EMSA

European Maritime Safety Agency

Workshop Report

Working Group Operations

Held in Paris (France) on
23 January 2009

Background

I. Introduction

The "SSN Ad-hoc group operations" (WGO) was created by the SSN WG 10 with the general objective to propose by July 2009 to the MS representatives in the SSN group "the Minimum common Service levels in MS" for the operation of SSN.

The workshop was co-chaired by Ms. Helena Ramon and Mr. Yann Le-Moan.

The meeting was attended by delegations from: **Belgium, Finland, France, Italy, Latvia, the Netherlands, Norway, Portugal, the United Kingdom** and the European Commission. Representatives of ESPO also participated.

The list of participants is attached as **Annex 1** and the workshop programme as **Annex 2**.

All the documentation presented, including terms of reference of the WGO, power point presentations and this report are available at:

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

Workshop Objectives

The following initial tasks were included in the agenda of this first meeting:

- Agree the list of Minimal operational services to be provided for SSN and identify the time critical ones requiring a 24/7 service;
- Agreed slight revisions to the Incident guidelines
- Agree on 7 out of the 10 procedures proposed by EMSA for communication among MS and between those and the MSS services

Workshop Programme

1- Opening / Introduction (FR/EMSA/COM)

Mr. Jean Bernard Erhardt of the French Maritime Affairs Department welcomed the participants, highlighting the expectations the WG created and that the main purpose is to improve the quality of SSN and streamline the relations within the SSN community.

It was noted that the global structure of the report to the SSN group by July will be the following:

- Minimal common services with description and level of criticality
- Best practices per service
- Set of Communication procedures (to be introduced in the SSN Handbook for MS)
- Action plan for implementation

During the introduction it was recalled that the objective of the group is limited to services and procedures linked to the current SSN version.

Mr. Urban Hallberg recall the challenging period SSN is facing (Thetis messages, concept of the "integrated maritime surveillance" enlarging the scope of the monitoring activities, etc.), indicating that in the mean time SSN should be maintained operational on its current version. It was also mentioned that visits to MS (6 in 2009) would start this year to audit 2002/59 Directive implementation. At last, COM proposed if needed to make a proposal to the SSN Management Group to be conveyed by COM to support proposals that might entail budget/personnel consequences.

2- Approval of the agenda

The agenda was approved.

3- NCA 24/7 Minimum common operational services

Norway presented their national SSN system, recalling the relevance of a service (in their case a VTS) in charge of monitoring but also giving advice to users and providing a common place to ask for information. Finland described its system, how data is retrieved from the different national data providers and the agreements for monitoring and maintenance of such systems already in place.

The draft list of Minimal operational services (described in the reference document "Draft discussion paper for the SSN Operations Working Group") was agreed, including the identification of those considered critical. It was only suggested to mention among them the "operational helpdesk".

Norway was assigned to propose a matrix indicating the time response for each service, including a detailed description of each one.

4- Revision of procedures (part I).

It was underlined that these procedures are not aiming at any national internal procedures, being that the responsibility of each MS. The group agreed on the 7 procedures presented in terms of process and objective.

4-1 Providing information when employed the phone&fax solution

The Group agreed that this role can only be performed by an LCA or NCA, without giving contact details of shipping companies, agents or the ship itself.

This procedure will be revised by the UK.

4-2 Reporting technical failures or planned interventions

The Group agreed on the procedure and made the following suggestions:

- The banner (drifting header message) on the SSN web interface should be used to notify on any planned maintenance or technical failure on a MS
- The pop up window when the information is not available (on the web) and the receipt message (on XML) should be used to provide the contact details of the NCA 24/7 when the national system is down.
- It was also suggested by COM to employ the Incident Report Distribution tool to report such failures to MS, from any MS itself.

Italy will review this procedure.

4-3 Providing information during technical failures or planned interventions

The Group agreed that for the time being only NCAs will have access to the list of NCAs and LCAs in SSN in order to verify the identity of any requestor.

The UK will revise this procedure and propose a template for the "fax request".

5- Revision on the "Incident reports messages guidelines"

The Group agreed on the proposed changes and that a new version will be posted at the EMSA extranet (version 1.6).

6- Revision of procedures (Part II)

6-1 Sending Incident Report notifications

The Group agreed on the procedure. COM proposed to enlarge the scope of the report and when so considered, alerts should be sent also to non-EU countries.

The proposal for testing a new functionality for those providing Incident Reports via XML was accepted by Norway and the UK. This new functionality will allow MS sending incident reports via XML to distribute them.

NO accepted to review this procedure.

6-2 Reception of a distributed incident report

No comments were received regarding this procedure, apart from the issue of how the result of any requested inspection should be provided. The Group agreed on the procedure and noted that additional notification will be provided via the alert distribution tool or XML, if feasible.

FR will review this procedure.

6-3 Clarification of ship details

The group agreed that Belgium will revise this procedure, according to the comments received (mainly related to the possible profit of these validation process performed by the MSS)**.**

6-4 Locodes management

The group agreed on the procedure presented. NL and COM proposed to review it at the following meeting to input any information from current procedure for update of LOCODES in inland navigation. COM will report on this issue.

7- The storage of data and archive duration

The document was very well received as it was making a clear distinction between operational data (which should be "on line") and historical data, which can be employed for accident investigation, safety assessments, etc.

The group agreed that COM and MS would, at the next meeting, provide feedback on the legal basis for the minimum period of data storage by Administrations. The rules will then be reviewed in parallel with the procedure proposed in the discussion paper by EMSA.

Workshop Conclusions / Follow-up Actions

1. Following the meeting: EMSA to present on its webpage the draft report of the meeting with all the presentations and the new version of the incident guidelines
2. Within three weeks of the meeting (by 13th February):
   - Member States that have agreed to review the detailed drafting of the documents should send the revised version (see under point 2)
   - Member States will communicate best practices relating to the duties identified in the "Minimal operational service list"
   - IT to confirm possibility to host second meeting in Rome
   - EMSA to propose draft action plan
3. Maximum by 20 March (one month before meeting) send to participants the above revised documents
4. One day in week 17 (20/24 April) second meeting of the group with following agenda:
   - Agreement on revised documents of first meeting
   - Review procedures 6.7 "Management of LOCODES", 6.8 Mismatched or missing information in SSN"; 6.10 "Requesting and providing historical data" (FR document) submitted to first meeting
   - Review presentation of best practices per MS service
   - Draft Action Plan

Annexes
Annex 1 - List of participants
Annex 2 – Workshop agenda

List of participants of the "SSN Operations" Working Group

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AGENDA
OF THE SSN WORKING GROUP OPERATIONS
23 JANUARY 2009 (9:00 – 17:30)

	Speaker
09:00 – 09:15 Welcome	France – chair person EMSA/COM
09:15 – 09:30 Approval of the agenda	Participants
09:30 – 10:30 NCA 24/7 Minimum common operational services. Norwegian example and further discussions.	Norway EMSA to present list from discussion paper
10:30 – 10:45 Coffe break	
10:45 – 12:15 Revision of procedures (included in the "Draft discussion paper) ***Providing information when employed the phone&fax solution*** ***Reporting technical failures or planned interventions*** ***Providing information during technical failures or planned interventions***	EMSA (HRJ)
12:15 - 13:45 Lunch break	
13:45 – 15:00 Revision on the "Incident reports messages guidelines"	EMSA (GSA)
15:00 – 15:15 Coffe break	
15:15 – 16:00 Revision of procedures ***Sending Incident Report notifications*** ***Reception of a distributed incident report*** ***Clarification of ship details*** ***Locodes management***	EMSA GSA GSA HRJ HRJ
16:00 – 16:30 The storage of data and archive duration	France (YLM)
16:30 – 17:00 Distribution of the work and definition of deliverables	Participants
17:00 – 17:30 Date and place of the next meeting	Participants