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| IALA Guideline |

Maritime Service Portfolios:  
digitising maritime services

Edition 1.0

Document date

Revisions to this IALA Document are to be noted in the table prior to the issue of a revised document.

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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. INTRODUCTION 9

1.1. General Description 9

1.2. Purpose 9

1.3. Implementation 9

2. SERVICE PROVIDERS & STAKEHOLDERS 9

2.1. Definition 9

2.2. Responsible service providers [to be decided later] 10

3. Defined sea areas for information services 11

4. MARITIME SERVICES 12

4.1. MS 1 VTS Information Service (IS) 12

4.1.1. Objectives 12

4.1.2. Description of service 12

4.1.3. Area of operation 12

4.1.4. Information 12

4.1.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 12

4.1.6. Relationship to other MSPs 12

4.1.7. Examples of existing services or/and test beds 13

4.2. MS 2 Navigational Assistance Service (NAS) 13

4.2.1. Objectives 13

4.2.2. Description of service 13

4.2.3. Area of operation 13

4.2.4. Information 13

4.2.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 13

4.2.6. Relationship to other MSPs 13

4.2.7. Examples of existing services or/and test beds 13

4.3. MS 3 Traffic Organization Service (TOS) 14

4.3.1. Objectives 14

4.3.2. Description of service 14

4.3.3. Area of Operation 14

4.3.4. Information 14

4.3.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 14

4.3.6. Relationship to other MSPs 14

4.3.7. Examples of existing services or/and test beds 14

4.4. MS 4 Local Port Service (LPS) 14

4.4.1. Objectives 14

4.4.2. Description of service 15

4.4.3. Area of operation 15

4.4.4. Information 15

4.4.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 15

4.4.6. Relationship to other MSPs 15

4.4.7. Examples of existing services or/and test beds 15

4.5. MS 5 Maritime Safety Information service (MSI) 15

4.5.1. Objectives 15

4.5.2. Description 15

4.5.3. Area of operation 16

4.5.4. Information 16

4.5.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 16

4.5.6. Relationship to other MSPs 16

4.5.7. Examples of existing services or/and test beds 16

4.6. MS 6 Pilotage service 16

4.6.1. Objectives 16

4.6.2. Description of service 16

4.6.3. Area of operation 16

4.6.4. Information 16

4.6.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 16

4.6.6. Relationship to other MSPs 16

4.6.7. Examples of existing services or/and test beds 16

4.7. MS 7 Tugs service 16

4.7.1. Objectives 16

4.7.2. Description of service 17

4.7.3. Area of operation 17

4.7.4. Information 17

4.7.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 17

4.7.6. Relationship to other MSPs 17

4.7.7. Examples of existing services or/and test beds 17

4.8. MS 8 Vessel shore reporting 17

4.8.1. Objectives 17

4.8.2. Description of service 17

4.8.3. Area of operation 18

4.8.4. Information 18

4.8.5. Reference to technical services, including guidance for the service provider on how to technically implement the service User requirements 18

4.8.6. Relationship to other MSPs 19

4.8.7. Examples of existing services or/and test beds 19

4.9. MS 9 Telemedical Assistance Service (TMAS) 19

4.9.1. Objectives 19

4.9.2. Description 19

4.9.3. Area of operation 19

4.9.4. Information 19

4.9.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 19

4.9.6. Relationship to other MSPs 19

4.9.7. Examples of existing services or/and test beds 19

4.10. MS 10 Maritime Assistance Service (MAS) 19

4.10.1. Objectives 19

4.10.2. Description of service 19

4.10.3. Area of operation 20

4.10.4. Information 20

4.10.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 20

4.10.6. Relationship to other MSPs 20

4.10.7. Examples of existing services or/and test beds 20

4.11. MS 11 Nautical Chart Service 20

4.11.1. Objectives 20

4.11.2. Description of service 20

4.11.3. Area of operation 20

4.11.4. Information 20

4.11.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 21

4.11.6. Relationship to other MSPs 21

4.11.7. Examples of existing services or/and test beds 21

4.12. MS 12 Nautical publications service 21

4.12.1. Objectives 21

4.12.2. Description of service 21

4.12.3. Area of operation 21

4.12.4. Information 21

4.12.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 21

4.12.6. Relationship to other MSPs 21

4.12.7. Examples of existing services or/and test beds 21

4.13. MS 13 Ice navigation service 21

4.13.1. Objectives 21

4.13.2. Description of service 21

4.13.3. Area of operation 22

4.13.4. Information 22

4.13.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 22

4.13.6. Reference to other MSPs 22

4.13.7. Examples of existing services or/and test beds 22

4.14. MS 14 Meteorological information service 22

4.14.1. Objectives 22

4.14.2. Description of service 22

4.14.3. Area of operation 22

4.14.4. Information 22

4.14.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 22

4.14.6. relationship to other MSPs 23

4.14.7. Examples of existing services or/and test beds 23

4.15. MS 15 Real-time hydrographic and environmental information services 23

4.15.1. Objectives 23

4.15.2. description of service 23

4.15.3. Area of operation 23

4.15.4. Information 23

4.15.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 23

4.15.6. Relationship to other MSPs 23

4.15.7. Examples of existing services or/and test beds 23

4.16. MS 16 Search and Rescue (SAR) Service 23

4.16.1. Objective

4.16.2. Description of service 24

4.16.3. Area of operation 24

4.16.4. Information 24

4.16.5. Reference to technical services, including guidance for the service provider on how to technically implement the service 24

4.16.6. Relationship to other MSPs 24

4.16.7. Examples of existing services or/and test beds 24

4.17. MS 17 Aids to Navigation services (AtoN) 24

4.18. MS 18 Communication services 24

4.19. MS 19 PNT and augmentation services 24

4.20. [MS 20 Anti-piracy information] 24

5. ASSESSMENT OF SUITABLE SERVICES 24

5.1. Services 25

6. RELEVANT ASSOCIATED IMO GUIDELINES 25

6.1. Guidelines on SQA and HCD 25

6.2. Guidelines on Display of navigation information from communications 25

6.3. Guidelines on test beds reporting 25

7. LIST OF PUBLICATIONS THAT CAN BE DIGITAL 25

8. ACRONYMS To be checked 25

ANNEX A ANNEX 27

APPENDIX 1 APPENDIX TITLE 28

List of Tables

Table 1 Responsible Authorities 7

# INTRODUCTION

## General Description

When developing the IMO e-Navigation strategy to improve safety and efficiency of sea transport it became clear that digital services provided to ships are an essential part of this initiative. In order to best describe, structure and implement those services, IMO introduced the concept of “Marine Service Portfolios” (MSPs).

MSPs have been identified in the e-navigation SIP (NCSR 1/28 annex 7) as the framework for the electronic provision of information related to maritime services in a harmonized way between shore and ships. The list of maritime services available from a port, region or sea area is known as a Maritime Service Portfolio

An MSP is a collection of operational and technical services, which is provided to the ship in order to support the ships operation and safe navigation from berth to berth. IMO has identified a list of 16 MSPs, which may be expanded as needed.

## Purpose

This guideline is mainly for providers of services defined in MSPs to understand what is expected by the maritime community if a dedicated provider of such services is declaring the availability of an MSP in their jurisdiction. It provides the basic information on the defined MSPs. It describes the objectives to be achieved with the MSP as well as a short explanation of the MSP. It also includes references to other MSPs, which may be associated to the specific MSP in question.

This guideline helps providers to integrate new digital services and to migrate from conventional to digital services but does not include technical specifications necessary for the implementation of those MSPs. Those will be defined elsewhere through the respective competent bodies, but are referenced in this document for easy access. It rather provides the guidance on the overarching expectations for a service provider of a given MSP.

## Implementation

The services described within this guideline can be implemented in full or in part, based on individual service providers local circumstances

# SERVICE PROVIDERS & STAKEHOLDERS

## Definition

“Service definition owner” refers to the body responsible for defining the service, for the technical service specification owner [by way of example: for VTS Information Service, the service definition owner could be the IALA VTS Committee]

“Service provider” refers to the authority or organisation (including authorised commercial entities) responsible for the operational delivery to the service user [by way of example: for VTS Information Service, the service provider could be a VTS centre]

“Technical service specification owner” refers to the body responsible for developing and maintaining the technical specification(s) of a service, based on the corresponding service definitions [by way of example: for VTS Information Service, technical service specification owners could be the IALA ENAV Committee and the IHO]

“Consumer” refers to the stakeholder that makes use of the information provided by the service [by way of example: for VTS Information Service, the consumer could be the ship’s navigator]

In the context of MSPs, stakeholders include those bodies with a direct interest in the proper functioning of the MSP, including but not limited to the service definition owner, the service provider, the users, and national authorities.

## Responsible service providers

In each country there will be authorities responsible for providing information services. The table below offers examples of authorities responsible in each case, which can be different between countries.

Responsible authorities may require service providers to deliver the operational service.

1. Responsible Authorities

| Service No | Identified Services | Example of Responsible Authorities |
| --- | --- | --- |
| 1 | VTS Information Service (IS) | National Competent VTS Authority/Coastal or Port Authority |
| 2 | Navigational Assistance Service (NAS) | National Competent VTS Authority/Coastal or Port Authority |
| 3 | Traffic Organisation Service (TOS) | National Competent VTS Authority/Coastal or Port authority |
| 4 | Local port Service (LPS) | Local Port/Harbour Authority |
| 5 | Maritime Safety Information (MSI) Service | National Competent Authority |
| 6 | Pilotage service | Pilotage Authority/Pilot Organization |
| 7 | Tug Service | National Competent Authority; Local Port/Harbour Authority |
| 8 | Vessel Shore Reporting | National Competent Authority and appointed service providers |
| 9 | Telemedical Assistance Service (TMAS) | National health organization / dedicated health organization |
| 10 | Maritime Assistance Service (MAS) | Coastal/Port Authority / Organization |
| 11 | Nautical Chart Service | National Hydrographic Authority / Organization |
| 12 | Nautical Publications service | National Hydrographic Authority / Organization |
| 13 | Ice navigation Service | National Competent Authority Organization |
| 14 | Meteorological information service | National Meteorological Authority Public Institutions |
| 15 | Real time hydrographic and environmental information service | National Hydrographic and Meteorological Authorities |
| 16 | Search and Rescue Service | SAR Authorities |

# Defined sea areas for information services

The following six areas have been identified for the delivery of MSPs:

1. port areas and approaches.
2. coastal waters and confined or restricted areas.
3. open sea and open areas.
4. areas with offshore and/or infrastructure developments.
5. Polar areas.
6. other remote areas.

This list does not prevent relevant service providers from establishing a portfolio of services in a discreet area not defined above

# MARITIME SERVICES

## MS 1 VTS Information Service (IS)

### Objectives

The 'VTS IS' is defined by IMO as “a service to ensure that essential information becomes available in time for on-board navigational decision-making” (Res. A857(20)).

### Description of service

IS is provided by broadcasting information at fixed times and intervals or when deemed necessary by the VTS or at the request of a vessel.

An Information Service involves maintaining a traffic image and allows interaction with traffic and response to developing traffic situations. An Information Service should provide essential and timely information to assist the onboard decision-making process, which may include but is not limited to:

* the position, identity, intention and destination of vessels;
* amendments and changes in promulgated information concerning the VTS area such as boundaries, procedures, radio frequencies, reporting points;
* the mandatory reporting of vessel traffic movements;
* meteorological and hydrological conditions, notices to mariners, status of aids to navigation;
* manoeuvrability limitations of vessels in the VTS area that may impose restrictions on the navigation of other vessels, or any other potential hindrances; or
* any information concerning the safe navigation of the vessel.

The VTS IS is designed to improve the safety and efficiency of vessel traffic and to protect the environment. Other such services include catalogues such as: Routing, Channel information, Security level, Berthing, Anchorage, Time slot, Traffic monitoring and assessment, Waterway conditions, Weather, Navigational hazards, any other factors that may influence the vessel's transit, Reports on the position, Identity and intentions of other traffic.

### Area of operation

VTS area

### Information

Refer to the list of attributes

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Relationship to other MSPs

See xx & xx

### Examples of existing services or/and test beds

Examples here:

## MS 2 Navigational Assistance Service (NAS)

### Objectives

The NAS is defined by IMO as “a service to assist on-board navigational decision-making and to monitor its effects” (IMO Res.A857(20)).

### Description of service

NAS may be provided on request by a vessel in circumstances such as equipment failure or navigational unfamiliarity. Specific examples of developing situations where NAS may be provided by the VTS include:

* Risk of grounding;
* Vessel deviating from the recommended track or sailing plan;
* Vessel unsure of its position or unable to determine its position;
* Vessel unsure of the route to its destination;
* Assistance to a vessel to an anchoring position;
* Vessel navigational or manoeuvring equipment casualty;
* Inclement conditions (e.g. low visibility, high winds);
* Potential collision between vessels;
* Potential collision with a fixed object or hazard;
* Assistance to a vessel to support the unexpected incapacity of a key member of the bridge team,
* At the request of the Master.

### Area of operation

VTS area

### Information

Refer to the list of attributes

All information related to this service should be displayed in real time.

Only information about dangerous ships nominated by the mariner should be displayed to prevent screen clutter.

When dangerous ships nominated by mariner do not keep their route in the case of route plan exchange, an alert should be emitted.

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Relationship to other MSPs

Xx & xx

### Examples of existing services or/and test beds

Examples here

## MS 3 Traffic Organization Service (TOS)

### Objectives

The TOS is defined by IMO as “a service to prevent the development of dangerous maritime traffic situations and to provide for the safe and efficient movement of vessel traffic within the VTS area” (IMO Res.A857(20)).

### Description of service

The purpose of the TOS is to prevent hazardous situations from developing and to ensure safe and efficient navigation through the VTS area.

TOS should be provided when the VTS is authorized to provide services, such as when:

* vessel movements need to be planned or prioritized to prevent congestion or dangerous situations;
* special transports or vessels with hazardous or polluting cargo may affect the flow of other traffic and need to be organized;
* an operating system of traffic clearances or sailing plans, or both, has been established;
* the allocation of space needs to be organized;
* mandatory reporting of movements in the VTS area has been established;
* special routes should be followed;
* speed limits should be observed;
* the VTS observes a developing situation and deems it necessary to interact and coordinate vessel traffic;
* nautical activities (e.g. sailing regattas) or marine works in-progress (such as dredging or submarine cable-laying) may interfere with the flow of vessel movement.

### Area of Operation

VTS area

### Information

Refer to the list of attributes

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Relationship to other MSPs

Xx & xx

### Examples of existing services or/and test beds

TBD

## MS 4 Local Port Service (LPS)

### Objectives

LPS is applicable to those ports where it has been assessed that a VTS, as described above, is excessive or inappropriate.

### Description of service

The main difference arising from the provision of LPS is that it does not interact with traffic, nor is it required to have the ability and/or the resources to respond to developing traffic situations and there is no requirement for a vessel traffic image to be maintained.

Provision of LPS is designed to improve port safety and co-ordination of port services within the port community by dissemination of port information to vessels and berth or terminal operators. It is mainly concerned with the management of the port, by the supply of information on berth and port conditions. Provision of LPS can also act as a medium for liaison between vessels and allied services, as well as providing a basis for implementing port emergency plans. Examples of LPS may include:

* berthing information;
* availability of port services;
* shipping schedules;
* meteorological and hydrological data.

### Area of operation

TBD

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Relationship to other MSPs

TBD

### Examples of existing services or/and test beds

TBD

## MS 5 Maritime Safety Information service (MSI)

### Objectives

The Global Maritime Distress and Safety System (GMDSS) as described in SOLAS Chapter IV defines the seventh functional requirement as: 'Every ship, while at sea, shall be capable of transmitting and receiving maritime safety information'.

### Description

The MSI service is an internationally co-ordinated network of broadcasts of Maritime Safety Information from official information providers, such as:

* National Hydrographic Offices, for navigational warnings and chart correction data;
* National Meteorological Offices, for weather warnings and forecasts;
* Rescue Co-ordination Centres (RCCs), for shore-to-ship distress alerts;
* The International Ice Patrol, for Oceanic ice hazards.

### Area of operation

TBD

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service

### Relationship to other MSPs

TBD

### Examples of existing services or/and test beds

TBD

## MS 6 Pilotage service

### Objectives

The aim of the pilotage service is to safeguard traffic at sea and protect the environment by ensuring that vessels operating in pilotage area have navigators with adequate qualifications for safe navigation. Each pilotage area needs highly specialized experience and local knowledge on the part of the pilot.

### Description of service

Efficient pilotage depends, among other things, upon the effectiveness of the communications and information exchanges between the pilot, the master and the bridge personnel and upon the mutual understanding, each has for the functions and duties of the other.

Establishment of effective co-ordination between the pilot, the master and the bridge personnel, taking due account of the ship's systems and equipment available to the pilot, will aid a safe and expeditious passage.

### Area of operation

Pilotage areas

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Relationship to other MSPs

TBD

### Examples of existing services or/and test beds

TBD

## MS 7 Tugs service

### Objectives

Efficient tug operations depend on, among other things, the effectiveness of the communications and information exchanges between relevant stakeholders.

### Description of service

The aim of the tugs services is to safeguard traffic at sea and protect the environment by conducting operations such as:

* transportation (personnel and staff from port to anchorage) operations;
* ship assistance (ex: mooring) operations;
* salvage (grounded ships or structures) operations;
* shore operations;
* towage (harbour/ocean) operations;
* escort operations;
* oil spill response operations.

### Area of operation

TBD

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Relationship to other MSPs

TBD

### Examples of existing services or/and test beds

TBD

## MS 8 Vessel shore reporting

### Objectives

The aim of vessel shore reporting is to safeguard traffic at sea, ensure personnel safety and security, ensure environmental protection and increase the efficiency of maritime operations.

### Description of service

Automated ship reporting is one of the most important solutions to reduce the Mariners workload (amount of time spent on preparing and submitting reports to shore-based authorities). To achieve this, reports should be automatically generated as much as possible from on-board systems. Some of the ways the administrative burden of vessel shore reporting can be reduced are:

* single-entry of reporting information into ICT collection tools that store it in a repository and ICT tools that assists with the generation all required reports from this repository;
* automated collection of information from ship-board systems that is required for reporting (for example Ballast Management System, Emissions Control System, Waste Management System, Navigation System, etc., etc.);
* ICT tools that allow mariners to delegate to shore-based personnel (at the discretion of the ship’s owner/operator) the tasks of information collection, generation and submittal of required reports;
* reduce the administrative burden by encouraging all national reporting requirements to use standardized digital reporting formats based on the S-200 Product Specification of the Common Maritime Data Structure;
* automated or semi-automated digital distribution/communication of required reports via available networks.

Submission and distribution of all reports required by all shore-based authorities in the required format and in the required timeframe.

Reduce the burden of submittal and distribution of required reports

Provide ICT tools for shipboard and shore-based personnel to streamline the processes and procedures associated with submittal, generation and distribution of required reports, including retrieval of information from other ship systems (Ballast Management, Waste Management System, Emission Control System, Navigation System, etc., etc.) and from shore-based sources (cargo and passenger booking offices, crewing agents, stevedores, etc., etc.).

Such tools should alert the user what information is missing in the repository that prevents generation of the required reports for an upcoming port call, which reports will need to be submitted when, to whom in what format and via which communications network.

The repository structure shall comply with the latest version of the S-200 Product Specification for the Common Maritime Data Structure.

The reports shall fulfil the exact requirements of each and every shore-based authority. This means adhering to the requirements for report format (hard copy, fax, MS Word, PDF, RTF, XML, Excel, CSV, etc.), its graphical layout, it’s language(s), the specification of its fields, its units of measure, allowed abbreviations, its deadline (relative to the arrival at the next port), how it is authenticated, how it is to be submitted, who it should be addressed to, etc., etc.

The reports should be created in the proper time and time period to report before her arrival at ports or sea area automatically and authorised by master before submission.

The information related to ship operation should not be revised intentionally by mariner and should be collected directly from ship’s automatic monitoring system.

To fulfil the above user requirements an eco-system shall be established in which developers of such ICT Tools can thrive and provide shipping lines with a number of alternative solutions.

This, in turn, requires building and maintaining a library of required reports that are uniquely identified and characterized by their requirements for format, deadline, content, etc., etc. (FONASBA, which is an association of shipping agents that has 'Observer' status at IMO may be enticed to build and maintain the report library). The eco-system also requires developing and maintaining an S-200 Product Specification for CMDS that can be used to generate all required reports in the library. Lastly it requires that ships’ systems that generate reporting information be certified to be compliant with an international machine-to-machine interface standard or ship network standards such as IEC 61162 series. A prime candidate for such standards are those developed by the Open Connectivity Foundation for the Internet of Things (IoT).

### Area of operation

TBD

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service User requirements

TBD

### Relationship to other MSPs

TBD

### Examples of existing services or/and test beds

TBD

## MS 9 Telemedical Assistance Service (TMAS)

### Objectives

According to the IMO/ILO resolution 164 the TMAS centre should provide medical advice for seafarers 24 h/day, 365 days/year. TMAS should be permanently staffed by physicians qualified in conducting remote consultations and who are well versed in the particular nature of treatment onboard ship.

Within the maritime medicine the prevailing view has for a long time been that a standardization of the TMAS services is both necessary and wanted. This would firstly enhance the quality of th Reference to technical services, including guidance for the service provider on how to technically implement the service e medical practice, and secondly, a standardization of reporting and registering of medical events will make a much better basis for advancement.

### Description

TBD

### Area of operation

TBD

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Relationship to other MSPs

TBD

### Examples of existing services or/and test beds

TBD

## MS 10 Maritime Assistance Service (MAS)

### Objectives

The primary mission of MAS is to handle communication between the coastal State, ship's officers requiring assistance, and other players in maritime community. These can be fleet owners, salvage companies, port authorities, brokers, etc.

### Description of service

The MAS is on 24-hour alert to deploy rapid assistance and professional support for ships in connection with:

Combating pollution, fire and explosions on board, collision, grounding, maritime security, terror mitigation, etc.

The Ship Security Alert System enables a vessel to send a distress call if it is attacked by pirates, etc. On receiving such a call, the MAS is responsible for alerting the relevant authorities responsible for a response.

The MAS is responsible only for receiving and transmitting communications and monitoring the situation. It serves as a point of contact between the master and the coastal State concerned if the ship's situation requires exchanges of information between the ship and the coastal State.

Situations where the MAS apply are as follow:

* A ship involve in an incident (loss of cargo, accidental discharge of oil, etc.) that does impair its seakeeping ability but nevertheless has to be reported;
* a ship in need of assistance according to the master's assessment, but not in distress situation that requires the rescue of personnel on board;
* a ship in distress when those on board have already been rescued, with the possible exception of those who have remained aboard or have been placed on board to attempt to deal with the ship's situation.

The MAS entails the implementation of procedures and instructions enabling the forwarding of any given information to the competent organization and requiring the organizations concerned to go through the MAS in order to make contact with the ship.

### Area of operation

TBD

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Relationship to other MSPs

TBD

### Examples of existing services or/and test beds

TBD

## MS 11 Nautical Chart Service

### Objectives

The aim of the nautical chart service is to safeguard navigation at sea by providing information such as nature and form of the coast, water depth, tides table, obstructions and other dangers to navigation, location and type of aids to navigation.

The Nautical Chart service also ensure the distribution, update and licensing of electronic chart to vessels and other maritime parties.

### Description of service

TBD

### Area of operation

TBD

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Relationship to other MSPs

TBD

### Examples of existing services or/and test beds

TBD

## MS 12 Nautical publications service

### Objectives

The aim of the nautical publication service is to promote navigation awareness and safe navigation of ships. The nature of waterways described by any given nautical publication changes regularly, and a mariner navigating by use of an old or uncorrected publication is courting disaster. Nautical publications include:

Tidal currents, aids to navigation system, buoys and fog signals, radio aids to marine navigation, chart symbols, terms and abbreviations, sailing directions.

A Chart and Publication Correction Record Card system can be used to ensure that every publication is properly corrected prior use by mariners.

### Description of service

TBD

### Area of operation

TBD

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Relationship to other MSPs

TBD

### Examples of existing services or/and test beds

TBD

## MS 13 Ice navigation service

### Objectives

The ice navigation service is critical to safeguard the ship navigation in ice-conditions, given how quickly the ice maps become outdated in the rapid changing conditions of the ice-covered navigational regions.

### Description of service

Such services include:

* ice condition information and operational recommendations/advice;
* ice condition around a vessel;
* vessel routing;
* vessel escort and ice breaking;
* ice drift load and momentum;
* ice patrol.

### Area of operation

TBD

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Reference to other MSPs

TBD

### Examples of existing services or/and test beds

**TBD**

## MS 14 Meteorological information service

### Objectives

The meteorological service is essential to safeguard the traffic at sea by providing real-time weather conditions, forecasts, warnings, and weather routeing to mariners who will use these types of information to support their decision-making.

### Description of service

The meteorological service is essential to safeguard the traffic at sea by providing weather, climate digital forecasts and related information to mariners who will use these types of information to support their decision making. Such information includes:

* weather routing, solar radiation, precipitation;
* cold/hot periods, warnings;
* air temperature, wind speed &direction;
* cloud cover, barometric pressure.

### Area of operation

TBD

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### relationship to other MSPs

TBD

### Examples of existing services or/and test beds

TBD

## MS 15 Real-time hydrographic and environmental information services

### Objectives

The real time and forecast hydrographic and environmental information services are essential to safeguard navigation at sea and protect the environment.

### description of service

The real time hydrographic and environmental information service is essential to safeguard navigation at sea and protect the environment. The service provided include:

* current speed and direction;
* wave height;
* marine habitat and bathymetry;
* Sailing Directions (or pilots): detailed descriptions of areas of the sea, shipping routes, harbours, aids to navigation, regulations, etc.;
* Lists of lights: descriptions of lighthouses and lightbouys;
* tide surge prediction tables and tidal stream atlases;
* ephemerides and nautical almanacs for celestial navigation;
* Notice to Mariners: periodical (often weekly) updates and corrections for nautical charts and publications.

### Area of operation

TBD

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Relationship to other MSPs

TBD

### Examples of existing services or/and test beds

TBD

## MS 16 Search and Rescue (SAR) Service

### Objective

The SAR service is responsible for assisting, coordinating search and rescue operations at sea.

### Description of service

In maintaining a state of full readiness, the Services may assist the following search and rescue functions:

* The crew and passengers of vessels in distress;
* Victims of maritime and aircraft accidents or incidents.

The SAR services must also coordinate the evacuation of seriously injured or ill person from a vessel at sea when the person requires medical treatment sooner than the vessel would be able to get him or her to a suitable medical facility.

The Services may also be pro-actively involved in activities such as:

* Information collection, distribution, and coordination;
* Monitoring towing operations;
* Monitors and evaluates levels of risk from Maritime Safety Information (MSI) broadcasts to ensure an immediate response in case of life threatening situations developing;
* Monitoring vessels not under command;
* Pollution reports and vessels aground.

### Area of operation

TBD

### Information

TBD

### Reference to technical services, including guidance for the service provider on how to technically implement the service

TBD

### Relationship to other MSPs

TBD

### Examples of existing services or/and test beds

TBD

## MS 17 Aids to Navigation services (AtoN)

TBD

## MS 18 Communication services

TBD

## MS 19 PNT and augmentation services

TBD

## [MS 20 Anti-piracy information]

TBD

# ASSESSMENT OF SUITABLE SERVICES

## Services

# RELEVANT ASSOCIATED IMO GUIDELINES

## Guidelines on SQA and HCD

## Guidelines on Display of navigation information from communications

## Guidelines on test beds reporting

# LIST OF PUBLICATIONS THAT CAN BE DIGITAL

# ACRONYMS To be checked

AtoN Aid(s) to Navigation

Circ. Circular (IMO)

CMDS Common Maritime Data Structure

COMSAR Former Sub Committee on Communications and Search and Rescue (IMO)

CSV Comma Separated Variable(s)

fax Facsimile

FONSABA Federation of National Associations of Ship Brokers and Agents

GMDSS Global Maritime Distress and Safety System

HCD Human Centred Design

IALA International Association of Marine Aids to Navigation and Lighthouse Authorities

ICT Information and Communications Technology

IEC International Electrotechnical Commission

ILO International Labour Organization (UN)

IoT Internet of Things

IS Information Service, as part of Vessel Traffic Services

IMO International Maritime Organization (UN)

LPS Local Port Service(s)

MAS Maritime Assistance Service

MSC Maritime Safety Committee (IMO)

MSIS Maritime Safety Information Service

MSP Maritime Service Portfolio(s)

NAS Navigational Assistance Service, as part of Vessel Traffic Services

NAV Former Sub Committee on Navigation(IMO)

NCSR Sub Committee on Navigation, Communications and Search and Rescue (formerly COMSAR and NAV) (IMO)

PDF Portable Document Format

PNT Position, Navigation and Timing

RCC Rescue Co-ordination Centre(s)

Res. Resolution

RTF Rich Text Format

SAR Search and Rescue

SIP IMO e-Navigation Strategy Implementation Plan (NCSR1/28, Annex 7; as adopted by MSC94, Nov. 2014)

SOLAS International Convention for the Safety of Life at Sea, 1974 (as amended)

SQA Software Quality Assurance

S-100 Geospatial Information Registry (IHO)

S-200 IALA domain for S-100 Product Specifications

TMAS Telemedical Assistance Service

TOS Traffic Organisation Service, as part of Vessel Traffic Services

VTS Vessel Traffic Service(s)

XML eXtensible Markup Language

1. ANNEX

Guidelines should have lettered Annexes. Numbered Appendices are attached to Annexes.

ANNEXES B onward 'number' automatically. Each has its own heading styles in the style pane.

1. ANNEX A HEAD1

Body Text

* 1. Annex A Heading 2

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* 1. Annex A Heading 3

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1. APPENDIX TITLE
2. APPENDIX 1 HEADING 1

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* 1. Appendix Heading 2

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