

SafeSeaNet Workshop no. 20
Agenda item III
6 November 2013

SSN 20/3/2 (v1.00)
Lisbon, 1 October 2013

SAFESEANET OPERATIONAL AND LEGAL ASPECTS

SSN Change Management Evaluation Report

Submitted by EMSA

<i>Summary</i>	This document presents Change Management Evaluation Report as introduced in the Change Management Framework document.
<i>Action to be taken</i>	As per paragraph 3
<i>Related documents</i>	a) SSN Change Management Framework b) SSN 19.3.1 Documentation Correspondence Group

1. BACKGROUND INFORMATION

At its last meeting (SSN19), the SSN Group approved the content of the Change Management Framework document (CMF). The document describes the process by which changes to the SSN system are decided upon, introduced and managed. Its objective is to ensure that every Request for Change (RFC) is recorded, evaluated, authorised and then implemented.

According to its chapter 5, a Change Management Evaluation Report should be presented to the SSN group on a yearly basis in order to report on progress made regarding treatment of RFCs.

2. CURRENT STATUS

The CMF has been applied on changes which were already in progress at the date of SSN19 and on new RFC registered since SSN19.

At this stage, the number of RFC is limited and therefore the report consists of a detailed list of RFCs with their status. The report does not yet provide statistics or indicators as foreseen in the CMF.

The list is provided in Annex.

3. ACTIONS REQUIRED

The Member States are invited to note the information provided.

Annex: List of RFCs

ANNEX

RFC ID	Title	Category	Initiator	To be approved by	Approved by	Status	Schedule
artf7450	Add ship when receiving a notification with an IMO number not listed in SSN OVR	Functional	MS		EMSA	Closed	WEB GI 2.1.0.6.6
artf8104	Phase out of SSN version 1 Port and Hazmat notifications	Functional	SSN Group		SSN Group	Delivered	SSN version 2.07
artf7507	New Incident Report framework	Functional	HLSG		HLSG	Delivered	SSN version 2.07
artf7463	Reject the new calls and call updates with ATD but no ATA	Functional	SSN Group		SSN Group	Delivered	SSN version 2.07
artf7466	Rejection of notifications with ATA older than one year	Functional	SSN Group		SSN Group	Delivered	SSN version 2.07
artf7464	Implement warnings when ATA or ATD are in the future	Functional	SSN Group		SSN Group	Delivered	SSN version 2.07
artf8076	Refurbishment of SSN GI	Functional	EMSA		EMSA	Scheduled	WEB GI 2.2
artf8151	Element CargoManifest should not be mandatory in PortPlus notifications	Functional	SSN Group		SSN Group	Approved	
artf8074	Locations base registry and associated web-services (as introduced in SSN 19/3/3)	Functional	EMSA		EMSA	Approved	
artf8150	Reference vessel database and associated web-services Pilot Project	Functional	HLSG		HLSG	Approved	
artf8149	Phase out request/response of PORT and HAZMAT V1 notifications	Functional	SSN Group		SSN Group	Approved	SSN version 3
artf7452	Include "function 7" LOCODES from UNECE	Functional	SSN Group		SSN Group	Approved	
artf7488	Archiving of ship call data (See paper SSN 20/4/4)	Functional	EMSA	SSN Group		Assessed	
artf8067	Reporting formalities: Notification of Waste, Security and Hazmat information through System Interface (See paper SSN 20/4/3)	Functional	SSN Group	SSN Group		Assessed	SSN version 3
artf8072	Improvement of the MRS framework (See paper SSN 20/4/1)	Functional	SSN Group	SSN Group		Assessed	SSN version 3
artf7726	SSN XML reference 2.07 - Typo correction	Documentation	MS	SSN Group		Assessed	XMLRG: draft for SSN20
artf8254	Replace in the warning messages "SSN Registry" with "Ship database"	Documentation	MS	SSN Group		Assessed	XMLRG: draft for SSN20
artf8068	Reporting formalities: Impacts on Web interface	Functional	SSN Group	SSN Group		Logged	SSN version 3
artf8101	Keep hazmat information available after the cancelation of a call	Functional	SSN Group			Logged	
artf7467	Warning when location does not exist in the THETIS DB	Functional	SSN Group		SSN Group	Cancelled	
artf7465	Reject notifications without ETAToPortOfCall unless the ship call is cancelled	Functional	SSN Group		SSN Group	Cancelled	SSN version 2.07

Status date: 30/09/2013

Category: this can be one of the following options:

- Bug fix: change is necessary because the system does not function as expected (according to its documentation, or to a normally expected behaviour).
- Documentation: change is limited to the SSN documentation. There is no impact on the system.
- Functional: change is on a functionality of the system.
- Technical: change is limited to the technical environment of the system. It does not affect any functionality of the system.
- User interface: change is on the user interface (web or graphical) and does not have any impact on any functionality. This is mainly text errors (grammar, spelling, etc.) or adjustments (graphical alignment, formatting, etc.).

Status: this can be one of the following options:

- Logged: the RFC is registered in the change management database.
- Assessed: the RFC has been analysed and assessed by EMSA.
- Approved: the RFC is approved by the relevant body (HLSG, SSN Group or EMSA).
- Rejected: the RFC has been rejected by the relevant body and will not be implemented.
- On hold: the RFC has been put on hold. This can happen when further elements are necessary to implement the RFC, or when the RFC is not approved but kept for future evaluation.
- Scheduled: Work to implement the RFC has been scheduled and a target release has been identified.
- Delivered: the RFC is implemented and being tested
- Ok for release: the RFC has been successfully tested and is waiting for release.
- Cancelled: the RFC has been cancelled (although approved) and will not be released.
- Closed: the RFC has been implemented and released.