

52<sup>ND</sup> SHADE ISWG Agenda – Ver 1.0

Agenda Item	Time (Mins)	Topic	Remarks	Action or Lead
<b>Day 1 – Monday 16 Dec 24</b>				
1	13:00-13:05	<b>IX WS Chair Introduction &amp; Opening Remarks:</b> <ul style="list-style-type: none"> <li>• Aim.</li> <li>• Objectives.                             <ul style="list-style-type: none"> <li>○ Standardise registration and reporting format within the VRA.</li> <li>○ Develop comprehensive reporting and information flow diagram.</li> <li>○ Identify all Primary and secondary stakeholders and their mandates.</li> <li>○ Discuss strategic communication, guidance and outputs to industry.</li> <li>○ Plan quarterly stakeholder meetings.</li> </ul> </li> <li>• Deliverables.</li> <li>• Legal Disclaimer.</li> </ul>		<b>Chair:</b> Capt Lee Stuart USN
2	13:05-11:15	<b>Attendee – Individual Introductions:</b> <ul style="list-style-type: none"> <li>• ISWG Member/ SHADE Participant Introductions.</li> <li>• Observer Introductions.</li> </ul>	Introductions Format: <ul style="list-style-type: none"> <li>• Name:</li> <li>• Organisation:</li> <li>• Role at SHADE i.e. Participant or Observer</li> <li>• Representing:</li> </ul>	<b>All</b>
3	13:15-13:25	<b>ISWG Terms of Reference:</b> <ul style="list-style-type: none"> <li>• Key Stakeholders</li> <li>• Frequency of Meetings</li> <li>• Future Planning Milestones</li> <li>• Objectives</li> <li>• Standardise Registration &amp; Reporting within the VRA</li> <li>• Develop Comprehensive Reporting and Information Flow Diagram</li> <li>• Identify all Key Stakeholders and their Mandates</li> <li>• Discuss strategic communication, guidance and Outputs to Industry</li> <li>• Quarterly Stakeholder meetings.</li> <li>• Composition: CMF, EU NAVFOR, Independent Deployers, Maritime Information Fusion Centres (IFC), Industry Representatives, Regional States, and Relevant International Organisations</li> </ul>		<b>Chair:</b> Capt Lee Stuart USN

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4	13:30-A/R	<p><b>A Single Information Environment – Information Exchange in the Voluntary Reporting Area (VRA)</b></p> <p><b>Who?</b> - Review of Key SHADE Entities &amp; Organisations.</p> <ul style="list-style-type: none"> <li>• Mission Statements.</li> <li>• Roles.</li> <li>• CMF, JMIC, MSCIO, Operation ATALANTA, Operation ASPIDES, UKMTO, USNCAGS, IFCs.</li> </ul> <p><b>Where?</b></p> <ul style="list-style-type: none"> <li>• Review of Proposed Voluntary Reporting Area.</li> <li>• Review of Proposed Changes to MarSec Chart Q6099.</li> </ul> <p><b>What? When? &amp; How?</b></p> <p><b>Review of Reference Document(s)</b></p> <ul style="list-style-type: none"> <li>• Reminder of Current BMP 5 Definitions – Acknowledging revision to BMP 2025.</li> <li>• Intention to align a single set of mutually agreed definitions. Consultation with Industry Representatives.</li> </ul>		<p><b>Lead:</b> Steve Smith</p>
5	A/R	<p><b>Review of Proposed SIE IX in the VRA – Flow Diagrams</b></p> <ul style="list-style-type: none"> <li>• Review Single Information Environment Flow Diagram.</li> <li>• Review Single Information Environment Detailed Flow Diagram.</li> </ul>		<p><b>Lead:</b> Steve Smith</p>
6	A/R	<p><b>Review of Proposed Flow Diagram Abbreviations and Definitions</b></p>		<p><b>Lead:</b> Steve Smith</p>
7	15:00-15:30	<p><b>Coffee Break</b></p>		<p><b>All</b></p>

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8	A/R	<p><b>Review Proposed Standard Message Formats</b>  Ship Initial VRA Report. <i>(Steve Smith)</i></p> <ul style="list-style-type: none"> <li>• Ship Daily/ VRA Transit Position Report. <i>(Steve Smith)</i></li> <li>• Ship Final VRA Report. <i>(Steve Smith)</i></li> <li>• Ship Incident Report / Incident Report Update(s). <i>(Steve Smith)</i></li> <li>• Ship After Action Report. <i>(Steve Smith)</i></li> <li>• EU NAVFOR Support Request. <i>(Cdr Thomas Scalabre RN)</i></li> </ul>		<p><b>Lead:</b> Steve Smith</p> <p><b>Lead:</b> Cdr Thomas Scalabre FN</p>
9	A/R	<b>UKMTO and MSCIO Website Utilisation</b>		<p><b>Lead:</b> Andy Brown Captain (ESP Navy) Rafael Torrecillas</p>
		<b>Indian Ocean Region Information Fusion Centre (IOR IFC)</b>	Chair to introduce	tbc
10	No Later Than 16:30-16:45	<b>End of Day One – Session Review and Record of Decisions and Actions</b>		<p><b>Secretary:</b> Lt Antonio Martorell Dominguez SpN</p>
11	16:45-1700	<b>AOB:</b> Final Day One Questions and Answers Session.		<p><b>Chair:</b> Capt Lee Stuart USN</p>
<b>Day 2 – Tuesday 17 Dec 24</b>				
12	09:00-09:05	<b>Chairman’s Day 2 Opening Remarks</b>		<p><b>Chair:</b> Capt Lee Stuart USN</p>
13	09:05-09:15	<b>Review and Update of Day One WS Activities</b>		<p><b>Lead:</b> Steve Smith</p>

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14	09:15 -10:35	<b>Continue from Day One Agenda as required, if required.</b>		<b>Chair:</b> Capt Lee Stuart USN
15	10:35 to 10:40	<b>End of Day 2 Session Review and Record of Decisions and Actions</b>		<b>Secretary:</b> Lt Antonio Martorell Dominguez SpN
16	10:40 to 10:50	<b>AOB:</b> Final Day 2 Questions and Answers Session		<b>Chair:</b> Capt Lee Stuart USN
17	10:50 to 11:00	<b>IX WS Chairman’s Closing Remarks</b>		<b>Chair:</b> Capt Lee Stuart USN
18	11:00 - 11:30	<b>Coffee Break</b>	On completion return to main SHADE agenda.	<b>All</b>