

SafeSeaNet Training session

22 June 2006 – Lisbon – Portugal

AGENDA

9h00 to 9h30 Registrations - Welcome

Morning session:

9h30 to 10h00 SafeSeaNet Legal requirements

Dir. 2000/59 (Waste) and 2002/59 (VTMIS)

10h to 11h30 Interface Control Document

Scope of the document

Description of actors (NCA, LCA) roles and responsibilities

Message scenarios - description

System Timing and Performance

11h30 to 11h45 Coffee break

11h45 to 12h45 SafeSeaNet Standards & convention

Networking - Information Exchange

Security issues - SSL & 2SSL/

- Digital certificate validation

- Restricting access to Electronic documents available over a Member State's Web server.

Transaction & Information logging

12h45 to 14h00 Light Lunch

Afternoon session:

14h00 to 15h45 SafeSeaNet management

Recommended best practises

Console management Tools description

User management - Ship register management - Locode management

15h45 to 16h00 Coffee break

16h00 to 17h30 one stop shop concept

Open point

Q&A

Practical Details

Venue **EMSA**, Av. Dom João II, Lote 1.06.2.5, 1998-001 Lisbon, Portugal

Security requirement for accessing the EMSA building Passport or Identity card

Working Language *English*

Target Audience *SafeSeaNet users involved in the conduct of operation with the system. The training session will be "a must" for actors working in the Local Competent Authorities (Port, VTS, MRCC, etc..) or responsible of the National system interface with SSN.*

Registration: 22 June 2006 from 9h00 to 9h30

Accommodation: See attached Hotel reservation Form

Contact Person M. Finn Riley tel: + 351 21 12 09 241

TRYP ORIENTE

Hotel ★★☆☆ / Restaurante Oriente

Av. D. João II, Lt 1.16 02.B, Parque das Nações, 1990-083 Lisboa, PORTUGAL

Tel. (+351) 21 893 00 00 - Fax (+351) 21 893 00 99 - tryp.orientesolmeliaportugal.com

Visite-nos em / Visit us at www.tryporientesolmelia.com

EMSA MEETING

Lisbon, JUNE 21st to 23rd 2006

Surname: _____ Name: _____

Company: _____

Telephone: _____ Fax: _____

Check-in Date: ____/____/____ Check-out Date: ____/____/____

Single Room / Night: ☐ 83 Euros/Noite

Double Room / Night: ☐ 96 Euros/Noite

Extra Bed / Night: ☐ 23 Euros/Noite

Payment Guarantee:

Credit Card n°: _____ Expire Date: ____/____/____

Pre-deposit on Bank Account n°: PT 50 0007.0024.0025721.0005.92 Banco Espírito Santo (Av. de Berna-Lisboa) / SWIFT CODE: BESCPTLP; if this is your option, please send a Bank Transfer Copy by fax.

Date: ____/____/____

Signature: _____

DEAD-LINE FOR RESERVATIONS: 8th June 2006



Propriedade de: Hotis Oriente - Hotéis, S.A.
Sede: Avenida da República, 85, 1ª Esq., 1050-190 Lisboa, Portugal
Contribuinte nº 503 810 061 - Capital Social 1.500.000,00€
Sociedade Andrónima registada na C.R.C. Lisboa sob o nº 6911





European Maritime Safety Agency

CONFIRMATION FORM

SafeSeaNet Training Session, Lisbon, 22nd of June 2006.

For organisational purposes please fill out the questionnaire below and return it to Finn Riley by 12th of June at the latest (Finn.Riley@emsa.eu.int):

22nd of June Registration at :9.00, Start of Training session at: 09.30

Please indicate:

NAME:

First Name:

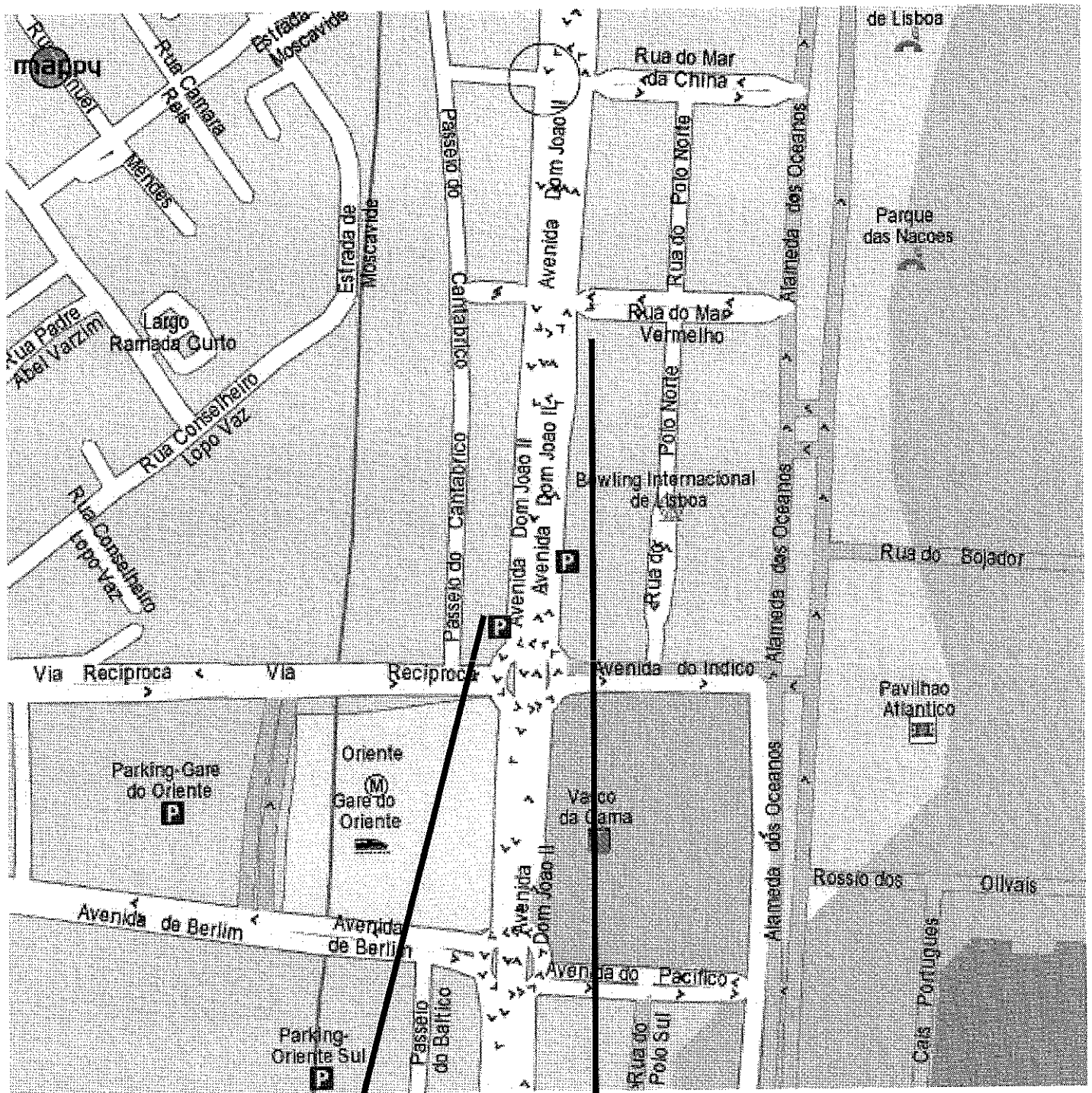
Organisation:

Member State:

E-mail address:

Claim for reimbursement of transport costs and daily allowance (Maximum 1 representative per Member State): YES/NO

Reimbursement of costs to be made to bank account N° (IBAN):



TRYP ORIENTE
HOTEL

EMSA OFFICES

REIMBURSEMENT FORM

Name of the traveller:
Representing: (Member State, Organisation)
Destination & Reason : Training session on SafeSeaNet system, Lisbon, 22 nd of June 2006

Please do not fill this part in. Thank you

Daily subsistence allowances:	
Length of the meeting:	
Allowance per full day of meeting:	
Subtotal:	
Reduction per night:	
Total allowances due:	

Transport costs:						
<i>Please include the original transport tickets (airplane tickets and boarding cards, train tickets, ...), invoices paid to the travel agencies or airlines companies, etc.</i>						
N°	Date	Currency	Amount	Exchange-rate	Amount in €	
1						
2						
3						
Total transport costs:						

Other costs :						
<i>(Please specify and include the original invoices) TAXIS ARE NOT REIMBURSABLE</i>						
N°	Date	Currency	Amount	Exchange-rate	Amount in €	
1						
2						
3						
Total other costs:						

Grand Total:	
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REIMBURSEMENT ON BANK ACCOUNT: (account holder name)
ACCOUNT NUMBER: (IBAN)

SIGNATURE :
(Please don't forget to date and sign the form)

GUIDELINES FOR NORMAL EXPERTS

**REIMBURSEMENT INFORMATION SHEET FOR EXPERTS ATTENDING MEETINGS AT
THE INVITATION OF EMSA**

The procedures for the reimbursement of travel and subsistence expenses incurred by experts invited to participate in meetings, are set out below.

1. Claiming Reimbursement

The reimbursement form must be completed in full at the meeting and given to the secretary. All necessary documents have to be submitted within **two weeks after the meeting**.

Special attention should be given to the following sections:

- Transport used - **Sign declaration**
- Personal details of expert - **Complete in full**

2. Bank identification form and Legal Entity File

A - Bank identification

In order to register a new bank account or to amend existing banking data, the following **must** be submitted in paper form to the meeting secretary at the place of the meeting:

The financial information form duly completed and signed by the account holder and the bank.

This document can be found at: http://europa.eu.int/comm/budget/execution/ftiers_en.htm

For States representatives, a governmental bank account should be given

B - Legal entity file

It is requested from the experts who take part in meetings organised by the Commission, whether it be on a private basis or as a representative of a private or public company, to fill out and sign one of the legal entity forms and to join the necessary supporting document(s) (depending on which case applies: copy of identity card or passport for a private person, extract from the trade/VAT register if representative of a private company, etc...).

The legal identity forms can be found at:

http://europa.eu.int/comm/budget/execution/legal_entities_fr.htm

On their return from the meeting, participants must send EMSA the following:

- **invoice from the travel agency or airline company**
- **original flight ticket or train ticket** (if applicable)
- **original boarding passes**

These are essential documents to complete reimbursement. Reimbursement of travel and subsistence expenses will be made as quickly as possible, once all the requested information and supporting documentation have been provided.

3. **Travel Expenses**

The following methods of travel are reimbursable:

- The shortest and most cost-effective route.
- Journeys covering a total distance greater than 800 km shall be reimbursed based on the price of an economy-class return flight ticket. Return journeys covering distances of less than 800 km shall be reimbursed based on the price of a first-class return rail ticket.
- **PEX** and **APEX** tickets should be used whenever possible. The extra costs entailed in staying over a Saturday shall be reimbursed if the meeting takes place on a Monday or a Friday. Daily allowance is only paid for the minimum time necessary to qualify for the reduced fare.
- Travel by private car shall be reimbursed based on the price of a first-class rail ticket.

4. **Hotel accommodation**

Arrangement of hotel accommodation must be **made** and **paid directly by the participant**, unless in the event of a conference organised by EMSA, EMSA decides to arrange and pay hotel accommodation directly.

5. **Extra luggage**

Transport costs for bringing extra luggage for the purpose of the meeting shall be subject to the prior authorisation of the Agency.

6. **Daily allowance (in EUR)**

The daily allowance is a standard amount of **149,63 €** due **per day of meeting**, covering **all** expenses at the place where the meeting is held, including the cost of accommodation, meals and local travel (including taxis).