



INVENTORY OF POSSIBLE TRAINING COURSES PROVIDED BY EMSA FOR MEMBER STATES

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INTRODUCTION

Article 2(c) of EMSA's founding Regulation (1406/2002/EC) provides that the Agency shall "work with the Member States to: organise, where appropriate, relevant training activities in fields which are the responsibility of the port State and flag State". In performing this task, EMSA has been organising a broad range of training activities for Member States and others covering all fields of EMSA's mandate: port State control, ship security, traffic monitoring, port reception facilities, marine equipment, pollution response, maritime labour convention, implementation of EU law, etc.

The purpose of this inventory is to set out, in one document, the programmes that form the basis of EMSA's routine training activities. It describes those training courses which are provided on a regular basis for the

benefit of Member States, even if these are not necessarily held every year. While the majority of training activities are organised on a regular basis, EMSA also occasionally provides some ad hoc courses to cover the very specific needs of maritime administrations at a particular time.

Most EMSA courses are coordinated and organised by a small team dedicated to this activity in Section B.3.2 'Training and cooperation' and overseen by the Consultative Network for Technical Assistance, where all Member States and Norway and Iceland have a representative from their national maritime administration.

Aside from this, some courses provided by EMSA focus on specific applications and are therefore coordinated and provided directly by the EMSA team



responsible for the application in question. Examples include courses on CleanSeaNet, SafeSeaNet or the maritime casualty investigation platform, EMCIP.

Last but not least, a significant share of EMSA's training activities relate to port State control. These courses target port State control officials and have a somewhat different legal foundation and significance, in view of the links to the Paris MoU on port State control and the mandatory training requirements for PSC officials under EU law. These are coordinated by EMSA's port State control team.

Most courses are designed, developed and provided by EMSA staff through seminars and exchanges of best practices. However, high-level experts from the maritime administrations and external contractors

are also frequently called in to assist by sharing their practical experience with other Member States.

For each course, the catalogue indicates potential beneficiaries, approximate duration and a summary of the main content.

It is hoped that by providing this information concisely and in one place, the catalogue will help raise awareness of EMSA's wide-ranging activities in the field and also assist Member State maritime administrations in defining their own training needs.

General questions about EMSA's training programme can be addressed to **training&cooperation@emsa.europa.eu**

ISM CODE - AUDITING TECHNIQUES



Duration	4 days
Class size	15

Potential beneficiaries

This course is designed for flag State auditors and maritime administration staff responsible for the implementation of the ISM Code, whether the staff is at central level or on the field. It may also be useful for those monitoring Recognised Organisations (RO) and wishing to learn more about ISM Code. Instruction is given by an external contractor selected every four years from reputable international companies.

Course objectives

This course gives participants a solid grounding in ISM Code, an understanding of the various audits conducted (Flag State, RO and internal), and helps them to develop a practical approach to the interpretation and application of ISM Code.

Topics covered

ISM Code (1.5 days)

- Management system standards and ISM Code (including interrelationship between ISM Code and other management standards)
- ISM Code requirements - Part A: Implementation
- ISM Code requirements - Part B: Certification and verification
- Revised guidelines on ISM Code implementation by administrations [IMO Res. A.1022(26)]
- ISM Code compliance - role and responsibilities of parties involved (flag State, RO, company, auditor)
- Understanding the relationship between ISM Code and existing international legislation, with particular emphasis on European legal acts

Auditing techniques (2.5 days)

- Type and scope of internal audits and flag State audits (initial, renewal, periodical, additional)
- Role of auditor
- Process of planning and organising a flag State audit
- ISM Code compliance – verification both of the ship and the company using knowledge of:
 - Mandatory rules, regulations and guidelines
 - Ship operations focusing on safety and pollution prevention practices
 - Techniques of examining, questioning, evaluating and reporting
 - Criteria for determining non-conformity or other findings
 - Follow-up and clearing of non-conformities

ISM CODE - TRAINING THE TRAINER



Duration	4 days
Class size	15

Potential beneficiaries

Those in the maritime administrations who are likely to become trainers of flag State auditors. This course is given by an external contractor selected every four years from reputable international companies.

Course objectives

This course ensures that participants develop a practical approach to training techniques.

Topics covered

ISM Code (2 days)

- Evolution of management system standards and ISM Code (including the interrelationship between ISM Code and other management standards)
- ISM Code requirements – Part A (Implementation)
- ISM Code requirements – Part B (Certification and verification)
- Revised guidelines on ISM implementation by administrations [IMO Res. A.1022(26)]
- ISM Code compliance - role and responsibilities of parties involved (flag State, RO, company, auditor)
- Types of audit including flag State and internal audit
- Understanding the relationship between ISM Code and existing international legislation, with particular emphasis on European legal acts

- Audit planning and checklists
- Audit performance and evaluation

Training techniques (2 days)

- Running a training course effectively: group dynamics, training styles, planning the training course, identifying personal issues, dealing with difficult participants and situations, recognising and dealing with potentially undermining situations, use of audiovisual tools, setting up real life role plays, etc. (1.5 days)
- Practical exercise for participants involving the development of a training session on a particular ISM Code-related issue. The exercise will be presented by each group to their colleagues and given feedback with the assistance of the instructors (0.5 days)

LIABILITY AND COMPENSATION FOR MARITIME CLAIMS



Duration	2 days
Class size	29

Potential beneficiaries

This course is geared towards officials from national administrations with basic knowledge of international and European legislation as regards liability and compensation for maritime claims and those working on related issues.

Course objectives

This course gives participants a solid grounding in the current state of play in liability and compensation, including the applicable legislation both targeting passenger and environmental issues.

Topics covered

The course looks at various regimes including:

- Convention on Limitation of Liability for Maritime Claims (LLMC)
- International Convention on Liability and Compensation for Damage in Connection with the Carriage of Hazardous and Noxious Substances (HNS) and its 2010 Protocol
- International Convention on Civil Liability for Oil Pollution Damage (CLC) and the International Oil Pollution Compensation Fund (IOPC)
- EU legislation and specifically Directive 2009/20/EC on shipowner insurance for maritime claims and Regulation 392/2009/EC on the liability of passengers at sea in the event of an accident

Finally, Member States will share their experience of previous incidents while industry representatives will give their perspective. An interactive group exercise on practical application will enhance the understanding of the course.

MARITIME LABOUR CONVENTION



Duration	2 days
Class size	29

Potential beneficiaries

Flag State inspectors and those in the maritime administrations both at central level and on the field dealing with the legislation on working and living conditions of seafarers and, in the future, will deal with the implementation and enforcement of the Maritime Labour Convention.

Course background

The Maritime Labour Convention was adopted in 2006 and is now open for ratification. It will enter into force once ratified by 30 countries sharing 33% of world tonnage. The new labour standard consolidates and updates more than 60 international labour standards related to the maritime sector and adopted over the last 80 years. The Convention will require a number of national provisions for its implementation.

Topics covered

EMSA has developed a training session covering the main issues of the Convention as well as pieces of EU legislation which have an impact on the implementation by Member States.

The training session focuses particularly on the need and role of national provisions and will provide participants with examples of national legislation on each Title of the Convention.

A Member State will share its experience with participants as well as any problems encountered during the pre-implementation phase.



EU MARITIME LEGISLATION FOR NEWCOMERS



Duration	4 days
Class size	29

Potential beneficiaries

This course is geared towards newcomers to maritime administrations and other staff who would like to broaden their knowledge.

Course objectives

Participants gain insight into European maritime legislation and its interaction with international laws and conventions. Workshops, multiple choice tests and practical examples from Member States help participants understand more about the enforcement of EU legislation, especially as regards maritime security and safety.

Topics covered

The main aspects of the course are:

- Overview of international and European legislation and more specifically:
 - IMO and the EU
 - The EU and its legislative process
 - EMSA
- Responsibilities and duties of flag States, Recognised Organisations and Port States
- IMO Casualty Investigation Code and Directive 2009/18/EC on Marine Accident Investigation
- EU legislation on International Ship and Port Facility Security Code (ISPS)
- EU legislation on liability and compensation
- Maritime Labour Convention, 2006
- Community vessel traffic monitoring and information system (Directive 2002/59/EC) and EMSA's operational tools
- Key EU environmental legislation
- Paris MoU and Directive 2009/16/EC on Port State Control

ISPS CODE - BASIC TRAINING



Duration	4 days
Class size	15

Potential beneficiaries

These are flag State and port State control personnel, as well as duly authorised officers from the maritime administrations and officials involved in monitoring the compliance of security measures on board ships. The training session is given by an external contractor selected every four years from a number of reputable international companies.

Course objectives

This course covers the main elements of ISPS and auditing procedures (flag State, internal). It also helps participants develop a practical approach to the interpretation and application of the ISPS Code, focusing mainly on ship security. The training course is highly interactive and includes practical activities and exercises. It will start with an entry test and conclude with a final evaluation.

Topics covered

The core elements of the course include:

- ISPS Code and the change in thinking about security
- ISPS Code: international and European legislation and guidelines
- Types and scope of flag State audits (initial, renewal, periodical), internal audits, and the role of an auditor
- Risk assessment methods, ship security assessment and the Ship Security Plan
- Interrelationship of ISPS and ISM
- Port Security Assessment and Planning - relationship to the Ship Security Plan
- Security Responsibilities: role and duties of SSO, PFSO, CSO, and Contracting Governments
- Security in the Supply Chain
- Training requirements

ISPS CODE - TRAINING ON SHIP SECURITY



Duration	2/3 days
Class size	15

Potential beneficiaries

This course is designed for those monitoring the implementation of EU legislation relating to ship security at the level of the head offices of the administrations and in the field as flag State officers, port State control inspectors/duly authorised officers. The training session is delivered by EMSA's staff in cooperation with the relevant services of the EU Commission.

Course objectives

The course ensures participants are familiar with the relevant legislation and helps them develop a practical approach to its interpretation and application.

Course background

The International Maritime Organisation (IMO) in December 2002 adopted new international maritime security requirements in the SOLAS Convention 1974, a new Chapter XI-2, and a new International Ship and Port Facility Security (ISPS) Code. In order to ensure the consistency and harmonisation of the implementation, at EU level, measures were introduced which aim to enhance the security of ships used in international trade and domestic shipping, and associated port facilities in the face of threats/menaces of intentional unlawful acts (including piracy and armed robbery at sea).

Topics covered

EMSA has developed a training session covering the main requirements of the ISPS Code and of EU legislation with an impact on its implementation by the Member States. This training session includes case studies focusing in particular on the main role and responsibilities of the flag State administrations as regards ship security. Member States share their experience and any problems they encountered during the implementation.

PORT RECEPTION FACILITIES



Duration	2 days
Class size	29

Potential beneficiaries

This course is designed for officials in the maritime administrations and Port State Authorities responsible for the implementation of Directive 2000/59/EC.

Course objectives

The course gives participants up-to-date knowledge of Directive 2000/59/EC. Workshops and practical examples from Member States facilitate participants' understanding of the main issues and the exchange of best practices in relation to the implementation, and enforcement, of the Directive.

Topics covered

Some of the key aspects include:

- Waste reception and handling plans
- Notification and delivery requirements
- Recent developments which may affect handling and disposal of ship-generated waste and cargo residues
- Monitoring and enforcement
- Cooperation between ports/authorities/Member States



BALLAST WATER MANAGEMENT CONVENTION



Duration	1.5 days
Class size	29

Potential beneficiaries

This course is designed for policy and enforcement officials, flag and PSC inspectors and those officials in the central administration, who are responsible for compliance, monitoring and enforcement regimes for the BWM Convention.

Course objectives

This course aims to follow up and train Member States on the latest developments of the G2 Guidelines (sampling for enforcement) of Ballast Water Convention, in order to assist Maritime Administrations in the proper enforcement of the Convention. The Convention is expected to enter into force at the end of 2012, when 30 Member States, representing 35% of the GT, will ratify it.

Topics covered

This is a “hands on” training session and has been developed for the compliance, monitoring and enforcement sections of EU Member States. The course works in parallel without overlapping the Paris MoU ballast water initiatives.

It is primarily intended to provide a general overview of several aspects of flag State and Port State Implementation, the available techniques, sampling for compliance and an opportunity to share experiences between Member States.



FLAG STATE IMPLEMENTATION



Duration	2 days
Class size	31

Potential beneficiaries

This course is designed for officials from maritime administrations who are involved in flag State administrative matters both at central and peripheral level.

Course objectives

This course provides participants with knowledge of the main elements of relevant international and EU legislation. It promotes best practices in the most relevant areas within the competence of the flag State such as quality systems, monitoring the fleet and Recognised Organisations (RO), accident investigations, and so on.

Topics covered

Specifically, the content of the training includes:

- Flag State jurisdiction under UNCLOS
- Code on the implementation of the mandatory IMO instruments
- Flag State Directive 2009/21
- Presentation of a Maritime Authority from Member States - Organisation, Quality system, etc.
- Monitoring the fleet and follow-up of PSC inspections/ detentions
- Delegation of tasks to RO
- Voluntary IMO Member States Audit Scheme (VIMSAS)
- European legislation on RO
- General discussion and exchange of experience – following a summary of the content of the presentations, Member States will share their experience and best practices
- RO monitoring by the flag State - a Member State's experience
- Marine accident investigation – a Member State's experience
- Seafarer education and certification
- Member States obligations under international and European legislation on maritime security

COMPLIANCE METHODS IN RELATION TO DIRECTIVE 2005/33/EC



Duration	1 day
Class size	29

Potential beneficiaries

This course is designed for officials dealing with the enforcement of Directive 2005/33/EC relating to a reduction in the sulphur content of certain liquid fuels and amending Directive 1999/32/EC.

Course objectives

This course covers Directive 2005/33/EC relating to a reduction in the sulphur content of certain liquid fuels and amending Directive 1999/32/EC. The course enables participants to develop a practical approach to its application and therefore issues related to fuel quality and sampling. It also looks at the current state of play. Compliance issues through the use of emission-cutting technologies or alternative fuels will also be part of the training.

Topics covered

The structure of the training is as follows:

- Overview of compliance with MARPOL Annex VI and Directive 2005/33 on the sulphur content of marine fuels
- Experiences from a Member State concerning the implementation of Directive 2005/33/EC
- Fuel quality introduction
- Compliance issues



EDUCATION AND CERTIFICATION OF SEAFARERS



Duration	2 days
Class size	29

Potential beneficiaries

This course is designed for middle management working on the implementation of the new EU Directive amending Directive 2008/106/EC following the 2010 Manila amendments to the STCW Convention and Code.

Course objectives

This course gives participants an overview of the Manila amendments to the STCW Convention and Code. It also offers the opportunity to discuss the impact on the relevant EU Directive.

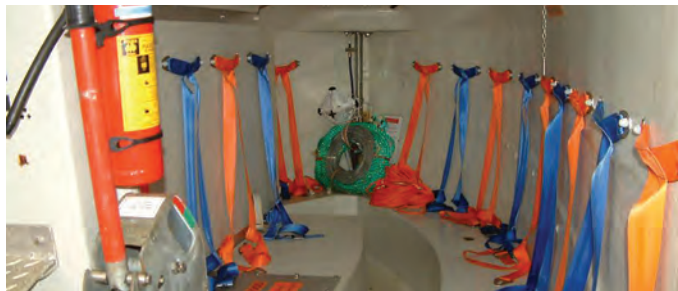
Topics covered

Core elements of the course include:

- Overview of amendments
- Impact of amendments
- Implementation of amendments
- Applied exercises



MARINE EQUIPMENT DIRECTIVE (MED)



Duration	1.5 days
Class size	29

Potential beneficiaries

This course is designed for officials from Member State administrations involved in the management of the Marine Equipment Directive 96/98/EC.

Useful bibliography: “Guide to the implementation of directives based on the New Approach and the Global Approach”, European Commission

Course objectives

This course looks at the core principles of the Directive which are not currently expected to be revised (Conformity Assessment Procedures and Certification). These technical aspects are very important, and therefore need to be well understood for the proper implementation and functioning of the whole system. Notified and/or accreditation bodies will be invited to share their experience with Member States. The course provides participants with sufficient knowledge about the latest developments concerning the principles of the New Approach and MED functioning.

Topics covered

The structure of the course is as follows:

- Scope of New Approach directives
- Responsibilities
- Compliance with directives and CE marking
- Conformity assessment procedures and notified bodies
- Market Surveillance
- Examples
 - EMC Directive - New Approach
 - Marine Equipment Directive - based on the principle of the New Approach or the Global Approach

BEST PRACTICES ON PORT STATE CONTROL AND DIRECTIVE 99/35/EC



Duration	2 days
Class size	29

Potential beneficiaries

This course is designed for Maritime Administration staff involved in the implementation of the New Inspection Regime in relation to Directive 99/35/EC. Some knowledge would be preferable, but is not mandatory. Please note that this is not a course for PSCOs.

Course objectives

This course focuses on the content of the current PSC Directive 2009/16/EC and analyses the relationship between the New Inspections Regime and the additional RO-PAX inspections (Directive 99/35/EC).

Topics covered

Key elements include:

- PSC Directive 2009/16/EC
- Practical implementation experience covering both NIR and ROPAX inspections
- Other PSC related EU Directives



PSCO NEW ENTRANT/REFRESHER SEMINAR



Duration	3.5 days
Class size	45

Potential beneficiaries

This course is designed for Port State Control Officers of the Member States of the Paris Memorandum of Understanding (MoU). Please note that participation is by invitation only.

Course objectives

The New Entrant Seminar helps new PSCOs to become familiar with all of the various Paris MoU procedures that need to be followed before they can perform inspections.

It also gives experienced PSCOs the opportunity to refresh their knowledge on new and existing procedures.

Course structure

The course is highly interactive, including group work and feedback. All training sessions start with an entry test and conclude with a final assessment.

The seminars are cornerstone activities of the Professional Development Scheme adopted by the Paris MoU and serve to implement Article 22 and Annex XI of Directive 2009/16.



CORE SKILLS FOR ACCIDENT INVESTIGATORS



Duration	5 days
Class size	16

Potential beneficiaries

This course is designed for those who will conduct, or participate in, marine accident safety investigations in accordance with Directive 2009/18/EC.

Course objectives

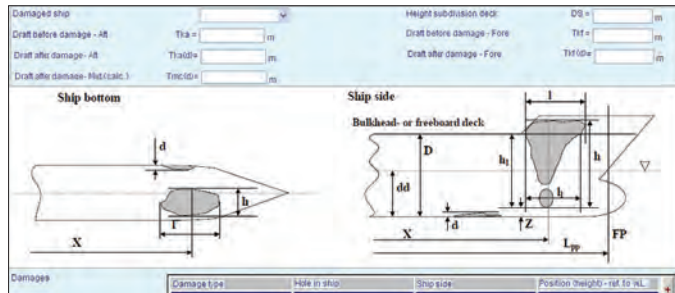
This training course presents the basic elements of conducting a safety investigation. It covers interviewing witnesses, and analysing human factors and underlying conditions. The course will not only provide theoretical material, but also practical training to enable participants to practice the tools taught. On the final day, participants will carry out a practical accident exercise requiring them to use all of the knowledge acquired. As a prerequisite, participants should already have an understanding of the main principles of accident investigation and legislation, including Directive 2009/18/EC and the IMO Casualty Investigation Code.

Topics covered

The structure of the training is the following:

- Purpose and key principles of accident safety investigation (1 day)
- Principles of initial and on-site assessment. Introduction to principles about human factors (1 day)
- Principles and practical techniques for witness interviewing (1 day)
- Practical tools for analysis, development of safety recommendations and report (1 day)
- Practical accident investigation exercise (1 day)

EUROPEAN CASUALTY INFORMATION PLATFORM (EMCIP)



Duration	2/3 days
Class size	14

Potential beneficiaries

This course is designed for EMCIP users, administrators, managers, investigators, and analysts, from the Member States' relevant authorities involved in marine casualty investigations.

Course objectives

The sessions are designed for EMCIP user profiles. They aim to update the participants' knowledge on new developments and enhancements of the database, administration tool and portal.

Topics covered

The population of the database, viewing, extraction and analysis of data are the main topics addressed. For an efficient and effective knowledge transfer, practical exercises are proposed to participants, allowing them to interact with the EMCIP Platform.

Meetings offer also an opportunity for EMCIP users to provide their feedback about EMCIP and possible improvements of the user interface, data codification and functionalities of the system.



SAFESEANET TRAINING COURSE FOR OPERATORS



Duration	2 full days
Class size	15 (1 PC/person)

Potential beneficiaries

This course is designed for operators working in MRCCs, VTS Centres, maritime administrations, pollution response services, as well as for PSC Officers. The aim is to provide an introduction to, and training on, SafeSeaNet operations.

The SSN training course for operators may be merged with the LRIT training in a 3-days course.

Course objectives

This course presents SafeSeaNet and covers its textual and geographical interface. It offers a number of practical interactive exercises.

Topics covered

The general topics covered are:

- An introduction to:
 - EU legislation, community vessel traffic monitoring and information system (Directive 2002/59/EC)
 - EMSA
 - Traffic Monitoring and available tools
- Introduction to SafeSeaNet
 - Objectives
 - Users
 - Information exchanged
- Sending data via web interface
 - Port Plus
 - Incident reporting
- Searching for data in SSN v2
- SSN v2 via graphical interface
- Practical exercise

CLEANSEANET TRAINING COURSE FOR OPERATORS



Duration	1½ days
Class size	up to 22 (1PC/2 persons)

Potential beneficiaries

This course is designed for operators working in MRCCs, VTS Centres, maritime administrations and pollution response services. The course provides an introduction to, and training on, CleanSeaNet operations.

Course objectives

The aim of the training course is to enable participants to efficiently use the CleanSeaNet service. This includes a number of practical interactive exercises.

Topics covered

The general subjects to be covered are as follows:

- Introduction to the CSN Service
- Basics on oil spill detection using SAR images
- Presentation of the individual components of CleanSeaNet:
 - GISViewer
 - User management
 - Alerting
 - Planning
 - Feedback
 - Communication



EU LRIT CDC TRAINING COURSE FOR OPERATORS



Duration	2 full days
Class size	up to 15 (1 PC/person)

Potential beneficiaries

This course is designed for operators working in MRCCs for SAR and pollution response purposes, VTS centres, maritime administrations, pollution response services, police or border control, PSC Officers and operators in charge of the registration/de-registration of ships within the LRIT system. The participants should be familiar with the UWIs of the two systems and using the systems regularly as this will be a very 'hands on' training course. The EU LRIT DC training course for operators may be merged with the SSN training in a 3-day course.

Course objectives

This course aims to provide an introduction to, and training on, the User Web Interface of the EU LRIT Cooperative Data Centre.

Topics covered

- Brief legislation background from IMO/EU
- What is EMSA?
- Traffic Monitoring and the available tools from EMSA
- EU LRIT Data Centre
 - Introduction to LRIT and its main concepts
 - The UWI of the EU LRIT ship database
 - Purpose of the ship database
 - Main functionalities
 - Registration/de-registration of ships
 - Quality of data
 - The User Web Interface of the EU LRIT CDC
 - The various menus/functionalities of the EU LRIT CDC UWI
- XML interface
- Practical Exercises:
 - Monitoring ship integration and reporting
 - Monitoring the ship position reports (standing orders, mandatory reports)
 - Making requests
 - Search functionalities
 - How to make SAR SURPIC requests and other SAR requests
 - Consulting Journals
 - Consulting Statistics
- EMSA's MSS helpdesk

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About EMSA

The European Maritime Safety Agency is one of the European Union'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.



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EUROPEAN MARITIME SAFETY AGENCY