





MARITIME RESCUE CO-ORDINATION CENTRE (MRCC) & COAST STATION EMERGENCY TELECOMMUNICATIONS SURVEY

PRE-SURVEY INFORMATION & CONSENT FORM

OVERVIEW

This survey gathers data to identify the state of and gaps in policy, regulatory, capacity and operational provisions for coast stations and Maritime Rescue Co-ordination Centres (MRCCs) in State Members and Associate State Members of the Caribbean Telecommunications Union (CTU). The findings will guide the preparation of key products to strengthen regulatory compliance and regional harmonization of maritime communications provisions in CTU countries. Nominal products to be prepared for these countries include:

- 1. a registry and map of coast stations and MRCCs
- 2. simulations of coast station and MRCC radio coverage
- 3. checklists of resources in place, vis-à-vis those essential, for the effective operation and maintenance of these stations

The survey is issued by the CTU's Spectrum Management Task Force ("SMTF") which provides key input into the development of regionally harmonized policies for the planning and management of radio-communication spectrum. The survey instrument, along with its Methodological Guidebook and User Guidebook, have been developed under the Smart Seas Toolkit for Disaster Resilience ("Smart Seas") Project, for which CTU, International Telecommunication Union (ITU) and Telecommunications Authority of Trinidad and Tobago (TATT) are Project partners.

SCOPE

This survey gathers the data from coast stations and MRCCs in CTU countries, in the following categories:

- 1. General coast station and MRCC information
- 2. Station personnel
- 3. RF equipment
- 4. Operations

RESPONDENTS

Telecommunications authorities under consultation with managers of coast stations and MRCCs in their respective administrations.

INSTRUCTIONS

Please:

- 1. complete these forms in Microsoft Word or as a PDF
- 2. enter all responses in English
- 3. provide all positions in degrees, minutes, decimal-minutes notation
- 4. email Nigel.Cassimire@ctu.int for additional questions and concerns

CONSENT FORM

<u>Participation</u>

Survey responses are voluntary and may be refused or terminated at any point.

Use of Data

The data gathered through this survey will be used by the partners of the Smart Seas Project to produce a registry and map of coast stations and MRCCs, simulations of radio coverage, and checklists of baseline resources required for the effective operation and maintenance of these stations. Identifying data, including but not limited to country, station name and station location, will be published in the final report, as well as in the coverage map of each station, and in the registry. Processed data may also be used and published in research studies. All data collected, and outputs generated, from the findings of this survey will be made available to all respondents for review prior to publishing.

Benefits

The artefacts to be produced from the findings of this survey will strengthen regulatory compliance and regional harmonization of maritime communications provisions in CTU countries. Direct beneficiaries include policy makers, regulatory authorities, coast stations and MRCCs.

Agreement

By submitting this form, you agree to permit the raw data to be shared with the Smart Seas team, and products to be published in relevant reports and studies, and to receive relevant communications from the team.

NAME:	DATE COMPLETED:	
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SECTION 1: GENERAL STATION INFORMATION

INSTRUCTIONS:

This section covers general station information such as station name, services provided and contact information. Please fill all applicable fields.

STATION IDENTIFICATION

ADMINISTRATION			ADMIN SYMBOL	-				
STATION NAME								
STATION TYPE			COUNTRIES OF					
AGENCY			RESPONSIBILITY					
RESPONSIBLE								
LANGUAGE(S)	☐ Dutch	☐ Englis	h 🔲 Fren	ch	Spanish			
SERVICES			RCC(s) NAVAREA A		☐ METEO ☐ PORTINE ☐ UTC	- O		
CALLSIGN			MMSI					
HAS YOUR STATION					ON			
IF NOT, WHY?		☐ Unaware of the ITU MARS database ☐ Unaware of notification requirements ☐ Unaware of notification process ☐ In the process of notifying ☐ Other (please specify in the cell below)						
OTHER:								
HAS THERE BEEN A	CHANGE IN CON	TACT INFORMATIO	N WITHIN THIS PE	RIOD?				
CONTACT INFORMA	TION		.					
TELEPHONE			EMAIL	_				
MOBILE			WEBSITE					
FAX			NUM. NOTES					
TELEX			SEA AREAS	A1	☐ A2 ☐	A3 A4		
SATELLITE PHONE								
STATION ADDRESS			REMARKS					

SECTION 2: STATION PERSONNEL

This section covers the employment positions at the MRCC/Coast Station, the required knowledge, experience and skills, responsibilities and working hours. Please complete for all technical roles at your station. If additional tables are needed, use the sheets provided in Appendix A.

ROLE #1 ROLE #2 **JOB TITLE: JOB TITLE: HOW MANY IN THIS ROLE PER SHIFT? HOW MANY IN THIS ROLE PER SHIFT? PREREQUISITE** PREREQUISITE KNOWLEDGE, KNOWLEDGE, SKILLS, SKILLS, **EXPERIENCE & EXPERIENCE & CERTIFICATIONS CERTIFICATIONS** SHIFT DURATION: SHIFT DURATION: **WEEKLY WORKING HOURS: WEEKLY WORKING HOURS: RESPONSIBILITIES: RESPONSIBILITIES:** (LIST AS REQUIRED) (LIST AS REQUIRED)

ROLE #3 ROLE #4

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

SECTION 3: RADIO EQUIPMENT

This section covers information on the radio equipment present on site. Please fill all applicable fields. If additional tables are needed, use the sheets provided in Appendix B.

EQUIPMENT SET #1		IS THE EQ	UIPMENT F								
TRANSCEIVER SPECIFICATIONS											
		LATI	TUDE	_		LONG	ITUDE				
TRANSCEIVER	0	1	11	[N/S]	0	-	"		[W/E]		
POSITION											
MANUFACTURER					MODEL N	UMBER					
INSTALLATION DATE					LAST INSPECTION DATE						
FREQUENCY BAND/S	LF	HF]UHF 🗌 M	BACKUP POWER AVAILABLE							
11124021101 37111370	☐ VHF	SHF] other		BACKUP POWER TYPE						
BACKUP POWER DURATION (HRS)					IF OTHER						
ANTENNA SPECIFICATI	ANTENNA SPECIFICATIONS										
MANUFACTURER					MODEL N	UMBER					
ANTENNA AZIMUTH wrt TRUE NORTH					SITE ELEVA SEA LEVEL	ATION ABO . (m)	VE				

			1								
EQUIPMENT SET #2			IS THE EQ	AL?							
TRANSCEIVER SPECIFICATIONS											
		LATI	TUDE	_		LONG	ITUDE				
TRANSCEIVER	0	1	"	[N/S]	0	1	11		[W/E]		
POSITION											
MANUFACTURER					MODEL N	UMBER					
INSTALLATION DATE					LAST INSPECTION DATE						
FREQUENCY BAND/S	LF	☐ HF ☐	UHF 🗆 M	IF	BACKUP POWER AVAILABLE						
TREQUERCE BARDIS	☐ VHF	SHF	OTHER	BACKUP POWER TYPE							
BACKUP POWER DURATION (HRS)					IF OTHER						
ANTENNA SPECIFICATI	IONS										
MANUFACTURER					MODEL N	UMBER					
ANTENNA AZIMUTH wrt TRUE NORTH					SITE ELEVA SEA LEVEI	ATION ABO _ (m)	VE				

EQUIPMENT SET #3	IS THE EQ										
TRANSCEIVER SPECIFICATIONS											
		LATI1	TUDE			LONG	ITUDE				
TRANSCEIVER	0	1	II	[N/S]	0	-	"		[W/E]		
POSITION											
MANUFACTURER					MODEL N	UMBER					
INSTALLATION DATE					LAST INSPECTION DATE						
FREQUENCY BAND/S	LF	☐ HF ☐	BACKUP POWER AVAILABLE								
The Quelier British	☐ VHF	SHF	OTHER		BACKUP POWER TYPE						
BACKUP POWER DURATION (HRS)					IF OTHER						
ANTENNA SPECIFICATI	ONS										
MANUFACTURER					MODEL N	UMBER					
ANTENNA AZIMUTH wrt TRUE NORTH					SITE ELEVA SEA LEVEL	ATION ABO . (m)	VE				

EQUIPMENT SET #4				IS THE EQ								
TRANSCEIVER SPECIFIC	TRANSCEIVER SPECIFICATIONS											
		LATI	TUDE			LONG	ITUDE					
TRANSCEIVER	0	1	II .	[N/S]	0	'	"		[W/E]			
POSITION												
MANUFACTURER					MODEL N	UMBER						
INSTALLATION DATE					LAST INSPECTION DATE							
FREQUENCY BAND/S	LF	☐ HF ☐]UHF 🗌 M	BACKUP POWER AVAILABLE								
TREQUERCY BAND/3	☐ VHF	SHF	OTHER	BACKUP POWER TYPE								
BACKUP POWER DURATION (HRS)					IF OTHER							
ANTENNA SPECIFICATI	ONS											
MANUFACTURER					MODEL N	UMBER						
ANTENNA AZIMUTH wrt TRUE NORTH					SITE ELEV	ATION ABO _ (m)	VE					

SECTION 4: STATION OPERATIONS

This section covers channel usage for different services and information sources as well as information on record-keeping.

CHANNEL OPERATIONS

Fill corresponding information, where applicable, with respect to the services provided by the station.

#	SERVICE	CALLSIGN	SEL CALL	MMSI	EQUIPMENT	FREQU	JENCY	UNIT	T CHANNEL EMISSION		L CHANNEL L	BAND	тх		WATCH /	TIME ZONE	REMOTE
#	SERVICE	CALLSIGN	JLL CALL	IVIIVISI	SET	тх	RX	ONT	CLASS	S	POWER	UNIT	TX HOURS	111112 20112	NAME		
For	For Example :																
0	NOTICE-NAV	9YL		001234567	1	156.7	156.7	MHz	14	G2B	VHF	0.025	W	12	UTC-11 00		
1																	
2																	
3																	
4																	
7																	
8																	
9																	

INFORMATION SOURCES

Please provide the type of information used, their sources and update period for the station's services.

	SERVICE	INFORMATION TYPE	INFORMATION SOURCE	UPDATE PERIOD
			For Example	
0	METEO	METEOROLOGICAL UPDATE	TRINIDAD & TOBAGO METEOROLOGICAL SERVICE	DAILY, WITH ADDITIONAL BULLETINS ISSUED AS THEY ARISE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

DATA CAPTURE AND RECORD KEEPING

Fill fields, as applicable, with respect to the station's record-keeping, data-sharing and backup practices.

DOES YOUR STATION RECORD ALL INCOMING RADIO TRAFFIC?	
WHAT FORMAT IS THE RECORDED DATA STORED AS?	☐ AUDIO RECORDINGS ☐ WRITTEN LOG BOOK ☐ TRANSCRIBED AUDIO RECORDINGS (TEXT) ☐ OTHER
IS THE RECORDED DATA SHARED WITH OTHER MARITIME SAFETY AGENCIES?	
IF YES, WHO IS THE DATA SHARED WITH?	
ARE BACKUPS MADE TO THE DATA RECORDED?	
IF YES, WHAT BACKUP METHOD IS USED?	☐ CLOUD STORAGE ☐ LOCAL SERVER ☐ OTHER
IF NO, ARE THERE ANY FUTURE PLANS FOR BACKING UP THE DATA?	

WHAT DATA PROTECTION AND PRIVACY POLICIES, IF ANY, EXIST FOR THE DATA THAT IS BEING RECORDED?	

-END OF SURVEY-

Thank you for participating!

APPENDIX A: ADDITIONAL PERSONNEL FORM

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

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

APPENDIX B: ADDITIONAL RADIO EQUIPMENT FORM

EQUIPMENT SET #	IS THE EQ								
TRANSCEIVER SPECIFIC	CATIONS								
		LATI	LONGITUDE						
TRANSCEIVER	0	0 1 11		[N/S]	0 1		" [W/E		[W/E]
POSITION									
MANUFACTURER					MODEL N	UMBER			
INSTALLATION DATE			LAST INSPECTION DATE						
FREQUENCY BAND/S	LF	HF	BACKUP POWER AVAILABLE						
TREQUERET BAND/3	☐ VHF	SHF	OTHER		BACKUP POWER TYPE				
BACKUP POWER DURATION (HRS)					IF OTHER				
ANTENNA SPECIFICATI	IONS								
MANUFACTURER					MODEL NUMBER				
ANTENNA AZIMUTH wrt TRUE NORTH					SITE ELEVA SEA LEVEI				
EQUIPMENT SET #				IS THE FO	UIPMENT F	UNCTION	Δ1 ?		
TRANSCEIVER SPECIFIC	CATIONS			10 1112 20					
		LONGITUDE							
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POSITION									
MANUFACTURER					MODEL N	UMBER			
INSTALLATION DATE		LAST INSPECTION DATE							
FREQUENCY BAND/S	LF	☐ HF ☐	BACKUP POWER AVAILABLE						
	☐ VHF	SHF	BACKUP POWER TYPE						
BACKUP POWER DURATION (HRS)					IF OTHER				
ANTENNA SPECIFICATI	IONS								
NAANILIEA CTUDED					MODELNI				

SITE ELEVATION ABOVE

SEA LEVEL (m)

ANTENNA AZIMUTH

wrt TRUE NORTH

EQUIPMENT SET #	IS THE EQ										
TRANSCEIVER SPECIFICATIONS											
		LATI	TUDE		LONGITUDE						
TRANSCEIVER	0	1	п	[N/S]	0	-	=		[W/E]		
POSITION											
MANUFACTURER					MODEL N	UMBER					
INSTALLATION DATE				LAST INSPECTION DATE							
FREQUENCY BAND/S	LF	☐ HF ☐]UHF M	BACKUP POWER AVAILABLE							
FREQUENCY DAIND/S	☐ VHF	SHF [OTHER	BACKUP P							
BACKUP POWER DURATION (HRS)					IF OTHER						
ANTENNA SPECIFICATIONS											
MANUFACTURER					MODEL NUMBER						
ANTENNA AZIMUTH wrt TRUE NORTH					SITE ELEVATION ABOVE SEA LEVEL (m)						
EQUIPMENT SET #				IS THE EQUIPMENT FUNCTIONAL?							
TRANSCEIVER SPECIFIC	CATIONS										
		LATI	TUDE		LONGITUDE						
TRANSCEIVER POSITION	0	'	"	[N/S]	0	'	"		[W/E]		
POSITION											
MANUFACTURER					MODEL NUMBER						
INSTALLATION DATE					LAST INSPECTION DATE						
FREQUENCY BAND/S	LF	☐ HF ☐]UHF M	BACKUP POWER AVAILABLE							
	☐ VHF	SHF [OTHER	BACKUP POWER TYPE							
BACKUP POWER DURATION (HRS)					IF OTHER						
ANTENNA SPECIFICATIONS											
MANUEACTURER					MODEL N						

SITE ELEVATION ABOVE SEA LEVEL (m)

ANTENNA AZIMUTH wrt TRUE NORTH