

European Maritime Single Window environment

Data Set and MIG Maintenance Procedure

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Document Approval

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1. Introduction

The EMSWe data set is established by the Commission in accordance with Article 3 of the European Maritime Single Window environment (EMSWe) Regulation (EU) 2019/1239. The EMSWe data set is published under the Commission Delegated Regulation (EU) 2023/205 on 7 November 2022, as amended by the Commission Delegated Regulation (EU) 2025/674. Article 4 of the EMSWe Regulation foresees that the EMSWe data set may be amended.

According to Article 2 of Implementing Regulation (EU) 2023/2790 laying down functional and technical specifications for the Reporting Interface Module (RIM) of the Maritime National Single Windows (MNSW), the Commission shall define and maintain a Message Implementation Guide (MIG) in close collaboration with the national coordinators for the EMSWe and with the assistance of the European Maritime Safety Agency (EMSA). The MIG is a functional specification laying down standards and messages to be exchanged between senders and MNSWs through the RIM.

This document describes the EMSWe data set and MIG maintenance procedure. The purpose of this procedure is to provide a method whereby requests for changes, deletions and additions to the EMSWe data set and to the MIG can be processed in a consistent, well-ordered and transparent manner.

This procedure applies the principles for the amendments to the EMSWe data set described in Articles 3 and 4 of the EMSWe Regulation and reflected in section 2 below.

The table below lists the documentation that is subject to this procedure.

Documentation	Subject to maintenance procedure?
EMSWe data set – Section 1 – Introductory notes	No
EMSWe data set – Section 2 - Names, formats and descriptions of data elements	Yes (except columns “IMO Compendium” and “UCC Annex B”)
EMSWe data set – Section 3 - Reference to reporting obligations	No
EMSWe data set – Section 4 – Code lists	Yes
EMSWe data set – Section 5 – Business rules	Yes
EMSWe MIG – Main document	Yes (only Section 3 – General principles)
EMSWe MIG – Appendix A – Data structures of formalities	Yes
EMSWe MIG – Appendix B – Response data set	Yes
EMSWe MIG – Appendix C – Data structures of responses	Yes
EMSWe MIG – Appendix D – Rules, conditions and guidelines	Yes
EMSWe MIG – Appendix E – Code lists	Yes
EMSWe MIG – Appendix F – XSD and XML example files	No

Editorial corrections are not covered by this procedure.

2. Legal basis

Article 3 and 4 of the EMSWe Regulation introduce principles for the amendments to the EMSWe data set that are reflected below:

1. Where a Member State intends to amend a reporting obligation under its national legislation and requirements which would involve the provision of information other than the information that is included in the EMSWe data set, that Member State shall immediately notify the Commission. In that notification, the Member State shall precisely identify the information that is not covered by the EMSWe data set and shall indicate the intended period during which the reporting obligation in question is to apply.
2. When assessing whether data elements are to be included in the EMSWe data set, the Commission shall take into account safety concerns, as well as the principles of the FAL Convention, namely the principle of only requiring the reporting of essential information and keeping the number of items to a minimum.
3. The Commission shall decide, within three months after the request, whether to introduce the data elements in the EMSWe data set. The Commission shall justify its decision.
4. A delegated act which introduces or amends a data element in the EMSWe data set shall include an explicit reference to the national legislation and requirements referred to point 1 above.
5. In the event that the Commission decides not to introduce the requested data element, the Commission shall give substantiated grounds for its refusal, with reference to the safety of navigation and the principles of the FAL Convention.
6. Amendments to the EMSWe data set shall only be introduced once a year, except in duly justified cases.
7. A Member State shall not introduce new reporting obligations unless such introduction has been approved by the Commission through the procedure set out in Article 3 and the corresponding information has been incorporated in the EMSWe data set and applied in the harmonised reporting interfaces.

Note: Amendments to the EMSWe data set may imply amendments to formalities data structures included in the Message Implementation Guide.

3. Procedure for Data Maintenance Requests (DMR)

Each amendment to the EMSWe data set or to the MIG must be described in a Data Maintenance Request (DMR). DMRs are processed in the following stages:

1. Submission
2. Preliminary review
3. Working Group consultation
4. Decision
5. Modelling
6. Reporting
7. Quality review
8. Publishing

3.1 Submission

- A DMR may be submitted by any Member State's national coordinator for the EMSWe, by the Commission or by EMSA.
- Member States shall submit the DMR to the Commission and EMSA using the DMR form provided as annex to this document. Member States' national coordinators for the EMSWe shall submit the DMRs electronically at the following email addresses: move-emswe@ec.europa.eu and emswe@emsa.europa.eu.

- DMRs shall be discussed at a Data Modelling Working Group meeting if submitted at least four weeks prior to the date of the meeting. DMRs submitted after this deadline will be scheduled for discussion in the forthcoming Data Modelling Working Group meeting.
- Originators have to use the most recent versions of the EMSWe data set documentation and of the MIG as the basis for submitting their DMRs.

3.2 Preliminary review

- EMSA and the Commission shall verify the general validity, such as the accuracy and completeness, of submitted DMRs.
- The Originator revises DMRs based on the feedback received from EMSA and the Commission and re-submits the revised DMRs. Re-submissions must be made within the same deadline as for submitting DMRs.
- The Commission or EMSA shall assign a log number to the reviewed DMRs and publish them on CIRCABC two weeks prior to the date of the Data Modelling Working Group meeting at the latest.

3.3 Working group consultation

- Each DMR shall be presented to the Data Modelling Working Group, where the DMR originator shall present the relevant background, business needs and requested change.
- Data Modelling Working Group members are encouraged to comment on and ask questions relating to each DMR, as required. The DMR originator will be given the opportunity to present any additional information during the meeting that may assist the Data Modelling Working Group with the overall assessment of the DMR.
- The DMR may be amended during or after the Data Modelling Working Group meeting to reflect the outcome of discussions.

3.4 Decision

Following the Data Modelling Working Group consultation, EMSA, in agreement with the Commission, assigns a status to the DMR. Possible statuses are:

- Approved (A): The original DMR is valid, without modification, for inclusion in the next versions of the relevant EMSWe data set documentation and of the MIG.
- Withdrawn (W): The Originator withdraws its application and the DMR is removed from any further processing or consideration.
- Rejected (R): The DMR is rejected. An explanation for the rejection is provided and, when possible, an alternative solution is proposed. If an acceptable alternative solution cannot be reached, the DMR may be assigned the code D (Deferred) at the request of the Originator.
- Deferred (D): DMRs will receive deferred status when the Originator is unable to provide adequate answers to questions raised and cannot agree with changes recommended by the Data Modelling Working Group. This status allows the Originator an opportunity to confer with its administration in order to resolve any issues concerning the DMR. A deferred DMR should be resolved at the subsequent Data Modelling Working Group meeting.

3.5 Modelling

Approved DMRs will be modelled and incorporated by EMSA using the current versions of the EMSWe data set and of the MIG, which will serve as the basis for developing the next versions.

3.6 Reporting

EMSA shall prepare a report for the EMSWe Coordination Group containing the following information on all DMRs reviewed or subject to review by the Data Modelling Working Group:

- Log number of the DMR,
- Status,
- Comments – these should include any change made to the DMR.

3.7 Quality review

The quality review of the data set and MIG documentation is performed for the purpose of:

- guaranteeing the good quality of the EMSWe data set and MIG documentation,
- eliminating potential errors and mistakes, and
- ensuring that all approved DMRs have been incorporated correctly into the new version of the EMSWe data set and MIG documentation.

The quality review process will take place prior to the release of a new version of the EMSWe data set or MIG documentation. All Data Modelling Working Group members are encouraged to participate in the quality review. DMR originators whose DMRs are included in the new versions of the EMSWe data set or MIG documentation are invited to contribute to the process.

3.8 Publishing

After finalization of the EMSWe data set documentation, the Commission, taking into account the adoption procedures, shall amend the EMSWe data set in the form of Delegated Acts in accordance with Article 3 of the EMSWe Regulation.

After finalization of a new version of the MIG, EMSA, in agreement with the Commission, shall publish it on its web site (<https://emsa.europa.eu/emsw-mig/>).

Annex – Data Maintenance Request Form

The following form is provided in order to identify the necessary data required from the Originator. The DMR must be submitted electronically, preferably in the form of a Word file (.docx) or Excel file (.xlsx).

Originator (country name, organisation name):

Originator's reference (reference number from the originator - optional):

Subject (brief description of the request):

Related object(s) (if any, identification of the existing EMSWe data set element, code list or business rule, or MIG principle, formality, response, rule, condition or guideline subject to the request):

Business need / grounds (the reason why the originator has asked for the DMR. In case of requests for amendment to the data set, information should be provided regarding the corresponding legislation and requirements, preferably with a link to the published version, as well as the intended period during which the reporting obligation in question is to apply):

Requested amendment (description of the amendment, including the characteristics to be amended or added):

Attached documentation (relevant supporting documentation may be attached to facilitate the review of the DMR):

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