



ANNUAL REPORT 2013

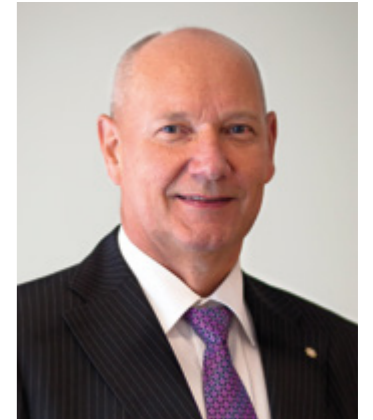
**ANNUAL
REPORT
2013**

TABLE OF CONTENTS

Foreword	7
Acknowledgements	9
CHAPTER 1	
INTRODUCTION	10
1.1 Status and structure of the Annual Report 2013	11
1.2 EMSA's tasks	12
1.3 Mission, vision and values	12
1.4 Overview of priorities 2013	13
CHAPTER 2	
TRAFFIC MONITORING AND INFORMATION ON SHIPS AND CARGOES	14
2.1 EU vessel traffic monitoring	15
2.2 EU LRIT Cooperative Data Centre and LRIT International Data Exchange	20
2.3 THETIS	22
2.4 Maritime Support Services	24
CHAPTER 3	
VISITS AND INSPECTIONS TO MONITOR THE IMPLEMENTATION OF EU LEGISLATION	26
3.1 Classification Societies	27
3.2 STCW 20	30
3.3 Implementation of PSC Directive	32
3.4 Maritime Security	34
3.5 Monitoring implementation of the other EU Maritime Legislation	36
3.6 Horizontal Analysis & Research	38
CHAPTER 4	
PROVIDING MEMBER STATES AND THE COMMISSION WITH TECHNICAL AND SCIENTIFIC ASSISTANCE AND FACILITATING TECHNICAL COOPERATION BETWEEN MEMBER STATES' MARITIME AUTHORITIES AND WITH THE COMMISSION	40
4.1 Port State Control	41
4.2 Accident investigation	43
4.3 Technical assistance (Training and Cooperation)	45
4.4 Marine Equipment and Ship Safety Standards	47
4.5 Marine Information, EQUASIS and Statistics	49
4.6 Prevention of pollution by ships	51
4.7 Liability and compensation	55
CHAPTER 5	
POLLUTION PREPAREDNESS, DETECTION AND RESPONSE	56
5.1 Network of stand-by oil spill reponse vessels	57
5.2 CleanSeaNet and illegal discharges	60
5.3 Cooperation and Information relating to pollution response services	62

CHAPTER 6

HORIZONTAL ACTIVITIES	64
6.1 Management team	65
6.2 Internal control system	65
6.3 Human resources	65
6.4 Legal and financial affairs, Facilities and Logistics	66
6.5 External communication, protocol and events support	68
Annex 1: Governance, Management and Internal Control Systems	71
1. Management and control systems	72
2. Audit follow-up and reservations	76
3. Declaration of assurance	80
Annex 2: Financial Reporting	83
Annex 2a: Implementation of the budget for the financial year 2013	84
Annex 2b: Economic outturn account	85
Annex 2c: Balance sheet	86
Annex 2d: Information on negotiated procedures	87
Annex 2e: Information on a posteriori commitments	89
Annex 2f: Information on compliance and suspension of time limits	90
Annex 2g: Additional financial reporting: Evolution of budget execution	91
Annex 3: General information	93
Annex 3a: Organisation chart as per 31.12.2013	94
Annex 3b: Staff statistics	95
Annex 3c: Summary of Board Decisions	98



FOREWORD

2013 could be viewed as a transitional year on two counts.

From a content perspective, the entry into force of the revision of the Founding Regulation early in the year meant that 2013 was the official beginning of a new mandate. This new mandate is at once an act of confirmation and of faith. As a renewal of the tasks already assigned to EMSA it confirms the added value that the Agency has been bringing to the EU Member States since its creation in 2003. As an amendment that introduces new tasks, it entrusts the Agency with the power and potential to extend and deepen its positive impact on the maritime sector. But there is also a third element of fine-tuning: given the maturity of the Agency, the time was ripe for adjusting the legal basis to the lessons learned and experience and expertise gained over the ten years since its creation. From both the operational and governance standpoints, the revision of the Founding Regulation was also an act of clarification providing a higher level of certainty and transparency to all stakeholders.

From a budgetary perspective, 2013 was the last year of what is now the old financial perspective, and the year in which the harsh realities of the new perspective not only became clear but also began to have an impact. As any sound organisation would, EMSA started to take into account the anticipated cuts in staff and finances over the coming years by initiating a series of policies and strategies aimed at long term efficiency gains, such as staff development, mobility and redeployment, organisational streamlining, and overhead cost savings. The overriding goal of these efforts is precisely to preserve the content and, crucially, the quality of the content. In a context of decreasing resources, the Agency was and remains determined to deliver on its mandate and provide the full portfolio of high quality support and services to the Commission, Member States and wider maritime community.

This report outlines the actions of the Agency in 2013 under four main areas broadly referred to as traffic monitoring, visits and inspections, technical assistance and pollution response. The more concise structure of the report, as explained under section 1.1, allows the reader to focus on a specific activity and easily compare the planned and actual input, output and performance for that activity. Detailed reporting on governance and financial aspects is provided in technical annexes. I trust the information presented here will help demonstrate not only compliance but also the very strong commitment of this Agency and its staff to our common goal: a safe, clean and economically viable maritime sector in the EU.

Markku Mylly

Executive Director



ACKNOWLEDGEMENTS

Good governance is a common thread throughout this Annual Report 2013 of the European Maritime Safety Agency that I would like to highlight in presenting it to its readers. Indeed, there are a number of elements in the report to demonstrate that.

Firstly the new format of the report, which is now structured around the activity tables. They make up the back bone for rendering account of how the Agency acquitted itself of the execution of the tasks entrusted to it by the Work Programme 2013. This new structure offers a concise, transparent review of what the human and financial resources were utilized for, what the output has been, what objectives were thereby met, and what outcome was achieved for each of the numerous activities of EMSA in 2013.

Other evidence of good governance is the valuable role that the Administrative and Finance Committee has played in enhancing the efficiency of the Administrative Board meetings. The very positive evaluation of its first year of operation resulted in the renewal and reinforcement of its mandate. Also the internal control systems that are in place and that are still being further developed as reported in the Annual Report 2013 indicate that sound corporate governance is part of the performance ambitions of the Agency. I therefore invite the reader of this report to appreciate it also from the Agency's governance aspect.

The Agency's management team and indeed the whole staff have performed extremely well as can be concluded from the results achieved and reported in the Annual Report 2013. As Chairman I am very happy to extend the sincere feelings of satisfaction and gratitude of the Administrative Board towards the EMSA Staff for the excellent work done also in 2013.

In the Administrative Board meetings I sensed the motivated and constructive atmosphere of the discussions and I wish to thank all the members of the Administrative Board for that fruitful cooperation. In particular I have very much appreciated the most valuable contributions of its Vice Chairman Achim Wehrmann and of Maurice Mullen the Chairman of the Administrative and Finance Committee, to the execution of the Board's responsibilities. I feel much obliged to them.

To conclude this foreword I would like to commemorate and pay tribute to my predecessor Jørgen Hammer Hansen, Chairman of the Administrative Board from 2009 through 2011, who passed away very unexpectedly in February of this year.

Frans van Rompuy

Chairman of the Administrative Board

CHAPTER 1

INTRODUCTION



1.1 STATUS AND STRUCTURE OF THE ANNUAL REPORT 2013

STATUS

This annual report is an account of the work undertaken by EMSA in 2013 to enhance the quality of shipping, strengthen maritime safety and achieve cleaner oceans. It measures the added value of EMSA's activities and services for the EU in general and its principal stakeholders in particular - EU Member States, Iceland, Norway and the Commission.

Regulation (EC) No 1406/2002 is the legal basis of the Agency. Its most recent amendment (Regulation (EU) 100/2013), which entered into force in March 2013, broadened the range of activities undertaken by the Agency. While some activities were planned in order to anticipate these developments, the Work Programme 2013 on which this document reports was adopted in November 2012, before the entry into force of the new regulation.

STRUCTURE

The structure of the Annual Report 2013 has been modified. Instead of the two-part structure that has been the Agency's practice for several years - a narrative "Management Report" followed by a tabular "Activity Report" - the Activity Tables are now the core of the document and are each preceded by a short explanatory text that focuses on significant achievements, changes and evolution with respect to planning for 2013.

These changes are intended to respond to both the request of the Administrative Board to present more concise documents, and evolving reporting requirements linked to the revision of the Financial Regulation and the implementation of the Common Approach on the management and governance of decentralised agencies.

In addition, in line with the practice established in 2012, Annex 1 on Governance, Management and Internal Control Systems explicitly outlines the building blocks for the declaration of assurance. The financial annexes (Annex 2a-2g) continue to provide detailed information and statistics on financial management and results, while other information such as staff statistics is presented in Annex 3.



1.2 EMSA'S TASKS

SAFER SEAS, QUALITY SHIPPING AND CLEANER OCEANS

The idea of a European Maritime Safety Agency (EMSA) originated in the late 1990s along with a number of other important European maritime safety initiatives. EMSA was set up as the regulatory agency that would provide a major source of support to the Commission and the Member States in the field of maritime safety and prevention of pollution from ships. The Agency was established by Regulation (EC) 1406/2002 and subsequent amendments have refined and enlarged its mandate.

TASKS AND WORKING CONTEXT

EMSA, as a body of the European Union, sits at the heart of the EU maritime safety network and fully recognises the importance of effective collaboration with many different interests and, in particular, between European and international institutions, Member States' administrations and the maritime industry.

EMSA's activities can be broadly described as:

- providing technical and scientific assistance to the Member States and the European Commission in the proper development and implementation of EU legislation on maritime safety, security, prevention of pollution by ships and maritime transport administrative simplification;
- improving cooperation with, and between, Member States in all key areas;
- providing operational assistance, including developing, managing and maintaining maritime services for ships' monitoring;
- carrying out operational preparedness, detection and response tasks with respect to pollution caused by ships and marine pollution by oil and gas installations.¹

1.3 MISSION, VISION AND VALUES

EMSA'S MISSION

To ensure a high, uniform, and effective level of maritime safety, maritime security, prevention of, and response to, pollution caused by ships as well as response to marine pollution caused by oil and gas installations.

EMSA'S VISION

To promote a safe, clean and economically viable maritime sector in the EU.

EMSA'S VALUES

Efficiency, effectiveness, transparency, flexibility, creating added value.

¹ This task was introduced by the revision of the Founding Regulation, which entered into force in March 2013, after the adoption of the work programme corresponding to 2013. Work in this area was limited in 2013 to exploratory activities. The 'Action plan for response to marine pollution from oil and gas installations' was drafted in 2013 and adopted by the Administrative Board in November.

1.4 OVERVIEW OF PRIORITIES 2013

- Work with the Commission and the Member States to maximise the added value to be gained from the programme of visits and inspections.
- Provide technical assistance through trainings, workshops and meetings, in particular related to the third maritime safety package.
- Deliver maritime information services to Member States and the Commission, through the various maritime systems hosted at the Agency: THETIS, SafeSeaNet, CleanSeaNet, the EU LRIT Cooperative Data Centre, the Integrated Maritime Data Environment (IMDatE) and EMCIP. In addition, the hosting and operation of the LRIT International Data Exchange will continue. Further improvements to the data quality and reliability of the systems will remain a priority.
- Maintain an efficient, state-of-the-art Network of Stand-by Oil Spill Response Vessels to combat ship-sourced pollution in European waters, as well as provide the European satellite oil spill monitoring and vessel detection service, CleanSeaNet.
- Explore best practices on how to deal with spills due to well blow outs and options for extension of the CleanSeaNet oil spill monitoring service to cover off shore installations and dissemination of the associated information to the Competent Authorities of Member States in this particular field (initiative limited to available resources, in anticipation of new task related to the response to pollution from oil and gas installations entrusted to the Agency by the revision of the Founding Regulation).
- Provide assistance to Member States and the Commission for the implementation of the Reporting Formalities Directive, in particular in the form of technical support related to the development of a "blueprint" for a Single Window.
- Subject to a formal request by the Commission, on the basis of the positive outcome of the "Blue Belt" pilot project, develop a permanent service to provide vessel related information to Customs Authorities, thereby reducing the administrative burden on them and facilitating intra-EU trade.
- Follow developments within the European coast guards for potential future synergies.

CHAPTER 2

TRAFFIC MONITORING AND INFORMATION ON SHIPS AND CARGOES



2.1 EU VESSEL TRAFFIC MONITORING

SAFESEANET

SafeSeaNet is the Union vessel traffic monitoring and information system². The central system, operated by EMSA, enables the exchange of data between national systems managed by maritime authorities across Europe. SafeSeaNet functioned well throughout the year, tracking over 17,000 ships transiting EU waters on a daily basis, in real-time.

In 2013 there was a system upgrade, which enhanced the usability and performance of the system's Graphical Interface, and improved the Incident Report Mechanism for the exchange of information between potentially affected coastal authorities. Relevant modifications to the overall technical framework were agreed with Member States with the aim of supporting the implementation of the Reporting Formalities Directive³.

EMSA supported Member States and the Commission in meetings (e.g. SafeSeaNet High Level Steering Group [HLSG] and the expert group on Maritime Administrative Simplification and Electronic Information Services [eMS group]), visits to Member States, training users and technical tests. Of particular note was the work carried out for the impact assessment on the revision of Directive 2002/59/EC, as amended.

Through a Delegation Agreement with the Commission, the Agency is implementing action 3.1 of the Integrated Maritime Policy Work Programme⁴. To demonstrate how SafeSeaNet could support the Member States' obligation to establish a National Single Window, the first phase of developing prototype was completed in 2013 in cooperation with six Member States. In parallel, a study to assess the future evolution of SafeSeaNet to support CISE⁵ and other communities was launched following consultation with the Commission.

INTEGRATED MARITIME DATA ENVIRONMENT (IMDATE)

The IMDatE project was further developed in 2013. It has the operational and technical capability to integrate and correlate data from EMSA's existing systems (SafeSeaNet, LRIT, CleanSeaNet) as well as from external sources. This new capability was used to set up and deliver a number of Integrated Maritime Services (IMS) to Member States and EU bodies with an interest in receiving a more complete maritime picture. Over 80 users from 10 different Member States started using IMS during the year, and expressed demand for the continued development and delivery of such services. In addition, dedicated IMS were set up for Frontex⁶, EFCA⁷ and EUNAVFOR⁸; and all three organisations requested the continuation of the service.

² Directive 2002/59/EC adopted by the Parliament and the Council on 27 June 2002 (as amended by Directives 2009/17/EC and 2011/15/EC) established a Community vessel traffic monitoring and information system "with a view to enhancing the safety and efficiency of maritime traffic, improving the response of authorities to incidents, accidents or potentially dangerous situations at sea, including search and rescue operations, and contributing to a better prevention and detection of pollution by ships".

³ Directive 2010/65/EU of the European Parliament and of the Council of 20 October 2010 on Reporting Formalities for Ships arriving in and/or departing from ports of the Member States (and repealing Directive 2002/6/EC).

⁴ "Evolution of the SafeSeaNet" under the Integrated Maritime Policy (IMP) work programme (C(2012) 1447 final).

⁵ CISE: Common Information Sharing Environment (CISE) for the surveillance of the EU maritime domain

⁶ The European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union.

⁷ The European Fisheries Control Agency.

⁸ EU Naval Forces, Somalia.

SATELLITE AIS DATA

IMDatE has the capability to process and distribute satellite AIS data, either as a stand-alone data flow (e.g. to Frontex) or as part of an integrated service. The main source of satellite AIS in 2013 was delivered through a public procurement contract. In parallel, a joint EMSA-European Space Agency (EMSA-ESA) SAT-AIS programme reached an important milestone: by the end of 2013, through this joint venture, EMSA had started receiving a global feed of satellite AIS data from another commercial data provider.

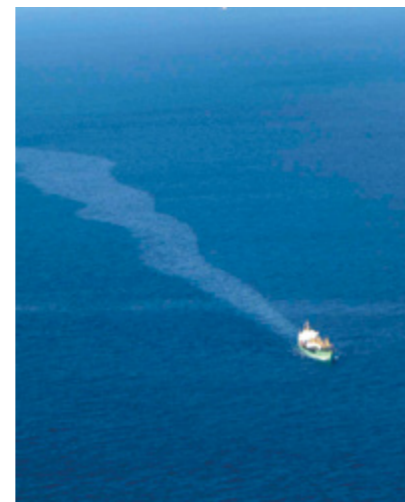
2.1 EU VESSEL TRAFFIC MONITORING ⁹		
Financial/human resources	Planned Input	Actual Input
Commitments appropriation in EUR	6,809,337	7,580,672
Payment appropriations in EUR	7,104,806	7,691,841
Staff ^{10 11}	19 AD, 4 AST, 2 END, 2 CA	24 AD, 10 AST, 2 END, 3 CA
Frontex¹²		
Commitments appropriations in EUR	p.m.	112,756
Payment appropriations in EUR	p.m.	40,161
Staff	n/a	1 CA
Integrated Maritime Project		
Commitments appropriations in EUR	p.m.	423,605
Payment appropriations in EUR	p.m.	132,875

OUTCOME

SafeSeaNet is fully operational, covering the whole EU coastline and providing information as defined in Directive 2002/59/EC as amended. The information in the system covers four key areas: 1) ship position (e.g. AIS, LRIT, MRS); 2) ship pre-arrival, arrival and departure information (e.g. estimated time of arrival, actual time of arrival and departure, persons on board); 3) cargo (for vessel carrying dangerous or polluting goods); and 4) any accident or incident posing a potential hazard to shipping, threat to maritime safety, the safety of individuals or the environment. The Agency should be ready to provide maritime traffic information to a variety of maritime surveillance applications and to other user communities in Member States and to EU bodies on a need-to-know and need-to-share basis.

This information system assists search and rescue bodies, pollution response centres and vessel traffic services in accessing information on the cargo (dangerous or polluting goods), and by providing information on the relevant incidents/accidents affecting ships navigating in EU waters. It facilitates port logistics and provides overall information on vessel traffic to public authorities, representing a fundamental tool to assist in vessel tracking, including information on possible incidents/accidents of ships as well as hazardous or polluting goods along the EU coastline.

Progress on the Integrated Maritime Data Environment (IMDatE) will facilitate improved data integration (the exchange of data between information systems) and data fusion (combining data from different sources).



The SafeSeaNet information system is a valuable tool, tracking vessels along the EU's coastline.

9 This section covers SafeSeaNet, Maritime Surveillance, Satellite AIS and IMDATE, Cooperation with Frontex.
 10 The variation between planned and actual staff reflects i.a. redeployment of expertise, in this case from mature activities (LRIT Data Centre and LRIT-IDE, Activity 2.2) to priority areas undergoing substantial development (EU Vessel Traffic Monitoring, Activity 2.1).
 11 Types of post: Temporary Agent (AD and AST), National Seconded Expert (END) and Contract Agent (CA).
 12 These items are funded by external assigned revenues (RO funds) which are not included in the ABB/ABC (Activity Based Budgeting and Costing) exercise.

Objectives	Output
1. Assistance to the Commission for the monitoring of the implementation of Directive 2002/59/EC, as amended by Directive 2009/17/EC and Directive 2011/15/EU.	EMSA supported the Commission on a continued basis including: <ul style="list-style-type: none"> Assisting in six visits to Member States regarding the implementation of the amendments contained in Directive 2009/17/EC. Providing technical secretariat to Commission for SafeSeaNet High Level Steering Group (HLSG). Supporting the impact assessment study and the main stakeholder conference related to the revision of Directive 2002/59/EC. Providing individual Member State data quality reports on SafeSeaNet implementation.
2. Maintaining SafeSeaNet version 2 (V.2) fully operational, including the Geographical Interface and interface with THETIS, and all Member States fulfilling reporting obligations of Directive 2002/59/EC as amended.	Central SafeSeaNet, including the SafeSeaNet-THETIS interface, was operational throughout 2013, with over 2,200 users connected to the system. The SafeSeaNet 2.07 release included a new Incident Report distribution mechanism and the enhancement of the Graphical Interface.
3. Development of the Integrated Maritime Data Environment, which includes inter alia integrated ship position information, a common interface and common user management, a satellite-AIS data processing centre and new value added services.	The IMDatE project was further developed. A number of horizontal integration layers, data fusion engine and interfaces were installed to ensure data exchange and correlation between EMSA existing systems (SafeSeaNet, LRIT, CleanSeaNet). In addition, a SAT-AIS data processing module and the capability to interface other external systems (such as Vessel Monitoring Systems [VMS]) has been developed within IMDatE. The project also developed a new web-based User Graphical Interface, and a number of system-to-system interfaces based on web-service technology.
4. At least two workshops and two trainings for SafeSeaNet users.	Two SafeSeaNet Group workshops were hosted along with two sub-group meetings on the overall technical specifications (XML Reference Guide) for SafeSeaNet version 3. Two training sessions were delivered, one at EMSA and one hosted by Belgium, for 47 SafeSeaNet users. Within the HLSG and the SafeSeaNet Group a number of actions were agreed and/or initiated in 2013 including: <ul style="list-style-type: none"> Improving the Mandatory Reporting System messaging framework. Re-activating the coastal station and place of refuge information database (STMID). Establishing an XML based voyage push service. Establishing a Working Group to draft Hazmat Reporting Guidelines, business requirements and technical specifications for a reference database. Upgrading the ship database to include additional data sources and ship particulars. In parallel, it was agreed to establish a number of new services to enhance data sharing.
5. Support to all Member States participating in SafeSeaNet: adapting their national information systems to the new SafeSeaNet V.2 and actively exchanging, through the system, information on vessel traffic movements, cargoes, and incidents.	Technical and operational helpdesk support was provided to all Member States participating in SafeSeaNet. EMSA supported several (volunteer) Member States undertaking commissioning tests regarding the new Incident Report mechanism. In parallel, a comprehensive update of associated documentation was undertaken.

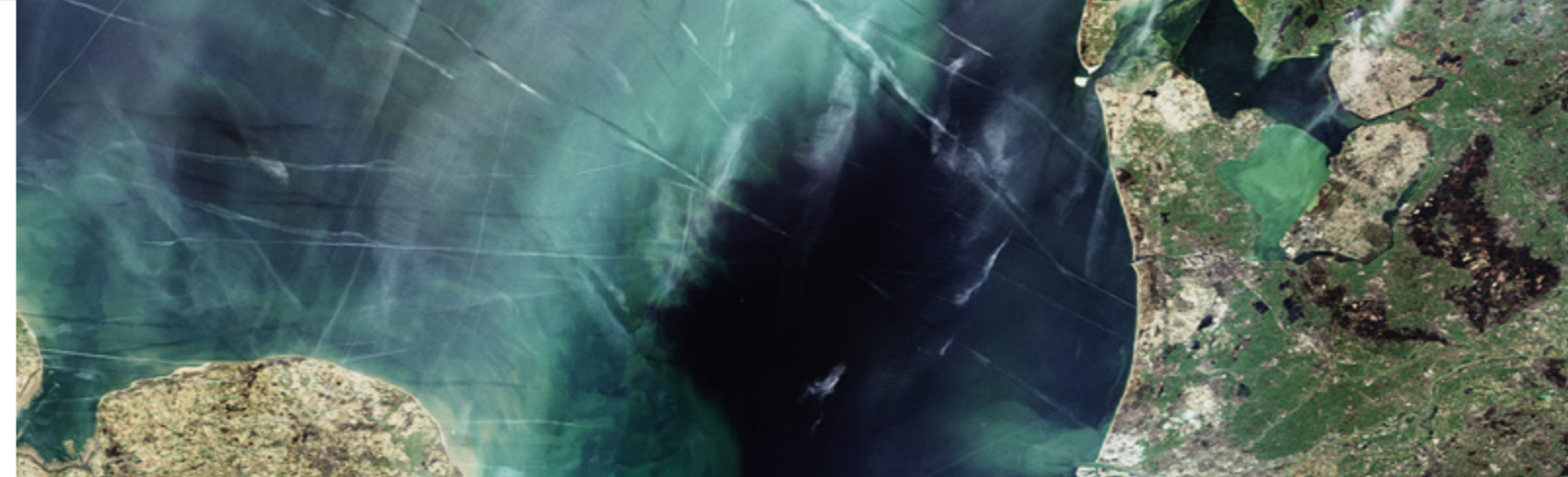
Objectives	Output
6. Support to the Commission and the Member States (through the eMs and the associated sub-groups) for the implementation of Directive 2010/65/EC on reporting formalities (functional and technical specifications for the national single windows and the exchange between Member States).	Technical support to the Commission and the Member States was provided at three eMS group and six subgroup meetings, as well as during meetings with individual Member States and EU funded project representatives. Taking into account the cautious approach adopted by the Member States, the eMS Group did not reach all milestones as defined in the agreed roadmap. In parallel, the first phase of developing a National Single Window (NSW) prototype was completed in cooperation with a number of pilot Member States.
7. Coordinate the drafting of the technical specifications for the Security and Waste messages in SafeSeaNet.	The overall technical framework for SafeSeaNet version 3 was agreed at SafeSeaNet Workshop 20.
8. Development for upgrade of the application agreed with Member States and the Commission, in particular in relation to Incident Reports.	SafeSeaNet version 2.07 was available to Member States for testing in September and was released in December. This important upgrade allows a more operational exchange of information related to accidents/incidents.
9. SafeSeaNet Data Warehouse operational.	A SafeSeaNet data warehouse application was developed in 2012 to enable the faster extraction of statistics related to data exchange via SafeSeaNet and maritime information. Following an analysis of workload and benefits, the decision was taken to put the project on hold.
10. Reception, storage and distribution of satellite AIS data.	Satellite AIS data was procured from a commercial data provider, through a public procurement contract. The data was distributed via IMDatE either as a stand-alone data stream or as part of an integrated service, in accordance with user requirements. In parallel, the EMSA-ESA satellite AIS programme reached an important milestone with the agreement to receive a new satellite AIS data stream from another commercial service provider. This will be provided at no cost to users for the duration of 2014.
11. Technical pilot projects in the fields of Customs support (Blue Belt) and maritime surveillance (e.g. MarSurv, EUROSUR).	Pending ongoing discussions about the future development of Blue Belt, EMSA did not undertake any actions in relation to Blue Belt in 2013.
12. Provide initial operations and image related data for the Agency's maritime surveillance activities.	Using the integration capabilities of the IMDatE platform, a number of Integrated Maritime Services were set up and delivered during the year, as follows: <ul style="list-style-type: none"> • FRONTEX IMS: the first service provided by IMDatE through a system-to-system interface. Starting with a stream of satellite AIS data in 2013, the system will be upgraded in 2014 with other data streams; • EFCA IMS: an integrated service supporting EFCA Joint Deployment Plans for fisheries monitoring. The service combines VMS, LRIT and satellite AIS ship tracking data with specific information on fishing vessels, fishing gear and permits, provided by EFCA; • EUNAVFOR IMS: satellite AIS and LRIT ship tracking information combined with ship risk profile information provided by EUNAVFOR.

Performance Indicators (2.1)	Target 2013	Result 2013	
SafeSeaNet	percentage per year availability of central SafeSeaNet system	99	99.43
	hours maximum continuous downtime of central SafeSeaNet system	12	8h:33min
	reports per year (AIS) (in millions)	1800m	2,132,859,956
	notifications per year (HAZMAT, Port, PoWrt +, Incident reports, MRS) (in millions)	3.5m	5,018,048
SafeSeaNet system reporting performance	percentage of Member States' requests to SafeSeaNet delivered on time according to SafeSeaNet system requirements	99	99.98
SafeSeaNet client satisfaction	number of requests for information to SafeSeaNet (in millions)	3.5m	4,277,386



SafeSeaNet assists search and rescue bodies by providing information on ships navigating in EU waters.

2.2 EU LRIT COOPERATIVE DATA CENTRE AND LRIT INTERNATIONAL DATA EXCHANGE



During 2013, both the European Union Long Range Identification and Tracking Cooperative Data Centre (EU LRIT CDC) and the LRIT International Data Exchange (LRIT IDE) continued to provide the requested level of services in line with the planned output. All performance indicators were fulfilled, including the auditing of both systems by the International LRIT Coordinator (International Mobile Satellite Organization, IMSO). The audit of the EU LRIT DC was completed without any non-conformity, whilst for the IDE, the audit detected only one minor non-conformity. This gave a good indication of the high level of quality of delivered services. One upgrading release was implemented for each of the systems, addressing corrections and improvements of functionalities requested by the end-users.

The use of the EU LRIT CDC slightly increased in comparison with the previous year, especially for Search and Rescue purposes, where the LRIT system has supported the life-saving operations of the Maritime Rescue Coordination Centres (MRCCs). The use of the IDE remains at the same level.

2.2 LRIT COOPERATIVE DATA CENTRE AND LRIT IDE		
Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	3,780,122	4,087,616
Payment appropriations in EUR	4,128,283	4,004,466
Staff ¹³	9 AD, 8 AST	8 AD, 7 AST

OUTCOME

The Agency will deliver, as part of its operational service, LRIT information to EU Member States and requesting third parties in accordance with the amended SOLAS Convention, Chapter V. The system will allow the tracking of ships directed to EU ports, ships flying the EU flag as well as ships moving along EU coasts. In addition, the Agency will operate the IDE providing data exchange between all LRIT DCs in accordance with IMO requirements.

Objectives	Output
1. Continued operations and ongoing maintenance of both systems at EMSA.	Both systems were operated and maintained at the required level of performance. Necessary maintenance contracts were in place throughout 2013.
2. Upgrading of the ship database.	The LRIT ship database was upgraded to meet the requirements for integration into the EMSA ICT landscape.
3. Support to Member States.	Necessary support was provided to Member States, including basic and advanced training sessions and ship reporting monitoring assistance
4. Quality of the service maintained.	The service was delivered at the level agreed with the IMO.
5. Preparation for integration of LRIT data with other data streams.	Necessary changes for the integration of LRIT data were completed on time, and LRIT is now interlinked with IMDatE.

Performance Indicators (2.2)		Target 2013	Result 2013
EU LRIT DATA CENTRE			
System operational	percentage per month availability	99	99.68
	hours maximum continuous downtime	12	0h:53min
EU DC reporting performance	percentage position reports delivered according to IMO requirement (periodic reports: 15 min; polls: 30 min)	99	99.5
Invoice and billing system	percentage of invoices issued within one month of threshold	95	100
Web user interface	percentage per year of availability to users	95	99.69
LRIT IDE			
System operational	percentage per year availability of LRIT IDE	99	99.96
	hours maximum continuous downtime of LRIT IDE	12	2

¹³ The variation between planned and actual staff reflects i.a. redeployment of expertise, in this case from mature activities (LRIT Data Centre and LRIT-IDE, Activity 2.2) to priority areas undergoing substantial development (EU Vessel Traffic Monitoring, Activity 2.1).

2.3 THETIS

In 2013 planned activities were taken forward as scheduled, with the addition of support for two additional EU legal acts through amendments of the THETIS information system. All operations were able to benefit from established routines and procedures, allowing swift and appropriate adaptation to the needs of the end-users.

The high level of service provided to the user groups of RuleCheck, eLearning and THETIS was maintained throughout the year.

EMSA assisted Member States and the Commission first in the process of amending the Directive on PSC, and later in the process of reviewing the working of the same Directive.

2.3 THETIS		
Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	2,587,945	2,217,481
Payment appropriations in EUR	2,135,415	1,968,968
Staff	6 AD, 1 AST, 1 END	5 AD, 1 AST, 1 END

OUTCOME

The Agency operates the Port State Control information system in line with Directive 2009/16/EC, 1999/35/EC and the Paris MoU text, introducing a new inspection regime supported by a new information system. Operations are supported technically and operationally by a helpdesk. Data import from external systems such as the databases of the Recognised Organisations in accordance with Regulation 391/2009/EC is ensured.



Training is held to provide a better understanding of the THETIS system and to obtain valuable feedback from end-users.



Objectives	Output
1. Database 'New Information System' (THETIS): operational and under continuous enhancement to meet new requirements.	THETIS was fully operational during 2013, supporting the reporting, archiving and processing of data of more than 18,000 inspections both for the PSC and Ropax Directives.
2. Interface with SafeSeaNet: operational.	The interface between THETIS and SafeSeaNet continuously provided data on ship's actual calls for 2013, allowing THETIS to support MS inspection operations and determine the inspection commitment for each Member State.
3. Cooperation with Paris MoU and Member States to supervise, verify and validate the operation and further enhancement of the system.	The dedicated helpdesk continued to respond to THETIS-related questions by users. This support service provided answers and feedback for all of the 1404 requests for assistance which were received in 2013. The business intelligence component "Jasper" was fully operational during 2013, supporting the Member States and Commission with the analysis of data available in THETIS.
4. Training to Member States of the Paris MoU.	One THETIS training and two THETIS meetings were organised for the Paris MoU Member States, to provide a better understanding of the system as it is today and to obtain valuable feedback from end-users.

Performance Indicators (2.3)		Target 2013	Result 2013
System operational	percentage per year availability	94	99.61
	hours maximum continuous downtime	6	4h:54min
Helpdesk	average time in working hours for feedback on requests for user support	3	1h:42min
	average time in working hours for feedback on requests from the public and other unregistered users	4	1h:35min
Links with third party systems	percentage availability for data imports at the THETIS side	90	99.07



2.4 MARITIME SUPPORT SERVICES

Throughout 2013, the Maritime Support Services (MSS) undertook a number of tasks including:

- Providing a 24/7 service helpdesk to users of all the vessel traffic monitoring and surveillance systems hosted by the Agency.
- Continual monitoring of maritime applications hosted at EMSA, facilitating early incident management, and high availability and performance standards.
- Monitoring the data quality in, and the performance and continuity of, the national SafeSeaNet systems.
- Providing a first point of contact, within the context of EMSA's Contingency Plan, for Member States whenever (operational) assistance was required. The Contingency Plan was launched on five occasions. In parallel, the MSS produced 22 'Maritime Emergency Reports' for EMSA/Commission regarding incidents of EU interest.

In April 2013, the MSS was reorganised, with more resources available during normal working hours. This led to a number of efficiency gains.

In September, the Commission's Internal Audit Service audited the MSS. The positive final report highlighted the efficiency of the MSS, its clear organisational structure and division of tasks, the effective documentation of procedures, and the professionalism of staff. Issues for further improvement included data quality transparency and the process of feedback by Member States. The audit included a survey of MSS stakeholders, the results of which confirmed the quality of the service provided.

2.4 MARITIME SUPPORT SERVICES		
Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	2,269,059	1,689,713
Payment appropriations in EUR	2,231,059	1,536,642
Staff	9 AD, 4 AST, 4 END	7 AD, 3 AST, 2 END

OUTCOME

Users of EMSA's vessel traffic monitoring and maritime surveillance systems (SafeSeaNet, LRIT and CleanSeaNet) and pollution response capacities (stand-by oil spill response vessels, satellite images and expertise) benefit from timely and appropriate helpdesk and monitoring services.

	Objectives	Output
1.	Availability of the Maritime Support Services 24/7 (helpdesk, application monitoring and first level incident management, and contact point in case of emergencies).	The MSS was available 24/7, without any interruption.
2.	Permanent data quality improvement and compliance with vessel and incident reporting requirements in SafeSeaNet, LRIT and CleanSeaNet.	MSS verified and reported on the consistency and quality of data provided by Member States to SafeSeaNet. In parallel, the MSS supported Contracting Governments of the EU LRIT Data Centre regarding the integration of relevant ship data as well as monitoring the associated ship reporting requirements. The MSS also verified the completeness and quality of over 2,500 CleanSeaNet images/deliverables.
3.	Support operation of vessel traffic monitoring and maritime surveillance pilot projects.	The MSS assisted in developing and revising application monitoring procedures for various pilot projects e.g. IMDatE, the EUNAVFOR service and BlueBelt, as well as undertaking the associated monitoring of their performance and availability.

Performance Indicators (2.4)		Target 2013	Result 2013
24/7 availability	average time in hours for feedback or resolution of issues relating to emergencies, incidents in maritime applications or urgent helpdesk requests	<2	0h:33min
	average time in hours for feedback or resolution of issues relating to non-urgent helpdesk requests or scheduled interventions	<8	0h:44min

CHAPTER 3

VISITS AND INSPECTIONS TO MONITOR THE IMPLEMENTATION OF EU LEGISLATION



The revisions to EMSA's Founding Regulation included amendments to provisions concerning the Agency's visits and inspections. As a consequence and with the aim of clarifying the Commission's and EMSA's roles, in June 2013 the Agency agreed with the Commission Terms of Reference for EMSA's maritime safety related inspections and visits and in October 2013 revised Working Arrangements for EMSA's technical assistance on maritime security.

3.1 CLASSIFICATION

Inspecting recognised organisations is a core task of the Agency. In 2013, EMSA carried out 16 inspections including head offices, regional and field offices, as well as newbuilding projects in shipyards. This number, while acceptable for a single year, is below the desired mid-range point because resources were diverted to inspection of organisations proposed for recognition.

The locations and scope of the inspections were determined on a risk-basis, taking into account the inspection history, results of Member States' monitoring activities and the Commissions' assessments, amongst other factors. Where possible, inspections were combined to minimise travel costs and time.

Findings were identified in all inspections and ROs adopted voluntary corrective actions which included, amongst others, additional surveys and audits, organisational changes, changes in IT tools, improvements to training of surveyors and to communication with flag States. Some findings, established across the organisations, were identified by the Commission for discussion with Member States in the Committee on Safe Seas (COSS).

Four inspections were carried out of three organisations for which recognition had been requested by Member States and for which the Commission will carry out an assessment which may lead to recognition.

EMSA also completed the development of an internal IT tool that will be used to track, follow-up and analyse findings.

The preparation of RO End-of-Cycle inspection reports and draft assessments reports was consolidated in 2013, following agreement of a programme with the Commission based on the current RO inspection cycles. The submission of reports to the Commission has proceeded as planned, providing an improved basis for the Commission to finalise its assessments.

3.1 CLASSIFICATION SOCIETIES

Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	2,193,156	1,999,760
Payment appropriations in EUR	2,222,156	1,968,284
Staff	10 AD, 2 AST, 2 END	10 AD, 2 AST, 2 END

OUTCOME

Based on the reports submitted by the Agency, the Commission should be able to make the relevant assessment and as a result take policy decisions and/or request corrective measures of Recognised Organisations or Member States controlling them, in order to improve the overall quality of the certification work undertaken by those companies.

Objectives	Output
1. On behalf of the Commission, 18-22 inspections of Recognised Organisations, both offices and visits to ships.	1 & 2. Twenty office inspections and one visit to ship were carried out worldwide. These included initial inspections of two head offices and two field offices of two organisations for which recognition had been requested prior to 2013 and one follow-up visit to another organisation for which recognition was requested and which had already been subject to an initial inspection in 2011.
2. Upon request of the Commission, initial inspections of classification societies following any new request for EU recognition.	Twenty reports of office inspections were sent to the organisations concerned, plus two concerning legal, corporate and financial information and one visit to ship report. Voluntary Corrective Action Plans received following inspections were evaluated, followed up and integrated in Draft Assessment Reports for the Commission.
3. Continue work in relation to the assessment of the Quality Assessment and Certification Entity set up by the Recognised Organisations in accordance with Regulation (EC) No. 391/2009.	Work in relation to QACE included the completion of the report of the inspection carried out in 2012 for use as the basis for the Commission's assessment, and observation of the QACE end-user workshop and the annual meeting.
4. Support to the Commission in the implementation of Regulation (EC) No. 391/2009 and Directive 2009/15/EC, including end-of-cycle reports to assist in the preparation and follow-up of the assessment of Recognised Organisations.	Five End-of-Cycle and Draft Assessment Reports were prepared for the Commission. Follow-up of non-conformities arising from the Commission's assessments were integrated into the inspections



Performance Indicators (3.1)		Target 2013	Result 2013
Inspections	number of all types of inspection per year ¹⁴	18-22	21
	percentage of planned inspections completed	100	116.7
Reports	number of reports per year	18	23
End of cycle reports	number of reports per year	4-6	5
	percentage of planned reports completed	100	125
Historical Indicator ¹⁵	number of findings per year	n/a	323

¹⁴ Visits to ships are included in this figure for the first time.

¹⁵ This is not an indicator of the Agency's performance. The evolution of this indicator over time is intended to generate a picture of the performance of the inspected entities and of the need for the particular type of inspection.



3.2 STCW

The Agency continued to carry out inspections of the maritime education, training and certification systems in third countries. In 2013, inspections were carried out in Madagascar, the Russian Federation, Fiji, New Zealand, the Republic of Korea, and Serbia, plus two further follow-up inspections in the Philippines. As is usual for inspections of such wide coverage and extent, the second follow-up inspection in the Philippines involved two inspection teams. Consequently the total number of inspections was higher than in previous years, but was manageable with existing resources because there were no visits to EU Member States in respect of Directive 2008/106/EC, following completion of the first cycle in 2012 and the planned start of the second cycle in 2014.

EMSA also evaluated the corrective action plans submitted by three third countries in response to EMSA's inspection reports and the responses to the Commission's assessments from one third country. The corrective actions taken by the inspected countries have led to significant improvements in their systems.

The STCW Information System was enhanced to accommodate the changes introduced by Directive 2012/35/EC to the profile of data to be communicated by Member States.

3.2 STCW		
Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	1,671,178	1,733,601
Payment appropriations in EUR	1,674,278	1,587,616
Staff	8 AD, 1 AST, 1 END	7 AD, 2 AST, 1 END, 1 CA

OUTCOME

Based on the reports submitted by the Agency, the Commission should be able to take policy decisions and/or request corrective measures of third countries or Member States, in order to improve the overall quality of seafarers and the correctness of their certification in line with the STCW Convention or Directive 2008/106/EC respectively.

	Objectives	Output
1.	7-8 inspections of third countries.	8 inspections of third countries were carried out; 9 inspections reports were sent to the Commission.
2.	Maintain the STCW Information System.	The planned availability of the STCW-IS has been exceeded.

Performance Indicators (3.2)		Target 2013	Result 2013
Inspections	number of inspections per year	7-8	8
	percentage of planned inspections completed ¹⁶	100	114.3
Reports	number of reports per year	7-8	9
STCW Information System	percentage per year availability	95	99.5
Historical Indicator ¹⁷	number of findings per year	n/a	161

¹⁶ The completion rate is calculated against the bottom of the target range.

¹⁷ This is not an indicator of the Agency's performance. The intention is to monitor its evolution over the years, as an indicator of the performance of the inspected entities and of the need for the particular type of inspection.



3.3 IMPLEMENTATION OF PSC DIRECTIVE

In its third year of implementation, critical elements of the Port State Control Directive, such as the provision of port call information, reached a stage of maturity.

An amendment of the PSC Directive was also agreed in 2013 and will enter into force in November 2014 at the latest.

The total number of PSC inspections dropped significantly compared to the number of inspections done before 2010. This is largely the result of a reduction in the frequency of inspection of the same ship. The new targeting concept has also resulted in a better spread of inspections. In 2013 virtually all ships calling one of the ports with the geographical area covered by the regime were inspected. The number of expanded inspections has also increased.

The Maritime Labour Convention (MLC) entered into force in 2013 and the inspection regime has been adapted to cater for the enforcement of the Convention by member States who had ratified it in time. 2013 also saw a growing number of States to which the MLC Convention applies.

The successful implementation of the Directive may be considered beneficial for all stakeholders.

3.3 IMPLEMENTATION OF PSC DIRECTIVES IN MEMBER STATES

Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	229,367	309,590
Payment appropriations in EUR	229,397	308,577
Staff	1 AD	2 AD

OUTCOME

Provide information to the Commission on the implementation of the PSC Directive 2009/16/EC by Member States, enabling the Commission to assess Member States' compliance with the legislation and undertake actions where necessary. This information will be provided to the EFTA Surveillance Authority in respect of the visits to Norway and Iceland. The desktop analysis will provide an early indication of the level of implementation among the Member States.

Objectives	Output
1. Upon request by the Commission, 4-6 visits to Member States.	Six visits to EU Member States. For each visit a report was drafted and presented to both the Commission and the Member State visited.
2. Upon request of the EFTA Surveillance Authority, visits to Norway and Iceland.	No requests were received.
3. Desktop analysis of implementation of Directive 2009/16/EC at the request of the Commission.	Statistical information was gathered and a desk study was completed to support the programme of visits requested by the Commission for the implementation of the Directive on port State control.

Performance Indicators (3.3)		Target 2013	Result 2013
Visits	percentage of visits per year	4-6	6
	percentage of planned visits completed	100	150
Reports	number of reports per year	4-6	7
Historical Indicator ¹⁸	number of findings per year	n/a	83

¹⁸ This is not an indicator of the Agency's performance. The intention is to monitor its evolution over the years, as an indicator of the performance of the inspected entities and of the need for the particular type of inspection.



3.4 MARITIME SECURITY

In 2013, the Agency continued to assist the Commission and the EFTA Surveillance Authority in monitoring Member State implementation of Regulation (EC) No. 725/2004, as part of the second cycle of inspections of national Administrations responsible for maritime security. The number of inspection missions and the number of individual inspections was reduced in 2013 compared to previous years. This was mainly due to a continuing focus on the more complex and time-consuming inspections of national administrations. EMSA's reports highlighted observations identified during the inspections, provided recommendations and information on security systems' implementation and made suggestions for possible follow-up of identified deficiencies. This information has been used to make recommendations to the Commission for future inspections. EMSA also prepared Country Reviews prior to the inspections of national administrations, presenting synopses of information available on the implementation of Regulation (EC) No 725/2004, to help the Commission in the planning and conducting of inspections.

Training on ship security was provided to Member States, primarily focussed on flag States' responsibilities for ship security.

EMSA continued to participate in the MARSEC (Maritime Security) Committee and in the Stakeholders' Advisory Group on Maritime Security chaired by the Commission.

3.4 MARITIME SECURITY

Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	627,265	584,142
Payment appropriations in EUR	627,265	563,745
Staff	3 AD, 1 AST	3 AD, 1 AST

OUTCOME

Provide the Commission and the EFTA Surveillance Authority with objective, reliable and comparable information and data based on the outcome of the inspections, to enable them to evaluate the effectiveness of existing measures and to take appropriate action in relation to the Member States' implementation of the relevant maritime security legislation.

	Objectives	Output
1.	Upon request of the Commission, provide assistance, including, where appropriate, inspection of Recognised Security Organisations (RSOs), maritime administrations, statistics and vertical reviews of national security systems.	EMSA provided assistance in eight missions, during which 21 individual inspections were carried out including 13 ships, six Member State administrations and two RSOs. In support of the administration inspections, four country reviews were sent to the Commission for planning the respective inspections. Reports of all inspections were sent to the Commission.
2.	Upon request of the EFTA Surveillance Authority, provide assistance for 2-4 inspections of Norway and Iceland.	EMSA provided assistance for two ship inspections and two administration offices and reported all these inspections to the EFTA Surveillance Authority.

Performance Indicators (3.4)		Target 2013	Result 2013
Visits	percentage of visits per year	40-45	25 ¹⁹
	percentage of planned visits completed ²⁰	100	62.5
Reports	number of reports per year	20-25	11
Historical Indicator ²¹	number of findings per year	n/a	81

¹⁹ The type and number of maritime security inspections for which EMSA's assistance is requested is decided by the Commission. In 2013, there was a greater emphasis on inspections of Member States' administrations rather than inspections of ships in port compared to previous years which, combined with a reduction in the number of Commission inspectors, resulted in a significant decrease in the number of individual inspections and impacting the three KPIs under this activity.

²⁰ The completion rate is calculated against the bottom of the target range.

²¹ This is not an indicator of the Agency's performance. The intention is to monitor its evolution over the years, as an indicator of the performance of the inspected entities and of the need for the particular type of inspection.



3.5 MONITORING IMPLEMENTATION OF OTHER EU MARITIME LEGISLATION

EMSA continued the agreed cycles of visits to Member States to assist the Commission and the EFTA Surveillance Authority in their assessment of Member States in achieving a convergent and effective implementation of Union maritime law across the EU. In 2013, visits were carried out in respect of four EU Directives, 98/41/EC on the registration of passengers sailing on board passenger ships, 2002/59/EC on Vessel Traffic Monitoring and Information Systems in respect of the amendments introduced by Directive 2009/17/EC, 96/98/EC on marine equipment and 2009/18/EC on accident investigation.

Visits are conducted in full cooperation with the Member States, which benefit from an impartial external view of their operational implementation and enforcement of Union law, taking into account local and regional concerns. The visits provide the Member States with an opportunity to better plan resources, assess training requirements and identify the need for additional equipment in the process of achieving an efficient and unified implementation of the legislative requirements. This enhances cooperation between the Commission and Member States towards achieving consistency and meeting common targets.

Furthermore, the visits collected information important for the horizontal analyses to be conducted once a full cycle of visits has been completed.

3.5 MONITORING IMPLEMENTATION OF EU MARITIME LEGISLATION		
Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	941,230	826,112
Payment appropriations in EUR	941,230	830,029
Staff	4 AD, 2 AST	4 AD, 1 AST

OUTCOME

Provide advice to enable the Commission and the EFTA Surveillance Authority to assess and verify the implementation of EU maritime legislation. The overall objective is to assess and improve the level of maritime safety and the prevention of pollution by ships in the EU

	Objectives	Output
1.	2 visits to EU Member States focusing on Directive 98/41/EC in the registration of persons sailing on board passenger ships.	2 visits to EU Member States were undertaken and 2 reports were sent to the Commission.
2.	Additional VTMS visits to EU Member States concerning issues not addressed in the visits already undertaken.	6 additional visits to EU Member States were undertaken and 7 reports were sent to the Commission.
3.	2 visits to EU Member States to monitor the implementation of the MED mechanisms.	2 visits to EU Member States were undertaken and 2 reports were sent to the Commission.
4.	5 visits to EU Member States to monitor the implementation of Directive 2009/18/EC on the investigation of accidents in the maritime transport sector.	4 visits to EU Member States were undertaken and 6 reports were sent to the Commission.
5.	Upon request of the Commission, assistance to verify the implementation of any other EU legislative acts in the field of maritime safety or ship-sourced pollution.	No requests for assistance to verify the implementation of other legislative acts were received.

Performance Indicators (3.5)		Target 2013	Result 2013
Visits	percentage of visits per year	14	14
	percentage of planned visits completed	100	100
Reports	number of reports per year	14	17
Historical Indicator ²²	number of findings per year	n/a	139

²² This is not an indicator of the Agency's performance. The intention is to monitor its evolution over the years, as an indicator of the performance of the inspected entities and of the need for the particular type of inspection.



3.6 HORIZONTAL ANALYSIS & RESEARCH

When a cycle of visits or inspections has been concluded, or at other times such as mid-cycle on request by the Commission, the Agency analyses its reports from a horizontal perspective. These analyses are intended to facilitate discussions with the Commission and Member States, to draw relevant lessons and disseminate good working practices.

Two ad-hoc horizontal analyses were carried out by EMSA in 2013 on the requirements on places of refuge in Directive 2002/59/EC. The first followed an urgent request by the Commission and examined a range of related issues identified during the first few visits, to inform its planned action in this area. A second analysis was subsequently carried out, which focussed on fewer issues but in more depth and covering further visits that had been carried out since the initial analysis.

The Agency also started a horizontal analysis on the completed cycle of visits to Member States concerning Directive 2008/106/EC on the minimum level of training of seafarers, with a view to its completion early in 2014.

3.6 HORIZONTAL ANALYSIS & RESEARCH		
Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	298,733	443,385
Payment appropriations in EUR	298,733	434,025
Staff	2 AD	3 AD

OUTCOME

Provide advice to enable the Commission and the EFTA Surveillance Authority to assess and verify the implementation of EU maritime legislation. The overall objective is to assess and improve the level of maritime safety and the prevention of pollution by ships in the EU.

	Objectives	Output
1.	Carry out 2-3 Horizontal Analyses and report to the Commission with indications of possible improvement actions.	Two horizontal analyses were completed.
2.	Support the Commission in its assessment of inspection and visit follow-up to individual Member States and, when required, in any follow-up actions (e.g. consultations with MS, Workshops on best practice etc.)	No requests for support were received from the Commission.
3.	Conduct analyses of research projects to assist the Commission, upon request, with preparatory work for updating/developing legislation.	No requests were received from the Commission to analyse research projects.

Performance Indicators (3.6)		Target 2013	Result 2013
Analysis on the basis of full or partial visits and inspection cycles	number of horizontal analyses per year	2-3	2
	percentage of planned horizontal analyses completed	100	100

CHAPTER 4

PROVIDING MEMBER STATES AND THE COMMISSION WITH TECHNICAL AND SCIENTIFIC ASSISTANCE AND FACILITATING TECHNICAL COOPERATION BETWEEN MEMBER STATES' MARITIME AUTHORITIES AND WITH THE COMMISSION



4.1 PORT STATE CONTROL

A large number of participants attended EMSA PSC seminars during 2013 as part of the Professional Development Scheme for PSCO's. Together with the eLearning application and the digitised library and search engine RuleCheck, a comprehensive package is permanently available and widely used. This is available for the authorised user to ensure the harmonisation of PSC activities throughout the Paris MoU region.

4.1 PORT STATE CONTROL

Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	1,431,424	1,225,159
Payment appropriations in EUR	1,451,424	1,150,626
Staff	3 AD, 1 AST, 2 END	4 AD, 1 END

OUTCOME

The Agency is contributing to the setting-up of the Port State Control system in line with Directive 2009/16/EC, introducing a new inspection regime based upon a new information system.

The Agency is working towards harmonising Port State Control in and by Member States, by developing and organising common training and common PSC tools. This will contribute to a more harmonized level of PSC in the European Union, establishing a more unified level of maritime safety.



Objectives	Output
1. Management and enhancement of harmonised training tools for Port State Control Officers.	eLearning has been established as the central element in the harmonization and training of PSCOs. 2013 saw the consolidation of this project, resulting in the production of 18 fully updated online courses. With this achievement, virtually all IMO, ILO instruments and Paris MoU Procedures relevant for port State control have become available as online training. The system accounts now for 1,360 users from all PMoU member States which have completed near 5,000 courses online.
2. Deliver training: New Entrants Seminars and Refresher Seminars.	Five training sessions were organised for an average of 40 participants each.
3. Provide training on Directive 2009/16/EC.	
4. Management and elaboration of 'RuleCheck'.	A new version of RuleCheck has been released in January 2013 incorporating new contents and revising existing functionalities. Therefore, following a specific contact signed in 2012, all the technical preparatory work to launch a new version of RuleCheck has been completed. Further content has been added during the second semester of 2013.
5. Keeping up-to-date official list of banned vessels and company performance.	Live updates on the information on inspections, detentions, prevention of operation and refusal of access within the Paris MoU region was available through a dedicated portal linked in the EMSA website. Preparations were made to publish information on Company Performance from 01 January 2014 onwards.
6. Providing statistics upon request.	Ad-hoc statistics were generated at the request of the Commission and Member States of the Paris MoU to verify the factual status of the implementation of the PSC regime after 1 January 2013.
7. Supporting the Commission in the implementation of Directive 2009/16/EC on Port State Control.	EMSA represented and assisted the Commission in the Paris MoU Advisory Board (MAB), Technical Evaluation Group and Port State Control Committee meetings and actively contributed to the work of their subsidiary task forces.
8. Participation in all technical meetings and working groups of the Paris MoU, and certain policy meetings, on behalf of the Commission.	EMSA assisted the Commission by providing text proposals and suggestions on impact assessment to be carried out for the amendment of the Directive 2009/16/EC to include the provisions of the Maritime Labour Convention, 2006.

4.2 ACCIDENT INVESTIGATION

In 2013 EMSA continued to manage and develop the European Marine Casualty Information Platform (EMCIP) with the support of Member States through the EMCIP User Group.

EMSA also supported the Commission in the implementation of the Directive 2009/18/EC by participating in five visits to Member States and contributing to relevant COSS discussions.

As per Regulation EU 651/2011, the Agency arranged one meeting under the Permanent Cooperation Framework (PCF) where Member States and the Commission discussed cooperation on data acquisition and sharing, follow-up of Safety Recommendations, exchange of confidential information and training of accident investigators.

The Agency continued its efforts in training accident investigators from EU Member States and IPA countries by organising several courses on Accident Investigation issues.

The development of processes for analysis of casualty investigation reports took more time than planned but will be implemented in 2014.

Finally, the Agency initiated cooperation with EUROSTAT for future use of safety statistics and with HELCOM for use of data from EMCIP, thereby avoiding the double reporting of accident data in two different databases.

Performance Indicators (4.1)		Target 2013	Result 2013
Training	number of training sessions per year	5	5
Attendance	number of experts attending per year	225	196
Client satisfaction	result of customer survey	positive	positive
Rulecheck user response	number of system errors per year	<10	4

4.2 ACCIDENT INVESTIGATION		
Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	1,224,987	1,009,452
Payment appropriations in EUR	1,227,487	1,068,523
Staff	3 AD, 1 AST, 1 END 1 CA	3 AD, 1 AST, 1 END

OUTCOME

Activities are aimed at further developing the accident investigation capabilities of Member States and the ability to collect and compare investigation data at EU level.

Objective	Output
1. Supporting the Commission in the implementation of Directive 2009/18/EC.	Participation in five visits to Member States to assess the implementation of Directive 2009/18/EC. Improvement of the methodology for visits.
2. Providing the Secretariat of the Permanent Co-operation Framework, as foreseen by Regulation (EU) No 651/2011.	One PCF meeting was organised in July. Secretariat of the PCF was provided by the Agency. One Working Group on Training of Accident Investigators was launched and led by the Agency.
3. Running and enhancing the Marine Casualty Information Platform (EMCIP).	A total of 29 countries (27 EU Member States, Iceland and Norway) were connected to EMCIP. Two workshops were organised in June and November to support Member States with the use of the database. An EMCIP User group meeting was organised to discuss possible improvements. Further improvements to the system were developed and implemented, including checks to support the user when notifying an occurrence, the automatic notification of EU interested authorities when an occurrence is created, and a major upgrade of the EMCIP Portal.
4. Checking EMCIP data quality through acceptance procedure.	Data for 2280 notifications and 20 investigations were analysed in accordance with the EMCIP acceptance scheme.
5. Supporting Member States through development and promotion of training activities in the field of marine accident investigation.	One "Core Skills for Accident Investigator" course in June attended by 13 participants. One "VDR and other electronic evidences" course delivered in November at MAIB premises and attended by 24 participants. Renewal of the contract for the Core Skills for Accident Investigator course for the period 2014-2016. One "Core Skills for Accident Investigator" course for IPA countries in October attended by 16 participants.
6. Compiling an annual overview of marine casualties and incidents on the basis of data provided by the Member States, in accordance with Article 17 of directive 2009/18/EC.	The compilation of the first Yearly Overview was begun for publication in the second semester of 2014.
7. Analysing accident investigation reports with a view to identifying lessons to be learnt at EU level.	The methodology to analyse casualty investigation reports was revised. A total of 10 investigation reports were analysed.
8. Providing operational support, if requested by the relevant Member States in investigations related to serious or very serious maritime accidents (provided that there is no conflict of interest).	No operational support was requested.



4.3 TECHNICAL ASSISTANCE TRAINING AND COOPERATION

Technical assistance in the fields of maritime safety, security and the prevention of and response to marine pollution by ships was provided to EU Members States and to candidate and potential candidate countries (under the Instrument for Pre-Accession – IPA). A higher number of technical events were organised than those foreseen in the 2013 planning.

The implementation of the SAFEMED III project funded by DG DEVCO started on 16th June 2013 with the aim to provide Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia with technical assistance with the overall objective to improve the protection of the Mediterranean sea marine environment against the risk of accidents at sea by supporting the further ratification and implementation of the relevant international conventions and improving the relevant capacities of maritime administrations in the Mediterranean partner countries.

4.3 TECHNICAL ASSISTANCE²⁴

Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	1,113,993	1,236,575
Payment appropriations in EUR	1,113,993	1,009,672
Staff	2 AD, 2 AST, 1 END	2 AD, 1 AST, 2 END, 2 CA
EC Funds candidate and potential candidate countries²⁵		
Commitment appropriations in EUR	p.m.	182,172
Payment appropriations in EUR	p.m.	108,679
Safemed III		
Commitment appropriations in EUR	p.m.	441,249
Payment appropriations in EUR	p.m.	195,548
Staff	n/a	2 CA

Performance Indicators (4.2)		Target 2013	Result 2013
EMCIP meetings	number of training meetings per year	2	3
Attendance Database	number of reports in system	2000 ²³	2320

²³ This target is based on experience of the previous years and is not, strictly speaking, a measure of the performance of the Agency

²⁴ Training on PSC is referred to in section 4.1 - Port State Control.

²⁵ These items are funded by external assigned revenues (RO funds) which are not included in the ABB/ABC (Activity Based Budgeting and Costing) exercise.



OUTCOME

To promote best practices between EU Member States and increase knowledge and awareness of solutions found, benefiting maritime safety, ship security and prevention of and response to marine pollution by ships.

To support the process of approximation to EU maritime safety "acquis" for candidate and potential candidates.

To assist the competent authorities of the SAFEMED III beneficiaries to align their national standards and practices with those of the European Union.

Objectives	Output
1. Up to 10 training sessions for Member States.	Training sessions and workshops for Member States on the EU legislation in the field of maritime safety, maritime security and marine pollution prevention and response.
2. 6 sessions for training/technical assistance for officials from Croatia, Turkey and the Western Balkans related to EU-legislation and EMSA activities.	Training/Technical assistance for officials from candidate and potential candidate countries (Albania, Bosnia-Herzegovina, FYROM, Montenegro, Serbia and Turkey) related to EU-legislation and EMSA activities.
3. Implementation of SAFEMED III project (timeframe: 2013-2015).	Training/seminars/technical assistance for the SAFEMED III beneficiary countries (Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, and Tunisia) (7 training sessions were delivered to 80 participants).

Performance Indicators (4.3)		Target 2013	Result 2013
Training for Member States	number of MS training sessions per year	8	16
	number of MS experts attending per year	140	367
Training for accession countries	number of AC training sessions per year	6	7
	number of AC experts sessions per year	80	218
Client Satisfaction	result of customer survey	positive	positive

4.4 MARINE EQUIPMENT AND SHIP SAFETY STANDARDS

The Agency's experts supported the Commission and the Member States in IMO meetings, by reviewing the meeting submissions and providing technical input for the EU positions.

Following the political initiative launched by the Commission, EMSA focused on issues related to passenger ship safety and actively participated in the work on the damage stability parameters of SOLAS 2009. EMSA also prepared and awarded the contract for the provision of a study assessing the acceptable and practicable risk level of passenger ships related to damage stability (EMSA 3).

EMSA provided the necessary technical assistance to the Commission for the revision of the Marine Equipment Directive (MED), provided technical support for the adoption of the 9th amendment of the MED and the drafting of the 10th Amendment. The Agency coordinated the work of the technical experts and delivered the appropriate documents to the COSS meeting.

The Agency also ensured the follow-up of the work of the MarED Technical Secretariat for Notified Bodies, participating in meetings and providing its support to the stakeholders. EMSA continued to manage the contracts for the MarED database management and the MarED technical secretariat.

4.4 MARINE EQUIPMENT AND SHIP SAFETY STANDARDS		
Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	1,341,921	1,876,399
Payment appropriations in EUR	1,333,758	1,422,779
Staff	7 AD	7 AD

OUTCOME

The Agency contributes to the safety of ships and marine equipment at European level by closely monitoring the standards development. It also ensures the functioning of the internal market by assessing safety problems and/or market distortions.

Objectives	Output
1. Monitoring of the work at IMO in the field of Maritime Safety Standards and technical support to the Commission.	EMSA monitored the technical developments in IMO concerning ship safety standards and marine equipment. EMSA experts participated in the technical evaluation of IMO submissions and provided technical assistance in the preparation of submissions to IMO. They also participated in various IMO meetings.
2. Technical support regarding RoPax ship stability, ISM code and Goal Based Standards developments.	EMSA provided significant support to the ongoing activities related to passenger ship stability and to development of new safety standards.
3. Assistance for the revision of Directive 98/18/EC on safety rules and standards for passenger ships.	Technical assistance for the revision of Directive 2009/45/EC (former 98/18/EC) was given but the project was eventually postponed.
4. Assistance to the update of the technical annexes of the Marine Equipment Directive (yearly basis) and to the revision of the Directive.	Working with the Commission and the national experts, EMSA provided technical support for the drafting and adoption of the MED annual amendment.
5. Examination of submissions under article 13 of the Marine Equipment Directive.	In 2013, EMSA worked on several Article 13 issues, delivering support to the Commission for further discussion in COSS.
6. Upgrade of the MARED database.	EMSA continued to ensure management of the MARED database of approved equipment.
7. Management of the alert system foreseen by the MRA signed between EU and USA.	The Agency continued to monitor the alert system for safety issues concerning marine equipment under the EU-USA Marine Equipment Mutual Recognition Agreement (MRA+), but no activity was recorded.

Performance Indicators (4.4)		Target 2013	Result 2013
MARED Database	percentage per year availability of MARED DB	97	100



EMSA closely monitors the development of standards for marine equipment at EU level.

4.5 MARITIME INFORMATION, EQUASIS AND STATISTICS

The regular service of assisting EMSA staff and Commission in their data requests, related with maritime information, and based on the contents available in the MARINFO database, has been maintained.

A MARINFO web-application was developed internally aiming to make the access to MARINFO data easier, more autonomous and tailored to fit EMSA particular data needs.

Cooperation with relevant stakeholders interested in improving European maritime statistics (e.g. Eurostat, Commission) was continued in 2013. This cooperation is guided by the Statistics Working Group, led by the Eurostat.

EMSA participated in the IMO Expert meeting for the Update of the 2nd IMO GHG Study presenting the results of the work carried out on the calculation of air emissions in cooperation with the Finnish Meteorological Institute.

4.5 MARITIME INFORMATION, EQUASIS AND STATISTICS		
Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	1,351,221	1,336,304
Payment appropriations in EUR	1,340,805	1,251,141
Staff	2 AD, 1 AST, 1 END, 1 CA	2 AD, 1 AST, 1 END, 1 CA
Equasis²⁶		
Commitments appropriations in EUR	p.m.	467,594
Payment appropriations in EUR	p.m.	433,594

OUTCOME
Reliable and compatible data support the Agency's tasks in preparing and making use of up-to-date and validated information on maritime safety.

²⁶ This item is funded by external assigned revenues (RO funds) which are not included in the ABB/ABC (Activity Based Budgeting and Costing) exercise.



Objectives	Output
1. Management of Equasis.	Hosting of Equasis Management Unit was provided by EMSA, for a fifth consecutive year. The unit planned, organised and supported both Editorial Board and Supervisory Committee meetings. Brazil joined the Supervisory Committee in 2013 and an agreement was signed with the Caribbean MoU while significant progress has been made with other potential providers.
2. Publishing the sixth annual statistical report on the world merchant fleet in Equasis.	Annual statistics were published on September, as planned.
3. Production of statistical products (regular or ad hoc), as well as analyses, services and publications, for internal and external use, as appropriate.	Ad-hoc statistics and replies to regular (or ad-hoc) requests coming to the Maritime Information Helpdesk have been made on time and as frequently as required. The sector received in total 43 requests.
4. Enhancement of the MARINFO database through a new framework contract for data services entering into force from 1 January 2012.	Continuous data quality and integrity checks were performed in Marinfo database throughout 2013. Also, the development of a Marinfo web-application was realised aiming to make the access to Marinfo data easier and tailored to EMSA internal needs.
5. Supporting projects related to calculation of air emissions from ships based on AIS data.	EMSA was invited to participate in the IMO Expert meeting for the Update of the 2 nd IMO GHG Study. The final results of the cooperation pursued in 2011/2012 with the Finnish Meteorological Institute, for having emissions calculations in the EU region, were presented at this forum.

Performance Indicators (4.5)		Target 2013	Result 2013
MARED Database	percentage per year availability of MARED DB	99,5	99,92
Users	number of users per month	30,000	33,280
Contributors	number of contributing members	8	9

4.6 PREVENTION OF POLLUTION BY SHIPS

The Agency continued to provide technical assistance to the Commission and Member States in the areas of Air Emissions, the Ship Recycling regulation as well as greenhouse gases and ballast water management. In addition, the following activities were carried out:

- Support to the Commission for the implementation of Directive 1999/32/EC. A list of actions (including workshops, training sessions, drafting of guidance and implementing acts) was agreed (between DG MOVE, DG ENV and EMSA) and its implementation was initiated in September 2013;
- Support to the Commission within the context of the European Sustainable Shipping Forum (ESSF). EMSA provided the secretariat for the ESSF Plenary and its 5 Sub-Groups and technical expertise to the ESSF Plenary and to the Sub-Groups on Scrubbers, LNG and on the implementation of the Sulphur Directive.

4.6 PREVENTION OF POLLUTION BY SHIPS

Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	1,771,656	881,601
Payment appropriations in EUR	1,746,656	833,415
Staff	8 AD, 1 END, 1 CA	5 AD

OUTCOME

The Agency's expertise in matters related to environmental protection assists the Commission and Member States to better tackle a variety of ship-sourced pollution and emission problems, with regard to implementation as well as new legal developments.



Objectives	Output
<p>1. Port reception facilities</p> <ul style="list-style-type: none"> • Preparing reports for the Commission on various technical aspects of Directive 2000/59/EC. • Assisting the Commission and the Member States in matters related to, and impacting upon, the implementation of Directive 2000/59/EC. • Provide assistance to the Commission in matters related to the review of Directive 2000/59/EC. • Analysing international instruments aiming to clarify legal and technical aspects for the delivery and reception of ship-generated waste and cargo residues, including a close monitoring of on-going discussions at IMO and other international fora (e.g. ISO standards on port reception facilities and on the segregation of waste on board ships). 	<p>Port reception facilities</p> <ul style="list-style-type: none"> • In response to a specific request from the EC, EMSA developed draft Guidelines on Art.7 (Delivery of ship generated waste), Art. 9 (Exemptions) and Waste Reception and Handling Plans for future use in the revision of Directive 2000/59/EC; • Monitoring of on-going discussions related to PRF matters on international level (IMO, HELCOM, ISO and others), • Assisting the Commission and the Member States in their preparation and provision of co-ordinated technical positions for these meetings where appropriate; and, • Participation, on behalf of the Commission, in the HELCOM's PRF Cooperation Platform.

<p>2. Emissions from Ships</p> <ul style="list-style-type: none"> • Providing technical assistance to the Commission in the field of air emissions, following the recent adoption of the revised MARPOL Annex VI and on the review of Directive 2005/33/EC. • Providing technical assistance to the Commission in reviewing and assessing various voluntary and mandatory technical and market-based measures to reduce greenhouse gases from ships, depending on the regulatory choices made at international or EU level. • Providing assistance to the Commission in following the international developments, notably in relation to the Energy Efficiency Design Index and its extension to additional ship types. 	<p>Emissions from Ships</p> <ul style="list-style-type: none"> • Support to the implementation of the Sustainable Waterborne Transport Toolbox through organising an Ad-Hoc expert group meeting on Scrubbing Technology in 2013 and providing relevant technical discussion/background papers. • As part of the actions to support DG ENV, EMSA organised a Workshop with Member States on the Implementation of the Sulphur Directive, developed a questionnaire, and analysed the results, regarding the status of implementation and transposition of the Sulphur Directive in Member States. • Support to the Commission in setting-up the European Sustainable Shipping Forum and providing technical and secretariat support to its five sub-groups. • Supporting the Commission with following-up the negotiations on the proposal for a Directive on the Deployment of an Alternative Fuel Infrastructure in specific relation to the development of an EU regulatory framework for LNG bunkering. Cooperating with relevant international (IMO,ISO,IAPH) and EU (national, TEN-T projects) initiatives on the development of rules for the use and bunkering of LNG as a marine fuel. • Technical assistance provided to the Commission in the field of GHG, either at the EU or at the IMO level. EMSA developed a concept to address the Energy Efficiency of the existing fleet which was well accepted and sponsored by EU and non EU states. EMSA has also been involved technically in the latest discussions (preparatory work) regarding the development of regional measures particularly with the proposal for a Monitoring, Reporting and Verification (MRV) scheme of CO₂ emissions. In addition, EMSA undertook research on the most suitable mechanisms to estimate ships' air emissions on the basis of ships' activity and design/machinery data with a view to support both the 2nd IMO GHG Study 2009 update and the MRV verification scheme.
--	--

3.	<p>Ship recycling:</p> <ul style="list-style-type: none"> Contribute to the work of the Commission on the proposal for an EU regulation on ship recycling. Assisting the Commission with negotiations at the IMO regarding the development of relevant guidelines and other international developments. 	<p>Ship Recycling</p> <ul style="list-style-type: none"> Providing technical advice to the Commission during the negotiations on the legislative proposal for an EU Regulation on Ship Recycling. Following and providing input to the work of the IMO correspondence group on developing guidelines for the Hong Kong Convention, and participation in the ship recycling working group during MEPC 65.
4.	<p>Ballast water:</p> <ul style="list-style-type: none"> Contributing to the implementation of the IMO Convention by following and contributing to the development on various issues, notably sampling for compliance and risk assessment, ensuring consistency between regional approaches in Europe and helping Member States ratify the Convention. 	<p>Ballast Water</p> <ul style="list-style-type: none"> Monitoring on-going discussions related to ballast water issues at both international and European levels (IMO, Regional Sea Organisations and others), assisting the Commission and the Member States in their preparation for these meetings ; The output from the IMO's Correspondence Group on Ballast Water Sampling, co-ordinated by EMSA on behalf of the EC, was accepted by MEPC 65; Provision of technical support to the EC, the EU MS and the IMO on how ballast water links to EU legislation (the EC Biocides Regulation, the MED and the new Alien Invasive Species legislative proposal), type approval, application guidelines for specific vessel types, sampling for compliance, exemptions, shoreline reception facilities and implementation of the BWM Convention; A Workshop was held for the EU MS on the findings of the existing BWM Action Programme and to identify how EMSA can add value on this subject in the future. Provision of training to the EC MS and information exchange with industry on issues such as sampling, Type Approval, European Legislation and others
5.	<p>Anti-fouling systems</p> <ul style="list-style-type: none"> Providing technical assistance to the Commission and the Member States, as appropriate. 	<p>Anti-fouling systems</p> <ul style="list-style-type: none"> Monitoring on-going discussions related to AFS matters on international level (IMO, HELCOM, ISO and others).
6.	<p>Other:</p> <ul style="list-style-type: none"> Monitoring and advice on international and EU developments related to other environmental issues. 	



4.7 LIABILITY AND COMPENSATION

In 2013 EMSA supported the Commission by participating in the meetings of the IMO Legal Committee when various liability and compensation items were raised. EMSA supported Member States in the area of implementation of the Directive on the insurance of shipowners and the Regulation on the liability of the carriers of passengers, primarily by organising related workshops and training, as well as in the area of implementation of the Directive on ship-source pollution by producing a Manual on prosecuting ship-source pollution and by hosting related workshops and training.

4.7 LIABILITY AND COMPENSATION

Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	198,367	150,358
Payment appropriations in EUR	198,367	147,239
Staff	1 AD	1 AD

OUTCOME

Through its activities the Agency contributes to a better understanding of the regulatory system regarding maritime liability and compensation and better implementation of EU rules in this field.

	Objectives	Output
1.	Support the Commission and Member States in matters regarding maritime liability and compensation.	Organisation of a dedicated workshop for the Member States to present the Manual on prosecuting ship source pollution.
2.	Increase knowledge on the implementation and effects of international conventions and relevant EU legal instruments in this field, including the Directive on ship-source pollution.	Organisation of a dedicated liability and compensation workshop for IPA countries. Organisation of the training on the MARPOL prohibition of ship source pollution within the SAFEMED III programme.

CHAPTER 5

POLLUTION PREPAREDNESS

DETECTION AND RESPONSE

5.1 NETWORK OF STAND-BY OIL SPILL
RESPONSE VESSELS

EMSA continued its pollution preparedness and response activities as planned, with the exception of one vessel availability contract in the Atlantic Sea-Channel that could not be renewed or replaced in 2013.

The main activities in 2013 included:

- Maintaining the service level of the operational contracts for 18 Stand-by Oil Spill Response Vessels, primarily through monitoring and evaluating performance during quarterly drills, acceptance drills and during international exercises;²⁷
- Four vessels contracted late 2012/early 2013 entered into operational service for the Bay of Biscay, southern Atlantic Coast, Central and West Mediterranean areas;
- Four new contracts were signed for the northern Atlantic coast, Aegean Sea, northern North Sea and Adriatic Sea for relocation or replacement of contracted capacity expiring late 2013/early 2014. The contract in the northern Baltic Sea was also renewed for an additional three-year period.

As of 1 March 2013, with the entry into force of Regulation (EU) N° 100/2013, EMSA has a new mandate to respond to marine pollution caused by oil and gas installations. Preparations for adapting the vessel network in light of this new task were started. In 2013, EMSA vessels participated for the first time in an operational exercise dedicated to respond to pollution from an offshore installation in the western Black Sea.

5.1 NETWORK OF STAND-BY OIL SPILL RECOVERY VESSELS

Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	21,102,146	21,297,619
Payment appropriations in EUR	16,214,732	17,013,729
Staff	11 AD, 4 AST, 1 END	11 AD, 4 AST, 1 END, 1 CA

OUTCOME

The Network of Stand-by Oil Spill Response Vessels offers a European tier of pollution response resources to top-up the response capacities of EU Member States when protecting their coastlines and waters from marine pollution.

²⁷ More details on these operational activities can be found in the 2013 Drills and Exercises Report

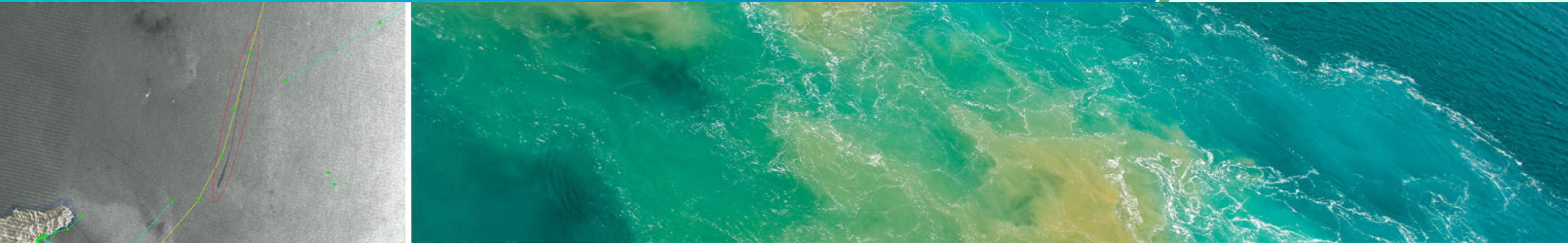
Objectives	Output
1. Re-tendering the lots of the Northern Atlantic, Western (to be transferred to Adriatic Sea) and Eastern Mediterranean Sea, signed in 2007, for the expiring and not renewable stand-by oil spill response service contracts.	Four new contracts were signed at the end of 2013: <ul style="list-style-type: none"> • Two to replace existing capacity in the northern Atlantic coast and the Aegean Sea; • Two to relocate capacity from the southern North Sea and western Mediterranean to the northern North Sea and the Adriatic Sea respectively. The vessels will undergo a Preparatory Phase, which is expected to be completed by mid-2014.
2. Subject to the outcome of the 2012 public procurement and following the early termination of the contract for Salina Bay, consideration must be given to maintaining the vessel network to ensure adequate response capacity in the respective area taking advantage of the already available equipment and resources.	Four vessels contracted at the end of 2012/beginning of 2013 entered into operational service in 2013: <ul style="list-style-type: none"> • Two new vessels, Monte Arucas (Bay of Biscay) and Brezzamare (Western Mediterranean) • Two re-contracted vessels, Bahia Tres (Southern Atlantic) and Santa Maria (Central Mediterranean).
3. Renewing the existing stand-by service contracts for the Northern Baltic and Atlantic Sea (Channel), signed in 2008, for an additional period of 3 years.	The ice-breaker Kontio, operating in the northern Baltic Sea area, had its contract renewed for another three year period. The contract with the bunker tanker Sara serving in the Atlantic Sea (Channel) was not renewed due to the relocation of the vessel by the ship owner.
4. Managing the stand-by service contracts including supervision of vessel and equipment performance as well as crew capability for oil pollution response.	A total of 63 Quarterly Drills were performed by the vessels under contract to the Agency. Six Acceptance Drills, related to testing vessels entering into service and/or improvement projects, were also conducted.
5. Organising the participation of EMSA contracted oil spill response vessels in regional and/or national at-sea response exercises.	10 EMSA Stand-by Oil Spill Response Vessels participated in at-sea operational exercises, organised in cooperation with EU Member States and/or Regional Agreements, covering all European sea areas.
6. Providing expertise to Member States or the Commission in case of an incident.	No major incidents required the available EMSA expertise in 2013.
7. Implementing improvement projects to upgrade the pollution response capacity of the Network.	Two improvement projects launched in 2012 were successfully completed in 2013. The pollution response capacities of the vessels Alexandria (Eastern Mediterranean Sea) and Monte Anaga (Western Mediterranean Sea) were upgraded with the installation of high-capacity skimmers. Three new improvement projects were launched in 2013: <ul style="list-style-type: none"> • Upgrade of OW Copenhagen (Southern Baltic Sea) with a high-capacity skimmer; • Upgrade of Enterprise (Black Sea) and Ria de Vigo (Bay of Biscay) with the installation of state of the art combined oil containment and recovery weir booms. The completion of these projects is scheduled for the first half of 2014.

Performance Indicators (5.1)		Target 2013	Result 2013
Anti-pollution stand-by vessel network	number of contracts	17	16
	geographical coverage	All regional sea basins of Member States	All regional sea basins of Member States
New vessels pre-fitting	number of newly contracted vessels pre-fitted	3	4
Drills and exercises	number of drills per year	65	69
	number of operational exercises per year	10	10
	number of notification exercises per year	11	11
Response to requests	mobilisation time in hours	24	n/a ²⁸



In 2013, EMSA vessels participated for the first time in an operational exercise dedicated to respond to pollution from an offshore installation in the western Black Sea.

28 There were no mobilisations in 2013.



5.2 CLEANSEANET AND ILLEGAL DISCHARGES

The CleanSeaNet service continued to support Member States' oil spill monitoring activities. Over 2,500 images were delivered during the year for the routine monitoring of EU coastal waters. Despite the interruption of the RadarSat-1 satellite service due to technical failure, EMSA managed to maintain the same level of coverage by increasing the number of RadarSat-2 images and by complementing the service with images from the CosmoSkyMed satellite network, provided by the Italian Space Agency. An upgraded release was implemented providing new functional features for end-users, mainly on alerting capabilities, as well the capability to handle additional satellite products in support of maritime surveillance services.

The draft document 'Addressing illegal ship-source pollution in the marine environment' was submitted to 70 stakeholders for review at a workshop held in June 2013 on illegal discharges. The final version was published online in October.

5.2 CLEANSEANET AND ILLEGAL DISCHARGES

Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	5,163,017	4,863,086
Payment appropriations in EUR	5,608,760	4,742,246
Staff	7 AD, 1 AST, 1 CA	6 AD, 1 AST

OUTCOME

The Agency provides a satellite image based service to support coastal States and the commission in their efforts 1) to identify, trace and track illegal discharges and polluters, 2) to respond to large scale marine pollution incidents through monitoring, and 3) in support of additional maritime monitoring projects as requested. The CleanSeaNet service provides a sustainable basis upon which users can extend their activities targeting illegal discharges in European waters.

Objectives	Output
1. Provide CleanSeaNet satellite images and alerts to EU Member States on a regular basis for the monitoring of seas and detection of illegal discharges and polluting vessels.	Satellite images and alerts were provided as planned and at the required level of quality.
2. Provide assistance to EU Member States and the Commission in case of accidental spills	All emergency requests were supported with satellite images and operational assistance.
3. Enhance the CleanSeaNet service with models and oceanographic information.	An agreement was concluded for implementation of two modelling tools and necessary technical changes were initiated. The models will be operationally available in 2014.
4. Provide training to EU Member States on CleanSeaNet.	Basic and advance training sessions were provided in line with users' requests.
5. Organise meetings of the EMSA CleanSeaNet User Group.	The User Group meeting was organised as planned and has confirmed users' satisfaction with the quality of the service.
6. Develop activities with enforcement authorities to stimulate an effective follow-up to CleanSeaNet detections.	A workshop on Illegal Discharges was attended by 70 participants. The document 'Addressing Illegal Discharges in the Marine Environment' was completed and published online.

Performance Indicators (5.2)		Target 2013	Result 2013
Satellite images	number of images ordered and analysed per year	2,000	2,547
Response to assistance re accidental spills	percentage response rate to assistance requests	100	100
CSN-DC performance	percentage per year availability of CSN	97.5	99.3

5.3 COOPERATION AND INFORMATION RELATING TO POLLUTION RESPONSE SERVICES

EMSA continued its Cooperation and Information activities as planned. The MAR-ICE Network was reviewed and maintained and datasheets of chemical substances for marine pollution response were developed under the MAR-CIS project. As agreed during the 2012 Consultative Technical Group for Marine Pollution Preparedness and Response (CTG MPPR) meeting, it was decided to 'freeze' the EMPOLLEX expert exchange programme during 2013 and to use the available resources to organise two regional workshops on Marine Pollution Surveillance.

More details on the Agency's work on anti-pollution measures can be found in the 2013 Multi-annual Funding Report.

Following the revision of the Founding Regulation (EU) N° 100/2013 to include response to marine oil pollution caused by oil and gas installations, EMSA prepared an Action Plan for Response to Marine Pollution from Oil and Gas Installations to provide the framework for its activities in this field, which was adopted by the Administrative Board in November. Subsequently, the Agency started the implementation of the new activities, which will include an expansion of the Agency's pollution response tools as well as adaptations to the existing services.

With regard to assistance to third countries sharing a regional sea basin with the Union in case of marine pollution caused by ships or by oil and gas installations as mandated in the revised Founding Regulation, the pollution response services managed by the Agency (CleanSeaNet and the Network of Stand-by Oil Spill Response Vessels) can be made available to top-up the response capacity of non-EU countries sharing a sea basin with the European Union.

5.3 COOPERATION AND INFORMATION		
Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	1,198,524	876,729
Payment appropriations in EUR	1,272,686	891,043
Staff	5 AD	4 AD

OUTCOME
Activities of the Agency in this field are aimed at supporting the preparedness structures and response capabilities of Member States with regard to marine pollution incidents, as well as at disseminating best practice and exchanging information between Member States, the Regional Agreements, the IMO and other relevant international bodies.

The Agency aims to disclose as much relevant information as possible regarding chemicals and their treatment in the marine environment in order to assist Member States dealing with spills involving hazardous and noxious substances.

Objectives	Output
1. Coordinating CTG MPPR meeting/workshops/EMPOLLEX and implementing the CTG MPPR Rolling Work Programme.	Coordination of: <ul style="list-style-type: none"> the annual CTG MPPR meeting held in October; two regional Marine Pollution Surveillance courses (in Finland and France); the third Joint-Workshop on coordinated at-sea and shoreline pollution response; the annual InterSecretariat meeting; the annual Vessel User Group meeting held in October. The Technical Correspondence Group on Dispersant completed its review of reports on the Macondo well blowout that are relevant for Europe. Claims Management Guidelines remained a standing item on the CTG MPPR agenda and the Working Group met twice during the year.
2. Developing and updating marine pollution preparedness and response related information, studies, reports and inventories.	EMSA's Dispersant Usage Evaluation Tool (DUET) was updated, training was provided and the tool distributed to all EU/EFTA/EEA Member States and EU Candidate Countries.
3. Maintain the network of specialised chemical experts (MAR-ICE Network).	The MAR-ICE Network (Marine Intervention in Chemical Emergencies) was evaluated and, following the positive outcome, continued.
4. Develop datasheets of chemical substances for marine pollution response.	The development of the MAR-CIS (MARine Chemical Information Sheets) datasheets, complementing MAR-ICE, continued following a very positive formal consultation with stakeholders.
5. Supporting activities of Regional Agreements, the IMO and other relevant bodies/organisations where appropriate.	The support of the IMO's OPRC-HNS Technical Group continued with the participation in two meetings and the contribution to the work of the Correspondence Group on International Assistance in case of catastrophic oil spills. EMSA actively participated in the meetings of all Regional Agreements.

Performance Indicators (5.3)		Target 2013	Result 2013
Cooperation, coordination and information			
Coordination of the CTG MPPR	Number of CTG MPPR meetings and workshops	2	6
Development of studies/reports	Number of studies/reports/decision support tools	2	4
HNS operational support			
Response to requests for assistance to MAR-ICE	percentage of responses within 2 hrs.	>75	100
	percentage of responses within 4 hrs	<25	n/a
Developing datasheets	number of datasheets produced	25	54

CHAPTER 6

HORIZONTAL TASKS

6.1 MANAGEMENT TEAM/BUREAU OF THE EXECUTIVE DIRECTOR

The operational departments were streamlined in 2013 in order to incorporate, with the existing staff body and resources, extended or enhanced services and create the most effective structure for the delivery of the full portfolio of EMSA support and services to Member States and the Commission. For example, the coordination of all training related to the implementation of maritime legislation was grouped under a single specialised cell reporting directly to the Head of Department B "Safety and Standards", in view of their horizontal nature. In Department C "Operations", certain sections were merged in line with the focus on development of integrated services and in preparation for their roll-out to Member States through IMDatE. The "Budget Planning and Monitoring" cell reporting directly to the Head of Department A "Corporate Services" was renamed "Planning and Monitoring" to reflect the much broader range of tasks, from developing appropriate procedures and tools to ensure compliance with evolving planning and reporting obligations to supporting the Secretariat of the Administrative Board. In this regard, tools to monitor the budget execution as well as planned procurement were developed and implemented, in order to ensure the best possible use of financial resources within the Agency.

In addition to cooperation with other bodies and agencies on an operational level, EMSA strives to achieve efficiency gains by developing synergies with other agencies on a horizontal level. The sharing of the Internal Audit Capability with EFCA in Vigo and enhanced cooperation in different fields with the EMCDDA in Lisbon capitalize on geographical proximity. Thematic working groups were set up with the EMCDDA in 2013 in relation to human resources, infrastructure and ICT and several joint initiatives have already taken place, such as joint procurements and joint initiatives in the field of HR for the staff of both agencies.

6.2 HUMAN RESOURCES

EMSA implemented an internal mobility policy and related tools in order to respond more effectively to the increased workload and staff cuts and to identify the expertise currently available in the Agency. A Human Capital Database was created as an internal management and redeployment support tool, outlining job families and career paths. Through the staff development policy, training was made available in a wide variety of areas from ICT Applications and Quality Systems to Oil Spill and HNS preparedness and response. Online Training services were also launched, offering greater flexibility. New Implementing Provisions for the Reform of the Staff Regulations were prepared.

6.3 LEGAL AND FINANCIAL AFFAIRS, FACILITIES AND LOGISTICS

The Legal and Financial Affairs teams carry out the ex-ante verification of all budgetary and legal commitments and payments, provide assistance and advice and maintain manuals, guidelines and templates. Updates were necessary due to the revision of the

Financial Regulation, entering into force January 2014. In addition, helpdesks were operated and in-house training provided. All newly appointed Authorising Officers received initial finance and procurement training. Ca. 10,000 verification files were handled. A reduction of payment files (15% less than in 2012) is a result of improved contract management and a lower number of rejections for correction. Further, ca. 900 legal and financial helpdesk calls were handled in 2013. 108 procurement procedures (49 in 2012) were supported (See annex 2d for negotiated procedures details).

The Facilities and Logistics team – responsible for maintenance, security, cleaning, mail handling, transport and print services – improved safety by enhancing fire prevention as well as evacuation routes and obtaining a certification of the defibrillator programme, saved costs by centralising and standardising ordering and introducing inventory control for stationery, and enhanced security by procuring security file cabinets and state-of-the-art document shredders.

6.4 OPERATIONS SUPPORT (ICT)

The Operations support team is responsible for Business Continuity, for ICT Infrastructure and for Change and Release Management and Incident Management, in relation to both the maritime applications and to corporate ICT services. In addition, a service desk to support Corporate ICT is provided.

In terms of Business Continuity, the most critical EMSA Maritime Applications, such as SafeSeaNet, THETIS and the Single Sign-On, as well as critical corporate services were certified for a 24/7 switch-over to EMSA's Business Continuity Facility (BCF). Other applications are 'disaster ready' with code and data constantly streamed to the BCF for a manual start-up.

Further infrastructure enhancements were operated in 2013, such as storage, network and communications, providing EMSA with the capabilities of a commercial hosting provider. Ongoing production releases and incidents related to both maritime applications and corporate services were handled on a 24/7 basis.

Availability was high in all areas with 99,9% for the BCF, 99,9% for ICT Infrastructure and 99.5% for all maritime applications taken together.

6.1-6.4 OVERHEAD/HORIZONTAL TASKS

HR Planned Input ²⁹	HR Actual Input
Management Team/Bureau of the Executive Director: ³⁰ 13 AD, 6 AST, 2 CA	Management Team/Bureau of the Executive Director: 9 AD, 8 AST, 1CA
Human Resources: 1 AD, 7 AST, 5 CA	Human Resources: 2 AD, 5 AST, 4 CA
Legal and Financial Affairs, Facilities and Logistics: 5 AD, 3 AST, 8 CA	Legal and Financial Affairs, Facilities and Logistics: 5 AD, 3 AST, 7 CA
Operations Support (ICT): 4 AD, 14 AST, 4 CA	Operations Support (ICT): 1 AD, 9 AST, 1 CA

²⁹ Financial resources not applicable here as already distributed across the activities.

³⁰ This number includes the Executive Director and his staff, Heads of Department and their staff, Heads of Horizontal Units as well as the data protection, audit and accountancy functions.

FUNCTIONS

The functions mentioned should further structure and facilitate the working practices and projects of the Agency to enable staff with the allocated resources to work towards meeting the objectives in an efficient and cost-effective manner in line with the Financial and Staff Regulations.

Management team/Bureau of the Executive Director

- Work programme, including staff and budget planning.
- Detailed plan for pollution preparedness and response activities.
- 5 year strategy implementation.
- Annual report and accounts.
- Multi Annual Staff Policy Plan.
- Preparation of the Administrative Board meetings (decisions, minutes, etc.)
- Budget implementation and follow-up.
- Planning, monitoring and reporting tools (budget reports, KPIs, planned procurement, budget overviews and reviews).
- Regular monitoring of ongoing projects.
- Inter-institutional relations (EU Agencies Network, European Parliament written questions, etc.)

Human resources

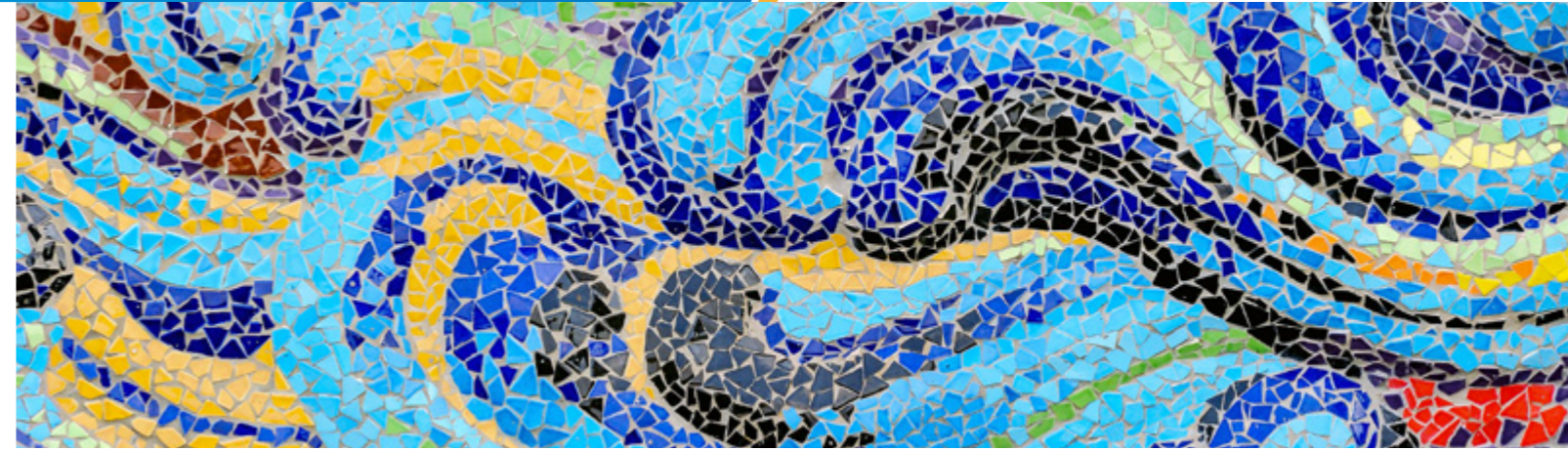
- Management of the establishment plan (new recruits, turnover, etc.).
- Management of staff related budget.
- Implementation of rights and obligations of EMSA staff members.
- Implementation of Staff Development Policy.
- Improvement and updating of e-HR tools.
- Implementation and improvement of existing HR policies related to career development and internal mobility.
- Preparation of Implementing Rules to the Staff Regulations. Implementation of the traineeship policy.
- Reimbursement of Missions.

Legal and financial affairs, Facilities and Logistics

- Verification of commitment and payments files.
- Organising and executing transfers.
- Updates of relevant manuals and templates. Providing budget overviews.
- Advising on and verifying contracts and procurement procedures.
- Providing legal advice to the Executive Director and the units.
- Managing facilities and support services of the Agency.

Operations support (ICT)

- Maintaining and enhancing a state-of-the-art Data Centre to host maritime applications.
- Providing advanced business continuity and ICT security services.
- Providing 24/7 ICT Operations for hosting of maritime applications.
- Providing technical expertise to support operational maritime applications.
- Providing technical support to the development and rollout of new maritime applications and major upgrades to existing ones.
- Providing Horizontal ICT Service Platforms for Maritime Applications
- Providing EMSA's Corporate Services Platforms (email, EDMS, file & print, etc.)
- Providing advanced ICT desktop and mobile services to staff.



Performance Indicators (6.1-6.4)		Target 2013	Result 2013
Establishment plan	execution rate establishment plan (203 posts filled by 31.12.2013 against a target of 210 posts to be implemented on 1 January 2014).	-> 100% min 94%	96.67
Budget - commitment appropriations	execution rate commitment appropriations	-> 100%	98
Budget - payment appropriations	execution rate payment appropriations	-> 100%	95

6.5 EXTERNAL COMMUNICATION, PROTOCOL AND EVENTS SUPPORT

EMSA's communication activities involve a variety of tasks aimed at delivering objective, reliable and easy to understand information to the public and any interested party. Day-to-day activities include: updating the website, extranets and intranet; answering external enquiries; supporting EMSA workshops and events; media relations and, where relevant, issuing press releases. Numerous cyclical and one-off publications provide accessible information to a specialised or wider public. Proactive communication at external events also helps to raise awareness of EMSA's role and tasks.

In 2013, the intranet gained a new e-profile database allowing staff to upload professional data for greater internal mobility as well as a new Information Library System making it more efficient to handle publication purchases.

The implementation of the Protocol Agreement and Privileges proceeded as planned.

The events cell continued to support the organisation of events as listed below. In addition, the cell contributes to the technical assistance training that is listed separately under the relevant activities 4.1 and 4.5.

6.5 EXTERNAL COMMUNICATION, PROTOCOL AND EVENTS SUPPORT		
Financial/human resources	Planned Input	Actual Input
Commitment appropriations in EUR	1,516,698	1,552,913
Payment appropriations in EUR	1,516,698	1,555,314
Staff	4 AD, 4 AST, 4 CA	4 AD, 4 AST, 5 CA

OUTCOME

Activities should aim at giving public and interested parties objective, reliable and easily understandable information with regard to the Agency's work (Reg. 1406/2002/EC, as amended, Art. 4.2).



Raising awareness of EMSA's oil pollution response activities

Objectives	Output
1. Preparing regular publications and completing/updating brochures and leaflets including the new EMSA general brochure in all EU languages.	Publications: <ul style="list-style-type: none"> • Work Programme 2014 and Annual Report 2012. • 12 monthly newsletters. • Brochures: Vessel tracking globally – the value of LRIT. Vessel tracking globally – Understanding LRIT; • Pollution preparedness and response activities report 2012. • Inventory of EU MS policies and operational response capacities for HNS marine pollution 2013 • Posters: open day; integrated maritime services (2); standby oil spill response vessel map.
2. Improving internal communication tools such as intranet.	Internal communication: further development of the intranet including new e-profile database and a new Information Library System.
3. Creating/updating electronic information tools (e.g. website and videos).	Electronic & audiovisual material: continuous information feeds through EMSA twitter account and production of 3-min integrated maritime services video.
4. Presenting at meetings, exhibitions and conferences.	Participation at: 2nd Adriaspill exhibition/conference in Opatija, Croatia; Ramogepol exercise/event in Bonifacio, France; TechNet International 2013 conference in Lisbon; EMSA open day and inauguration of Praça Europa.
5. Implementation of the Protocol Agreement and Privileges.	Cooperating with the Portuguese Authorities on the Seat Agreement allowing for the smooth functioning of the Agency's facilities and its staff in Portuguese territory. Supporting the Agency and its staff on the management of rights, privileges and immunities granted to the Agency and its staff, such as the recovery of direct and indirect taxes.
6. Supporting the organisation of events/meetings in the Agency.	Events and meetings: 50 workshops/working groups for 1244 participants; 3 Administrative Board meetings, amounting to 180 participants.

Performance Indicators (6.5)		Target 2013	Result 2013
Publications	number of publications/leaflets/brochures produced per year	14	14.25
Events and meetings	number of events organised by EMSA per year	40	53
	number of participants at EMSA events per year	1250	1424

ANNEX 1

**GOVERNANCE,
MANAGEMENT AND
INTERNAL CONTROL
SYSTEMS**

1. MANAGEMENT AND CONTROL SYSTEMS

1.1 ADMINISTRATIVE BOARD

The Administrative Board plays a fundamental role in steering the work of the Agency through the adoption of the Multi-Annual Staff Policy Plan and 5-year Strategy, as well as the annual Work Programme and associated Draft Budget and Establishment Plan. Its role, already reinforced with additional oversight powers and responsibilities with the revision of the Founding Regulation, is being further strengthened in the light of the principles and recommendations of the Common Approach. This joint statement by the European Parliament, the Council and the Commission on decentralised EU Agencies represents the first political agreement on EU decentralised agencies, with as major objectives, a more balanced governance, improved efficiency and accountability and greater coherence, objectives that are of particular importance at a time when the efficient and responsible use of resources is paramount.

A series of initiatives serve as instruments for the implementation of the 'Common Approach' translating its provisions into concrete deliverables, and some of them are to be taken by the Administrative Board. In this respect, the Administrative Board adopted in 2013 the 'EMSA Administrative Board Conflict of Interest Policy' aiming to identify risks to the integrity of Board Members and to raise their awareness on the incidence of such conflicts. It also aspires to ensure the deployment of effective procedures for the identification, disclosure, management and promotion of the appropriate resolution of conflict of interest situations³¹.

EMSA's Administrative Board met three times in 2013. The Administrative and Finance committee meetings were also held prior to each of the Administrative Board meetings to review financial and technical agenda items in detail. At the last Administrative Board meeting of the year, in November 2013 and in line with article 6 of the Decision establishing the Committee, the existing mandate of the committee was renewed, reinforcing its function in relation to the findings and recommendations stemming from various audit reports, whether external or internal. This was done following a very positive evaluation report by the Chairman of the Administrative and Finance Committee on the experience gained during this first year of operations of the Committee. The division of items into "A" and "B" items has allowed the Administrative Board to streamline the decision-making process and to enhance the efficiency and effectiveness in of its meetings. The Chairman of the Committee in its evaluation concluded that, without significant increase in terms of administrative expenses, the Committee allowed the Administrative Board to focus on strategic orientations for the Agency's activities and discussions on substance.

Furthermore, at the end of 2013 the Administrative Board adopted a new 5-year Strategy, providing the Agency with the multi-annual strategic framework that reflects the initiatives launched by the EU in all policy areas related to the seas while strengthening Europe's competitiveness and sustainable growth. In this exercise, the EMSA Administrative Board has not only translated the political signal from Institutions from the recent revision of the Founding Regulation into medium term objectives, it has also reaffirmed the mission, the vision and the values of the Agency and its staff.

³¹ The policy draws on the Special Report of the European Court of Auditors on "Management of conflict of interest in selected EU Agencies" as well as the the Guidelines "Managing Conflict of Interest in the Public Service" of the Organisation for Economic Co-operation and Development (OECD).

Finally, the legislative context has further evolved in 2013 with the revision of both the Staff Regulations and the Framework Financial Regulation. Transposed by the Agency into the new EMSA Financial Regulation adopted by the Administrative Board on 18 December 2013, the new Financial Regulation provides the Board with a series of new tasks, in particular in regular monitoring and follow-up of the effective implementation of recommendations stemming from various auditing entities. With its entry into force on 1st January 2014, the provisions of the revised EMSA Financial Regulation, aligned in the context of the budgetary procedure, will have a direct impact on the practices, procedures and the calendar of meetings of the EMSA Administrative Board.

A summary of Administrative Board decisions in 2013 is provided in Annex 3c.

1.2 MANAGEMENT

The Agency's management team aims to develop a competitive and resource-efficient European body. In this role, the Executive Director is directly supported by three Heads of Department, a Policy Advisor, the Accounting Officer and the Internal Audit Capability.

The Executive Director and the Heads of Department (Senior Management Meeting) meet every two weeks to discuss the upcoming issues that concern strategic planning and documents, including short oral briefings of the most relevant technical developments.

The Executive Director, the Heads of Department and the Heads of Unit (Management Meeting) meet regularly to monitor progress of the ongoing projects and to discuss any outstanding issue of an administrative or technical nature of horizontal interest.

The outcomes of the Management Meetings are published on the intranet. Unit meetings are generally held subsequently in order to transmit in more detail the outcome throughout the Agency.

Besides regular management meetings, the Agency's management team has at its disposal a series of well-established tools to monitor work programme and project implementation closely: monthly budget execution reports, regular planned procurement updates, key performance indicator scoreboards produced on a quarterly basis covering the Agency's external services, etc. In this respect, the Agency's management team and in particular the Head of Department A are supported by the Planning and Monitoring cell that coordinates overall planning, monitoring and reporting procedures allowing the Agency to comply with the increasingly demanding institutional requirements.

Within the Departments and also at Unit level, a number of planning and monitoring tools are also in place, such as the planning of visits and inspections, the EMSA training plan for maritime administrations, the planning of publications to be produced, etc.

1.3 EX-ANTE CONTROLS

The Agency verifiers perform regular and systematic ex-ante verifications of financial and legal transactions to check whether operations are legal, regular and compliant with the principle of sound financial management. Detailed financial verification checklists were refined and additional ones were introduced. The whole verification (legal and financial) system is reviewed every six months. The Charter of Authorising Officers was also updated. In this context, training modules were delivered to relevant staff.

1.4 RISK MANAGEMENT

At EMSA, as in other EU Institutions and bodies, risk management is progressively being implemented since the introduction of the Internal Control Standards.³²

EMSA adopted in 2012 a Risk Management Policy which aims to provide clear guidance on how to analyse and evaluate risks (i.e. identify and assess risks), decide on actions and controls to terminate or mitigate the risks, assign ownership and finally to implement these actions and controls and monitor and review the risk management process.

The Agency has developed a rigorous approach to risk management. This includes a risk register, which covers all identified internal and external risks related to all EMSA's activities, and an action plan to reduce the level of each identified risk to an acceptable level.

In accordance with the Risk Management Policy the risk register was reviewed in 2013 without any major changes.

1.5 STATUS OF INTERNAL CONTROL STANDARDS

Since the start of its activities, and in pace with the growth of the Agency, EMSA has progressively developed and implemented a series of internal measures to ensure that its activities are subject to control and to provide reasonable assurance to management of the achievement of the Agency's objectives.

These internal control measures help to ensure that EMSA's operational activities are effective and efficient while also certifying that all legal and regulatory requirements are met, that financial and management reporting is reliable and that assets and information are safeguarded.

In order to formalise the internal control system, the Agency has implemented a full set of Internal Control Standards (ICS) and minimum requirements which were adopted by the Administrative Board (November 2009). These Internal Control Standards are based on, and fully in line with, equivalent standards established by the European Commission for its own departments.

Examples of measures already in place are: implementation of organisational structures; development of several staff policies and operational procedures; provision of training in various areas; setting of clear objectives and monitoring them through well-developed management reporting and monitoring tools including performance indicators, risk management and business continuity plan. Taken together, these measures constitute the internal control system of the Agency.

³² The EMSA Internal Control Standards (ICS) were adopted by its Administrative Board in its 23rd meeting of 20-21 November 2009. ICS #6 states: "A risk management process that is in line with applicable provisions and guidelines is integrated into the annual activity planning."

The effectiveness of the Agency's internal control system is subject to an annual assessment by management.

During 2013 the Agency made special efforts to further develop and implement following internal controls:

■ Improvement to the control of exceptions (related to ICS no. 8)

The Agency's Internal Control Standard dealing with control of exceptions states "A method is in place to ensure that all instances overriding of controls or deviations from established processes and procedures are documented in exception reports, justified and duly approved before action is taken and logged centrally". In 2011 a procedure of authorisation and registration of exceptions was implemented accordingly. It was updated in 2013 in order to harmonise the use of the procedure and thereof, have more structured control over the exceptions and deviations.

■ Business Continuity (related to ICS no. 10)

In 2012, EMSA adopted formal Business Continuity Plans (BCP) for both its operational activities and corporate services. As part of this process, a Business Continuity Facility in Porto, Portugal, became operational.

Following an audit and subsequent recommendation by the Internal Audit Service (IAS) of the Commission, a comprehensive BCP including both operational activities and support services was adopted in 2013 in a single document. The BCP aims to ensure that EMSA will remain able to perform its critical and essential support and operational functions in the event of crisis, disasters and disruptions to its activities. The BCP should also help to return to a state of "business as usual" within pre-defined time frames should any of these events occur.

Furthermore, the Agency audited the Business Continuity Facility in Porto in 2013 with satisfactory results.

■ Enhancement of prevention of conflict of interest (related to ICS no.2)

During the course of 2013 the Agency reviewed its guidelines related to the Conflict of Interest. As EMSA staff during and after their career may find themselves in a situation or circumstances that could be perceived as a conflict of interest an updated set of guidelines to assist staff in avoiding situation or circumstances where conflict of interest may arise and to inform them of the measures that should be taken if they find themselves in such a situation have been issued.

1.6 DATA PROTECTION

EMSA complies with the provisions of the Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The Data Protection Officer (DPO) in EMSA is appointed by Decision of the Director for a period of 3 years, renewable once. The DPO runs the register of notifications of the operations that involve processing or storing personal data. Operations of a sensitive nature are notified to the European Data Protection Supervisor.

2. AUDIT FOLLOW-UP AND RESERVATIONS

2.1 REGISTER OF EXCEPTIONS

The procedure for registration and authorisation of exceptions was updated in 2013 to improve control of any potential exceptions (see under 1.5 Status of Internal Control Standard no. 8).

A total of 10 exceptions were registered during the course of last year, of which 6 ex-ante (approval for a future foreseeable deviation) and 4 ex-post (approval after the deviation had occurred). The main areas for reported exceptions mostly concerned Human Resources (4 exceptions) and contract management (3 exceptions). The financial impact of the exceptions varied between €225 and €199.998.

All exceptions were specific and unique by nature and there were no recurring errors. Where feasible, corrective actions were carried out in order to prevent similar situations in the future.

2.2 RESULTS AND FOLLOW-UP OF AUDITS

The Agency has developed its own action plan where all recommendations issued by Internal Audit Capability (IAC), the Internal Audit Service (IAS) and the European Court of Auditors (ECA) are recorded.

The Agency considers the follow-up on the progress of the action plan on audit recommendations as an important element of its internal control system. A quarterly indicator is discussed at the senior management meeting and reported to the Commission.

At the end of 2013, 31 out of 36 audit recommendations had been implemented. The total number of 36 audit recommendations includes recommendations made by the IAC, the IAS and the ECA over the last two years.

2.2.1 Internal Audit Capability

In accordance with article 3854 of the Agency's Financial Regulation, the Agency set up an Internal Audit function (Internal Audit Capability or IAC) that is fully dedicated to providing support and advice to the Executive Director and management on internal controls, risk assessment and internal audit.

The IAC helps the Agency achieve its objectives by bringing a systematic and disciplined approach to building and applying mechanisms to evaluate and improve the effectiveness of risk management and control.

The IAC also plays a key role in coordinating the various audits carried out each year at the Agency and providing the follow up of the formulated recommendations.

During 2013 the IAC concentrated on providing assistance to the further development of internal controls and procedures as well as to coordination of the various audits at the Agency.

During 2013 the IAC performed an audit at the EMSA's Business Continuity Facility at Porto.

The scope includes the assessment of the:

- physical security controls implemented by the host company (Redes Energéticas Nacionais - REN) running the BCF;
- physical controls implemented by EMSA;
- environmental security controls implemented by the host company (REN) running the BCF.

Following the recommendations made by the IAC the Agency has taken the necessary actions for corrective measures.

The IAC together with EMSA ICT and operational staff also made an assessment on the services delivered by one of EMSA's main contractors (GMV) in the field of ICT. The objectives of this assessment were to evaluate the contractor's capability to deliver the services under the Framework Contract ensuring compliance with the main operational, security and Business Continuity requirements foreseen by ISO 20.000, ISO 27.001 and BS 25.999. The assessment was concluded with satisfactory results.

The IAC provided support regarding several internal control issues such as:

- further development of the Business Continuity Plan
- and review of the Internal Control System.

The IAC also provided training to EMSA staff on "Ethics and Integrity" (Compulsory training for all EMSA staff members in line with ICS N°2).

2.2.2 Internal Audit Service

The Internal Audit Service (IAS) of the Commission conducted an audit on the EMSA Maritime Support Services.

The objective of the audit was to assess the performance of the MSS, both at the level of effective management and functioning of the organisation and an efficient delivery of the services as expected by its stakeholders and users. In doing so, the IAS looked into the management systems which the Agency set up to support the effective and efficient delivery of the Maritime Support Services. The scope of the audit covered the principal operational tasks and administrative activities of the MSS, including systems for how the management of the Agency monitors and controls the operations, safeguards the quality of the services delivered and ensures the continuity of operations.

Overall, the audit showed that the EMSA Maritime Support Services and its helpdesk functions effectively as an entity and delivers the services expected from it in an efficient manner. This is evidenced by a clear organisational structure and division of tasks and responsibilities, well documented procedures including key controls and measures to ensure business continuity, regular management reporting over activities and performance, and staff with adequate professional background, both IT and maritime.

Nevertheless, the audit also identified areas with room for improvement. This is the case as regards the performance measurement and the need to develop more comprehensive

indicators. Similarly, the pending tickets at the helpdesk need to be monitored more actively and tackled in a timely fashion to avoid long-standing open issues. Finally the Agency needs to raise the awareness of Member States regarding the importance of good data quality in the maritime applications.

Following this audit, the Agency developed an action plan to address all detected areas to improve.

2.2.3 European Court of Auditors

Following three observations from the Court in 2012, EMSA implemented measures in 2013 to further strengthen end-of-year procedures related in particular to timely de-commitments, accounting procedures and information in respect of costs for internally generated intangible assets.

The Court identified shortcomings in the transparency of two recruitment procedures carried out during the first half of 2012. Questions for written tests and interviews, as well as their weightings, were not prepared before the examination of the applications. In addition, threshold scores for being included on a list of suitable candidates were not prepared before the examination of the applications. However, following the Court's comments the Agency implemented corrective measures and no such weaknesses were found any more by the Court in subsequent audits.

At the time of publication, the ECA's observations on the 2013 accounts have not been published. However, the ECA's draft final report has been received and the observations therein have been presented to the Administrative Board. Furthermore, in accordance with the established process, the provisional accounts 2013 were adopted by the Administrative Board subject to certification without reserve by the European Court of Auditors. Formal approval by the Court of Auditors certifying that the 2013 Accounts are regular, conform and legal is expected in early autumn. The follow-up to the observations in the final document will be reported on in Annual Report 2014.³³

2.2.4 Discharge

In reply to observations and comments made by the European Parliament in its discharge of 2011, the Agency confirmed that it has implemented all the necessary actions to address previously identified weaknesses or areas for improvement.

Measures taken in relation to outstanding balances on commitments not related to existing legal obligations:

The Agency implemented year-end procedures for the analysis of outstanding budget commitments which were fine-tuned in again: since end 2012 for each single commitment an analysis is performed at year-end to ensure unused amounts committed are duly cancelled. All forms justifying the carry forward or cancellation of unused funds are signed by the responsible Authorising Officer by Delegation.

As a result of this procedure the Agency has managed to cancel the outstanding balances on commitments not related to existing legal obligations.

³³ This paragraph describes the expected situation by 15 June 2014. The ECA's draft final report is normally presented at the March AB meeting and the adoption of the accounts is done at the May AB meeting.

Prevention of conflict of interest:

Upon request of the European Parliament more information on the different actions the Agency took to prevent and avoid conflicts of interest has been provided to the Parliament. The Agency has prepared a consolidated set of guidelines on conflict of interest that has been made available to all EMSA staff. All guidelines complement the rules of the Staff Regulations.

Another element to avoid potential conflict of interest situations concerns the training on Ethics and Integrity which is provided in house and is compulsory to all staff.

EMSA is well aware of the importance of good and up-to-date policies and procedures dealing with conflict of interest and will therefore make sure all documents will be kept up-to-date or adjusted whenever needed.

As requested by the European Parliament, the Agency provided to the Parliament a specific status report on the measures taken to prevent conflicts of interest.

2.3 CROSSED SUB-DELEGATIONS

EMSA has no cross sub-delegations with other entities.

2.4 RESERVATIONS AND THE IMPACT ON THE DECLARATION

There were no reservations in 2013.

2.5 STATEMENT FROM THE INTERNAL CONTROL COORDINATOR

I declare that in accordance with the Commission's communication on clarification of the responsibilities of the key actors in the domain of internal audit and internal control in the Commission, I have reported my advice and recommendations to the Executive Director on the overall state of internal control at EMSA.

I hereby certify that the information provided in Annex 1 of the present Annual Report is, to the best of my knowledge, accurate and exhaustive.

Manuela Tomassini

Internal Control Coordinator

Head of Department A – Corporate Services

3. DECLARATION OF ASSURANCE

I, undersigned, Markku Mylly, Executive Director of the European Maritime Safety Agency, in my capacity as authorising officer,

Declare that the information contained in this report gives a true and fair view;

State that I have reasonable assurance that the resources assigned to the activities described in this report have been used for their intended purpose in accordance with the principles of sound financial management, and that the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions;

This reasonable assurance is based on my own judgement and on the information at my disposal, such as the results of assessment of internal controls, the work of the Internal Audit Capability, the observations of the Internal Audit Service and the Court of Auditors and the recommendations from the European Parliament's Committee for Budgets for years prior to the year of this declaration;

Confirm that I am not aware of anything not reported here which could harm the interests of the Agency and the institutions in general.

Markku Mylly

Executive Director

3. Declaration of assurance

I, undersigned, Markku Mylly, Executive Director of the European Maritime Safety Agency, in my capacity as authorising officer,

Declare that the information contained in this report gives a true and fair view;

State that I have reasonable assurance that the resources assigned to the activities described in this report have been used for their intended purpose in accordance with the principles of sound financial management, and that the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions;

This reasonable assurance is based on my own judgement and on the information at my disposal, such as the results of assessment of internal controls, the work of the Internal Audit Capability, the observations of the Internal Audit Service and the Court of Auditors and the recommendations from the European Parliament's Committee for Budgets for years prior to the year of this declaration;

Confirm that I am not aware of anything not reported here which could harm the interests of the Agency and the institutions in general.


Markku Mylly
Executive Director

2.5 Statement from the Internal Control Coordinator

I declare that in accordance with the Commission's communication on clarification of the responsibilities of the key actors in the domain of internal audit and internal control in the Commission, I have reported my advice and recommendations to the Executive Director on the overall state of internal control at EMSA.

I hereby certify that the information provided in Annex 1 of the present Annual Report is, to the best of my knowledge, accurate and exhaustive.


Manuela Tomassini
Internal Control Coordinator
Head of Department A – Corporate Services

ANNEX 2

**FINANCIAL
REPORTING**

ANNEX 2A: IMPLEMENTATION OF THE BUDGET FOR THE FINANCIAL YEAR 2013

(in EURO)

Budget Title	Fund Source	COMMITMENT			PAYMENT		
		Credit Available	Commitment	%	Credit Available	Payment	%
1	C1	20,817,868	20,352,444	98%	20,817,868	20,151,178	97%
2	C1	4,366,780	4,233,705	97%	4,366,780	3,843,797	88%
3	C1	32,635,216	32,118,744	98%	28,851,828	27,309,796	95%
TOTAL		57,819,864	56,704,893	98%	54,036,476	51,304,771	95%

Budget Title	Fund Source	COMMITMENT			PAYMENT		
		Credit Available (1)	Commitment (2)	%	Credit Available (3)	Payment (4)	%
1	C8	166,954	68,739	41%	166,954	63,128	38%
2	C8	941,665	724,510	77%	941,665	722,561	77%
3	C8	32,765,823	32,004,571	98%	0	0	0%
TOTAL		33,874,442	32,797,820	97%	1,108,619	785,689	71%

(1) commitments that have been unused or partially unused (that means, with existing outstanding payments) in the previous year/s (i.e.2012) and have been carried forward to the following year (i.e.2013)

(2) Out of the total amount carried forward from 2012 into 2013 (33,874,442 €) 32,797,820 have been consumer

(3) No C8 for PA in title 3

(4) Payment consumed out of C8 commitments

Budget titles: 1=Staff; 2=Administrative expenditure; 3=Operating expenditure

Fund source: C1=credits of the year

Summary of data provided by the Agency in its annual financial statement.

These accounts are drawn up on an accrual basis and are rounded.

HEADING	FUND SOURCE	COMMITMENT			PAYMENT		
		Credit Available	Commitment	%	Credit Available	Payment	%
EU Funds SLA Frontex	RO	819,626	112,756	14%	819,626	40,161	5%
EQUASIS	RO	715,991	467,594	65%	715,991	433,594	61%
Integrated Maritime Project	RO	700,000	423,605	61%	700,000	132,875	19%
Safemed III	RO	904,781	441,249	49%	904,781	195,548	22%
EC Funds for candidate potential candidate countries	RO	187,014	182,172	97%	187,014	108,679	58%
TOTAL		3,327,412	1,627,377	49%	3,327,412	910,857	27%

Fund source: RO funds (other external assigned revenue). These funds do not follow the annuality of the budget.

ANNEX 2B: ECONOMIC OUTTURN ACCOUNT

(in EURO)

	2013	2012
Revenues from administrative operations	674,302	642,014
Other operating revenue	52,134,067	52,424,090
TOTAL OPERATING REVENUE	52,808,369	53,066,104
Administrative expenses	-32,380,143	-35,270,589
All Staff expenses	-17,021,466	-18,271,643
Fixed asset related expenses	-8,013,648	-7,443,913
Other administrative expenses	-7,345,028	-9,555,034
Operational expenses	-18,271,256	-16,942,548
TOTAL OPERATING EXPENSES	-50,651,398	-52,213,138
SURPLUS/(DEFICIT) FROM OPERATING ACTIVITIES	2,155,750	852,966
Financial revenues	0	0
Financial expenses	-1,221	-260
SURPLUS/ (DEFICIT) FROM NON OPERATING ACTIVITIES	-1,221	-260
ECONOMIC RESULT OF THE YEAR	2,155,750	852,706

Summary of data provided by the Agency in its annual financial statement.

These accounts are drawn up on an accrual basis and are rounded.

ANNEX 2C: BALANCE SHEET

(in EURO)

	2013	2012
NON CURRENT ASSETS	34,150,479	27,882,291
Intangible fixed assets	6,613,695	4,039,251
Tangible fixed assets	27,186,828	23,552,904
Long-term pre-financing	290,136	290,136
Long-term receivables	59,821	0,00
CURRENT ASSETS	11,525,995	12,530,411
Short-term pre-financing	3,211,857	7,625,881
Short-term receivables	2,269,688	1,324,963
Cash and cash equivalents	6,044,450	3,579,567
TOTAL ASSETS	45,676,474	40,412,702
NON-CURRENT LIABILITIES	95,331	86,774
Provisions for risks and charges	0,00	0,00
Other long-term liabilities	95,331	86,774
CURRENT LIABILITIES	6,474,982	3,375,517
Provisions for risks and charges	79,000	387,266
Accounts payable	6,395,982	2,988,251
TOTAL LIABILITIES	45,676,474	40,412,702
TOTAL NET ASSETS/LIABILITIES	39,106,161	36,950,411

Summary of data provided by the Agency in its annual financial statement.
These accounts are drawn up on an accrual basis and are rounded.

ANNEX 2D: INFORMATION ON NEGOTIATED**PROCEDURES****1. LEGAL BASIS**

Article 30 of the EMSA Implementing³⁴ Rules defines the obligation to report on negotiated procedures without publication of a Contract Notice (articles 134(1) (a) to (g) COM IR) and with publication of a Contract Notice (Articles 135(1) (a) to (d) COM IR). The Agency shall send a report on negotiated procedures to the budgetary authority, preferably as an annex to the annual activity report.

Art.30 - "Report on negotiated procedures - Authorising officers by delegation shall record, for each financial year, contracts concluded under negotiated procedures referred to in Articles 126(1) (a) to (g), 127(1) (a) to (d) of the Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, as amended. If the proportion of negotiated procedures in relation to the number of contracts awarded by the same authorising officer by delegation increases appreciably in relation to earlier years or if that proportion is distinctly higher than the average recorded for the Agency, the authorising officer responsible shall report to the Administrative Board setting out any measures taken to reverse that trend. The Agency shall send a report on negotiated procedures to the budgetary authority, preferably as an annex to the annual activity report."

2. NEGOTIATED PROCEDURES 2013

In 2013 the following negotiated procedures based on articles 134(1) (a) to (g), 135(1) (a) to (d) of COM RAP were launched:

REFERENCE NUMBER	PROJECT	STATUS
Negotiated procedure without publication of Contract Notice: Art. 134(1)(a)-(g)		
NEG/02/2013	STCW Enhancement and Maintenance	Awarded
NEG/07/2013	Improvement Project for Enterprise - Black Sea	Awarded
NEG/43/2013	Provision of Radarsat-2 multi-user license for EMSA maritime activities	Awarded
NEG/52/2013	Implementation and maintenance of a technical interface for data exchange between the SeaTrackWeb oil spill model and the CleanSeaNet Data Centre	Awarded
NEG/54/2013	Improvement of the Pollution Response Capacity	Awarded
NEG/58/2013	Inclusion of a new profile to the current IT framework Contract for SSN	Cancelled
NEG/59/2013	Subscription of IDS online data	Awarded
NEG/69/2013	Provision of services for the implementation of a technical interface between the oil spill model and the CleanSeaNet Data Centre	Awarded
NEG/71/2013	Upgrade of electrical and pipelines installation	Awarded
NEG/73/2013	Improvement Project - Amendment of Contract N° EMSA 08-NEG/07/2008 - Bay of Biscay	Awarded

³⁴ The reference is to the Implementing Rules applicable in 2013, prior to the expected adoption in 2014 of new Implementing Rules.

3. CONTRACTS AWARDED FOLLOWING SPECIAL NEGOTIATED PROCEDURES

The table below illustrates the number of contracts awarded following completion of special negotiated procedures (within the scope of articles 134(1) (a) to (g) and 135(1) (a) to (d) of COM RAP) in 2013.

For the purpose of comparison, cancelled procedures were not taken into account. Contracts awarded in 2013 following special negotiated procedures launched in 2013 are taken into account.

TYPE OF PROCEDURE*	2013
NEG based on art 134 RAP	9
NEG based on art 135 RAP	0
Total Special NEG	9

4. CONTRACTS AWARDED FOLLOWING OPEN, RESTRICTED AND LOW VALUE NEGOTIATED PROCEDURES

For the purpose of comparison, cancelled and on-going procedures were not taken into account. Contracts awarded in 2013 following open, restricted and low value negotiated procedures launched in 2013 are taken into account.

TYPE OF PROCEDURE*	2013
Open (O)	20
Restricted (RES)	0
Low value negotiated (LV-N)	76
Total OP + RES+ LV-N	96

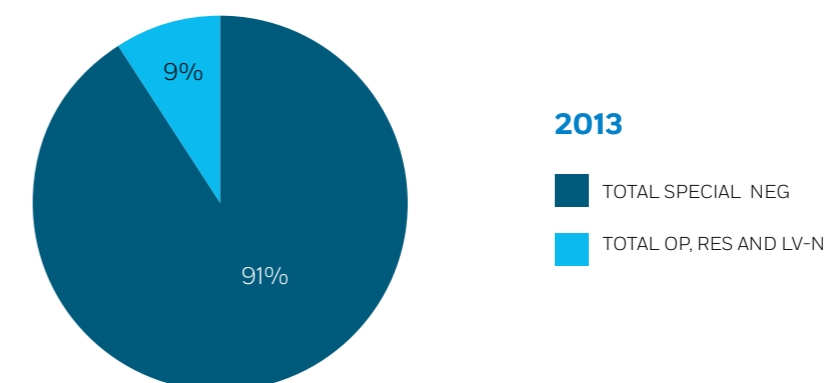
5. COMPARISON OF CONTRACTS AWARDED FOLLOWING SPECIAL NEGOTIATED PROCEDURES WITH THE NUMBER OF CONTRACTS AWARDED FOLLOWING OPEN, RESTRICTED AND LOW VALUE NEGOTIATED PROCEDURES FOR LOW VALUE ABOVE 1000 EURO

The table below illustrates the comparison between the number of contracts following special negotiated procedures and the number of contracts following open, restricted and low value negotiated procedures for above 1000 Euro launched in 2013.

TYPE OF PROCEDURE*	2013
Total Special NEG	9
Total OP + RES+ LV-N	96

Ratio between contracts awarded following special negotiated procedures with the number of contracts awarded following open, restricted and low value negotiated procedures for low value above 1000 Euro is demonstrated in the graph below.

Ratio between contracts awarded following special negotiated procedures with the number of contracts awarded following open, restricted and low value negotiated procedures for low value above 1000 Euro is demonstrated in the graph below.



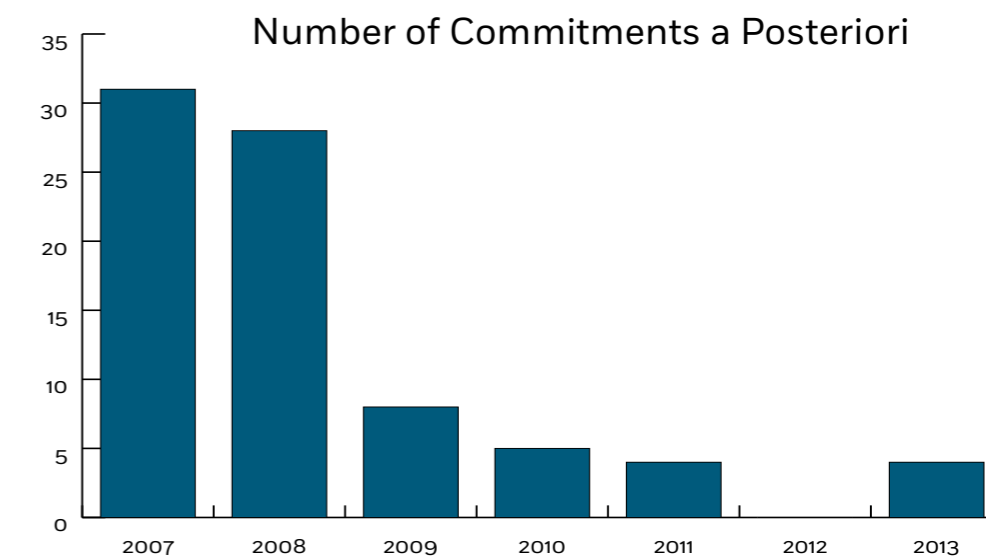
ANNEX 2E: INFORMATION ON A POSTERIORI

COMMITMENTS

A commitment a posteriori is a budget commitment made after entering into a legal obligation with a third party and constitutes an infringement of the Financial Regulation. According to the Financial Regulation the Authorising Officer must first make a budget commitment before entering into a legal obligation with third parties. The purpose of this rule is to ensure that no legal commitment is made without ensuring in advance that the related funds are reserved. The budget commitment must be made in the electronic system ABAC to be valid.

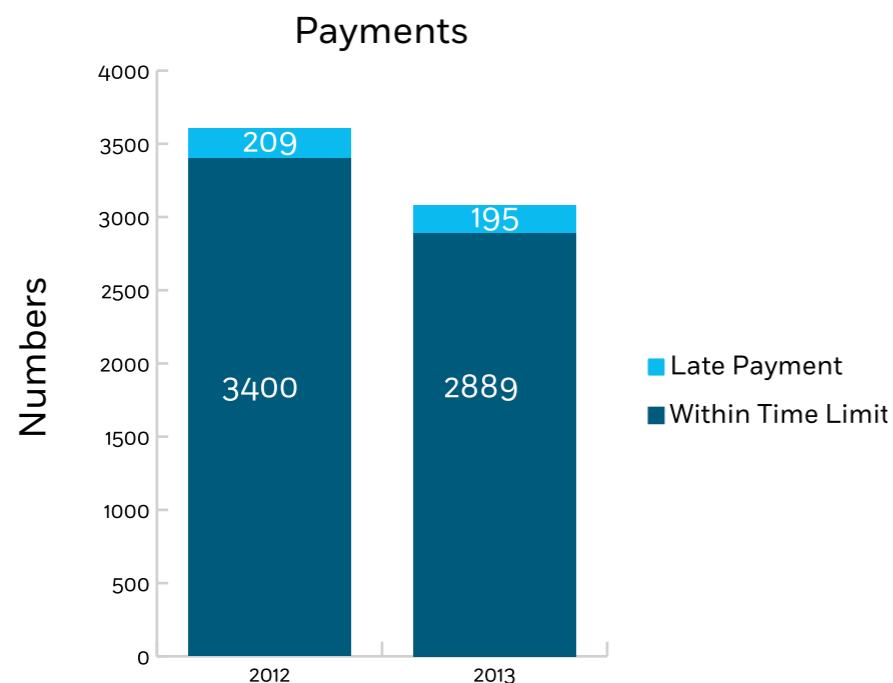
In the past a high number of commitments a posteriori occurred in the Agency. Corrective measures and strengthened procedures introduced in 2008 reduced the number of commitments a posteriori. In 2013 there were four cases.

The following graph shows the number of commitments a posteriori during the period 2007 – 2013:



ANNEX 2F: INFORMATION ON COMPLIANCE WITH TIME LIMITS AND SUSPENSION OF TIME LIMITS

As in the period 2009 to 2012, the total number of payments has decreased due to streamlining of agreements with vendors in the administrative area while the number of payments carried out within the time limit stabilised at 94%. The total number of payments dropped from 3 609 in 2012 to 3,084 in 2013, equalling a reduction of 15%, compared with a 17% decrease from 2011 to 2012.



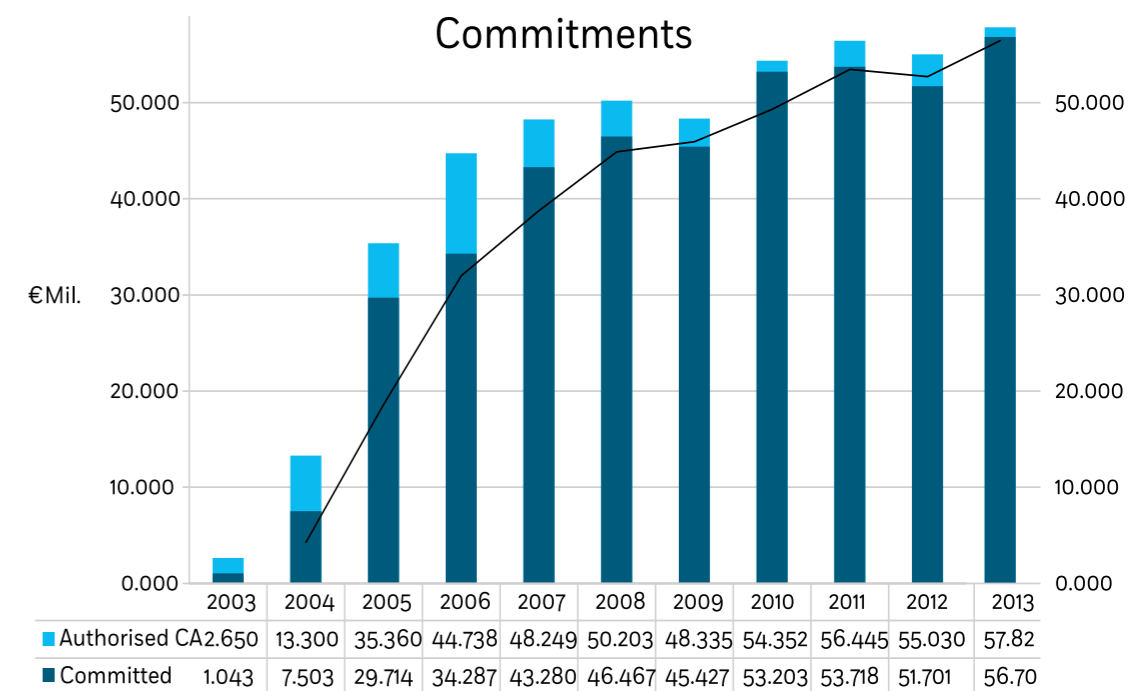
The formal suspension of time limits, whereby the Authorising Officer informs the beneficiary in writing that payment will be late for specific justified reasons, is necessary in order not to incur interest on late payments (in the case of interest above EUR 200).

As a result of fine-tuned invoicing procedures, the total number of suspensions dropped by 14% 2012 to 2013, while the share of suspended payments stabilised at 3%. The average suspension period decreased from 40 to 34 days.

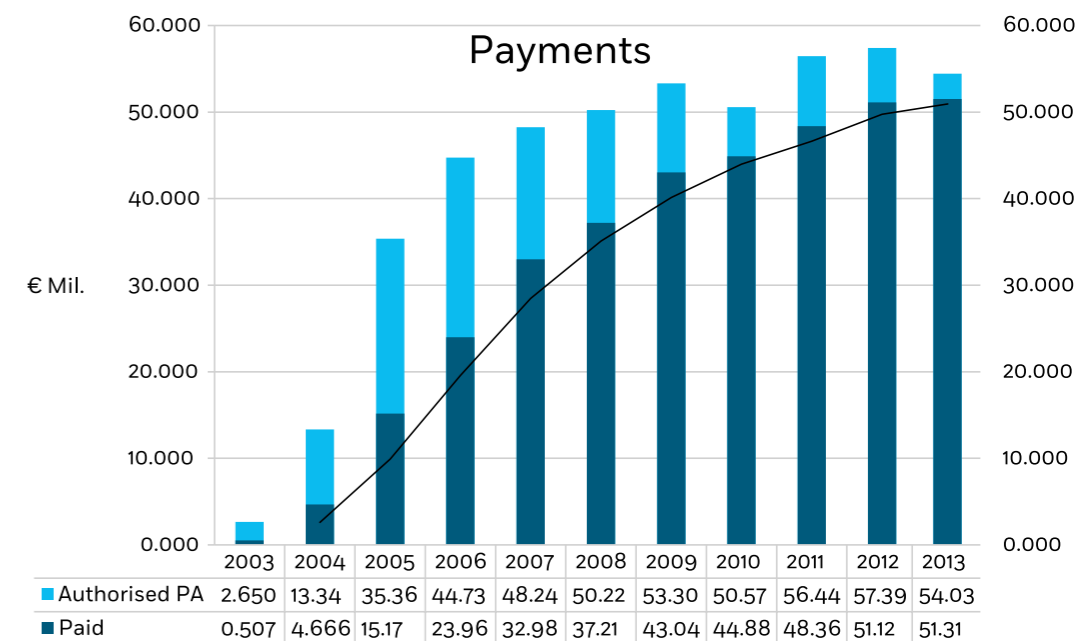
SUSPENSIONS	2011	2012	2013
Total Number	174	117	101
Average Suspension Period (days)	35	40	34
Share of Payments	4%	3%	3%

ANNEX 2G: ADDITIONAL FINANCIAL REPORTING: EVOLUTION OF BUDGET EXECUTION

In 2013, 98% of the budget has been committed and 95% has been paid.



Budget execution, Commitment Appropriations C1 funds, 2003-2013

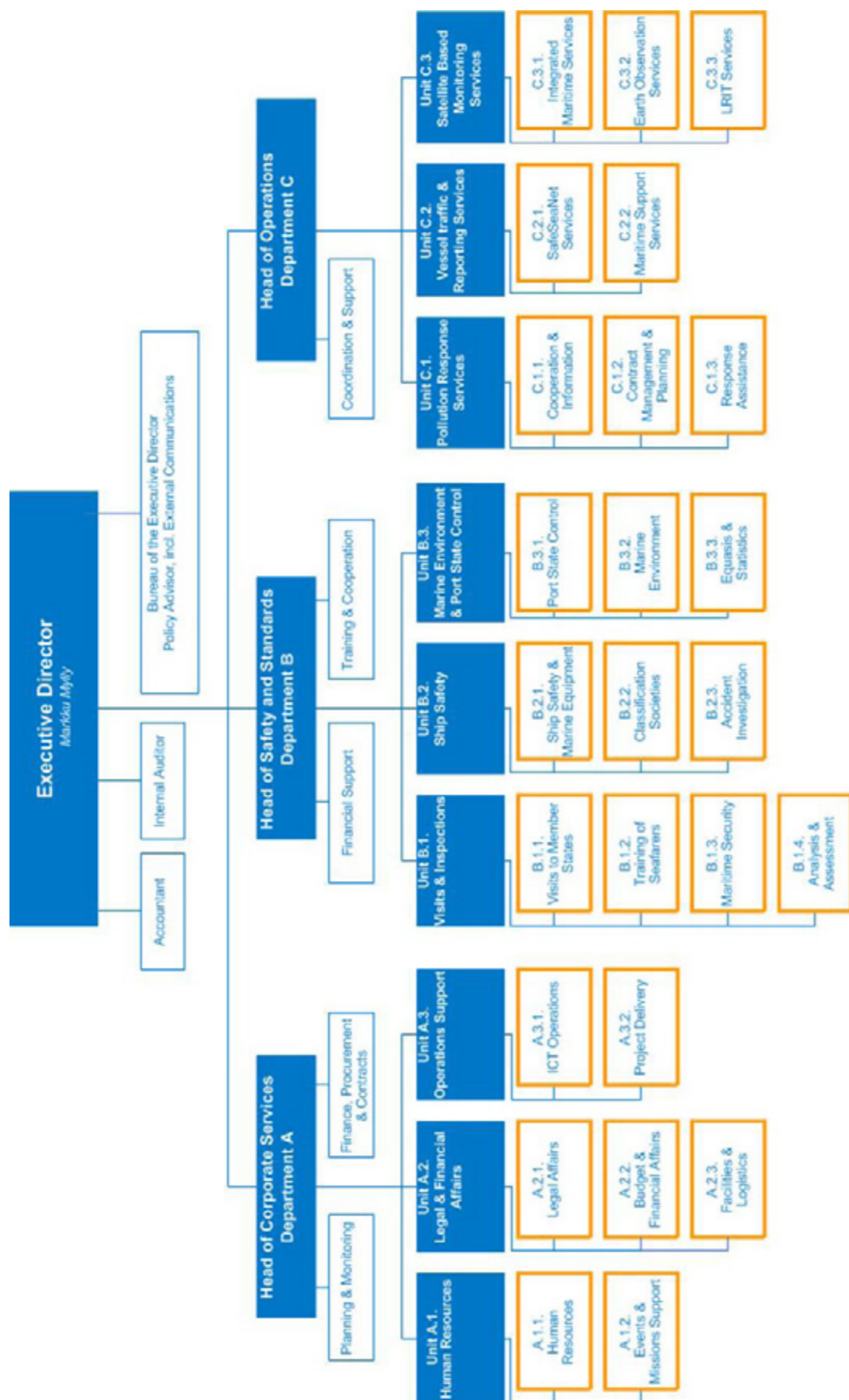


Budget execution, Payment Appropriations C1 funds, 2003-2013

ANNEX 3

**GENERAL
INFORMATION**

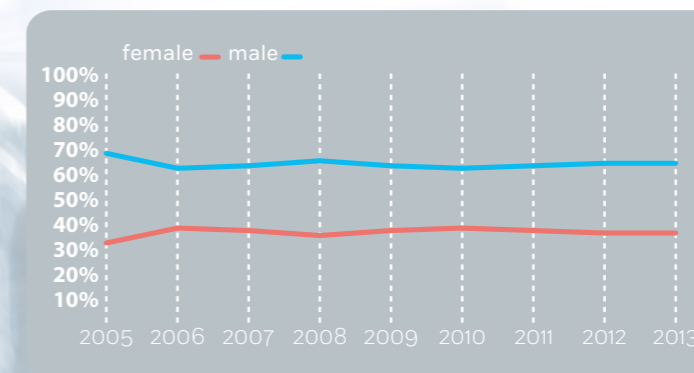
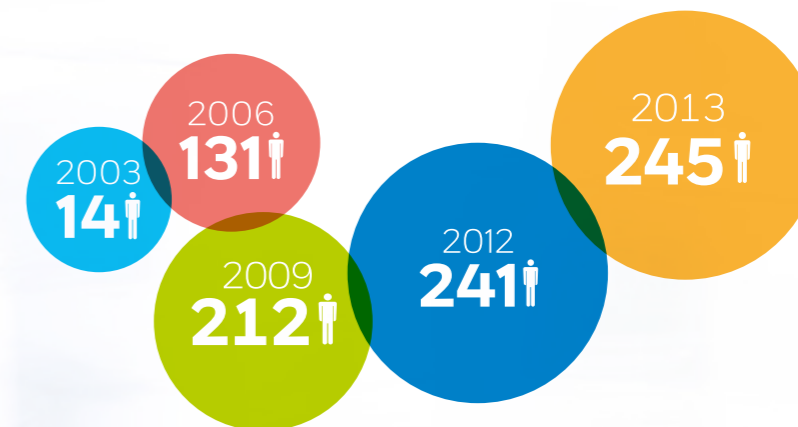
ANNEX 3A: ORGANISATION CHART AS PER 31.12.2013



ANNEX 3B: STAFF STATISTICS

THE STATISTICS PROVIDED COVER ALL EMSA STAFF, NOT ONLY STATUTORY STAFF.³⁸

EMSA STAFF EVOLUTION 2003-2013



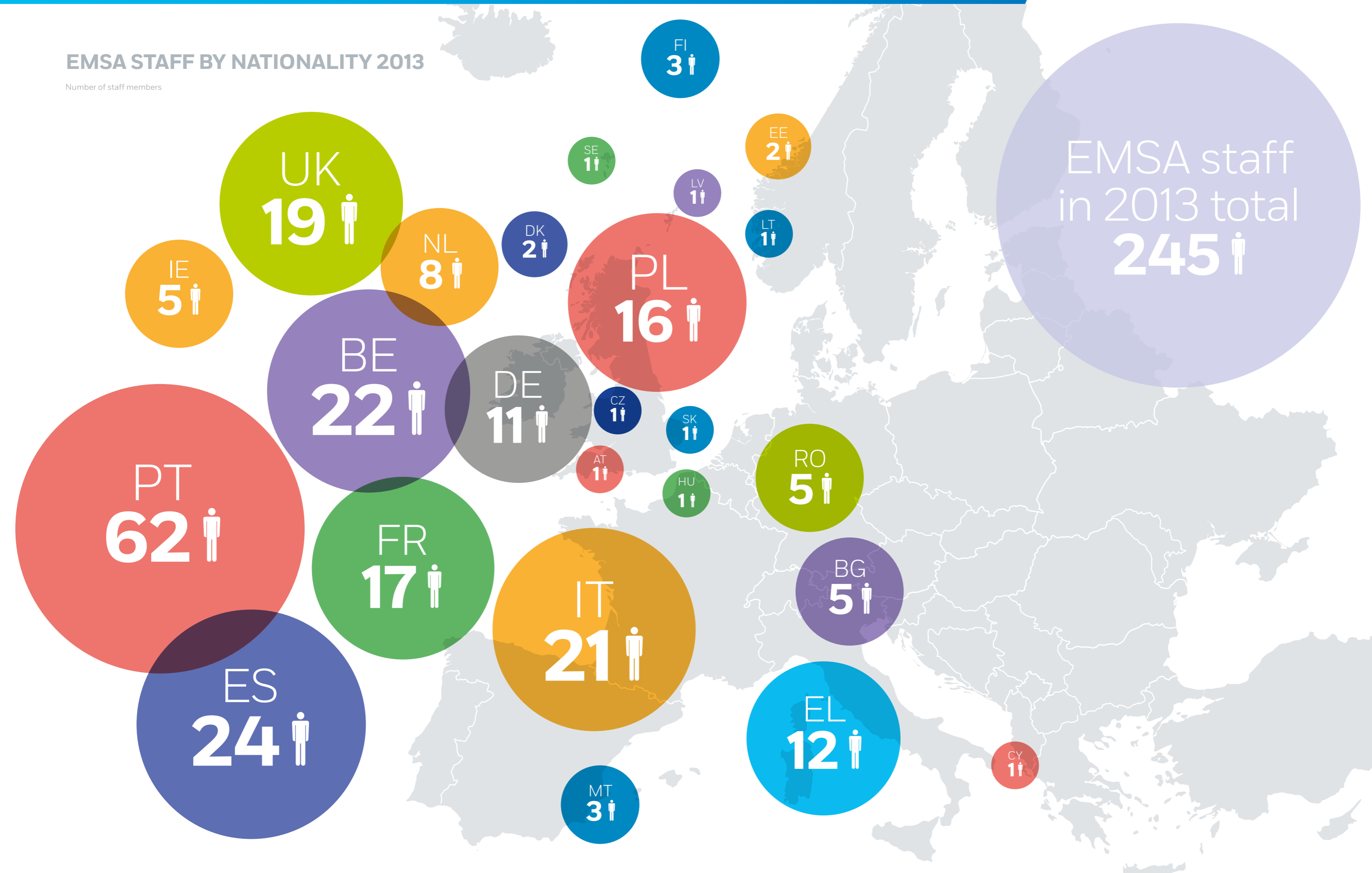
EMSA GENDER BALANCE



³⁸ Statistics cover Statutory Staff, Auxiliary Staff (2003 to 2006), Contract Agents (from 09/2006), and Seconded National Experts.

EMSA STAFF BY NATIONALITY 2013

Number of staff members



ANNEX 3C: SUMMARY OF BOARD DECISIONS

35TH ADMINISTRATIVE BOARD MEETING, 19-20 MARCH 2013 HELD IN LISBON, PORTUGAL.

The Administrative Board:

- Took note of the information provided on the EMSA's Financial Statement for 2012 (including budget execution, balance sheet, profit and loss accounts).
- Took note of the Annual Report for 2012 School Arrangements in Lisbon.
- Endorsed the IAS Strategic Audit Plan 2013-2015.
- Adopted the first 2013 budget amendment.
- Adopted the Implementing Rules to the Staff Regulations on temporary occupation of management posts.
- Adopted a revision of the decision concerning access to documents.
- Adopted the Preliminary Work Programme 2014, inviting Administrative Board members to provide written comments to be compiled for the June meeting.
- Adopted the Draft Budget and Establishment Plan for 2014.
- Adopted the Multi-annual Staff Policy Plan 2014-2016.
- Considered the draft administrative arrangements between EMSA and the SMHI and FRONTEX with no objections.
- Took note of the possible future agreements with EUROPOL and MAOC-N in the exploration phase.
- Took note of the information provided by the reporting officers on the end of the probationary period of the Executive Director and confirmation of his position.
- Took note of the information provided by the former Executive Director on its envisaged activities without objection.
- Took note of the progress report on the update of the Strategy by the Steering group and provided relevant comments as requested.
- Took note of the update on the SAFEMED III project.
- Took note of the information provided by the Commission on the proposal for the multiannual funding for the action of EMSA in the field of response to pollution at sea (2014-2020).
- Took note of the information provided by the Commission on the status of the discussions on the new Financial Perspectives for the EU (2014-2020).

36TH ADMINISTRATIVE BOARD MEETING, 6 JUNE 2013 HELD IN LISBON, PORTUGAL.

The Administrative Board:

- Took note of the information provided on the EMSA Financial Statement 2012 (including budget execution, balance sheet, profit and loss accounts).
- Adopted the EMSA 2012 Annual Activity Report and the EMSA 2012 Accounts, subject to certification without reserve by the European Court of Auditors.

- Took note of the update provided by the Commission on the follow-up to EMSA's inspections and visits.
- Took note of the update provided by EMSA, on behalf of the Agency and the Commission, on a risk-based approach for ROs inspections.
- Took note of the additional comments by Member States on the Preliminary Work Programme 2014 that was adopted at the March meeting.
- Took note of the Annual Report by the EMSA Internal Auditor.
- Adopted a decision amending Budget 2013 (second amendment).
- Took note of the progress report on the update of the Strategy by the Steering group and provided relevant comments as requested.
- Took note of the information provided by the Commission on the budgetary procedure for 2014 and on the Financial Perspectives 2014-2020.
- Took note of the information provided by the Commission on the proposal for the multiannual funding for the action of EMSA in the field of response to pollution at sea (2014-2020).
- Took note of the information by the Executive Director to present, at the November meeting, information on the Agency's staff policy and actions put in place or planned in order to ensure the best possible use of the Agency's human resources.

37TH ADMINISTRATIVE BOARD MEETING, 13-14 NOVEMBER 2013 HELD IN LISBON, PORTUGAL.

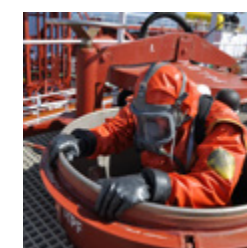
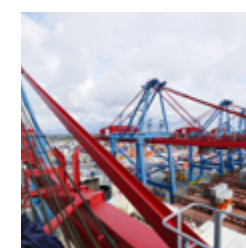
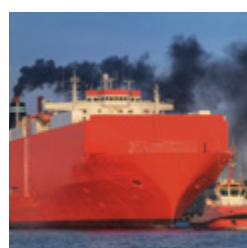
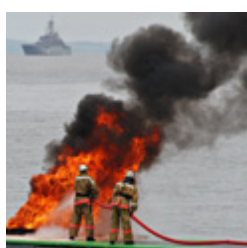
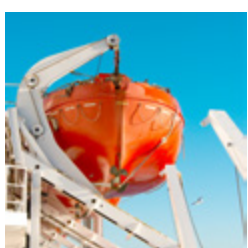
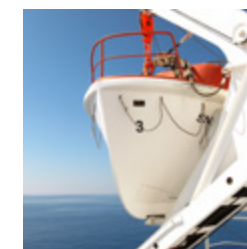
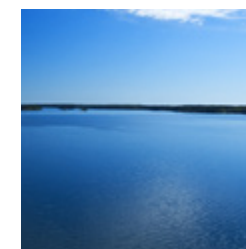
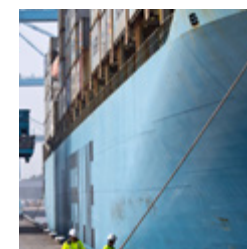
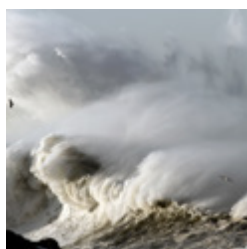
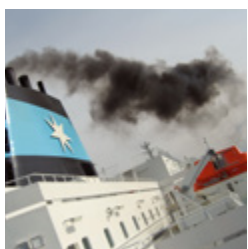
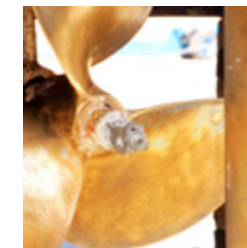
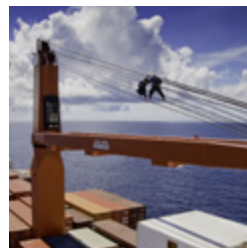
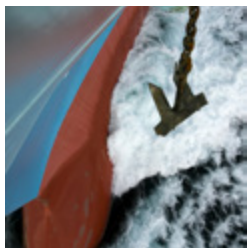
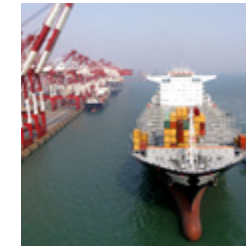
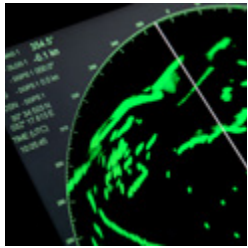
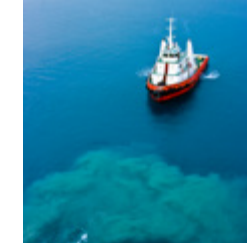
The Administrative Board:

- Adopted, subject to the availability of the Commission's formal opinion, the Work Programme 2014 and the associated budget and establishment plan for 2014.
- Adopted the Action Plan for response to marine pollution from oil and gas installations subject to the availability of the Commission's formal opinion.
- Took note of the information provided on the EMSA Financial Regulation, the adoption of which, subject to the opinion of the Commission, would be sought by written procedure after the end of the "objection" period for the adoption of the Framework Financial Regulation.
- Took note of the information provided on the EMSA Implementing rules to the Staff Regulations, the adoption by the Administrative Board would be sought by written procedure upon receipt of the set of relevant rules from the Commission.
- Took note of the Court of Auditors' opinion and adopted the final accounts for the year 2012.
- Adopted a decision amending Budget 2013 (third amendment).
- Took note of 2013 budget transfers.
- Adopted a decision renewing and amending the mandate of the Administrative and Finance Committee.
- Took note of the update on the tenders for oil recovery vessels in 2013.
- Considered and agreed to the provisional adoption of the "Guidelines for Authorising the Use of EMSA Pollution Response Resources by a Responsible Party", within EU waters.

- Adopted the 5-Year EMSA Strategy subject to the availability of the Commission's formal opinion.
- Adopted the decision concerning the Rules of Procedure of the Administrative Board of EMSA including Annex 1 (Declaration of Commitment and Confidentiality) and Annex 2 rev (EMSA Administrative Board Conflict of Interest Policy).
- Took note on the information provided by the Executive Director on the EMSA Staffing Policy.
- Considered the proposed draft co-operation agreement with RBINS, the draft co-operation agreement with JRC and the draft Memorandum of Understanding with ETSI without objections, as well as the future similar cooperation agreements with the Projects 'MEDESS 4 MS' and 'ARCOPOL' and the Memorandums of Understanding of the same nature with the CEN and CENELEC without objections.
- Took note of the information provided on the EMSA Administrative Board Handbook.
- Appointed two reporting officers among its members for the appraisal 2013 of the Executive Director.
- Took note of the information provided by the Commission on the on-going discussions on the proposal for the multiannual funding for the action of EMSA in the field of response to pollution at sea (2014-2020).

By written procedure, the Administrative Board:

- on 18 January 2013, adopted a decision amending the 2012 Budget of the European Maritime Safety Agency (third amendment).
- on 18 December 2013, adopted a decision adopting the Financial Regulation of the European Maritime Safety Agency.





ABOUT THE EUROPEAN MARITIME SAFETY AGENCY

The European Maritime Safety Agency is one of the EU's decentralised agencies.

Based in Lisbon, the Agency provides technical assistance and support to the European Commission and Member States in the development and implementation of EU legislation on maritime safety, pollution by ships and maritime security.

It has also been given operational tasks in the field of oil pollution response, vessel monitoring and in long range identification and tracking of vessels.



emsa.europa.eu

Get in touch for more information

European Maritime Safety Agency

Praça Europa 4, Cais do Sodré
1249-206 Lisboa
Portugal

Tel +351 21 1209 200 / Fax +351 21 1209 210
emsa.europa.eu / Twitter EMSA_Lisbon

© European Maritime Safety Agency 2014

Photo credits: EMSA Staff; Irish Coast Guard; European Space Agency (ESA); Shutterstock; NASA; Wikimedia commons.