



# SSN Group meeting 22

## Common Operational Procedures

Agenda item 22.3.4

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# Common Operational Procedures (COP)

**Provides 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).



# Why to revise the COP?



**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.**

SSN HLSG 11 agreed to revise the COP for being presented at HLSG 12.

# What is in this revision?



**In order to make the information more clear and to improve the compliance with the agreed procedures, the structure of the document has been changed.**

**The wording has been adapted and updated.**

**The essence of the procedures already approved remains as in the previous COP.**

# New structure



**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.



**COP is a living document that should evolve in line with the developments of the IFCD**

**It 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.**

# What action is needed?

## ACTION REQUIRED

**The Member States are invited to validate the revised SSN “Common Operational Procedures” .**

**The COP will be submitted to the SSN HLSG 12.**





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