

7th Meeting of the LRIT NCA's
Agenda item 2
Lisbon, 24 May, 2013

LRIT NCA Group Rules of Procedure
Submitted by EMSA

<i>Action to be taken</i>	The LRIT NCA's are invited to review this paper prior to the 7 th LRIT NCA meeting and comment during the meeting on whether this document meets their requirements.
<i>Related documents</i>	<ul style="list-style-type: none">• None

1. INTRODUCTION AND PURPOSE

This document was requested by several LRIT NCA Group Participants at the 6th LRIT NCA meeting. EMSA has therefore drafted these Rules of Procedure for the group for discussion purposes and approval at the meeting.

The objective is to set-out the aim and remit including the rules that govern the group.

2. ACTION REQUIRED

All Participating States of the EU LRIT Data Centre are therefore requested to review this document in Annex I to ensure that it meets their needs and requirements.

Following discussion at the 7th LRIT NCA meeting, the LRIT NCA Group Rules of Procedure will be finalised and accepted for the group.

Annex I- Rules of Procedure for the LRIT NCA Group

Document Approval

	Name	Date
Prepared by:	EMSA	
Checked by:	LRIT NCA Group	
Quality control by:	EMSA	
Approved by:	LRIT NCA 7 th Meeting	

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Objectives

Rule 1. Objectives

The objectives of the LRIT National Competent Authority Group, hereafter called the LRIT NCA Group, are to:

- Have a forum for all EU LRIT Data Centre Participating States (EU MS, Norway, Iceland, Overseas Territories and Third Countries) to exchange information on LRIT issues and to be consulted on new functionalities and user requirements.
- Facilitate regular reporting on the performance of the EU LRIT Data Centre and the International Data Exchange which EMSA hosts and operates.
- Agree on relevant documents and/or decisions for the EU LRIT DC and/or IDE operations and/or LRIT data exchange.

5. Representation

Rule 2. Representation

- A. The LRIT NCA Group shall consist of delegations from each of the countries participating in the EU LRIT Data Centre which includes delegations from the European Union Member States, EEA Countries, Overseas Territories and any Third Countries in addition to the European Commission and EMSA.
- B. Each NCA shall notify EMSA of the names and functions of the members of their delegation at least one week before the meeting by registering on the online registration system provided by EMSA.
- C. A maximum of two representatives per EU DC Participating State are invited to the meeting and the reimbursement of participants will be done in accordance with the EMSA reimbursement rules for these types of meetings.

6. Meetings

Rule 3. Location of Meetings

The LRIT NCA Group shall meet at EMSA, unless the participants decide otherwise.

Rule 4. Dates of Meetings

- A.** The LRIT NCA Group shall meet as decided by common agreement, normally twice per year, but not less than once in any twelve-month period.
- B.** The dates of meetings of the LRIT NCA Group shall be communicated to all participants at least 2 months in advance.

7. Officers

Rule 5. Chairperson

The Chairperson of the LRIT NCA Group will normally be an EMSA official designated by the Agency. EMSA will notify NCAs of a change in Chairperson as soon as this information is known by amending the draft agenda.

Rule 6. Responsibilities of the Chairperson

- A.** The Chairperson shall exercise his/her responsibilities under the authority of EMSA and in accordance with these rules of procedure.
- B.** During meetings, the Chairperson shall act in accordance with customary practice. The Chairperson shall:
 - (i) open and close the meetings;
 - (ii) direct the discussions and deliberations;
 - (iii) give the floor to speakers in the order in which they request it;
 - (iv) strive to seek unanimity;
 - (v) announce the decisions and conclusions of the discussion and;
 - (vi) ensure a report of the meeting is prepared by EMSA.
- C.** Between the meetings, the Chairperson shall:
 - (i) ensure appropriate coordination and communications, as may be required by the on-going LRIT related activities, and;

(ii) ensure the preparation, distribution and archiving of the agenda and the documents on the LRIT Extranet pages of the EMSA Extranet or any other online forum in the EMSA website so that these can be easily accessed by the LRIT NCAs.

Rule 7. Secretariat of the Group

EMSA will provide the secretariat for the LRIT NCA Group which will include assisting the Chairperson in carryout his/her responsibilities as well as being responsible for the production of the relevant agenda, papers and meeting reports.

8. Procedure for the meetings

Rule 11. Meeting Preparation

A. Agenda

A.1) A draft agenda for the subsequent meeting shall be sent out with the invitation to the meeting to all LRIT NCAs at least 30 days prior to the meeting. This will be done electronically by EMSA.

A.2) Additional items may be added to the draft agenda at the request of (a) delegation(s) up to **15 days** prior to the meeting.

A.3) Items relating to urgent matters may be proposed at any time by EMSA or a delegation.

A.4) The draft agenda will be subject to approval as the first item of business of the meeting.

B. Documents for Meetings

B.1) Documents addressing items on the draft agenda shall be submitted to EMSA for distribution up to **30 days** prior to the meeting. EMSA shall make available these documents from delegations as well as any other documents drafted by EMSA to all LRIT NCAs within **20 days** of the meeting date. All documents will also be accessible via the EMSA LRIT Extranet under the specific meeting.

B.2) Documents received by EMSA after the above mentioned time limits shall be distributed as information papers, and may be considered at the meeting with the agreement of all members, or at subsequent meetings.

B.3) Documents in support of urgent matters, as provided for in Rule 8.A.3, may be submitted at any time prior to or during a meeting. These papers will also be placed subsequently on the EMSA LRIT Extranet under the specific meeting.

Rule 9. Proceedings

- A.** The Chairperson shall act in accordance with Rule 6.A and conduct the meeting in accordance with Rule 6.B.
- B.** At the beginning of the meeting, any member of the group may make proposals for additional issues for discussion at the end of the meeting under the section "any other business".
- C.** As far as possible, the members of the group who are present at the meeting, taking into consideration those who have communicated their opinion in writing on a particular subject before the meeting, shall strive to reach consensus in formulating positions, opinions or recommendations.
- D.** If no consensus is reached, the chairperson might submit the decision to a vote. In that case, a majority of at least 2/3 of the members of the group who are present is required to adopt an opinion, position or recommendation. Each EU DC Participating Country has one vote, except for EMSA that has no vote.

Rule 10. Meeting Records

- A.** The LRIT NCA Group shall receive a draft of the meeting report within 3 weeks after the meeting.
- B.** All LRIT NCAs will have **3 weeks** to give any comments or amendments to EMSA prior to the document being sent out to all LRIT NCAs as final. The draft and the final reports will be placed on the LRIT Extranet (<http://extranet.emsa.europa.eu/>).
- C.** The report shall be the only official record of the meeting of the LRIT NCA Group.
- D.** The technical notes, documents, standards and reports agreed or discussed by the LRIT NCA Group shall be referenced in the report of the LRIT NCA Group.
- E.** Delegations can have their statements included in the report if required during the meeting.

Rule 11. Written Procedure

- A.** If appropriate, the LRIT NCA Group positions, opinions or recommendations on a specific issue or subject may be delivered via a written procedure, at the initiative of the chairperson or if so requested at an LRIT NCA meeting.
- B.** To this end, EMSA will send the drafts on which the group is being consulted and any other working documents to the LRIT NCA Group members. The response period shall be limited to 3 weeks. Any group member who does not express his/her opposition within this time period is considered to have given his/her tacit agreement.
- C.** However, if a member of the LRIT NCA Group requests that the question is examined at a meeting of the group, the written procedure shall be terminated without result and the Chairperson shall ensure that the issue is placed on the agenda for the next meeting of the LRIT NCA Group.
- D.** The LRIT NCA Group members can contact EMSA via the Maritime Support Services (MaritimeSupportServices@emsa.europa.eu) or the LRIT Team directly (LRIT@emsa.europa.eu).

9. Other Participants

Rule 12. Observers

- A.** Authorities, Institutions, Agencies, European and international organisations or other appropriate organisations may be invited by EMSA to participate as observers at the meetings of the LRIT NCA Group, subject to the information being given to all the LRIT NCAs at least 30 days in advance of the meeting and the tacit agreement of the meeting participants.
- B.** Observers shall notify EMSA of the names and functions of the members of their delegation before the beginning of the meeting.
- C.** Observers at LRIT NCA Group meetings may receive certain unrestricted documents pertaining to the meeting; submit documents for consideration during the course of a meeting and; participate in the discussions at the invitation of the Chairperson. Restricted documents can be provided to observers if validated by the Chairperson.
- D.** No commercial marketing activity shall take place during the LRIT NCA Group meetings.

10. Working Groups of the LRIT NCA Group

Rule 13. Working Groups

- A.** The establishment of working groups, where necessary, under the LRIT NCA Group and their terms of reference will be determined by the LRIT NCA Group.
- B.** The rules of procedure of the LRIT NCA Group are applicable to the working groups except where they have been explicitly varied in the agreed terms of reference.

11. Miscellaneous

Rule 14. Languages

The working language of the LRIT NCA Group (and any working groups) is English.

Rule 15. Protection of Personal Data

All processing of personal data related to these rules of procedure shall be in accordance with Regulation (EC) N° 45/2001.

Rule 16. Amendments

The LRIT NCA Group may adopt amendments to these rules of procedure.