



## **Final Meeting Report**

### **4<sup>th</sup> LRIT NCA Meeting**

Lisbon, 3 May 2011

---

## Meeting Organization

---

The meeting was attended by delegations from: Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, Germany, Greece, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, the Netherlands, United Kingdom and the European Commission.

The list of participants is attached as **Annex 1** and the Final Agenda as **Annex 2**.

**Annex 3** is the summary of action items arising out of this meeting.

Note: All presentations for this meeting can be found on the EMSA LRIT Extranet and then logging into the site with your personal usernames and passwords to access the downloadable documents under "Meeting Documents" and "4<sup>th</sup> LRIT NCA Meeting". The area is accessible with the following link:

[https://extranet.emsa.europa.eu/index.php?option=com\\_joomdoc&task=cat\\_view&gid=424&Itemid=124](https://extranet.emsa.europa.eu/index.php?option=com_joomdoc&task=cat_view&gid=424&Itemid=124)

If you are unable to access the website or documents, please send an email to: [LRIT@emsa.europa.eu](mailto:LRIT@emsa.europa.eu).

---

## Meeting Objectives

---

The main objectives of the meeting were to:

- Report/Update Member States (MS) on the performance and operations of the EU LRIT Cooperative Data Centre as well as its promotion and use in the last 6 months.
- Discuss specific operational issues especially ship integration & reporting in the DC and how to improve reporting.
- Present new features and development work which took place in the past few months on the EU CDC User Web Interface including possible new developments.
- Give feedback on the invoicing of other DC's and payments made for Data.
- Present the results of the transfer of the EU CDC from the contractor's premises to EMSA in Lisbon and the Disaster Recovery facility in Porto.
- Have a session to give opportunity for Participating Countries of the EU CDC to present case studies on using the service.
- Have an IMO presentation on the status of the international LRIT system, MSC 89 LRIT related outcome, as well as the IMO LRIT Distribution Facility.
- Give an update on the IDE transfer to EMSA.
- Present the use of LRIT in terms of supporting EU NAVFOR operations (MARSURV).
- Give an update on the integration of LRIT data within a wider integrated maritime data environment EMSA platform.

---

## Meeting Programme

---

### **Agenda item 1 – Welcome and Opening of meeting**

Marin Chintoan-Uta, Head of Unit C.3-Satellite Based Monitoring Services, welcomed the participants. He stated that the objective of this meeting was to give an update to Member States on the performance and use of the EU LRIT DC. He stressed the fact that the EU CDC transfer had taken place very smoothly without any impact on the Quality of Service. He also indicated the challenges ahead in terms of integration of data under the new integrated maritime data environment platform. He also outlined the need to continue to improve the shipborne equipment reporting and stressed the need for MS to follow-up with their shipowners and to ensure that LRIT equipment is compliant and reporting correctly.

### **Agenda item 2 –Performance, Use and Promotion of the EU CDC**

EMSA presented an overview of the EU CDC performance including the fact that there are now 38 participating States in the DC including the new overseas territories and Croatia. Croatia was welcomed to the meeting as this was their first attendance.

There are over 620 users registered in the User Web Interface and there are currently over 8680 ships in the DC with over 800,000 position reports being exchanged in the DC every month, representing a slight increase compared to December 2010.

Graphs were shown to illustrate how the DC is meeting the IMO performance requirements which are:

- 15 min and 30 min latency response times
- 95% availability over any 24-hour period (IMO 24h)
- 99% availability over any 1 month (IMO 30days)

The DC met the latency requirements (average latency of 2.4 min for IMO 15 min and 4.8 min for IMO 30 min in Q1 of 2011). Furthermore the DC met the IMO 24 h availability requirement for 88 days out of 90 in Q1 of 2011 and the IMO 30 day requirement for all 90 days. The availability of the User Web Interface for all users of the EU CDC remains extremely high with a figure of 99.84% for Q1 of 2011.

Many of these figures were also presented in a 6 monthly report covering June to December 2010 and which was circulated to MS during the meeting.

The presentation stressed the continued need for LRIT NCA's to manage their users and remove/delete all unused accounts especially for staff which have left the administrations to ensure the security of the system. It is also very important for passwords to be changed periodically for individual and group user accounts to ensure security of the system.

The presentation also gave feedback on the regional training course which was given by EMSA and hosted by Transport Malta from 14-17 March for 10 countries which had requested training. This covered both the EU LRIT DC and SSN v2 and 30 participants attended from Naval Authorities, Coast Guards, VTS Centres, shipping directorates, and MRCC's. It was very successful and ensured that hands on practical training was given on the main functionalities of the systems. Requests for further training should be sent to EMSA by email or letter and future training sessions can be planned for interested countries. To date a request has been received by Croatia for such training and they

indicated their agreement to host a regional course perhaps in the second half of 2011. EMSA will begin preparations to organize a regional training in Croatia for Q4 of 2011.

### **Agenda item 3 - EU LRIT CDC development, maintenance, statistics and audit**

A presentation was given on the following issues:

- UWI releases and main new features
- Preparation for audit
- Use of XML interface
- Ship Database upgrade
- Future potential functionalities

The recent EU CDC version which moved into production in April 2011 is version 1.1.4.00 of the EU CDC. This included 17 evolutions and 22 corrections of anomalies. This mainly included a clearer way of following the ship integration process on the UWI, being able to view the history on a ship both for integration and reporting, some billing enhancements, as well as the necessary IMO changes (new Xsd, SAR archive, receipt 1 with invalid DDP, non-metropolitan territories).

The next release for the UWI (version 1.1.5.00) is planned to be installed in test by end of June and in production by August and will include some minor changes as well as a statistics menu which will be accessible by all NCAs and users. A possible last release, during the contract with CLS, is planned for Sept/Oct. and will include the possible new functionalities discussed at this meeting.

The next audit is planned for 31 May 2011 and EMSA has started preparations for the extraction of the journal as well as filling in the audit questionnaire. The audit will cover operations of the EU CDC for the period of 4 June 2010 to 3 June 2011.

A reminder was given on the availability of the XML interface which is now in production and available to be tested and used by the participating States of the EU CDC.

Changes have also recently been made to the EU LRIT Ship database with a recent release which was consolidated in May 2011 to improve certain aspects including adding new fields & helps with the values being filled-in by EMSA for the existing ships in the database. Furthermore the security policy was improved as well as changes to be in line with IMO Circular 1307.

A reminder was given by EMSA for all users to update their contact details in the UWI as well as ensuring that their DDP polygons are validated before uploading them in the DDP server at IMO level. MS can also check the polygons by viewing them on the UWI.

Finally, a short description was given on some new functionalities which could be implemented in the EU CDC should the LRIT NCAs agree. This included the following possibilities:

- Geographical area filter: improvements to this tool to ensure it is more functional and user-friendly.
- SAR SURPIC: improvements in the way these are drawn on the UWI.
- Facilitating the LRIT reporting: Colours to show the reporting status or age of the last position
- Facilitating the LRIT reporting: with an Automatic Alert Service (AAS) where email alerts can be sent to the flag and the ship-owner if it is so requested.

The last two will be detailed further in a technical specifications document which will be circulated to LRIT NCAs for comment to ensure that these aspects can be implemented according to MS needs/requirements. This will be sent by email for comment prior to finalisation and implementation in the UWI of the EU CDC. This will link the EU CDC to shipowners such that they are able to receive an alert should there be a problem with the LRIT reporting on their ship and therefore follow-up with the Administration. Several countries suggested these would be very helpful services.

Belgium stated that they are considering distributing the LRIT information for the Belgium fleet to shipowners/managers and have asked EMSA if this could be done at EU CDC level, on a selective basis for those Flag States who would wish to do so. EMSA agreed to investigate the technical and operational impact of enlarging data distribution and report accordingly to the COM and MSs. A subsequent decision will then need to be made regarding the implementation and this will be discussed at COM level.

#### **Agenda item 4 – Financial issues**

A report was given on the financial agreements with other DC's. Agreements have been concluded with 48 DC's which are in production. Prices are based on the 1/2/6 ratio as agreed at IMO. The agreed prices with other DC's are included on the User Web Interface and can be viewed by all users.

Some figures were given on what has been bought from other LRIT DC's as well as sold to other DC's. It was also indicated what EMSA currently pays for mandatory reports and ship integration costs which equates to about 265,800 euros and 14,400 euros respectively for the first quarter 2011. Lastly, it was noted that in general in terms of execution of payments over 90% has been paid by other DC's although it is important to note that Nigeria has an on-going debt with the EU CDC of around 28,000 euros.

Currently, the system allows all billable messages to be associated to the NCA of that country and not to the user. At the 2<sup>nd</sup> LRIT NCA meeting, many MS stressed that they would like to have an invoicing and billing system which separates costs by user or groups of users and that the current EU CDC UWI and I&B UWI did not meet this need. A proposal was presented by EMSA at the 3<sup>rd</sup> LRIT NCA meeting to be able to have financial monitoring by user or groups of users in addition to the global invoice per country. This proposal is currently being implemented into the system and should be integrated and available into the Invoicing and Billing system by the fourth quarter of 2011.

#### **Agenda item 5 - EU LRIT Data Centre Transfer**

The principle of the transfer was to have it done in steps followed by testing and always keeping at least 2 sites (at minimum) available in order to meet the LRIT requirements without affecting the operational performance and availability of the system.

The EU DC transfer of the primary site from Toulouse (CLS) to Lisbon (EMSA) was completed successfully in mid-March following the set-up of a temporary configuration at CLS to ensure the presence of 2 sites. In mid-April, the secondary site (Disaster

Recovery) was moved from Toulouse to the EMSA Business Continuity Facility in Porto. Finally around end of April, the temporary configuration was dismantled at CLS.

All transfers ran smoothly with little to no impact to the quality of service of the EU CDC. The transfer continues from April to November when EMSA staff (MSS, LRIT Team, and ICT) will undergo familiarisation and training to ensure that the handover runs smoothly and that EMSA can run the EU CDC from the end of the contract in early November.

#### **Agenda item 6 –Case Studies on the Use of EU CDC**

Presentations were given by Greece, Italy and Denmark on their use of the EU CDC during operations. Examples given included SAR operations as well as anti-piracy related events. Furthermore, the EU CDC was used during the crisis in Libya to assist in the transport of civilians from Libya to Malta as well as humanitarian aid. The use of the EU CDC was also described for the crisis in Japan to identify ships which were sailing in the area of the tsunami disaster and to know the welfare of the seafarers in the area. Other examples given included monitoring of traffic off a deep sea offshore drilling platform, monitoring ships in the Arctic region, and the use of LRIT to support Customs Authorities for smuggling operations and identifying ships carrying goods from South America to Europe.

All three presentations are up on the EMSA Extranet under the 4<sup>th</sup> LRIT NCA meeting as indicated earlier in this document. EMSA requested other Participating Countries of the EU CDC to present at the next meeting to show the use of the system.

#### **Agenda item 7 –Ship Reporting and Ship Integration**

EMSA presented the status of the integration of ships in the EU CDC which is currently around 98%. Most causes of non-integration are due to a DNID downloading protocol failure however these have gone down since Member States have been following up with ship-owners and acting in the UWI. Figures seem to have gone up for the invalid radio ID in the LRIT Ship DB and the shipborne equipment activated after the CTR date of issue. Some follow-up is therefore still needed by the Ship DB manager in the ship database to ensure that the data is correct /accurate and to indicate when there is a re-integration (either automatic or manual). The Revised Technical Note 8 (v1.1) shows clear procedures on what can be done by EU CDC Participating States.

EMSA also presented the actual reporting status of all ships registered within the EU CDC, outlining that around 18% are not reporting properly due to various technical reasons. Terminals with the most reporting problems are those using the Standard C communication network (70% reporting). It is also evident that the figures show that the least reporting problems come from the equipment using Inmarsat D+ and Iridium.

Very often, the corrective measures include performing a stop or restart on the shipborne equipment or the uploading of DNIDs both of which have transmission costs associated. These costs are paid for by EMSA. It was presented that CGs using various commands (Restart, stop, DNID upload), together with a follow-up with their ship-owners, clearly have a better reporting rate for their terminals compared to other terminals which have had little follow-up. Furthermore, the ship history area now gives more visibility to the historical information on the integration and reporting such that it is easier to follow-up a recurrent problem for a particular ship.

It was requested that MS continue to use the Revised Technical Note 8 (v1.1) which gives assistance on this issue with regards to using the UWI and following up with shipowners and MSS to improve the ship reporting management.

Several MS insisted that they have been working with their ship-owners to improve reporting and have sent out guidelines or notes to ship-owners to assist them or indicate that they avoid using Standard C.

### **Agenda item 8 – IMO Presentation**

IMO gave a presentation on the status of the LRIT system including the number of DC's which are now in production as well as some information on the transfer of the IDE. The presentation also included a deeper description of how the IMO Distribution Facility for Anti-Piracy works in terms of what Member States need to do to begin sending information to the security forces operating off of Somalia (EU NAVFOR and NATO). Various issues for MSC 89 were also presented.

### **Agenda item 9 – Update on the IDE Transfer to EMSA**

A short presentation was given on the status of the IDE transfer to EMSA. The switch-over of the IDE in the test environment from the US Coast Guard to EMSA was successfully done on 2 March 2011. This included successful IMO testing of the IDE in the LRIT testing environment and the IDE in the test environment hosted at EMSA is fully operational since the 16 March 2011. Data Centres worldwide now use the IDE hosted at EMSA to test their system.

The next step is the set-up of the production environment at EMSA and the final acceptance of the Production IDE at EMSA which is envisaged to take place in October. For the load, stress and performance testing, an external contractor will be supporting EMSA. The Disaster Recovery site will remain with the US Coast Guard. For further questions on the IDE please email: [ide@emsa.europa.eu](mailto:ide@emsa.europa.eu)

### **Agenda item 10 – Anti-Piracy Support and use of LRIT**

A description of the MARISS project was given including EMSA's support to the project which is supported by ESA and the European Commission. This research project and demonstration focused largely on the Eastern Mediterranean region looking at the integration of data for a specific time period. More details can be found in the presentation itself.

Secondly, the MarSurv service to EU NAVFOR was described including the integration of various sources of data from the EU CDC, the IMO Distribution Facility, information coming directly from EU NAVFOR through their reporting schemes or agreements with particular countries to receive their information (i.e. LRIT positions from Liberia, Marshall Islands, Bahamas, Comoros, Panama, etc.),. Currently around 85% of the fleet navigating in that area is included in the service and there are around 1700 reporting vessels in the high risk area on a daily basis. The objective is to give EU NAVFOR the most complete maritime picture ("White Picture") for the area off of Somalia so that EU NAVFOR can perform risk assessments and place their assets in strategic locations. It is hoped that in the future additional information such as piracy information on past attacks and suspicious approaches could perhaps be integrated into the service as well as additional sources of data (i.e. Sat-AIS).

### **Agenda item 11 – Integration of SSN and LRIT – Integrated Maritime Data Environment**

The legal basis for integration of the various operational systems at EMSA (LRIT CDC, SafeSeaNet, CleanSeaNet, etc.) was presented, outlining the Council LRIT decisions which state the integration of LRIT and AIS data as well as the Directive 2009/17/EC on VTMIS which indicates SSN will distribute LRIT information. The presentation also highlighted a Commission communication on CISE (Common Information Sharing Environment) as well as the EMSA Work Programmes as the basis for this work. The planned integrated platform is called the Integrated Maritime Data Environment (IMDatE).

EMSA explained the planning and the duration of the project including the various components of the project. More details can be found in the presentation itself however it is envisaged to have the delivery of a first system prototype by the first quarter of 2012. By the end of 2012, there should be full integration of services and a new common user Web Interface with enhanced (integrated) functionalities.

EMSA plans to organise a specific meeting for the IMDatE towards the end of September or early October to collect MS requirements for integrated services. In addition to the traditional SSN/LRIT NCAs, representatives from other potential user communities might be invited (border control authorities, naval forces, etc).

EMSA will continue to maintain the LRIT NCA's informed of the progress on the IMDatE.

### **Future meetings**

It is likely that the next meeting will take place in October 2011.

### **Annexes**

Annex 1 - List of participants

Annex 2 - Final Agenda

Annex 3 - Summary of Action Items

## Annex 1 – List of participants

Country	Name	First Name	Organisation	E-mail
Belgium	Claeyssens	Peter	Federal Public Service Mobility and Transport	peter.claeyssens@mobilit.fgov.be
Bulgaria	Ivanov	Petar	Bulgarian Maritime Administration	peter_iv@marad.bg
Croatia	Luksa	Cicovacki	Ministry of the Sea, Transport and Infrastructure	Luksa.Cicovacki@pomorstvo.hr
Croatia	Igor	Martinovic	Ministry of the Sea, Transport and Infrastructure	igor.martinovic2@pomorstvo.hr
Czech Republic	Vydra	Evzen	Ministry of Transport	evzen.vydra@mcdcr.cz
Denmark	Gaard-Frederiksen	Kjeld	Admiral Danish Fleet HQ	martinahl@mil.dk
Denmark	Ahl	Martin	Admiral Danish Fleet HQ	martinahl@mil.dk
Estonia	Siht	Alar	Estonian Maritime Administration	alar.siht@vta.ee
Finland	Arkima	Antti	Finnish Transport Agency	antti.arkima@liikennevirasto.fi
Finland	Metsarinne	Jami	Finnish Transport Safety Agency	jami.metsarinne@trafi.fi
Germany	Callsen-Bracker	Hans-Heinrich	BMVBS	Hans.Callsen@bmvbs.bund.de
Greece	Zacharakopoulos	Christos	Safety of Navigation Directorate	czaharak@yen.gr
Iceland	Bjartmarsson	Baldur	Icelandic Maritime Administration	baldur@sigling.is
Ireland	Stephen	Fenson	Department of Transport, Tourism and Sport	stephenfensom@dtas.ie
Ireland	Greg	Houlihan	Department of Transport, Tourism and Sport	greghoulihan@dtas.ie
Italy	Conti	Walter	Italian Coast Guard NCA	walter.conti@mit.gov.it

Country	Name	First Name	Organisation	E-mail
Italy	Manna	Leopoldo	Italian Coast Guard NCA	leopoldo.manna@mit.gov.it
Latvia	Karhanins	Sergejs	Coast Guard Service	sergejs@mrcc.lv
Latvia	Bickovs	Dennis	Coast Guard service	denis@mrcc.lv
Lithuania	Valdemaras	Ezerskis	Lithuanian Maritime Safety Administration	valdemaras@msa.lt
Luxembourg	Arend	Patrick	Commissariat aux Affaires Maritimes	patrick.arend@cam.etat.lu
Norway	Hagen	John Erik	Norwegian Coastal Administration	john.erik.hagen@kystverket.no
Norway	Hauge	Jarle	Norwegian Coastal Administration	jarle.hauge@kystverket.no
Poland	Rojek	Bogdan	Maritime Office Gdynia	dim@umgdy.gov.pl
Portugal	Gallis	Conceição	IPTM – Institute for Ports and Shipping	conceicao.gallis@imarpor.pt
Romania	Apostol	Silviu	Romanian Naval Authority	sapostol@rna.ro
Slovakia	Mrkva	Josef	Ministry of Transport, Construction and Regional Development	<a href="mailto:josef.mrkva@mindop.sk">josef.mrkva@mindop.sk</a>
Slovenia	Felicjan	Matjaž	SMA	primoz.bajec1@gov.si
Slovenia	Bajec	Primož	SMA	primoz.bajec1@gov.si
Sweden	Samuel	David	Swedish Transport Agency	david.samuel@transportstyrelsen.se
The Netherlands	Smit	Willem	Ministry of Infrastructure and the Environment	willem.smit@minvenw.nl
United Kingdom	Enright	Christopher	Maritime Coastguard Agency	chris.enright@mcga.gov.uk
IMO	Yasnikouski	Javier	IMO – Maritime Safety Division	jyasniko@imo.org
EC	Erhardt	Jean-Bernard	European Commission	jean-bernard.erhardt@ec.europa.eu

---

Country	Name	First Name	Organisation	E-mail
CLS	Sabatier	Marion	CLS	msabatier@cls.fr
CLS	Fabritius	Gaetan	CLS	gfabritius@cls.fr
CLS	Ozoux	Pierre	CLS	Pierre.ozoux@emsa.europa.eu
EMSA	Chintoan-Uta	Marin	EMSA – Satellite Monitoring Services	marin.chintoan-uta@emsa.europa.eu
EMSA	Seddon-Brown	Stephanie	EMSA	stephanie.seddonbrown@emsa.europa.eu
EMSA	Texier	Yannick	EMSA	yannick.texier@emsa.europa.eu
EMSA	Oliveira	Mario	EMSA	mario.oliveira@emsa.europa.eu
EMSA	Pelizzari	Andrea	EMSA	andrea.pelizzari@emsa.europa.eu
EMSA	Boonen	Olivier	EMSA	olivier.boonen@emsa.europa.eu
EMSA	Guida	Vincent	EMSA	<a href="mailto:vincent.guida@emsa.europa.eu">vincent.guida@emsa.europa.eu</a>
EMSA	Peral-Lopes	Sara	EMSA	sara.peral-lobes@emsa.europa.eu
EMSA	Neiva Fernandes	Paulo	EMSA	paulo.neiva-fernandes@emsa.europa.eu
EMSA	Molero	Diego	EMSA	diego.molero@emsa.europa.eu
EMSA	Arys	Maarten	EMSA	maarten.arys@emsa.europa.eu
EMSA	Dufour	Elena	EMSA	elena.dufour@emsa.europa.eu



<b>Time</b>	<b>Agenda Item</b>	<b>Speaker</b>
<b>11:30 – 12:00</b>	<b>4. Financial issues</b> <ul style="list-style-type: none"> <li>▪ Figures on expenditure</li> <li>▪ Who is purchasing from EU DC and Who are we selling to?</li> <li>▪ Outstanding payments</li> <li>▪ Status on financial agreements</li> </ul>	<b>Sara Peral-Lopes</b> <b>Application Engineer</b> <b>LRIT</b>  <b>Olivier Boonen</b> <b>Project Officer LRIT</b>
<b>12:00 -12:30</b>	<b>5. EU LRIT Data Centre Transfer</b> <ul style="list-style-type: none"> <li>▪ Transfer of Production to EMSA</li> <li>▪ Transfer of DR to Porto</li> </ul>	<b>Mario Oliveira</b> <b>Project Officer MSS</b>
<b>12:30 – 14:00</b>	<i>Lunch Break (not offered by EMSA)</i>	
<b>14:00 – 15:00</b>	<b>6. Case Studies on Use of EU CDC</b> <b>Member States to present case studies on using EU LRIT DC :</b> <ul style="list-style-type: none"> <li>▪ Greece – Libya, Japan and others</li> <li>▪ Italy - Piracy – SAR</li> <li>▪ Denmark - Maritime Domain Awareness and security</li> </ul>	<b>MS to propose and time can be adjusted according to number of presentations.</b>
<b>15:00 – 15:30</b>	<b>7. Ship Reporting and Ship Integration</b> <ul style="list-style-type: none"> <li>▪ Status in the EU DC</li> <li>▪ Importance of Monitoring ship reporting &amp; integration</li> <li>▪ Ship History</li> </ul>	<b>Vincent Guida</b> <b>Project Officer LRIT</b>  <b>All</b>
<b>15:30 – 16:15</b>	<b>8. IMO Presentation on the LRIT System</b> <ul style="list-style-type: none"> <li>▪ Status of LRIT System</li> <li>▪ IDE Transfer</li> <li>▪ MSC 89 : main issues</li> <li>▪ IMO Distribution Facility</li> <li>▪ Discussion</li> </ul>	<b>Javier Yasnikouski</b> <b>Technical Officer</b> <b>IMO</b>  <b>All</b>
<b>16:15 – 16:45</b>	<i>Coffee Break</i>	
<b>16:45 – 17:15</b>	<b>9. Update on the IDE</b> <ul style="list-style-type: none"> <li>▪ EMSA operating IDE test environment</li> <li>▪ Status and planning</li> </ul>	<b>Andrea Pelizzari</b> <b>Application Officer LRIT</b>

<b>Time</b>	<b>Agenda Item</b>	<b>Speaker</b>
<b>17:15 – 17:45</b>	<b>10. Anti-Piracy Support and use of LRIT</b> <ul style="list-style-type: none"><li>▪ Support to EU NAVFOR</li><li>▪ MARISS</li></ul>	<b>Machteld Price</b> <b>Project Officer,</b> <b>Integrated Data Maritime</b>
<b>17:45 – 18:00</b>	<b>11. Update on the Integrated Maritime Data Environment</b> <ul style="list-style-type: none"><li>▪ Status and planning</li></ul>	<b>Marin Chintoan-Uta</b> <b>Head of Unit</b>
<b>18:00</b>	<b>12. Any other business</b>	<b>All</b>

To be followed by the SSN 15 meeting on 4-5 May.

## Annex 3 – Summary of Action items

### I. ACTION ITEMS FOR THE MEMBER STATES

Action Number	Agenda item	Action	Target Date/Deadline
1	2	LRIT NCA's to manage their users and remove/delete all unused accounts especially for staff which have left the administrations to ensure the security of the system. It is also very important for passwords to be changed periodically for individual & group user accounts to ensure security of the system.	ASAP
2	2	Requests for further training should be sent to EMSA by email or letter and future training sessions can be planned for interested countries.	Continuous
3	6	EMSA requested presentations from other Participating Countries of the EU CDC at the next meeting to show the use of the LRIT system.	October 2011
4	7	It was requested that MS continue to use the revised Technical Note 8 which gives assistance on this issue with regards to using the UWI and following up with ship-owners and MSS to improve the ship reporting management.	Continuous

### II. ACTION ITEMS FOR EMSA

Action Number	Agenda item	Action	Target Date/Deadline
1	2	Begin preparations to organize a regional training in Croatia for Q4 of 2011.	Q 4 2011
2	3	Technical specifications document to be circulated to LRIT NCAs for comment to ensure that planned new functionalities for EU CDC can be implemented according to MS needs/requirements.	Early June
3	3	Investigate the technical and operational impact of enlarging data distribution and report accordingly to the COM and MSs.	By next mtg.
4	4	Implement changes to the Invoicing and Billing System to ensure financial monitoring at user level.	Q4 2011
4	11	Continue to maintain the LRIT NCA's informed of the progress on the IMDE.	Next Meeting