

Information Sharing Working Group (ISWG) Terms of Reference

1. Aim

The Information Sharing Working Group (ISWG) is established by CMF and EU NAVFOR ATALANTA to foster the exchange of information among military and industry stakeholders, streamlining information flow, and improving collaboration towards commonality in messaging, all in support of maritime security in the Indian Ocean, Gulf of Aden, Arabian Sea, Gulf of Oman, and adjacent waters. The ISWG aims to enhance transparency, foster collaborative efforts among military and civilian entities, and build trust.

2. Objectives

2.1. General Objectives

Optimization of Reporting and Maritime Coordination within the VRA

2.2. Specific Objectives

1. Standardize registration and reporting format within the VRA
2. Develop comprehensive reporting and information flow diagram
3. Identify all Primary and secondary stakeholders and their mandates
4. Discuss strategic communication, guidance and outputs to industry
5. Plan quarterly stakeholder meetings

2.3. Activities within Objectives

Activities should take into consideration and reference national regulations and look to reach the global maritime community of interest and not constrained to the Middle-East Region. The following activities will be pursued under the ISWG to focus on specific aspects of information sharing:

a. Standardize registration and reporting within the VRA

- Objective: produce a clear and detailed reporting format that improves military to civilian coordination while reducing administrative burdens
- Focus Area: Prevent confusion in expectations, duplication of reporting and additional work to mariners
- How we get after the objective: Compare current formats to MSCHoA and UKMTO, determine priority and necessary information, reduce unnecessary or redundant information, reformat and collaborate with industry to determine return on investment. May combine efforts with Information Flow sub-group.

b. Develop comprehensive reporting and information flow diagram Sub-Group:

- Objective: Develop a simplified information flow that highlights reports, information and exchange, outputs and outcomes, all towards industry knowledge, reassurance, and preparedness during peacetime to a contingency environment.
- Focus Areas: Identifying the various avenues in which information comes in to each stakeholder and improving the horizontal and vertical reporting to show consistency in outputs while respecting the different mandates and limits to information sharing.
- How we get after the objective: UKMTO provided the initial information flow template and leading the discussion to capture all primary stakeholder inputs

c. Identify all key stakeholders and their mandates Sub-Group:

- Objective: Recognized understanding of regional and associated contributors of maritime security and coordination with white-shipping
- Focus Areas: Determine primary and secondary stakeholder requirements while respecting capabilities and limitations of support and information sharing
- How we get after the objective: Identify all relevant stakeholders and their level of involvement or support to maritime security in the Middle East region.

d. Discuss strategic communication, guidance and outputs to industry Sub-Group:

- Objective: Identify partner outputs and supportive messaging to industry to ensure consistency on messaging
- Focus Areas: Opportunity to discuss how we are promoting information to industry and closely align our recommendations. Information should not be conflicting to industry.
- How we get after the objective: Share processes and sample outputs to ISWG, identifying where commonality in messaging and information details can be improved. Industry should have a vested interest in this sub-group.

e. Quarterly stakeholder meeting Sub-Group:

- Objective: Maintain positive coordination through planned scheduling
- Focus Areas: Ensure as stakeholders rotate in/out that collaboration continues
- How we get after the objective: identify dates and agree upon agenda.

3. Composition

The ISWG will consist of representatives from military personnel (CMF, EU NAVFOR), independent deployers, maritime information fusion centers, industry representatives, regional States, and relevant international organizations.

4. Chair

The ISWG will be chaired by a staff member from the lead chair of SHADE, appointed by CMF or EU NAVFOR.

5. Dates / Frequency

The ISWG will convene during each SHADE conference and hold additional sessions as needed, as directed by the SHADE co-chairs.

6. Output

The ISWG will present the following outputs to the SHADE Plenary:

- a. Comprehensive and inclusive information flow and outputs diagram satisfying industry expectation.
- b. Positioning the UKMTO and MSCHoA websites as trusted sources where the maritime industry can register and access reliable information on maritime security events.
- c. A standardized registration format prior entering VRA (based on the UKMTO model).
- d. A standardized incident report format

7. Inter-SHADE Coordination

The ISWG will maintain ongoing communication and coordination between CMF, EU NAVFOR, independent deployers, and relevant stakeholders between SHADE meetings. The means of correspondence will be agreed upon by all parties involved.

8. Legal Disclaimer

The ISWG bases its information-sharing practices on data received from multiple sources. Although every effort is made to ensure accuracy and reliability, the ISWG cannot be held liable for any inaccuracies due to the complexity of maritime security environments. The ISWG is not responsible for the use of shared information beyond its intended purpose.

AGENDA

Agenda Item	Time (Mins)	Topic	Remarks	Action or Lead
Day 1 – Monday 16 Dec 24				
1	11:30-11:35	IX WS Chair Introduction & Opening Remarks: <ul style="list-style-type: none"> • Aim. • Objectives. <ul style="list-style-type: none"> ○ Standardise registration and reporting format within the VRA. ○ Develop comprehensive reporting and information flow diagram. ○ Identify all Primary and secondary stakeholders and their mandates. ○ Discuss strategic communication, guidance and outputs to industry. ○ Plan quarterly stakeholder meetings. • Deliverables. • Legal Disclaimer. 		Chair: Capt Lee Stuart USN
2	11:35-11:45	Attendee – Individual Introductions: <ul style="list-style-type: none"> • IWSG Member/ SHADE Participant Introductions. • Observer Introductions. 	Introductions Format: <ul style="list-style-type: none"> • Name: • Organisation: • Role at SHADE i.e. Participant or Observer • Representing: 	All
3	11:45-11:55	ISWG Terms of Reference: <ul style="list-style-type: none"> • Primary Members. • Secondary Members. • Frequency of Meetings. • Future Planning Milestones. • General Objectives. • Specific Objectives. • Activities within Objectives. • Standardise Registration & Reporting within the VRA. • Develop Comprehensive Reporting and Information Flow Diagram. • Identify all Key Stakeholders and their Mandates. • Discuss strategic communication, guidance and Outputs to Industry. • Quarterly Stakeholder meetings. 		Chair: Capt Lee Stuart USN

		<ul style="list-style-type: none"> Composition: CMF, EU NAVFOR, Independent Deployers, Maritime Information Fusion Centres (IFC), Industry Representatives, Regional States, and Relevant International Organizations. 		
4	12:00-13:25	Lunch Break		All
5	13:00-A/R	<p>A Single Information Environment – Information Exchange in the Voluntary Reporting Area (VRA)</p> <p>Who? - Review of Key SHADE Entities & Organisations.</p> <ul style="list-style-type: none"> Mission Statements. Roles. CMF, JMIC, MSCIO, Operation ATALANTA, Operation ASPIDES, UKMTO, USNCAGS, IFCs. <p>Where?</p> <ul style="list-style-type: none"> Review of Proposed Voluntary Reporting Area. Review of Proposed Changes to MarSec Chart Q6099. <p>What? When? & How?</p> <p>Review of Reference Document(s)</p> <ul style="list-style-type: none"> Reminder of Current BMP 5 Definitions – Acknowledging revision to BMP 2025. Intention to align a single set of mutually agreed definitions. Consultation with Industry Representatives. 		Lead: Steve Smith
6	5 Minutes	Review of Proposed Abbreviations		Lead: Steve Smith
7	A/R	<p>Review of Proposed SIE IX in the VRA – Flow Diagram</p> <ul style="list-style-type: none"> Review Lexicon of Field Names and Definitions. Review Complex Flow Diagram. Review Simplified Flow Diagram. 		Lead: Steve Smith
8	14:45-15:15	Coffee Break		All
Agenda Item	Time (Mins)	Topic	Remarks	Action or Lead
9	A/R	<p>Review Proposed Standard Message Formats</p> <ul style="list-style-type: none"> Ship Initial VRA Report. Ship Daily/ VRA Transit Position Report. 		Lead: Steve Smith

		<ul style="list-style-type: none"> • Ship Final VRA Report. • Ship Incident Report / Incident Report Update(s). • Ship After Action Report. • EU NAVFOR Support Request. 		Lead: Cdr Thomas Scalabre FN
10	A/R	Stakeholder Coordination and Strategic Communications	Facilitated by ISWG representatives to discuss collaboration and messaging for industry and regional stakeholders	Lead: Steve Smith
11	A/R	UKMTO and MSCIO Website Utilisation	Presentation on positioning these platforms as trusted resources for the maritime industry	Lead: Steve Smith & ATALANTA
12	No Later Than 16:30-16:45	End of Day One – Session Review and Record of Decisions and Actions		Secretary: Lt Antonio Martorell Dominguez SpN
13	16:45-1700	AOB: Final Day One Questions and Answers Session.		Chair: Capt Lee Stuart USN
Agenda Item	Time (Mins)	Topic	Remarks	Action or Lead
Day 2 – Tuesday 17 Dec 24				
14	09:00-09:05	Chairman’s Day 2 Opening Remarks		Chair: Capt Lee Stuart USN
15	09:05-09:15	Review and Update of Day One WS Activities		Lead: Steve Smith
16	09:15 -10:30	Continue from Day One Agenda as required, if required.		Chair: Capt Lee Stuart USN
17	10:30 - 11:00	Coffee Break		All
18	11:00 to 11:05	End of Day 2 Session Review and Record of Decisions and Actions		Secretary: Lt Antonio Martorell Dominguez SpN

19	11:05 to 11:15	AOB: Final Day 2 Questions and Answers Session		Chair: Capt Lee Stuart USN
20	11:20 to 11:30	IX WS Chairman's Closing Remarks		Chair: Capt Lee Stuart USN