PERSGA

الهيئة الإقليمية للمحافظة على بيئة البحر الأحمر وخليج عدن
Regional Organization for the Conservation of Environment of the Red Sea and Gulf of Aden

Place of Refuge GUIDELINES

June 2024

SFISH | THE WORLD BANK | PERSGA



الهيئة الإقليمية للمحافظة على بيئة البحر الأحمر وخليج عدن
Regional Organization for the Conservation of
Environment of the Red Sea and Gulf of Aden

Place of Refuge Guidelines

June 2024

إخلاء المسؤولية Disclaimer

الهيئة الإقليمية للمحافظة على بيئة البحر الأحمر وخليج عدن (PERSGA) هي هيئة حكومية دولية تعمل في مجال الحفاظ على البيئات الساحلية والبحرية في المنطقة .و ينبع الأساس القانوني للهيئة من الاتفاقية الإقليمية للمحافظة على البحر الأحمر وخليج عدن ، المعروفة باسم اتفاقية جدة ، الموقعة في عام 1982.

تأسست الهيئة الإقليمية رسميًا في سبتمبر 1995 بموجب إعلان القاهرة ومنذ أنشائها تستضيف المملكة العربية السعودية المقر الرئيسي للهيئة في مدينة جدة.

إن جميع التسميات والرموز والاشكال المستخدمة في هذا المنشور وطريقة عرض المواد فيه عن أي رأي من جانب الهيئة بشأن الوضع القانوني لأي دولة أو إقليم أو مدينة أو منطقة أو سلطاتها أو بشأن ترسيم حدودها أو تخومها. وعلى الرغم من أن الهيئة تبذل قصارى جهدها لضمان دقة المعلومات المقدمة ، إلا أنها لا تتحمل أي مسؤولية عن أي أخطاء أو اقتباسات أو بيانات غير صحيحة قد ترد في هذا المنشور.

Contents

1 Introduction 6
2 Purpose 6
3 Application 8
4 Definitions 9
5 Decision-Making Process 10
(5-1)Step 1: Obtain the necessary ship information 12
(5-2)Step 2: The Master's Responsibilities 13
(5-3)Step 3: Describe the problem and associated issues 15
(5-4) Step 4: Identify the stakeholders that may need to be consulted 15
(5-5)Step 5:Preliminary analysis of current situation 16
(5-6)Step 6: Identify the Options 17
(5-7)Step 7: Estimate the risk for each option. 18
(5-8)Step 8: Evaluate and compare the options. 24
(5-9)Step 9: Decide. 24
(5-10) Step 10: Review and agree on the ship's proposed action. 25
6 Place of Refuge Coordination 26
(6-1) Transfer of Coordination 26
7 References 30

1 Introduction

These guidelines describe the Place of Refuge Decision-Making process and serves as a guide to incident response staff at both the national and regional levels.

2 Purpose

The purpose of these guidance notes is to establish a framework and approach which, with associated regional measures, will provide for an effective and efficient response to requests from ships in need of assistance seeking a place of refuge.

The guidance notes will help to ensure that a consistent approach is taken to put in place an effective response plan that will meet both national and international responsibilities.

The guidance notes provide a decision-making ship casualty assessment tool for incident response staff which will help to ensure that a thorough and balanced assessment of the risks are made, and the best risk control strategy can be decided on and implemented in a timely and safe manner.

(2-1) : IMO Guidelines

The guidance notes take into account International Maritime Organization (IMO) Resolution A.1184 (33) Guidelines on Places of Refuge for Ships in Need of Assistance . This resolution replaces Resolution A.949 (23).

The resolution recognises that “coastal States are not, under international

law, under any obligation to grant places of refuge, and that the provision of a common framework to assist coastal States to determine places of refuge for ships in need of assistance and assess and respond effectively to requests for such places of refuge is undertaken in a spirit of cooperation and coordination among relevant parties involved, aiming to enhance maritime safety and the protection of the marine environment".

Section 1.1.2 of the Resolution states that "It would be highly desirable if, taking the Guidelines on places of refuge for ships in need of assistance (hereafter referred as the Guidelines) into account, coastal States provided places of refuge for use when confronted with situations involving ships in need of assistance off their coasts and, accordingly, drew up relevant emergency plans, instead of being unprepared to face such situations and, because of that, risking the wrong decision being made by improvising or, in the heat of the moment, acting under pressure from groups representing various interests. The Guidelines seek to address and provide guidance on how to deal with a ship in need of assistance seeking a place of refuge".

Section 1.2.4 states that "While coastal States may be reluctant to accept damaged or disabled ships into their area of responsibility due primarily to the potential for environmental damage, in fact it is rarely possible to deal effectively with a marine casualty in open sea conditions".

Furthermore, the guidelines recognise that there are no international obligations for coastal States to provide a place of refuge; however, section 1.2.6 states that "The use of places of refuge may encounter local opposition and involve difficult decisions. The coastal States should recognize that an evidence-based comprehensive risk assessment is indispensable for safe and efficient handling and decision-making. Regional cooperation agreements could, depending on circumstances, support the accommodation of a ship in need of assistance seeking a place of refuge".

In addition, section 1.2.7 states that" Coastal States and ports that accommodate a ship that has been granted a place of refuge should

receive prompt compensation in respect of liabilities that arise from the accommodation of a damaged ship, as appropriate. To that end, it is important that the relevant international conventions, and, if available, risk-sharing mechanisms, be applied".

It is recommended that member States are familiar with the content of the International Maritime Organization (IMO) Resolution A.1184 (33) Guidelines on Places of Refuge for Ships in Need of Assistance.

3 Application

These guidance notes apply to all situations where a ship is in need of assistance and requests a place of refuge within PERSGA's area of responsibility. These guidelines also applies in the case where a ship within PERSGA's area of responsibility has reported a problem (a defect, deficiency or a casualty).

These guidelines do not apply to distress situations where the safety of life is involved. In such cases, established search and rescue procedures shall be followed. Any request that includes a requirement to rescue or to immediately evacuate the crew or other persons on board will take priority. Once the rescue has been concluded and there is no longer any risk to the safety of life, These guidance notes can be activated.

In cases where ship damage has resulted in the discharge of a pollutant or there is an imminent threat of a discharge of a pollutant, These guidance notes would be implemented in conjunction with current response procedures and contingency plans.

Decisions concerning a place of refuge fall under the responsibility of the Operational Authority of the PERSGA member States.

In urgent situations, these guidelines should be followed to the extent possible given the time available for decision making.

In applying these guidelines, every effort should be made by all involved to cooperate, work closely together, allow for an open exchange of information and build consensus in the decision-making process.

4 Definitions

A ship in need of assistance means a ship in a situation, apart from one requiring rescue of persons on board, that could give rise to loss of the ship or to an environmental or navigational hazard.

Parties involved means, for the purposes of the Guidelines, the master, salvor and other parties involved (flag State, classification society, insurers, port, harbours and terminals, company/operator and the coastal States involved in resolving a situation when a ship in need of assistance seeks a place of refuge.

Place of refuge means a place where a ship in need of assistance can take action to enable it to stabilize its condition and reduce the risks to navigation, and to protect human life and the environment.

MAS means a maritime assistance service, as described in resolution A.950(23), responsible for receiving reports in the event of incidents and serving as the point of contact between the shipmaster and the authorities of the coastal State in the event of an incident.

MRCC means a maritime rescue coordination centre as described in the SAR Convention .

Competent authority (CA) means an authority in a State, depending on the internal structure of that State, having the required expertise and the power

to take independent decisions as regards the accommodation of a ship in a place of refuge.

Emergency response service (ERS) means the service provided by an entity, including many classification societies, able to perform technical assessments on damage stability and residual strength, etc. and provide the results of their assessment to the ship's crew, salvors or the CA.

5 Decision-Making Process

In general terms, the following risk assessment decision-making process has three main elements:

1. the ship request (owner / charterer / master / salvor),
2. the risk assessment of the situation and options and
3. the action plan and monitoring its implementation.

An integral part of the decision-making process is continuous consideration to communicate and consult with stakeholders. It is also essential that the process is well documented throughout. The use of a ship casualty assessment team in the process provides for a joint assessment of the situation involving the necessary authorities, experts and advisers in the evaluation of the situation and the weighing of the risks of the different options where time allows.

The decision-making process should be followed to the extent possible under the circumstances. However, it is recognized that each incident will have unique characteristics, dynamics, challenges and circumstances. The decision-making process is intended to be flexible to allow for a case-by-case assessment and to accommodate incidents of all levels of complexities and risk. Therefore, in completing each step in the process, and in the selection of the ship casualty assessment team, those involved in the process should

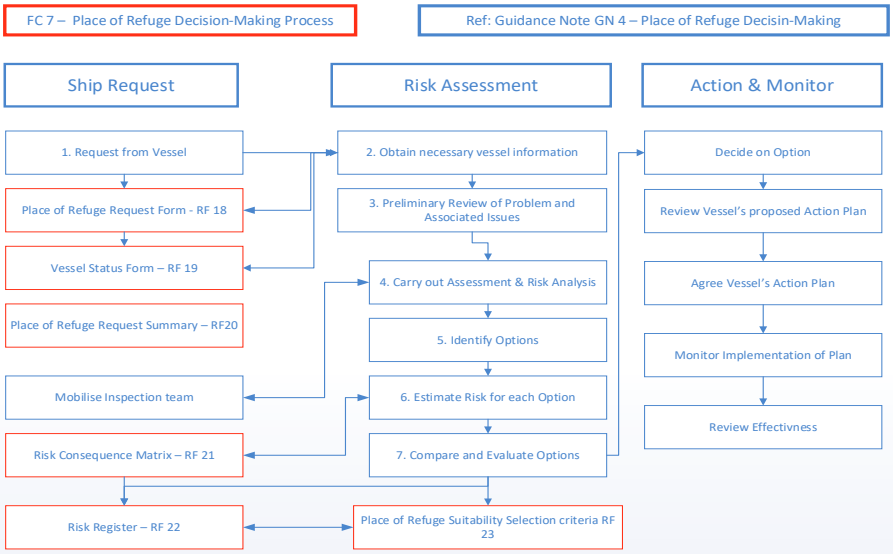
be guided by the importance of the decision to be made and the level of concern regarding the situation.

Recognizing that the situation at sea could deteriorate rapidly with time, a decision should be made as quickly as possible, and the situation closely monitored until it is adequately resolved. Although a place of refuge incident may be dynamic, a collaborative decision-making process of some kind can be followed.

The decision-making process will determine if access is to be allowed or not. Where access is granted, the most suitable place must be identified, and appropriate risk control measures implemented. Where the risk is considered too great and access to a place of refuge cannot be granted, then the nature and degree of assistance to the ship offshore must be decided upon, along with any operational recommendations.

The ship casualty assessment team and all involved stakeholders are to work towards the best operational decision possible fully aware that; (A) it is unlikely that one single option will be acceptable to everyone, and (B), not all the required information may be available or be completely reliable. Documentation of the process is critical.

The process shown in Figure 1 will facilitate effective and objective decision-making to determine the most suitable course of action. This process is discussed in detail in following section.



(Figure1) : Place of Refuge Decision-Making Process (FC 7)

(5-1) Step 1: Obtain the necessary ship information

The MRCC Duty Officer/Manager, through the MRCC watchkeeping staff ensures the ship and/or the owner/ charterer/ salvor / cargo owner(s) has provided all the initial information needed to assess the initial request and that is required under the IMO Guidelines. Response Form 18 (RF 18) - Place of Refuge Request Form sets out the information that should be provided. For example, masters and salvors are to;

1. identify the assistance required;
2. identify the reasons for assistance; and
3. estimate the consequences of the potential casualty if the ship;
    a. remains in the same position,
    b. continues on its voyage,
    c. reaches a place of refuge.
    d. is taken out to sea.

In addition to the information provided by the ship in the initial request for a place of refuge, other information will be needed to support the decision-making process. Ship contact information, ship particulars and current status information will be needed, including information on the condition and capabilities of the ship and details of its cargo. Response Form 19 (RF 19) - Vessel status Form contains a list of additional information that may be useful and should be obtained from the ship where relevant.

The MRCC Duty Officer/Manager should be prepared to validate any information using whatever means available using the resources of other Government departments, Ports, Local Authorities.

Much of this information may have already been provided by the ship because of mandatory reporting requirements of a number of international and national instruments.

(5-2) Step 2: The Master's Responsibilities

The master has the command of the vessel and remains in command of the vessel even when a salvage operation is underway, until such time that the master has relinquished his command and it comes under the responsibility of the salvor. The Master has the following responsibilities:

5-5-1 : Reports

As soon as possible provide the MRCC with an incident report with at least the following details:

1. the ship's identity;
2. the ship's position;
3. the port of departure;
4. the port of destination;
5. information about the on-board cargo;

The master will cooperate fully with the authorities and communicate all requested or pertinent information to the MRCC.

Additionally, the master shall:

1. Provide the MRCC with an assessment of situation and identify the reasons why the ship needs assistance.
2. Carry out an analysis of the risks, threats and hazards identified which should include amongst other things the following.
    1. fire;
    2. explosion;
    3. damage to the ship, including mechanical and/or structural failure;
    4. collision;
    5. pollution;

6. impaired ship stability; and
7. grounding;

The MRCC Duty Officer/manager should collate the detail in this section within RF 18.

5-5-2 : Process for requesting a Place of Refuge.

When requesting a Place of Refuge, the following process should be followed:

1. The request should include the information in RF 18 and should be made in writing via electronic transmission. Any other information that MRCC might require, for example, to ensure compliance with local legislation, such as cargo manifests, stowage plans and the salvor's outline salvage plan should also be forwarded, together with Annex RF 18.
2. The request for a place of refuge should be transmitted by the master using the fastest means available to the MRCC/MRSC
3. A request for a place of refuge may also be made by:
   a. ship operator/company Designated Person Ashore (DPA)/ contracted salvor; and
   b. any other person who is in charge of the ship at the time, and is recognized by national law.
4. Unless in extremis, formal requests should be made MRCC only, and should not be forwarded directly to ports or harbours.
5. Simultaneous requests to other coastal States should be avoided.
6. The MRCC will acknowledge receipt of the request upon receipt, via the most appropriate communication means.

(5-3) Step 3: Describe the problem and associated issues

Based on the ship request and information provided and taking into account the member State's perspective as the coastal/port State, briefly summarize the problem or main concerns and other associated issues. This information becomes the key statement that will be used in the following steps and will help in identifying those people who can assist and who could be affected. RF 18 could be used to state the problem, issues and comments.

(5-4) Step 4: Identify the stakeholders that may need to be consulted or kept informed

5-4-1 : Ship Casualty Assessment Team

A ship casualty assessment team should be established where possible to assess re-quests for places of refuge. Members are responsible for providing the technical expertise, guidance and research to the team so that the team can complete the necessary analysis and evaluations to advise the Head of the Operational Authority and to resolve the situation.

Members of the ship casualty assessment team will be selected, as needed, depending on the particular incident.

The MRCC shall make arrangements for a ship casualty assessment team to be notified and assembled in the event of receiving a request for a place of refuge. The analysis, evaluations and decisions shall be documented.

5-4-2 : Stakeholders

Stakeholders who could be affected by the decision and that may have to be consulted or kept informed should be identified.

(5-5) Step 5: Preliminary analysis of current situation

Based on the information provided, the ship casualty assessment team conducts a preliminary analysis of the ship's current situation.

The preliminary analysis is a cursory look at the situation, scoping out the risk problem and getting an indication of the potential risks at sea. The preliminary analysis should briefly cover the following:

Step 5.1 - Describe what can happen.

Consideration is given to what could happen at sea given the current situation. Risk scenarios can be used to help identify the hazards and the potential risks. From this, the possible adverse consequences of what could happen, and the likelihood of it happening are estimated. The urgency and time frame for decision-making should also be estimated. Examples of hazards and risks are given in the Definitions section.

Step 5.2 - Decide if any immediate action is necessary.

Depending on the preliminary analysis, immediate action may be necessary to start addressing the risk even though all the critical information and analysis may not yet be available. This might involve taking emergency measures as per existing contingency plans, notifying shipping, providing immediate instructions to the ship to address urgent risks or taking action to complement efforts already underway by the ship.

Step 5.3 - Decide if an inspection team should be deployed.

An inspection team should board the ship, when appropriate and if time allows, to gather additional evaluation data for further assessment and decision-making. Deploying an inspection team will depend on safety and the situation. Based on the team's evaluation, the information

previously recorded on the ship and its current status is revised accordingly. Response Form 20 (RF 20) - Place of Refuge - Summary form should be used to capture the information. The input and the analysis of the risks by the inspection team are integral to each of the remaining steps in the decision-making process. Team members may have to remain on board to provide advice, report on actions being taken by the ship or salvor, and to help monitor the condition of the ship.

The MRCC shall have arrangements in place for assembling an inspection team and placing them on the ship. A list of qualified personnel should be maintained that could be called upon to provide this expert shipboard inspection function bearing in mind the expertise required will depend on the situation.

(5-6) Step 6: Identify the Options

5-6-1 : 5.6.1 - Identify feasible places of refuge.

Possible places of refuge are considered that could provide the ship with what it needs to address the problem and to minimize the threat of further damage. The most suitable ones are selected as options for further assessment. Depending on the circumstances, a suitable place of refuge could be a port, an anchorage or a sheltered location near the coast.

A place of refuge may be needed to;

- lighter or transfer the ship's cargo and bunkers;
- repair damage;
- provide shelter while the ship stabilizes or evaluates its condition; or
- limit the extent of damage or pollution.

The suitability of a place of refuge will also depend on a number of operational requirements specific to the situation such as, depth, distance, approaches, docking facilities and anchoring ground.

Response Form 23 (RF 23) - Place of Refuge - Suitability Selection Criteria provides a list of criteria for identifying places of refuge suitable to the ship.

(5-7) 5.7 Step 7: Estimate the risk for each option.

5-7-1 : Describe what can happen (risk scenarios, hazards, risks, consequences, probability)

As was done previously with the ship's current situation, for each place of refuge option, risk scenarios are developed by describing what accidents could happen, or what could go wrong. The risk scenarios should identify the underlying hazards and associated risks that may generate or contribute to the potential consequences of bringing the ship into the place of refuge. The voyage from the ship's current position to the place of refuge should be included in the scenarios. Examples of hazards and risks are given in the Definitions section.

Similarly, risk scenarios for the options associated with the ship remaining at sea are also to be prepared. Consideration should be given to the following options;

1. if the ship remains in the same position;
2. if the ship continues its voyage; and
3. if the ship is taken out to sea.

In some cases, more than one risk scenario may need to be identified for a particular option. This would be the case where very different accidents could happen or where a different sequence of events would lead to different risks. For example, one accident scenario may

describe the worst foreseeable accident with a certain probability, while another accident scenario would describe an accident with less severe consequences but with a much higher likelihood of occurring. Depending on the severity and likelihood of the different scenarios for a particular option, the assessment team may select the ones for further risk estimation.

The potential consequences are then estimated for each option (i.e., each place of refuge and the 3 options at sea). The level of exposure to the hazard(s) will affect the potential consequence. For example, to understand the risk to the environment and the potential consequences from a pollutant (hazard), consideration needs to be given to; the type and quantity of the pollutant, the effect of weather, sea, current, and tide, and the waters and coastlines that will be exposed to the pollutant.

A list of some of the areas that could be put at risk and suffer adverse consequences in the event of a casualty are described below. Three broad categories have been identified:

1. health, safety and security;
2. environmental; and
3. socio-economic.

Health, Safety and Security

- Public safety/security - consider distance to populated areas, size
- Persons on board
- Responders
- Salvors
- Persons in vicinity of ship
- Other ships – collision
- Air quality, contamination

Environmental

- Sensitive areas (habitat, species), ecological reserve or protected area,
- Wildlife (marine, terrestrial, avian)
- Waters in vicinity of ship
- Adjacent coastlines
- Neighbouring countries

Socio-Economic

- Communities and business interests – consider distance to communities and industrial areas
- Impact on fisheries – offshore, approaches, shellfish
- Tourism – coastline, beaches, sightseeing, hotels, waterfront activities
- Public and private property
- Infrastructure – bridges, channels, blockage, dock facilities, other installations
- Port delays/disruption
- Costs – i.e., salvage, environmental clean-up, transport, cargo handling/lightering, surveying, pilotage, towage, moorage, harbour dues, specialists, special measures, waste disposal, material damage, personal damage, repatriation of crew/passengers, emergency services, repair and shipyard, removal of wreck
- Marine transportation system
- Offshore oil and gas activities
- The ship and its cargo

Consideration is given to the probability of the risk scenario happening and estimated. The probability will be a function of such things as; the condition of the ship, exposure to hazards such as weather and sea

conditions, and distance and time to a suitable place of refuge.

5-7-2 : Estimate the risk level (risk matrix)

The overall risk associated with each option is estimated by considering the severity of the adverse consequences and the probability of the relevant risk scenario.

Response Form 21 (RF 21) - Risk - Consequence Matrox Form provides a method of categorizing the potential consequences and probability. A risk matrix can then be used to assign an overall level of risk for each option. Having an estimate of the level of risk will help in determining appropriate risk control measures and in comparing the risk associated with different options.

Estimate Severity of Adverse Consequences:

The severity of the overall consequences associated with a risk scenario can be categorized as follows:

Catastrophic: multiple deaths, multiple major injuries, extreme property or environ-mental damage, extreme negative impact on the economy, major national or long¬term impact.

Severe: death, major injuries, severe property or environmental damage, loss of the ship, major risk to safety or restriction to shipping, regional impact.

Significant: many injuries, significant property or environmental damage, short-term consequences, local impact

Minor: some minor injuries, some property or environmental damage, minor short-term consequences.

Estimate Probability of Adverse Consequence:

The overall probability associated with a risk scenario can be categorized as follows:

Highly probable: almost certain the accident will occur.

Probable: accident likely to occur.

Unlikely: accident could occur.

Improbable: accident not likely to occur.

Estimate the Overall Risk Level

The following risk matrix (Figure 2) can be used to help determine and categorize the overall risk level for each option. This estimate can then be used to help compare one option with another.

A Risk Register (Response Form 22 (RF 22) - Risk Register Form) may prove helpful in summarising all the risk s applicable for the current situation.

Risk / Consequence Matrix				
Severity of Adverse Consequences	Probability of Adverse Consequences over Time			
	Improbable	Unlikely	Probable	Highly Probable
Catastrophic People: Environment: Economy	5	7	8	9
Severe People: Environment: Economy	3	6	7	8
Significant People: Environment: Economy	2	4	6	7
Minor People: Environment: Economy	1	2	3	5

Risk Level Rating:Low (1-3) Medium (4-6) High (7-9)

(Figure2) : Risk/Consequence Matrix

5-7-3 : Identify risk control measures and evaluate their impact on the risk level.

Once the overall risk has been estimated for each scenario, control measures that could be implemented to reduce the risks to acceptable levels should be considered.

Examples of control measures are:

- use of tugs;
- pilots;
- alternate routes;
- temporary repairs;
- cargo transfer/lightering;
- use of pollution response equipment;
- restrictions on access and sea areas;
- contingency plans;
- special conditions; and
- operational procedures.

Control options may introduce new risks and costs that will also need to be factored in. Any other costs associated with implementing the options should be included with the consequences. Control measures will serve to either help prevent the risk (reduce the probability), mitigate the risk (lessen the impact) or both. The control measures available and their effectiveness will also vary with the different options. The probability and the consequences should therefore be reassessed for each option to take into account the effect of the risk control measures and the overall level of risk re-evaluated.

Insurance and Financial Safeguards

The impact of the consequences and the costs may be offset by

insurance or other financial safeguards (i.e., financial bond, bank guarantee, indemnity fund, P&I Club). The limits of liability or financial guarantee should be considered and factored in.

(5-8) Step 8: Evaluate and compare the options.

The overall risk levels of the various scenarios are then evaluated, compared and the advantages and disadvantages of each option carefully weighed. In weighing the advantages and disadvantages the following should be considered:

- the effectiveness of each option at addressing the ship emergency;
- the avoidance of the risks associated with the other options;
- the degree of difficulty in implementation of each option;
- The acceptability by the stakeholders of the residual risks and the proposed actions to be taken, including the proposed control measures;
- International and bilateral impacts;
- Legal issues (liability considerations); and
- Security

(5-9) Step 9: Decide.

- Grant access to a place of refuge and specify what control measures need to be taken; or
- Deny access to a place of refuge specifying the reasons why and indicate what assistance can be provided to the ship and what if any control measures are to be taken.

Based on the evaluation, a decision is required of the ship casualty assessment team on whether to grant or deny access. Where access is granted, the place

of refuge and control measures must be specified. Where access to a place of refuge is refused, then the reasons should be specified to the ship. The ship should also be told what assistance is available to the ship and what, if any, control measures are to be taken.

Access should be provided whenever reasonably possible, depending on the risk. Access should be granted where, with appropriate risk control measures, the estimated level of risk is considered low (i.e., risk level 1-3), or the risk is reduced as much as possible and the risk would clearly be lower than if the ship were to remain at sea.

In the case where the risk is considered too great and access to a place of refuge must be denied, then all possible assistance must be offered to the ship offshore so as to prevent and control any environmental damage that may or will occur.

(5-10) Step 10: Review and agree on the ship's proposed action plan and monitor the implementation until the situation has been resolved.

The ship shall prepare an action plan, taking into account the decision reached, together with any control measures that have been decided-on.

Once an action plan is agreed on, all authorities and other stakeholders should be notified as soon as possible.

The implementation and the situation should be monitored closely to address changes in the situation that would increase the risks and possibly requiring new decisions and additional control measures.

Monitoring should continue until the situation has been resolved.

6 6.Place of Refuge Coordination

Ordinarily the request for a place of refuge will be dealt with solely by the Operational Authority. However, the decision-making and risk evaluation process may progress into a situation involving a neighbouring coastal State in providing the optimum place of refuge. Under these circumstances, it is recognised that a formal transfer of coordination to that coastal State maybe required.

The MSD shall ensure all information relevant to the ship casualty assessment and risk analysis will be shared with the relevant neighbouring coastal State. This will facilitate expedient decision-making on behalf of that coastal State.

In the formal transfer for coordination to another coastal state reference should be made to the International Maritime Organization (IMO) Resolution A.1184 (33) Guidelines on Places of Refuge for Ships in Need of Assistance.

(6-1) Transfer of Coordination

Transfer of coordination should be conducted as follows;

6-1-1 : Transfer of Co-ordination

A formal transfer of co-ordination is required to ensure a seamless transition of co-ordination from one coastal State to another when a vessel is in urgent need of a place of refuge. This to ensure the safety of the vessel, its crew and cargo, thereby minimising the risk to personnel, potential pollution damage to the environment or a hazard to navigation. The formal transfer should be facilitated utilising Response Form 24 (RF 24) - Handover Coordination Form.

A transfer of co-ordination should include relevant information focusing on

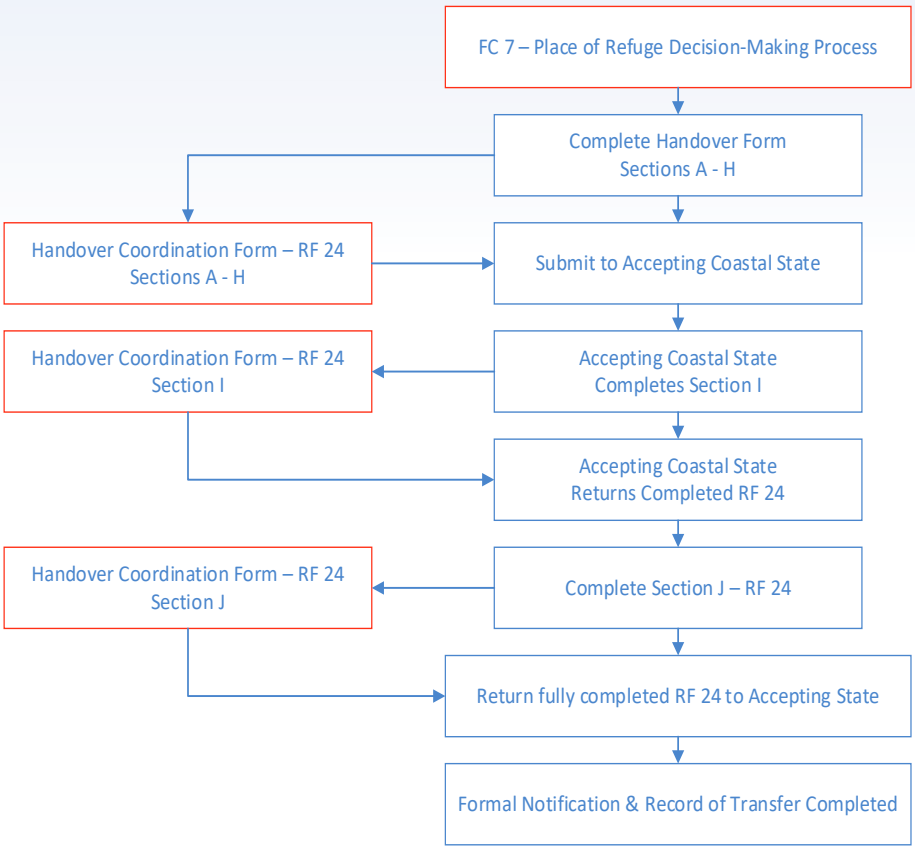
the actual transfer of co-ordination between coastal States and should not include detailed information. Detailed and essential information relating to the incident and the casualty vessel(s) should have been previously, and continually, distributed using the Pollution Report POLREP Forms (RF6) and Risk Analysis and discussed prior to reaching an agreement to transfer co-ordination.

If a collision occurs and both vessels were in need of a place of refuge two separate RF 24s would be required, one for each vessel. The inclusion of both vessels on the same template would only be appropriate if both vessels were being provided with a place of refuge by the same coastal State and be given refuge at the same location. As this situation would be extremely unlikely individual reports should be made for each vessel.

If a transfer of co-ordination is required on more than one occasion for the same incident, for example a casualty vessel passing through other coastal States' waters, the format should be repeated rather than attempting to include any additional transfers on one document.

There is a requirement to identify an agreed position, date and time of the proposed transfer of co-ordination. There is also a condition to acknowledge and document that the transfer of co-ordination has been completed and retained on file by both coastal States.

There are four steps required to complete the transfer of co-ordination. These are described inflow Chart 8 - Handover Coordination Process and shown in Figure 3.



(Figure3) : Handover Coordination Process

Procedure for completion of the Transfer of Co-ordination (RF 24):

1. Operational Authority to complete RF 24 up to and including section 'H', when done so they are to send to the Accepting coastal State (and other coastal State if applicable) by e-mail or facsimile.
2. When the actual transfer of co-ordination has been completed the Accepting coastal State is to complete section 'I' when done so send to the Operational Authority for the attention of the Incident Command Team.
3. Incident Command Ream to complete section 'J'.

4. The completed template is to be sent back to the coastal State as a formal notification and record of transfer completion.

5. At the end of the assessment process, when transferring the coordination to another coastal State the reason(s) for not granting a Place of Refuge should be stated by completing section K.

6-1-2 : Passaging plan and monitoring

When a suitable place of refuge has been determined and agreed the Incident Command Team (ICT) will assume responsibility for agreeing a passage plan with the casualty vessel and will engage with the neighbouring coastal State as necessary and additional include coastal States where the causality vessel may pass through or close to its jurisdiction.

Any passage planning exercise agreed with the by the ICT should have regard for backup places of refuge en route as a mitigating measure for potential difficulties during the transit.

7 References

These guidelines have been adapted from the International Maritime Organization (IMO) Resolution A.1184 (33) Guidelines on Places of Refuge for Ships in Need of Assistance.

IMO Resolutions are not published but can be accessed by reference to the record of proceedings of the 33rd Assembly and through the following link:

https://wwwcdn.imo.org/localresources/en/KnowledgeCentre/IndexofIMOResolutions/AssemblyDocuments/A.1184(33).pdf

PERSGA

الهيئة الإقليمية للمحافظة على
بيئة البحر الأحمر وخليج عدن