

**RULES OF PROCEDURE FOR THE CISE Technical Advisory Group (TAG)**

THE CISE Technical Advisory Group (TAG),

Having regard to the Commission Communication COM(2010) 584 final dated 20 October 2010<sup>1</sup> on a draft Roadmap towards the creation of the Common Information Sharing Environment (CISE) for the surveillance of the EU maritime domain, and in particular Article 3.2 thereof, defining a multi-disciplinary temporary Technical Advisory Group,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

*Article 1*

**Composition**

The TAG is composed of following Members:

- two co-chairs respectively from DG MARE and the Joint Research Centre ('JRC')
- one representative of each of the seven CISE user communities identified in the Roadmap:
  1. Maritime Safety (including search and Rescue), Maritime Security and prevention of pollution caused by ships;
  2. Fisheries control;
  3. Marine pollution preparedness and response; Marine environment;
  4. Customs;
  5. Border Control;
  6. General Law enforcement;
  - 7 Defence.
- one representative of each of the relevant European Agencies (EMSA, Frontex, CFCA, EEA, EDA and EUROPOL),
- one representative of each of the pilot projects on the integration of maritime surveillance ('BluemassMed' and 'Marsuno' respectively)

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<sup>1</sup> [http://ec.europa.eu/maritimeaffairs/pdf/maritime\\_policy\\_action/maritime-surveillance\\_101021\\_en.pdf](http://ec.europa.eu/maritimeaffairs/pdf/maritime_policy_action/maritime-surveillance_101021_en.pdf)

Each Member has a designated substitute in case of unavailability. TAG Member name list may be modified by each respective user community if needed during the lifetime of the TAG. However it is of utmost importance that continuity and quality of the TAG work will be secured thanks to adequate hand-over mechanisms to be implemented by the Members.

Each TAG members shall liaise with his/her respective user community as appropriate to ensure adequate information flow and consensus on progress made.

The TAG's most common working language is English.

A Permanent Secretary will support the work of the TAG.

#### *Article 2*

### **Specific Tasks**

The specific objectives of the TAG are indicated in the relevant steps of the draft roadmap. It may also carry out background work to facilitate the tasks of other actors such as in particular the Commission services, the Member States Experts Sub-group or the sectoral working groups in the context of work carried out to integrate maritime surveillance.

#### 1. Mapping of Data Sets and Gap Analysis for Data Exchange (Step 2)

##### 1.1. Mapping of Data Sets

To facilitate the task of the User Communities, the TAG, in close cooperation with JRC and with input from the other Commission services, is to develop a template for data mapping, on the basis of which individual User Communities and in particular the Member States shall provide information concerning their exchangeable and currently exchanged data.

##### 1.2. Gap Analysis

On the basis of the responses to the previous step and in particular on the data mapping realised above, the TAG shall identify and present a comprehensive overview of the prevailing Gap between the sectoral demand for cross-sectoral maritime surveillance data that is not matched by current supply. A comprehensive report on such gap analysis shall be delivered.

#### 2. Common Data Classification Levels (Step 3)

To facilitate discussions at the Member States Expert Group (MSEG) and in the context of the first stage of Step 3 of the draft Roadmap, the TAG is tasked with developing a proposal for common approach to classification levels necessary to allow data exchange via the CISE, taking into account existing classification systems. This involves JRC carrying out an internal study that:

- Develops/identifies common data security levels for data exchange within the CISE that do not modify but rather align equivalent existing security levels
- Develops/identifies common means of data exchange corresponding to the above security levels and

- Develops/identifies appropriate access requirements to each of the different data sets within each security level.

### 3. Technical Framework (Step 4)

Taking into account the results of the previous steps inasmuch as already available, as well as the work within BluemassMed and Marsuno pilot projects, the TAG shall draft appropriate Terms of Reference for a 12-month study into the Technical Framework of the CISE, requesting an external contractor to :

- Propose a design as regards the technical requirements for setting up the interfaces between the existing and planned sectoral systems in view to enable cross-sectoral data exchange. Such design must be compatible with sectoral requirements (i.a. Directive 2002/59/EC) and
- Propose a design as regards an overall technical ‘blueprint’ for the creation of the CISE based on the common informatics language approach, as mentioned in the draft Roadmap.

### 4. Defining Access Rights (Step 5)

On the basis of the input from the Member States, the TAG shall develop a comprehensive proposal for establishing each User Community members' access rights to individual data sets. On the basis of the User Communities decisions on granting access rights, the TAG will compile a comprehensive overview table.

### 5. Legal Framework (Step 6)

The TAG should provide scientific and technical support to the Commission services, in order to support them for the preparation of a proposal to the European Parliament and Council to achieve a coherent legal framework enabling lawful data exchange under the CISE.

#### *Article 3*

### **Convocation of TAG Meetings**

Each meeting of the TAG shall be convened by the TAG co-chairs. Members can request the chairs to convene such a meeting.

A provisional calendar of meetings (including key agenda items) is established at the beginning of each year in relation with the planned milestones of the CISE Roadmap.

#### *Article 4*

### **Agenda and documentation to be sent to the members of the TAG**

The Permanent Secretary shall draw up the detailed agenda and submit it to the co-chairs at least 2 weeks ahead of each meeting, then to all TAG members at least 10 calendar days

before meetings. Any document and attachment to be reviewed or deemed useful will be sent at least 10 working days prior to the meeting for consideration and review by the TAG members.

If the meeting focus is only relevant for a fraction of the User Communities, the chairs may convene a sub-group meeting; however all Members will receive the corresponding information and material (working documents, minutes etc)

The agenda and its attachments shall make a distinction between:

1. Technical issues submitted to the TAG members to seek their personal expert appreciation and comments, knowing they shall be appointed in a manner that allows them to be recognised by and to act as representatives of their respective user community for the purpose of contributing to and acting within the context of the TAG; and have the appropriate expertise and knowledge to fully contribute to the work of the TAG and to act as a link between the TAG and their respective user community.
2. Technical documents, questionnaires etc to be circulated by the TAG representatives across their respective Communities of Interest to collect information or data, or gather a collective appreciation and feedback, including the diversity of National situations. In that case the consultation time shall extend to the next TAG meeting, the first meeting being an opportunity to adjust if necessary the proposed material.
3. Drafts of documents to be formally approved by the TAG. In that case the consultation time shall extend to the next TAG meeting, the first one being an opportunity to present in more detail the documents to be reviewed and ultimately adjusted and approved.

Minutes of TAG meetings will be established by the Permanent Secretary, agreed by the co-chairs, and circulated as a draft 2 weeks after each meeting for Member's approval through an exchange of mails, in order to prompt the implementation of any recommendation or decision. After 10 working days silent approval of the drafted minutes will be considered.

Approved minutes will be considered as disseminable documents.

#### *Article 5*

### **Invited participants to TAG meetings**

The co-chairs may jointly invite other persons (Coordinators of relevant R&D projects etc.) to attend or contribute to the meetings. Commission Services may also attend. These persons shall however not be considered as TAG members.

*Article 6***Opinion of the Technical Advisory Group**

The TAG is by essence “advisory” and shall express technical opinions and recommendations based upon the preparatory work submitted by the Permanent Secretary.

The TAG has an important role to represent a much broader User Community as listed in Art. 1. TAG members are expected to relay the matters, documents, questionnaires etc discussed in the TAG, in particular through the existing framework for Commission Experts Groups (C(2005)2817 of 27.7.2005) and the one presently being developed sectorally.

Thus the opinions of the TAG will be considered as valid views of the represented Maritime User Communities.

*Article 7***Representation and positions**

TAG Members are appointed on the basis of their knowledge of an EU-wide User Community irrespectively of their own nationality and organisation.

There is thus no notion whatsoever of national representation in the TAG. National representatives are meeting in the “Member States Expert subGroup on the integration of maritime surveillance” (MSEG) which will be consulted in parallel by the Commission.

The TAG is an Advisory Body. It will establish its positions by consensus. Where such consensus cannot be reached, the minority opinion will also be indicated in the minutes.

*Article 8***Working groups**

The TAG may create working groups to examine particular issues. The working groups shall be chaired by a representative of the TAG.

The groups shall report back to the TAG. To this end, they may appoint a *rapporteur*.

*Article 9***Transparency**

Since the work of the TAG will feed into the work of various user communities, transparency is beneficial to all. This is obviously without prejudice to the need for confidentiality on some documents and the exchange of data per se.

To ease the exchange of drafts and working documents, a “TAG Group” might be created by DG Mare on the European Commission Maritime Forum<sup>2</sup> as a working tool. Working versions of documents should be accessible to members only and to persons given access by the chairs. Finalised documents should be made publicly available on such a website.

*Article 10*

**Reporting**

The Permanent Secretary will prepare a 6-monthly progress report. After approval by the TAG it will be submitted to the Member States Experts Group on Maritime Affairs (and its sub-group on surveillance if it continues to exist).

The Commission may also propose a discussion on the report(s) in other MS groups.

*Article 11*

**Correspondence and collaborative working**

Correspondence relating to the TAG shall be addressed to the co-chairs.

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<sup>2</sup> <https://webgate.ec.europa.eu/fpfis/iwt/>