

**Inshore Vessel Monitoring System (I-VMS) Type Approval Process**

 **Requirements of Participation**

**INTRODUCTION**

As England’s marine manager, the Marine Management Organisation (MMO, the Authority) protects and develops England’s seas, coasts and communities for the benefit of generations to come.

Assuring licensed commercial fishing is undertaken in accordance with regulations is a key component of our work to balance the requirements of commercial interests in the sea with protecting our precious marine environment.

MMO is introducing vessel monitoring systems (VMS) for the first time to England-registered vessels up to 12m long, as data provides the evidence to help us manage and protect sustainable fisheries.

Currently 2,134 vessels representing two thirds of the whole English fleet, do not have VMS but will be legally required to have this equipment in the near future.

This is part of the UK government’s strategy to improve data collection to support development of more responsive fisheries management measures and practices, that will support England’s fishing industry to remain sustainable and commercially strong in the decades ahead.

There is a huge variety of vessels in the English under 12m fishing fleet, ranging from very small unpowered boats with no wheelhouse, to more sophisticated fully powered fishing vessels that use technology and digital equipment as routine.

The MMO is running this type approval process to ensure there is a choice of I-VMS Type Approved devices available to fishers that will meet these diverse requirements so they can comply with the forthcoming legal change.

For fishers to be legislatively compliant, the MMO will need to be in receipt of location data from their vessels so they can fish legally in English waters.

Please note that within this process it is possible to submit for Type Approval more than one device for unpowered and powered vessels, and flat rate and variable rate reporting.

This Type Approval process will technically assess devices, award approval, and publish the approved device list to industry on the MMO’s website. The intention is to also aid fishers in their device choices by requesting additional service and support information, which will also be published. The intention is to periodically review and re-open the process.

The programme will launch in summer 2021, with approval of the devices that meet the MMO’s technical specifications planned for late October.

Installations are scheduled to start from December 2021 for a small number of vessels wishing to fish in Welsh waters. From January 2022 the main rollout will be undertaken in a phased roll-out across the fleet with tranches of vessels designated by length set out in an MMO timetable. The phased approach has been adopted by MMO to ensure an efficient take-up of devices. The roll-out is scheduled to be complete by the end of 2022.

After reading these I-VMS Type Approval Requirements of Participation and associated documents, it would be helpful to the MMO if you would indicate whether or not you intend to participate by completing and returning the IVMS-Expression of Interest document by 9.00 am, BST 03/09/2021.

**1. GENERAL**

1.1. The Authority, (Marine Management Organisation – MMO), wishes to award Type Approval status to any device which meets the Functional I-VMS Device Specification of Requirements.

1.2. The Authority has made all information about this process available via our web browser at [I-VMS type approval programme - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/i-vms-type-approval-programme). The only information available about this process is available via this page.

1.3. There are five documents to read in order to understand how to participate in this Type Approval process:

|  |  |  |
| --- | --- | --- |
| Document Title | Description | Action Required |
| I-VMS Expression of Interest | All Applicants must submit their intention to participate or otherwise | Use to submit Expression of Interest response  |
| I-VMS Type Approval Requirements of Participation | Full guidance concerning process, submission deadlines and response requirements | For information only |
| Functional I-VMS Device Specification of Requirements | Technical device requirements | For information only |
| I-VMS Type Approval Response Document | All Applicants must submit their responses using this form | Use to submit response |
| I-VMS Supplier Device Test Methodology | Guidance on the testing standards and methodology required including expected outcomes | For information only |

1.4. Applicants are requested to submit their Expression of Interest by completing the I-VMS Expression of Interest and sending it to ivms@marinemanagement.org.uk with ‘**Applicant Name; IVMS Expression of Interest Response**’ clearly denoted in the subject header and by the deadline indicated in the table in Section 2 Proposed Time Table and Administrative Arrangements. For clarity, this is for Authority information and does not form part of the Type Approval process, however, responses could be sent by 9.00 am, BST 03/09/2021.

1.5. Applicants are required to submit a response by completing the I-VMS Type Approval Response Document and sending it to ivms@marinemanagement.org.uk by Noon, BST 01/10/2021.

1.6. Applicants should read all of the documents carefully before submitting a response. Failure to comply with the instructions for completion and submission of a response or the provision of false, inaccurate or misleading information at any stage of this process will result in elimination from the Type Approval process, or Type Approval withdrawal if this has been awarded. Applicants are advised to acquaint themselves fully with the extent and nature of the goods and/or services in the Functional I-VMS Device Specification of Requirements. Participation in this Type Approval exercise automatically signals that the Applicant accepts these I-VMS Type Approval Requirements of Participation.

1.7. The information contained in the documents is designed to ensure that completed responses are given equal and fair consideration. It is important that Applicants provide **all** the information asked for in the format and order specified.

**2. PROPOSED TIMETABLE AND ADMINISTRATIVE ARRANGEMENTS**

|  |  |
| --- | --- |
| Launch Type Approval and Issue documents | w/c 24/08/2021 |
| Expression of Interest response  | 9.00 am, BST 03/09/2021 |
| Deadline for Applicant clarifications | 9.00 am, BST 22/09/2021 |
| Deadline for Applicant responses | Noon, BST 01/10/2021 |
| Evaluation of responses | 01/10/2021 – 10/11/2021 |
| Deadline for completeness of response queries. Optional (to be confirmed by MMO)  | A max of 24 hours to be complete by Noon, BST 07/10/2021 |
| Deadline for Authority clarification responses | A max of 5 days to be complete byNoon, BST 26/10/2021 |
| Notification of Type Approval decision | 11/11/2021 |
| UK VMS Hub supplier integration  | From 12/11/2021  |
| Device delivery and rollout start | Dec 2021 for a small number of vessels17/01/2022 – 31/12/2022 |
| Rollout tranche 1 complete | 14/02/2022 |
| Rollout tranche 2 complete | 13/04/2022 |
| Rollout tranche 3 complete | 18/07/2022 |
| Rollout tranche 4 complete | 14/11/2022 |
| Device rollout completed for all U12m vessels | 31/12/2022 |

The Authority reserves the right to make any changes it deems necessary to the proposed timetable.

**Type Approval Process**



2.1. Following successful completion of the Type Approval process, Applicants are able to choose when they wish to undertake integration with the UK VMS Hub, either:

a) prior to receipt of a purchase order from a vessel owner; or

b) following receipt of a purchase order from a vessel owner.

**3. CONDITIONS APPLYING TO THIS TYPE APPROVAL PROCESS**

**Communication and Clarifications**

3.1. All communications from Applicants (including Applicants sub-contractors, consortium members, consultants and advisers) during the period of this process must be undertaken via the MMO mailbox, ivms@marinemanagement.org.uk. This includes formal clarifications.

3.2. Any clarifications must be submitted to the Authority no later than the deadline for clarification questions noted above by sending it to ivms@marinemanagement.org.uk with ‘**Applicant Name; IVMS Applicant Clarification Request**’ clearly denoted in the subject header.. No further questions will be accepted after the clarification question deadline. Once the period for clarification has closed the technical evaluation will be made on the evidence provided in the submission.

3.3. The Authority will publish on a regular basis any clarifications requested together with its response, (but not the source of the clarification) to all Applicants who have expressed an interest in this process.

3.4. The Authority reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that clarification would or would be likely to prejudice its commercial interests. In such circumstances, the Authority will inform the relevant Applicant.

3.5. The Authority will not consider any request for clarification made or submitted by any other means except via e-mail to ivms@marinemanagement.org.uk. Enquiries by telephone or verbal enquiries will NOT be responded to.

3.6. The Authority will endeavour to respond to all clarifications as quickly as possible but in any case, will be within 5 working days.

3.7. At any time prior to the deadline for receipt of responses, the Authority may amend the Type Approval documentation. Any such amendment will be notified and published for all prospective Applicants on [I-VMS type approval programme - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/i-vms-type-approval-programme). In order to give prospective Applicants reasonable time in which to take the amendment into account in preparing their responses, the Authority may, at its discretion, extend the deadline for receipt of responses.

**Response Format**

3.8. The format and/or wording of the documentation must not be changed by Applicants. Applicants must not include additional information or marketing documents which have not been requested.

3.9 Responses submitted must comprise of submission of the I-VMS Type Approval Response Document, completed in full, with no additions or omissions, in accordance with the instructions therein contained.

3.10. Responses must be submitted via e-mail to ivms@marinemanagement.org.uk with ‘**Applicant Name; IVMS Device Name; Type Approval Response**’ clearly denoted in the subject header and by the deadline indicated in the table in Section 2 Proposed Time Table and Administrative Arrangements. Responses received before that deadline will remain unopened until that deadline or such time thereafter when all responses will be opened. The Authority may not consider responses received after the deadline.

3.11. Applicants are expected to examine all instructions, questions, forms, terms and the Specification in the Type Approval documentation and check they are complete in all respects. Consequently, Applicants are solely responsible for obtaining the information which they consider necessary in order to make decisions regarding the content of their Type Approval response and to undertake any investigations they consider necessary in order to verify any information provided to them during the process.

3.12. Applicants should notify the Authority promptly of any perceived ambiguity, inconsistency, or omission in the documents issued to them during the Type Approval process.

3.13. Responses must contain sufficient information to enable the Authority to evaluate accurately any proposed solution. Applicants are requested to answer all the questions raised and provide all information in the order requested being explicit and comprehensive. Only submitted evidence will be considered in the Type Approval process.

3.14. Applicants are responsible for ensuring that they have submitted a complete and accurate response and that any prices quoted are arithmetically correct for the units stated.

3.15. All responses, including any certifications, must be in the English language.

3.16. Responses will be checked for completeness and compliance and only compliant responses will be evaluated. Non-compliant or incomplete responses will be eliminated from the Type Approval process.

3.17. The Authority reserve the right to undertake interviews or presentations as part of this Type Approval exercise. If these are required, they will take place during the evaluation window.

3.18. Applicants can modify a submitted response prior to the Type Approval submission deadline. If this is something you wish to do, please e-mail ivms@marinemanagement.org.uk with ‘**Applicant Name; IVMS Device Name; Type Approval Response – submission modification request**’ clearly denoted in the subject header to inform us and re-submit your response in full, identifying the appropriate version reference, prior to the deadline with ‘**Applicant Name; IVMS Device Name; Type Approval Response v{x}**’ clearly denoted in the subject header.

3.19. Applicants may withdraw a submitted Type Approval response prior to the deadline for receipt of responses by e-mailing the Authority prior to the submission deadline date.

3.20. We aim to notify all applicants if the Authority publishes any additional information relating to the Type Approval exercise prior to the deadline for receipt of responses however it is the Applicants responsibility to ensure that they monitor the type approval webpage. If Applicants have already submitted their response, they will be given an opportunity to review and amend their response if appropriate and re-submit should they wish to do so. All communications shall be carried out via e-mail using the MMO mailbox, ivms@marinemanagement.org.uk, as detailed in 3.1.

3.21. The Authority reserves the right to seek clarification of Type Approval responses. As part of the evaluation process should any clarifications be required these will be communicated to the Applicant via e-mail using the MMO mailbox, ivms@marinemanagement.org.uk, as detailed in 3.1. The expected Applicant clarification timescales will be included in the email, up to a maximum of 5 days.

**Costs of Participation**

3.22. Applicants shall bear all their own costs and expenses incurred in the preparation and submission of their response and the Authority will in no case be responsible or liable for those costs, regardless of the outcome.

3.23. Applicants shall also bear their own costs in relation to their integration activities.

3.24. The Authority reserves the right to cancel the Type Approval exercise at any point. The Authority will accept no liability for any losses caused by any cancellation of this exercise nor any decision not to grant approval as a result of the Type Approval process.

**Minimum Viable Product**

3.25. Minimum viable product (MVP) requirements are included as part of this exercise. The classification of a requirement as MVP gives an indication of the significance attached to that requirement relative to any other requirement. It is important that Applicants read these carefully and demonstrate compliance with these requirements. Responses with devices which fail to comply with any applicable MVP requirements will be eliminated from the Type Approval process.

**Agreement**

3.26. Applicants are advised that no contract or agreement will be formed between themselves and the Authority as a result of a device being granted a Type Approval. As a result of a successful device award an Applicant will be entitled to claim that their device is ‘Type Approved’ and the model number of the device and the supplier’s details will be placed on the Authority’s List of Approved Devices available at [I-VMS type approval programme - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/i-vms-type-approval-programme), together with any information provided in the Service Support tab in the I-VMS Type Approval Response Document. The fishing industry will refer to this list and select a device. For the fishers to be legislatively compliant, the Authority will need to be in receipt of location data for the fisher, which will allow them to fish. Any contract associated with the supply and fit and/or service and/or maintenance of the device will be formed directly between the supplier and the vessel owner.

**Confidentiality**

3.27. The contents of this documentation are accessed by the Applicant in respect of this Type Approval process and are provided on the basis that they remain the property of the Authority. Applicants shall take all necessary precautions to ensure that all confidential information is treated as such and not disclosed (save as described above) or used other than for the purpose of this Type Approval process by the Applicant.

3.28. No Applicant will undertake any publicity activities with any part of the media in relation to this process without the prior written agreement of the Authority, including agreement on the format and content of any publicity.

**Freedom of Information**

3.29. In accordance with the obligations and duties placed upon public authorities by the FOIA, the Authority may, acting in accordance with the Secretary of State’s Code of Practice under the FOIA or the EIR, be required to disclose information submitted to the Authority by the Applicant.

3.30. In respect of any information submitted by an Applicant that it considers to be commercially sensitive (meaning it could reasonably cause prejudice to the Applicant if disclosed to a third party) the Applicant should indicate the following: a) clearly identify such information as commercially sensitive; b) explain the potential implications of disclosure of such information; and c) provide an estimate of the period of time during which the Applicant believes that such information will remain commercially sensitive.

3.31. Where an Applicant identifies information as commercially sensitive, the Authority will endeavour to maintain the confidentiality of that information. Applicants should note, however, that even where information is identified as commercially sensitive, the Authority may be required to disclose such information in accordance with the FOIA or the EIR. In particular, the Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FOIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Authority cannot guarantee that any information marked “confidential” or “commercially sensitive” will not be disclosed.

3.32. The Authority will not be held liable for any loss or prejudice caused by the disclosure of information that: a) has not been clearly marked commercially sensitive; or b) does not fall into a category of information that is exempt from disclosure under the FOIA or EIR; and; c) in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous paragraphs, in circumstances where it is in the public interest to disclose any such information.

3.33. Where an Applicant receives a request for information relating to this Type Approval exercise under the FOIA or the EIR during the Type Approval exercise, this should be immediately passed on to the Authority and the Applicant should not attempt to answer the request without first consulting with the Authority.

**Disclaimers**

3.34. Whilst the information in this Type Approval documentation has been prepared in good faith, this documentation does not purport to be comprehensive, nor has it been independently verified.

3.35. Neither the Authority nor its respective advisors, directors, officers, members, partners, employees, other staff or agents:

a) makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the documentation; or

b) accepts any responsibility for the information contained in the documentation or for the fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

**Notification of Award**

3.36. The Authority will notify successful and unsuccessful Applicants in writing.

**Debriefing**

3.37. Should an Applicant wish to receive a debrief, the Authority will provide reasons for its decision in writing upon receipt of a written request.

**Contact Points**

3.38. Applicants must provide contact details, including email, of up to two nominated points of contact, confirming which is the primary point of contact, in their organisation for this purpose. The Authority is not responsible for contacting the Applicant through any route other than via the nominated contacts. It is in the best interest of the Applicants to notify the Authority promptly of any changes in relation to the point of contact. All communications shall be carried out via e-mail using the MMO mailbox, ivms@marinemanagement.org.uk, as detailed in 3.1. If type approval is granted then the Applicant and the Authority will need to confirm contact points and timing to enable integration and testing.

**4. PROCESS EVALUATION**

4.1. Applicants should note that the grant of type approval status for their device will depend wholly on it meeting the requirements in the Functional I-VMS Device Specification of Requirements. It is therefore imperative that the requested information, including all certification and testing evidence, is submitted as requested. For clarity, responses for devices which fail to comply with any applicable MVP requirements will be eliminated from the Type Approval process.

4.2. The evaluation panel will comprise members of persons from the Authority’s I-VMS Technical and Project Team.

4.3. The evaluation panel will agree either a ‘pass’, or, ‘fail’, of the MVP, section 3.23, as indicated in the I-VMS Type Approval Response Document. The evaluation panel will undertake independent evaluation of responses based only on the evidence provided as part of type approval process set out here. The panel’s decision is final.

4.4. The Authority will periodically confirm that the Applicants devices continue to meet the technical requirements of the Type Approval.

**5. DEVICE INTEGRATION PROCESS**

5.1. Whilst not part of the Type Approval process, all devices will need to be integrated with the UK VMS Hub. For the fishers to be legislatively compliant, the Authority will need to be in receipt of location data from the fisher, which will allow them to fish. As stated in point 2.1 this integration process will only be undertaken once a device has been given Type Approval status. The Applicant is able to choose when they wish to undertake integration with the UK VMS Hub, either:

a) prior to receipt of a purchase order from a vessel owner; or

b) following receipt of a purchase order from a vessel owner.

However, must be conducted prior any devices being installed on vessels.

5.2. The device integration process will take place in the UK VMS Hub pre-production environment.

5.3. Prior to the device integration process and in accordance with the Functional I-VMS Device Specification of Requirements, an Applicant will be required to confirm that they have completed their:

1. internal application development to support integration
2. configuration of internal security certificates testing for a hub or device to use the IVMS API

5.4. The integration process to the UK VMS Hub will be initiated by the Applicant and managed by the Authority. This will be tracked via an evidenced based integration requirements and testing checklist which requires an exchange of pre-integration configuration items from both the Applicant and the UK VMS Hub provider. The configuration items will include the UK VMS Hub service endpoint and SSL certificates to allow for a secure connection.

5.5 The integration checklist will be comprised of the following categories

* Exchange and configuration of security certificates and access credentials for connections
* Validation of data transmitted from a device or supplier hub to the UK VMS Hub
* Visualisation and validation of data received by the UK VMS Hub (including vessel tracks, reporting rates)
* Validation of data forwarded from the UK VMS Hub to downstream systems for MMO reporting

5.6. The Applicant will need to supply the UK VMS Hub provider with the equivalent configuration items:

a) hub or device endpoint

b) SSL security certificates for their hub or device

The hub or device endpoint provided by the Applicant will be used by the UK VMS Hub provider to filter and validate, known, trusted sources of vessel location data.

5.7. After both parties have confirmed their respective system configurations, system integration, testing and validation of vessel location data and reporting can commence.

5.8. After successful completion of the integration process to the UK VMS Hub pre-production an Applicant will be allowed to connect their hub or device(s) to the UK VMS Hub production environment. All configuration processes for connection to the production environment are identical to the pre-production environment except for:

a) new security certificates

b) new connection credentials (username and password)

c) a new service endpoint

The items listed above will be provided by the UK VMS Hub provider.

5.9. Applicants should allow four weeks for completion of the integration process and further details will be provided following successful type approval.

**6. POST DEVICE TYPE APPROVAL**

6.1. Whilst this is not part of the Type Approval process, this section is intended to facilitate engagement between the vessel owners and the Applicant and enable the vessel owners to make an informed choice.

6.2. The vessel owners will have a choice of devices and are responsible for selecting the device which will work best for them. The information provided in the Service Support tab of the I-VMS Type Approval Response Document will be provided to the vessel owners in addition to the I-VMS device listed products on the Type Approval web page, to aid their device choice.

6.3. The MMO will not be responsible for providing advice to the vessel owners regarding the appropriateness of any particular device for any vessel. If the supplier provides multiple solutions to cater for vessels with varied characteristics, the supplier should advise the vessel owner which type of solution is the most suitable for their vessel to allow the vessel owner to make an informed decision.

6.4. The Applicant will be responsible for device deployment dealing directly with vessel owners. All I-VMS devices should be affixed to vessels and transmitting to the UK VMS Hub in alignment with the Rollout tranche schedule, 2. PROPOSED TIMETABLE AND ADMINISTRATIVE ARRANGEMENTS, and Applicants will need to liaise with vessel owners to ensure that customer orders are installed to meet this deadline.

6.5. The English inshore fishing industry (under 12 metre vessels) will be made aware of the legislative change and a consequent need to purchase an I-VMS device from the listed products on the Type Approval web page. Industry will be free to select their preference of device and any additional services offered by each supplier in accordance with the rollout schedule.

6.6. The Authority will allow vessel owners to apply for funding for their I-VMS device and this will be based on vessel size as outlined in the table in 6.6 below. This will also assist with the deployment of devices. The Authority will inform which sections of the fishing fleet require a device installed first. Should vessel owners not comply within the timeframe allowed they will be unable to apply for device and installation reimbursement funding.

6.7 As part of the grant funding the vessel owners will not be authorised to install devices themselves and the devices must be installed by a suitable qualified and experienced engineer. This being the case, vessel owners will need the Applicant to be responsible for assigning engineers to physically install the devices on-board and ensure the devices are powered, operational and reporting successfully to the UK VMS Hub production environment.

6.8. Vessel owners will require the Applicant and the engineer used in installing the device to provide certification to verify that the installation has been completed. This certification will be required in order to process reimbursement grant funding to vessel owners. The vessel owner will require certification to include, as a minimum, the following information:

• name of installation engineer and company;

• date, time and location of installation;

• vessel details (name of vessel and owner, PLN);

• model of device and serial number;

• installation start and finish times;

• confirmation device transmitting data; and

• photographic evidence of device installed on vessel

The vessel owner will also require an invoice and proof of payment to be able to complete their grant claim.

6.9. The deployment of devices is expected to be delivered through tranches prioritised by vessel size.

|  |  |  |
| --- | --- | --- |
| Vessel Size | Approximate Number of Vessels | Deployment period |
| 10 – 11.99 metres | 167 | One month |
| 8 to 9.99 metres | 687 | Two months |
| 6 to 7.99 metres | 677 | Three months |
| 5.99 metres and below\* | 731 | Four months |

\*93% of these vessels have no on-board power

6.10. Prior to the deployment period commencing vessel owners will be given 30 days to choose and order a device from the approved list and arrange with the Applicant a mutually agreeable installation date and location.

6.11. As part of the grant funding it is required that the device is in place on the vessel and an operational life span of a minimum period of 5 years. The Applicant should offer warranty options to vessel owners to enable them to make an informed decision as to which device best supports their needs. It is expected that vessel may not be allowed to sail without a fully operational and functioning I-VMS device, therefore rectifying a device fault swiftly and minimising loss of fishing days is of upmost importance to vessel owners.

6.12. As part of agreeing