.

6.2 Work on VTS in Columbia

No presentation was provided at VTS37.

6.3 CARPET

Paper VTS37-6.3.1, VTS37-6.3.2 (presentations) and VTS37-6.3.3 (informative letter from TNO, input after the meeting) refers.

CARPET is a software package to calculate radar specifications and performance. The current version does not cover new developments on radar, in particular for VTS applications. Also radar networks, as usually used in port environments, should be covered. Because of the nature of TNO, as being a non for profit research organisation, the development to the next generation is not possible. The idea now is to organise a funding for the further developments of this program named 'CARPET VTS'.

The first presentation was given by Jolanda van Deursen, TNO, the Netherlands, to explain how the funding process will be organised. The second presentation was given by Arne Theil, also TNO, to give information about possible wishes from radar manufacturers which can be implemented in the program.

After a short discussion it was concluded that there are many benefits for radar manufacturers to work with a harmonised solution for the performance specification of radar. WG2 discussed CARPET further (see 9.6).

7 ESTABLISH WORKING GROUPS

The Chairman ran through the expectations for the week.

Three Working Groups were then established, as outlined below:

Working Group (WG)	Working Group Chair / Vice Chair
WG1 – VTS Operations	William Burns / James Clark
WG2 – Technical	René Hogendoorn / Robert Townsend
WG3 – Personnel and Training	Terry Hughes / Niels Mygind

8 WORKING GROUP 1 – OPERATIONS

A total of 36 members were involved with WG 1 tasks. 7 subgroups were created to consider the 10 tasks planned to be tackled during the meeting.

- 8.1 Develop criteria, guidance or general provisions, for submission to IMO, on establishing and operating a VTS beyond territorial seas, to include a clarification of the difference between a VTS Area established / extending beyond territorial seas and operated as a VTS in its own right and a ship reporting system managed / monitored by a VTS. (Task 2*)**

This task was closed following the 52nd session of the IALA Council.

- 8.2 Review/update/provide input to IMO on Resolution A.857(20) - Guidelines For Vessel Traffic Services (Task 3*)**

This task was placed in abeyance by the 54th session of the Council and not progressed during VTS 37.

- 8.3 Update the VTS Manual (Task 4*)**

The VTS Manual was approved at the 53th session of the Council. Work was commenced on the VTS Manual 2016 through the formation of an editorial team led by Neil Trainor.

Action item

Committee members are requested to review current IALA VTS Manual and provide comment and input to related work group chair and cc to Neil Trainor.

- 8.4 Review VTS Recommendation on V-120 on Vessel Traffic Services in inland waters (dated 06/2001) (Task 5.a.ii*)**

After an intercessional review between VTS36 and VTS37, a draft revised Guideline was ready to be reviewed by the VTS Committee at the beginning of VTS37. The finalised version was presented to the closing plenary where it was endorsed by the Committee to be forwarded to Council for approval.

Action item

The Secretariat is requested to forward VTS37-14.1.1.7 (Draft revised Recommendation V-120 on Vessel Traffic Services in Inland Waters) to Council for approval.

8.5 Review VTS Recommendation on V-125 on the use and presentation of symbology (dated 12/2004) (Task 5.a.iii*)

Completed. Approved at the 53rd session of the Council.

8.6 Review VTS Recommendation on V-127 on VTS operating procedures (dated 06/2004) (Task 5.a.iv*)

Completed. Approved at the 51st session of the Council.

8.7 Produce a Recommendation on standard nomenclature (i.e. radio call signs) for use when referring to a VTS Centre (Task 8*)

Completed. Approved at the 51st session of the Council.

8.8 Produce Guidelines on the provision of VTS Types of Service (Task 10*)

Completed. Approved at the 54th session of the Council.

8.9 Produce a Guideline on VTS support and interaction with allied services in emergency situations, SAR, disaster management, law enforcement and regulatory compliance. (Task 11*)

This task was completed by the below sub group of WG1 during VTS37 and endorsed by the Committee to be forwarded to Council for approval.

Name	Organisation
Zhang Chongyang	China MSA
Marco Svantesson	Swedish Maritime Administration
Law Hing Piu	HKSAR Marine Dept
Antonio Carlos Oliveira	ADM Moraes Rego Center Brazil
Raymond Seignette (Chair)	Port of Rotterdam Authority

Action item

The Secretariat is requested to forward VTS37-14.1.1.2 (Guideline on VTS support and interaction with allied services in emergency situations, SAR, disaster management, law enforcement and regulatory compliance (Task 11)) to Council for approval.

8.10 Produce a Guideline on the use of decision support tools in VTS. (Task 12*)

This task was progressed during VTS37, including liaison with WG2 as some issues contained in the document related to technical matters. A review of the training sections by members of WG3 will be needed at VTS38 and the Committee agreed to carry this task forward to the 2014-2018 Work Programme.

Name	Organisation
Huang Xigang	China MSA
Jean-Charles Cornillou (Chair)	CETMEF, France
Juri Ehandi	Estonian VTS Authority
Malin Dreijer	Norwegian Coastal Authority
Jorgen Brandt	Great Belt VTS, Denmark

Steve Guest	Kongsberg Norcontrol IT
Michele Landi	Italian Coastguard
Kim Kilyong	GMT (Korea)
Toni Sobott	Finnish Transport Agency

Action item

The Secretariat is requested to forward VTS37-14.2.1.1 (Guideline on the use of decision support tools in VTS (Task 12)) to WG1 and WG3 at VTS38.

The Committee and particularly WG3 are asked to review the appropriate sections relating to training.

8.11 Produce a Guideline on assessing and auditing the overall performance of VTS Centres with respect to their effectiveness in mitigating risk and as described in Chapter 18, Quality Management, in the VTS Manual (Task 13*)

This task was completed during VTS37 by the below sub-group taking into account paper VTS37-8.9.2 submitted by the United States and also Guideline 1055 on preparing for a voluntary IMO Audit on Vessel Traffic Services Delivery.

It was agreed that the focus of the Guideline should be an 'operational' styled checklist which will assist the worldwide VTS community in aligning themselves with IALA's fundamental and foundational guidelines and recommendations regarding the operation of VTS.

The Committee endorsed a draft Guideline to be forward to Council for approval.

Name	Organisation
Are Piel	Estonian Maritime Administration
Mikko Turunen	Finnish Transport Agency
Milen Todorov	Bulgarian Ports Infrastructure CO
Monica Sundklev	Swedish Transport Agency
Ben Rohnen	Netherlands Port of Rotterdam
Els Bogaert	VTS - Belgium
Are Piel	VTS Estonia
Patricia Springer (Chair)	U.S. Coast Guard VTS Programme
Mikko Turunen	Finnish Transport Agency
Andrey Dolzhikov	FSUE Rosmorport
Hideki Nogachi	Japan Coast Guard
Pierre-Jean Jannin	Orolia SAS

Action item

The Secretariat is requested to forward VTS37-14.1.1.1 (Draft Guideline on Assessing and Auditing the Overall performance of VTS Centres (Task 13)) to Council for approval.

8.12 Review SMCP as it relates to VTS and communicate suggested changes to IMO (Task 14*)

This task is temporarily in abeyance.

8.13 Co-ordinate work required to update the NAVGUIDE (Task 19*)

This task was completed during VTS37. A review of chapter 1 (definitions and glossary of abbreviations), chapter 5 VTS and chapter 6.1 Pilotage was undertaken and two Liaison Notes prepared for the ANM Committee.

Name	Organisation
William Burns	U.S. Coast Guard
James Clark	UK Maritime and Coastguard Agency
Nick Cutmore	IMPA
Monika Sundklev	Swedish Transport Agency

Action items

The Secretariat is requested to forward Liaison Note VTS37-14.1.1.4 with the associated review of chapter 6.1 'Pilotage' VTS37-14.1.1.5 and Liaison note VTS37-14.1.1.6 with the included associated review of chapter 1 'Definitions and Glossary of Abbreviations' and chapter 5 'VTS' to the ANM Committee for approval and inclusion into the next edition of the NAVGUIDE.

8.14 Develop an IALA VTS Strategy Paper on the 'Needs for the future delivery of VTS' (Task 21)

This task was progressed during VTS37.

The break-out group on IALA VTS Strategy will continue to work inter-sessionally by e-mail under chairmanship of Jacinto De Sousa and provide input to VTS38.

The VTS Committee is invited to review Task 21: Develop an IALA VTS Strategy Paper on the 'Needs for the future delivery of VTS' and provide their inputs to Jacinto De Sousa not later than 14th February 2014.

Name	Organisation
Jacinto De Sousa (Chair)	Signalis, Germany
Neil Trainor	AMSA, Australia
Dirk Eckhoff	Federal Waterways and Shipping Administration, Germany
Trond Ski	NCA, Norway
Pieter Paap	Netherlands Ministry of Infrastructure and Environment
Tuncay Cehreli	DGCS, Turkey
Per Baek Hansen	Danish Admiral Fleet HQ, Sound VTS

Action items

The break-out group on IALA VTS Strategy is requested to continue their work inter-sessionally by e-mail and provide input to VTS38.

The VTS Committee is requested to review the IALA Strategy Paper addressing the delivery of VTS in a rapidly changing world (VTS37-14.2.1.2) and provide comment to Jacinto De Sousa not later than 14th February 2014.

The Secretariat is requested to forward VTS37-14.2.1.2 to VTS38.

8.15 Consider VTS items for the 2014 - 2018 IALA questionnaire

This Task was in response to the ANM liaison note VTS37-8.14, where the ANM Committee rejected a previous version of the questionnaire and asked that the VTS Committee reduce the questionnaire's size and scope. This task was completed at VTS37, where the Committee minimized the questions for the VTS section of the IALA Questionnaire. However, the Committee felt that a more comprehensive standalone VTS questionnaire may be introduced on the Work Programme at a later stage.

Name	Organisation
Paul Owen (Chair)	IFSMA
Park Jin Wan	MOF Republic of Korea
Enrique Tortosa	Puertos Del Estado Spain

Action item

The Secretariat is requested to forward VTS37-14.1.1.3 (Review VTS items on the IALA questionnaire) to the ANM Committee.

8.16 Prepare a liaison note to e-NAV regarding Disaster Recovery

This task was taken on by the chair of WG1. WG1 discussed the content of annex A and observed that many items needed further discussion and development. It is therefore recommended that the comments contained within the reviewed NAVGUIDE (under 8.13) should continue to be forwarded to the ANM Committee but that Annex A not be included in the next revision of the NAVGUIDE to allow for further development.

This task was also reviewed in WG2. In plenary it was decided to combine the outcome of both reviews. Actions are given in chapter 9.5.

9 WORKING GROUP 2 – TECHNICAL

9.1 Review Recommendations & Guidelines (Tasks 5.a.i* & 5.b.ii*)

Task completed

9.2 Review V-128 – Operational and Technical Performance Requirements for VTS Equipment (Annexes 2, 3, 6, 7, 8 and 9) (Task 6*)

At the end of VTS36, the agreed actions with respect to V-128 were as follows:

- 1 WG2 to complete the review of annexes 9-13 by April 30, 2013 and produce a final draft revised V-128.
- 2 The completed draft revised V-128 to be made available to all committee members for review.
- 3 Committee members to provide their comments to the WG2 chair no later than August 1, 2013.
- 4 An input paper, containing the completed revision to V-128, to be submitted to VTS37 for approval. Comments, marked as 'Editorial' and 'Minor' to be incorporated into the input paper.
- 5 At VTS37, only comments marked as "To Be Discussed" to be reviewed in plenary.

Before VTS37, actions 1 to 4 were completed with comments provided to the WG. During VTS37, these comments were reviewed, discussed and the document was amended as a result of these discussions. Most of the comments were incorporated, except for the suggestion to move

references to the end of the document. Given the size of the document, the WG felt that it was more practical to have the references in the appropriate annex.

The output document from the WG contains the final document with the sections to be discussed during plenary highlighted and marked as “comment”.

During the plenary review some delegates could, after a lengthy discussion, not support the approval and suggested to change V-128 from an IALA Recommendation to an IALA Guideline. This suggestion was not acceptable for the Committee.

In spite that the current edition of V-128 is almost six years old and a revision is necessary because of a number of new developments, the Committee decided to postpone the approval to at least VT38 and to review V-128 inter-sessionally. A table with actions and deadlines for submission of comments was drafted for the completion of the Recommendation V-128 (VT37-14.1.2.1). Committee members from all working groups and especially those who raised their concerns are encouraged to take part in the review process.

Also note that due to its size the draft V-128 will not be reviewed page by page at VT38. Only changes or comments marked as to be reviewed will be reviewed and discussed.

Action items

The Committee is requested to note the timetable (VT37-14.1.2.1) for the completion of V-128.

The Committee is requested to review the draft revised V-128 (Working paper VT37-14.2.2.1) inter-sessionally, whilst taking into account the actions as listed in the timetable (VT37-14.1.2.1), and to provide the first round of comments no later than 29 November 2013 to the Chairs of WG2 (with CC: to the Chairs of WG1 and WG3).

The Secretariat is requested to forward the completed draft revised Recommendation V-128 (VT37-14.2.2.1) to VT38.

9.3 Produce a Recommendation on harmonized functional VT/VTM requirements for networking and information exchange (Task 7*)

This Task has been completed.

9.4 Specify VT and (associated stakeholder) user needs in relation to the allocation of the radio frequency spectrum, for further delivery to the IMO and ITU (Task 17*)

This Task has been completed.

9.5 Input Papers

VT37-8.16.1 and VT37-8.16.2 TOR of e-Nav WG7 and Discussion paper on Testbeds

The above papers were reviewed and discussed. The WG noted an element of inconsistency between the TOR and the discussion paper. To better understand the issues, the reports of IMO NAV58 and NAV59 were consulted by the WG. The WG felt that the interests of Industry were not sufficiently addressed in the discussion paper. Additionally, the discussion paper raised questions about the exact scope of work of the new e-Nav WG.

The result of the discussion was reflected in the liaison note VT37-14.1.2.3.

Action item

The Secretariat is requested to forward liaison note VT37-14.1.2.3 to the e-NAV Committee.

VT37-8.17 Liaison Note on Disaster Recovery

The WG considered the proposed core document and concluded that it would be a suitable basis for further development. Additional comments were added and the suggestion that the ANM committee should lead the activity was agreed.

In plenary the liaison to ANM was merged with the comments of WG1 on this topic.

Action item

The Secretariat is requested to forward Liaison Note VTS37-14.1.2.2 on the response regarding Disaster Recovery to the ANM and e-NAV Committees and PAP.

9.6 Discussion on the CARPET Proposal by TNO

The WG welcomed the presentation, given by representatives of TNO.

The WG continued the discussion started in Plenary (TNO not available) and concluded that the TNO proposal may not be viable. Alternatives were proposed and discussed within the WG as summarised below:

Identified Risks of the TNO Proposal:

- Insufficient interest in investing in discounted licences (radar manufacturers already know how to use CARPET to represent their designs)
- Poor take-up of new version due to major increase in licence cost (circa 300 euro vs 17.500 euro) and proposed maintenance agreement (circa 500 euro per year)
- Development costs / timescales exceed estimates
- Insufficient ongoing revenue stream to support future evolution of the model

Further concerns:

- Concerns about the need for a “contract” to ensure that investors get a return
- Proposed licence costs seems too high
- Integrators need a multi sensor solution
- Non rotating radar solutions coming onto the market

Alternatives proposed for the TNO solution:

- Annual licence – justified by continuous small improvements to functionality
- Helpdesk / e-mail chargeable
- Create TNO “wrapper” to combine multiple CARPET runs as a means of representing complex radar waveforms (charge for this to raise funds for the next enhancement)
- Offer radar analysis theory training on the open market, to raise funds and promote CARPET as the tool of choice in many radar fields
- Web-based subscription service – charge per year, charge per “run” etc..
- Offer CARPET “engine” to be used within bespoke models created by manufacturers / users
- External (partial) funding
- Consortium-based application for (research) funding. E.g. from the European Framework Programme.
- The WG is not yet convinced that the proposed way forward will happen, despite agreeing that changes are necessary

The WG is of the opinion that it would be beneficial for TNO to arrange a seminar-type discussion for interested members of the Committee and other stakeholders to discuss the financial models and possible joint cooperation.

A proposed response to TNO was provided to the Secretary (VTS37-14-1.2.4).

Action item

The Secretariat is requested to send a response to TNO, recommending further discussion with interested stakeholders.

10 WORKING GROUP 3 – PERSONNEL & TRAINING

10.1 Review VTS Recommendations and Guidelines to ensure consistency with the VTS Manual including: 1027 Simulation in VTS Training (dated 06/2002) (Task 5b iii* & Task 5b iv*)

These Tasks should be carried forward to 2014-2018 work programme. Task 5.b.iii was held over until after the Seminar on Simulation in VTS Training.

10.2 Develop Model Course (V-103) on 'Train the Trainer' (Task 9*)

Work was continued with this document. During the review process the group decided that because there was no in depth syllabus as per the other V-103 model courses, this document would be better placed as a Guideline and is submitted as such.

In the beginning of the Guideline a sentence on mandatory training was included which should be considered to be included in Recommendation V-103. A note to Council and PAP was drafted to approve / note this addition to the Recommendation.

Action item

The Secretariat is requested to forward VTS37-14.1.3.2 (Draft Guideline on Train the Trainer (Task 9)) to Council for approval.

The Secretariat is requested to forward VTS37-14.1.3.3 (Rec V-103 addition) to Council for approval.

The Secretariat is requested to forward VTS37-14.1.3.1 (CS note to Council) to Council to note.

The Secretariat is requested to forward VTS37-14.1.3.4 (CS note to PAP) to PAP to note.

10.3 Produce a position paper on the need for mandatory training for VTSOs, including certification / accreditation and encourage member states to support this initiative at IMO (Task 15*)

This task is complete.

10.4 Produce a recommendation on training and certification standards for Navigating Officers participating in a VTS for further delivery to IMO (Task 16*)

This task is complete

10.5 Consider developing a separate and distinct VTS Training Manual to complement the V-103 Model courses (Task 18*)

The WG have considered this Task and recommend that this be put on the work programme for 2014-2018.

10.6 Produce a Model Course on Refresher Training and Revalidation (Task 20*)

Because of the intense workload concentrated on Task 9, this Task was not completed and it is requested that this be included in the 2014-2018 work programme. The group also considers that this Task should be in the form of a Guideline on the revalidation process.

11 WORKING GROUP 4 – VTM (WG4)

This Task was removed from the Work Programme of the VTS Committee as a result of a decision taken at the 52nd session of the IALA Council.

12 REVIEW OF CURRENT WORK PROGRAMME (2010 – 2014)

Input paper VTS37-12 refers.

The current work programme was not further reviewed.

13 FUTURE WORK PROGRAMME (2014 – 2018)

Input paper VTS37-13.1, VTS37-13.2 and VTS37-13.3 refers.

The draft Future Work Programme (2014-2018) was reviewed. A break-out session was organised to complete the Work Programme (2014-2018). The draft Future Work Programme was reviewed in plenary and accepted.

The proposal contained in input paper VTS37-13.2, 'Development of Recommendation and Guideline on AIS service as a sub-basic VTS [or similar to a basic VTS]', was considered in the break-out session and the plenary. This proposal was not selected as a separate work item because it is outside the current scope of VTS. This input paper would be good to consider when progressing any tasks in the 2014-2018 Work Programme related to the IALA VTS Strategy and IMO Resolution A.857(20) Guidelines for Vessel Traffic Services. It will be a Working Paper (VTS37-14.2.1.5) for WG1 during VTS38.

Action items

The Secretariat is requested to forward VTS37-13.4 (Future Work Programme 2014-2018) to Council for approval.

The Secretariat is requested to forward Working Paper VTS37-14.2.1.5 (Development of Recommendation and Guideline on AIS service as a sub-basic VTS) as input for WG1 to VTS38.

14 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 their disposition agreed.

The Secretariat was requested to forward / action 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.

15 ANY OTHER BUSINESS

15.1 IALA World-Wide Academy VTS Experts

Three (3) new members of the IALA World-Wide Academy VTS Experts were appointed during the week. These include Ms Gerardine Delanoye (Netherlands), Ms Kerrie Abercrombie (Australia) and Carlos Fernández Salinas (Spain).

The IALA World-Wide Academy VTS Experts Working Group was formed in 2013 to assist the Academy deliver its capacity building programme. The inaugural meeting of the Working Group was held during the VTS37 and it is intended that the Group will meet during each Committee meeting and by teleconference as required.

16 REVIEW OF SESSION REPORT

The report of the meeting (VTS37-16) was reviewed post plenary by correspondence and approved by the Committee on the 2nd October 2013.

Action Item

The Secretariat is requested to forward the report of VTS37 (VTS37-16) to the IALA Council, to note.

17 DATE AND VENUE OF NEXT MEETING

VTS38 is expected to meet in September 2014 at IALA. Precise dates will be available later.

18 CLOSING OF THE MEETING

The Chairman again expressed his thanks for all the hard work done during the meeting and then said that he also appreciated the camaraderie that had been evident during the week.

The Chairman then asked if there were any final comments that members wished to make; there were none, at which he wished everyone a pleasant and safe journey home.

18.1 Farewells

The Chairman of the VTS Committee and the Secretary-General expressed the Committee's warm thanks for the contribution to the IALA VTS work over several years to Captain Terry Hughes as departing WG3 Chairman and to Captain William Burns departing WG1 Chairman.

19 LIST OF ANNEXES

- 1 Agenda
A copy of the agenda is at Annex A.
- 2 Participants
A list of VTS37 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.

ANNEX A VTS37 Agenda**37th Meeting of the Vessel Traffic Services Committee**

The 37th meeting of the **VTS Committee** will be held from 16 – 20 September 2013, at IALA, St Germain en Laye, France.

The opening plenary will commence at 1000 on Monday 16 September, and the closing plenary will end at approximately 1300 on Friday 20 September.

Committee Chair, Vice-Chair and Working Group Chairpersons are requested to meet at 0830 on Monday 16 September.

AGENDA

1. Introduction
 - 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 VTS36
 - 2.2. Final Report from VTS36 - for reference
3. Review of input papers
4. Reports from other bodies:
 - 4.1. Report from IALA Council – 55th Session, May 2013
 - 4.2. Report from PAP25, May 2013
 - 4.3. Report from MSC92, June 2013
 - 4.4. Report from NAV59, September 2013
 - 4.5. Report from IALA Portrayal Workshop, May 2013
 - 4.6. Report from IALA Seminar on Simulation in VTS Training, September 2013
5. Reports from rapporteurs:
 - 5.1. Developments in e-learning, IALA W-W Academy (M1*)
 - 5.2. Use and impact of risk and decision making tools (M2*)
 - 5.3. Liaison with e-Navigation Committee (M3*)
 - 5.4. Usage of the World VTS Guide (M4*)
 - 5.5. IALA Dictionary (M5*)
 - 5.6. Competent Authority Pilotage Forum (CPAF) (M6*)
6. Presentations (15 minutes)

6.1. Update on IALA WWA	Stephen Bennett
6.2. Work on VTS in Columbia	Rear Admiral Ernesto Duran Gonzalez
6.3. CARPET	TNO

7. Establish Working Groups
8. Working Group 1 – Operations (WG1)
 - 8.1. Develop criteria, guidance or general provisions, for submission to IMO, on establishing and operating a VTS beyond territorial seas, to include a clarification of the difference between a VTS Area established / extending beyond territorial seas and operated as a VTS in its own right and a ship reporting system managed / monitored by a VTS. (Task 2*) – Task complete
 - 8.2. Review/update/provide input to IMO on Resolution A.857 (20) - Guidelines For Vessel Traffic Services, taking into account the development and implementation of the VTM concept (Task 3*) – Task temporarily in abeyance
 - 8.3. Update the VTS Manual (Task 4*) – Task complete
 - 8.4. Review Recommendations & Guidelines (Tasks 5.a.ii*, 5.a.iii* & 5.a.iv*)
 - 8.5. Produce a Recommendation on standard nomenclature (i.e. radio call signs) for use when referring to a VTS Centre (Task 8*) – Task complete
 - 8.6. Produce Guidelines on the provision of VTS Types of Service (Task 10*) – Task complete
 - 8.7. Produce a Guideline on VTS support and interaction with allied services in emergency situations, SAR, disaster management, law enforcement and regulatory compliance (Task 11*)
 - 8.8. Produce a Guideline on the use of decision support tools in VTS. (Task 12*)
 - 8.9. Produce a Guideline on assessing and auditing the overall performance of VTS Centres with respect to their effectiveness in mitigating risk and as described in Chapter 18, Quality Management, in the VTS Manual (Task 13*)
 - 8.10. Review SMCP as it relates to VTS and communicate suggested changes to IMO (Task 14*) – Task temporarily in abeyance
 - 8.11. Co-ordinate work required to update the NAVGUIDE (Task 19)
 - 8.12. Develop a Strategy Paper on the 'Needs for the future delivery of VTS' (Task 21*)
 - 8.13. NAVGUIDE
 - 8.14. Annual Questionnaire
 - 8.15. IMO Zero Accident Campaign
 - 8.16. e-Navigation
 - 8.17. Disaster recovery
9. Working Group 2 – Technical (WG2)
 - 9.1. Review Recommendations & Guidelines (Tasks 5.a.i* & 5.b.ii*)
 - 9.2. Review V-128 – Operational and Technical Performance Requirements for VTS Equipment (Annexes 2, 3, 6, 7, 8 and 9) (Task 6*)
 - 9.3. Produce a Recommendation on harmonized functional VTS requirements for networking and information exchange (Task 7*) – Task complete
 - 9.4. Specify VTS and associated stakeholder related user needs in relation to the allocation of the radio frequency spectrum, for further delivery to the IMO and ITU (Task 17*) – Task complete
10. Working Group 3 – Personnel & Training (WG3)
 - 10.1. Review Recommendations & Guidelines (Tasks 5.b.i*, 5.b.iii* & 5.b.iv*)
 - 10.2. Develop Model Courses (V-103) on training the trainer (Task 9*)
 - 10.3. Produce a position paper on the need for mandatory training for VTSOs, including certification / accreditation and encourage member states to support this initiative at IMO (Task 15*) – Task complete

- 10.4. Produce a recommendation on training and certification standards for Navigating Officers participating in a VTS for further delivery to IMO (Task 16*) – Task complete
- 10.5. Consider developing a separate and distinct VTS Training Manual to complement the V-103 Model courses (Task 18*) – Task complete
- 10.6. Produce a Guideline on refresher training and revalidation (Task 20)
11. Working Group 4 – VTM (WG4) (Task removed at C52)
12. Review of Current Work Programme (2010 – 2014)
13. Future Work Programme (2014 – 2018)
14. Review of output and working papers
 - 14.1. Output papers
 - 14.2. Working papers
15. Any Other Business
16. Review of session report
17. Date and venue of next meeting
18. Close of the meeting

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ANNEX C Working Group Participants

Working Group 1 Operations

	Name	Organisation / Country
1	William Burns (Chair)	US Coast Guard / USA
2	James Clark (Vice Chair)	Maritime and Coastguard Agency / UK
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12	Malin Dreijer	NCA / Norway
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14	Els Bogaert	Flemish VTS / Belgium
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16	Patricia Springer	US Coast Guard / USA
17	Andrey Dolzhikov	FSUE Rosmorport / Russia
18	Hideki Noguchi	Japan Coast Guard / Japan
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30	Jacinto de Sousa	SIGNALIS / Germany

	Name	Organisation / Country
31	Dirk Eckhoff	Federal Waterways and Shipping / Germany
32	Per Baek Hansen	Sound VTS / Denmark
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34	Tuncay Cehreli	DGCS / Turkey
35	Pieter Paap	Ministry of Infrastructure and the Environment / The Netherlands
36	Neil Trainor	AMSA / Australia

Working Group 2 Technical

	Name	Organisation / Country
1	Rene Hogendoorn (Chair)	SAAB / the Netherlands
2	Robert Townsend (Vice Chair)	Maritime & Coastguard Agency / UK
3	Kwantae Cho	ETRI / Rep of Korea
4	Jae Bong Lee	Global Control Systems Corp / Rep of Korea
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16	Loïc Gourmelen	CETMEF / France
17	Dirck Eckhoff	Federal Waterways and Shipping / Germany

Working Group 3 Personnel & Training

	Name	Organisation / Country
1	Terry Hughes (Chair)	Trinity House / UK
2	Niels Jacob Mygind (Vice Chair)	Admiral Danish Fleet / Denmark
3	Lilian Biber-Klever	NNVO / the Netherlands
4	Ja Yun Choi	Min of Oceans & Fisheries / Rep of Korea
5	Gerardine Delanoye	Min of Infrastructure & Environment / the Netherlands
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14	Stefaan Priem	Flemish VTS / Belgium
15	Shannon Hodd	AMS / Australia

ANNEX D List of Input Papers

All papers are posted on the Committee website and the FTP site

Meeting	Agenda Item	Revision	Title / Author (if required)	Presented by / WG
			VTS input paper template	All
VTS37-	1.2	rev5	Agenda	TC / CS
VTS37-	1.4	rev1	Programme for the week	TC / CS
VTS37-	2.1		Actions from VTS36	TC / CS
VTS37-	2.2		Report of VTS36	All
VTS37-	3	rev10	Papers' List	TC / CS
VTS37-	4.1		Report of C55	TC / CS
VTS37-	4.2.1		Report of PAP25	TC / CS
VTS37-	4.3.1		Report of IMO-MS92	TC / CS
VTS37-	4.5.1		Portrayal workshop post-plenary report	TC / CS
VTS37-	4.6.1		Seminar Simulation in VTS Training - report	TC / CS
VTS37-	4.6.2		Seminar Simulation in VTS Training - Conclusions and Recommendations	TC / CS
VTS37-	5.4		World VTS Guide - VTS registrations and activities	TC / CS
VTS37-	5.6.1		CPAF1-output-1 Meeting report-post plenary	TC / CS
VTS37-	6.1.1		IALA WWA brief Sep 13	TC / CS
VTS37-	6.3.1		CARPET-VTS-development	
VTS37-	6.3.2		CARPET-VTS-wishes	
VTS37-	8.4	rev2	draft Recommendation V-120 VTS in Inland Waters rev2	1
VTS37-	8.7		Task 11 Draft Guideline on VTS Interaction with Allied Services	1
VTS37-	8.8		Task 12 Draft Guideline on Decision Support Tools	1
VTS37-	8.9		Task 13 Revised draft Guidelines for Auditing and Assessing VTS	1
VTS37-	8.9.2		USCG OPEVAL	1
VTS37-	8.9.3		Comments 'On auditing and assessing VTS'	1
VTS37-	8.12.1		Task 21 IALA VTS Strategy	1
VTS37-	8.12.2		Task 21 IALA VTS Strategy matrix	1
VTS37-	8.12.3		Task 21 IALA VTS Strategy	1
VTS37-	8.12.4		Task 21 IALA VTS Strategy matrix	1
VTS37-	8.13.1		Liaison Note from ANM about NAVGUIDE	1
VTS37-	8.13.2		NAVGUIDE Timetable	1
VTS37-	8.13.3		NAVGUIDE Work Plan	1
VTS37-	8.13.4		Draft NAVGUIDE	1
VTS37-	8.13.5		Draft liaison note to ANM - VTS changes to NAVGUIDE	1
VTS37-	8.14		Draft liaison note from ANM about the Annual Questionnaire.	1
VTS37-	8.14.2		VTS36-output-3rev2 Liaison note to ANM on IALA Questionnaire	1

Meeting	Agenda Item	Revision	Title / Author (if required)	Presented by / WG
VTS37-	8.15.1		Liaison note to IMO on IMO-IALA Award for Zero Accident Campaign	1
VTS37-	8.15.2		NAV 59-19-1 - Zero Accident campaign (secretariat)	1
VTS37-	8.16.1		e-NAV WG on testbeds ToR and Work Programme	INF
VTS37-	8.16.2		Discussion paper on testbeds	1 / All
VTS37-	8.16.3		Liaison note to all Committees on e-Navigation Roadmap	1 / All
VTS37-	8.17		Liaison note from e-NAV on Disaster Recovery	1 / All
VTS37-	9.2		Draft revised Recommendation V-128 - rev 41	2
VTS37-	10.2	rev1	Draft model course on Train the Trainer	3
VTS37-	10.2.1		Distinguished board members	3
VTS37-	10.3.1		competence profile VTSSO	3
VTS37-	10.6		Draft model course on refresher and revalidation training for VTS personnel	3
VTS37-	12.1		VTS Work Programme 2010 - 2014, as approved at C55	All
VTS37-	13.1		Draft - 2014-18 Work Programme	C&VC
VTS37-	13.2		Proposal for New Work Program (2014-2018)	all
VTS37-	13.3	rev1	VTS Committee workplan 2014-18 19.08.2013	all
VTS37-	15.1		Proposed Review of A 857(20)	all
VTS37-	15.2		Attachment_1_to_VTS37 15_1_from_C-55_(9-5-3-1)	All
<i>Received after the meeting</i>				
VTS37-	6.3.3		Letter from TNO on CARPET-VTS	

ANNEX E List of Output and Working Papers

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

Number	Title	Status
VTS37-16	Draft Report	To Council to note
VTS37-13.4	Future Work Programme	To Council to approve
VTS37-14.1.1.1	Revised Draft Guidelines for Auditing and Assessing VTS	To Council to approve
VTS37-14.1.1.2	Draft Guideline on VTS Interaction with Allied Services	To Council to approve
VTS37-14.1.1.3	ANM Liaison note on questionnaire-Output	To ANM21 to include in Questionnaire
VTS37-14.1.1.4	ANM Liaison note on NAVGUIDE review chapter 6.1 Pilotage	To ANM21 to note
VTS37-14.1.1.5	NAVGUIDE update chap 6 Pilotage	To ANM21 to include NAVGUIDE update
VTS37-14.1.1.6	Draft liaison note to ANM - VTS changes to NAVGUIDE	To ANM21 to note
VTS37-14.1.1.7	Draft revised Recommendation V-120 on Vessel Traffic Services in Inland Waters	To Council to approve
VTS37-14.1.2.1	Timetable revision V-128	To Council to note
VTS37-14.1.2.2	Liaison note Disaster Recovery	To eNav to consider
VTS37-14.1.2.3	Liaison note Testbeds	To eNav to consider
VTS37-14.1.2.4	Draft letter to TNO on CARPET	
VTS37-14.1.3.1	CS note to COUNCIL December 9-13	To Council to note
VTS37-14.1.3.2	Draft Guideline on Train the Trainer	To Council to approve
VTS37-14.1.3.3	Rec V103 Addition	To Council to approve
VTS37-14.1.3.4	CS note to PAP	To PAP to note

Working papers are documents that will remain within the Committee for further review.

Number	Title	Status
VTS37-14.2.1.1	Task 12 Draft Guideline on Decision Support Tools	To VTS38
VTS37-14.2.1.2	Task 21 IALA VTS Strategy	To VTS38
VTS37-14.2.1.3	ANM Questionnaire	To VTS38
VTS37-14.2.1.4	Task 21 IALA VTS Strategy_WP1_v2	Inter sessional work > VTS38
VTS37-14.2.1.5	Development and Guideline on AIS service as sub-basic VTS	To VTS38
VTS37-14.2.2.1	Draft revised Recommendation V-128	Inter sessional work > VTS38

ANNEX F Action Items

Action Items for Secretariat

- 1 The Secretariat is requested to forward VTS37-4.5.1 (Report of the Portrayal Workshop) to Council to note. 9
- 2 The Secretariat is requested to put VTS37-4.5.1 on the IALA web: 'Publications – Reports and Proceedings'. 9
- 3 The Secretariat is requested to forward VTS37-4.6.1 (Report of the Portrayal Workshop) as amended during VTS37 to Council to note. 10
- 4 The Secretariat is requested to put VTS37-4.6.1 as amended during VTS37 on the IALA web: 'Publications – Reports and Proceedings'. 10
- 5 The Secretariat is requested to forward VTS37-14.1.1.7 (Draft revised Recommendation V-120 on Vessel Traffic Services in Inland Waters) to Council for approval. 13
- 6 The Secretariat is requested to forward VTS37-14.1.1.2 (Guideline on VTS support and interaction with allied services in emergency situations, SAR, disaster management, law enforcement and regulatory compliance (Task 11)) to Council for approval. 14
- 7 The Secretariat is requested to forward VTS37-14.2.1.1 (Guideline on the use of decision support tools in VTS (Task 12)) to WG1 and WG3 at VTS38. 15
- 8 The Secretariat is requested to forward VTS37-14.1.1.1 (Draft Guideline on Assessing and Auditing the Overall performance of VTS Centres (Task 13)) to Council for approval. 15
- 9 The Secretariat is requested to forward Liaison Note VTS37-14.1.1.4 with the associated review of chapter 6.1 'Pilotage' VTS37-14.1.1.5 and Liaison note VTS37-14.1.1.6 with the included associated review of chapter 1 'Definitions and Glossary of Abbreviations' and chapter 5 'VTS' to the ANM Committee for approval and inclusion into the next edition of the NAVGUIDE. 16
- 10 The Secretariat is requested to forward VTS37-14.2.1.2 to VTS38. 16
- 11 The Secretariat is requested to forward VTS37-14.1.1.3 (Review VTS items on the IALA questionnaire) to the ANM Committee. 17
- 12 The Secretariat is requested to forward the completed draft revised Recommendation V-128 (VTS37-14.2.2.1) to VTS38. 18
- 13 The Secretariat is requested to forward liaison note VTS37-14.1.2.3 to the e-NAV Committee. 18
- 14 The Secretariat is requested to forward Liaison Note VTS37-14.1.2.2 on the response regarding Disaster Recovery to the ANM and e-NAV Committees and PAP. 19
- 15 The Secretariat is requested to send a response to TNO, recommending further discussion with interested stakeholders. 19
- 16 The Secretariat is requested to forward VTS37-14.1.3.2 (Draft Guideline on Train the Trainer (Task 9)) to Council for approval. 20
- 17 The Secretariat is requested to forward VTS37-14.1.3.3 (Rec V-103 addition) to Council for approval. 20
- 18 The Secretariat is requested to forward VTS37-14.1.3.1 (CS note to Council) to Council to note. 20
- 19 The Secretariat is requested to forward VTS37-14.1.3.4 (CS note to PAP) to PAP to note. 20
- 20 The Secretariat is requested to forward VTS37-13.4 (Future Work Programme 2014-2018) to Council for approval. 21

- 21 The Secretariat is requested to forward Working Paper VTS37-14.2.1.5 (Development of Recommendation and Guideline on AIS service as a sub-basic VTS) as input for WG1 to VTS38. 21
- 22 The Secretariat is requested to forward the report of VTS37 (VTS37-16) to the IALA Council, to note. 22

Action Items for Members

- 23 Committee members are requested to review current IALA VTS Manual and provide comment and input to related work group chair and cc to Neil Trainor. 13
- 24 The Committee and particularly WG3 are asked to review the appropriate sections relating to training. 15
- 25 The break-out group on IALA VTS Strategy is requested to continue their work inter-sessionally by e-mail and provide input to VTS38. 16
- 26 The VTS Committee is requested to review the IALA Strategy Paper addressing the delivery of VTS in a rapidly changing world (VTS37-14.2.1.2) and provide comment to Jacinto De Sousa not later than 14th February 2014. 16
- 27 The Committee is requested to note the timetable (VTS37-14.1.2.1) for the completion of V-128. 18
- 28 The Committee is requested to review the draft revised V-128 (Working paper VTS37-14.2.2.1) inter-sessionally, whilst taking into account the actions as listed in the timetable (VTS37-14.1.2.1), and to provide the first round of comments no later than 29 November 2013 to the Chairs of WG2 (with CC: to the Chairs of WG1 and WG3). 18