



European Maritime Safety Agency

Workshop Report

SafeSeaNet Workshop 14

Held in Lisbon on
20 & 21 October 2010

Background

As a follow up to SSN Workshop 13 (16 June 2010), EMSA organised a joint *ad hoc* SSN/LRIT group meeting (during the morning session of the 20th October) followed by SSN workshop 14.

The joint meeting was opened and chaired by Mr Lazaros Aichmalotidis Head of Unit C2.

Delegations from **Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Spain, Sweden and the United Kingdom** attended the meeting. A representative of ESPO participated as observer.

Mr. Jean-Bernard Erhardt and Mr Jukka Savo represented the **European Commission** (DG MOVE).

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

A list of documents distributed to the SSN 14 participants is included as **Annex 2**.

Note: workshop documentation may be obtained from:

https://extranet.emsa.europa.eu/index.php?option=com_joomdoc&view=docman&gid=267&task=cat_view&Itemid=120

Workshop Objectives

The most important issues of the workshop were:

Joint LRIT/SSN session:

- Presentation of the Integrated Maritime Data Environment (IMDE), a platform for sharing information from different operational maritime information systems in an integrated environment.

SafeSeaNet Workshop 14 session:

- Introducing the progress of the Incident Report Working Group;
 - Outlining the organisation of the work related to the drafting of the Interface and Functionalities Control Document (IFCD) and proposing the setting up of a drafting working group;
 - Presenting the action plan for the implementation of Waste and Security messages in SSN, according to the new directive on reporting formalities (FAL Directive).
 - Update on Member States status on SSN version 2 implementation.
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Workshop Programme

I. INTRODUCTION

I.1 Opening

Mr. Aichmalotidis welcomed all participating representatives of the MSs, including SSN and LRIT experts. He raised the importance for SSN as a Community System which can only be successful when all participants cooperate and provide the due notifications.

The chairman presented the evolution of SSN starting from the early phases of implementation in 2004 up to date. He highlighted that the initial expectations from SSN were very limited (a system meeting the objectives of the repealed Hazmat directive 93/75); while today SSN evolved immensely facing new challenges as the platform for the implementation of the Common Information Sharing Environment (CISE) and

Integrated Maritime Policy. These developments are affecting the work of the SSN Group and the objectives set.

Mr. Aichmalotidis noticed that on the one hand, EMSA and the Member States need a stability period to consolidate the existing system, resolve identified inconsistencies and improve the operational usability but on the other hand further developments are in the pipeline stemming from new legal requirements. The chairman pointed out that SSN should not be seen only as technical developments but most importantly it is an operational system to meet the requirements of the users.

I.2 Approval of the agenda

The agenda was adopted with the addition of the following items:

- Norwegian satellite AIS demonstration;
- Proposal on correction of inconsistencies within Incidents Reports from the UK and Ireland (SSN 14/5/10);
- Proposal of Spain, Norway and Germany related to SSN ship AIS Message (SSN 14.5.9)
- Presentation from Commission (DG MOVE) on the new FAL Directive

I.3 SSN / LRIT JOINT SESSION

I.3.1 Integration of SSN and LRIT

Mr. Marin Chintoan-Uta - Head of Unit C3 presented the status regarding the AIS/LRIT integration and the planning towards the development of the Integrated Maritime Data Environment (IMDE).

A legal issue was raised by **The Netherlands**, who mentioned that data fusion without a proper legal justification is not allowed according to Dutch law, as brought forward by the legal service of the ministry, and could ultimately lead to a refusal of providing data. After the meeting, it was explained to the Dutch delegation that SafeSeaNet as such is already based on fusing different data sources, as AIS is combined with respective HAZMAT and port notifications. These data sources are regulated by 2002/59/EC as amended. In addition the combination with LRIT is covered by the new Article 6 of Directive 2009/17/EC, bringing both data streams under the same legal roof.

Furthermore, it is important to note that AIS information does not contain personal data. Data sets processed by the Agency are notified to the European Data Protection Supervisor.

Germany raised concerns about the need of the integration and the legal basis. The Commission clarified that Council resolutions of the 2nd Oct 2007 and 9th Dec 2008 are clear mandate for an integrated solution-Council resolution on 9 Dec 2008 invites the Commission in cooperation with MS and EMSA to achieve the availability of integrated LRIT and AIS data through the SafeSeaNet system. But each MS may decide to which extent they are going to use it.

Malta stressed the importance of having a clear picture regarding the integrated maritime policy and how it is going to be implemented. Also raised questions on how the information is going to be used and the impact to MS' infrastructure.

EMSA explained that the discussion on the Integrated Maritime Policy is taking place at Commission level. Regarding the technical impact, EMSA clarified that the web application solution should cause no impact while the XML interface, if chosen by the MSs, will follow the schema used today for the SSN and LRIT applications.

EMSA also added that the SSN/LRIT integration (based on the Council regulation resolution) should not be mixed with the CISE roadmap. The first concerns an integration

of the EMSA maritime applications (SSN and LRIT) while the second relates to the integration of the application of different sectors.

The Commission clarified that the Common Information Sharing Environment (CISE) completion will take 3 years of preparatory works with the Commission and the MSs involved (in a cross-sectorial approach: transports, defence, customs, environment, fishery control etc) before an impact assessment should take place by 2013.

On 20 October 2010, the Commission has adopted a draft roadmap towards establishing the CISE. The draft roadmap schedules 6 steps between 2010 and 2013. A Technical Advisory Group is set up with the representatives of the 7 communities and 6 EU Agencies (including EMSA). The nomination of the representative of maritime transport community for the TAG is on the agenda of the 4th High Level Steering Group meeting.

I.3.2 SSN High Level Steering Group meeting

The chairman informed the SSN group that EMSA plans to present the matrix describing the access rights (combining LRIT and SSN profiles and functionalities) at HLSG of March 2011.

I.3.3 Satellite AIS

EMSA made a live demonstration of the pilot project with Norway which allows the distribution of the satellite AIS information through SSN. The traffic image displayed through SSN Graphic Interface (former STIRES) showed the added value of this information with ship targets outside the coastal AIS coverage.

Norway clarified that the project has not yet reached its full operational phase. The application needs further testing and optimization.

Mr. Leendert Bal - Head of Department Operations - presented the joint project EMSA/ESA for Satellite AIS. The objective of the ESA project is to create an European capability for collecting and processing satellite AIS data and SSN will be used as the distribution platform to the MSs users. This project is included in the EMSA work programme and an EMSA/ESA agreement to cooperate in this area was established for the next 5 years.

The participants of the SSN/LRIT joint session **noted** the information and the joint LRIT/SSN meeting terminated.

SSN Workshop 14

I.4 Minutes of previous meetings Workshops 12 and 13 (SSN 14.1.2) and follow-up actions

The minutes/report of the previous workshops (SSN 12 and 13) were approved. EMSA summarised the items outstanding from the previous workshops.

Regarding the access to the Hazmat database, **Germany** informed the group that there is no progress as internal discussions are on going regarding the resources needed for the implementation.

Germany agreed to inform EMSA and MSs of the progress made on the HAZMAT reference database at SSN 15 (**Action point 1**).

Portugal informed the group that they are not going to provide the cargo manifest to SSN as it is not explicitly required by the Directive 2002/59 EC. **Belgium** on behalf of the WETREP countries, informed that an official letter will be sent to EMSA and the Commission on the solution agreed regarding the provision of the WETREP information to SSN with the support of the French system Traffic2000.

EMSA clarified that the workload for 2010 was too high and there were not resources available to work on Hazmat Working Group. ESPO replied that they have the experts

and the willingness to work on these issues. EMSA welcomed the input from ESPO but cannot guarantee that the Agency can manage the Hazmat working group in 2011.

II. INPUT FROM THE COMMISSION

The commission informed that for the scope of the Integrated Maritime Policy, a technical advisory group will be created with the participation of all the EU agencies involved in the maritime sector and one representative for each user group. The purpose of this group is to facilitate the exchange of information between different sectors of the EU with maritime interest. The FAL Directive was later presented in details by the expert of DG MOVE/C2 (point V.1).

III. SAFESEANET OPERATIONAL AND LEGAL ASPECTS

III.1 SSN 14/3/1–Progress report on Incident Report Working Group (IRWG)

On behalf of the working group, EMSA presented the progress report and the work plan of the IRWG. The first meeting of the IRWG was held at EMSA premises on 29 June and the reports as well as all the documents are available at:

https://extranet.emsa.europa.eu/index.php?option=com_joomdoc&view=docman&gid=267&task=cat_view&Itemid=120

There are on-going discussions on how to improve the Incident Report Guidelines, solve the inconsistencies and propose improvements to the Incident Report structure (the distribution through XML for example). The table with the various tasks associated to the members of the group was introduced. The extension of the mandate of the IRWG for one year was also proposed to the SSN group by providing an amended ToR.

The chairman clarified that the technical changes even if they are important are not the first priority for the IRWG. It is rather the operational side which requires further clarification and highlighted the need to have clear guidelines on how to use, collect and distribute incident reports.

Germany informed that in their view the 'professional judgment' should be applied before sending the Incident Report to SSN. Most of the incidents reported have no relevance to other MS and so should not be distributed. **Malta** supported Germany.

Other MSs also questioned the relevance of part of the Incidents Reports that were currently distributed through SSN and underlined the workload imposed on the VTS operators to check each email received to assess the importance.

The Netherlands stated that there should be a clear distinction between the incident *distribution* (to the relevant authorities along the planned route of the ship) and incident *reporting* to SSN (repository).

EMSA clarified that the drafting of the guidelines is still on going and that there is no need to distribute all the incident reports. The objective of the guidelines is to provide detailed information to the users on what and how to distribute and to report in line with the Directive requirements.

The SSN group **agreed** on the extension of the mandate of the IRWG to October 2011. The new Terms of Reference are provided in Annex 5 (for quick reference, amendments are in track changes). There was a general agreement on the need to have clear guidelines with practical examples on which incidents should be reported and distributed through SSN.

The first draft of the revised Incident Report Guidelines will be provided by EMSA to the IRWG for discussion at the next meeting (**Action point 2**).

III.2 SSN 14/5/10 – Correction of inconsistencies in Incident Reports

The UK and Ireland presented a document related to the inconsistencies between the XML reference guide and the XSD. Furthermore some technical constraints of the current

messaging framework were identified (POLREP and SITREP) with proposals to solve them.

The SSN group **agreed** to discuss this paper at the Incident Report Working Group **(Action point 3)**.

III.3 SSN 14/3/2 – Identification of possible polluters

EMSA presented a document proposing specific examples on how to improve POLREP reporting through SSN (when polluters are identified in CleanSeaNet). Three examples were presented and proposed to be included in the Incident Report Guidelines.

EMSA also proposed to investigate technical solutions for avoiding the duplication of reporting obligations to CSN and SSN.

The Netherlands proposed to include in the discussions the Legal Prosecutors of the North Sea. EMSA informed that the legal parties will be invited for the next CSN meeting to share common views and best practices.

Germany questioned the operational procedure for reporting. EMSA clarified that there is a legal obligation if the pollution is confirmed for the authority to issue a POLREP to SSN. We have to investigate the best way to do it.

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

- a. To discuss at the IRWG level the examples presented for their insertion in the Incident Report Messages Guidelines **(Action point 4)**;
- b. EMSA to investigate the technical feasibility of the proposal for avoiding the duplication of reporting obligations to CSN and SSN and present it for approval at a next SSN WS and CSN meeting **(Action point 5)**.

III.4 SSN 14/3/3 – Interface and Functionalities Control Document (IFCD)

EMSA presented the proposed structure for the new IFCD document (replacing the existing ICD) and the drafting methodology. According to the decision of the HLSG, the SSN group is tasked to prepare the IFCD draft to be submitted for the HLSG approval according to the timeplan. To complete this task, EMSA proposes establishing a WG to support the IFCD drafting.

The group agreed that the time plan presented does not give enough time to prepare the first draft (HLSG 5, March 2011).

Norway and **Germany** stressed the importance of the functionalities to be included in the IFCD structure and noted that the document must allow the easy updating taking into consideration the new developments.

Portugal expressed its position that the new IFCD document would be an excellent opportunity to ensure that the SSN and IFCD do not exceed the requirements and legal support of Directive 2002/59/EC as amended by Directive 2009/17/EC.

The SSN group **agreed** to set up a drafting working group for the IFCD, based on the proposed ToR (provided in Annex 6) **(Action point 6)**. The following MSs expressed their intention to participate in the new group: France, Finland, Ireland, Norway, Portugal, Sweden, the Netherlands and the UK.

The SSN group also **agreed** to propose to the HLSG **(Action point 7)** to extend the time plan for the IFCD drafting and expand/improve the IFCD structure to include the functionalities.

Under the same subject, **the UK** presented a letter (submitted to EMSA and the SSN group) and proposed to continue the discussions in the IFCD drafting WG.

III.5 SSN 14/5/9 – SafeSeaNet Ship AIS messages

Spain presented a paper (drafted jointly with Norway and Germany) which proposes to consider the elimination of the obligation of the MSs to send Ship AIS notification

messages through XML if AIS information is sent to SSN GI module directly or via regional servers.

The SSN group **agreed** to forward this document to the IFCD WG (**Action point 8**).

IV. SAFESEANET STATUS

IV.1 SSN 14/4/1 and SSN 14/4/2 – SSN v1 and SSN v2 Status at MS and at SSN core level

EMSA has circulated before the meeting a template inviting MSs to provide information on the status of SSN implementation at national level (SSN v1) and current state of developments for implementation of the PortPlus notification and ShipCall request/response message (SSN v2).

EMSA presented the information received indicating for each MS and overall the current status and data quality (SSN v1) and SSN v2.

Based on the MSs feedback, revised information is available on the EMSA web site at:

https://extranet.emsa.europa.eu/index.php?option=com_joomdoc&view=docman&gid=267&task=cat_view&Itemid=120

EMSA recalled MSs to inform the EMSA/MSS at least 3 weeks in advance for the date of Commissioning tests to avoid congestion by the end of the year. The chairman stated that only two months remained before the entry into force of the PSC Directive and that the end of the year will be very busy; this is why a fine tuned planning for the commissioning tests is necessary. The MSs were invited to continuously update this information which will be introduced at the next HLSG.

V. ANY OTHER BUSINESS

V.1 SSN 14/5/3 – SSN Graphical interface new users

EMSA presented a proposal regarding the access to SSN Graphical Interface (GI) for new users. The conditions for access to the SSN GI remain unchanged but the number and types of users could increase and therefore the CoU should adapt to this evolution.

EMSA presented a new form to be used by NCAs requesting access to the GI for additional SSN users (than the two initial ones identified in the CoU).

The purpose of this form is to:

- register the authorization at the NCAs level (without requiring an amendment to the CoU for each update);
- guarantee that requests for access to the GI interface refer to users already created in by the NCA as SSN users (by requiring the SSN UserId).

Some MSs requested clarifications on whether the CoU still had to be amended for the new users and how many and which users could have access to SSN GI. Also the number of users per MS was questioned.

EMSA clarified that the proposed constitutes the update of the CoU for new users. Regarding the number of users per MS, for this year EMSA will be able to give about 10 additional access to SSN GI per MS. Beginning of next year, EMSA will increase the number of licences available based on the number of requests.

Portugal informed that already two years ago and using the functionalities available on the NCA web administration page had given access to SSN [not SSN GI] to other selected government agencies with a legitimate interest in the maritime domain and was not willing to go back on that procedure. EMSA replied that for giving access to these users a specific procedure as to be followed (see doc 14/5/8).

Regarding the number of users per MS, for this year EMSA will be able to give to 5-10 users' access to SSN GI. Beginning of next year, EMSA will have more licences available (of course depending on the number of requests).

The SSN group **agreed** on the form proposed for new users of SSN GI.

V.2 SSN 14/5/8 – SSN access for other purposes

The 3rd High Level Steering Group (HLSG) agreed to extend access to SafeSeaNet for "other categories of users than those addressed by Directive 2002/59" under pilot conditions. EMSA presented a document proposing a procedure to implement this decision, which is initiated at the moment the initial request is made to the NCA, and continues through granting of access and assigning of roles.

After the presentation, a mistake in the form proposed was detected under 'Type of Organisation'. EMSA will correct the form by deleting the reference related to search and rescue and pollution services which are already SSN users. **(Action point 9)**.

Finland requested clarification regarding the access for research projects. EMSA clarified that the HLSG did not consider it a priority and in general access was not granted. However, for a specific case access was granted (PASTAMARE, research project from DG MARE). EMSA would like to propose a framework for access to research projects in the HLSG meeting of March 2011.

The UK requested to include in the procedure that EMSA would report to the SSN group on the accesses to SSN for "other categories of users" under pilot conditions. The proposal was agreed **(Action point 10)**.

Ireland and **Germany** expressed concerns regarding the new policy that might put at risk the implementation of Single Windows at national level. EMSA and the Commission assured that this was not the purpose of extending the access to SSN. The NCA is always required to approve the access.

The SSN group **agreed** with the proposed procedure and the form presented.

V.3 SSN 14/5/1 – Data Quality in SSN

EMSA presented the document analyzing the data quality issues related to the notifications sent by the Member States to the SSN system. Since SSN WS8, each SSN Workshop has included a report on how MS stand with regard to Data Quality issues. The Maritime Support Services (MSS) is continually carrying out data quality checks and advises MSs as necessary.

Norway stressed the importance of quality in the system. Also proposed to create a 2 way data quality check, to assess the data quality of the data going 'out' (responses) not only of the data going 'in' (notifications). EMSA noted the request and will include it in the future data quality checks **(Action point 11)**.

MSs are invited to take corrective actions to improve the quality of their data provided **(Action point 12)**.

V.4 Directive on reporting formalities – FAL (Presentation from DG MOVE)

Mr. Jukka Savo – DG MOVE C2 presented the new directive on reporting formalities for ships arriving in and/or departing from ports of the Member States of the Community (FAL Directive)¹. The deadline for implementation of the single window to exchange the reporting forms in electronic format is 1st June 2015. So far it has been agreed that the

¹ The Directive was published on 29/10/2010 as "Directive 2010/65/EC on reporting formalities for ships arriving in and/or departing from ports of the Member States and repealing Directive 2002/6/EC"

Security and Waste messages will be exchanged through SSN central system. The Commission continues to study, together with EMSA, the inclusion of the remaining messages.

The Netherlands requested clarifications regarding the River Information System and the interoperability. **ESPO** reminded the group that there is already work developed in this area by the PROTEC group for Hazmat data.

Denmark inquired on the electronic signature to validate some forms. The Commission replied that it is too early to answer this topic.

Italy requested clarifications if the new directive has determined an unique language to be used for reporting formalities for ships.

The Commission summarised that the purpose of this directive is to facilitate the sharing of information to the authorities involved. The 'how' is still to be defined and needs to be further discussed with the MSs but the MSs have to make sure that they have an electronic national single window available by 1st June 2015 and it has to be interoperable with SafeSeaNet.

V.5 SSN 14/5/2 – Action plan for Waste and Security messages in SSN

Following the presentation of the new FAL Directive, EMSA presented a document proposing a road-map/ action plan for the implementation of the Waste and Security notifications in SSN. The SSN must be upgraded at national and SSN core level to allow the exchange of these notifications by 1 of June 2015,.

The UK stressed that it is an important task for EMSA to prepare SSN for allowing the exchange of these 2 new messages via SSN and noted that it is a big task for the MSs to implement their single window.

Ireland, Norway raised the issue that the FAL forms are not introduced in the road map. EMSA explained that its current mandate is to implement the Waste and Security notifications and the Commission added that the other forms are not yet part of EMSA's regulation but they expect to be able to answer this question soon.

The SSN group **agreed** with the proposed action plan (**Action point 13**).

V.6 SSN 14/5/7 – Proxy pilot project

EMSA presented the updates on the pilot project concerning the streaming SSN (enriched AIS) data to MSs. The first meeting on the Proxy pilot project (providing streamed SSN data to MSs) was held in Amsterdam (5 August 2010). Phase I (Preparation) is now completed while Phase II (technical implementation and testing) will start soon. Latvia has recently joined also the pilot project

Finland indicated its interest in receiving data via the proxy interface but was not in a position to start developments before January 2011. EMSA confirmed the possibility to join and to start the preparatory phase in spite of that.

Ireland stressed the importance of the XML interface. **The UK** agreed that this is the way forward but expressed some concerns on access rights and legal basis. EMSA clarified that the outcomes of the pilot project should address potential issues.

EMSA will provide more updates on the next workshop (**Action point 14**).

The SSN group **noted** the development.

V.7 SSN 14/5/4 – VMS and Radar pilot projects updates

EMSA presented the state of play of the SSN pilot projects on maritime surveillance: VMS and VTS (Radar) pilot projects and the current status of both projects.

For the VMS, the operational and technical documentation has been validated by the 3 maritime directors in March 2010. The developments from EMSA side are expected to take place during the first semester 2011 and the operation phase is expected for the second semester.

For the VTS-radar pilot project, the operational concept and the technical specifications are ready. Exchanges are already possible with Italy through MAREΣ. For initiating the technical implementation, a validation at director level will be requested.

Germany questioned the different standard used and was wondering about the IVEF format. EMSA explained that this IVEF was proposed by a group of contractors, free of charge, and should be proposed to IALA to be recognised as a standard. EMSA will provide more updates on the next workshop (**Action point 15**).

The SSN group **noted** the developments.

V.8 SSN 14/5/5 – 2 way SSL

EMSA presented the status on the implementation of 2-way SSL by the Member States. Security is one of the most important issues and the SSN group decided to increase the current level of security from 1-way SSL to 2-way SSL. EMSA has since May 2010 its own Public Key Infrastructure creating thus the EMSA Certification Authority (EMSA CA). Some MS expressed difficulties in implementing the 2-way SSL infrastructure at national level and requested EMSA additional clarifications. EMSA will address each request individually through the MSS. EMSA will manage a conference call with **Cyprus** about this topic (**Action 16**).

The SSN group **noted** the implementation status and **agreed** to switch or migrate to 2-way SSL by the end of the 2010.

V.9 SSN 14/5/6 – Consolidation of SSN v2 technical documents

EMSA presented the consolidated edition of the XML Reference Guide document – version 2.05 which includes those corrections and improvements introduced at SSN 13. A frequently asked question document was also provided to support the MSs about V2 more frequent asked questions.

EMSA also **announced** that on the **29th November 2010**, it will deploy **the SSN version 2 into the Production** environment. This change has a technical impact to the SSN core and all national systems. MSs have to apply the same XSD 2.05 at the same moment to avoid message rejection. EMSA will communicate additional information to MSs explaining the 'step-by-step' the actions.

The SSN group **noted** the document and the date for deployment of SSN version 2.

Workshop Conclusions / Follow-up Actions

The workshop conclusions/agreements are noted in the relevant paragraphs of the minutes. The follow-up actions are indicated in Annex 4.

Provisional dates for the next SSN workshops are May and October 2011 in Lisbon (1 day meeting). Final dates will be communicated at a later stage.

Annexes

Annex 1 – List of participants

Annex 2 – List of documents

Annex 3 – Workshop Agenda

Annex 4 – Agreement and action items

Annex 1 – Attendance List

Country	Name	First Name	Organisation	E-mail	Attendance on 20.10.10	Attendance on 21.10.10
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Annex 2 – List of SSN 14 documents

I. Introduction

- SSN 14.1.1: Approval of the Agenda (EMSA)
- SSN 14.1.2: Approval of the SSN 12&13 minutes (EMSA)

II. Integration of SSN and LRIT (presentation only)

1. Actual status
2. Integrated Maritime Data Environment
3. Integration Planning
4. SSN HLSG : papers
5. Satellite AIS

III. SafeSeaNet Operational and legal Aspects

- SSN 14/3/1: Progress Report on Incident Reports Working Group outcomes (WGIR)
- SSN 14/3/2: Identification of possible polluters (EMSA)
- SSN 14/3/3: IFCD outline (EMSA)
- Letter from the UK

IV. Status at National Level

- SSN 14/4/1: SSN V1 Status MS level (EMSA)
- SSN 14/4/2: SSN V2 status at SSN core and MS level (EMSA)

V. Any Other Business

- SSN 14/5/1: Data Quality in SSN (EMSA)
- SSN 14/5/2: Action plan for Waste and Security messages in SSN - Reporting formalities Directive (EMSA)
- SSN 14/5/3: SSN Graphical interface new users (EMSA)
- SSN 14/5/4: VMS and Radar pilot project updates (EMSA)
- SSN 14/5/5: 2 way SSL (EMSA)
- SSN 14/5/6: Consolidation of SSN V2 technical documents (EMSA)
- SSN 14/5/7 Proxy pilot project (EMSA)
- SSN 14/5/8: SSN access for other purposes (EMSA)
- SSN 14/5/9: SafeSeaNet Ship AIS messages (Spain, Norway, Germany)
- SSN 14/5/10: Correction of inconsistencies in Incident Reports (UK, Ireland)
- Introduction to the FAL Directive (COM)

Annex 3 –Workshop Agenda

Day 1: Wednesday 20/10/2010		
Time	Agenda Item	For
09:00 – 09:30	Registration and coffee	
09:30 – 10:00	I. Introduction Opening / Introduction (EMSA – LAI) SSN 14.1.1 Approval of the Agenda (EMSA – LAI)	Approval
	1. SSN/LRIT joint session	
10:00 – 11:30	Integration of SSN and LRIT (EMSA – LAI/MCU) 1. Actual status 2. Integrated Maritime Data Environment 3. Integration Planning 4. SSN HLSG : papers 5. Satellite AIS (EMSA – BAL)	Information Information Approval Information Information
11:30 – 11:45	Coffee Break	
	2. SSN Workshop 14	
11:45 – 12:45	SSN 14.1.2 Approval of the SSN 12&13 minutes (EMSA–LAI) II. Input from the Commission	Approval
12:45 – 14:00	Lunch	
	III. SafeSeaNet Operational and legal Aspects	
14:00 – 14:45	SSN 14/3/1: Progress Report on Incident Reports Working Group outcomes (WGIR)	Information
14:45 – 15:15	SSN 14/5/10: Correction of inconsistencies in Incident Reports (UK and Ireland) SSN 14/3/2: Identification of possible polluters (EMSA)	Approval
15:30 – 15:45	Coffee Break	
15:45 – 16:15	SSN 14/3/3: IFCD outline (EMSA – MLI) Letter of the UK SSN 14/3/9: Ship AIS message (Spain, Norway, Germany)	Approval
16:15 – 16:30	V. Any Other Business SSN 14/5/3: SSN Graphical interface new users (EMSA – HRJ)	Approval
16:30 – 16:45	SSN 14/5/8: SSN access for other purposes (EMSA – HRJ)	Approval
16:45 – 17:15	Discussion and conclusion of Day 1	

Day 2 : Thursday 21/10/2010		
09:00 – 09:30	Registration and coffee	For
	IV. SSN Status	
09:30 – 10:15	SSN 14/4/1 SSN V1 Status MS level (EMSA - RFS)	Approval
10:15 – 11:00	SSN 14/4/2 SSN V2 status at SSN core and MS level (EMSA - YLM)	Approval
11:00 – 11:15	Coffee Break	
	V. Any Other Business	
11:15 – 12:15	SSN 14/5/1: Data Quality in SSN (EMSA - GSI)	Approval
	Introduction of the FAL Directive (COM)	Approval
12:15 – 12:45	SSN 14/5/2: Action plan for Waste and Security messages in SSN - Reporting formalities Directive (EMSA - YLM)	
12:15 – 14:00	Lunch	
14:00 – 14:30	SSN 14/5/7 Proxy pilot project (EMSA - EBE)	Information
14:30 – 15:00	SSN 14/5/4 VMS and Radar pilot project updates (EMSA - EBE)	Information
15:00 – 15:30	SSN 14/5/5: 2 way SSL (EMSA - LAM)	Information
15:30 – 15:45	Coffee Break	
15:45 – 16:15	SSN 14/5/6: Consolidation of SSN V2 technical documents (EMSA - LFI)	Information
16:15 – 16:30	Any other Business	
16:30 – 17:00	Discussion and Summary of actions taken - End of Day 2	

Annex 4 – List of action items from the SSN 14 Workshop

Action point	Topic and Action	Due date
1	Germany to inform of the progress made on the HAZMAT reference database at SSN 15.	SSN WS 15
2	EMSA to provide the first draft of the revised Incident Report Guidelines to the IRWG members.	week 44
3	The IRWG to discuss the correction of inconsistencies in Incident Reports	Next IRWG meeting
4	The IRWG to discuss the examples presented regarding the identification of possible polluters in the Incident Report Messages Guidelines.	Next IRWG meeting??
5	EMSA to investigate the technical feasibility of the proposal for avoiding the duplication of reporting obligations to CSN and SSN.	SSN WS 15
6	EMSA and the MSs to set up a drafting working group for the IFCD, based on the proposed ToR.	immediate
7	EMSA to propose to the HLSG to: <ul style="list-style-type: none"> • Extend the time plan for the IFCD drafting; • Expand/improve the IFCD structure to include the functionalities. 	HLSG of March 2011
8	Include in the IFCD WG the discussions on Ship AIS messages.	/
9	EMSA to correct the form for SSN access for other purposes.	immediate
10	EMSA to include in the procedure the reporting to the SSN group on the accesses to SSN for "other categories of users" under pilot conditions.	immediate
11	EMSA to include in the future data quality checks also the data going 'out' (responses).	2011
12	MSs to take corrective actions to improve the quality of their data provided to SSN.	on going
13	EMSA and the MSs to follow the action plan for Waste and Security messages in SSN	/
14	EMSA to provide updates to the Proxy pilot project	SSN WS 15
15	EMSA to provide updates to the VMS and Radar pilot projects updates	SSN WS 15
16	EMSA to manage a conference call with CYPRUS about 2 way SSL	First week of November.

Annex 5 – SSN Working Group on “Incident Reports” Revised Terms of Reference

1 - Mandate

The SSN Working Group on “Incident Reports” should, taking into account existing specifications of the SSN system; 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 Incident Reports messages to remove inconsistencies or still remaining open issues.
- 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
- propose actions to improve and standardize the level of reporting of Incident reports

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

Each Country participating in SSN and the European Commission has the right to nominate members of the group by the 1st of November 2010~~09~~. **The MSs involved in the IRWG in 2009-2010 will remain unless expressed otherwise.** Other appropriate representatives of SSN user groups (such as law enforcements authorities, masters, ship-owners, 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 or 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 ~~2011~~ to be transmitted to the SSN Group members and allow for a feedback 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 **at the Workshop programmed to take place in the second semester of 2011** for agreement and implementation.

6 - Duration of these ToR.

At the Workshop programmed to take place in the second semester of ~~2011~~ the mandate of this working group will expire, and be renewed if necessary with new ToR.

Annex 6 – SSN IFCD drafting Working Group

Terms of Reference

1 - Mandate

The SafeSeaNet "IFCD Drafting Working Group" (hereinafter referred to as "the IFCD WG" or simply "the WG") shall, in cooperation with EMSA and taking into account the existing specifications and the new developments of SSN, draft the new IFCD document to be submitted to the SSN Group and to the SSN HLSG.

While drafting the IFCD, the WG shall in particular ensure:

- supporting in laying down of the technical chapters of IFCD;
- drafting the first version of the IFCD to be submitted to the SSN Group.

The WG shall take into consideration that the IFCD shall describe the performance requirements and procedures applicable to the national and central elements of SafeSeaNet, in accordance with Annex III of Directive 2002/59 EC as amended.

With respect to access rights for additional user categories, the relevant section(s) of the IFCD will be drafted based upon the outcome of discussions held in the HLSG. Given their policy-related nature, these are to be considered beyond the scope of this WG.

With respect to the provisions related to system security, the relevant section(s) of the IFCD will be drafted based upon the outcome the security study on SSN network data confidentiality and security.

2 - Resources and Members of the Group

Each Country participating in SSN and the European Commission has the right to nominate members of the WG by the 21st October 2010 (during SSN WS 14).

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

3 – Working methodology

EMSA will provide a version 'zero' of the document, which is intended to be a live document to support the tasks assigned to the WG. Each representative of the WG will be tasked to draft one or more section(s) of the document.

The WG will work by correspondence mainly. At least 2 meetings are foreseen and additional meetings might be scheduled, if necessary. When meeting outside EMSA's premises travel costs shall be supported by each participant. EMSA may chair the meeting if the hosting MS requests.

The time plan to produce the first draft is very short (end of January 2011), so the workload is expected to be heavy.

4 – Deliverables and time plan

The following time plan is proposed for the Working Group:

Date	Task	Responsible
2010		
IFCD WG		
21 Oct	IFCD v0.1, working document to support the task assigned	EMSA
	Distribution of tasks to each participant of working group and organisation of the work	IFCD WG
22 Nov	First deliverable of the IFCD drafted chapters	IFCD WG
30 Nov	Distribute first consolidated version of the IFCD to the WG	EMSA
09 Dec	WG 1 st meeting	IFCD WG
16 Dec	Report of 1 st meeting including follow-up actions	EMSA
2011		
14 Jan	Second deliverable of the IFCD drafted chapters	IFCD WG
20 Jan	Distribute second consolidated version of the IFCD to the WG	EMSA
27 Jan	WG 2 nd meeting	IFCD WG
31 Jan	Report of 2 nd meeting including IFCD first draft	EMSA
SSN Group		
31 Jan	Distribute the IFCD first draft prepared by the WG to SSN Group	EMSA
14 Jan	Closing date for comments by SSN Group (by email)	SSN Group
25 Feb	IFCD first draft sent to the HLSG 5	EMSA
HLSG		
Mar.2011	Submit the IFCD first draft for information	COM/EMSA
Oct.2011	Submit a consolidated version with chapter 6 (Roles and responsibilities) and 7 (System security)	COM/EMSA
2012		
Mar.2012	Submit the IFCD final draft	COM/EMSA

The IFCD first draft should be ready by end January 2011 to be transmitted to the SSN Group members (by correspondence) and allow for a feedback during 2 weeks prior to the HLSG 5 (March 2011).

5 - Acceptance

The first draft of the IFCD will be submitted to the SSN Group for agreement (by correspondence) and then submitted to the HLSG 5 (March 2011) for examination and approval.

It is expected to have the final version and any amendments thereto ready for approval by the HLSG meeting scheduled for March 2012, so the WG might be requested to do additional reviews during this period.

6 - Duration of these ToR.

At the HLSG meeting programmed to take place in March 2012 the mandate of this working group will expire, and be renewed if necessary with new ToR.