**MARITIME RESCUE COORDINATION CENTRE
(MRCC) & COAST STATION SURVEY**

**SECTION 0: PRE-SURVEY INFORMATION & CONSENT FORM**

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| **OVERVIEW**: | The Spectrum Management Task Force (“*SMTF*”) provides key input into the development of regionally harmonized policies for the planning and management of the radio-communication spectrum. As a technical group convened by the Caribbean Telecommunications Union, SMTF’s work contributes to ICT-enabled cooperation and development in the Caribbean. This survey on national coast stations and maritime rescue coordination centres (MRCCs) sets out to gather key data to ultimately strengthen communications resilience in the marine environment for improved safety at sea.The survey findings will be used to identify gaps within existing policy, regulatory and capacity provisions and to formulate gap-filling measures.* Gather the data required to populate a registry of, and map, the coast stations and MRCCs, as emergency contacts for all seafarers in the Caribbean region
* Gather the data required to simulate and estimate radio coverage by the coast stations and MRCCs within the region
* Identify the resources (human, infrastructure, policy and regulatory) required to operate and maintain coast stations and MRCCs within the region
* Identify, after analysis of the survey’s results, the baseline resources required to operate and maintain coast stations and MRCCs within the region
* Identifying key areas for research, and inform future decisions and spectral planning by regulators and policy makers
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| **SCOPE:**  | This survey therefore sets out to gather the following data from national coast stations and MRCCs within CTU member states:1. General coast station/MRCC information
2. Station personnel
3. RF equipment
4. Operations
5. National maritime communications policy and regulatory provisions
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| **PARTICIPANTS:** | National coast stations and MRCCs within the Caribbean. Station managers may be able to complete the form, but may require support from technical staff to complete Sections 3 - 5. |
| **COUNTRIES SURVEYED:** | CTU member states |
| **INSTRUCTIONS**: | Please:1. enter all responses in English (in BLOCK LETTERS if handwritten)
2. provide all positions in degrees, minutes, decimal-minutes notation
3. complete additional roles and/or equipment templates in Appendices A and B
4. email Nigel.Cassimire@ctu.int for additional questions and concerns
 |
| **CONSENT FORM:** | **Participation:**Participation in this study is voluntary, and may be refused or terminated at any point, by the respondents. Any further questions, concerns and recommendations can be posed to Mr. Nigel Cassimire of the CTU, at: nigel.cassimire@ctu.int.**Benefits:**This survey will benefit all respondents, seafarers, regulators and policy makers, by producing a cadre of resources, which include but are not limited to: 1. A registry of coast stations and MRCCs within the Caribbean
2. A simulated coverage map of coast stations and MRCCs within the Caribbean
3. A registry of channel usage within the marine band, including primary working channels for all coast stations (other than VHF channel 16)
4. An inspection checklist, for coast station and MRCC equipment
5. A policy brief, with recommendations to improve the state of emergency communications provisions offered by existing coast stations and MRCCs within the Caribbean
6. Print-ready, wallet-sized call card design with MRCC and coast station contact details by country, for printing and distribution by fisherfolk organizations, ports, etc.
7. An output report, which includes the above artefacts, along with a coverage analysis and recommendations to fill any uncovered gaps based on the responses

**Risks:**This survey poses minimal risks to the parties involved, as the data collected should not pose any threats to the participants’ operations.**Confidentiality:**The data gathered from this survey will be used by the International Telecommunication Union (ITU), the CTU and member states, as well as academia in ongoing and future research. Processed data shall be made available to all CTU member states, through the resources produced at the end of this study. Identifying data, such as the country, station name and location, among others, will be published in the final report, in mapping the coverage of each station, and as part of a maritime safety contacts listing, published to all seafarers and stakeholders of maritime operations.**Agreement:**By signing this form, you agree to participate in this survey, permit the raw data to be shared within the research team, as well as published in future reports and studies. All outputs of this initiative, which capture the results and analysis of the data collected, will be made available to all participants for review prior to publishing. Therefore, agreeing to participate also covers consenting to receiving communications from the research team. |
| **NAME OF PARTICIPANT** | **SIGNATURE** | **DATE** |

**SECTION 1: GENERAL STATION INFORMATION**

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| **STATION NAME:** |  |
| **CALLSIGN:** |  |
| **STATION TYPE:** | [ ]  **COAST STATION** | [ ]  **MARITIME RESCUE COORDINATION CENTRE** |
| **COUNTRY:** |  |
| **AREAS OF RESPONSIBILITY[[1]](#footnote-1):** |  |
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| **AGENCY RESPONSIBLE:** |  |
| **PHYSICAL ADDRESS:** | ADDRESS LINE 1 |
| ADDRESS LINE 2 |
| CITY |
| **POSITION[[2]](#footnote-2):** | LATITUDE | LONGITUDE |
| **SITE ELEVATION ABOVE SEA-LEVEL** (m)**:** |  |
| **STATION** **CONTACT** **DETAILS:** | TELEPHONE NUMBER 1 |  TELEPHONE NUMBER 2 |
| EMAIL ADDRESS | MMSI/MID |

**SECTION 2: STATION PERSONNEL**

**ROLE # 1**

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| **JOB TITLE:** |  |
| **HOW MANY IN THIS ROLE PER SHIFT?**  |  |
| **PREREQUISITE KNOWLEDGE, SKILLS, EXPERIENCE & CERTIFICATIONS**  |  |
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| **WEEKLY WORKING HOURS:** |  | **SHIFT DURATION:** | HOURS |
| **RESPONSIBILITIES:**(LIST AS REQUIRED) |  |
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**ROLE # 2**

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| **JOB TITLE:** |  |
| **HOW MANY IN THIS ROLE PER SHIFT?**  |  |
| **PREREQUISITE KNOWLEDGE, SKILLS, EXPERIENCE & CERTIFICATIONS**  |  |
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| **WEEKLY WORKING HOURS:** |  | **SHIFT DURATION:** | HOURS |
| **RESPONSIBILITIES:**(LIST AS REQUIRED) |  |
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**ROLE # 3**

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| **JOB TITLE:** |  |
| **HOW MANY IN THIS ROLE PER SHIFT?**  |  |
| **PREREQUISITE KNOWLEDGE, SKILLS, EXPERIENCE & CERTIFICATIONS**  |  |
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| **WEEKLY WORKING HOURS:** |  | **SHIFT DURATION:** | HOURS |
| **RESPONSIBILITIES:**(LIST AS REQUIRED) |  |
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**SECTION 3: RADIO EQUIPMENT**

**EQUIPMENT SET 1:**

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| **TRANSCEIVER SPECIFICATIONS** |
| **TRANSCEIVER POSITION:** | LATITUDE | LONGITUDE |
| **MANUFACTURER:** |  | **MODEL NUMBER:** |  |
| **INSTALLATION DATE:** | DD | MM | YYYY | **LAST INSPECTION:** | DD | MM | YYYY |
| **FREQUENCY BAND/S:** | [ ]  **HF** | [ ]  **VHF** | [ ]  **UHF** | [ ]  **OTHER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **GENERATOR AVAILABLE?** | [ ]  **YES** | [ ]  **NO** | **GENERATOR DISCHARGE TIME:** | HOURS |
| **ANTENNA SPECIFICATIONS** |
| **MANUFACTURER:** |  | **MODEL NUMBER:** |  |
| **ANTENNA AZIMUTH**: | IN DEGREES |

**EQUIPMENT SET 2:**

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| **TRANSCEIVER SPECIFICATIONS** |
| **TRANSCEIVER POSITION:** | LATITUDE | LONGITUDE |
| **MANUFACTURER:** |  | **MODEL NUMBER:** |  |
| **INSTALLATION DATE:** | DD | MM | YYYY | **LAST INSPECTION:** | DD | MM | YYYY |
| **FREQUENCY BAND/S:** | [ ]  **HF** | [ ]  **VHF** | [ ]  **UHF** | [ ]  **OTHER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **GENERATOR AVAILABLE?** | [ ]  **YES** | [ ]  **NO** | **GENERATOR DISCHARGE TIME:** | HOURS |
| **ANTENNA SPECIFICATIONS** |
| **MANUFACTURER:** |  | **MODEL NUMBER:** |  |
| **ANTENNA AZIMUTH**: | IN DEGREES |

**SECTION 4: STATION OPERATIONS**

**CHANNEL BANDS, USE & SCHEDULES**

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| **CHANNEL/FREQUENCY** | **START TIME (UTC)** | **CHANNEL USE** |
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| For example: |
| CH12 | 0900 | FOR DELIVERING DAILY MARITIME SAFETY WARNINGS AND WEATHER FORECASTS |
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**INFORMATION SOURCES**

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| **INFORMATION TYPE** | **INFORMATION SOURCE** | **UPDATE PERIOD** |
| For example: |
| METEOROLOGICAL DATA AND SEA STATE | TRINIDAD & TOBAGO METEOROLOGICAL SERVICE | DAILY, WITH ADDITIONAL BULLETINS ISSUED AS THEY ARISE  |
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**DATA CAPTURE AND RECORD KEEPING**

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| **DOES YOUR STATION RECORD ALL INCOMING RADIO TRAFFIC?** | [ ]  **YES** | [ ]  **NO** |
| **WHAT FORMAT IS THE RECORDED DATA STORED AS?**  | [ ]  **AUDIO RECORDINGS**[ ]  **TRANSCRIBED AUDIO RECORDINGS (TEXT)**[ ]  **WRITTEN LOG BOOK**[ ]  **OTHER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **IS THE RECORDED DATA SHARED WITH OTHER MARITIME SAFETY AGENCIES?**  | [ ]  **YES** | [ ]  **NO** |
| **IF YES, WHO IS THE DATA SHARED WITH?** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ARE BACKUPS MADE TO THE DATA RECORDED?** | [ ]  **YES** | [ ]  **NO** |
| **IF YES, WHAT BACKUP METHOD IS USED?**  | [ ]  **CLOUD STORAGE**[ ]  **LOCAL SERVER**[ ]  **OTHER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **IF NO, ARE THERE ANY FUTURE PLANS FOR BACKING UP THE DATA?** | [ ]  **YES** | [ ]  **NO** |
| **WHAT DATA PROTECTION AND PRIVACY POLICIES, IF ANY, EXIST FOR THE DATA THAT IS BEING RECORDED?** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**SECTION 5: POLICY & REGULATORY PROVISIONS**

**NOTE: PLEASE STATE N/A IF THE RESPONSES TO ANY FIELDS ARE NOT APPLICABLE.**

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| **LOCAL TELECOMS REGULATOR:** |  |
| **WHAT NATIONAL TAX CONCESSIONS ARE AVAILABLE TO AID IN OPERATIONAL COSTS OF STATIONS?**  |  |
| **WHICH MARINE BAND PLAN DOES YOUR COUNTRY USE?** | [ ]  **USA** | [ ]  **INTERNATIONAL** |
| [ ]  **CANADA** | [ ]  **OTHER (SPECIFY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **WHAT NATIONAL POLICIES EXIST FOR MARINE BAND RADIO LICENSING AND RADIO USE?**  | SPECIFY LEGISLATION IF APPLICABLE |
| **YEARLY MARINE BAND LICENSE COST:** | PLEASE SPECIFY CURRENCY |
| **WHAT NATIONAL POLICIES/REGULATIONS EXIST FOR MARITIME SEARCH AND RESCUE OPERATIONS?** |  |
| **OVER WHAT PERIOD DO NATIONAL REGULATORS SPECIFY TRANSCEIVERS SHOULD BE INSPECTED?** | YEARS |
| **WHAT IS THE MAXIMUM TRANSMIT POWER, SPECIFIED BY YOUR COUNTRY’S REGULATOR?**  | dBm |
| **WHAT NATIONAL POLICIES AND PROVISIONS ARE IN PLACE TO FACILITATE JOINT OPERATIONS BETWEEN NEIGHBOURING COUNTRIES DURING MARITIME EMERGENCIES?**  |  |

**-END OF SURVEY-**

Thank you for participating!

**APPENDIX A: ADDITIONAL PERSONNEL FORM**

**ROLE # \_\_**

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| **JOB TITLE:** |  |
| **HOW MANY IN THIS ROLE PER SHIFT?**  |  |
| **PREREQUISITE KNOWLEDGE, SKILLS, EXPERIENCE & CERTIFICATIONS**  |  |
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| **WEEKLY WORKING HOURS:** |  | **SHIFT DURATION:** | HOURS |
| **RESPONSIBILITIES:**(LIST AS REQUIRED) |  |
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**APPENDIX B: ADDITIONAL RADIO EQUIPMENT FORM**

**EQUIPMENT SET \_\_:**

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| **TRANSCEIVER SPECIFICATIONS** |
| **TRANSCEIVER POSITION:** | LATITUDE | LONGITUDE |
| **MANUFACTURER:** |  | **MODEL NUMBER:** |  |
| **INSTALLATION DATE:** | DD | MM | YYYY | **LAST INSPECTION:** | DD | MM | YYYY |
| **FREQUENCY BAND/S:** | [ ]  **HF** | [ ]  **VHF** | [ ]  **UHF** | [ ]  **OTHER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **GENERATOR AVAILABLE?** | [ ]  **YES** | [ ]  **NO** | **GENERATOR DISCHARGE TIME:** | HOURS |
| **ANTENNA SPECIFICATIONS** |
| **MANUFACTURER:** |  | **MODEL NUMBER:** |  |
| **ANTENNA AZIMUTH**: | IN DEGREES |

**EQUIPMENT SET \_\_:**

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| --- |
| **TRANSCEIVER SPECIFICATIONS** |
| **TRANSCEIVER POSITION:** | LATITUDE | LONGITUDE |
| **MANUFACTURER:** |  | **MODEL NUMBER:** |  |
| **INSTALLATION DATE:** | DD | MM | YYYY | **LAST INSPECTION:** | DD | MM | YYYY |
| **FREQUENCY BAND/S:** | [ ]  **HF** | [ ]  **VHF** | [ ]  **UHF** | [ ]  **OTHER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **GENERATOR AVAILABLE?** | [ ]  **YES** | [ ]  **NO** | **GENERATOR DISCHARGE TIME:** | HOURS |
| **ANTENNA SPECIFICATIONS** |
| **MANUFACTURER:** |  | **MODEL NUMBER:** |  |
| **ANTENNA AZIMUTH**: | IN DEGREES |

1. To be completed by MRCCs, which are typically responsible for many different countries. National coast stations may simply state their country in this field. [↑](#footnote-ref-1)
2. Position to be provided in degrees, minutes, decimal minutes notation. [↑](#footnote-ref-2)