

New EMCIP

Workflow Description

Appendix P of EMSA/OP/15/2016, “Development of New European Marine Casualty Information Platform (NEW EMCIP)”

v.1.0

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EMCIP workflow

1. Introduction

The New EMCIP workflow streamlines the occurrence submission in the system by the Member States' users. The main goal is to allow quick and easy reporting of marine casualty and allow the users to directly store and share their data through the New EMCIP platform, while allowing EMSA to maintain a second-level quality control over the investigation data. This document outlines the New EMCIP workflow controls, and introduces a mapping/conversion table for the existing 'occurrence status' values. The mapping is deemed necessary as the New EMCIP workflow will differ from the existing EMCIP workflow and some conversion will be necessary to adapt the existing data to the New EMCIP workflow process.

2. New workflow process

The New EMCIP workflow is summarised by the diagram in figure 1 and it foresees the following steps:

- The MS user creates a "draft" occurrence ('Occurrence status' = "Draft"). This change is recorded in the history of the occurrence.
- The MS user can amend this occurrence ('Occurrence status' = "Draft") and then he/she can submit the data to EMCIP.
- Two cases are envisaged depending on the value assigned upon submission to the attribute "Investigation Status" :
 - I. The user submit an occurrence ('Investigation Status' = "Not Investigated"; "To be Started" or "Ongoing"):
 - Once submitted, the occurrence status becomes "Submitted" (instead of "Proposed" as currently). This change is recorded in the history of the occurrence. An automatic email is sent to the relevant AIBs belonging to the EU coastal States, EU flag States and the other EU substantially interested States that are quoted in the occurrence.
 - The MS user can revoke his/her submission causing the occurrence status to change in "Draft" again.
 - Occurrence with status "Draft" or "Submitted" can be deleted, by both EMSA and MS users, causing the occurrence status to change to "Deleted". This change is recorded in the history of the occurrence. An automatic email is sent to the relevant AIBs belonging to the EU coastal States, EU flag States and the other EU substantially interested States that were quoted in the occurrence.
 - Occurrence with status "Submitted" or "Deleted" can be reopened, by both EMSA and MS users, causing the occurrence status to change to "Reopened". This change is recorded in the history of the occurrence. An automatic email is sent to the relevant AIBs belonging to the EU coastal States, EU flag States and the other EU substantially interested States that were quoted in the occurrence.
 - The MS user can amend the reopened occurrence (the 'Occurrence status' changes to "Reopened") and then submit again the data in EMCIP (the 'Occurrence status' changes to "Submitted").
 - II. 'Investigation Status' = "Finished" and 'Final Report' has a value:
 - Once submitted, the occurrence status becomes "Proposed". This change is recorded in the history of the occurrence. An automatic email is sent to the relevant AIBs belonging to the EU coastal States, EU flag States and the other EU substantially interested States that are quoted in the occurrence.

- The MS user can revoke his/her submission, making the occurrence status to change in “Draft”. He/she can edit this draft and submit it again (the ‘Occurrence status’ changes to “Proposed”) or delete it (the ‘Occurrence status’ changes to “Deleted”).
- EMSA selects the occurrence for acceptance¹ (the ‘Occurrence status’ changes to “Evaluating”). This change is recorded in the history of the occurrence. An automatic email is sent to the relevant AIB that submitted the investigation.
- Two cases are envisaged depending on the outcome of the acceptance process:
 - (a) EMSA rejects the investigation and, consequently, the occurrence status changes in “To be reviewed”. This change is recorded in the history of the occurrence. An automatic email is sent to the relevant AIB that submitted the investigation. The MS user can edit the data and submit again the occurrence (the ‘Occurrence status’ changes to “Proposed”).
 - (b) EMSA accepts the investigation and the occurrence status becomes “Accepted”. This change is recorded in the history of the occurrence. An automatic email is sent to the relevant AIB that submitted the investigation.
- In both cases (a) and (b), EMSA can revoke its acceptance decision (the ‘Occurrence status’ changes to “Evaluating”). This change is recorded in the history of the occurrence. An automatic email is sent to the relevant AIB that submitted the investigation.
- Both EMSA and the MS users can delete an occurrence with status “To be reviewed” or “Accepted” causing the occurrence status to change to “Deleted”. This change is recorded in the history of the occurrence. An automatic email is sent to the relevant AIBs belonging to the EU coastal States, EU flag States and the other EU substantially interested States that were quoted in the occurrence.
- Both EMSA and the MS user can reopen an occurrence with status “Accepted” or “Deleted” making the occurrence status to change to “Reopened”. This change is recorded in the history of the occurrence. An automatic email is sent to the relevant AIBs belonging to the EU coastal States, EU flag States and the other EU substantially interested States that were quoted in the occurrence.
- The MS user can amend the reopened investigation (the ‘Occurrence status’ changes to “Reopened”) and then submit it again (the ‘Occurrence status’ changes to “Proposed”).

¹ As an internal procedure, the acceptance process carried out by EMSA should aim at the investigations with ‘Investigation Status’=“Finished” and a final report (‘Final Report’ has a value).



3. Data visibility

Occurrences with status “Submitted” will be visible to all the AIB users, similar to the existing restrictions applicable to occurrences with status “Accepted”.

4. Migration of existing occurrences

Existing occurrences can hold any value of “Occurrence status” among ‘Draft’, ‘Proposed’, ‘Evaluating’, ‘To be reviewed’, ‘Accepted’, ‘Deleted’ and ‘Reopened’. In order to cope with the new workflow, existing values have to be adapted and existing occurrences would need to be re-assigned a new value. The following table introduces the mapping between existing values and new values for the “Occurrence status” field (where necessary):

Table 1 - Migration of the existing occurrences

"Occurrence status" in the existing Workflow	"Occurrence status" in the new Workflow	Notes
Draft	Draft	No change
ReOpened	ReOpened	No change
Deleted	Deleted	No change
To Be Reviewed	ReOpened	<p>The data provider is requested to amend the data previously entered, so occurrence status “ToBeReviewed” should be changed in “ReOpened”. Furthermore, to keep track of such cases, the following text should be added to the Workflow notes:</p> <ul style="list-style-type: none"> • ‘Date’: [the date of migration] • ‘User’: “EMCIP” • ‘Workflow operation’: “Re-Opened” • ‘Workflow note text’: “This occurrence quoted previously ‘occurrence status’ equal to “To Be Reviewed”. This value has been automatically changed to “Re-Opened” following the amendments in the workflow”. <p>The mentioned text should not replace the previous information (if any)</p>
Proposed	Submitted	<p>To keep track of such cases, the following text should be added to the Workflow note:</p> <ul style="list-style-type: none"> • ‘Date’: [the date of migration] • ‘User’: “EMCIP” • ‘Workflow operation’: “Submitted” • ‘Workflow note text’: “This occurrence quoted previously ‘occurrence status’ equal to “Proposed”. This value has been automatically changed to “Submitted” following the amendments in the workflow”. <p>The mentioned text should not replace the previous information (if any).</p>

Accepted	Submitted	<p>To keep track of such cases, the following text should be added to the Workflow note:</p> <ul style="list-style-type: none"> • 'Date': [the date of migration] • 'User': EMCIP • 'Workflow operation': "Submitted" • 'Workflow note text': "This occurrence quoted previously 'occurrence status' equal to "Accepted". This value has been automatically changed to "Submitted" following the amendments in the workflow". <p>The mentioned text should not replace the previous information (if any).</p>
Evaluating	Submitted	<p>To keep track of such cases, the following text should be added to the Workflow note:</p> <ul style="list-style-type: none"> • 'Date': [the date of migration] • 'User': "EMCIP" • 'Workflow operation': "Submitted" • 'Workflow note text': "This occurrence quoted previously 'occurrence status' equal to "Evaluating". This value has been automatically changed to "Submitted" following the amendments in the workflow". <p>The mentioned text should not replace the previous information (if any).</p>

As the New EMCIP workflow will impact only the submission of occurrences that do not contain investigation data in the system (formerly known as "Notification"), existing occurrences carrying investigation data (formerly known as "Investigation") will keep the existing values of "Occurrence Status" (see also section 6).

5. Offline occurrences recording for national purposes

To support national reporting requirements, EMCIP can record notifications concerning accidents / incidents that occurred beyond the scope of the AI Directive or that happened before 17/06/2011 ("historical" occurrences). The "historical" cases are not inserted into EMCIP through the web-interface but via an ad hoc importing process. Therefore, they will not undergo any workflow operation before storage.

According to this latter importing procedure, MSs provide to EMSA/JRC a list of occurrences that will be manually uploaded in EMCIP.

These occurrences will be recorded in the system quoting:

- **'Occurrence Status'**="Historical"
- **'Directive 2009/18'**="NO"

Furthermore, the following text is added to the Workflow note

- **'Date'**: [the date of creation]
- **'User'**: "EMCIP"
- **'Workflow operation'**="Submitted"
- **'Workflow note text'**="This occurrence was notified to EMCIP beyond the scope of the Directive 2009/18/EC and no quality checks have been enforced"

6. “Investigation Status”

The following modifications should be made to the existing occurrences, whereas the “Occurrence type” and to “Investigation Status” attributes will be modified as follows:

- The value ‘Not applicable’ in the ‘Investigation Status’ attribute should be replaced by ‘Not investigated’.
- **The attribute ‘Occurrence Type’ should be deleted.**
- All existing notifications with “Occurrence type” equal to ‘Notification’ will assume the value ‘Not investigated’ in the attribute “Investigation Status”.
- In the workflow menu, the option called “Submit...” will trigger a change of the “Occurrence status” value which will change into ‘Submitted’ - in case of “Investigation status” equal to ‘Not investigated’ - and to ‘Proposed’ otherwise.

Once the new workflow is implemented, an occurrence is sent to EMCIP with the following statuses (depending upon “Occurrence status” and “Investigation status”):

Table 2 - Migration of the existing notifications

Reporting step	Occurrence Status	Investigation Status
Notification	‘Submitted’	‘Not investigated’
Investigation (incomplete)	‘Submitted’	‘To be started’ or ‘Ongoing’
Investigation (complete)	‘Proposed’	‘Finished’

The following diagram displays the main use cases that will involve the use of the “Investigation Status” attribute:

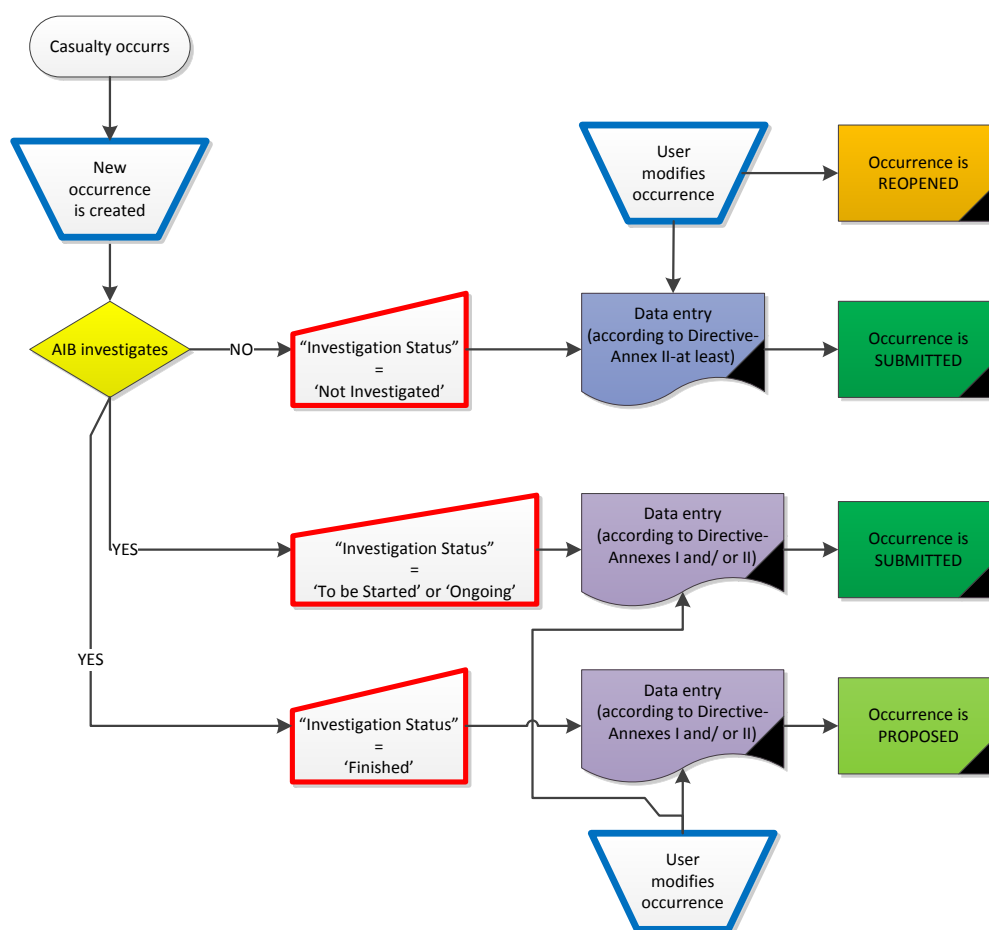


Figure 2 - New workflow diagram – Investigation flow

Use case 1: The occurrence IS NOT investigated. In this case the “Investigation Status” will take value ‘Not investigated’. Upon submission, the “Occurrence Status” will take the value ‘Submitted’. In this case, if the user wants to amend the submitted case, it will need to re-open the occurrence, hence “Occurrence status” will turn into ‘Re-opened’. The user will have to re-submit the occurrence once finished with the amendments. Quality control checks (like those enforced today for the notifications) will continue to apply.

Use case 2: The occurrence IS investigated, but investigation details will follow. In this case, the “Investigation Status” will take either value ‘To be started’ or ‘Ongoing’. Upon submission the “Occurrence Status” will take the value ‘Submitted’. If the user wants to amend the submitted case, it will be able to edit the occurrence without the need to re-open it and will be able to save the changes. The same quality control checks enforced in UC1 will apply.

Use case 3: The occurrence IS investigated, and investigation details are entered and final report uploaded. In this case, the “Investigation Status” will take value ‘Finished’. Upon submission, the “Occurrence Status” will take the value ‘Proposed’. In this case, if the user wants to amend the submitted case, it will be able to edit the occurrence without the need to re-open it and will be able to save the changes. The same quality control checks enforced in UC1 will apply.

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