

# North Sea Maritime Safety Information Working Group (NSMSIWG)

## Terms of Reference

To promote and facilitate the MSI provision within the North Sea and NAVAREA I, and in particular to:

- I. To facilitate that the GMDSS MSI services in the NAVAREA are arranged in compliance with the regulations and recommendations of the IMO, IHO and other relevant organisations.
- II. To facilitate cooperation concerning technical and administrative matters related to the MSI service.
- III. To facilitate the exchange of information about events that could affect safety at sea within NAVAREA I.
- IV. To facilitate the exchange of advice concerning all aspects of MSI work.
- V. To facilitate harmonization of new and existing methods that make MSI and other relevant information to shipping available, related to navigation warnings.
- VI. To evaluate and compile views on new and changed methods of providing MSI and to forward these to the relevant body.
- VII. To exchange information about major planned operations at sea that are expected to affect international shipping in coastal waters of neighbouring countries.
- VIII. Improve and develop capacity building.

The Working Group should report to the NSHC Conferences.

## Membership

- I. Membership to be open to member states of the NSHC. Each member state may be represented by governmental organizations dealing with MSI and/or other relevant MSI related information to shipping.
- II. The NAVAREA 1b coordination, the IHO WWNWS, the IMO NAVTEX coordinating panel, the IMO EGC Coordinating panel & other official international or national bodies may be invited.
- III. Non-governmental organizations may attend meetings wholly or to the extent decided by the chair.

## Meeting procedures

- I. Working group meetings should be held at least once per year.
- II. Interim meetings may be held at the discretion of the Chair.
- III. At the end of a meeting, the approximate time, type and location for the next meeting should be decided.
- IV. A preliminary invitation for in person meetings, including, dates and location should be sent out by the Chair or Secretary by e-mail at least 5 months before the meeting.
- V. A preliminary invitation to virtual meetings including date should be sent out by the Chair or Secretary by e-mail at least 2 months before the meeting.
- VI. The final invitation, including logistic information, a first draft agenda, a request for additional agenda items, a national report, and other papers, should be distributed not later than 3 months before in person meetings and 1 month for virtual meetings.
- VII. The NSMSIWG chair should be proposed by the WG and thereafter elected by the NSHC conference. The secretary should be elected by the WG.
- VIII. The agenda should be adopted at the beginning of the meeting.
- IX. Decisions should be made through consensus among the Member States
- X. Decisions and agreed upon actions made during the meeting should be summarized at the end of the meeting and included as an annex to the minutes.

- XI. The draft minutes shall be distributed within six weeks of the meeting's conclusion. Comments should be returned no later than three weeks after the distribution of the draft minutes.
  
- XII. The continued existence of NSMSIWG and the Terms of Reference shall be a standing point on the agenda. Any suggestions for changes should be addressed by the chair of the working group to the chairman of the following NSHC conference.