

**SafeSeaNet Workshop no. 19**  
**Agenda item III**  
**22 & 23 May 2013**

**SSN 19/3/1 (v.1.10)**  
**Lisbon, 19 March 2013**

## **SAFESEANET OPERATIONAL AND LEGAL ASPECTS**

### **Documentation Correspondence Group (DCG) Status Report**

#### **Submitted by EMSA**

<i>Summary</i>	Reports on the progress made by the DCG in the revision of the following SSN documents: <ul style="list-style-type: none"><li>• Common Operational Procedures (<i>former "SSN Handbook"</i>)</li><li>• Change Management Framework</li><li>• Security Guidelines (<i>former "Network and Security Guidelines"</i>)</li></ul>
<i>Action to be taken</i>	As per paragraph 3
<i>Related documents</i>	<ul style="list-style-type: none"><li>a. SSN 15/6/1 Roadmap for SSN technical and operational documentation review</li><li>b. SSN 16/3/5 SSN Handbook review</li><li>c. SSN 16/4/1 SSN Security Study</li><li>d. SSN 16/4/3 SSN Security Requirements</li><li>e. SSN 17/3/3 Review of SSN technical and operational documentation</li><li>f. SSN 18/3/3 Documentation Correspondence Group (DCG) Status Report</li><li>g. SSN Handbook (v2.01)</li><li>h. SSN Change Management Framework (v1.00)</li><li>i. SSN Network and Security Guidelines (v1.14)</li></ul>

## **1. BACKGROUND INFORMATION**

In accordance with Annex III of Directive 2002/59/EC, as amended, technical documentation related to SSN, such as standards for data exchange, user manuals, and network security specifications, shall be developed and maintained by the Agency in cooperation with the Member States.

At SSN workshop 15 (May 2011), EMSA presented the roadmap for the review of SSN technical and operational documentation in order to align SSN documentation with the drafting of the IFCD. Within this roadmap, a plan was developed and established for the revision of the following SSN documents:

- a. Common Operational Procedures (*former "SSN Handbook"*- v2.01, 15-12-2009)
- b. Change Management Framework (v1.00, 11-03-2006)
- c. Security Guidelines (*former "Network and Security Guidelines"* – v1.14, 27-04-2005)

At SSN workshop 16 (October 2011), the first drafts of the Security Guidelines (SSN 16/4/3) and the SSN Handbook (SSN 16/3/5) were presented to the SSN group, and the members were invited to provide comments and contributions to the further development of the documents.

During SSN workshop 17, the SSN group agreed on the set-up of the DCG to review the SSN documents in accordance with the agreed terms of reference (document SSN 17/3/3, May 2012). Furthermore, it was also agreed that the approval of the documents would take place at SSN workshop 19 following the approval of the IFCD in December 2012.

## **2. PROGRESS REPORT OF THE DCG**

The DCG carried out its task in accordance with the agreed terms of reference and continued the work by correspondence.

The first draft of each of the documents was provided by EMSA on 24 July 2012. They were prepared taking into account the current version of each document, and updated in line with the draft IFCD and the current version of SSN.

The DCG provided initial comments and suggestions on the structure of the documents and general proposals for their revision, following which the drafts were revised by EMSA based on the comments received.

The second draft of each of the documents was sent to the DCG on 31 January (Common Operational Procedures and Security Guidelines) and on 15 February (Change Management Framework). The working group was requested to give its contribution within 3 weeks of receiving the draft documents. The documents were prepared taking into account the approved IFCD.

One comment was received on the Change Management Framework document about the possibility of introducing a SSN Issue Tracking System.

The aim of this document is to present and approve at SSN workshop 19 the revised SSN documentation available in the Annexes.

The sections below describe the purpose of each document.

### **2.1. Common Operational Procedures**

The SSN Common Operational Procedures (COP) document presented in Annex I is a subset of the former SSN Handbook focusing on procedures to support the operational services defined in Chapter 5.2 of the IFCD.

Following the revision and redaction of the document by EMSA based on feedback from the CDG, updates were made. It also appeared that the procedures, drafted mainly in 2009, needed to be further elaborated and explained in more details.

The revised document was sent to the CDG on 31 January; no comment has been provided by the group.

### **2.2. Change Management Framework**

The Change Management Framework (CMF) document presented in Annex II is a revision of the former SSN CMF (v1.00). It describes the process by which changes to the SSN system are decided upon, introduced and managed. This document is defined in

Chapter 6.1 of the IFCD and is a part of a gradual alignment of EMSA process to the Information Technology Infrastructure Library (ITIL) standard.

The reviewed CMF document presents a new structure and is more straightforward. A Change Management Evaluation Report shall also be presented to the SSN group on a yearly basis in order to make the Change Management process becomes more transparent to the Member States.

The CMF document was sent to the CDG working group on 15 February for comment. Italy proposed a tool for the recording and tracking of issues (e.g. bugs fixes, improvements). EMSA already uses tools for recording and tracking issues and a brief presentation will be provided at SSN workshop 19.

### **2.3. Security Guidelines**

The SSN Security Guidelines presented in Annex III describe the security requirements as part of the security policy defined in the IFCD Chapter 7. The objectives of such security requirements are:

- To protect against the potential breaches of confidentiality, integrity or availability of an information/service;
- To ensure that all SSN information assets and computing and network facilities are protected against damage, loss or misuse;
- To ensure that all SSN Users are aware of and comply with rules which apply to the processing of information;
- To increase awareness and understanding of the requirements of information security and the direct responsibilities of users for protecting the confidentiality, availability and integrity of the data.

Following the comments received on 24 July 2012 (1st draft presented to the group) and the approval of the IFCD (v1.00) by the HLSG on 13 December 2012, the document was updated to describe the measures recommended to follow the security policy defined in the IFCD Chapter 7.

The revised document was sent to the CDG on 31 January; no comment has been provided by the group.

## **3. OBJECTIVE OF THE DOCUMENTATION**

The main objective of the SSN documentation is to support Member States in the effective implementation of the performance requirements and procedures applicable to the interface between the national and central elements of SafeSeaNet.

The documentation described above reflects the currently existing standards and procedures and does not require any additional work, costs or developments by Member States.

The Common Operational Procedures (COP) document contains the existing, operational procedures which have already been agreed by the SSN Group, and is considered as a 'living' document. It provides guidance for the operations with the SSN central system support services (MSS), but does not cover the national SSN systems procedures.

The Change Management Framework (CMF) document establishes a formalised and binding process by which changes to SafeSeaNet are introduced, coordinated and evaluated. As such, it implements a transparent SSN change management process for Member States.

The SSN Security Guidelines already cover functioning security requirements (authentication, confidentiality and integrity), management of the users, roles and access rights. It was agreed during the SSN HLSG 7 meeting that the baseline security requirements should be mandatory for the central system and its interface with the national SSN systems, while they should be kept 'optional' at national/local level.

At any time, Member States may propose the document amendments to the SSN group.

#### **4. ACTION REQUIRED**

Member States are invited to approve each of the revised SSN documents presented in Annexes I and II. The documents will be published on the SSN EMSA extranet site after approval.

Member States are also invited to agree that the CGD working group should work further on the COP document (Annex I) in order to propose improvements for an 'enhanced' version, which will be later submitted for validation based on agreed timing (e.g. at SSN WS 21).

#### **Attachments:**

Annex I: Common Operational Procedures

Annex II: Change Management Framework

Annex II: Security Guidelines