

**SafeSeaNet Group meeting no. 22**  
**Agenda item III**  
**29 October 2014**

**SSN 22/3/4 (v.1.00)**  
**Lisbon, 20 August 2014**

## **SAFESEANET OPERATIONAL AND LEGAL ASPECTS**

### **SafeSeaNet Common Operational Procedures v2.0**

#### **Submitted by EMSA**

<i>Summary</i>	The paper introduces the revised version of the "Common Operational Procedures" (v2.0)
<i>Action to be taken</i>	As per paragraph 3
<i>Related documents</i>	a. HLSG 11 (Agenda item 3.2) b. SSN 21/5/3

## **1. BACKGROUND INFORMATION**

The purpose of the SafeSeaNet Common Operational Procedures (SSN COP) is to provide procedures for both national and central SSN systems to ensure the correct operation of the system and its mandatory functionalities as defined in the Interface and Functionalities Control Document (IFCD).

The current SSN COP v1.0 has been approved by the MSs at SSN 19 (26-27 May 2013).

An audit of the EMSA Maritime Support Services (MSS) was carried out by the Internal Audit Service (IAS) of the European Commission from 16-20 September 2013. IAS made several recommendations among which the revision of the SSN COP and its adoption the SSN HLSG.

The result of the audit was introduced at SSN HLSG 11 in June 2014 (agenda item 3.2). The SSN HLSG agreed that EMSA will revise the existing Common Operational Procedures (COP), discuss these in the SSN group prior to submission to the HLSG 12 for approval.

## **2. PROPOSAL**

In order to make the information more clear and to improve the compliance with the agreed procedures, the structure of the document has been amended. In addition whenever needed, the wording has been adapted and updated. The essence of the procedures already approved remains as in the previous SSN COP.

All procedures included in the document have the following structured sections:

**What:** Describes the purpose of the procedure as defined in Chapter 5.3 of the IFCD;

**When:** Presents the conditions for using the procedures. One or more cases might be envisaged;

**Why:** Clarifies the procedures' legal background. The relevant Articles of the Directive 2002/59/EC are recalled as well as the relevant sections of the IFCD;

**Who:** Provides the responsible actors executing the procedure;

**How:** The relevant cases are detailed to describe actions, responsibilities and reaction time within the procedures.

A specific part is also proposed identifying **the relation to other procedures**.

#### Future SSN COP

In addition, as the SSN COP is a living document that should evolve in line with the developments of the IFCD, in the near future (after IFCD 1.1 will be adopted), this document will have to be amended to include additional procedures for:

- recording and retrieving information on exemptions through the central SSN system;
- communicating the list of the competent bodies via the Shore-based Traffic Monitoring Infrastructure Database (STMID).

These new procedures will be proposed in 2015 to the SSN group and SSN HLSG.

Finally, the IFCD chapter 5.3 will also have to be updated in 2015 to refer explicitly to the SSN COP and thus enforcing its recognition. Reference to the BCF<sup>1</sup> and fail-over procedures (available in the existing SSN COP) will have to be inserted in the IFCD.

### **3. ACTION REQUIRED**

The Member States are invited to validate the revised SSN "Common Operational Procedures" v2.00 in annex for its submission to the SSN HLSG 12.

Attachments:

Annex: "Common Operational Procedures" v2.0 (draft)

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<sup>1</sup> Business Continuity Facility as referenced to in procedure 2.11 of the SSN COP