

## Agenda: Training on THETIS-Med online session

Online session, 9 -10 February 2021

### Prerequisites:

- Workstation or laptop with internet browser and connexion to Internet
- EMSA guides:
  - Starter to connect on EMSA training Platform
  - How to report an inspection in THETIS-Med

### Tuesday, 09 February 2021

Time (Lisbon time)	Agenda Item	Speakers
09:00 – 09:15	Introduction	
09:15 – 10:00	<ul style="list-style-type: none"> <li>■ Workflow</li> <li>■ Graphical User Interface</li> <li>■ Public website</li> <li>■ Access and data set for training</li> </ul>	
10:00 – 10:15	Coffee Break	
10:15 – 11:00	<ul style="list-style-type: none"> <li>■ Port Calls</li> <li>■ Targeting</li> <li>■ Allocation</li> </ul>	
11:00 – 12:00	<ul style="list-style-type: none"> <li>■ Inspection report                             <ul style="list-style-type: none"> <li>○ Type of inspection</li> <li>○ Team/visit</li> <li>○ Controls</li> <li>○ Ships Particulars</li> </ul> </li> </ul>	
12:00-12:15	End of the First Day – reviewed / questions	

## Wednesday, 10 February 2021

Time	Agenda Item	Speakers
09:00– 09:15	<ul style="list-style-type: none"> <li>■ reviewed / questions regarding to day1</li> </ul>	
09:15 – 10:00	<ul style="list-style-type: none"> <li>■ Inspection report –                             <ul style="list-style-type: none"> <li>○ deficiencies</li> <li>○ Certificates</li> <li>○ manning's</li> </ul> </li> </ul>	
10:00-10:15	Coffee Break	
10:15 – 10:45	<ul style="list-style-type: none"> <li>■ Inspection report                             <ul style="list-style-type: none"> <li>○ Generate report form</li> <li>○ Submit the report</li> <li>○ Quality control list (QCL)</li> <li>○ Validation of Report</li> <li>○</li> </ul> </li> </ul>	
10:45 – 11:00	<ul style="list-style-type: none"> <li>■ Refusal of Access</li> <li>■ Add a ship</li> </ul>	
11:00 – 12:00	<ul style="list-style-type: none"> <li>■ Overview situation</li> <li>■ Internal messages</li> <li>■ Document</li> <li>■ National Administration role                             <ul style="list-style-type: none"> <li>○ User configuration</li> <li>○ Add user</li> <li>○ Assign roles/offices</li> <li>○ Local organisation port/office</li> </ul> </li> </ul>	
12:00 – 12:30	End – reviewed / questions	