



**PRIORITY 6
SUSTAINABLE SURFACE TRANSPORT**

MTCP

Maritime Transport Coordination Platform
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**WORK PACKAGE 2.3
MARITIME HUMAN RESOURCES**

**TERMS OF REFERENCE STUDY ON SAFE MANNING LEVELS
OF MERCHANT SHIPS**

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DOCUMENT CHECKLIST

The following checklist shall be completed each time the document is revised, and is required to be complete prior to signature of the document.

Description	First Issue	Rev. A	Rev. B	Rev. C	Rev. D
Does this revision conform to the MTCP Technical Annex?	YES				
Does this revision conform to the MTCP Project Schedule?	YES				
Are requirements/constraints from all links to other project tasks (including external tasks) taken duly into account in this revision?	YES				
Does this revision contain an unambiguous and up-to-date description of the work to be done, including a clear distribution of work among task participants?	YES				
Does this revision contain an unambiguous and up-to-date list of internal milestones, partner-agreed deadlines and project-wise milestones?	YES				
Does this revision contain an unambiguous description of the methods, standards etc. that shall be utilised/conformed to during the execution of the work?	YES				

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1. INTRODUCTION

The purpose of this document is to develop and maintain a work plan for WP 2.3, to the level where the assignments of each individual participant are well defined, where budget and time constraints are described, and where the interaction between individual participants, the entire Work Package, and the rest of the project (this including any extra-project links or constraints) are documented.

This document is a live document, which may require numerous updates throughout the MTCP project lifecycle. While this may appear to be a burden, the importance and benefits of maintaining a well-organised plan, to the participants as well as the MTCP as a whole, cannot be exaggerated.

2. ABOUT THIS DOCUMENT

1.1 Scope

The current document refers to the work to be done on DP 2.3-16 under WP 2.3 (Maritime Human Resources) only.

1.2 Background of the Readers

Readers should be familiar with the goals and tasks of the MTCP. Before reading this document, readers should have read and understood the MTCP Project Handbook, M13.00.07.012.001 (latest revision).

1.3 Document Maintenance

Following its release this document will be revised as and when required. The WP leader will undertake document maintenance.

3. DESCRIPTION OF TASK; INTRODUCTION AND BACKGROUND

Manning levels

Manning levels are dictated by the size and operation of the ship, its machinery (including automation) and trading area. The principle document for defining the number of seafarers required on board a ship is the Safe Manning Certificate, which is issued by the flag state upon registration. While many ships use this certificate as the definitive number of crew required, others use it as a minimum guideline and allocate additional crew members as necessary.

Safe manning is internationally governed by the SOLAS Convention and the IMO guidelines on the “Principles of safe manning”¹. At Community level, Directive 1999/63/EC defines the applicable manning levels for ships registered in the territory of a Member State². However, these texts do not impose specific manning levels for the different types of ships, while they simply lay down the obligation of the Parties to ensure that ships are sufficiently, safely and efficiently manned.

Besides, in defining manning levels, the competent administrations have to address certain specific concerns, such as respect of regulations on hours of work/rest and regulations on maritime security, the introduction of new technologies and the new tasks assigned to officers.

In this context, the Commission intends to identify the current practices in the Member States as regards manning levels.

4. DESCRIPTION OF METHODOLOGY & STANDARDS

The above data collection and analysis involve interviews with competent administrations, classification societies, shipping companies and other shore based organisations, professional organisations etc.

This study is related to and follows up from a pilot study carried by MTCP partners in year one of the project, where some initial data collection was attempted for a few EU countries. For detailed findings of the pilot study, please refer to WP 2.3 D2.3-12 Study on the Supply and Demand of EU Officers/Ratings and Manning Levels (Phase I)-17 April 2005. During this study data will be collected from all EU Member States with a merchant fleet (except Austria and Slovakia).

5. WORK PROGRAMME

1.4 Manning levels

1.4.1 Determine for EU Member State (except Austria and Slovakia):

1. The minimum manning levels according to national regulations and operating manning levels for three different ship types for the last 4 years;
 - a. A presentation and survey of current legislation and practices by all member States will be carried out. This survey will attempt to establish philosophies and methods used by member States in setting minimum manning levels. Copies of any current National Legislation or official guidance on Manning Standards from EU member states, where available, will be collected and compared.

¹ IMO Resolution A.890 (21).

² And which is ordinarily engaged in commercial maritime operations.

- b. The following ship types will be used in the study: Feeder container ship, product carrier (Tanker), Ro-Ro Ferry. Sample ship data for ship types as indicated here will be prepared. Maritime Administrations will be approached on manning levels for sample ships.
 - c. Maritime Administration will be asked about their work and cooperation with Classification Societies in setting safe manning levels of ships
2. The forecast as regards alterations in manning levels.
 - a. Maritime Administrations will be asked if they foresee any changes to their current legislation or practices.
 3. Identify the major factors that affect manning levels.
 - a. This will be reported based on previous publications, national and international instruments (IMO, ILO), and class guidelines.

6. TIMESCALE AND REPORTING

Upon approval of the proposal by DGTREN study will commence, and will last for 5 months, (October 2005 to February 2006).

Task / Month	Partner	Sep	Oct	Nov	Dec	Jan	Feb
Project Monitoring	WMU						
Meetings with DGTren	WMU	○	○		○	○	○
Project Meetings	All					○	
1.a Minimum manning systems	All						
1.b Sample ship data	WMU						
1.c Linkages with the Class	All						
2.a Changes to the national systems	All						
3.a Major factors	WMU						
Draft final Report						○	
Final Report							○

7. DELIVERABLES

The table above indicates timing for meetings as well expected timing for interim reports, which will be used to form the final report for the study.

8. FINANCIAL INFORMATION

Task / Month	Man days
Project Monitoring	4

Project meetings	8
Meetings with DGTren	5
Minimum manning	20
Possible changes to man lev	5
Major factors	10
Draft final Report	7
Final Report	3
Total	62

Staffing	30,000
Travel and Subsistence	5,000
Total	35,000

9. REPORTING (INDICATIVE)

- *An initial meeting will be held with DG TREN shortly after their approval of this ToR. (27.09.05)*
- *Within one week the MTCP team will submit a detailed working plan outlining the work to be carried out and the timetable for completion of the work. (1.10.05)*
- DG TREN will have one week to assess and submit any comments. A signed copy indicating DG TREN's approval will be required before work begins.
- Regular meetings between the team and DG TREN will be included in the work plan. There will be at least one review meeting per month, to review progress. At these meeting information collected will be presented and structure and content of the report discussed and agreed.
- An interim report will be submitted on 31st January 2006.
- DG TREN will provide their comments within two weeks of receiving the report.
- The draft final report will be submitted 2 weeks after receiving DG TREN's comments.
- DG TREN will have two weeks to assess the draft final report.

10. RESEARCH TEAM

TBD through MTCP management team.