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Concept paper for the IMO Single Window Project for Antigua and Barbuda

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IMO Single Window Project proposal

This document describes a proposal for establishing a National Maritime Single Window system in Antigua and Barbuda, based upon the Single Window of Norway, SafeSeaNet (SSNN).

The objective of this concept paper is to establish an understanding of what the proposal implies, without going into too much details of the system or the project at this point in time.

Even though it is early in the process, there are clear boundaries to what is to be implemented, and this document therefore continue with providing an initial project scope to the content of the Single Window project. The purpose is to provide a baseline of understanding of the proposal, and to ensure a common understanding of the project's scope among involved stakeholders.

This document also proposes a Single Window project management process which consists of important steps to assist the various stakeholders with information, decision making, planning and overseeing of the Single Window project. The stepwise process consists of 6 phases and their associated deliverables. In each phase, several important key components are described, and elaborated iteratively as the development of the plan proceeds.

The document also outlines a proposed time plan for the phases, laying out the main activities, key deliverables, and tentative milestones in the project.

The phase plan and subsequent milestones is describing a fully functioning implementation of a Maritime Single Window in Antigua and Barbuda. Thus, the Single Window will provide a system for maritime transport clearance, including the clearance of the ship electronically by the deadline for Public Authorities to establish systems for the electronic exchange of information by 8 April 2019, as a mandatory requirement according to the new Standard 1.3*bis* of the IMO Convention on Facilitation of International Maritime Traffic (FAL Convention).

Antigua and Barbuda and Norway are the main stakeholders for the project. IMO will play a coordinating role. Norway will provide in-kind and financial support to the beneficiary country, Antigua and Barbuda. Norway is well advanced in electronic facilitation of the maritime trade. Norway has been contributing to FAL Committee meetings by offering know-how and expertise to other Member States which are in need of assistance.

Antigua and Barbuda has become one of the leading players both for cargo and passenger trade in the Caribbean Region in the recent years, with its advantageous accessibility and natural resources. It is a popular destination for tourism. Paper based implementation of ship clearance may be upgraded to paperless environment which is believed to improve further maritime trade efficiency and increase Antigua and Barbuda`s maritime competitiveness in the region which will also cater for compliance with the FAL Convention on mandatory electronic exchange of information.

For the sake of optimizing facilitation procedures in Antigua and Barbuda within the available fund provided by Norway, Norway is expected to provide expertise and support during the process.

IMO will assume a coordination role between Norway and Antigua and Barbuda by providing administrative assistance to the parties during the project timeline. IMO

representatives will participate in the study visit as well, for monitoring the project`s trajectory. Outcomes of the project and experiences gained will be shared with other IMO Member States in the upcoming session(s) of the FAL Committee.

Goals and objectives of the proposal

Background information

The port is a complex hub where different Administrations contribute to its overall efficiency. The organization of ports varies considerably between countries, and often more than 10 different competent authorities play important roles in ports for the clearance of ships, crew, cargo and passengers.

Authorities such as customs, port administration, maritime authority, health, police, immigration, agricultural and defence related stakeholders, operate in the port environment, therefore an efficient coordination between the authorities is essential for the smooth and efficient transit of people, ships and goods through the port.

While safety and security are paramount in the port environment, other aspects are also important in the good management of the port. Good cooperation between authorities, port management, logistic chain and private interests is essential for efficient trade.

The single window concept avails the improvement in coordination between these authorities, and allows establishment of good and efficient links between logistic chain stakeholders and private interests.

Other benefits of the Single Window are:

- to rationalize the documents to be presented for the clearance of ships, cargo and passengers;
- to increase the efficiency of the clearance in ports;
- to cut costs through reducing delays; and
- to improve the integrity and transparency of the system, thus enhances security and ensuring the correct revenue yield.

Strong political will is needed to implement a Single Window to ensure the best coordination between the Authorities. The participation of the private sector during the process of design and implementation of the Single Window is a key factor to the success of the project too.

According to the Annex to the FAL Convention, a Single Window is a facility that allows submission of standardized information covered by the Convention to a single entry point. Contracting Governments should encourage public authorities to introduce arrangements to enable the submission of all the information required by public authorities in connection with the arrival, stay and departure of ships, persons and cargo, avoiding duplication, to a "Single Window" that may serve also as a mechanism through which the public authorities communicate decisions and other information covered by the FAL Convention.

In particular, a Maritime Single Window, as one of the core components of the Single Window, simplifies and harmonises the administrative procedures applied to maritime

transport by making the electronic transmission of information standard and by rationalising reporting formalities such as reporting of the security, ship-generated waste, ETA to pilot station, dangerous goods, Vessel Traffic Management Information System (VTMIS) related information. IMO and other International Organizations have developed different models of Single Windows, which are implemented by countries depending on their circumstances and needs. However, currently, and in general terms, existing Single Windows do not take into account the maritime side of the trade, and are mainly related to custom clearance.

According to the information of the World's Bank official publication on "Doing Business 2017, the top and the low rated countries' trading across borders ranking are the following:

TRADING ACROSS BORDER RANKING	EXPORT			IMPORT		
	Documentary compliance (hours)	Border Compliance (hours)	Cost (US$)	Documentary compliance (hours)	Border Compliance (hours)	Cost (US$)
1	3	38	404	1	25	447
190	73	44	845	76	85	1252

Note that there is a clear link between red tape and longer time for export and import of goods, which means higher costs of transport. Taking into account the importance of transport in the economy of a country, this means lower competitiveness of the country.

Requirement for electronic exchange of information

IMO encourages the implementation of the maritime related Single Window concept, as an effective and efficient measure to improve the facilitation of maritime trade.

At the 40th session of the FAL Committee, new mandatory requirements on Electronic Data Interchange were adopted. According to the new standard 1.3*Bis*, Public Authorities have to establish systems for the electronic exchange of information by 8 April 2019. A period of no less than 12 months for transition to the mandatory use of the systems shall be provided from the date of the introduction of such systems.

A new Recommended Practice encourages the use of the "single window" concept, to enable all the information required by public authorities in connection with the arrival, stay and departure of ships, persons and cargo, to be submitted via a single portal without duplication.

Application of Single Window Concept

At the 39th session of the FAL Committee, it was noted that the majority of Member States had some kind of single window in place related to cargo, but only a few had any single window for maritime transport. To make more efficient use of the limited resources available under Integrated Technical Cooperation Programme (ITCP), the Secretariat had planned to design a prototype of a maritime single window (MSW).

The project was included in the 2016-2017 ITCP and further discussed at the last session of the Committee. At the 41st session of the FAL Committee, among other delegations, the delegation of Norway highlighted the importance of developing an MSW by the Organization, and the need to agree at this session basic performance criteria for the

system, e.g. stakeholders involved, scope of information, standards, simplicity and flexibility.

After discussions on how to proceed with the project, the Member States were invited to provide new inputs by making submissions at the next session with a view to defining clear boundaries, and parameters to proceed with the project. The prototype single window project will further be discussed at the 42nd session to be held in June 2018. Member States which are advanced in MSW implementations, were encouraged to cooperate in exchanging know-how and experiences with other Member States seeking assistance in developing their MSWs.

IMO Single Window project and system scope

Due to the current state of the project planning, the scope statement here within must be considered as work in progress. However there are known boundaries to the project which is tied to scope of reporting requirements in the FAL Convention. These system boundaries are outlined in this section.

Process and system

Maritime transport is one of several transport modes, therefore it is important to note that this project aims at developing a National Maritime Single Window system solution for *maritime transport domain*. The term[1] National Maritime Single Window system (NMSW) is in this context relates to the only single window for maritime transport solution nationally. This also implies that all single window operations are performed through one NMSW.

In the NMSW there are two main stakeholder segments; ***offshore*** and ***onshore***. Typical offshore stakeholders would be the master of a ship obligated to report ship movement to and from a port to the relevant authorities (data provider). A ship agent can under certain circumstances act on the master`s behalf. Onshore stakeholders on the other hand comprises of ports and authorities such as customs and border control entitled to receive relevant information that has been transmitted from the ship master or agent (data receiver).

The authorities might also grant clearance to the ship before entering or leaving national waters, as well as clearance for a ship to berth and to leave berth.

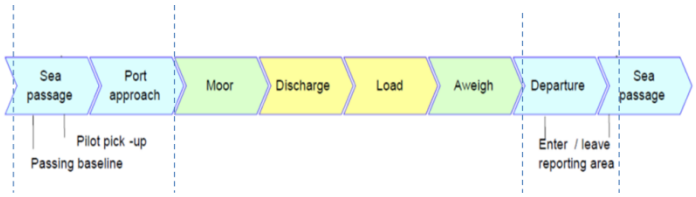


Figure 1 Picture from FAL.5/Circ.36 (current doc)

The Single Window for clearance formalities is the form that matches most of the definition of UNECE Recommendation 33. The implementation might be complex, as it requires the trust and collaboration of several entities that are not under the same authority, that do not carry out the same business. This Single Window interconnects around a single or integrated platform where some or all parties are involved in pre-clearance, clearance and post-clearance formalities.

The FAL Convention and the FAL Compendium define the maximum amount of clearance information that may be required before a ship can go to berth. Normally, ship

[1] The term Ship Single Window are sometimes used.

clearance means that cargo can be offloaded to the quay side and that passenger may disembark for immigration control.

A more elaborated and detailed list of stakeholders and the need for functionality, such as clearance functionality will be compiled in the *Preliminary study* (Phase 1).

Based upon the above, the scope the Single Window system to be implemented comprises the following elements:

- The collection of information through the National Maritime Single Window
- The distribution of the information to the relevant stakeholders
- Main functions of the Single Window system

Collection of information

The information collection deals with the provisions concerning the formalities required by the public authorities when a ship is calling or departing a port in Antigua and Barbuda. The required information to be reported in the proposed system will be limited to the reporting requirements in the FAL Convention.

The Maritime Single Window to be implemented in Antigua and Barbuda is therefore not foreseen to handle any other electronic transmission tied to information or documents beyond those covered by the following FAL forms[2]:

- General Declaration FAL Form 1;
- Cargo Declaration FAL Form 2;
- Ship's Stores Declaration FAL Form 3;
- Crew's Effects Declaration FAL Form 4;
- Crew List FAL Form 5;
- Passenger List FAL Form 6;
- Dangerous Goods Manifest FAL Form 7

The procedures and information related to ship reporting is described on the IMO's website and in the FAL Compendium. These preliminary scope statements therefore do not elaborate any details on this matter at this stage. However Appendix I (Information Scope) provides a quick overview of the information required.

Distribution of information

The proposed Single Window in Antigua and Barbuda will in principal be able to provide relevant information from ship reporting to any stakeholder with the appropriate access to the Single Window system. Initially the system will be setup with access to relevant information to the following onshore stakeholders:

[2] http://www.imo.org/en/OurWork/Facilitation/FormsCertificates/Pages/Default.aspx

- Border Control;
- Customs;
- Maritime Authorities;
- Ports;

The above mentioned stakeholders will access the relevant information regarding a ship call after a login to the central system.

Main functions of the Single Window system

The scope of the main functionalities of the system is described under the section *IMO Single Window architecture*.

Project Constraints and Assumptions

Project constraints are not yet studied nor elaborated at this time. Typical limitations that the project could face would be related to funding, scheduling/time, technology, or resources. Stakeholders must remain mindful of the constraints to prevent any adverse impacts to the project's schedule, cost, or scope. Constraints will be carefully planned for in the risk management activity during the *Feasibility analysis (phase 2).* Project constraints will be communicated to all stakeholders to ensure that all understand the limitations within which the project must be completed.

From a technical point of view this proposal assumes that Antigua and Barbuda provides the facilities for the Single Window system to be installed in a designated and appropriate environment i.e. it will provide the necessary hardware, power, network connectivity, software platform etc. Furthermore the project assumes that Antigua and Barbuda makes available appropriate human resources to the project.

The full scope statement is expected to be finalized and delivered at the end of the *Preliminary study* (Phase 1).

Project phases

When implementing a Single Window, all face similar challenges related to the technical aspects of the systems, the organizational and inter-organizational, managerial, financial, political, legal, national and international settings.

Persons in charge, and persons working on the of planning, implementing and overseeing the Single Window project need to manage many aspects of the project and create an environment in which the project can succeed.

The project phases described below will sequentially be conducted after an agreement to execute the project among the main stakeholders (beneficiaries) has been achieved.

The various phases described below could be modified in scope due to the fact that the Single Window that will be implemented is based upon the Norwegian system[3]. However

[3] See Appendix II

it will be important from a project and stakeholders point of view to conduct the phases to archive a clear view of the scope and risks involved, and to establish ownership of the system when implementing the Single Window in Antigua and Barbuda.

1. **Preliminary study**

   A preliminary study among key stakeholders and sponsors needs to be conducted as an initial preparation for the project. The objective of the 1st phase is to develop and agree upon a concept and to facilitate initial discussion on the topic and obtain approval for a more in-depth feasibility analysis.

   The preliminary study will include activities related to; **clarifications** and **scoping**, such as; *stakeholder requirements, possible collaboration among stakeholders, analysis of some key business processes, reconcile expectations, project and system scoping and possible implementation of the Single Window or its further improvement*.

   The inception phase starts with the preparation of a project concept document or briefing paper (this paper), based on some initial research and consensus.

   Deliverables: Clear Scope of Work, Project Statement, Stakeholders list

2. **Feasibility analysis**

   In this phase a more detailed Single Window feasibility study will be developed. The detailed feasibility study is an important element of the overall Single Window analysis and development. A well-carried out feasibility study will make it possible to identify the strengths and weaknesses of the existing technological environment.

   A Project Management Group will be appointed, comprising senior representatives of the key agencies/stakeholders as well as IMO representatives, who will be directly involved in implementing and the utilizing of the Single Window.

   The objective of the elaboration phase is to conduct a detailed feasibility study to provide stakeholders and decision-makers with an insight into the options available and their impact. The analysis will elaborate the scope, identify existing systems, elaborate the user needs, implementation scenarios, defining pilot implementation(s), resources required (financial, human, technical), identify project/system risks. Furthermore detailed activity and time plan, and outline of an implementation and management strategy will be established in the elaboration phase.

   Deliverables: Mandate, Project group, Status of Antigua and Barbuda, Risk assessment.

3. **Detailed project/master plan**

   Based upon the result from the previous phases, a detailed Single Window projects plan will be developed that describes the scope and objectives of the Single Window project, the key system functionalities and requirements, standards to be used, information strategy, plan for training and a detailed plan for development.

The detailed project/master plan will be an important project management tool to plan, execute, monitor, evaluate, and adjust the project implementation.

Deliverables: Project/Master plan, detailed activities and adjusted timeline

4. Technical development/deployment

The deployment phase focuses on the establishment and development of the system components and functionality according to the detailed project/master plan.

Deliverables: Pilot Single Window for Antigua and Barbuda.

5. Implementation (installation/training/information)

In parallel with technical development phase the necessary information and training of the operational users of the system will be conducted.

Deliverables: Training, Information, Operational Single Window for Antigua and Barbuda.

6. Feedback (Collecting lessons learned)

The objective of this phase is to collect the experiences and lessons learned of the project and to prepare some input to the IMO through submitting documents to the next sessions of the FAL Committee containing those aspects to be taken into account for other Member States whilst establishing their MSWs.

Deliverables: Report lessons learned.

Phases timeline and milestones

Below is an indicative high level schedule and milestones for the phases of the proposed project. The ultimate goal is to have implemented an operational National Maritime Single Window system in Antigua and Barbuda by April 2019.

The initial task of the writing of the concept paper (this paper) is expected to be accomplished in July 2017. This document will be sent to Antigua and Barbuda, and once discussed and agreed, it will go live with a signature of an agreement/letter of compromise, between IMO, Norway and Antigua and Barbuda.

Once the agreement to cooperate is settled among the parties, a phase of detailed planning and studies, activities will commence. As a result, from the studies the project management team would have a clear scope of work, conducted risk assessments, and established a project team with a defined mandate to execute. Typically a revised and more detailed schedule will be presented and approved in the project plan for the remaining project.

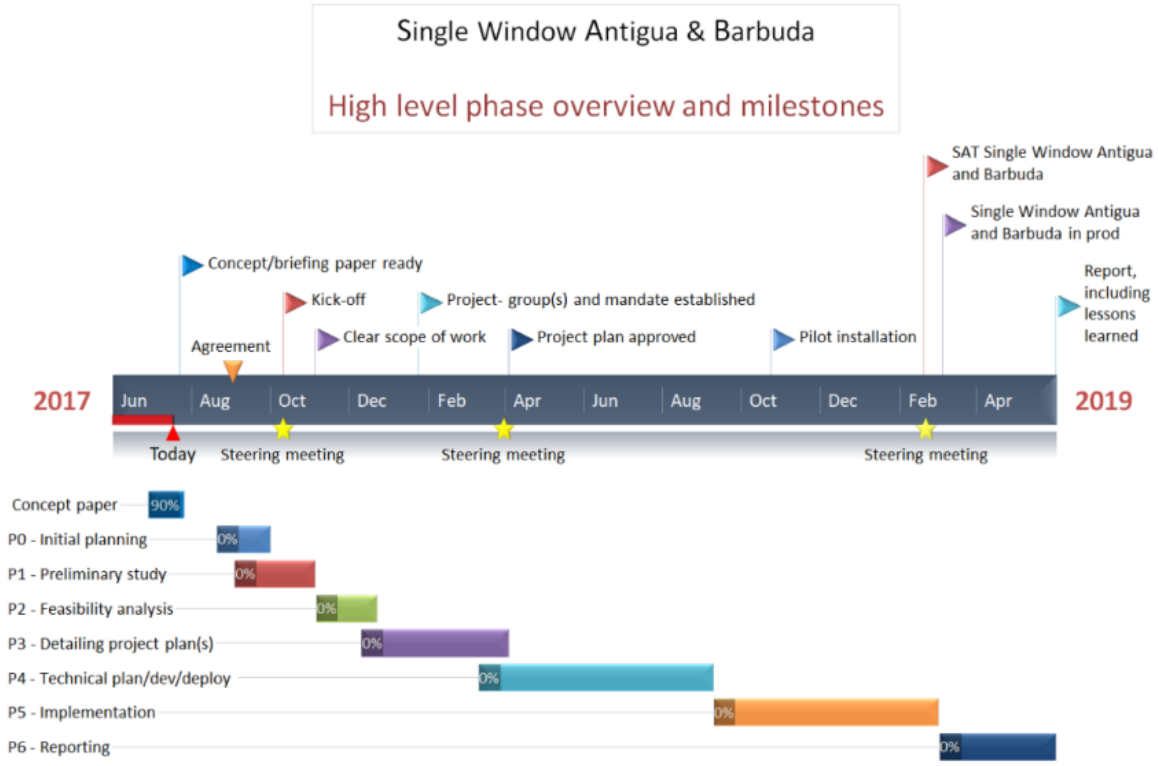


Figure 2 High level schedule and milestones

The human and operational aspects of the implementation are very important when establishing a Single Window system. The ambition is therefore to have a pilot installation of the system in Antigua and Barbuda by the fourth quarter of 2018, allowing time for training, communication and administrative/operational/technical knowledge ahead of putting the system in pre-operation in March 2019.

The visualized schedule also expresses the need for a steering committee, and indicates tentative dates for the committee to meet.

Around the end of first quarter of 2019 the Single Window in Antigua and Barbuda will go into operation.

Below there are a textual overview of indicative dates and durations for the different phases and millstones.

Phases/Task(s)			
Duration(days)	Start Date	End Date	Description
18	29.06.2017	24.07.2017	Concept paper
30	21.08.2017	29.09.2017	P0 - Initial planning
45	04.09.2017	03.11.2017	P1 - Preliminary study
33	06.11.2017	20.12.2017	P2 - Feasibility analysis
81	11.12.2017	02.04.2018	P3 - Detailing project plan(s)
130	12.03.2018	07.09.2018	P4 - Technical plan/dev/deploy
125	10.09.2018	01.03.2019	P5 - Implementation
65	04.03.2019	31.05.2019	P6 - Reporting

Milestone(s)	
Date	Description
21.07.2017	Concept/briefing paper ready
01.09.2017	Agreement
09.10.2017	Kick-off
10.10.2017	Steering meeting
03.11.2017	Clear scope of work
22.01.2018	Project- group(s) and mandate established
30.03.2018	Steering meeting
02.04.2018	Project plan approved
22.10.2018	Pilot installation
18.02.2019	SAT Single Window Antigua and Barbuda
20.02.2019	Steering meeting
04.03.2019	Single Window Antigua and Barbuda in prod
31.05.2019	Report, including lessons learned

IMO Single Window conceptual architecture

The system depicted below represent a conceptual architectural model that defines the structure and behaviour of the Single Window. This model assumes that a single authority has the responsibility to operate the system that receives information electronically via the Single Window and thereby disseminates this information to all relevant stakeholders.

The conceptual model illustrates that the NMSW consists of an environment whereby ship data providers can submit information electronically either through a user interface or a system-to-system interface. The information is digitized, and the individual data elements will be submitted once only.

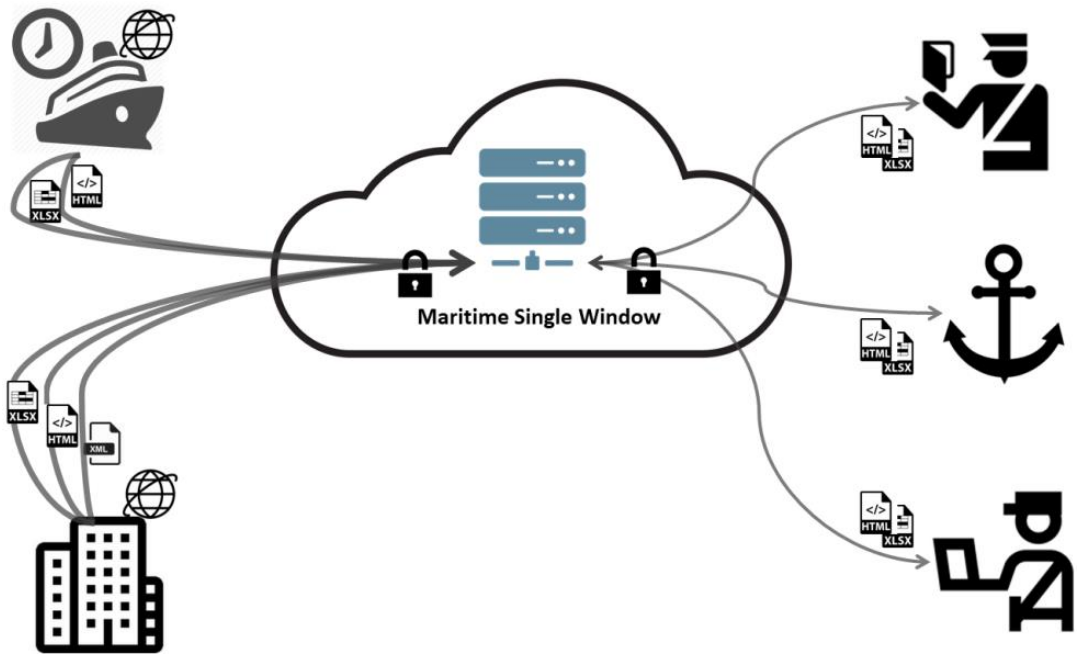


Figure 3 Single Window conceptual architecture

Within this general system configuration there are many possible ways of how to define the architecture of a NMSW depending upon each state own requirements and conditions.

The figure illustrates the information flows which take place within the NMSW, such as:

- the submission of information by the shipping industry (e.g. ship master or agent) and the receipt of decisions from authorities;
- the distribution of the received information to the authorities and the submission of their decisions to the shipping industry

Due to the rapid evolution of technologies during the last decade and the exponential rise in the possibilities of exchange and storage, it is recommended to have an open architectural vision geared to the future. Central topics:

- modular design and standardized interfaces;
- ensure interconnection with ships/agent for reporting;
- ensure interconnection with authorities and entities having autonomous systems;

- exchange with stakeholders/users not having (own) computer systems;
- compensate for the absence, the poor quality or the high costs of telecom links;
- ensure continuity of the service

The FAL Convention encourages the use of modern information and communication technology and, in particular, electronic exchange of information, including electronic data interchange (EDI), to transmit information related to maritime transport. The use of electronic data interchange is a central part of the conceptual architecture; however at this point in time the requirements for this kind of interface(s) at not yet known.

Requirements for EDI will be evaluated in the Feasibility analysis (phase 2). The preliminary assumption is therefore that the identified stakeholders will only provide and access relevant information through the NMSW web interface.

Appendix I. Information Scope[4]

Group/ Element Name	FAL1	FAL2	FAL3	FAL4	FAL5	FAL6	FAL7	Definition	Mandatory	Arrival	Departure	Occ	Comment
Ship identification													
Ship name	X	X	X	X	X	X	X	Given name of the ship in the ship registry	X	A	D	0-1	From ship registry
Call sign	X	X	X	X	X	X	X	Call sign for the ship. Sequence of letters and numbers, unique to each ship by which ships can be identified usually in radio communications.	X	A	D	0-1	From ship registry
IMO number	X	X	X	X	X	X	X	Unique ship identification number assigned by Lloyd's Register – Fairplay in accordance with IMO resolution A.600(15).	X	A	D	0-1	Mandatory
MMSI number								identifier used by maritime digital selective calling (DSC), automatic identification systems (AIS) and certain other equipment to uniquely identify a ship or a coast radio station					Mandatory ?
Ship particulars													
Flag state of ship	X	X	X	X	X	X	X	The ISO code for the country subdivision in which the means of transport is registered	X	A	D	0-1	From ship registry
Certificate of registry - Port	X							Port where the certificate of registry was issued	X	A	D	0-1	From ship registry
Certificate of registry - Date	X							Date of issue of certificate of registry		A	D	0-1	From ship registry
Certificate of registry - Number	X							Number of the certification of registry		A	D	0-1	From ship registry
Inmarsat call number								Number indicating the location of the ship by satellite services of Inmarsat	X	A		0-5	
Gross tonnage	X							The measure of the overall size of a ship determined in accordance with the provisions of the International Convention on Tonnage Measurement of Ships, 1969	X	A	D	0-1	
Net tonnage	X							The measure of the useful capacity of a ship determined in accordance with the provisions of the International Convention on Tonnage Measurement of Ships, 1969		A	D	0-1	
Ship type	X							Code specifying the type of means of transport.	X	A	D	0-1	From ship registry
Port call												1	
Port of call	X		X		X	X		When referring to a voyage leg, this is the port at the end of that leg. This is normally the case when this element is used in pre-arrival notifications. When referring to a port stay, this is the port where the ship is. In case when this element is used in departure notifications, this is the port that the ship leaves.	X	A	D	1	
ETA port of call	A		A		A	A		Estimated time and date of arrival at the port of call	X	A		0-1	
ETD port of call	D		D		D	D		Estimated time and date of departure from the port of call	X	A	D	0-1	
Position in port of call	X							Position of the ship in the port (berth or station)		A		0-1	
Name of agent	X						X	Name of the organisation representing the ship in the context of the call in the port. This may be the Company or an agent, dependent on circumstances	X	A		0-1	
Contact details of agent	X							Contact details of agent at port of call	X	A		0-1	
Phone									X	A		0-1	
Fax									X	A		0-1	
Email									X	A		0-1	
Brief description of onboard cargo	X							This is a short text giving an overview of what cargo the ship carries. This shall also contain brief details of any harmful substances and gases that could endanger persons or the environment.	X	A	D	0-1	
Voyage												0-1	
Voyage Number	X	X	X	X	X	X	X	This is a carrier-assigned reference code for a voyage		A	D	0-1	
Next port	D		D					When referring to a specific leg of a voyage, the next port is the next port to be visited after the leg's arrival port (i.e. after the port of call). When referring to a port stay, the next port of call is the arrival port for the next leg leading from this port.	X		D	0-1	
Last port	A		A		X			When referring to a leg of a voyage, this is the departure port for that leg. When referring to a port stay, it is the departure port of the leg that led to this port.	X	A		0-1	
Consignment												0-n	
Port of loading		X					X	Identity of the port where the cargo was loaded on board the ship		A	D	0-1	
Port of discharge		X					X	Identity of the port where the cargo will be discharged from the ship		A	D	0-1	
Transport document ID		X					X	Identifies the Transport document, e.g., Bill of Lading, identity code		A	D	0-1	

[4] Extract from EU data mapping report

Group/ Element Name	FAL1	FAL2	FAL3	FAL4	FAL5	FAL6	FAL7	Definition	Mandatory	Arrival	Departure	Occ	Comment
Cargo item												0-n	
Number of Packages		X					X	This is the number of packages covered by this cargo item in a specific location on board or in a cargo unit.		A	D	0-1	
Package type		X					X	This is a description of the outer package of the cargo		A	D	0-1	
Gross quantity		X					X	The weight (mass) or volume of the goods contained in a package including the weight (mass) or volume of any packaging material for each cargo item.	X	A	D	0-1	
Value		X					X	Gross quantity value	X	A	D	1	
Unit		X					X	Gross quantity unit	X	A	D	1	
Net quantity							X	Net weight of the goods excluding respectively their packing, and without the equipment used by the carrier for their transport.		A	D	0-1	
Value							X	Net weight value		A	D	1	
Unit							X	Net weight unit		A	D	1	
Stowage position							X	The position or place where goods are stored on board the vessel. This is used in case of cargo which is not in a container or on a trailer.	X	A	D	1	
Transport Unit ID		X					X	Identification of the transport equipment. For containers, this shall be the identification code as defined in ISO 6346 (limited to goods under IMDG code)	X	A	D	0-1	
Cargo item - Cargo details												0-1	
Description of goods		X						Textual description of the goods	X	A		0-1	
HS Code		X						Harmonized Commodity Description and Coding System developed and maintained by the World Customs Organization	X	A		0-1	
Measurement		X						The physical size of the cargo item, where applicable. This should be omitted, e.g., for bulk cargo.	X	A		0-1	
Cargo item - DPG details												0-1	
Textual reference							X	This is the proper shipping name, completed with the technical name where appropriate, for goods under IMDG Code, or the product name for goods under IBC Code and IGC Code, or the bulk cargo shipping name for goods under IMSBC Code, or the name of oil for goods under Annex I to the MARPOL Convention.	X	A	D	1	
DG classification							X	Indication of the classification used (IMDG, IGC, IBC, IMSBC, MARPOL)	X	A	D	1	
IMO hazard class							X	IMO Hazard class as defined in IMDG, IBC and IMSBC codes. It specifies the hazard code for the actual substance. Subsidiary hazard codes may be added where applicable in the "Subsidiary Risks" data items.	X	A	D	0-1	
UN number							X	United Nations Dangerous Goods Identifier (UNDG), unique serial number assigned within the United Nations to substances and articles contained in a list of the dangerous goods most commonly carried.	X	A	D	0-1	
Packing group							X	Where applicable: Packing danger group code as appropriate and as defined in IMDG. The packing group for a chemical indicates the degree of hazard associated with its transportation. The highest group is Group I (great danger); Group II is next (medium danger), while Group III chemicals present the lowest hazard (minor danger). Packing groups are often shown on MSDS data sheets for chemicals under the heading "Transport Information".		A	D	0-1	
Subsidiary risks							X	Any risks in addition to the class to which dangerous goods are assigned; and which is determined by a requirement to have a subsidiary risk.		A	D	0-5	
Flashpoint							X	The temperature in degrees Celsius at which a liquid will give off enough flammable vapour to be ignited.		A	D	0-1	
MARPOL pollution code							X	This code applies to pollution hazards as defined in MARPOL Annex II in case of bulk (e.g. X, Y, Z, OS) and Annex III in case of packaged goods (e.g. P)		A	D	0-1	
EmS							X	Classification of the Procedures for Emergency Prepareness and Response for ships carrying dangerous goods according to the IMO EmS Guide		A	D	0-2	
Additional information							X	Any additional information regarding dangrous and polluting goods on board	X	A	D	0-1	
Ship's Stores												0-n	
Name of article			X					Description of the dutiable store item that the ship carries		A		0-1	
Quantity			X					Quantity of the ship's store item: amount and unit		A		0-1	
Value			X					Quantity value		A		1	
Unit			X					Quantity unit		A		1	
Location on board			X					This is the on board location of the ship's stores item		A		0-1	
Number of persons on board												0-1	
Number of persons on board			X					Total number of persons on board the ship	X	A	D	1	
Number of passengers	X							Total number of passengers on board the ship		A	D	0-1	
Number of crew	X							Total number of crew on board the ship		A	D	0-1	

Group/ Element Name	FAL1	FAL2	FAL3	FAL4	FAL5	FAL6	FAL7	Definition	Mandatory	Arrival	Departure	Occ	Comment
Number of persons on board												0-1	
Number of persons on board			X					Total number of persons on board the ship	X	A	D	1	
Number of passengers	X							Total number of passengers on board the ship		A	D	0-1	
Number of crew	X							Total number of crew on board the ship		A	D	0-1	
Passengers												0-n	
Family name						X		Family name or surname as in passport or valid ID	X	A	D	1	
Given name						X		Given name or first name as in passport or valid ID Document	X	A	D	1	
Nationality						X		The stated or factual country of citizenship shown on the ~~crew's~~ passenger's identification document.	X	A	D	1	
Date of birth						X		Date of birth	X	A	D	1	
Place of birth						X		Place of birth, city name or similar	X	A	D	1	
Country of birth						X		Country of birth	X	A	D	1	
Nature of identity document						X		The types of documents are muster book, passport or other legal identity card with picture. If none of this is available, other shall be used.	X	A	D	1	
Number of identity document						X		Registration number of the specified document	X	A	D	1	
Port of embarkation						X		Port where the passenger embarked the ship	X	A	D	1	
Port of disembarkation						X		Port where the passenger disembarked the ship	X	A	D	1	
Transit						X		If the passenger is a transit passenger in this port call, i.e., if the passenger enters the ship again before departure. This is a yes/no data element	X	A	D	1	
Crew												0-n	
Family name				X	X			Family name, name	X	A	D	1	
Given name				X	X			Given name, first name, surname	X	A	D	1	
Duty of crew				X	X			Crew duty or rank	X	A	D	1	
Nationality					X			The stated or factual country of citizenship shown on the crew's identification document.	X	A	D	1	
Date of birth					X			Date of birth	X	A	D	1	
Place of birth					X			Place of birth, city name or similar	X	A	D	1	
Country of birth					X			Country of birth	X	A	D	1	
Nature of identity document					X			The types of documents are muster book, passport or other legal identity card with picture. If none of this is available, other shall be used.	X	A	D	1	
Number of identity document					X			Registration number of the specified document	X	A	D	1	
Crew's Effects												0-n	
Crew's effects				X				Effects ineligible for relief from customs duties and taxes or subject to prohibit ions or restrictions (e.g. wines, spirits, cigarettes, tobacco, etc.).		A		0-1	
Remarks												0-1	
General remarks	X							This is a human-readable general remark to be optionally made by the master should the latter consider it appropriate to do so.		A	D	0-1	

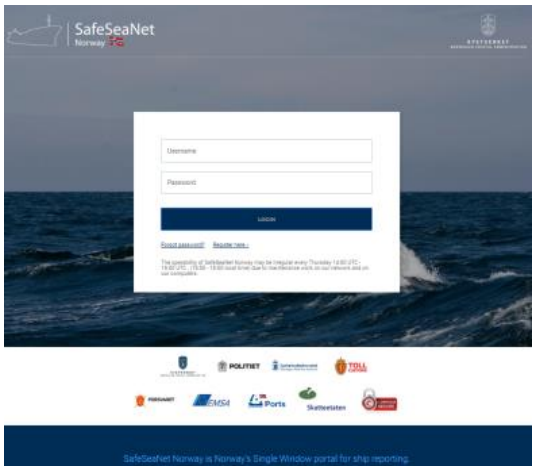
Appendix II.

The Norwegian Single Window (SafeSeaNet Norway, SSNN)

The system to be implemented will be developed by reusing parts/components of the national MSW of Norway (donor).

SafeSeaNet Norway is an internet-based maritime single window reporting system that enables vessels to provide mandatory notifications to Norwegian governmental authorities and ports electronically.

The Norwegian Coastal Administration has developed tailor-made digital solutions for the Norwegian authorities, which enables the distribution of relevant shipping information to authorities directly from the messaging system, without requiring individual reporting from shipping.



Figur 4 SafeSeaNet Norway, SSNN

The system currently encompasses a number of agencies authorities such as Customs, Defence, Police, maritime- authorities and ports.

Since SafeSeaNet Norway was first introduced in 2004, the number of notifications from ships to authorities has been reduced from 330 000 to 85 000, equivalent to a 74 per cent reduction.

The following notifications and services is provided through SafeSeaNet:

- Port arrival notification
- Port departure notification for ships carrying port and carrying dangerous or polluting cargo
- Notifications of landing of waste
- Notifications of intent to cross the Norwegian baseline
- Maritime security notifications
- Port State Control Notifications
- Customs declarations
- Border crossing notifications
- Pilot requests
- Pilot exemptions notification (PEC)

Appendix III. Definitions

Clearance:

The accomplishment of formalities necessary to permit:

a) goods to enter a country, to be exported or to be placed under another Customs procedure;

b) persons to enter or leave the territory of a State; and

c) a ship to enter or depart the territorial waters of a state or a port within the territory of a State.

The scope of this proposal take into consideration only ship clearance which is the process undertaken by an authority for the purpose of determining if a ship may enter or leave a port of the state.

Data provider:

A person and/or an organisation responsible for supplying information to the NMSW,

National Maritime Single Window (NMSW):

An environment for collection, dissemination and exchange of vessel reporting information with a structured and commonly defined data structure, rules and management of access rights, which are in accordance with relevant international, national and local legal requirements.

NMSW authority:

The competent authority or body designated by the state to implement and setting up and operation of the NMSW.

Relevant authority:

A national or local authority which is involved in the clearance of ships arriving at or departing from a port or has legal rights to access the information collected by the NMSW.

Appendix IV. Other Relevant Information Resources

- Final reports of the FAL Committee (FAL 39/16; FAL 40/19; FAL 41/17)
- Guidelines for setting up a single window system in maritime transport (FAL.5/Circ.36)
- IMO FAL Compendium on Facilitation and Electronic Business (FAL.5/Circ.35/Rev.1)
- Recommendation and Guidelines on establishing a Single Window (Rec.33 by UN/CEFACT)