



Terms of Reference HLSG expert groups

'The SafeSeaNet/LRIT Group'

'The Integrated Maritime Services (IMS) Group'

1. BACKGROUND

Commission Decision (EU) 2016/566 of 11 April 2016 on establishing the High Level Steering Group for Governance of the Digital Maritime System and Services (hereinafter 'the HLSG') in its Article 2 – tasks – stipulates in:

(c) *To establish and maintain cooperation with expert group(s) for specific tasks related to the operation, use and functioning of the Union maritime information and exchange system [...]and,*

(d) *To establish the cooperation between the Member States bodies and the Commission regarding: [...]questions related to conditions for use of the system and the integrated maritime services;*

The European Maritime Safety Agency (EMSA) is, among other things, responsible for the technical implementation of the Union maritime information and exchange system (SafeSeaNet), the relevant parts of the long-range identification and tracking system (LRIT) and, development, operation and integration of the electronic messages and data as well as maintenance of the interfaces with the central SafeSeaNet system, including AIS data collected by satellite, and the different information systems ,in cooperation with the Member States and the Commission, in accordance with Directive 2002/59/EC (hereinafter 'VTMIS Directive').

2. RULES OF PROCEDURE

These HLSG expert groups – 'The SafeSeaNet/LRIT group' and 'The Integrated Maritime Services (IMS) Group' – are established in accordance with the Rules of Procedure applicable to the HLSG in point 6 - Sub-groups.

The Rules of Procedure applicable to the HLSG apply *mutatis mutandis*, with the exception of point 2 (4) where the meetings of this group shall normally be held on

EMSA's premises and the SSN/LRIT Group and IMS Group own rules of procedure¹, attached in Annexes 1 and 2 to these Terms of Reference.

3. OBJECTIVES

3.1 SafeSeaNet/LRIT Group

The objectives of the SafeSeaNet/LRIT Group are to manage the technical and operational issues related to the mandatory system functionalities of the SSN and LRIT in the Union Maritime Information and Exchange System (SSN), as stipulated in point 2.1.2 in Annex III of the VTMIS Directive and in support to the tasks specified in Article 2 and 3 of the HLSG.

3.2 IMS Group

The objectives of the IMS Group are to manage the technical and operational issues related to IMS in the Union Maritime Information and Exchange System (SSN), as stipulated in point 2.1.2 in Annex III of the VTMIS Directive and in support to the tasks specified in Article 2 and 3 of the HLSG.

3.3 Detailed work of the expert groups are set out in the Interface Functionalities Control Document (IFCD) approved by the High Level Steering Group for Governance of the Digital Maritime System and Services.

4. DELIVERABLES

The expert groups shall endeavour to coordinate their work as far as is practicable and shall report to the HLSG on progress and outcome of the work in point 3.

5. WORKING METHODOLOGY

The SSN/LRIT Group Rules of Procedure and the IMS Group Rules of Procedure are attached (annexes 1 and 2 respectively) to these Terms of Reference.

5.1. Meetings

Each Group shall normally meet twice per year, but not less than once in any twelve-month period.

5.2 Expenses/reimbursement of meetings

The sub-group shall normally meet on EMSA premises in accordance with the procedures and schedule established by it. EMSA shall provide the Secretariat of and administrative support to the sub-group in performing its tasks.

¹ In accordance with the IFCD the SSN/LRIT Group and the IMS Group shall adopt its own Rules of Procedure.

EMSA shall reimburse to the invited experts the expenses incurred in connection with the sub-group's activities in accordance with the EMSA Rules for Reimbursement of Expenses to Experts available at: <https://extranet.emsa.europa.eu/e-register/events>.

No remuneration for the work undertaken in the framework of this expert group shall be provided.

5.3 Confidentiality

Information obtained by participating in the deliberations of the Groups shall not be divulged if, in the opinion of the Commission, that information relates to confidential matters.

5.4 Amendments

The HLSG may adopt amendments to these terms of reference.

SafeSeaNet /LRIT Group
Rules of Procedure

1. REPRESENTATION

The SafeSeaNet/LRIT Group is made up of representatives of SafeSeaNet and LRIT National Competent Authorities (NCA) of the Member States and the EEA Countries, the Commission and EMSA.

As much as possible and when feasible, the SafeSeaNet NCA and LRIT NCA should be represented by the same person if belonging to the same national Authority/Administration.

Overseas Territories listed in Annex II to the EC Treaty and any country or territory which is not covered by the EC Treaty but has been approved to join the EU LRIT CDC and Third Countries , are also invited to participate to the relevant LRIT subjects with nominated representatives of their National Competent Authority (NCA) or Competent Authority (CA). The same representatives may be invited as observers to the SSN related part of the meeting, subject to the information 30 days in advance of the meeting and the tacit agreement of the SSN NCAs. The same representatives may be invited as observers to the SafeSeaNet related part of the meeting, only when they express their justified interest in attending the SafeSeaNet discussions and subject to the agreement of the SSN NCAs.

Each NCA and CA shall notify the EMSA Secretariat of the names and functions of the members of their delegation at least one week before the meeting. Each NCA and CA must ensure that members of the delegation represent the views of the Country or Territory.

2. MEETINGS

2.1. Location of Meetings

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

2.2. Dates of Meetings

The SafeSeaNet/LRIT Group shall meet normally twice per year, but not less than once in any twelve-month period. The dates of meetings of the SafeSeaNet/LRIT Group shall be communicated to all participants at least two months in advance.

3. OFFICERS

3.1. Chairperson

The Chairperson of the SafeSeaNet/LRIT Group and the Chairperson of each working group of the SafeSeaNet/LRIT Group will be EMSA officials. EMSA will notify NCAs/CAs of a change in Chairperson as soon as this information is known by amending the draft agenda.

The Chairperson may designate a deputy from within the attendee delegation to assist him/her in conducting the meeting. In the event that the deputy chooses to present his/her delegation's position at the meeting, he/she shall indicate clearly that he/she is doing so as a member of his/her delegation.

3.2. Responsibilities of the Chairperson

The Chairperson shall exercise his/her responsibilities under the authority of EMSA and in accordance with these terms of reference.

During meetings, the Chairperson shall act in accordance with customary practice. The Chairperson shall:

- (i) open and close the meetings;
- (ii) direct the discussions and deliberations;
- (iii) give the floor to speakers in the order in which they request it;
- (iv) strive to seek unanimity;
- (v) announce conclusions of the discussion;
- (vi) prepare a report for the SafeSeaNet/LRIT Group and;
- (vii) prepare reporting to the HLSG.

Between the meetings, the Chairperson shall:

- (i) ensure appropriate coordination, and;
- (ii) ensure the preparation, distribution and archiving of the agenda and the documents. EMSA shall make these documents accessible via the EMSA web site.

3.3. Secretariat of the Group

EMSA will provide the secretariat for the SafeSeaNet/LRIT Group.

4. PROCEDURE FOR THE MEETINGS

4.1. Meeting Preparation

A provisional agenda for the meeting shall be sent with the invitation to the meeting at least two months in advance. Additional items may be added to the provisional agenda at the request of (a) MS delegation(s) or EMSA up to **30 calendar days** prior to the opening date of the meeting. Items relating to urgent matters may be proposed at any time by EMSA or a delegation.

The provisional agenda will be subject to approval as the first item of business of the meeting. A standing item "INPUT FROM THE COMMISSION" will be included in the agenda to allow the Commission to present its views and update on the developments at EU level, in particular on the proceedings of the HLSG.

Documents addressing items on the provisional agenda shall be submitted to EMSA for distribution up to **30 calendar days** prior to the opening date of the meeting. EMSA shall make these documents accessible via the EMSA web site within three working days after receiving them.

Drafts of Technical and Operational Documentation that are ‘for approval’ and that include substantial changes affecting the national SSN systems implementation shall be made accessible via the EMSA web site at least 45 days prior to the opening date of the meeting.

Documents submitted in support of additional agenda items referred to the first paragraph above shall be provided to EMSA not later than 3 weeks prior to the opening date of the meeting. EMSA shall make these documents accessible to delegations not later than 2 weeks prior to the opening date of the meeting.

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

Information papers may be submitted at least 2 weeks prior to the meeting. Papers submitted to propose agenda items for subsequent meetings may be presented during a meeting. Documents in support of urgent matters, as provided above, may be submitted at any time prior to or during a meeting.

4.2. Proceedings

At the beginning of the meeting, any member of the SafeSeaNet/LRIT Group may make proposals for additional issues for discussion at the end of the meeting under the section “any other business”.

The SafeSeaNet/LRIT Group may decide to submit written documents for information, consultation or approval to the HLSG, in the name of the whole group, through the COM representative.

4.3. Meeting Records

The SafeSeaNet/LRIT group shall receive a draft of the meeting report within 4 weeks after the meeting.

NCAs/CAs will have 4 weeks to give any comments or amendments to EMSA prior to the document being sent out to all NCAs/CAs as final. The draft and the final reports will be available on the EMSA website.

The report shall be the only official record of the meeting of the SafeSeaNet/LRIT Group and its working groups. The technical specifications, documents, plans, standards and reports agreed by the SafeSeaNet/LRIT Group shall be referenced in the report of the SafeSeaNet/LRIT group.

Delegations can have their statements included in the report if required during the meeting.

4.4. Written Procedure

If appropriate, the SafeSeaNet/LRIT Group's positions, opinions or recommendations on a specific issue or subject may be delivered via a written procedure, at the initiative of the chairperson or if so requested at a SafeSeaNet/LRIT meeting.

The SafeSeaNet/LRIT Group members can contact EMSA via the Maritime Support Services (MaritimeSupportServices@emsa.europa.eu) or the LRIT Team (LRIT@emsa.europa.eu).

5. OTHER PARTICIPANTS

5.1. Observers

Authorities, Institutions, Agencies, European and international organisations or other appropriate organisations may be invited by EMSA to participate as observers at the meetings of the SafeSeaNet/LRIT Group, subject to the information 15 days in advance of the meeting and the tacit agreement (within a response period of 5 calendar days following the information) of the meeting participants.

Observers shall notify EMSA of the names and functions of the members of their delegation before the beginning of the meeting.

Observers at SafeSeaNet/LRIT group meetings may receive any unrestricted documents pertaining to the meeting; submit documents for consideration during the course of a meeting and; participate in the discussions at the invitation of the Chairperson. Restricted documents could be provided to observers if validated by the Chairperson.

No commercial marketing activity shall take place during SafeSeaNet/LRIT Group meetings.

Presentations on commercial products for the purpose of providing technical information to delegates may be made at the request of a delegation or EMSA, with the approval of the Chairperson of the SafeSeaNet/LRIT Group.

6. AD HOC WORKING GROUPS OF THE SAFESEANET/LRIT GROUP

6.1. *Ad hoc* Working Groups for specific tasks

For specific tasks, the establishment of *ad hoc* working groups of the SSN/LRIT Group and their terms of reference will be proposed by the SSN/LRIT group and adopted by the HLSG.

The terms of reference of the SafeSeaNet/LRIT Group are applicable to the working groups except where they have been explicitly varied in the terms of reference adopted by the HLSG.

7. MISCELLANEOUS

7.1. Languages

The working language of the SafeSeaNet/LRIT Group and any *ad hoc* working group(s) is English.