Meeting Report

IMP Demonstration Project Workshop

Held in Rome on
17-18 July 2013

1. Background

This workshop aimed at addressing the design of the National Single Window (NSW) prototype in the context of the IMP Demonstration Project led by EMSA.

Six Member States participating to the project were represented at the meeting: Bulgaria, Greece, Italy, Malta, Norway and Romania. In addition, two experts from Intrasoft International (II) attended the meeting. The list of participants is attached as **Annex 1**. The agenda of the meeting is attached as **Annex 2**.

The meeting was chaired by Mr Lazaros Aichmalotidis, Head of Unit C2 Vessel Traffic and Reporting Services.

All the workshop presentations are stored at:

http://emsa.europa.eu/documents/workshop-presentations-a-reports.html

2. Introduction and approval of the agenda

Rear Admiral Pierro Pellizzari, representing the hosting Administration, welcomed the participants and recalled that the IMP Demonstration Project is an ambitious project and that the Italian administration is willing to work with EMSA as a team.

Mr Aichmalotidis thanked the Italian Coast Guard for hosting the meeting and recalled that the IMP Demonstration Project is led by EMSA as a follow up of a delegation agreement with the Commission. He advised that although this is a project of a limited budget and involved MS, there is a lot of administrative work to be done for the preparation and coordination of the operational tests of the prototype.

The draft agenda was introduced and approved.

3. Technical presentations

EMSA presented 22 leading principles that will be applied for building the NSW prototype. The outcome of the discussion (comments and actions points) is indicated in the attached **Annex 3.**

II introduced the overall system structure of the NSW. Use cases and business process were introduced while presenting the design of the web user interfaces. II also presented mock-ups of the web user interface. The outcome of the discussion is indicated in the attached **Annex 4.**

4. Feedback from MS on current situation and plans

Bulgaria: The implementation of directive 2010/65/EU is coordinated by Bulgarian Ports Infrastructure Company. The existing national system complies with the FAL convention, and the NSW would be built from it. There is no PCS in Bulgaria.

Greece: The implementation of the directive is coordinated by the Ministry of Shipping, Maritime Affairs and the Aegean. Greece participates to the ANNA project. There is no PCS in Greece.

Malta: The implementation of the directive is coordinated by Transport Malta. Malta is an observer to the ANNA project and intends to implement the master plan from the ANNA project. There is a PCS in Malta. An important issue will be the involvement of the shipping agents, as they already report to the PCS.

Italy: Italy participates to the ANNA and MIELE project. An important issue will be the standardization of the interface with the PCS which currently depend on distinct local agreements. There are four major PCS in Italy. The Custom administration already owns a single window system and works toward the interoperability with the NSW.

Norway: The implementation of the directive is coordinated by the Norwegian Costal Administration. The major challenge of the NSW project is the involvement of the Shipping Industry. They may consider the NSW as an additional burden (especially cruise liners). There is no PCS and every port has its own system.

Romania: The implementation of the directive is coordinated by the Naval Authority. Romania participates to the ANNA project. There is no PCS in Romania.

5. Requirements at National Level

EMSA presented a project planning and the requirements to participant MS regarding the management and coordination of the operational tests as follows:

Activity	Start Date	End Date
Cycle 1 – Design		
Detailed specifications	25/06	04/09
MS: Provide comments on list of data elements, comments on GUI mock-ups, details regarding hosting capacity and licenses, contact details of Contact Person and NSW Administrator.		31/07
EMSA: Distribute Test Plan to MS		16/09
Technical Analysis		
MS: Provide documentation on national systems		12/08
Technical analysis	12/08	23/09
Cycle 2		
EMSA and MS: Set-up of the hosting environment.		16/09
MS: Test connectivity with the test environment and confirm readiness.	16/09	20/09
MS: Operational Tests	23/09	04/11
EMSA: Compile operational test report	04/11	11/11
Cycle 3		
MS: Operational Tests	20/12	27/01/2014
EMSA: Compile operational test report	27/01/2014	03/02/2014

Each participating MS should appoint a Contact Person. Contact Person is responsible for:
- Liaising with EMSA,
- Involving testers,
- Coordinating the operational tests at national level,
- Reporting findings to EMSA.

Stakeholders from both ends should be involved as testers:
- Authorities: port, waste, border control, health, security, customs authority...
- Ship data providers: Shipping companies, shipping agents.

Each participating MS should appoint a <u>NSW Administrator</u>. The NSW Administrator is responsible for:

- The administration of the NSW: user accounts and access rights, ship data, configuration: ports, formalities, distribution rules to authorities,
- The test environment: installation of the NSW, database administration.

For the purpose of the technical analysis, which will assess the existing national systems and draw recommendations on interfacing them with the NSW, participating MS are requested to <u>provide documentation</u> on their National SSN Systems, authorities' operational systems and Port Community Systems.

EMSA reminded that the NSW prototype is not meant to replace the existing national SSN system. During the operational tests, users involved will still have to continue using the existing systems in parallel to the NSW prototype.

The test documentation that EMSA will distribute to the participant MS will include: the test cases, communication procedures, instructions on how to report findings, functionalities covered by the prototype and its limitations. The technical specifications of the System Interface to the Ship Data Providers will be communicated along the test documentation.

Hosting requirements were introduced by II that advised that even if open source software is proposed, the preferred choice is Weblogic and Oracle. Oracle generally permits the use of the software for free when this is for testing. It may therefore not be necessary to buy licenses. EMSA advised that digital certificates will be issued by EMSA.

The group **agreed** that

a. EMSA will prepare a general presentation of the project, to be communicated to the stakeholders involved in the tests.

b. EMSA with the support of the contractor will check the requirement regarding the application server's disk size.

c. Licensing conditions regarding Oracle software for the purpose the IMP demonstration project have to be verified by the MS with their vendors.

6. Conclusion of the meeting

Participants are invited to provide to EMSA <u>before 31 July</u>:

a. Contact details of the Contact Person and of the NSW Administrator,

b. Comments on the Web user interface (EMSA will provide a questionnaire),

c. Comments on the list of data elements supported by the NSW as distributed before the meeting,

d. Confirmation and details regarding the technical capacity to host the prototype, and choice of the software licensing option (open source or Oracle).

Participants are invited to provide to EMSA <u>before 12 August</u> documentation regarding their national SSN system, authorities' operational systems and Port Community Systems. The documentation should cover:

- Stakeholders involved, business processes covered,

- Technical architecture,

- Relevant existing system interfaces, with their specifications.

As a follow-up to the workshop meeting, EMSA will:

- Include the agreed changes to the leading principles,

- Check if the leading principle "no timeliness control" is consistent with controls done by SSN Central System,

- Assess with the SSN community the issue of access by the ship data providers to information from SSN, and provide details regarding the access controls which will be implemented in the NSW prototype,

- Analyse the proposed changes and improvements to the Web User Interface,

- Prepare a general presentation of the project, to be communicated to the stakeholders involved in the tests,

- Communicate the detailed specifications of the prototype to the participant MS, once available.

Annexes

Annex 1 – List of participants

Annex 2 – Meeting Agenda

Annex 3 – Leading principles

Annex 4 - Design web user interface

Annex 1 – Attendance List

Country	Name	First Name	Organisation	Email
BULGARIA	Hadzhiev	Vasil	Bulgarian Ports Infrastructure Company	v.hadzhiev@bgports.bg
BULGARIA	Ivanov	Kiril	Bulgarian Ports Infrastructure Company	k.ivanov@bgports.bg
GREECE	Stratogiannis	Dimitrios	Ministry of Shipping, Maritime Affairs and the Aegean	dstratogiannis@hcg.gr
ITALY	Pellizzari	Piero	Italian Coast Guard	piero.pellizzari@mit.gov.it
ITALY	Gionfriddo	Marco	Italian Coast Guard	marco.gionfriddo@mit.gov.it
ITALY	Puntin	Daniele	Italian Coast Guard	daniele.puntin@mit.gov.it
ITALY	Miele	Gioconda	Ministry of transport	
ITALY	Alati	Giusseppe	Ministry of transport	
MALTA	Zahra	Antoine	Transport Malta	antoine.zahra@transport.gov.mt
MALTA	Cassar Simmonds	Bjorn	Transport Malta	bjorn.cassar-simmonds@transport.gov.mt
NORWAY	Fjetland	Steinar	Norwegian Coastal Administration	steinar.fjetland@kystverket.no
NORWAY	Hauge	Jarle	Norwegian Coastal Administration	jarle.hauge@kystverket.no
ROMANIA	Apostol	Silviu	Romanian Naval Authority	sapostol@rna.ro
ROMANIA	Trandafir	Razvan	Romanian Naval Authority	rtrandafir@rna.ro
	Thanasopoulos	Ilias	INTRASOFT	elias@pixelpeacock.com
	Argyropoulos	Aggelos	INTRASOFT	aggelos.argyropoulos@intrasoft-intl.com

EMSA staff

Name	First Name	E-mail
Aichmalotidis	Lazaros	Lazaros.AICHMALOTIDIS@emsa.europa.eu
Duchesne	Philippe	Philippe.DUCHESNE@emsa.europa.eu

Annex 2 – Meeting Agenda

Time	Topic	Speaker
Wednesday 17 July		
09:00	Registration	
09:30	Introduction meeting objectives	EMSA
10:00	Leading principles of the NSW	EMSA
11:00	**Coffee break**	
11:15	Use cases & Logical data model	EMSA Contractor
12:30	**Lunch break**	
13:30	Feed-back from MS on current situation and plans: • Bulgaria • Greece • Italy • Malta • Norway • Romania	ALL
14:00	Design of the web user interface (submitting reporting formalities)	EMSA Contractor
15:45	**Coffee break**	
16:00	Design of the web user interface (Distributing information from formalities)	EMSA Contractor
17:30	**End of meeting**	
Thursday 18 July		
09:30	Requirements at national level	EMSA Contractor
09:45	Design of the web user interface (finalize)	EMSA Contractor
11:00	**Coffee break**	
11:15	Review of final design approach	EMSA / ALL
12:15	Conclusion of the meeting – next steps	EMSA / ALL
12:30	**End of meeting**	

Annex 3 – Leading principles

The comments and actions points on the leading principles are presented below:

Principle	*Comments and decisions of the workshop*
P2 – System overview	Information to relevant authorities: replace "Distribute" by "make available" **(Action Point 1).**
P3 – System overview	The connection of the NSW with national SSN systems and port community systems is not in the scope of the project at this stage. Port authorities will use the web interface of the NSW to consult information.
P10 - No check on timeliness of notifications	EMSA will check if this principle is consistent with controls done by SSN Central **(Action Point 2)**. NO will provide details regarding the "timeliness" controls which they intend to implement in their NSW **(Action Point 3)**.
P11 - No check on completeness of notification for a ship	EMSA will investigate the possibility to further develop the prototype at a later stage to include controls regarding the timeliness and completeness of information reported. This could take the form of warnings to competent authorities and ship data providers **(Action Point 4)**.
P13 - Journal Number P14 – Voyage Number	EMSA clarified that the journal number will be different at arrival and at departure for the same port call. The mechanism for the definition of the ShipCallID when forwarding the information to SSN will be clarified during the design phase. EMSA clarified that the journal number and voyage number are only to be provided when using the System Interface (not the Web User Interface).
P15 - Re-use of information for pre-arrival notifications – National level P16 - Re-use of information for pre-arrival notifications – SafeSeaNet (SSN) Level P17 - Re-use of information for pre-departure notifications	EMSA clarified that the re-use functionality is only offered in the Web User Interface (not in the System Interface). EMSA advised that the NSW will include access control of ship data providers to the information based on access rights defined by the NSW administrator and based on the ship's company and the port of call. This will be further defined during the design phase. EMSA will communicate the access control rules to be applied in the NSW prototype **(Action Point 5)**. EMSA will assess with the SSN community the "re-use" issue for information for data exchanged through SSN and made available to the ship data providers **(Action Point 6)**.
P18 - Consolidation of notifications	"Stored separately" should be replaced by "the NSW makes the distinction between" **(Action Point 7)**.
P19 - Distribution of information to authorities	EMSA clarified that other authorities functions may be defined by the NSW administrator
P23 - Acknowledgment message	EMSA clarified that the acknowledgement message is communicated to the ship data providers through the System

	Interface and the Web User Interface as well as via email.

Annex 4 – Design web user interface

The group **agreed** EMSA to analyse the following improvements:

- "Ship notification list": integrate the list of port calls from SSN and from the NSW in one unique list, in order to avoid the confusion regarding the button "last port calls from SSN".

- Add information regarding the port call in the header section in each tab.

- Add the ship's type in the header section in each tab.

- Add a save button, which saves the information already reported without submitting the information to the authorities. Saved notifications can be further processed by the Ship Data Provider at later stage.

- Place a tool-tip with definition and format information to each field.

- Apply a horizontal flow of fields in forms.

- Move the most used fields at the top of the forms.

- Replace "Yes/No" standard lists with check-boxes.

- Replace multi-selection lists with check-box lists (allow users to select any number of items).

- Limit tables in length (use scroll-boxes or paging).

- Tab "Port": group information required to ships eligible to Expanded Inspections.

- Tab "DPG": add an upload facility from XLS files. Note: EMSA advised that the XLS files will have to comply with a unique template.

- Tab "Ship stores": use a predefined list of values for ship's stores descriptions.

- Tab "Security": remove field "Ship security procedures in ship-to-ship activity", its value will be considered as Yes if any ship-to-ship activity is reported.

- Tab "Crew & Passengers": swap crew and passengers lists.

- Confirmation page: in the overview page, include all information which is not lists and provide all information including lists in a PDF.

- Confirmation page: inform of information not provided.

- Allow use of other character sets (Cyrillic).

- Support national languages in addition to English.