EMSA

European Maritime Safety Agency

Workshop Report

SafeSeaNet Workshop 10

Held in Lisbon on
21 & 22 October 2008

I. Introduction

The workshop was chaired by Mr Lazaros Aichmalotidis.

The meeting was attended by delegations from: **Belgium, Bulgaria, Cyprus, 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. Representatives of ESPO also participated.

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

A list of documents distributed to the SSN 10 participants is included as **Annex 2**.

Note: Fuller details of the issues presented (including an allocation of papers to each of the 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:

- Propose the **Alert Guidelines document** harmonising incident reporting throughout all MS and supporting MS on their operational activities.

- Demonstrate the **prototype application** allowing SSN users to automatically forward incident reports and to distribute them to the relevant NCAs along the predicted planned route. Also providing clarifications on the ways available for MS to exchange incident information (web interface, XML or incident distribution web based tool).

- Propose setting up a **Working Group on SSN Operations** with objective to clarify and agree common service levels and procedures in MS to support SSN operations.

- Propose setting up a **Technical Working Group for optimising SSN based upon existing requirements** and technical decisions (not policy related) already taken by the SSN group.

- Promote a discussion on facilitating the **exchange of MRS information** using the SSN system.

Workshop Programme

I.1 Opening / Introduction (EMSA – LAI)

The Chairman referred to the end of 2008 as being for SSN, a completion of six years of work and entry into a new phase of operation and development. Some MS had yet to implement their systems, but there were pleasing signs, for example Romania and Slovenia have announced dates for commencing tests prior the end of 2008. This was in part out of EMSA's recently completed schedule of visits to MS with the objective of increasing awareness and discussions of what needed to be done at technical level. This, with a follow up of correspondence by the EMSA MSS, has had a positive result, though there were still some deficiencies.

The principle message was that SSN is here and will continue to develop. Five out of the six main priorities in EMSA's 2009 Work Programme are SSN related.

Inter-agency, EMSA, Frontex and the Community Fisheries Control Agency are exploring areas for cooperation, the starting point being the European Commission Integrated Maritime Policy Strategy for the EU of October 2007; beginning with an exploration of areas of common interest. EMSA and Frontex have already agreed a cooperation agreement with the terms of reference in draft. This will include a joint technical group to identify common areas, but with no impacts upon MS or their SSN applications.

EMSA has joined IALA, partly as a result of a liaison note from IALA regarding SSN interests in a revised protocol for data exchange between VTS. EMSA had submitted a paper to and participated in the IALA VTS Committee as a result.

As a new task from the Commission for 2009, EMSA would be undertaking assessment visits (seven were foreseen) to MS in relation to their implementation of the Directive 2002/59/EC. The methodology for the visits would be finalised by the end of 2008.

With reference to the action 15 out of SSN 9 and the paper from France and Germany, EMSA had written to the Commission and discussions had taken place the previous week. Though no formal response had yet been received, there was some agreement of the necessity of avoiding a repetition of discussions that had already taken place in SSN Group with the same or similar discussions during the COSS meetings unless the level of decision is to be taken at COSS level.

I.2 Approval of the agenda

The paper on MRS and WETREP was differed for discussions on the 2nd day of the workshop to incorporate the results of the EMSA/WETREP *ad hoc* meeting that took place at the end of the first day.

The remainder of the agenda was agreed.

I.3 Minutes of previous meeting (SSN 10.1.3)

The minutes/report of the previous workshop (SSN 9) was approved.

II. INPUT FROM THE COMMISSION

Mr. Urban Hallberg indicated a number of important changes to EU maritime legal requirements currently in the pipeline.

He described the planning of changes to prepare for the introduction of SSN version 2 as a housekeeping exercise. Though beginning this exercise in parallel, this development should not be confused with future development which would be part of a wider strategy.

He announced that it was planned to begin the process for **longer term development** of SSN as an information system. The setting up of a SSN policy group in the revised Directive (Annex III) is important for the future development of the information and exchange system. A policy meeting with all MS in January or February of 2009 will be the as the beginning of a five-stage process (defining all the functionalities, acceptance by all MS of the functionalities, designing the system, budgeting and building the system).

Cooperation with the Russian Federation would be a model of how to approach other third countries for cooperation in the future. This initiative would lie outside of SSN.

France asked about the cooperation with Morocco, with the Commission advising that the question should be to brought up at a political level.

III. USER REQUIREMENTS

III.1 Alert Guidelines (SSN 10.3.1- EMSA)

The proposed guidelines at the request of MS, are aimed at harmonising implementation of the incident reports and provided examples on what, when, how and to whom. The following comments were received:

- France requested three points:
    - MSs to notify all incidents to SSN (even if the incident has no impact on neighbouring countries).
    - SSN to forward all incidents related to a ship flying an EU flag to its Flag State.
    - SSN to forward the incident reports to Thetis and Thetis to notify SSN on the results of the inspection related to the incidents raised by SSN.
- Germany noted that for waste incident reports, it was difficult to detect such cases in real-time due to the large volume of stakeholders involved (private managers of the

facilities and delivery, port authorities and authorities in charge of incidents distribution).

- France proposed that all types of incidents/accidents received should be notified (Article 17), regardless of whether the ship continues to pose potential risk to the safety of shipping and/or the environment of MS along its planned route. This would allow the SSN community to maintain a repository, per ship, of relevant accidents/incidents that they have been involved.

- Denmark proposed a broader employment of SSN and the Incidents Distribution (incident report) to be substituted for current communication procedures and systems between MS for operational purposes, if so agreed between MS.

- Italy noted that is very important to define an "ALERT GUIDELINE" in order to establish with no doubt what the SSN operators should do in accordance with the Directive 2002/59/EU.

The group **agreed** the following:

a. For terminology, employ the term "incident reports" to avoid confusion with other non-Directive type "alerts". Consequent changes to the ICD, XMLRG, etc. would be made in due course.

b. "Incident reports" involving vessels of EU flag are also to be distributed to the flag MS. EMSA will modify the web alert distribution application accordingly.

c. Incorporation of the guidelines, (once updated), into the SSN Handbook.

d. To task the SSN Operations group with responsibility for their revision and further assessment of the need for management of the incident reports (alerts) at MS level.

e. That MSs must establish procedures on how to collect and forward the incidents to the SSN core as well as how to distribute the received incident reports to the coastal stations and ports concerned.

f. MS would implement the incident reports as soon as possible and by the end of 2008.

III.2 Incident Distribution demo (SSN 10.3.3 - EMSA)

EMSA presented the pilot version of the Incident Distribution software. EMSA noted that route prediction is still an inexact science and further developments and improvements can be expected.

The group **agreed** the following:

a. The incident distribution software is expected to be deployed at the production environment of SSN on 14 November 08.

b. Once the application becomes available at the training environment, the MS are invited to provide comments and suggestions.

c. The MS were urged to use and at least test the pilot system when it becomes commissioned and available (mid-November 2008).

d. MSs are invited to <u>send any relevant incident report using this new functionality</u>. In cases where there are no relevant incident reports, MSs can use a test message (using the test ship *'999 9999'*). The objective is to be able to declare that by the end of 2008 all countries will be in production for Incident Reports.

e. MSs are reminded that it is the responsibility of the NCA to further distribute the information to the Coastal Stations <u>and ports</u> concerned within each MS.

f. Automatic XML notification will be implemented in phase 2.

III.3 MRS Notification in SSN (SSN 10.3.2 - EMSA)

Outside of the main meeting a related discussion had taken place between EMSA and the WETREP reporting system representatives. A verbal report of this meeting was made to the entire SSN group. A number of legal issues were raised and France questioned the preparedness of SSN to handle WETREP notifications.

EMSA identified existing MRS and informed the Group that (ship) notifications from many of these systems had yet to be implemented before the end of 2008. Several MS confirmed their intention to implement these notifications including non-mandatory reporting systems in some cases. MS were reminded of their Directive obligations and urged to provide the MRS reports using the current SSN.

COM will undertake to clarify with IMO on the access rights to information collected in a system such as WETREP.

Though some MS reserved their position on exchanging MRS information pending the outcome of the IMO clarification, this would not prevent MS from meeting the ship notification requirements of MRS utilising the current SSN messages and functionalities.

Announcement of a Helcom-based effort to harmonise MRS and VTS reporting in the Baltic was welcomed. EMSA and COM would be invited by Helcom MS to participate in this initiative.

The group **agreed** the following:

a. Member States shall exchange MRS information through the current SSN, using telephone/facsimile, or pdf or XML format.

b. When necessary or at the request of MSs, EMSA will undertake a process of separate or group discussions (through meetings) with the Member States' authorities responsible for mandatory reporting systems.

c. Commission will seek clarification through the IMO on possible conflict for MS operating MRS, between IMO (SOLAS Ch.V Reg.11 in general and more specifically Res.MSC.190 (79)) responsibilities and the requirements of Directive 2002/59/EC. The potential need for a more formal submission to the IMO on this issue was also recognised.

IV. OPERATIONAL & TECHNICAL ISSUES

IV.1 Status report on LCAs declared for SSN (SSN 10.4.1 – EMSA)

EMSA presented the status report on the declaration of LCAs in SSN and a detailed analysis using external sources to check if all LCAs are declared into SSN.

The group **agreed** that:

MS should revise the information provided on declared LCAs to SSN through EMSA by December 15th.

V. STATUS AT NATIONAL LEVEL

V.1 Status and follow-up actions in M.S. (SSN 10.5.1 - MS)

The MS that had not implemented their national systems and the notifications that had so far not been implemented fully by these and other MS was noted.

The MS were reminded to reinforce their efforts implementing all of the messages through their national systems for SSN in view of the fast approaching EU date for full implementation of SSN (end of 2008).

VI. ADMINISTRATIVE ISSUES

VI.1 SSN Handbook (SSN 10.6.1 – EMSA)

EMSA was thanked for this effort as the contents of the handbook were recognised as very useful, while at the same time it was appreciated that they contained no new requirements and were only a consolidation from other official SSN documents. As a living document, noted omissions (including incident distribution guidelines) would be added.

The group **agreed** the following:

a. EMSA will publish and make available the SSN handbook (on the web) as soon as possible.

b. The Operations Working Group (VI.3 and SSN.10.6.3) is to review or add new requirements which would be subject to endorsement during future workshops of this SSN Group.

VI.2 MSS - Phase 2 (SSN 10.6.2 - EMSA)

EMSA announced that on 5th January the MSS would enter into its second phase (7 days a week during normal office hours), and provided its contact details.

The group **agreed** the following:

a. MS should distribute this information among SSN users (LCAs - MRCCs, VTSs, etc.) and to promote the employment of the SSN application as the best way to improve this information tool.

b. NCAs should report to the MSS whenever users detect inconsistencies in the information provided by the system following the agreed procedure for the management and communication of these inconsistencies.

VI.3 Organisation at national level for SSN operations (SSN 10.6.3 - EMSA)

Creation of the "SSN Operations WG" was agreed subject to clarification in the terms of reference that the group is not mandated to impose new requirements. The following gave early notice of their participation (Norway, Italy, France, Poland, Latvia, Portugal and Finland) and ESPO subject to a confirmation of status. Germany would participate as "reviewer".

The revised terms of reference of the working group are given at Annex 5.

France underlined the usefulness of adding "Data quality" in the terms of reference, in order to continue the work already done in this matter.

Each MS participating in SSN may nominate membership of the group by the 3rd of November 2008.

VII. SYSTEM ASSESSMENT AND EVOLUTION

VII.1 Planning for SSN v1.9.1 (SSN 10.7.1 - EMSA)

EMSA informed the Group on the SSN plans. The operational release of SSN that includes the correction on restriction of access rights agreed during SSN 9 and a fully functional, web-based, incident distribution application would be in production by 14/11/2008. Subject to re-location of EMSA's premises at Cais do Sodré (estimated currently early next year) the hosting location of SSN will be moved to Lisbon and the forth-coming v1.9.1 release will be made available for production.

The group **agreed**:

a. To modify the restriction of access rights for port authorities on the alerts (incident reports), being made available in 2008.

b. New URLs for SSN V.1.9.1 will be provided by EMSA for accessing the SSN training and production environments at EMSA/ Lisbon in due course.

c. MS shall redirect their connections to the new URLs subject to EMSA announcing the due dates.

VII.2 STIRES developments (SSN 10.7.2 - EMSA)

EMSA provided information about STIRES. Though the development envisaged only two licenses per MS for access to data through the web, EMSA reassured the participants

that additional access could be considered, reflecting the needs of the users in any future phases of the project.

Several MS questioned the need for them to provide AIS (ship) notifications through their national XML interface, while at the same time providing the same or better information through the STIRES module. This was accepted as a valid question and would be considered again when STIRES becomes operational and in the light of experienced gathered on its performance, reliability etc. Germany stated to use the national XML interface for providing AIS notifications independent of the STIRES development.

It was made clear that development of the module would create no impacts upon MS for continued use of the current SSN EIS system. MSs would also be offered to use the web service to view all of the EU AIS available through the system. Ireland stated that the development of the module would make certain aspects of the MS's current SSN versions redundant which is an impact.

Ireland noted that connection via the TESTA network had not been considered and that the implication was that the web application would by default bypass the NCA system deployed in Ireland. EMSA will respond to the request from Ireland clarifying whether it would be possible to connect through a STIRES proxy using the TESTA network.

VII.3 Recast PSC Directive – New requirements (SSN 10.7.3 - EMSA)
EMSA B.2 presented the recast Port State Control directive that includes new notification requirements from Member States and gave a first overview and analysis of the new requirements. The presentation was welcomed by the group.

The group **agreed** the following:
a. From the date when the content of the PSC Directive is agreed, EMSA will work on implementing the changes in SSN by analysing the requirements (related to introductions of new message(s) in SSN, their business logic and checking rules).

b. The working group on SSN future developments proposed at paragraph VII.4 will work on defining the required changes to the SSN XML protocol (after prior consultation with the PSC experts).

VII.4 Proposal for a Technical Working Group for optimising SSN based upon existing requirements (SSN 10.7.4 - EMSA)
EMSA proposed establishing a technical working group for optimising SSN based upon existing requirements and technical decisions (not policy related) already taken by the SSN group. A SSN technical WG would be established to work on non-policy related issues for implementation of current SSN functionalities that should be improved to better satisfy the currents objective of the system.

The work may need to be adjusted out of the decisions made in the proposed policy meeting on SSN early in 2009. This would be a gathering of the business requirements for the future information and exchange system. MS would have until the 3rd of November to register their interest to participate in the group.

VIII. DATA QUALITY

VIII.1 MS status in Data Quality (SSN 10.8.1 - EMSA)
The outcome of the data quality checks performed by the MSS and recommendations for operational and technical actions for improvement were noted by the group.

France asked the group to note a problem in translating the SITREP reports as this was an internal legal issue that they were working to resolve.

VIII.2 AIS data reliability (SSN 10.8.2 - France)

From analysis of a sample of data from the French system it was concluded that AIS data by itself was insufficiently reliable to be imported directly into the national system. ESPO reminded the group that currently some of these data fields (NextPortOfCall and PersonOnBoard) where only optional in accordance with the IMO guidelines.

VIII. HAZMAT database (action point 17 from SSN 9)

At SSN 9 Germany made an offer to provide their HAZMAT database to EMSA in order to be used as a common reference database by all MSs. Germany would formally propose a meeting either in Germany or Lisbon in Jan or Feb 2009.

IX. ANY OTHER BUSINESS

IX.1 Norway presentation on Hazmat requests to SSN (SSN 10.9.1 - Norway)

The presentation (no document) explained the collection, process and reaction to data requested and received through the Norwegian SSN. Germany raised concern about the number of hazmat requests that were being made and questioned the suitability, policy and the legal aspects of the message details being used for this purpose, though they supported its use for emergencies and spot checks. It was noted that with the availability of enriched AIS messages through the STIRES module, the frequency of the need for such requests for Hazmat details would inevitably be reduced.

Germany stated, if this amount of request will not be reduced dramatically in the near future by Norway, Germany will substitute his hazmat responses from IMO dangerous cargo reports with details of each dangerous good to phone and fax number of the German 24/7 service where this hazmat details are available after phoning the officer in duty.

IX.2 Contribution on developments in relation to SafeSeaNet (SSN 10.9.3 - ESPO)

The presentation of the paper was well received and the points made noted by the Group. ESPO identified as in the comments by Germany on SSN.10.9.1, that there were concerns over the commercial confidentiality of some of the information being exchanged and suggested possible compromise solutions through a revision of the message content and access rights.

X. FOR INFORMATION

The document SSN 10.9.2 "final results of the Metadata study" was not presented due to lack of time but was deferred for presentation at the next meeting.

Workshop Conclusions / Follow-up Actions

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

Provisional dates for the next SSN workshop (SSN 11) were announced as 21st and 22nd October 2009.

<u>Annexes</u>
Annex 1 - List of participants
Annex 2 - List of documents
Annex 3 – Workshop Agenda
Annex 4 - Action items for SSN 10
Annex 5 – Revised Terms of Reference of the SSN Operations Working Group

Annex 1 - Attendance List

Safe SeaNet Workshop nº 10, 21st & 22nd October 2008

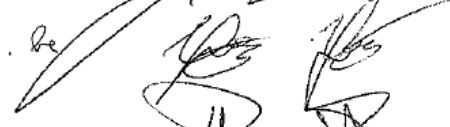| Country	Name	First Name	Organisation	E-mail	Attendance on 21.10.08	Attendance on 22.10.08
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Annex 2 – List of SSN 10 documents

I. INTRODUCTION
SSN 10.1.1   Draft agenda
SSN 10.1.2   Detailed agenda
SSN 10.1.3   Minutes of SSN 9

II. INPUT FROM THE COMMISSION

III. SAFESEANET USERS REQUIREMENTS
SSN 10.3.1   Alert Guidelines (Alert Distribution demo) **(EMSA – GSA)**
SSN 10.3.2   MRS notification in SSN **(EMSA – PWI)**
SSN 10.3.3   Alert Distribution demo **(EMSA – RKJ)**

IV. OPERATIONAL & TECHNICAL ISSUES
SSN 10.4.1   Status report on LCAs declared for SSN **(EMSA – MLI)**

V. STATUS AT NATIONAL LEVEL
SSN 10.5.1   Status and follow-up actions in M.S. **(MS)**
SSN 10.5.2   Commissioning tests reports **(EMSA - RFS)***

VI. ADMINISTRATIVE ISSUES
SSN 10.6.1   SSN Handbook **(EMSA - LBI)**
SSN 10.6.2   MSS presentation - start of phase 2 **(EMSA – GSA)**
SSN 10.6.3   Organisation at national level for SSN operations **(EMSA - GSA)**

VII. SYSTEM ASSESSMENT AND EVOLUTION
SSN 10.7.1   Planning for SSN v1.9.1 **(EMSA – NPA)**
SSN 10.7.2   STIRES developments **(EMSA – PWI)**
SSN 10.7.3   Recast PSC Directive – New requirements **(EMSA-Unit B)**
SSN 10.7.4   Proposal for a Working Group on SSN future requirements **(EMSA - HRJ)**

VIII. DATA QUALITY
SSN 10.8.1   MS status in Data Quality **(EMSA – LBI)**
              Port notifications
              Hazmat notifications
              Ship (AIS & MRS) notifications
              Alert notifications
SSN 10.8.2   AIS data reliability **(FR)**

IX. ANY OTHER BUSINESS
SSN 10.9.1   Norway presentation on Hazmat requests to SSN **(NO)**
SSN 10.9.2   Final results of the Metadata study **(EMSA – BCO)**
SSN 10.9.3   Contribution on developments in relation to SafeSeaNet **(ESPO)**

(*) For distribution only, no presentation

Annex 3 – Detailed Workshop Agenda

DETAILED AGENDA

OF THE SSN WORKSHOP 10 (21 & 22 October 2008)

Day 1: Tuesday 21/10/2008		
09:00 – 09:30	**Registration and coffee**	**For**
09:30 – 10:45	**I. Introduction**	
	Opening / Introduction (EMSA – LAI)	(info)
	SSN 10.1.2 Approval of the Agenda (EMSA – LAI)	(approval)
	II. Input from the Commission	
	Input from the Commission (COM)	(info)
	SSN 10.1.3 Approval of the SSN 9 minutes (EMSA – LAI)	(approval)
10:45 – 11:00	**Coffee Break**	
11:00 – 12:45	**III. Users Requirements**	
	SSN 10.3.1 Alert Guidelines (EMSA – GSA)	(approval)
	SSN 10.3.3 Alert Distribution demo (EMSA – RKJ)	(info)
	SSN 10.3.2 MRS notification in SSN (EMSA – PWI)	(info/ approval)
	IV. Operational & Technical Issues	
	SSN 10.4.1 Status report on LCAs declared for SSN (EMSA – MLI)	(info)
12:45 – 14:15	**Lunch**	
14:15 – 15:45	**V. Status at National Level**	
	SSN 10.5.1 Status and follow-up actions in M.S. (MS)	(info)
15:45 – 16:00	**Coffee Break**	
16:00 – 17:30	**VI. Administrative Issues**	
	SSN 10.6.1 SSN Handbook (EMSA - LBI)	(approval)
	SSN 10.6.2 MSS presentation - start of phase 2 (EMSA - GSA)	(info)
	SSN 10.6.3 Organisation at national level for SSN operations (EMSA - GSA)	(approval)
17:30	**End of Day 1**	

Day 2 : Wednesday 22/10/2008		
09:00 – 09:30	**Registration and coffee**	**For**
09:30 – 11:00	**VII. System Assessment and Evolution** SSN 10.7.1 Planning for SSN v1.9.1 (EMSA – NPA) SSN 10.7.2 STIRES developments (EMSA – PWI) SSN 10.7.3 Recast PSC Directive – New requirements (EMSA-B)	(info) (info) (info)
11:00 – 11:15	**Coffee Break**	

11:15 – 12:45	**VII. System Assessment and Evolution (cont.)**
	
	SSN 10.7.4 Proposal for a Working Group on SSN future requirements (EMSA - HRJ)
	
	VIII. Data Quality
	
	SSN 10.8.1 MS status in Data Quality (EMSA – LBI)
	          Port notifications
	          Hazmat notifications
	          Ship (AIS & MRS) notifications
	          Alert notifications
	SSN 10.8.2 AIS data reliability (FR)
		(approval)
		
		(info)
		
		(info)

12:45 – 14:15	**Lunch**	
14:15 – 15:45	**IX. Any Other Business** SSN 10.9.1 Norway presentation on Hazmat requests to SSN (NO) SSN 10.9.2 Final results of the Metadata study (EMSA – BCO)	(info) (info)
15:45 – 16:00	**Coffee Break**	
16:00 – 17:00	SSN 10.9.3 Contribution on developments in relation to SafeSeaNet (ESPO) **Conclusions**	(info)
17:00	**End of Day 2**	

Annex 4 - Action items from the SSN 10 Workshop

I. ACTION ITEMS FOR THE MEMBER STATES

S/N	Section	Topic and Action	Due date
1	III.1.f	MS would implement the alert notifications by the end of 2008.	Latest end of 08
2	III.2.b	Once the Alert Distribution application becomes available at the training environment, the MS are invited to provide comments and suggestions.	Early Nov. 08
3	III.2.c	To use and at least test the pilot alert distribution software.	Mid Nov. 08
4	III.2.d	<u>Send any relevant alert notifications using the new functionality</u>. If no relevant alert exists, MSs can use a test message (using the test ship *'999 9999'*).	Mid Nov. 2008
5	III.2.e	NCA should further distribute the alert information to the Coastal Stations <u>and ports</u> concerned within each MS.	Immediate (reminder)
6	III.3.a	MS shall exchange MRS information through the current SSN, using telephone/facsimile, or pdf or XML format.	Latest end of 08
7	IV.1	Revise the information provided on declared LCAs to SSN through EMSA by December 15th.	15/12/08
8	V.1	MS reminded to reinforce their efforts implementing all of the messages through their national systems for SSN.	Latest end 08
9	VI.2.a	Distribute information about MSS among SSN users (LCAs - MRCCs, VTSs, etc).	Latest end 08
10	VI.2.b	NCAs should report to the MSS whenever users detect inconsistencies in the information provided by SSN.	Immediate (reminder)
11	VI.3	MS may nominate membership in the "operations" group by the 3rd of November 2008.	03/11/08
12	VII.1.c	MS shall redirect their connections to the new URLs subject to EMSA announcing the due dates.	April 2009
13	VII.4	MS may nominate membership in the "future requirements" group by the 3rd of November 2008.	03/11/08
14	VIII	Germany would formally propose a meeting either on the "HAZMAT database" in Jan or Feb 2009.	By end of 08

II. ACTION ITEMS FOR the WG (EMSA and the MS)

S/N	Section	Topic and Action	Due date
1	III.1.d	Responsibility for their revision and further assessment of the need for management of the incident reports (alerts) at MS level.	According to meeting schedule
2	VI.1.b	The Operations Working Group is to review or add new requirements to the SSN handbook which would be subject to endorsement of the SSN Group.	Instruction to the WG

3	VI.3	Work on "SSN operations" according to the terms of reference of Annex 5 of the minutes.	SSN 11
4	VII.3.b	The working group on SSN future developments will work on defining the required changes to the SSN XML (after prior consultation with the PSC experts).	Instruction to the WG
5	VII.4	Work on "SSN future requirements" according to the terms of reference annexed to the document SSN 10.7.4.	SSN 11

13. ACTION ITEMS FOR EMSA

S/N	Section	Topic and Action	Due date
1	III.1.a	For terminology, the term "incident reports" would be employed to avoid confusion with other non-Directive type "alerts".	due course for ICD, XMLRG etc.
2	III.1.b	"Incident reports" involving vessels of EU flag are also to be distributed to the flag MS. EMSA will modify the web alert distribution application accordingly.	April 2009 (v1.9.1)
3	III.1.c	Incorporation of the alert guidelines, (once updated), into the SSN Handbook.	SSN 11
4	III.2.a	Deployment of the alert distribution software in the production environment.	14/11/08
5	III.3.b	When necessary or at the request of MSs, EMSA will undertake a process of separate or group discussions (through meetings) with the MSs' authorities responsible for mandatory reporting systems.	As required
6	III.3.c	The Commission will seek clarification through the IMO on possible conflict for MS operating MRS, between IMO responsibilities and the requirements of Directive 2002/59/EC.	Nov. 08
7	VI.1.a	Publish and make available the SSN handbook (on the web) as soon as possible.	Nov. 08
8	VII.1.a	To modify the restriction of access rights for port authorities on the alerts (incident notifications), being made available in 2008.	End 08
9	VII.1.b	New URLs for SSN V.1.9.1 will be provided by EMSA for accessing the SSN training and production environments at EMSA/ Lisbon in due course.	April 2009
10	VII.2	EMSA would clarify whether it would be possible to connect through a STIRES proxy using the TESTA network.	End 08
11	VII.3.a	EMSA will work on implementing the changes in SSN by analysing the requirements (related to new message(s) in SSN, their business logic and checking rules).	Due course

Annex 5 – SSN Operations WG revised terms of reference

SSN Working Group on "SafeSeaNet Operations"

Terms of Reference

1 - Mandate

The SSN Working Group on "SSN Operations" should, taking into account existing specifications of the SSN system; develop a document "minimum common SSN operational service levels in MS" covering the organisation of the SSN related operations.

The WG shall in particular:

- Propose and list the minimum common operational service levels to be implemented by each MS to guarantee proper functioning of the SSN system.
- Complete a description of communication procedures among SSN users.
- Develop draft guidelines for the management of historical data.
- Develop draft guidelines to assist the NCAs to provide a 24/7 SSN system, providing reliable data (data quality topic), gathering and recording information, security of data transmitted, training etc.
- Propose an action plan for implementation.
- Continue the work already done on the "Data Quality".

The SSN Working Group on "SSN Operations" shall take into consideration that they are producing agreed guidelines on common operational service levels and procedures and that any additional requirements imposing the use of any additional resources by the MS as a result, will be subject to their obtaining the appropriate additional mandate.

The SSN Working Group is recommended to establish priorities, if any, among the list of common services and their implementation.

2 - Resources and Members of the Group

Each Country participating in SSN and the European Commission has the right to nominate members of the group by the 1st of December 2008. Other appropriate representatives of SSN user groups (such as law enforcements authorities, masters, shipowners, ESPO) may participate as observers in or consultants to the group.

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

The Working Group can either develop its mandate in writing addressed to all the Members of the Working Group (a correspondence WG) or through meetings organised by EMSA, if so considered. When meeting outside EMSA's premises travel costs shall be supported by each participant. EMSA may chair the meeting if the hosting MS requests.

3 - Report

The report, coordinated by EMSA, will cover the objectives and will assess the need for continuing the work, and, if so, how further work will be conducted, and reflect the views of the participants.

4 - Deliverables and timing

The report should be ready by end July 2009 to be transmitted to the SSN Group members and allow for a feed back during one 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.

At the Workshop programmed to take place in the second semester of 2009 the mandate of this working group will expire, and be renewed if necessary with new ToR."