



Editorial

Welcome to re-issue of AMERC News 66 (as amended) - *which doubles as Circular 286 and, as such, must be circulated to all GMDSS instructors/examiners by their AMERC centre contact.*

In this issue we also have our usual brief on the most recent **Maritime Consultation Group** (MCG – Page 2), and which includes a requirement to appoint a new **Company Secretary**; a further update **changes to Data Protection Legislation & General Data Protection Legislation (GDPR)** which impacts on personal information currently recorded by training centres; an item on **Radio Certificates for VTS Operators, Supervisors and Instructors**; changes to allow *the use of ADRS1345 for both training and examinations*; and a further report of **findings of Chief Examiner visits**, which centres are advised to review prior to their own expected visits.

The latest **quarterly statistics for GMDSS examinations** are included here.

Our usual '**GMDSS Criss-Crossword**' is taking a rest this issue but will return next issue to help stretch delegates' knowledge of **international geography** and the use of **Admiralty Digital Radio Signals (ADRS)** and **Admiralty List of Radio Signals (ALRS)** publications; and a reminder about the '[Triviaplaza world geography quiz](#)' identified by Chris Harrison and first introduced in News number 59.

'**Tales from the Key-Side** and **Explanation Please?** are also taking time out – as are '**Maritime Miscellaneous**' and '**Member Profile(s)**' – a profile from any centre who'd like to tell us all about themselves would be welcome for future editions.

Your submissions are always welcome for **Explanation Please? Member Profile, Maritime Misc'** and **Tales from the Key-Side** - and/or anything else you think would be of interest to readers. Further suggestions to help delegates develop their knowledge of international geography would also be welcome. When it comes to **Explanation Please?** always remember – if YOU have an issue then someone else probably has that issue too ... **don't be shy!**

As usual – my sincere thanks to those of you who've provided feedback, questions, tales and other information for your newsletter.

Sláinte! *Ian W*

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I would like to thank the membership for the gift to mark my stepping down as chairman of the association. I thoroughly enjoyed this AGM and the weather station now has pride of place on my sideboard. Teresa has set the clock for me because she seems to think I have no idea about technical things. No answer to that! It was nice to welcome some younger members into the association this year and I look forward to watching the progress of AMERC over the coming years, I am confident that it will move from strength to strength ensuring that we help to set the highest of standards in maritime communications training. QRU VA .Chris Harrison.

AMERC SECRETARY VACANCY

Please see the note on Page 2, and the Job Profile and Responsibilities in Annex A. AMERC urgently needs to appoint a new Company Secretary, and applications are required by 27th July 2018. Interested parties to submit applications direct to Julie Cartwright (Treasurer).

The **Maritime Consultation Group** (MCG) meets regularly - currently four times each year – for the AMERC Executive Committee ‘Open Meeting’. MCG membership consists of AMERC Executive Committee (EC) representatives; the AMERC Chief Examiner; the MCA Chief Examiner and/or the MCA Deck & GMDSS Team Leader; the NAC and other AMERC/industry specialists.

The latest meeting was held in Manchester in June 2018, along with the AGM and Examiners’ Panel. The following items reflect discussions at MCG (full minutes will be circulated appropriately) - and/or associated items that may be of interest to Members and training centres. The items are placed according to size - not in any ‘priority’ order. AGM and Examiners’ Panel items follow.

Company Secretary Required: . AMERC Limited is currently looking for a new company secretary to start as soon as possible. A job profile is shown at Annex A. If you have any questions about this position please either Julie Cartwright, Paul Martin or Terry Slack.
A full hand over will be provided. Applications should be sent to juliecartwright@wraycastle.com by Friday 27 July 2018.

General Data Protection Legislation (GDPS) changes: The changes brought in by GDPR legislation mean that centres who currently hold ‘personal ID information’ on, e.g., past enrolment forms, feedback forms, course completion certificates etc – must now destroy or redact that personal ID information (e.g. discharge book/passport numbers). Furthermore, when Exam’ Application Forms are sent to the NAC, centres will now receive an email confirming receipt – at which point the copy retained at the centre should be securely destroyed. All past application forms still held should also be destroyed.

Radio Certificates for VTS Operators, Supervisors and Instructors: The MCA has confirmed that, as published in MSF4807, acceptable radio certificates are the GMDSS GOC, ROC and LRC – and the ‘VHF VTS’ certificate as specifically approved by the MCA. The VHF Short Range Certificate (SRC) is not a valid radio certificate, on its own, for VTS certification.

AMERC Chief Examiner visits – items of note: Herewith a selection of items that came up during Chief Examiner visits over the most recent period – some of which were mentioned in AMERC News 64 - and which other centres and examiners might want to review and/or consider ‘fixing’ before their own inspection. As before - this list is not exhaustive:

- RT network not being ‘radio checked’ and/or not proving fully reliable – question over whether the system is linked into college IT systems, which might be affecting performance;
- Examiner not using/completing the OPT checklist as they progress through the exam; and/or not accurately recording start and finish times;
- Apparent lack of understanding of the ‘Coast Warning’ areas when programming Inmarsat-C ‘EGC’ function – attention is drawn to Newsletter 65 for an explanation of Coastal Warning Area programming;
- Casualty DSC and Verbal positions not being highlighted when checking log accuracy;
- Course timetable not reflecting the minimum hours required for GOC/ROC course concerned;
- Candidates using the ‘mouse’ when they should be using the ‘touch screen’ facility, to more accurately simulate equipment operation.

(and a wee look at your own-centre previous report, as a reminder!).

Admiralty Digital Radio Signals: Centres should note that ADRS1345, currently allowed for training, is also to be allowed for examination purposes from 1st January 2019 (more info on page 3)

GMDSS Examination Statistics – quarterly report: National Administration Centre (NAC) examination statistics for the period **1st January 2018 – 30th March 2018** are shown below:

EXAMINATION	ENTERED (1 st time)	PASSED (1 st attempt)	% PASSED 1 ST ATTEMPT
UK GOC	255 (216)	219 (186)	186/219 (>84%)
ALL GOC	465 (411)	415 (367)	367/415 (>88%)
UK ROC	28 (26)	26 (24)	24/26 (>92%)
ALL ROC	45 (40)	40 (35)	35/40 (>87%)
LRC	33 (32)	30 (30)	30/32 (>93%)

ANNUAL GENERAL MEETING

The following items from AGM are drawn to your attention. Full minutes will be circulated in the normal manner.

Election of Officers: Four persons contested the three vacancies on the Executive Committee. A closed vote re-appointed Kevin Walsh (Warsash) and Michael Shakespeare (Blackpool & Fylde); whilst Jonathan West (Tyne Coast College) was appointed to the remaining vacancy.

New Member Applications: An application from '[GMDSS Consultant](#)' for Full Membership was approved. Applications for Associate Membership from '[Jordan Maritime Commission \(JMC\)](#)' and '[Mumbai Maritime Training Institute LLP](#)' were also approved.

AMERC Charitable Donation: Following the request for suggestions for charitable donation(s) appropriate for AMERC consideration, one proposal was received and approved by the Members, on closed vote.

The application was for the sum of £15,000 to fund the first year of four, for a Superyacht Cadetship, at UKSA - for an individual who would not otherwise be able to pay their own way through that first year's training. Funding provides for all training, accommodation, uniform (bearing the AMERC name/logo) etc for the individual concerned; who will, assuming successful completion of that first year, be placed into employment in the commercial yachting industry, and will be expected to use her/his earnings from that employment to fund the remaining three years cadetship.

Funding from previous donors has resulted in individuals 'having their lives completely turned around' – taking some virtually 'off the street' and into the enjoyable, if hard-working, environment of commercial yachting.

More information about [UKSA Superyacht Cadetship funding can be found on this link](#).

Date of Next Meeting: Next year's AGM and Examiners' Panel will be held on 22nd-23rd May 2019 - venue to be decided.

EXAMINERS' PANEL

The following items from Examiners' Panel are drawn to your attention:

General Data Protection Legislation (GDPS) changes: All training providers should have received an email (and attached letter) from the MCA, regarding changes to the recording and retention of personal data. This information has been updated to include the destruction of Exam Application Forms held by centres – though the 'statistics' information on the back page can be retained, as this does not include personal information other than the candidate name.

Radio Certificates for VTS Operators, Supervisors and Instructors: The MCA has confirmed that, as published in MSF4807, acceptable radio certificates are the GMDSS GOC, ROC and LRC – and the 'VHF VTS' certificate as specifically approved by the MCA. The VHF Short Range Certificate (SRC) is not a valid radio certificate, on its own, for VTS certification.

Admiralty Digital Radio Signals: Centres should note that ADRS1345, currently allowed for training, is also to be allowed for examination purposes from 1st January 2019. ADRS6 is already allowed for both training and examinations. Note that there is still a need for one copy of Volume 5, whether digital or paper, per each two delegates on the course.

An ADRS licence allows you to maintain a main and a backup copy. The main copy would normally be expected to be on your 'digital bookcase' (the laptop/PC you use for your other digital publications like ADRS6 and ITU List of Ship Stations). The backup copy can be on any other PC, but it will be the 'digital bookcase' that should be used for exam purposes (ie – no 'toggling' on an 'equipment' PC). For a class of more than 4, you will either need additional digital licence to cater for Vol 5 – or you can use paper books – one copy for each additional two delegates. The AMERC Administration Handbook will be updated to cover this change.

Annex A: AMERC SECRETARY - Job Profile and Responsibilities

- You will be an employee of AMERC
- The current annual salary is £10,200 gross (2018)
- The specified hours per month is quoted as 40. However, for many months this can be in the order of 60 hours per month
- You are PAYE and therefore receive a P60 each Year from the AMERC Treasurer
- You require:
 - Good Interpersonal skills
 - Good Computer skills – Using office (or similar) – emails etc.
 - Good organisational skills
 - Able to travel to EC/MCG meetings as required
 - Work to and meet timescales
- The Secretary organises all Executive Committee/Maritime Consultative Group meetings (normally 4 per year) although additional meetings of the Executive Committee are not unusual and are therefore organised by the secretary.
- The Secretary issues the Pre-AGM circular at the beginning of each year and calls for submissions from members for the AGM and prepares and releases the AGM papers.
- Corrective Action correspondence with centres following an Audit and a subsequent review by the Maritime Consultative Group
- Confirms with each centre following non-conformances to ensure that appropriate corrective action has taken place
- Processes and retains all Audit reports received from the Chief Examiner
- Liaises with the Course Approvals department of the MCA to ensure the release or cancellation of a centres Course Approval Certificates
- Maintains a complete Course Approvals log and provides copies to the Chief Examiner and (when requested) details to the MCA
- Co-ordinates the status of centres (with the Chief Examiner) and reports back to the Executive Committee. This includes suspensions and re-instatements
- Liaises with the Chief Examiner in all aspects of the Audit activities
- Provides a communication link to all members, course providers and other interested parties. This can be via email or telephone
- Processes expenses claims prior to sending to the Treasurer for payment (This includes maintaining documentation and a log)
- Provide support and documentation to prospective new centres - provides documentation to the Executive Committee and Maritime Consultative Group for consideration
- Maintain all appropriate documentation in accordance with the MCA/AMERC contract and GDPR
- Provide updated or new ECC/AEV contracts to centres as required
- Completing documentation and data to the English and Scottish Charities Commission each year. This must be done before the end of September (Scottish Commission) and end of October (English Commission).
- Writing Visa application letters for overseas delegates and for the Chief Examiner as required.
- Responding to General Enquires (via email and telephone)
- Liaising with the AMERC Treasurer and the AMERC National Administration Centre
- Providing documentation and support to companies wishing to gain AMERC approval for GMDSS Simulation systems
- Maintaining an electronic database of documentation and supporting appropriate electronic back-up systems
- Supporting the AMERC Editor in the production of AMERC News and issuing appropriate circulars via the AMERC Website

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