

# RULES OF PROCEDURE

## *Revision of the Arrangement*

The Arrangement can be revised by the Committee RAINWAT. The working language during the sessions of the Committee RAINWAT is the English language.

Contracting Administrations shall be entitled to submit proposals for a modification of the Arrangement to the Committee RAINWAT via an input document.

The revision of the Arrangement shall enter into force after the final approval of the Minutes of the meeting which adopted the proposed revision.

The final approval of the Minutes of a specific meeting will be done during the next Committee meeting.

## *Designation of the Chairperson, the vice-chairperson and observers*

Chairperson and vice-chairperson are elected in accordance with the provisions of Article 6 of Regional Arrangement on the Radiocommunication Service for Inland Waterways (RAINWAT).

The contracting administrations receive a special invitation to the election meeting.

The regular elections take place at the last Committee meeting before the end of the Chairperson's mandate.

Proposed candidates should preferably be announced ahead of the Committee meeting.

An extraordinary election is held during a meeting of the Committee if the Chairperson or vice-chairperson is no longer available. Such extraordinary election may be requested by at least one administration during the term of office. The request must be submitted to all administrations within 40 calendar days prior to the scheduled meeting date. This extraordinary election will not be held if the request is objected by at least one-third of the contracting administrations 20 calendar days before the meeting, by post or e-mail.

Before voting, it must be established that a quorum is present, with at least half of all administrations that have signed the Regional Arrangement on the Radiocommunication Service for Inland Waterways (RAINWAT) physically or virtually present.

An administration may, in writing, authorize another administration to vote on its behalf before the start of a meeting.

The vote is then valid with a simple majority of the administrations present.

If the meeting does not elect a new Chairperson and vice-chairperson the Chairperson and vice-chairperson in charge keep their positions until the next meeting of the Committee. The Committee may grant observer status to other institutions.

### *Administrative handling*

The administrative handling consists of:

- ensuring the general correspondence with regard to the Arrangement (Article 6);
- receiving the notifications from the contracting Administrations on their approval of the Arrangement (Article 8);
- receiving the formal request of accession from an Administration (Article 8);
- receiving proposed amendments from contracting Administrations concerned (Rules of Procedure);
- receiving the official notification from the Administration which have the intention to denounce the Arrangement (Article 9);
- informing the ITU Secretary-general of the conclusions and the terms of the Arrangement (Article 11);
- informing other organizations about the Arrangement (Article 11);
- being the depository of the archives of the original signed Arrangement.

### *Committee RAINWAT website*

In order to support the Committee RAINWAT in its activities, to provide information to the traffic management centers and for public consultation a website has been created. The website contains the ships identification database, as established by the Annex 6 of the Arrangement, the text of the Arrangement in the official languages (see Article 12) of the Committee and the archive of the Committee meetings.

The website is hosted by a [contracting Administration] on a voluntary basis. Presently the website of the Committee RAINWAT is hosted by the Czech Republic Administration under the following address <https://www.rainwat.ctu.gov.cz>.

If the contracting Administration which hosts the website declares that it is no longer in the position to host the website, a period of at least six months is needed to transfer the most recent version of the website to another contracting Administration. The six month period starts when a contracting Administration declares to be ready to host the website.

Through the website information is provided at different levels:

1. for the general public: the Arrangement itself and the links to the contracting Administrations. In case of amendments to the Arrangement the Committee publishes the new versions on the website.
2. consultation of ships identification database: each month the contracting Administrations send an update of their ships identification database. Authorities in charge of the inspection of radio installations on board ships and traffic management centers are granted access to consult data (on a national basis). The webmaster maintains the ship identification database, manages the e-mail traffic and the publication of this database on the website. The website is updated as necessary.
3. internal documents: at each meeting the hosting Administration of the website gives an update of new inputs in the ships identification database and provides an update of the contact data and other useful information (such as certificates, licences, etc.);
4. radiocommunications information for skippers/master of the ship and frequency managers

The usernames and passwords (accounts) are allocated by the administration hosting the website. Only the Administrative Contact Point of a Contracting Administration can submit requests for changing its passwords. The Contracting Administration is responsible for the distribution of those passwords in their country. If needed, a Contracting Administration can apply for additional accounts.

## **SHIPS IDENTIFICATION DATABASE**

### *Procedure*

All contracting Administrations forward electronically their recent database, including the date of the last update, to the webmaster, within the first 5 business days of each month. Between the 6th and 10th business day of each month the webmaster will update the database.

The update of the database should be sent in the following order: call sign, official name of the ship, ATIS code, MMSI and ENI. The data fields of the database should be sent in XLSX or CSV format.

The database starts with the field names: "call", "ship", "atis", "mmsi", "eni". These field names are not case sensitive. It's not allowed to change these titles. If there are no data available, for example no MMSI or ENI, the respective data field remains empty.

The smooth operation of this ship identification database depends on the regular forwarding and updating of the files to the webmaster. In case of any change, the webmaster should immediately be informed.