



European Maritime Safety Agency

Workshop Report

SafeSeaNet Workshop 12

**Held in Lisbon on
21 & 22 October 2009**

Background

I. Introduction

The workshop was opened by Mr Lazaros Aichmalotidis Head of Unit and chaired by Mr. Yann Le Moan, senior project officer of EMSA Unit C.2, Traffic Monitoring and Reporting.

The meeting was attended by delegations from: **Bulgaria, Cyprus, Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Spain, Sweden, the United Kingdom** and the European Commission. A representative of ESPO also participated.

The Commission was represented by Mr Christos Economou and Ms Sirkka-Heleena Nyman

The list of participants is attached as **Annex 1**.

A list of documents distributed to the SSN 12 participants is included at **Annex 2**.

Note: Fuller details of the issues presented (including the allocation of papers to sub-groups) may be obtained from:

https://extranet.emsa.europa.eu/index.php?option=com_docman&Itemid=120

Workshop Objectives

The most important issues of the workshop were:

- To present the proposed STIRES Conditions of Use.
- To report on data quality issues (shortfalls in messages sent and reports on planning).
- To report on plans for implementation of the "PortPlus" message.
- To review the proposals of the SSN operations WG, which identified minimum services related to SSN functions and procedures between NCAs and the EMSA MSS.

Workshop Programme

I.1 Opening / Introduction (EMSA – LAI)

Mr. Aichmalotidis, Head of Unit of Vessel Traffic and Reporting Services, opened the meeting and, on the behalf of the group, he expressed their sadness over the recent death of Mr. Urban Hallberg, Seconded National Expert at the European Commission. This was the loss of a respected friend, colleague and renowned expert whose contribution to the development of SafeSeaNet had been incalculable. The value of his work in VTMIS related matters was recognised worldwide and would be greatly missed.

Mr Aichmalotidis identified the objectives of the meeting. He stated that, in the context of Commission Integrated Maritime Policy, and in order to move forward, EMSA management had contacted three Member States (France, Italy and Spain) to launch a pilot projects on traffic surveillance information exchange, focussing on two topics:

- VTS-radar data; and
 - SSN-Vessel Monitoring System (VMS) synergies.
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There had been two meetings so far on the pilot projects. Experts from the three Member States involved had agreed to work on common standards for VTS-radar data integration taking into account input from the work of IALA. In the area of VMS/SSN synergies, there are good indications that a pilot project could begin relatively soon. Relevant documentation on the pilot project is available on the EMSA website at:

(https://extranet.emsa.europa.eu/index.php?option=com_docman&Itemid=122)

Mr. Aichmalotidis referred to an EMSA discussion with the COM on the possibility of using SSN as a tool for supporting the exchange of IMO FAL forms. The COM proposals related to the electronic exchange of information contained in the FAL forms (7 additional messages could be added to SSN), with 31/12/20016 as the planned date for implementation.

He also mentioned the progress on the Pilot Project involving the Baltic MSs (plus Norway) and the Russian Federation (SSN 12/4/1), which may also serve as a model for other third countries in the future.

I.2 Approval of the agenda

The agenda was approved by the participants.

I.3 Minutes of previous meetings Workshops 10 and 11 (SSN 11.1.2) and follow-up actions

The minutes/report of the previous workshops (SSN 10 and 11) were approved.

Greece agreed with the minutes of both workshops but was concerned as to the lack of time for implementation of the new PortPlus message. They requested that the detailed comments they had made during SSN 11 be included in the report. Mr Aichmalotidis observed that similar concerns were shared by all MSs and recalled that the purpose of the minutes was to focus on what was agreed and consequent actions. In general, detailed comments made by the participants (including Greece) are not included in order to ensure the minutes are kept as concise as possible.

The Chairman summarised the items outstanding from the previous workshops. Germany confirmed that their offer to make their HAZMAT database available is still valid, but required three further internal processes:

- To decide how to make the information available;
- To translate the emergency procedures into English; and
- To clarify some points and details including data protection issues (including some with German states - eg Hamburg, which has long established and separate requirements).

Germany agreed to inform EMSA and MSs of the progress made on the HAZMAT reference database at SSN 13 (**Action point1**).

II. INPUT FROM THE COMMISSION

Mr. Christos Economou announced that a new Commission Communication on Integrated Maritime Surveillance was adopted on 14/10/09. The basic objective is to avoid any "data duplication" and further developments would involve enhancing SSN.

He provided an overview of the outcomes of the second High Level Steering Group (HLSG) (Brussels 1/10/09), which was attended by 23 MSs, with EMSA as observer. The HLSG discussed the new notifications relating to the revised Port State Control Directive, which

which recognised that the information provided by SSN (using the new PortPlus message) would be essential for the successful functioning of the new inspection regime. The Commission would continue to work closely with EMSA, based on developments agreed within the SSN Group.

The HLSG had discussed access rights, but no conclusion was reached. The debate would continue at the next meeting. Contributions were received from DG JLS and DG MARE.

Mr Economou mentioned that the HLSG would be a forum for the exchange of views on SSN and traffic monitoring overall, thus feeding the debate on the subject, but that it was not seen as a decision making body. The Interface and Functionalities Control Document (IFCD) has been identified as part of its task and a voting procedure was foreseen. The HLSG will not duplicate the work of other bodies, but it will look at policy implications.

As regards the data storage issue, the proposals of the SSN WG were agreed by the SSN HLSG, but the date of implementation was left open. The document on "data storage" is available on the EMSA website (domain for SSN 12 documents) at:

(https://extranet.emsa.europa.eu/index.php?option=com_docman&Itemid=120).

The **SSN group agreed** on the following:

- a. The future IFCD will incorporate the text approved by the SSN HLSG meeting. MSs can apply the relevant provisions on a voluntary basis (**Action point 2**).
- b. In response to a request for clarification from Germany on the new exemptions for port notifications foreseen in Directive 2009/17, the Commission was invited to clarify the way in which this would work out in practice (**Action point 3**).

III. SAFESEANET OPERATIONAL AND LEGAL ASPECTS

III.1 SSN 12/3/1 - Working group "Operation"

On behalf of the SSN "Operations" WG, Norway provided a summary of the outcomes of the work of group including specific proposals.

The proposals were agreed with minor amendments. With respect to the procedures, the following comments were made:

Procedures 4 and 5

Concerning the distribution of incident reports, Germany requested the insertion in the procedures of the concept of "professional judgement" when deciding on the distribution of an incident report. EMSA proposed to refer to the wording of the Directive.

Germany supported by some MS proposed considering "professional judgement as precondition for the initiation of incident reports". The issue should be discussed at the Working group "Incident Report".

EMSA underlined that further analysis is needed regarding this issue.

Procedure 5 point 4

The obligation to report the outcome of PSC inspections taking place as a follow-up to an incident report will be clarified in the procedure (in line with the requirements of Article 16.3). Any amendment should also be reflected in the current incident report guidelines.

Procedure 9

At the request of DK and SW, the group agreed that the procedure on "mismatched or missing information" would reflect the need to indicate the level of urgency in any request by e-mail or other means. Any increase in the response time (>2h) for urgent requests would not be accepted, bearing in mind that the detailed information relating to notifications should, in any case, be made available in accordance with the ICD.

Data storage

EMSA recalled that the SSN WG on operations proposal on data storage had been agreed by the HLSG and can be applied on a voluntary basis (see Action point 3 above). The group agreed on a clarification regarding on-line AIS messages (the 5 last messages sent during the past 60 days should be considered as agreed by the WG operation).

The **SSN group agreed** on the following:

- a. The list of "minimum common service levels.
- b. The 11 procedures, subject to the above mentioned amendments and clarifications. EMSA will revise procedures 4, 5 and 9 and present them with the SSN 12 updated documents (**Action point 4**).
- c. The proposed action plan for the implementation of "minimum common service levels" for the NCA 24/7 centres and the communication procedures.
- d. MSs should comply with the above on a voluntary basis (**Action point 5**).
- e. EMSA will include the above in the SSN Handbook (**Action point 6**).

III.2 SSN 12/3/2 - New incident reports in SSN from Directive 2009/17

EMSA presented a technical solution for implementing the new types of incident reports (to be notified in SSN subject to the amendment of Article 16.1 ((d) and (e)) of Directive 2002/59/EC). The impact of the proposal would be minimal for MSs, as these messages could be provided to SSN using the existing messages of the type "other." The new messages shall be applied when Directive 2009/17 enters into force, with early implementation being recommended.

Some participants proposed amendments to the templates (e.g. ISM company for ship's owner), and requested further clarification. Some MSs expressed concerns, proposing that proper implementation of the new "incident reporting" scheme would require prior training of the respective port authorities and pilots.

The **SSN group agreed** on the following:

- a. The principle of the two new incident reports.
- b. EMSA would review the proposal and then present it to the "Incident report" working group, taking into account the views expressed (**Action point 7**).
- c. The Commission is invited to clarify questions about the financial guarantees (Article 16.1.d) (**Action point 8**).

III.3 SSN 12/3/3 - MSS 24/7 phase

As a follow up to the launch of the MSS 24/7 service (from 1st September 2009), EMSA reported the activities and workload of the MSS.

III.4 SSN 12/3/4 - Introduction of SSN/STIRES web interface

The participants were given a live presentation in the MSS monitoring room of the new type of service that will be provided to MSs from next February (with web access to the STIRES module of SSN).

III.5 SSN 12/3/5 - Conditions of use for SSN/STIRES data

EMSA proposed that a draft agreement for the conditions of use (CoU) should be signed between EMSA and each participating country to allow the exchange of SSN data through the web interface of the new STIRES module. Access to the STIRES web interface would be subject to three conditions. These were that the CoU was signed, training had been provided and the user manual had been delivered. The objectives of the CoU would be:

- to guarantee reciprocity in the exchange of data both to and from STIRES (except for landlocked countries).
- to establish the common understanding and application of the access rights (equivalent to those for the SSN EIS).
- to regulate the use of new software and data including: electronic charts distributed through the web; proxy software for the receipt of data from MSs and from regional servers and; a proxy for the reception of data by the MSs.
- to confirm the extension of the responsibilities and contacts of SSN NCAs to STIRES.

MSs were also invited to participate in a pilot project for the testing of the proxy access to STIRES data for integration within their national systems.

Several MSs suggested accelerating the process of signature of the CoU, and proposed not to have it signed at top level in order to avoid lengthy national administrative procedures. Several MSs required access for more than two users in order to allow for effective evaluation of the system.

EMSA explained that the first release of the SSN STIRES module had been designed and contracted for a limited number of users in order to allow for quick development and proof of concept. EMSA underlined that access via proxy would allow MSs to increase their number of users.

Norway, Netherlands and Poland **agreed** to participate in the pilot project for the future receipt of AIS enriched data through a STIRES receiver proxy (non-web).

The **SSN group agreed** to:

- a. MSs to provide comments on the draft CoU by 21 November (**Action point 9**).
- b. EMSA to distribute the CoU inviting MSs to sign the final updated document (**Action point 10**).
- c. EMSA to provide STIRES web interface access to MSs when CoUs have been signed, training has been provided and user manuals have been delivered (expected in February 2010) (**Action point 11**).
- d. EMSA will contact Norway, the Netherlands and Poland to begin their participation in the pilot project for the future receipt of AIS enriched data through a STIRES receiver proxy (**Action point 12**).

III.6 SSN 12/3/6 - Providing AIS notification via SSN/STIRES

Spain presented its national position with respect to the exchange of AIS information through STIRES. Since Spain provides its AIS information through the Mediterranean AIS server, it says that exchanging AIS information through the XML Interface is a duplication of effort. Consequently, Spain proposed relieving MSs of the obligation of notifying AIS ship notifications SSN with through the XML interface.

The proposal was widely supported by the SSN group. EMSA reminded those present that there were several important steps to be taken before this proposal could be realised, such as:

- amending the ICD (or the new IFCD) to reflect the IEC format followed by STIRES.
- officially recognising the regional servers as part of SSN

EMSA clarified that AIS reports notified through STIRES are already available through the SSN training environment. For example, AIS data from Spain can be requested through the request response mechanism of SSN. EMSA asked that the MSs keep it informed of related national developments.

The **SSN group agreed** the following:

- a. AIS notification through STIRES would be equivalent to the current XML notification through SSN. MSs should comply with the SSN AIS ship notification requirement by providing AIS notifications either via XML to EIS or through STIRES (**Action point 13**).
- b. Germany, Norway and Spain (with the assistance of EMSA) would, in line with the Spanish proposal, draft an amendment to the relevant part of the ICD. The task would be undertaken by correspondence (**Action point 14**).
- c. To validate the ICD amendment (during SSN 13) to recognise the provision of AIS notifications through STIRES as being equivalent to SSN AIS ship notifications (**Action point 15**).
- d. EMSA will feed the SSN EIS with a down-sample of STIRES AIS data (with an update rate of 2 hours) as soon as the STIRES CoUs have been signed (**Action point 16**).

IV. SAFESEANET TECHNICAL ASPECTS

IV.1 SSN 12/4/1 - Exchange of SSN data with the Russian Federation

EMSA reported that, following the agreements made at the meeting between the EU and Russian Federation (RF) in Malmo on 11th/12th March 2009 (reports available at (https://extranet.emsa.europa.eu/index.php?option=com_docman&task=cat_view&gid=188&Itemid=122), the Agency had begun work on the SSN developments necessary to enable the exchange of Port and Hazmat messages between Baltic RF ports and EU Baltic MSs (plus Norway).

The new development signifies a differentiation of access rights on a geographical basis and an increase in the flexibility of access rights management. The new functionality may also be applied in future cases and facilitate future dealings with third countries. EMSA confirmed that the developments will have no impact on MSs SSN applications.

In response to questions, the Commission explained that there was no legal basis for access by the RF, and that it was being enacted only on a voluntary basis.

The **SSN group noted** the development.

V. SAFESEANET FUTURE DEVELOPMENT

V.1 SSN 12/5/1 - PortPlus message implementation at SSN central level

EMSA introduced the implementation plan (including different phases) and the roadmap for changes in SSN to support the PortPlus message. The overall aims are to:

- have an initial operational capability (IOC) by mid-2010 (Autumn 2010 at the latest).
- be ready for the commissioning tests from mid to end 2010, subject to the individual plans with the MSs (ref. to document SSN 12.5.2).
- be fully operational by 01/01/2011.

The **SSN group noted** the plan.

V.2 SSN 12/5/2 - PortPlus message implementation at MS Level

EMSA had circulated a template for MS to provide their plans for the developments (at national level) to comply with the PortPlus message. The objective of the template was to enable EMSA to produce an overall time plan. The consolidated document (with the MSs' responses) was presented at SSN 12, and MSs were given a further opportunity to comment during the meeting.

EMSA requested MSs to complete or revise the details. The revised document will be an annex to SSN 12/5/2 and will be published, together with the updated set of SSN 12 documents (by mid-November) on the EMSA web site at:

https://extranet.emsa.europa.eu/index.php?option=com_docman&Itemid=120

All MSs expressed their concerns about the tight deadlines for the implementation of the PortPlus message. Some MSs were able to provide complete details, while for others it was too early to specify dates. A small number of MSs provided dates later than the official implementation date of 01/01/2011. The Netherlands asked EMSA to investigate the availability of EU funding and announced that they will be late in the implementation of the PortPlus message.

The **SSN group agreed** to revise their "PortPlus implementation plan" as soon as they have updated information, and at least every 2 months thereafter (**Action point 17**).

VI. STATUS AT NATIONAL LEVEL

VI.1 SSN 12/6/1 - Status MS level

EMSA circulated a template inviting MSs to provide information on the status of SSN implementation at national level. The consolidated document was presented (including MSs' response details), and MSs were given a further opportunity to comment during the meeting.

Revised information has been provided to MSs by e-mail requesting their responses or confirmation by 4 November. This document is available on the EMSA web site at:

https://extranet.emsa.europa.eu/index.php?option=com_docman&Itemid=120

VI.2 Feedback from visits to MSs (EMSA)

EMSA provided a brief summary¹ of the visits already made to MSs (how they were prepared for and conducted), together with a summary of general findings and results. The MSs were asked to note that these visits were now linked to the data quality investigations and reports from the EMSA MSS.

In some cases, the visits were able to provide answers as to why the SSN systems of some MSs were producing errors.

The **SSN group noted** the information.

VII. ANY OTHER BUSINESS

VII.1 SSN 12/7/1 - PSC awareness campaign

EMSA described its plans to assist MSs in implementing the PSC Directive's amendments. Details were presented of the specific activities that EMSA will undertake to assist MSs with the implementation of the revised SSN in support of the new targeting system for PSC.

EMSA recalled, and requested the participants to note, that the purpose of the awareness campaign was to address the technical and operational aspects of the changes required by the re-cast PSC directive.

Germany clarified that their national focal point is the Federal Ministry of Shipping, Building and Urban Affairs.

The SSN group agreed that:

- a. MSs shall provide EMSA with the contact details of the national focal points (not necessarily the same as for SSN - **Action point 18**).
- b. MSs shall provide EMSA with periodic reports on the status of the implementation of SSN V.2 at national level (**Action point 17**).

VII.2 SSN 12/7/2 - Data Quality in SSN

EMSA presented statistics on data quality which indicated issues to be improved by MSs. In particular, the data presented referred to:

- missing reports and notifications (including Port, Hazmat, Mandatory Reporting Systems (MRS) notifications and AIS).
- incident report notifications sent to SSN,
- employment of the dummy value for POB data in Port and Hazmat notifications,
- Port notifications sent late (SentAt > ETA).

Some MSs reported that MRS messages had not yet been implemented due to outstanding legal questions addressed to the Commission with specific concerns relating to the WETREP messages. The group renewed the invitation to the Commission to provide

¹ No document was distributed, only a presentation was provided.

provide the necessary clarifications.

EMSA recalled that MRS notifications should be sent in accordance with articles 5 and 14 of Directive 2002/59/EC. It was also noted that the new SSN access rights management (SSN 12/4/1) scheme could be applied to limit the visibility of WETREP information until the required clarification was provided.

MSs gave a number of operational reasons for problems relating to the poor quality or missing messages. Several reported that they had acted upon information received from EMSA, and had already made changes that would result in future improvements to data quality. Detailed answers are provided in the MS status SSN 12/6/1 document.

The **SSN group agreed** the following:

- a. To work on the issues related to the exchange of MRS messages (WETREP and others), which will only be circulated among the WETREP countries until the required clarification is provided by COM (**Action point 19**).
- b. To work on improving the data quality in SSN (as indicated in SN 12/7/2) (**Action point 20**).
- c. COM to provide clarification on the MRS issue (**Action point 21**).

VII.3 SSN 12/7/3 - Dangerous and Polluting goods in SSN

EMSA explained the objective of the proposed document and recognised the importance of identifying, analysing and resolving these longstanding issues. EMSA proposed a period of up to two years for a working group mandated to complete the following task:

- Identify, compile and detail all the attributes related to dangerous and polluting goods in SSN;
- Evaluate the potential inconsistencies and the required clarifications.
- Propose actions and a time plan for the revision of DPG terminology in SSN.

Some MSs suggested, due to the importance of the task, to limit the duration to one year and to extend the scope by including guidance on all issues related to dangerous and polluting goods. The representative from ESPO reminded the group of its overall responsibility to properly instruct the ports industry on the information to be reported. EMSA requested the Netherlands to propose an amended version of the ToR which will be provided to the SSN group for validation.

The **SSN group agreed**:

- a. To set up a specific working group to work on HAZMAT, based on the proposed amended ToR (provided in Annex 5) (**Action point 22**).
- b. MSs were invited to communicate during WS12, or by 1st November 2009 at the latest, their intention to participate in the new group (**Action point 23**).

VII.4 SSN 12/7/4 - Working group on incident reports

EMSA proposed establishing a working group to review the XML alert messages and to remove inconsistencies and/or resolve open issues relating to incident alerts. Terms of reference were also proposed. The objectives of the new group would be to:

- review the XML alert messages and remove inconsistencies and/or open issues relating to incident alerts.

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- include two additional messages in the XML format (document SSN 12.3.2 New incident reports in SSN2) as well as the 3 agreed at SSN5 (document SSN 5.3.3 new alerts).
 - incorporate the distribution of incident reports via the XML interface (as it is now implemented on the web using the Incident Report Distribution tool).

The **SSN group agreed**:

- a. to set up a specific working group on incident alerts based on the amended ToRs (provided in Annex 6) (**Action point 24**).
- b. that MSs should submit their comments and/or interest in participating in this working group before 1st of November 2009 (**Action point 25**).

Workshop Conclusions / Follow-up Actions

A number of the MSs who participated in the EMSA LRIT workshop expressed concerns relating to the integration strategies for the services proposed by EMSA for traffic monitoring and reporting systems, (SSN/THETIS, CSN and LRIT). Some felt that there was a strong overlap in the future services linked to SSN and LRIT and recommended that EMSA should organise a joint SSN/LRIT meeting.

In response, Mr. Aichmalotidis reminded the group of the objective (stated in the EMSA 2010 Work programme) of integrating these services in 2010.

The **SSN group agreed** that EMSA will investigate the possibility of organising a common meeting between the SSN and LRIT groups (**Action point 26**).

The workshop follow-up actions are indicated in Annex 4.

The dates for the next SSN workshop (SSN 13) were announced as 20/21st October 2010.

STIRES training sessions will be managed by EMSA for two representatives per MS as a first step. (Tentative dates are the 3/4th and 4/5th February 2010). (**Action point 27**).

Post meeting note: An amended SSN XML Reference Guide (V2.03), with the corresponding XSD V2.03 have been provided to the SSN representatives on 25th November 2009. This version incorporates comments provided by MSs and clarifications. The structure and business rules of the PortPlus have not been modified.

Annexes

Annex 1 - List of participants

Annex 2 - List of documents

Annex 3 – Workshop agenda

Annex 4 - Action items for SSN 12

Annex 5 – Term of reference of the HAZMAT Working Group

Annex 6 – Term of reference of the “Incident Reports” Working Group

Annex 1 - Attendance List (1/4)



European Maritime Safety Agency

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Country	Name	First Name	Organisation	E-mail	Attendance on 21.10.09	Attendance on 22.10.09
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Annex 1 - Attendance List (2/4)



European Maritime Safety Agency

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Stallone - Malta

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Annex 1 - Attendance List (3/4)



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Country	Name	First Name	Organisation	E-mail	Attendance on 21.10.09	Attendance on 22.10.09
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PROJECT ESPO	DECROP	PATRICK	ESPO/PROJECT	PATRICK.DECROP@HAVEN-ANTWERPEN-BE	<i>[Signature]</i>	<i>[Signature]</i>

Annex 1 - Attendance List (4/4)**EMSA staff**

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Commission staff

S/N	Name	First Name	E-mail
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Annex 2 – List of SSN 12 documents

Introduction

SSN 12.1.2 Approval of the Agenda (EMSA – LAI)

SSN 12.1.3 Approval of the SSN 10&11 minutes (EMSA–LAI)

SafeSeaNet Operational and legal Aspects

SSN 12/3/1: Working group operation outcomes (WGO-NO)

SSN 12/3/2: New incident reports in SSN from directive 2009/17 (EMSA)

SSN 12/3/3 MSS 24/7 phase (EMSA)

SSN 12/3/5: Conditions of use for SSN/STIRES data (EMSA)

SSN 12/3/6: Providing AIS notification via SSN/STIRES (Spain)

SafeSeaNet Technical Aspects

SSN 12/4/1: New functionalities for the Pilot Project on the exchange of SSN data between the Baltic Ms + Norway and the Russian Federation (EMSA)

SafeSeaNet Future Development

SSN 12/5/1: PortPlus message implementation at SSN Level(EMSA)

SSN 12/5/2: PortPlus message implementation at MS Level (EMSA)

Status at National Level

SSN 12/6/1 Status MS level (EMSA)

Feedback from visits to MSs (EMSA)

VII Any Other Business

SSN 12/7/1: PSC awareness campaign (EMSA)

SSN 12/7/2: Data Quality in SSN (EMSA)

SSN 12/7/3: Dangerous and Polluting goods in SSN (EMSA-ESPO)

SSN 12/7/4 Working group on incident report (EMSA-MS)

Annex 3 – Detailed Workshop Agenda

SafeSeaNet Workshop no 12
Agenda item I
Lisbon, 31 August 2009

SSN 12/1/2 (v.1.4)
21&22 October 2009

DETAILED AGENDA**OF THE SSN WORKSHOP 12 (21&22 October 2009)**

Day 1: Wednesday 21/10/2009		
09:00 – 09:30	Registration and coffee	For
09:30 – 10:30	I. Introduction Opening / Introduction (EMSA – LAI) SSN 12.1.2 Approval of the Agenda (EMSA – LAI) SSN 12.1.3 Approval of the SSN 10&11 minutes (EMSA–LAI) II. Input from the Commission Input from the Commission, HLSG outcomes (COM)	 Approval Approval Information
10:30 – 10:45	Coffee Break	
	III. SafeSeaNet Operational and legal Aspects	
10:45 – 11:30	SSN 12/3/1: Working group operation outcomes (WGO-NO)	Approval
11:30 – 12:00	SSN 12/3/2: New incident reports in SSN from directive 2009/17 (EMSA)	Approval
12:00 – 12:30	SSN 12/3/3 MSS 24/7 phase (EMSA)	Information
12:30 – 13:15	SSN 12/3/4: Introduction of SSN/STIRES basic use through the web interface (EMSA)-MS group 1 (Belgium to Norway)	Information
12:30 – 14:00	Lunch	
14:00 – 14:45	SSN 12/3/4: Introduction of SSN/STIRES basic use through the web interface (EMSA)-MS group 2 (Poland to UK)	Information
14:45 – 15:45	SSN 12/3/5: Conditions of use for SSN/STIRES data (EMSA)	Approval
15:45 – 1600	Coffee Break	
16:00 – 16h30	SSN 12/3/6: Providing AIS notification via SSN/STIRES (Spain)	Approval
16:30 – 17:30	Discussion and conclusion of Day 1	

Day 2 : Thursday 22/10/2009		
09:00 – 09:30	Registration and coffee	For
09:30 – 10:00	IV. SafeSeaNet Technical Aspects SSN 12/4/1: New functionalities for the Pilot Project on the exchange of SSN data between the Baltic Ms + Norway and the Russian Federation (EMSA)	Information
10:00 – 10:15	V. SafeSeaNet Future Development SSN 12/5/1: PortPlus message implementation at SSN Level(EMSA)	Information
10:15 – 10:45	SSN 12/5/2: PortPlus message implementation at MS Level (EMSA)	Information
10:45 – 11:00	Coffee Break	
11:00 – 11h30	SSN 12/5/2: PortPlus message implementation at MS Level (EMSA) continue	Information
11:30 – 12:30	VII Any Other Business SSN 12/7/2: Data Quality in SSN (EMSA)	Approval
12:30 – 14:00	Lunch	
14:00 – 15:00	VI. Status at National Level SSN 12/6/1 Status MS level (EMSA)	Approval
15:00 – 15:15	Feedback from visits to MSs (EMSA)	Information
15:15 – 15:30	VII Any Other Business SSN 12/7/4 Working group on incident report (EMSA-MS)	Approval
15:30 – 15:45	Coffee Break	
15:45 – 16:15	SSN 12/7/1: PSC awareness campaign (EMSA)	Approval
16:15 – 16:30	SSN 12/7/3: Dangerous and Polluting goods in SSN (EMSA-ESPO)	Approval
16:30 – 17:00	Discussion and Summary of actions taken - End of Day 2	

Annex 4 - Action items from the SSN 12 Workshop

I. ACTION ITEMS FOR THE MEMBER STATES

Action point	Section	Topic and Action	Due date
1	I.3	Germany to inform EMSA and MSs on the progress of the proposal for a HAZMAT database.	SSN 13
2	II III.1	Set up on a voluntary basis the data storage policy proposed by the WG operation and approved by the HLSG.	01/01/2010
5	III.1d)	Comply (on a voluntary basis) with the list of "minimum common service levels," the 11 procedures and the proposed action plan.	01/01/2010
9	III.5 a)	Provide comments on the draft STIRES CoU within one month and confirm, for some MSs, their wish to participate in the STIRES "Proxy" Pilot Project.	21/11/2009
13	III.6 a)	MSs should comply with the SSN AIS ship notification requirement by providing AIS notifications either via XML to EIS or through STIRES	When action point 15 validated
14	III.6 b)	Norway, Germany and Spain to provide an amendment to ICD for the use of STIRES for AIS notification.	30/01/2010
15	III.6 c)	Validate the proposed changes to the ICD recognising the equivalence of the AIS notification through STIRES with the XML notification provided to SSN.	SSN 13
17	V.2	Validate the "PortPlus implementation at MS level" document and report on updates at least once every 2 months.	04/11/2009
18	VII.1a)	Communicate to EMSA the contact details of the PSC Awareness Campaign focal point.	As soon as possible
22	VII.3 a)	Validate the amended ToR for the Hazmat WG (annex 5).	1/12/2009
23	VII.3 b)	Provide the participating MS representatives' details (HAZMAT WG).	1/11/2009
24	VII.4a)	Validate the amended ToR for the Incident Report WG (annex 6).	1/12/2009
25	VII.4b)	Provide the participating MS representatives details	1/11/2009

		(Incident Report WG).	
6	VII.2b)	Take the necessary measures to increase the data quality in SSN.	Ongoing

II. ACTION ITEMS FOR EMSA AND THE COMMISSION

Action point	Section	Topic and Action	Due date
3	II	Provide clarification on the management of the exemptions relating to port notifications in Directive 2009/17/EC (COM)	SSN 13
4	III.1 b)	Update procedures P4, P5 and P9 of the WG operation with the small changes requested and provide it to MS (EMSA).	15/11/2009
6	III.1e)	Update the SSN Handbook (EMSA)	01/12/2009
7	III.2 b)	Provide amended template for two new incidents reports relating to the amended art 16 in Directive 2009/17/EC (EMSA).	Working group incident report meeting
8	III.2.c)	Provide clarification regarding the financial guaranties (art 16.1 (d) in amended Directive 2002/59/EC) (COM)	SSN 13
10	III.5 b)	Coordinate amendments on the STIRES CoU and provide a final version (EMSA).	01/12/2009
11	III.5 c)	Provide STIRES to MSs once the CoU has been signed, the training provided and the user manual delivered (EMSA).	Planned in February
12	III.5 d)	Contact Norway, Netherlands and Poland for the pilot project: AIS enriched data through a STIRES receiver proxy (EMSA)	To be confirmed
14	III.6 b)	Coordinate the ICD amendments relating to the use of STIRES for AIS notification (EMSA).	30/01/2010
16	III.6 d)	Feed STIRES with a down sampling of STIRES AIS data (EMSA).	As soon as STIRES Cou signed
19	VII.2 a)	Contact the WETREP MSs in order to develop a technical solution for exchanging these messages (EMSA).	30/01/2010
21	VII.2c)	Provide clarification on the MRS issue (COM).	SSN 13
25	Conclusion	Investigate the possibility of having a common LRIT/SSN meeting during the next LRIT experts meeting (EMSA)	April 2010
26	Conclusion	Provide STIRES training to MSs (EMSA)	3-4 Feb 2010

Annex 5

Term of Reference of the Hazmat Working Group

1 - Mandate

The Group's objective shall be to develop proposals for correcting and harmonising the terminology related to Dangerous and Polluting goods in SafeSeaNet with a view to achieving their implementation by EMSA and Member States in a future version.

The proposals should cover all the messages with DPG related attributes and may include changes to the names of the attributes and/or to their descriptions.

2 – Tasks

The tasks of the group will be to:

- identify, compile and detail all the attributes related to dangerous and polluting goods in SafeSeaNet.
- evaluate the potential inconsistencies and the clarifications that will be required.
- propose actions and a time plan for the revision of DPG terminology in SSN.
- review the documents and the proposed changes dealing with HAZMAT in former workshops, working groups and meetings and propose improvements to the HAZMAT message.

3 - Resources and Members of the Group

Countries participating in SSN, and the European Commission, have the right to nominate members of the group by 1st November 2009. Other appropriate representatives of SSN user groups (such as law enforcements authorities, masters, ship-owners, ESPO) may participate as observers or as consultants to the group.

EMSA will provide the secretariat, and will coordinate, collate and combine the information sources identified by the members of the group into working electronic documents for ongoing dissemination and agreement.

The Working Group may work, either by correspondence addressed to all the Members of the Working Group (correspondence WG), or through meetings (inter-sessionally between meetings of the SSN Group) organised by EMSA, as required. When meeting outside EMSA's premises, travel costs shall be supported by the participants (no reimbursement by EMSA). EMSA may chair the meeting if the hosting MS so requests.

4 - Report

The WG's report, coordinated by EMSA, will: cover the objective; assess the need for continuing the Group's work; determine the ways in which the work will be conducted and; properly reflect the views of the WG participants.

5 - Deliverables and Timing

The report will be circulated among the members of the SSN Group one month prior to the SSN Group Workshop in the second semester of 2011. The chair of the correspondence group will present the report.

6 - Acceptance

The report, containing with the final results of the Group's work, will be submitted to the plenary meeting of the SSN Group for agreement and implementation.

7 - Duration

The mandate of the Working Group will cease and be renewed if necessary, with new or revised ToRs, at the SSN workshop taking place in the second semester of 2011.

Annex 6

Term of Reference of the "Incident Reports" WG

1 - Mandate

The SSN Working Group on "Incident Reports" should, taking into account existing SSN system specifications; develop and propose to the SSN Group a revised version of the Incident Reports messages (Alert messages in the current XMLRG) to be exchanged between MS.

The WG shall in particular:

- review the XML alert messages to remove inconsistencies and/or resolve issues that remain open.
- include in the XML format the two additional messages (document SSN 12.3.2 New incident reports in SSN2) as well as the 3 agreed at SSN5 (document SSN 5.3.3 new alerts).
- incorporate the possibility to distribute Incident Reports via the XML interface (as it is now implemented on the web using the Incident Report Distribution tool).
- review the Incident Report Messages Guidelines

The SSN Working Group on "Incident Reports" shall take into consideration that they are producing an agreed XML messaging framework that should fulfil both technical and operational requirements.

2 - Resources and Members of the Group

Countries participating in SSN, and the European Commission, have the right to nominate members of the group by 1st November 2009. Other appropriate representatives of SSN user groups (such as law enforcements authorities, masters, ship-owners, ESPO) may participate as observers or consultants to the group.

EMSA will provide the secretariat, and will coordinate, collate and combine the information sources identified by the members of the group into working electronic documents for ongoing dissemination and agreement.

The Working Group can develop its mandate in writing, addressed to all the Members of the Working Group (a correspondence WG), or through meetings organised by EMSA, as required. When meeting outside EMSA's premises, travel costs shall be supported by the participants (no reimbursement by EMSA). EMSA may chair the meeting if the hosting MS so requests

3 - Report

The report, coordinated by EMSA, will: cover the objective; assess the need for continuing the Group's work; determine the ways in which the work will be conducted and; properly reflect the views of the WG participants.

4 - Deliverables and timing

The report should be ready by end July 2010, and should be transmitted to the SSN Group members in order to allow feed back to be provided during the month prior to the workshop. The chair of the group will present the report at the workshop.

5 - Acceptance

The final result of the Working Group will be submitted to the SSN Group for agreement and implementation.

6 - Duration of these ToR.

The mandate of this working group will expire at the workshop programmed to take place in the second semester of 2010, and will be renewed, if necessary, with new ToRs.