INTRODUCTION

Approval of the SSN 19 minutes

Submitted by EMSA

Summary	Minutes of the SSN 19 meeting held in Lisbon on 22-23 May 2013.
Action to be taken	Approval.
Related documents	SSN 19 minutes (version 1.00)

1. DOCUMENT

The minutes of the 19th meeting of the SSN group, which was held in Lisbon on 22-23 May 2013, are attached.

2. CHANGES

The draft version was sent to Members State participants on 28th June and no comments were received.

3. ACTION REQUIRED

Member States are invited to approve the draft minutes. After approval, the report shall be published on the EMSA web site.

Attachment:

Annex: SSN 19 Workshop Report

Workshop Report

SafeSeaNet Workshop 19

Held in Lisbon on
22 & 23 May 2013

SSN Workshop 19 was organised as a follow up to SSN Workshop 18, which was held on 18 October 2012).

The meeting was opened by Mr Lazaros Aichamalotidis, Head of Unit Vessel Traffic and Reporting Unit, and chaired by Mr Yann Le Moan, Senior Project Officer for SafeSeaNet. Mr Michele Avino represented the **European Commission** (DG MOVE).

Delegations from **Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Spain, Sweden and the United Kingdom** attended the meeting**.** A representative of ESPO participated as observer.

The list of participants is attached at **Annex 1** and a list of documents distributed to participants is included at **Annex 2**. All SSN workshop documentation may be obtained from:

http://www.emsa.europa.eu/documents/workshop-presentations-a-reports.html

Workshop Programme

I. INTRODUCTION

I.1 Opening

Mr Lazaros Aichmalotidis welcomed the participants and introduced the main workshop objectives as follows:

- To introduce and move forward with the proposal for improving the exchange of MRS information.
- To present the Vessel Database working group outcomes.
- To report on the receipt and push mechanism study for turning SSN into an active system.
- To present the evolution of SSN V3 and the new SSN interface to be developed by Member States.

I.2 Approval of the agenda

The agenda was adopted without changes.

I.3 Minutes of previous meeting Workshop 18 and follow-up actions

The minutes/report of the previous workshop (SSN 18) were approved and EMSA summarised the items outstanding from previous workshops.

II. INPUT FROM THE COMMISSION

Mr Avino said that 2013 will be a busy year with several topics to be dealt with. One of these is the revision of the VTIMS Directive. For the work related to the impact assessment, EMSA, (with a consultant) is supporting the Commission through a support study. The five issues identified, their supporting drivers and specific questions for collecting feedback will be presented on the 7th of June to the Member States (MSs), the European institutions, the industry and other main stakeholders involved in the VTMIS Directive. The impact assessment is expected next autumn and the first draft proposing new legislation by end of the year.

The Commission informed that a working group has been established within the scope of "places of refuge" following the incident with the MSC Flaminia.

III. SAFESEANET OPERATIONAL AND LEGAL ASPECTS

III.1 SSN 19.3.1 Documentation Correspondence Group (DCG) outcome

EMSA presented the revised SSN documents (i.e. the Common Operational Procedures, the Change Management Framework and the Security Guidelines) as follows:

a. SSN Common Operational Procedures (COP)

The COP is a subset of the former SSN Handbook focussing on procedures to support the operational services defined in Chapter 5.2 of the IFCD.

Malta stated their need to update internal procedures and pointed out that this was the proper direction to be followed towards improvement.

The SSN group **validated** the SSN COP with the following changes **(Action point 1):**

a. Add a new procedure concerning the monitoring of the availability of the central and national SSN systems, once the relevant tool is implemented at EMSA.
b. Mention that this document is a living document.
c. New procedures may be proposed and validated by the SSN group by correspondence.

The presented SSN COP will be sent to the SSN group for final review, and will enter into force after 1 month if no comments are received.

b. SSN Change Management Framework (CMF)

This document is a revision of the former SSN CMF (v1.00), it describes the process by which changes to the SSN system are decided upon, introduced and managed, and is defined in Chapter 6.1 of the IFCD.

Estonia asked if SSN National Competent Authorities (NCAs) could have access to the tool used by EMSA to record and track SSN issues and if a recap of those issues could be provided more than once per year. **Denmark** and **Ireland** supported the point made by **Estonia**. EMSA said that it would investigate a way of making available the Request for Changes (RFCs) to SSN NCAs, for example by making the RFCs available through EMSA's website (protected part). EMSA also mentioned that feedback on the RFCs could be provided upon request and that in all SSN releases a list of the changes is provided.

The SSN group **validated** the SSN CMF, and **agreed** that EMSA would evaluate the request for granting access to RFCs to SSN NCAs (dedicated access to the EMSA SSN website). **(Action point 2)**

c. SSN Security Guidelines

The SSN Security Guidelines describe the security requirements as part of the security policy defined in the IFCD Chapter 7. The requirements are mandatory for the central SSN system but they are optional for national systems.

Ireland noted the different structure format used along the document. EMSA clarified that the reason was to be coherent with the IFCD.

The SSN group **validated** the SSN Security Guidelines and agreed to include as a footnote an explanation for the different structure format used in the document. **(Action point 3)**

III.2 SSN 19.3.3 LOCODEs Guidelines

EMSA presented the revised LOCODEs Guidelines (v1.1) as specific issues were noted after the approval of the document at SSN WS 18. The document also included an assessment of the feasibility of developing an automatic interface for the exchange of LOCODEs between the national central systems.

Denmark asked for clarification when providing messages for supply vessels operating between oil platforms. For this situation they are using as Location code the SSN waypoints and they get errors when providing a PortPlus notification with Hazmat.

Italy asked if the upload of UNECE LOCODEs with function 7 (oil platforms) would have an impact on the Port Community System (PSC) and if this change has been coordinated with the THETIS team.

The Netherlands requested to be informed of the reply to Denmark (either by email or through the minutes meeting).

EMSA said that they will investigate the issue reported by Denmark and that no impact was foreseen at PSC level by inserting LOCODES with function 7 in SSN.

Ireland recommended the use of a specific LOCODE starting with a 2 letters country code (e.g. IE888) whenever the ship destination country is known instead of using ZZUKN.

Belgium questioned if the SSN NCAs should inform the PSC authorities about changes in the LOCODEs and vice-versa. EMSA replied that both authorities shall communicate on LOCODES issues. For example, the national PSC authority being aware of the changes in the SSN LOCODES will inform EMSA's PSC team and this LOCODE will be inserted in THETIS (avoid mismatching). Furthermore a SSN NCA should inform the MSS in advance before deactivating a LOCODE. This will avoid notifications' rejection.

The SSN group **approved** the revised LOCODEs guidelines and agreed to include the recommendation about the use of a specific LOCODE starting with a 2 letters country code (e.g. II888). **(Action point 4)**

The revised LOCODEs Guidelines will be sent to the SSN group for final review, and will enter into force after 1 month if no comments are received.

EMSA will also **investigate** the issue related to the provision of messages for the supply vessels operating between oil platforms and inform the SSN group on the outcome. **(Action point 5)**

III.3 SSN 19.3.4 SSN System Interface Guide

EMSA presented the proposed structure for the new SSN System Interface Guide and the drafting methodology. The new guide will combine all of the technical specifications and standards related to the interface between the national and the central SSN systems. It will include the necessary information on the current XML exchange, the Web Services – Message service and the AIS proxy.

This action is part of the revision of the SSN technical and operational documentation that have been agreed by the SSN group (SSN WS 15, May 2011).

Ireland observed that the word "*SSN2MS*"should be removed from the title in Part B "SSN2MS XML messaging guide".

Ireland questioned if this document was somehow related with the work of the sub-group dealing with the V3 specifications. EMSA explained that the work will be based on the current XML Reference guide (v2.07). However, the V3 specifications will be included in the document to be validated in May 2014.

The SSN group **approved** the draft structure of the System Interface guide and the time plan.

III.4 SSN 19.3.5 Outcome of the survey on Hazmat reporting through SSN

EMSA presented the outcome of the survey on Hazmat reporting through SSN carried out by the MSS. The objectives of the survey were to provide a global overview of the current situation, to highlight the main deficiencies, and to propose actions to improve the operational use of the Hazmat data.

In general, MSs considered the findings of the survey as a very important step to improve the quality of the Hazmat reporting.

Germany requested these findings to be communicated to the eMS group as the issue of improving Hazmat reporting was also being discussed at this forum. EMSA clarified that

the role of the Hazmat sub-group was to focus on issues related to the procedures for Hazmat reporting (drafting the guidelines) and improving the content of the information reported (through setting-up of a reference databases). The eMS sub-group is focused on the technical issues of the message implementation and some improvement on the Hazmat structure might be considered.

Malta indicated that the IMO FAL form 7 is commonly used to report dangerous goods and that the content of FAL 7 should be considered in the definition of the message. EMSA clarified that this task was being analysed by the eMS sub-group for the Data Mapping.

Sweden supported the initiative of creating a Hazmat reference database, which has been requested by several MS, and requested a clarification regarding the legal obligation to report bunkers for vessels above 1000 GT as Hazmat cargo. COM requested Sweden to send an email to the Commission services requesting for clarification.

Spain also commented the recent events following the *MSC Flaminia* accident and the importance of having accurate information on the Hazmat cargo on board the vessel.

The SSN group **noted** the information and agreed to set up a dedicated working group on Hazmat (if approved by the HLSG 9) with an proposed objectives of developing the Hazmat guidelines and the technical specifications for the Hazmat reference database **(Action point 6).** The ToR of the working group should be validated by the SSN HLSG in order to initiate the work as planned.

III.5 SSN 19.3.6 Proactive provision of voyage data/ship status information

EMSA presented the results of the feasibility study requested by the SSN HLSG 7 (June 2012) concerning the potential use of the SSN receipt message and/or a new voyage push mechanism for providing proactive warnings to MS. The aim of the document was to outline the conclusions of the study, and inform on the proposal that will be submitted at the HLSG 9 (June 2013).

The Netherlands questioned if the push mechanism would reopen the issue of automatic requests for Hazmat details and what were the expected costs for MSs. EMSA replied that the push will only provide a summary of the Hazmat and not the details. Regarding the costs, it is not possible to answer at this stage as the service specifications are not drafted. **Finland** and **Italy** expressed their interest in implementing the push mechanism and requested more detailed information on the study conducted. EMSA would provide via email the requested information.

The SSN group **noted** the information provided.

IV. SAFESEANET TECHNICAL ASPECTS

IV.1 SSN 19.4.1 MRS WG – Progress report

EMSA presented the status of the work carried out by the MRS Working Group providing an overview of the proposed business rules (BRs) and the follow-up actions.

A mixed reaction was received from the SSN group.

Denmark, **Sweden** and **the UK** proposed to put on hold the changes related to the new MRS messaging framework because of the revision process of the VTMIS Directive and the expected workload to implement the directive 2010/65/EU. They also noted that the proposed BRs do not support the effective reduction of the burden for operators.

Italy pointed out that the proposed BRs are in line with their expectation and proposed a meeting between MSs and EMSA to facilitate the exchange of ideas.

EMSA clarified that this work was required to improve the MRS exchange mechanism. The re-use of data should be seen as "nice to have" but not mandatory. Furthermore it is not possible to be relieved from sending some of the MRSs information even if the data is already available in SSN.

The SSN group did not validate the BRs but **agreed** to continue the work of the MRS WG and to provide comments on the document by mid-June.

EMSA will **revise** the BRs on the basis of the expected comments and will distribute the amended version to the WG **(Action point 7).** A final validation of the document and the technical specifications are expected at SSN WS 20 (November 2013). The HLSG 9 will be updated about the outcomes and guidance will be sought.

IV.2 SSN 19.4.2 SSN V2 upgrades for 2013/2014

EMSA presented the road map for the planned evolution of SSN V2, taking into account the decisions made at SSN and HLSG meetings. The document presents the deployment plan up to 2014. EMSA explained that the items introduced under chapter 2 "future possible upgrades" would be developed in 2014 depending on progress and decisions on each individual item.

The Netherlands questioned whether the business rules applied in data quality controls on PortPlus notifications will be aligned with THETIS. EMSA noted that this was included, as agreed at SSN 18 (agenda item 18.5.2 of SSN 18)[1].

The UK asked whether a pre-arrival notification (ETA, Article 4 of Directive 2002/59/EC) should always be provided before an arrival notification is sent to SSN (ATA, Article 24 of Directive 2009/16/EC), and if that is the case, what would be the procedure to apply for ships below 300 GT not subject to pre-arrival notification[2].

The SSN group **noted** the information presented.

IV.3 SSN 19.4.3 SSN Graphical Interface refurbishment

EMSA presented the refurbishing of the SSN Graphical Interface. Based on the feedback gathered during the training sessions, SSN GI improvements were proposed to ensure better system performances (increased speed) and user satisfaction (improve ergonomics of the web application).

The Netherlands asked if there was any news about SSN trainings for the national operators. EMSA replied that it has been decided to postpone the trainings to the end of the year, beginning of next year, so that the trainings are consistent with the new developments on SSN GI refurbishment and Incident Report. MSs interested in training were **invited to** send their requests.

Belgium questioned whether the trainings would be given in EMSA or in MSs. EMSA replied that one will be provided at EMSA and the other(s) at MSs premises (regional trainings).

The SSN group **noted** the information presented.

IV.4 SSN 19.4.4 SSN V3 Roadmap

EMSA introduced the roadmap for SSN V3 for the implementation of the new SSN Interface and presented a proposal to set-up a sub-group for it (see "SSN Interface", agenda item 19.4.7).

Ireland requested clarification regarding whether this group would be primarily focussed on XML messages. EMSA said that the SSN interfaces covered all interfaces.

The SSN group **noted** the information and **agreed** to set up a sub-group to define the technical specifications for the SSN interface and in accordance with the ToR presented.

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[1] Except for the inclusion of the warnings for the rules 1 and 3 (chapter 7.1 SSN 19.5.2) because of the outcome of the Study introduced in SSN 19.3.6.

[2] Post meeting note: technically SSN and THETIS accepts PortPlus messages with an ATA (ATAPortOfCall) even if no ETA is or has been provided (ETAToPortOfCall).

Bulgaria, **Denmark** (tentative), **Estonia**, **France**, **Ireland**, **Italy**, **Latvia**, **Norway**, **Portugal**, **Romania** and **the Netherlands** expressed their intention to participate in the sub-group.

IV.5 SSN 19.4.5 Working Group for Vessel Database – Status report

EMSA gave an update on the work done concerning the Vessel Database working group. The final comments and the final proposal will be presented at the next HLSG.

The SSN group **noted** the information presented.

IV.6 SSN 19.4.6 SSN Commissioning Test Plan

EMSA presented the first draft of the SSN Commissioning Test Plan (SSN CTP) updated with tests related to the new Incident report protocol.

Denmark stated their interest in participating in the IR CTs but no date could be provided for the time being.

The Netherlands stated that they would not implement the new IR protocol but use the web and asked what was expected from them (in terms of testing) as they will use the email for receiving information. EMSA said that they only needed to configure their users via the SSN management console.

The SSN group **approved** the SSN CTP related to the improved Incident Reporting framework.

IV.7 SSN 19.4.7 SSN interface

The minutes of this point in the agenda have been addressed in point <u>IV.4 SSN 19.4.4 SSN V3 Roadmap</u> as they are linked.

V. SAFESEANET STATUS

V.1 SSN 19.5.2 SSN Data Quality Report including interface with THETIS (LBI)

EMSA presented the SSN Data Quality Report, including the interface with THETIS, summarising the status of SSN implementation by MSs and highlighting the data quality issues.

The Netherlands requested additional technical information about the system availability in case of timeout and stated their preference for a simple monitoring tool keeping the checks to the minimum.

Germany asked to include the system monitoring in a specific document. EMSA proposed to include this item in the Common Operational Procedure (see action point 1).

Belgium asked clarifications on the way EMSA MSS runs the checks on the details availability and who is responsible for managing LOCODEs.

The SSN group **validated** the proposals/requested actions presented. The SSN group also **agreed** to include in the SSN Common Operational Procedures a dedicated procedure for the monitoring of the availability of the national SSN systems (see **Action point 1**).

VI. ANY OTHER BUSINESS

VI.1 SSN 19.6.2 Evolution of SSN under the Integrated Maritime Policy (IMP)

EMSA informed the SSN group on the IMP project for the evolution of SSN, in particular the demonstration project to set up a single window at national level for port reporting formalities and the exchange of documents based on the Directive 2010/65/EU. Invitation letters to participate to the project have been sent to MS on 14 May.

Bulgaria, **Italy** and **Malta** expressed the importance of the demonstration project.

Italy asked if the project foresees interfacing with national authorities systems. EMSA replied that interfaces with national authorities systems were not planned for the first phase of the project in 2013. The project includes a technical analysis which will draw recommendations regarding further improvements of the prototype, including interfaces with national systems. Such improvements will be assessed and considered for the second phase of the project in 2014.

The Netherlands supported by **Sweden** emphasised the need of harmonisation and coordination with other on-going initiatives on National Single Windows (NSW) (such as the TEN-T ANNA project run by several MS) and invited EMSA to consider cooperating with such initiatives.

EMSA **advised** that the project can be seen as an opportunity to develop knowledge on the issue of NSW and support the elaboration of functional and technical specifications for NSW. The demonstrator should not raise wrong expectations among MSs and should not be considered as an actual implementation of a NSW as required by Directive 2010/65/EU.

The SSN group **noted** the information provided. It was also noted that **Bulgaria, Italy** and **Malta expressed** their intention to participate in the demonstrator project and **Greece** will consider participating and send their answer when decided.

VI.2 SSN 19.6.3 Presentation on the Pilot project with third countries

EMSA gave an update on the current pilot projects with third countries namely the EU/Russian Federation cooperation and the EU/Morocco cooperation.

The SSN group **noted** the information provided.

VII. INFORMATION PAPERS

The following documents were not presented, but were distributed for information:
- SSN 19.3.2 List of SSN technical and operational documentation.
- SSN 19.5.1 SSN Status National level.
- SSN 19.6.1 Update on the implementation of the Reporting Formalities Directive.

Workshop Conclusions/Follow-up Actions

The workshop conclusions and follow-up actions have been noted in the relevant paragraphs of the minutes. The follow-up actions are indicated in Annex 4.

The provisional date for SSN 20 is 5/6 November 2013.


## Annexes

Annex 1 – List of participants

Annex 2 – List of documents

Annex 3 – Workshop Agenda

Annex 4 – Action items

Annex 1 – Attendance List

Country	Name	First Name	Organisation	E-mail	Attendance on 22.05.13	Attendance on 23.05.13
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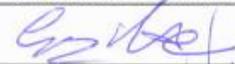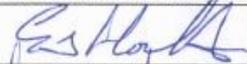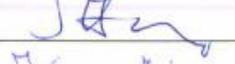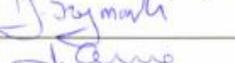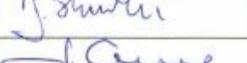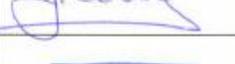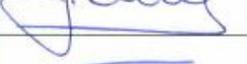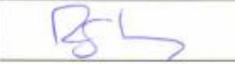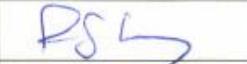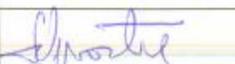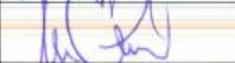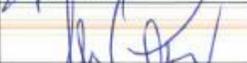
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Annex 2 – List of SSN Workshop 19 documents

I. Introduction

SSN 19/1/1: Detailed Agenda (EMSA)
SSN 19/1/2: SSN 18 minutes (EMSA)

II. Input from the Commission

III. SafeSeaNet Operational and legal Aspects

SSN 19/3/1: Documentation Correspondence Group (DCG) outcome (EMSA)
SSN 19/3/2: List of SSN technical and operational documentation (EMSA)
SSN 19/3/3: LOCODEs Guidelines (EMSA)
SSN 19/3/4: SSN System Interface Guide (EMSA)
SSN 19/3/5: Outcome of the survey on Hazmat reporting through SSN (EMSA)*
SSN 19/3/6: Proactive provision of voyage data/ship status information (EMSA)*

IV. SafeSeaNet technical aspects

SSN 19/4/1: MRS WG - Progress report (EMSA)
SSN 19/4/2: SSN V2 upgrades for 2013/2014 (EMSA)
SSN 19/4/3: SSN Graphical Interface refurbishment (EMSA)*
SSN 19/4/4: SSN V3 Roadmap – *presentation* (EMSA)
SSN 19/4/5: Working Group for Vessel Database– Status report (EMSA)*
SSN 19/4/6: SSN Commissioning Test Plan (EMSA)
SSN 19/4/7: SSN interface (EMSA)

V. Status at National Level

SSN 19/5/1: SSN Status National level (MS)*
SSN 19/5/2: SSN Data Quality report including interface with THETIS (EMSA)

VI. Any Other Business

SSN 19/6/1: Update on the implementation of the Reporting Formalities Directive – *presentation* (EMSA) *
SSN 19/6/2: Evolution of SSN under the Integrated Maritime Policy (EMSA)*
SSN 19/6/3: Pilot project with third countries – *presentation* (EMSA)*

* For information

Annex 3 –Workshop Agenda

Wednesday, 22 May 2013		
Time	**Agenda Item**	**For**
09:00 – 09:30	**Registration and coffee**	
09:30 – 10:00	Opening / Introduction (EMSA) SSN 19.1.1 Approval of the agenda *(*EMSA) SSN 19.1.2 Approval of the SSN 18 minutes (EMSA)	Approval Approval
10:00 – 10:15	**Input from the Commission**	
10:15 – 11:00	SSN 19.4.1 MRS WG - Progress report (EMSA)	Approval
11:00 – 11:15	**Coffee break**	
11:15 – 12:00	SSN 19.4.2 SSN V2 upgrades for 2013/2014 (EMSA)	Information
12:00 – 12:30	SSN 19.4.3 SSN GI refurbishment (EMSA)	Information
12:30 – 14:00	**Lunch break**	
14:00 – 14:30	SSN 19.5.2 SSN Data Quality report including interface with THETIS (EMSA)	Information & Approval
14:30 – 15:30	SSN 19.3.5 Outcome of the survey on Hazmat reporting through SSN (EMSA)	Information
15:30 – 15:45	**Coffee break**	
15:45 – 16:15	SSN 19.3.3 LOCODEs Guidelines (EMSA)	Information & Approval
16:15 – 16:45	SSN 19.4.5 Working Group for Vessel Database– Status report (EMSA)	Information
16:45 – 17:00	**Discussion and summary of the follow up actions**	

Thursday, 23 May 2013		
Time	**Agenda Item**	**For**
09:00 – 09:30	**Registration and coffee**	
09:30 – 10:30	SSN 19.4.4 SSN V3 Roadmap – *presentation* (EMSA)	Information
10:30 – 11:30	SSN 19.4.7 SSN interface	Approval
11:30 – 11:45	**Coffee break**	
11:45 – 12:45	SSN 19.3.1 Documentation Correspondence Group outcome (DCG/EMSA) - Common Operational Procedures - Change Management Framework - Security Guidelines	Approval

Thursday, 23 May 2013		
Time	**Agenda Item**	**For**
12:45 – 14:00	**Lunch break**	
14:00 – 14:30	SSN 19.3.4 SSN System Interface Guide (EMSA)	Information & Approval
14:30 – 15:00	SSN 19.4.6 SSN Commissioning Test Plan (EMSA)	Approval
15:00 – 15:45	SSN 19.3.6 Proactive provision of voyage data/ship status information (EMSA)	Information
15:45 – 16:00	**Coffee break**	
16:00 – 16:30	SSN 19.6.3 Pilot project with third countries – *presentation* (EMSA)	Information
16:30 – 17:00	SSN 19.6.2 Evolution of SSN under the IMP (EMSA)	Information
17:00 – 17:30	**Discussion and summary of the follow up actions - End of meeting**	

Annex 4 – List of action items from the SSN Workshop 19

Action point	Topic and Action	Resp.
1	**SSN Common Operational Procedures (COP):** Document approved with the following changes: • Add a new procedure concerning the monitoring of the availability of the central and national SSN systems. • Mention that this document is a living document. • New procedures may be proposed and validated by the SSN group by correspondence. The updated SSN COP will be sent to the SSN group for final review and will enter into force after 1 month.	EMSA
2	**SSN Change Management Framework (CMF):** Evaluate the possibility of granting access to RFCs to SSN NCAs (dedicated access to the EMSA website).	EMSA
3	**SSN Security Guidelines**: Document validated. Footnote to be included explaining the different structure format used in the document.	EMSA
4	L**OCODEs Guidelines:** The recommendation proposed should be added to the document. The updated LOCODEs Guidelines will be sent to the SSN Group for final review and will enter into force after 1 month.	EMSA
5	**LOCODEs Guidelines:** Investigate and report back to the SSN group the rejection issue concerning supply vessels operating between oil platforms when the SSN waypoints is used as Location code.	EMSA
6	**HAZMAT Working Group**: the SSN group agreed to set up a dedicated working group on Hazmat (if approved by the HLSG 9) with an proposed objectives of developing the Hazmat guidelines and the technical specifications for the Hazmat reference database.	EMSA/ MS
7	**MRS Working Group:** • MSs to provide their comments by mid-June. • EMSA to revise the BRs based on the comments and to distribute them to the working group (mid-July).	MS EMSA