29TH WORLD RADIOCOMMUNICATION SEMINAR

30 November – 11 December 2020

ITUWRS ONLINE2020

ITU Maritime Service Publications and MARS (Maritime mobile Access and Retrieval System)

WORKSHOP (7-11 December 2020)

www.itu.int/go/wrs-20

#ITUWRS

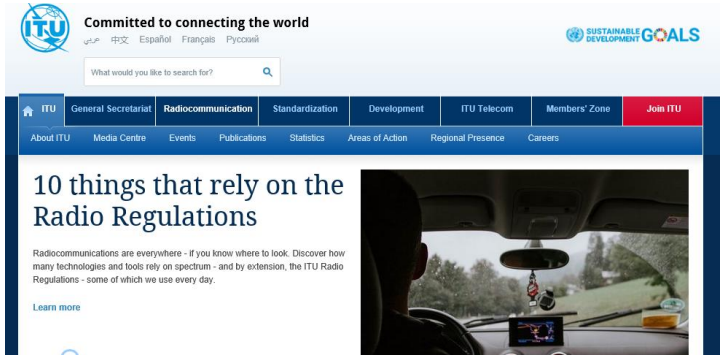
ITU Maritime Service Publications and MARS (Maritime mobile Access and Retrieval System

Retrieving information via MARS

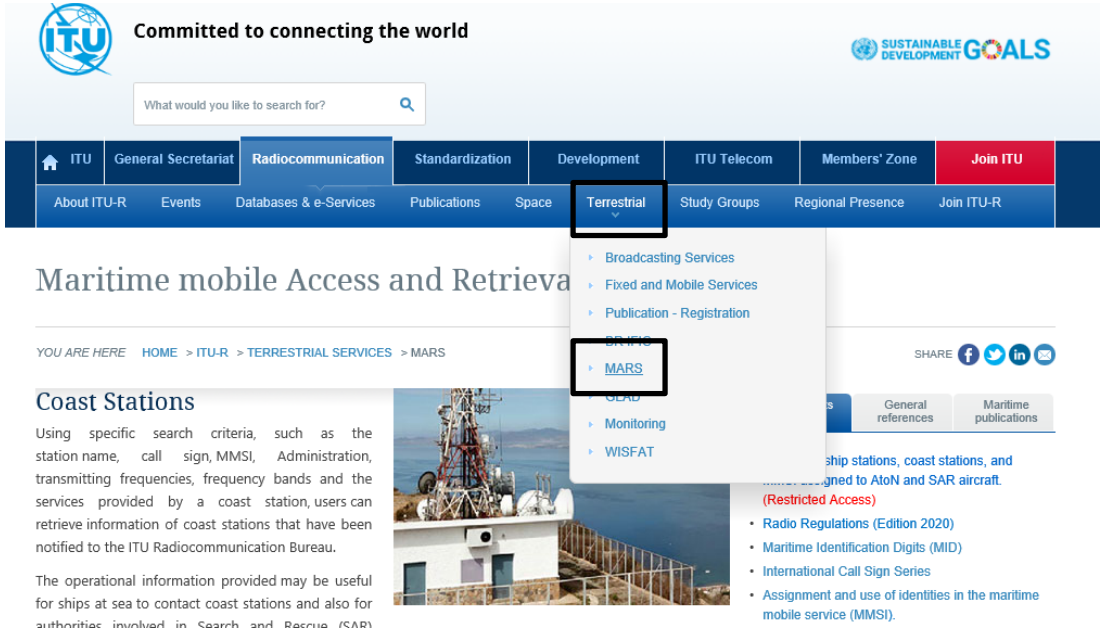
Connect to MARS

www.itu.int/itu-r/go/mars

On your web browser go to the ITU homepage



Click on the tab "Radiocommunication" and then from the Terrestrial menu select MARS



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EXERCISE 1
Retrieving Ship Station information via MARS

Ship station (RR 1.77)
A mobile station in the maritime mobile service located on board a vessel which is not permanently moored, other than a survival craft station.

EXERCISE 1: STEP 1
Click on “Retrieval of information”

SHIP STATIONS

Retrieval of information >

How to notify >

COAST STATIONS

Retrieval of information >

How to notify >

SAR AIRCRAFT STATIONS

Retrieval of information >

How to notify >

AIS AIDS TO NAVIGATION

Retrieval of information >

How to notify >

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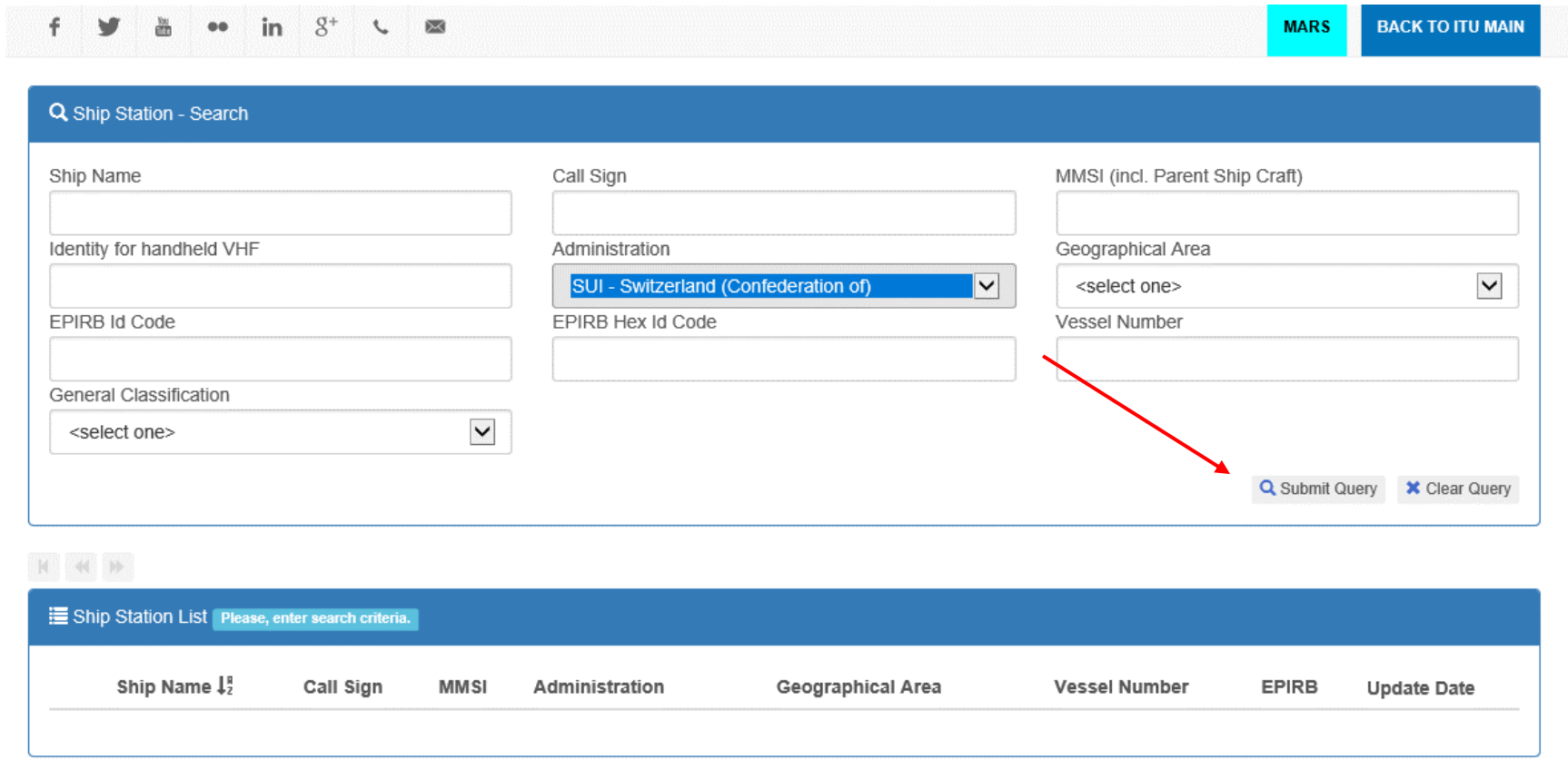
EXERCISE 1: STEP 2
Choose an Administration from the drop down box and click on "Submit query"



MARS – SHIP STATION SEARCH
https://www.itu.int/mmsapp/ShipStation/list

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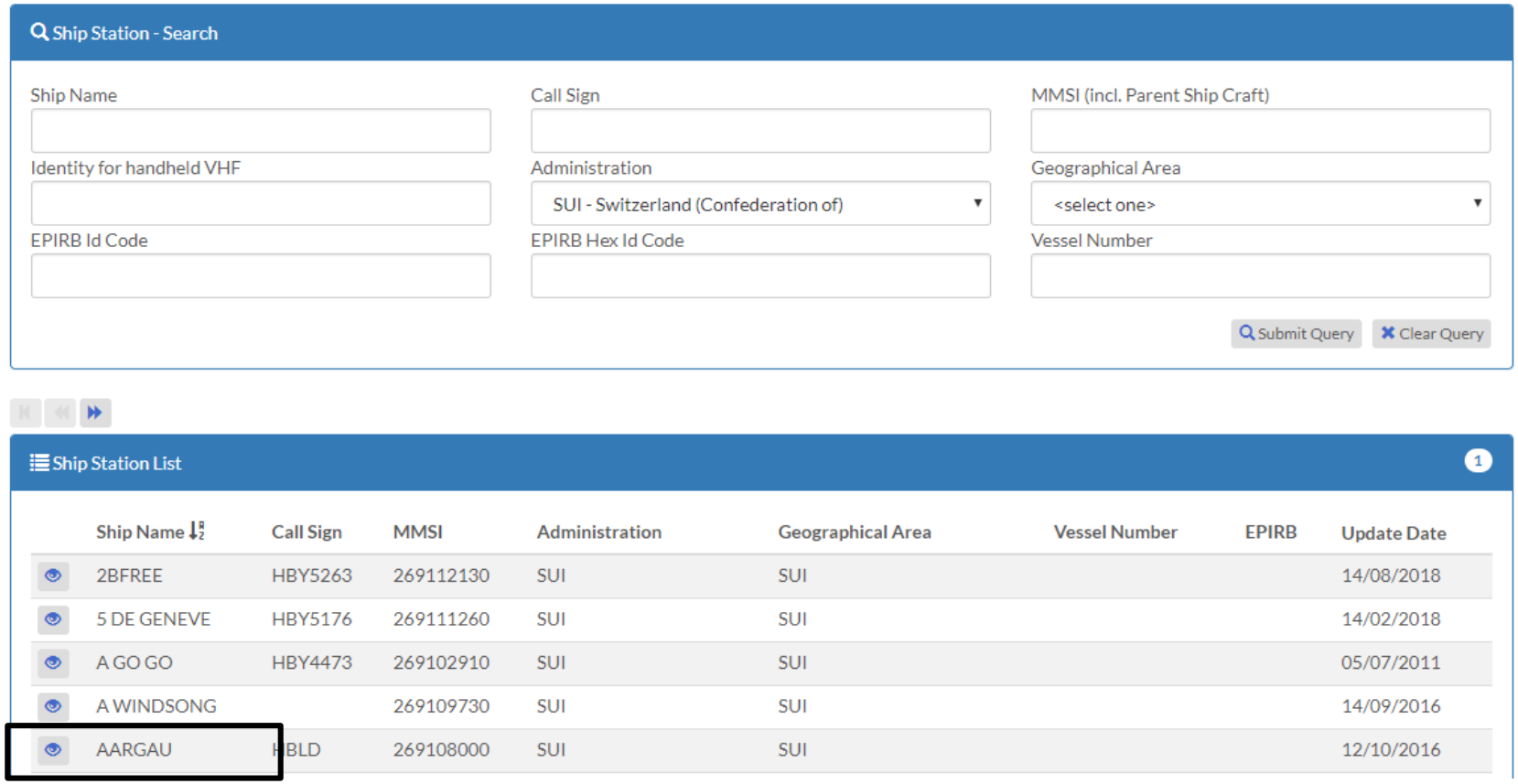
EXERCISE 1: STEP 3
Under the title “Ship name”
click on the link (eye symbol) of any station from the drop down box



MARS - SHIP STATION SEARCH - SUBMIT QUERY
https://www.itu.int/mmsapp/ShipStation/list

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EXERCISE 1
The particulars of the Ship Station, as notified by the Administration are displayed

NEW SHIP STATION SEARCH | MARS | BACK TO ITU MAIN

Back to list | View Address of Administration | View Emergency Contact

Ship Station Particulars

Ship Name: AARGAU	Call Sign: HBLD	MMSI: 269108000
Administration: SWITZERLAND (CONFEDERATION OF) (SUI)	Geographical Area: SWITZERLAND (CONFEDERATION OF) (SUI)	
Life Boats:	EPIRB: BE1G2	
General Classification: MM	Primary Individual Classification: BLK	Secondary Individual Classification:
Primary Nature of Service: CP	Secondary Nature od Service:	Available Service:
Hours of Service: H24	RTG Band:	RTF Band: STUV
AAIC:	AAIC for Satellite: GR14	
Owner:		
Former Ship Name:	Former Call Sign:	

Selective Call Numbers

Satellite Number(s)
- 426910810
- 870773155546
- 870783159257

EPIRB Hex Nb(s)

Parent Ship Craft(s) (MMSI)

Identity(ies) for handheld VHF

MARS - SHIP STATION SEARCH - SUBMIT QUERY – Ships Particulars

EXERCISE 2
Retrieving Coast Station information via MARS

Coast station (RR 1.75)
A land station in the maritime mobile service

EXERCISE 2: STEP 1
Click on “Retrieval of information”

SHIP STATIONS

Retrieval of information >

How to notify >

COAST STATIONS

Retrieval of information >

How to notify >

SAR AIRCRAFT STATIONS

Retrieval of information >

How to notify >

AIS AIDS TO NAVIGATION

Retrieval of information >

How to notify >

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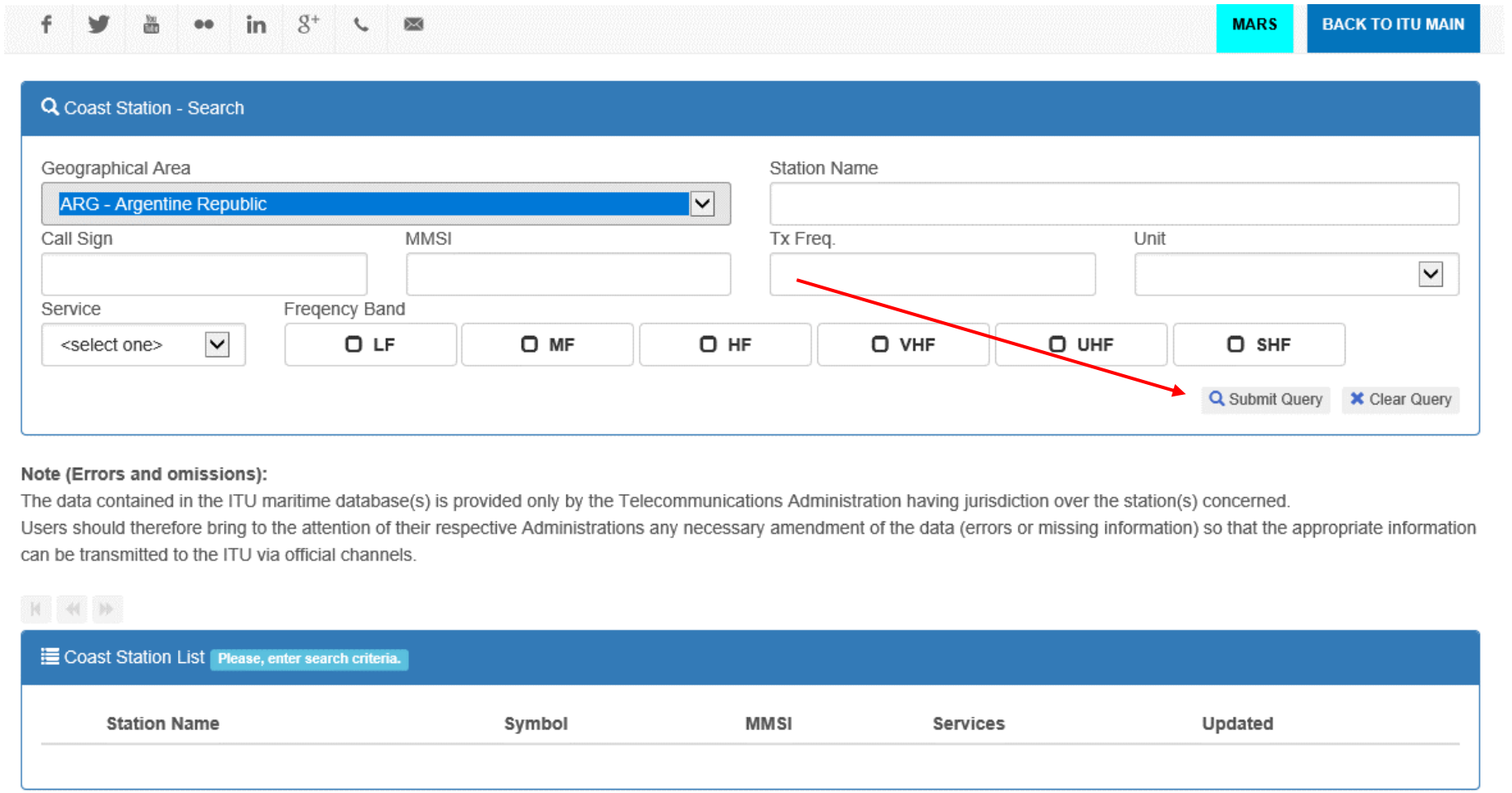
EXERCISE 2: STEP 2
Choose an Administration from the drop-down box and click on “Submit query”



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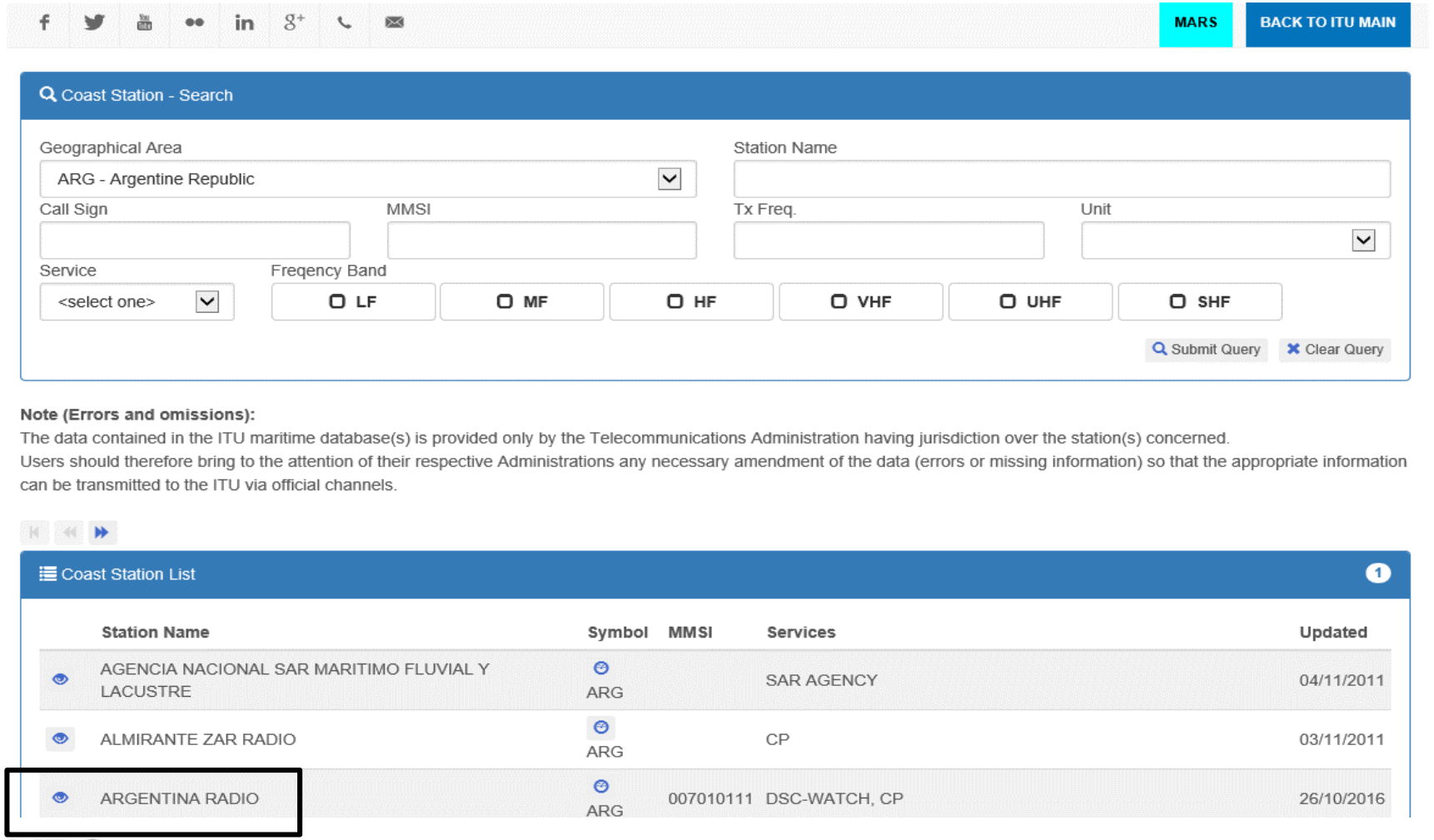
EXERCISE 2: STEP 3
Under the title “Station name”
click on the link of any station from the drop-down box



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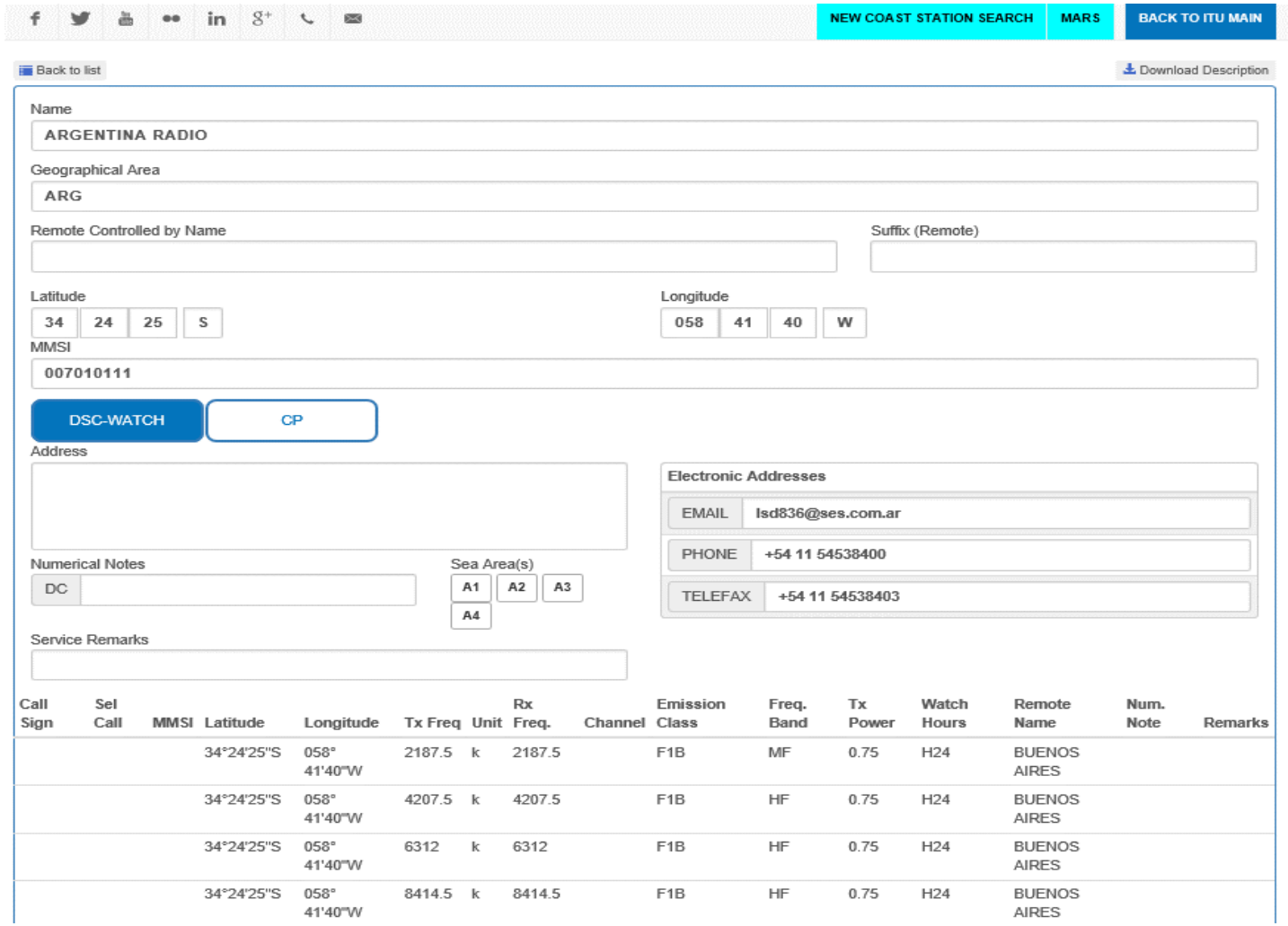
EXERCISE 2
Particulars of the station as notified by the Administration are displayed



NEW COAST STATION SEARCH | MARS | BACK TO ITU MAIN

Back to list | Download Description

Name: ARGENTINA RADIO

Geographical Area: ARG

Remote Controlled by Name:

Suffix (Remote):

Latitude: 34 24 25 S

Longitude: 058 41 40 W

MMSI: 007010111

DSC-WATCH | CP

Address:

Numerical Notes: DC

Sea Area(s): A1 A2 A3 A4

Service Remarks:

Electronic Addresses

EMAIL	lsd836@ses.com.ar
PHONE	+54 11 54538400
TELEFAX	+54 11 54538403

Call Sign	Sel Call	MMSI	Latitude	Longitude	Tx Freq	Unit	Rx Freq.	Channel	Emission Class	Freq. Band	Tx Power	Watch Hours	Remote Name	Num. Note	Remarks
			34°24'25"S	058° 41'40"W	2187.5	k	2187.5		F1B	MF	0.75	H24	BUENOS AIRES		
			34°24'25"S	058° 41'40"W	4207.5	k	4207.5		F1B	HF	0.75	H24	BUENOS AIRES		
			34°24'25"S	058° 41'40"W	6312	k	6312		F1B	HF	0.75	H24	BUENOS AIRES		
			34°24'25"S	058° 41'40"W	8414.5	k	8414.5		F1B	HF	0.75	H24	BUENOS AIRES		

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EXERCISE 3
Retrieving Accounting Authority (AAIC) information via MARS

An accounting authority acts as a billing intermediary between the maritime mobile station and service providers.

The role of an accounting authority may be undertaken by an Administration, a Recognized Operating Agency (ROA) or any other entity or entities designated for this purpose by the Administration.

Reference: Recommendation ITU-T D.90 *"Charging, billing, international accounting and settlement in the maritime mobile service".*

EXERCISE 3: STEP 1
Click on “Retrieval of information”

ACCOUNTING AUTHORITIES

Retrieval of information >

AAICs by country or geographical area >

Addresses >

More information >

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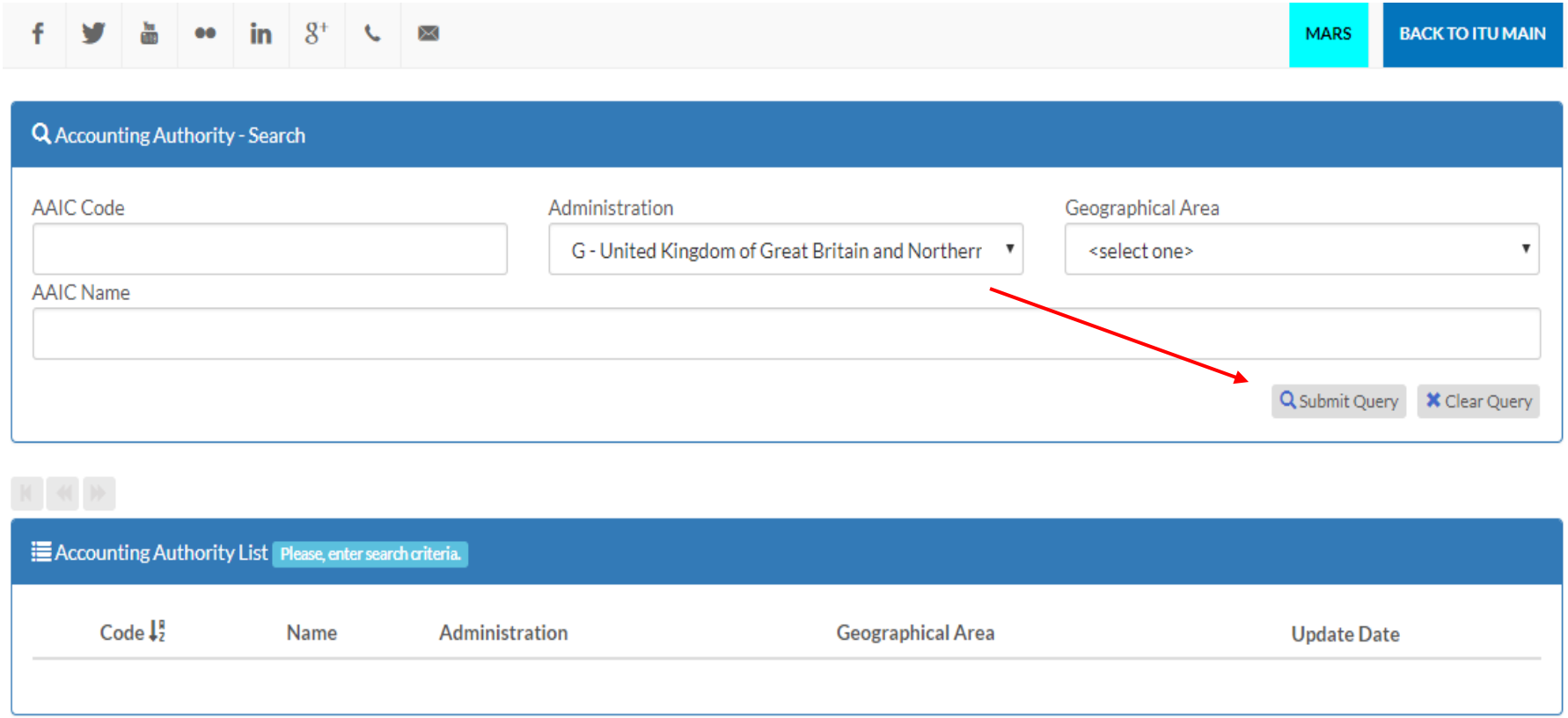
ITU

EXERCISE 3: STEP 2
Select an Administration from the drop-down box and click on “Submit query”



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EXERCISE 3: STEP 3

Under the Accounting Authority List click on the link (eye symbol) of the selected code (Accounting Authority Identification Code - AAIC)

MARS | BACK TO ITU MAIN

Accounting Authority - Search

AAIC Code: G

Administration: G - United Kingdom of Great Britain and Northerr

Geographical Area: <select one>

AAIC Name:

Submit Query | Clear Query

Accounting Authority List 1

Code	Name	Administration	Geographical Area	Update Date
GB01	A-N-D Group Plc,	G	G	02/08/2017
GB02	Suppressed *on 27/05/2004*	G	G	
GB03	International Marine Radio Co. Ltd.,	G	G	28/05/2004
GB04	Suppressed *on 27/06/2003*	G	G	
GB05	A-N-D Group Plc,	G	G	02/08/2017
GB06	SIRM UK Marine Limited,	G	G	18/10/2017
GB08	SIRM UK Marine Limited,	G	G	16/10/2017

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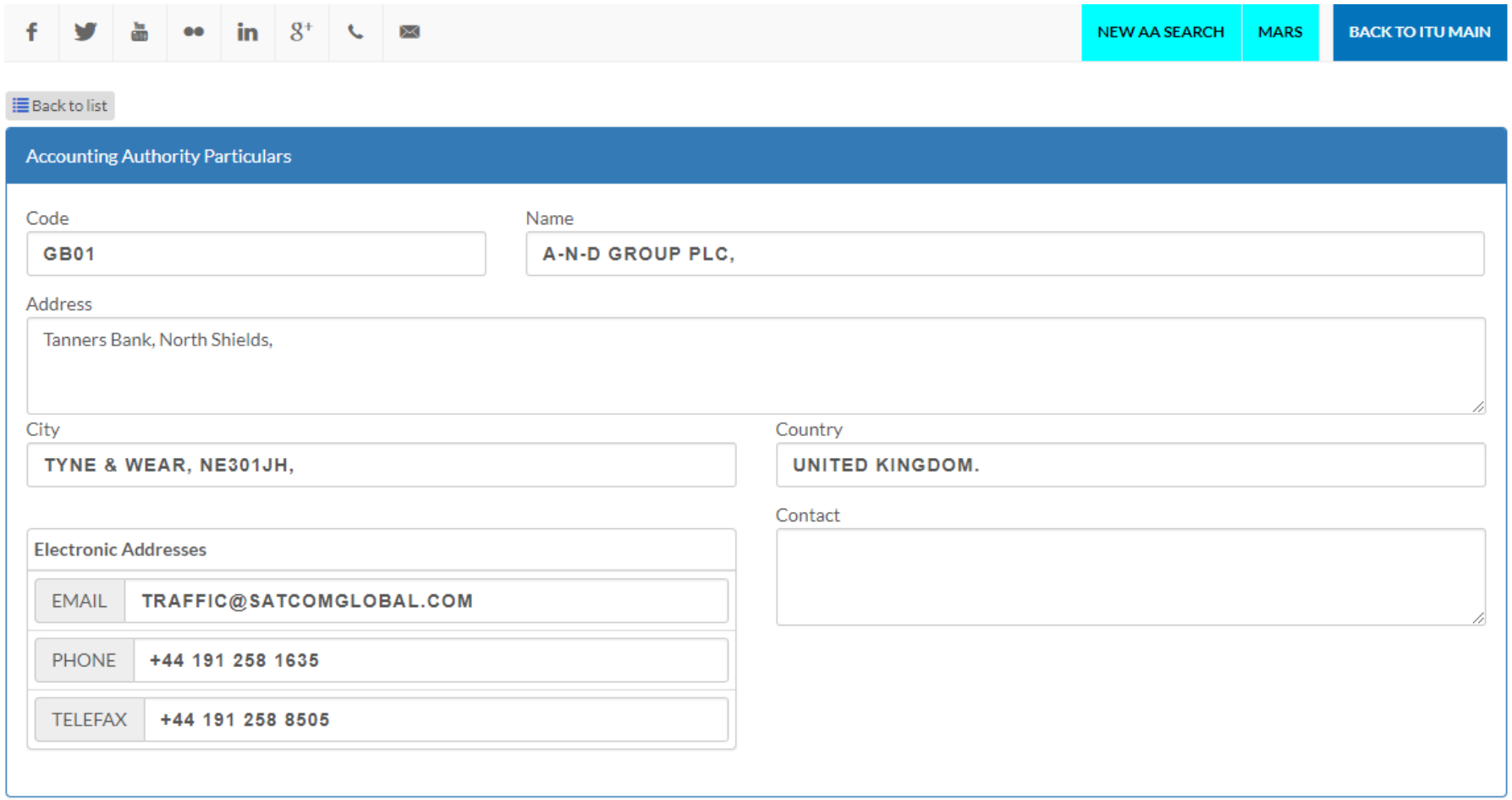
EXERCISE 3
The code and contact information as notified by the Administration is displayed



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ITU Service Publications (maritime) and MARS (Maritime mobile Access and Retrieval System

Notifying information to the BR

NOTIFYING INFORMATION TO THE BR
- General -

Q: Who can notify ?

For inclusion in the:

- List of Ship Stations and Maritime Mobile Service Identity Assignments (List V);
- List of Coast Stations and Special Service Stations (List IV); and
- Maritime mobile Access and Retrieval System (MARS)

A: ONLY ADMINISTRATIONS OF ITU MEMBER STATES that have jurisdiction over the concerning stations or EVENTUALLY, companies officially designated by Administrations to act on their behalf (i.e. official points of contact registered in ITU).

Q: Where to send the notification ?

A: BR accepts for processing only the notifications received from official points of contact and addressed to:

- **the attention of "the Director of the Radiocommunication Bureau"**
- **email: brmail@itu.int**

NOTIFYING INFORMATION TO THE BR
- General -

Radio Regulations provision 20.16

- Administrations **shall** take all appropriate measures to **notify** the Radiocommunication Bureau **immediately** of any changes in the operational information contained in **List IV** (Coast stations) and **List V (Ship stations)**, in view of the importance of this information, particularly with regard to safety.

- In the case of the data published in **List V**, which is also made available online through **MARS**, administrations shall communicate those changes **at least once a month**.

- In the case of other publications, administrations shall communicate changes to the information contained in them as soon as possible.

MARITIME OPERATIONAL INFORMATION NOTIFIED BY ADMINISTRATIONS

Ship stations

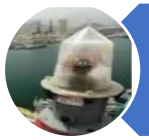
A mobile station in the maritime mobile service located on board a vessel which is not permanently moored, other than a survival craft station.

Coast stations

A land station in the maritime mobile service.

MMSI assigned to Search and Rescue (SAR) aircraft

Aircraft stations for the purpose of search and rescue operations



MMSI assigned to AIS Aids to Navigation (AtoN)

AtoN: a device or system external to vessels designed and operated to enhance safe and efficient navigation of vessels and/or vessel traffic

Contact information of Accounting Authorities (AAIC)

Contact information of Notifying Administrations

COLLECT AND VALIDATE THE NOTIFICATION

Data notified by Administrations
using the relevant paper forms or in an electronic format

Validation of the data received

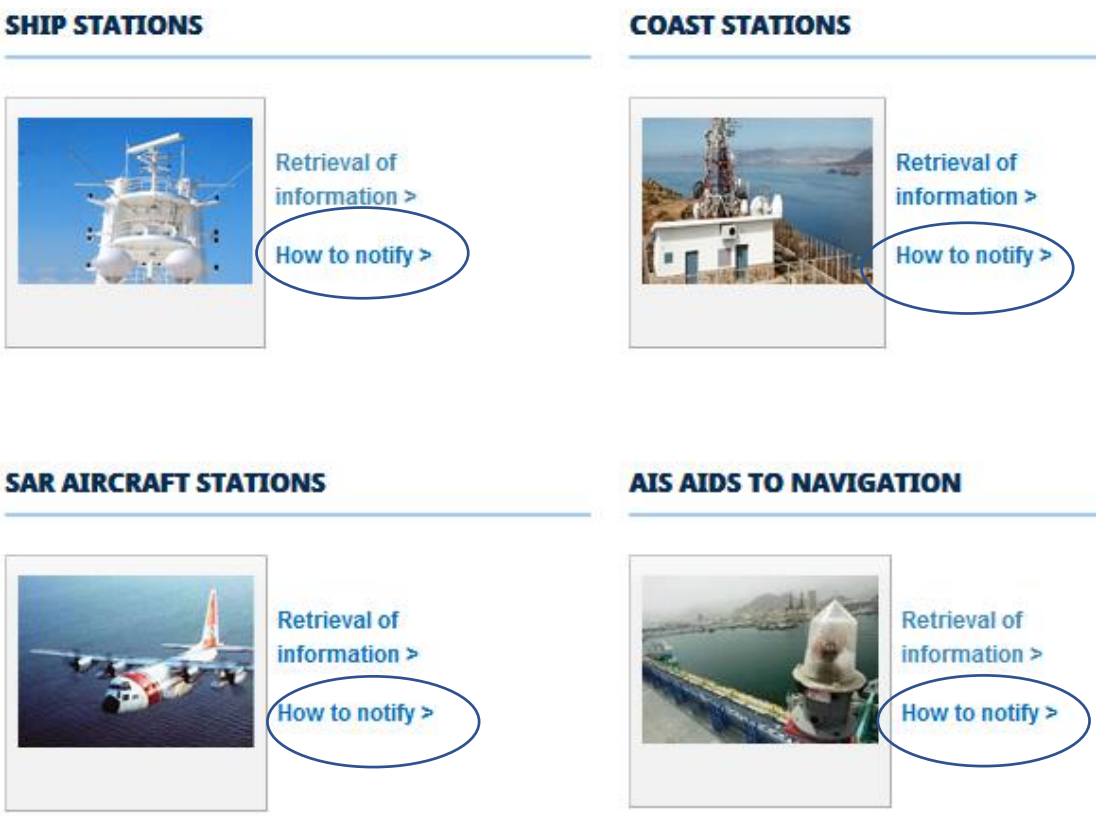
In case of any anomalies:
Revert back to administrations for clarification

ITU maritime database

NOTIFICATION OF INFORMATION

Relevant information to guide the notification process is available in MARS. You may access this information via the "How to notify" link of the concerning type of station:

- **Coast Stations**
- **Ship Stations**
- **MMSI assigned to Search and Rescue (SAR) Aircraft**
- **MMSI assigned to AIS Aids to Navigation (AtoN)**



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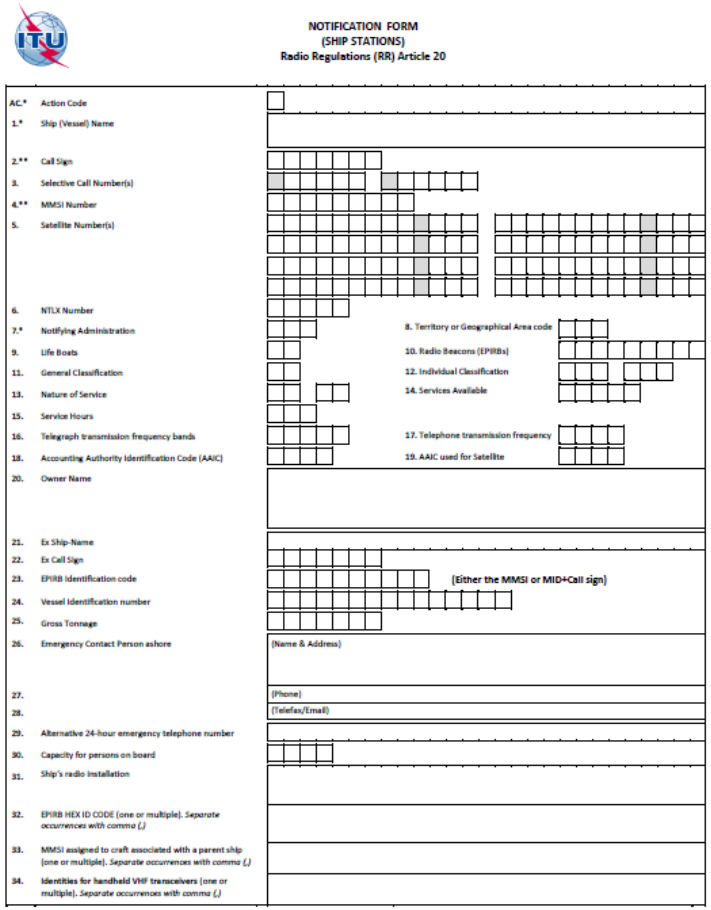
NOTIFICATION OF INFORMATION
- Ship Stations -

- To facilitate the submission of ship station data, the Bureau has developed:
  - ✓A paper notification form;
  - ✓Data elements for electronic submission
- The above as well as **detailed explanations, concerning the fields to be notified,** is to be found in BR Circular Letter CM/24 dated 20 October 2015
- The Preface to List V contains information that is helpful for completing these forms. Information is available on the MARS webpage.

The Bureau recommends the use of the electronic submission, as these offer distinct advantages.

SHIP STATIONS NOTIFICATION:
Paper format



NOTIFICATION FORM
(SHIP STATIONS)
Radio Regulations (RR) Article 20

AC.*	Action Code	
1.*	Ship (Vessel) Name	
2.**	Call Sign	
3.	Selective Call Number(s)	
4.**	MMSI Number	
5.	Satellite Number(s)	
6.	NTLX Number	
7.*	Notifying Administration	8. Territory or Geographical Area code
9.	Life Boats	10. Radio Beacons (EPIRBs)
11.	General Classification	12. Individual Classification
13.	Nature of Service	14. Services Available
15.	Service Hours	
16.	Telegraph transmission frequency bands	17. Telephone transmission frequency
18.	Accounting Authority Identification Code (AAIC)	19. AAIC used for Satellite
20.	Owner Name	
21.	Ex Ship-Name	
22.	Ex Call Sign	
23.	EPIRB identification code	(Either the MMSI or MID+Call sign)
24.	Vessel identification number	
25.	Gross Tonnage	
26.	Emergency Contact Person ashore	(Name & Address)
27.		(Phone)
28.		(Telefax/Email)
29.	Alternative 24-hour emergency telephone number	
30.	Capacity for persons on board	
31.	Ship's radio installation	
32.	EPIRB HEX ID CODE (one or multiple). *Separate occurrences with comma (,)*	
33.	MMSI assigned to craft associated with a parent ship (one or multiple). *Separate occurrences with comma (,)*	
34.	Identities for handheld VHF transceivers (one or multiple). *Separate occurrences with comma (,)*	

Paper notification form in MS Word

Detailed explanations, concerning the fields to be notified (SHIP STATIONS)
This descrption of fields applies for both Individual notification forms and electronic notification (UTF-8 text format file)

Field	Field Name	Field information	Remarks
AC* (mandatory)	Action Code	Upon receipt of a notification, this code indicates the action to be performed by the BR :	A – add a new station M – modify particulars of an existing station S – suppress an existing station
1* (mandatory)	Ship (Vessel) Name	Self-explanatory	Maximum length of 50 characters. Only ASCII printable characters to be used.
2** (mandatory, if no MMSI (Field 4) is notified)	Call Sign	Call signs in the international series are formed as indicated in RR provisions Nos. 19.51 to 19.71. The first two characters shall be two letters or a letter followed by a digit or a digit followed by a letter. The first two characters or in certain cases the first character	RR Number / Permitted formations 19.55 / XXAA-XXZZ XXAA2 -XXZZ9

Description of fields

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SHIP STATIONS NOTIFICATION: Electronic format
- Data elements -

ANNEX 2
DATA ELEMENTS FOR ELECTRONIC SUBMISSION
(SHIP STATIONS)
Radio Regulations (RR) Article 20

Field	Field Name	Field Length (Max.)	Occurrences (Max.)	Total field Length (Max.)
AC*	Action Code	1	1	1
1*	Ship (Vessel) Name	50	1	50
2**	Call Sign	7	1	7
3	Selective Call Number(s)	6	2	13 (12+1 comma separator)
4**	Maritime Mobile Service Identity (MMSI) Number	9	1	9
5	Inmarsat Number(s)	13	8	111 (104+7 comma separators)
6	NTLX Number	5	1	5
7*	Notifying Administration	3	1	3
8	Territory or Geographical Area code	3	1	3
9	Life Boats	2	1	2
10	Radio Beacons (EPIRBs)	9	1	9
11	General Classification	2	1	2
12	Individual Classification	3	2	7 (6+1 comma separator)
13	Nature of Service	2	2	5 (4+1 comma separator)
14	Services Available	5	1	5
15	Service Hours	3	1	3
16	Telegraph transmission frequency bands	5	1	5
17	Telephone transmission frequency bands	4	1	4
18	Accounting Authority Identification Code (AAIC)	4	1	4
19	AAIC used for Inmarsat Communications	4	1	4
20	Owner Name	200	1	200
21	Ex Ship-Name	50	1	50
22	Ex Call Sign	7	1	7
23	EPIRB Identification code	10	1	10
24	Vessel Identification number	7	1	7
25	Gross Tonnage	7	1	7
26	Emergency Contact Person ashore (Name & Address)	200	1	200
27	Emergency Contact Person ashore (Phone)	30	1	30
28	Emergency Contact Person ashore (Telefax/Email)	30	1	30
29	Alternative 24-hour emergency telephone number	30	1	30
30	Capacity for persons on board	4	1	4
31	Ship's radio installation	100	1	100
32	EPIRB HEX ID CODE	15	15	239 (225+14 comma separators)
33	MMSI assigned to craft associated with a parent ship	9	10	99 (90+9 comma separators)
34	**Identities for handheld VHF transceivers**	9	10	99 (90+9 comma separators)

* Mandatory fields
** Either one or both of the items is to be provided.

TPR/NAV_2
October 2015

Please provide information for all the fields, even if they are not indicated as mandatory.

Detailed explanations, concerning the fields to be notified (SHIP STATIONS)
This descrption of fields applies for both Individual notification forms and electronic notification (UTF-8 text format file)

Field	Field Name	Field information	Remarks
AC* (mandatory)	Action Code	Upon receipt of a notification, this code indicates the action to be performed by the BR :	A – add a new station M – modify particulars of an existing station S – suppress an existing station
1* (mandatory)	Ship (Vessel) Name	Self-explanatory	Maximum length of 50 characters. Only ASCII printable characters to be used.
2** (mandatory, if no MMSI (Field 4) is notified)	Call Sign	Call signs in the international series are formed as indicated in RR provisions Nos. 19.51 to 19.71. The first two characters shall be two letters or a letter followed by a digit or a digit followed by a letter. The first two characters or in certain cases the first character	RR Number: **19.55** — Permitted formations: XXAA-XXZZ; XXAA2 -XXZZ9

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SHIP STATIONS NOTIFICATION: Electronic format
- Which format to use -

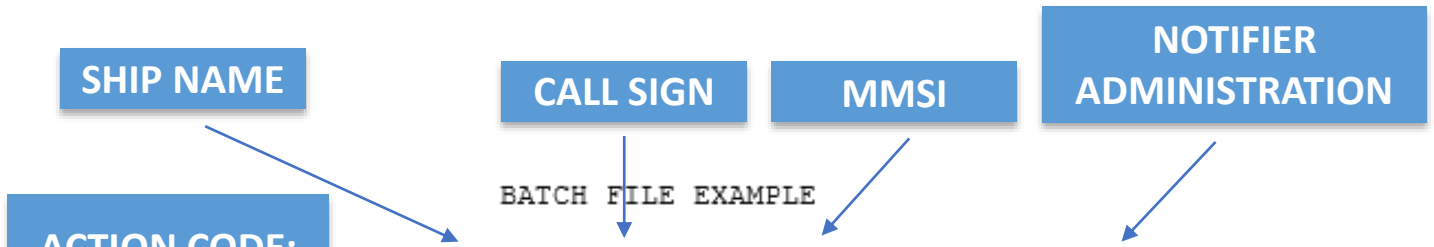
ASCII text file , UTF-8 format.
Only "ASCII printable characters" are accepted in the ship name field.

- Field delimiter: Semicolon (;)
- Occurrence separator: Comma (,)
- Record delimiter: New line

Example of a notification line (1 ship station):
A;DIVA MARIA;MPBP2;;235039142;;;G;;;;PL;YAT;;;;;;;;GRAHAM;;;235039142;;8;MRS D PELHAM BURN,FLAT 5,35 ELM PARK GARDENS,SW10;0207 3514845;;;3;VHFPORT,RADAR,EPIRB406,VHFDSC;9D0D481E70000C5;982359000

Administrations may opt for:
Option 1: **"Batch file" -** updates to the database are notified by the "Action Codes" A (Addition), M (Modification) and S (Suppression) accordingly; or
Option 2: **"Re-load file" -** the complete list of ship stations for a flag is notified. Therefore, the new list completely replaces the old one. For Option 2 the "Action Code" is always A (Addition).

SHIP STATIONS NOTIFICATION: Electronic format
- Which format to use -



ACTION CODE: A, M or S

The 34 semicolon separated fields should always exist in the file. Therefore, if there is no information in any field, it should be left empty, following the correct sequence.

BATCH FILE EXAMPLE

```
A;DUYFKEN;VNW4455;;503507400;450302223;;AUS;;;;;;;;;;;;;;;;;855969;;;;;;;;;;
M;KESTREL BAY;VMQ4105;;503739000;450300754;;AUS;;;;;;;;;;;;;;;;;9071478;;;;;;;;;;
M;MUSTIQUE;VMQ8072;;503323000;;;AUS;;;;;;;;;;;;;;;;;851867;;;;;;;;;;
A;SHALA;VLV7487;;503078400;450302117;;AUS;;;;;;;;;;;;;;;;;854166;;;;;;;;;;
S;AVOLARE;;;503592300;;;AUS;;;;;;;;;;;;;;;;;856417;;;;;;;;;;
M;CORAL EXPEDITIONS II;VJQ5202;;503796000;;;AUS;;;;;;;;;;;;;;;;;8409240;;;;;;;;;;
A;STV ONE AND ALL;VKON;;503305000;450301974;;AUS;;;;;;;;;;;;;;;;;852032;;;;;;;;;;
S;EXPERIENCE;VLV7305;;503074070;;;AUS;;;;;;;;;;;;;;;;;854036;;;;;;;;;;
A;TARATIBU;VKN9984;;503598700;;;AUS;;;;;;;;;;;;;;;;;850074;;;;;;;;;;
M;MUSTANG SALLY;VHW4696;;503024610;;;AUS;;;;;;;;;;;;;;;;;853063;;;;;;;;;;
S;STAR DANCER III;VMQ9226;;503732700;;;AUS;;;;;;;;;;;;;;;;;858318;;;;;;;;;;
A;COGNAC;VKV6761;;503025800;;;AUS;;;;;;;;;;;;;;;;;856854;;;;;;;;;;
M;TEVAKE II;VKV6965;;503039450;;;AUS;;;;;;;;;;;;;;;;;858081;;;;;;;;;;
M;TAO;VJN3893;;503662300;;;AUS;;;;;;;;;;;;;;;;;860224;;;;;;;;;;
M;GLEEWYND;VHS5778;;503018570;;;AUS;;;;;;;;;;;;;;;;;857071;;;;;;;;;;
A;WALKABOUT II;VJN2993;;503367900;;;AUS;;;;;;;;;;;;;;;;;857852;;;;;;;;;;
A;GANNET II;VKN3069;;503395300;;;AUS;;;;;;;;;;;;;;;;;856933;;;;;;;;;;
```

ACTION CODE always "A" for re-load files

RE-LOAD FILE EXAMPLE

```
A;DUYFKEN;VNW4455;;503507400;450302223;;AUS;;;;;;;;;;;;;;;;;855969;;;;;;;;;;
A;KESTREL BAY;VMQ4105;;503739000;450300754;;AUS;;;;;;;;;;;;;;;;;9071478;;;;;;;;;;
A;MUSTIQUE;VMQ8072;;503323000;;;AUS;;;;;;;;;;;;;;;;;851867;;;;;;;;;;
A;SHALA;VLV7487;;503078400;450302117;;AUS;;;;;;;;;;;;;;;;;854166;;;;;;;;;;
```

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SHIP STATIONS NOTIFICATION
- Mandatory fields -

For both paper and electronic notifications the following mandatory fields shall always be notified: AC, 1, 2, 4, 7

- **Action Code**
- **Field 1 - Ship (vessel) name**
- **Field 2 - Call sign**
- **Field 4 - MMSI (if assigned)**
- **Field 7 - Notifying Administration**

- **Field AC - Action Code**
  - **Code to indicate what action is to be taken by the BR with respect to a notified ship station**
    - **A to add a new ship station**
    - **M to modify information concerning a previously notified ship station**
    - **S to suppress a previously notified ship station**
- **Field 2 - Call sign**
  - **The formation of a call sign for a ship station is as follows (RR Article 19):**

19.54 *Ship stations*

19.55 § 24

– two characters and two letters, *or*

– two characters, two letters and one digit (other than the digits 0 or 1), *or*

– two characters (provided that the second is a letter) followed by four digits (other than the digits 0 or 1 in cases where they immediately follow a letter), *or*

– two characters and one letter followed by four digits (other than the digits 0 or 1 in cases where they immediately follow a letter). (WRC-07)

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SHIP STATIONS NOTIFICATION
- Mandatory fields (cont.)-

For both paper and electronic notifications the following mandatory fields shall always be notified: AC, 1, 2, 4, 7, 19 (see note below)

Field 4 – MMSI - The formation of a MMSI for a ship station is as follows (Recommendation ITU-R M.585-8):

Section 1

Assignment of identification to ship station

1 Ships participating in the maritime radio services mentioned in recommends 1 should be assigned a nine digit unique ship station identity in the format $M_1I_2D_3X_4X_5X_6X_7X_8X_9$ where in the first three digits represent the Maritime Identification Digits (MID) and X is any figure from 0 to 9. The MID denotes the administration having jurisdiction over the ship station so identified.

2 Restrictions may apply with respect to the maximum number of digits, which can be transmitted on some national telex and/or telephone networks for the purpose of ship station identification.

3 The maximum number of digits that could be transmitted over the national networks of many countries for the purpose of determining ship station identity was six. The digits carried on the network to represent the ship station identity are referred to as the "ship station number" in this text and in the relevant ITU-R Recommendations. The use of the techniques described below should have made it possible for the coast stations of such countries to engage in the automatic connection of calls to ship stations.

To obtain the required nine digit ship station identity a series of trailing zeros would have to be added automatically to the ship station number by the coast station in order to complete a shore-originated telephone call, for example, carried over the public switched telephone network:

Ship station number	*Ship station identity*
$M_1I_2D_3X_4X_5X_6$	$M_1I_2D_3X_4X_5X_60_70_80_9$

Field 7 – Notifying administration – Administration responsible for the registration of the ship

Note: Field 19 - AAIC used for Satellite Communications

This is a mandatory field if the ship station provides maritime mobile-satellite service.

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SHIP STATIONS NOTIFICATION
Other recommended fields, considering information that may be useful for Rescue Coordinators Centres (RCC)

- **Field 10** - Radio Beacons (EPIRBs)
- **Field 11** - General classification (i.e. PL, MM, FV..)
- **Field 12** - Individual classification (i.e. YAT, PH, OIL, CA, ..)
- **Field 23** - EPIRB Identification code (if programmed with MMSI)
- **Field 24** - Vessel Identification Number (IMO number)
- **Field 25** - Gross Tonnage
- **Fields 26 to 29** - Emergency contact information
- **Field 30** - Capacity of persons on board
- **Field 32** - EPIRB HEX ID Code (if programmed with Cospas-Sarsat designated code)
- **Field 33** - MMSI assigned to craft associated with a parent ship
- **Field 34** - Identities for handheld VHF transceivers

EXERCISE 4

NOTIFYING SHIP STATION INFORMATION FOR INCLUSION INTO THE LIST OF SHIP STATIONS AND MARITIME MOBILE SERVICE IDENTITY ASSIGNMENTS (LIST V)

"ELECTRONIC DATA FORMAT" USING A SPREAD SHEET (e.g. MS Excel)

STEP 1- Click on "How to notify"

SHIP STATIONS

Retrieval of information >

How to notify >

COAST STATIONS

Retrieval of information >

How to notify >

SAR AIRCRAFT STATIONS

Retrieval of information >

How to notify >

AIS AIDS TO NAVIGATION

Retrieval of information >

How to notify >

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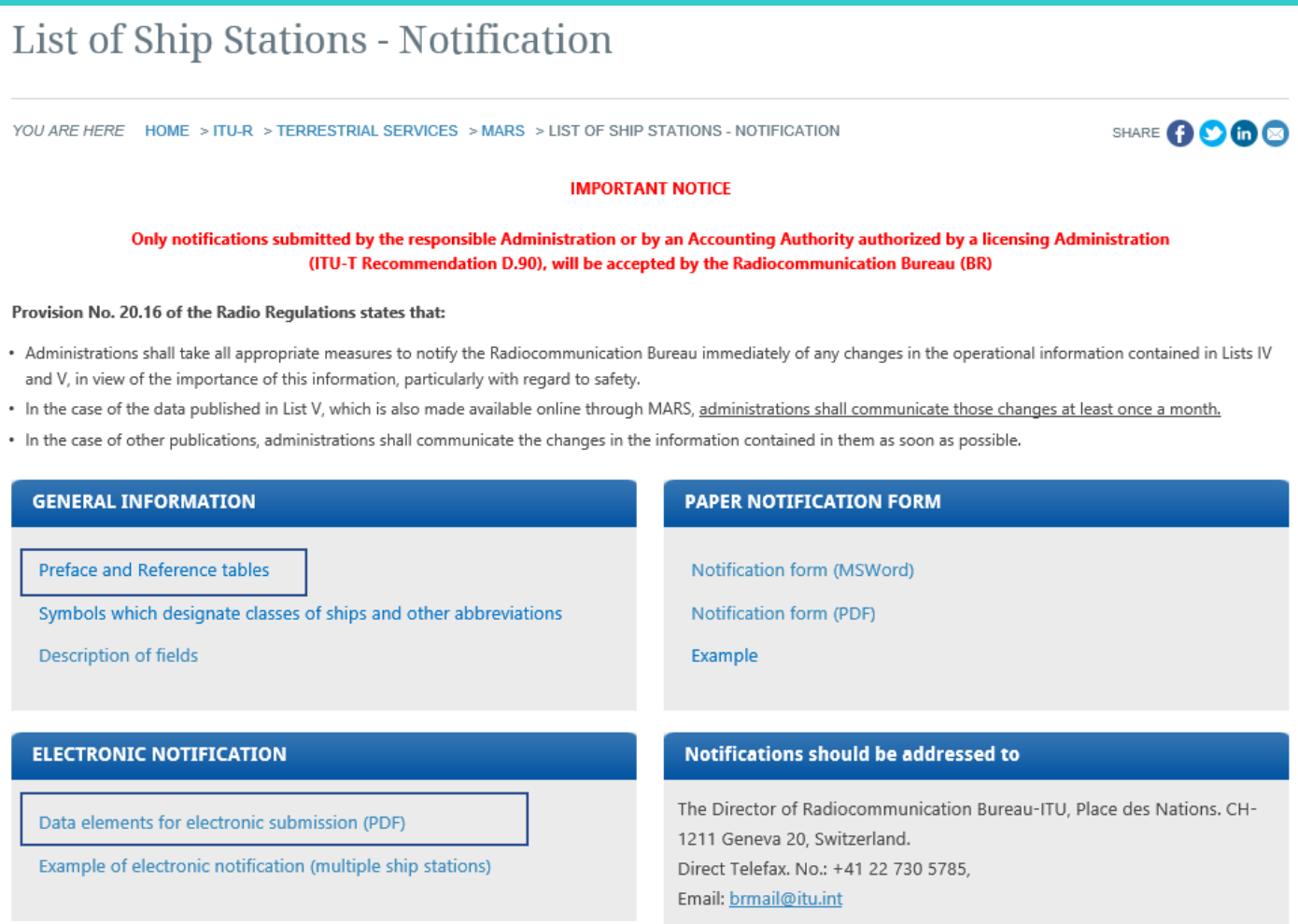
STEP 2- Click on "Data elements for electronic submission" (The Preface and Reference Tables of List V may be also used as a guidance)



List of Ship Stations - Notification

YOU ARE HERE HOME > ITU-R > TERRESTRIAL SERVICES > MARS > LIST OF SHIP STATIONS - NOTIFICATION

SHARE

IMPORTANT NOTICE

Only notifications submitted by the responsible Administration or by an Accounting Authority authorized by a licensing Administration (ITU-T Recommendation D.90), will be accepted by the Radiocommunication Bureau (BR)

Provision No. 20.16 of the Radio Regulations states that:

- Administrations shall take all appropriate measures to notify the Radiocommunication Bureau immediately of any changes in the operational information contained in Lists IV and V, in view of the importance of this information, particularly with regard to safety.
- In the case of the data published in List V, which is also made available online through MARS, administrations shall communicate those changes at least once a month.
- In the case of other publications, administrations shall communicate the changes in the information contained in them as soon as possible.

GENERAL INFORMATION

Preface and Reference tables

Symbols which designate classes of ships and other abbreviations

Description of fields

PAPER NOTIFICATION FORM

Notification form (MSWord)

Notification form (PDF)

Example

ELECTRONIC NOTIFICATION

Data elements for electronic submission (PDF)

Example of electronic notification (multiple ship stations)

Notifications should be addressed to

The Director of Radiocommunication Bureau-ITU, Place des Nations. CH-1211 Geneva 20, Switzerland.
Direct Telefax. No.: +41 22 730 5785,
Email: brmail@itu.int

Preface and Reference Tables link

Data elements for electronic notification link

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Continue STEP 2 - Data elements for electronic submission are displayed

Field	Field Name	Field Length (Max.)	Occurrences (Max.)	Total field Length (Max.)
AC*	Action Code	1	1	1
1*	Ship (Vessel) Name	50	1	50
2**	Call Sign	7	1	7
3	Selective Call Number(s)	6	2	13 (12+1 comma separator)
4**	Maritime Mobile Service Identity (MMSI) Number	9	1	9
5	Inmarsat Number(s)	13	8	111 (104+7 comma separators)
6	NTLX Number	5	1	5
7*	Notifying Administration	3	1	3
8	Territory or Geographical Area code	3	1	3
9	Life Boats	2	1	2
10	Radio Beacons (EPIRBs)	9	1	9
11	General Classification	2	1	2
12	Individual Classification	3	2	7 (6+1 comma separator)
13	Nature of Service	2	2	5 (4+1 comma separator)
14	Services Available	5	1	5
15	Service Hours	3	1	3
16	Telegraph transmission frequency bands	5	1	5
17	Telephone transmission frequency bands	4	1	4
18	Accounting Authority Identification Code (AAIC)	4	1	4
19	AAIC used for Inmarsat Communications	4	1	4
20	Owner Name	200	1	200
21	Ex Ship-Name	50	1	50
22	Ex Call Sign	7	1	7
23	EPIRB Identification code	10	1	10
24	Vessel Identification number	15	1	15
25	Gross Tonnage	7	1	7
26	Emergency Contact Person ashore (Name & Address)	200	1	200
27	Emergency Contact Person ashore (Phone)	30	1	30
28	Emergency Contact Person ashore (Telefax/Email)	30	1	30
29	Alternative 24-hour emergency telephone number	30	1	30
30	Capacity for persons on board	4	1	4
31	Ship's radio installation	100	1	100
32	EPIRB HEX ID CODE	15	15	239 (225+14 comma separators)
33	MMSI assigned to craft associated with a parent ship	9	10	99 (90+9 comma separators)
34	**Identities for handheld VHF transceivers**	9	10	99 (90+9 comma separators)

* Mandatory fields

** Either one or both of the items is to be provided.

Please provide information for all the fields, even if they are not indicated as mandatory.

Notifications should be addressed to:
The Director of the Radiocommunication Bureau-ITU, Place des Nations, CH-1211 Geneva 20, Switzerland.
Fax: +41 22 730 5785
Email: BRmail@itu.int

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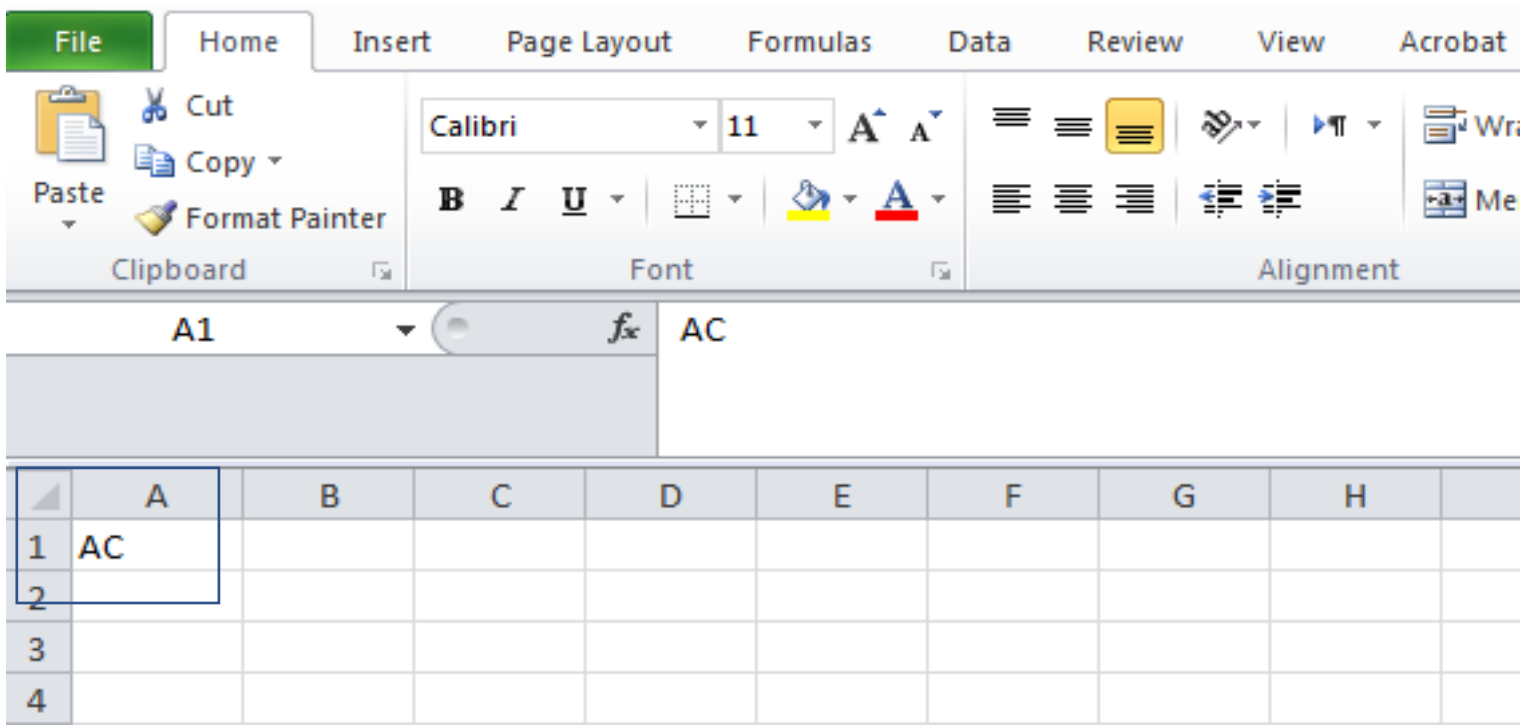
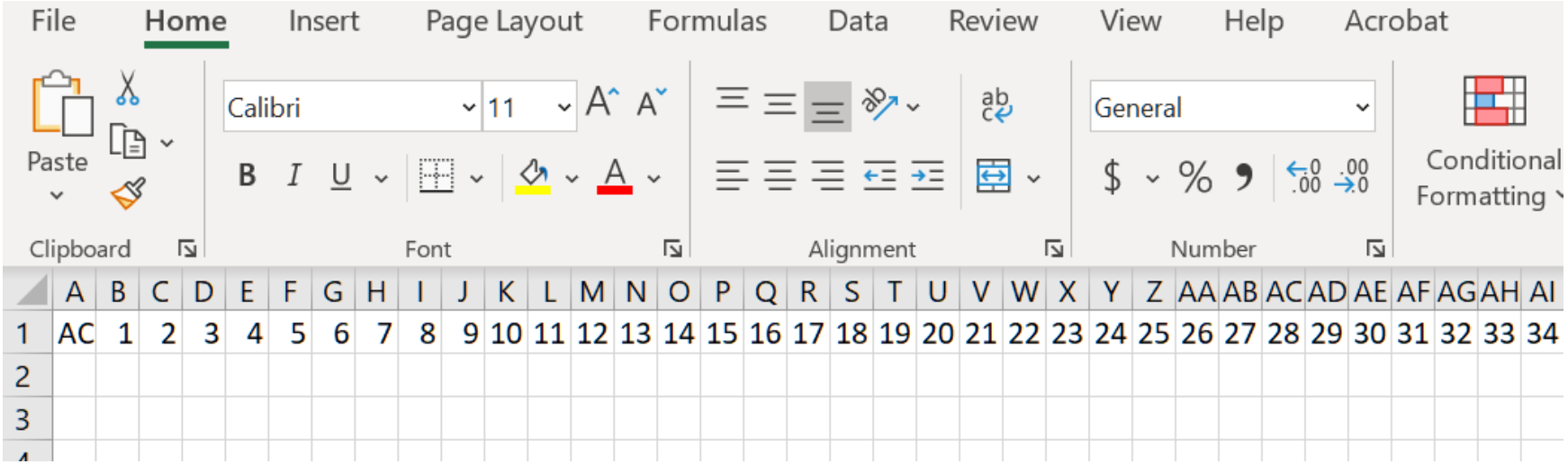
STEP 3 - Open a spread sheet on your computer "e.g. MS Excel"

STEP 4 - On the first row enter in the first column "AC" (Action Code)



STEP 5 - On the first row from the “Second” column onwards insert the Field numbers 1 to 34



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1	AC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
2																																			
3																																			

STEP 6 - Fill in the information displayed in the next slide

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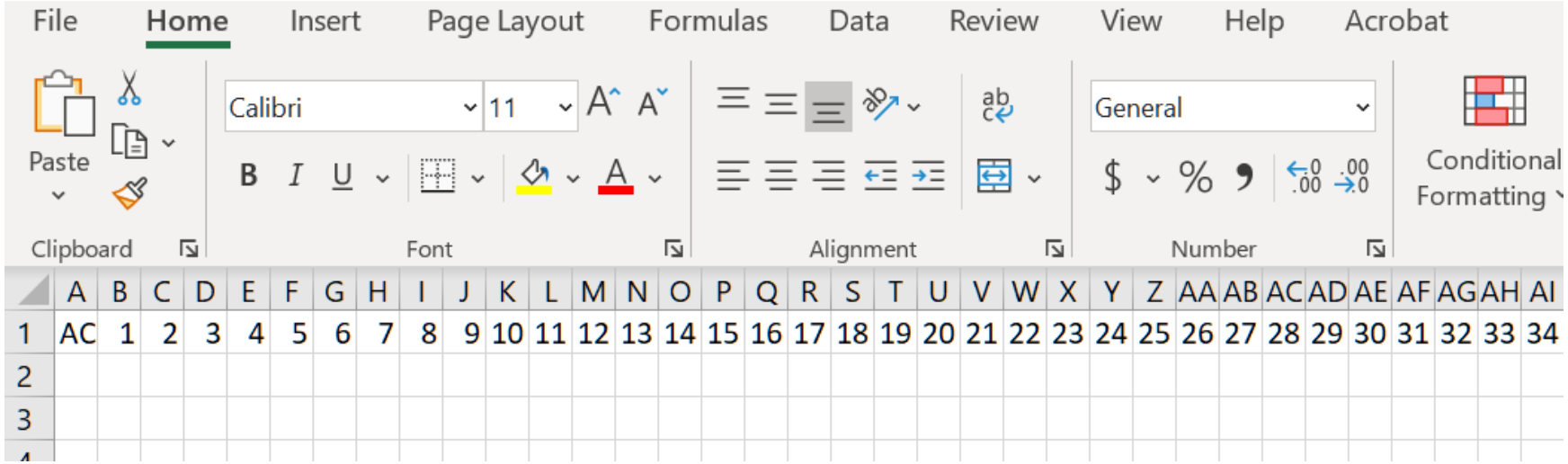
*Mandatory fields
**Either one or both of the items is to be provided

Field	Description of Fields	Data to be entered	REMARKS
AC.*	Action Code	**A**	A – ADDING A NEW SHIP STATION
1.*	Ship (Vessel) Name	**LARA VENTURE**	
2.**	Call Sign	**VRIJ7**	REFER TO RR 19.55
4.**	MMSI Number	**477434300**	
5	Inmarsat Number(s)	**773230382**	
7.*	Notifying Administration	**CHN**	
11	General Classification	**MM**	MM – MERCHANT MARINE VESSEL
13	Nature of Service	**CP**	CP – PUBLIC CORRESPONDENCE
18	Accounting Authority Identification Code (AAIC)	**HX13**	
20	Owner Name	**OCEAN SHIPPING LTD WAN CHAI, HONG KONG**	
24	Vessel Identification number	**9512575**	IMO number or national registration number
25	Gross Tonnage	**52718**	Total enclosed space or internal capacity of a vessel, calculated in the terms of "tons" of 100 cubic feet each
26	Emergency Contact Person ashore (Name & Address)	**CAPT. XIAO XI HENNESEY ROAD WAN CHAI, HONG KONG**	
27	Emergency Contact Person ashore (Phone)	**+852 2863 5333**	
30	Capacity for persons on board	**25**	

SHIP STATIONS NOTIFICATION (Electronic format) EXERCISE



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1	AC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
2																																			
3																																			

Reminder: If there is no data to notify in a field, the corresponding column should still figure in the spread sheet (i.e. all 34 columns should be provided)

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ITU

SAVE AND SEND THE NOTIFICATION VIA THE OFFICIAL POINT OF CONTACT REGISTERED IN ITU

NOTIFICATIONS SHOULD BE SENT TO:

- **the attention of "the Director of the Radiocommunication Bureau"**
- **email: brmail@itu.int**

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EXERCISE 5

NOTIFYING SHIP STATION INFORMATION FOR INCLUSION INTO THE LIST OF SHIP STATIONS AND MARITIME MOBILE SERVICE IDENTITY ASSIGNMENTS (LIST V)

“PAPER NOTIFICATION FORMS” AVAILABLE VIA THE MARS WEBPAGE

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STEP 1 - CLICK ON
“How to notify”

SHIP STATIONS

Retrieval of information >

How to notify >

COAST STATIONS

Retrieval of information >

How to notify >

SAR AIRCRAFT STATIONS

Retrieval of information >

How to notify >

AIS AIDS TO NAVIGATION

Retrieval of information >

How to notify >

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STEP 2- Click on "Notification form (MS Word)"

List of Ship Stations and Maritime Mobile Service Identity Assignments - Notification

YOU ARE HERE HOME > ITU-R > TERRESTRIAL SERVICES > MARS > LIST OF SHIP STATIONS AND MARITIME MOBILE SERVICE IDENTITY ASSIGNMENTS - NOTIFICATION

SHARE

IMPORTANT NOTICE

Only notifications submitted by the responsible Administration or by an Accounting Authority authorized by a licensing Administration (ITU-T Recommendation D.90), will be accepted by the Radiocommunication Bureau (BR)

Provision No. 20.16 of the Radio Regulations states that:

- Administrations shall take all appropriate measures to notify the Radiocommunication Bureau immediately of any changes in the operational information contained in Lists IV and V, in view of the importance of this information, particularly with regard to safety.
- In the case of the data published in List V, which is also made available online through MARS, administrations shall communicate those changes at least once a month.
- In the case of other publications, administrations shall communicate the changes in the information contained in them as soon as possible.

GENERAL INFORMATION	PAPER NOTIFICATION FORM
Preface and Reference tables	Notification form (MSWord)
Symbols which designate classes of ships and other abbreviations	Notification form (PDF)
Description of fields	Example

ITUWRS ONLINE2020

STEP 2- fill in the notification form (MS Word) with the information provided in the next slide

NOTIFICATION FORM
(SHIP STATIONS)
Radio Regulations (RR) Article 20

AC.*	Action Code	
1.*	Ship (Vessel) Name	
2.**	Call Sign	
3.	Selective Call Number(s)	
4.**	MMSI Number	
5.	Satellite Number(s)	
6.	NTLX Number	
7.*	Notifying Administration	8. Territory or Geographical Area code
9.	Life Boats	10. Radio Beacons (EPIRBs)
11.	General Classification	12. Individual Classification
13.	Nature of Service	14. Services Available
15.	Service Hours	
16.	Telegraph transmission frequency bands	17. Telephone transmission frequency
18.	Accounting Authority Identification Code (AAIC)	19. AAIC used for Satellite
20.	Owner Name	
21.	Ex Ship-Name	
22.	Ex Call Sign	
23.	EPIRB identification code	(Either the MMSI or MID+Call sign)
24.	Vessel Identification number	
25.	Gross Tonnage	
26.	Emergency Contact Person ashore	(Name & Address)
27.		(Phone)
28.		(Telefax/Email)
29.	Alternative 24-hour emergency telephone number	
30.	Capacity for persons on board	
31.	Ship's radio installation	
32.	EPIRB HEX ID CODE (one or multiple). *Separate occurrences with comma (,)*	
33.	MMSI assigned to craft associated with a parent ship (one or multiple). *Separate occurrences with comma (,)*	
34.	Identities for handheld VHF transceivers (one or multiple). *Separate occurrences with comma (,)*	

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Field	Description of Fields	Data to be entered	REMARKS
AC.*	Action Code	**A**	A – ADDING A NEW SHIP STATION
1.*	Ship (Vessel) Name	**LARA VENTURE**	
2.**	Call Sign	**VRIJ7**	REFER TO RR 19.55
4.**	MMSI Number	**477434300**	
5	Inmarsat Number(s)	**773230382**	
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20	Owner Name	**OCEAN SHIPPING LTD WAN CHAI, HONG KONG**	
24	Vessel Identification number	**9512575**	IMO number or national registration number
25	Gross Tonnage	**52718**	Total enclosed space or internal capacity of a vessel, calculated in the terms of “tons” of 100 cubic feet each
26	Emergency Contact Person ashore (Name & Address)	**CAPT. XIAO XI HENNESEY ROAD WAN CHAI, HONG KONG**	
27	Emergency Contact Person ashore (Phone)	**+852 2863 5333**	
30	Capacity for persons on board	**25**	

STEP 3 – Notification form ready

AC.*	Action Code	A
1.*	Ship (Vessel) Name	LARA VENTURE
2.**	Call Sign	V R I J 7
3.	Selective Call Number(s)	
4.**	MMSI Number	4 7 7 4 3 4 3 0 0
5.	Inmarsat Number(s)	7 7 3 2 3 0 3 8 2
6.	NTLX Number	
7.*	Notifying Administration	C H N
8.	Territory or Geographical Area code	
9.	Life Boats	
10.	Radio Beacons (EPIRBs)	
11.	General Classification	M M
12.	Individual Classification	
13.	Nature of Service	C P
14.	Services Available	
15.	Service Hours	
16.	Telegraph transmission frequency bands	
17.	Telephone transmission frequency	
18.	Accounting Authority Identification Code (AAIC)	H X 1 3
19.	AAIC used for Inmarsat	
20.	Owner Name	OCEAN SHIPPING LTD WAN CHAI, HONG KONG
21.	Ex Ship-Name	
22.	Ex Call Sign	
23.	EPIRB Identification code	(Either the MMSI or MID+Call sign)
24.	Vessel Identification number	9 5 1 2 5 7 5
25.	Gross Tonnage	5 2 7 1
26.	Emergency Contact Person ashore	(Name & Address) CAPT. XIAO XI, HENNESEY ROAD, WAN CHAI, HONG KONG
27.		(Phone) 852 2863 5333
28.		(Telefax/Email)
29.	Alternative 24-hour emergency telephone number	
30.	Capacity for persons on board	3 0
31.	Ship's radio installation	
32.	**EPIRB HEX ID CODE (one or multiple).** ***Separate occurrences with comma (,)***	
33.	MMSI assigned to craft associated with a parent ship (one or multiple). *Separate occurrences with comma (,)*	
34.	**Identities for handheld VHF transceivers** (one or multiple). *Separate occurrences with comma (,)*	

* Mandatory fields

** Either one or both of the items is to be provided.

Please provide information for all the fields, even if they are not indicated as mandatory.

Notifications should be addressed to:
The Director of the Radiocommunication Bureau-ITU, Place des Nations, CH-1211 Geneva 20, Switzerland.
Fax: +41 22 730 5785
Email: BRmail@itu.int

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NOTIFICATION OF INFORMATION
- Coast Stations -

- To facilitate the submission of Coast station data, the Bureau has developed:
  - ✓A table containing the links to extract the complete data corresponding to each Administration.
  - ✓A table containing one notification form per service.

NOTIFICATION OF INFORMATION
- Coast Stations -

The formation of a call sign and MMSI for a coast station is as follows:

Call sign

19.51 *Land and fixed stations*

19.52 § 23 1)

– two characters and one letter, *or*

– two characters and one letter followed by not more than three digits (other than the digits 0 and 1 in cases where they immediately follow a letter).

19.53 2) However, it is recommended that, as far as possible, the call signs of fixed stations consist of:

– two characters and one letter followed by two digits (other than the digits 0 and 1 in cases where they immediately follow a letter).

MMSI

1 Coast stations and other stations on land participating in the maritime radio services mentioned in *recommends* 3 should be assigned a nine-digit unique coast station identity in the format $0_1 0_2 M_3 I_4 D_5 X_6 X_7 X_8 X_9$ where the digits 3, 4 and 5 represent the MID and X is any figure from 0 to 9. The MID reflects the administration having jurisdiction over the coast station or coast earth station.

3 The administration may use the sixth digit to further differentiate between certain specific uses of this class of MMSI, as shown in the example applications below:

a) 00MID1XXX Coast radio stations

b) 00MID2XXX Harbour radio stations

c) 00MID3XXX Pilot stations, etc.

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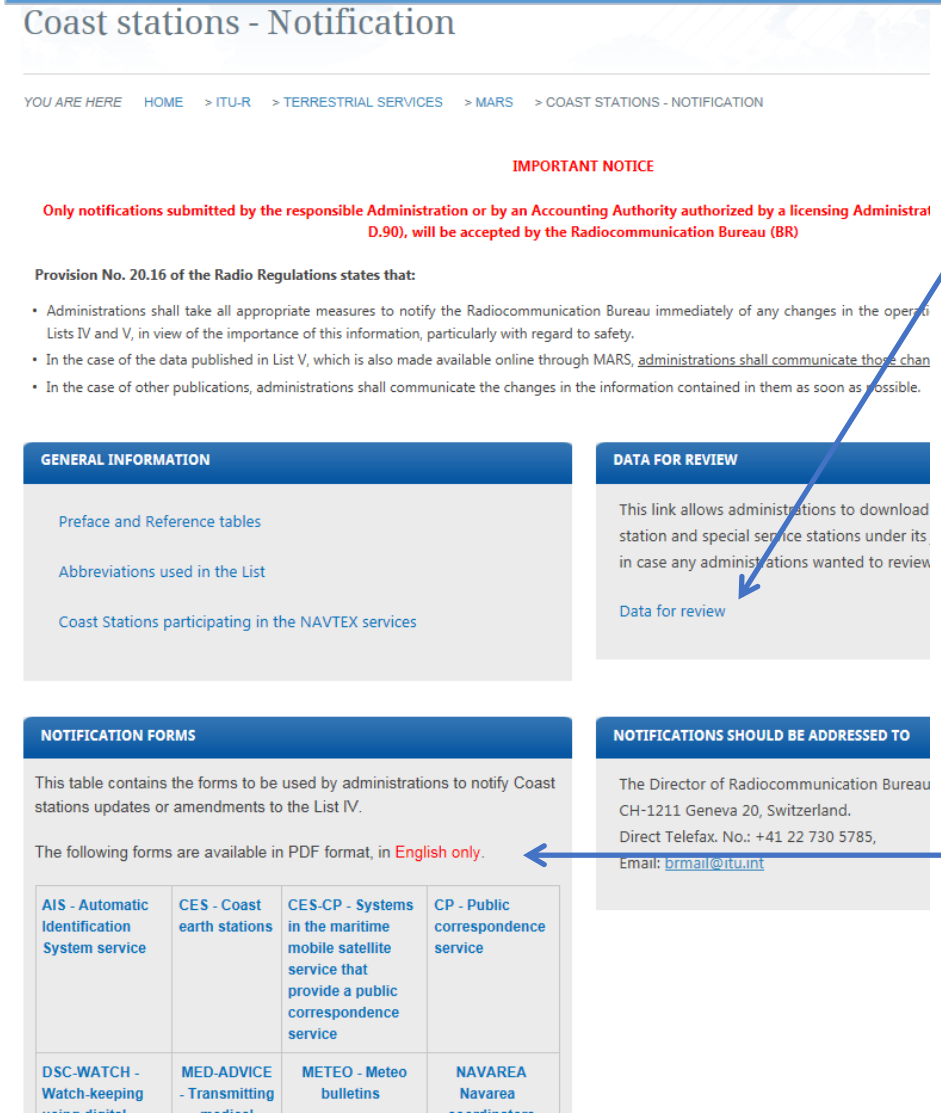
ITU

NOTIFICATION OPTIONS

- Data for review
- Notification forms



An administration can review the complete information existing in the ITU maritime database, concerning its coast stations.

It is possible to download it from the MARS website and amend it, using the track changes function of the MS Word and send it back to brmail@itu.int

Each service has a particular form.

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EXERCISE 6

NOTIFYING COAST STATION INFORMATION FOR INCLUSION INTO THE LIST OF COAST STATIONS AND SPECIAL SERVICE STATIONS (LIST IV)

DSC WATCH SERVICE

“NOTIFICATION FORMS (PDF)” AVAILABLE VIA THE MARS WEBPAGE

STEP 1- Click on "How to notify"

COAST STATIONS

Retrieval of information >

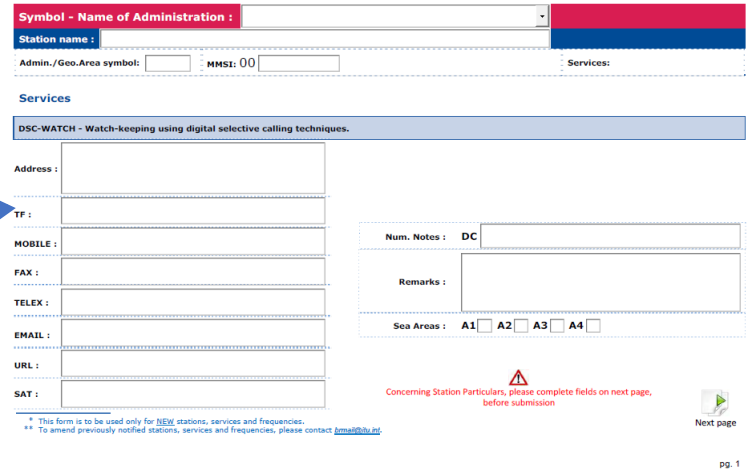
How to notify >

ITUWRS ONLINE2020

STEP 2 - NOTIFICATIONS FORMS OPTION
Click on "The particular service and download the form"

The following forms are available in PDF format, in English only.

AIS - Automatic Identification System service	CES - Coast earth stations	CES-CP - Systems in the maritime mobile satellite service that provide a public correspondence service	CP - Public correspondence service
DSC-WATCH - Watch-keeping using digital selective calling techniques	MED-ADVICE - Transmitting medical advice	METEO - Meteo bulletins	NAVAREA Navarea coordinators
NAVINFO - Transmitting to ships navigational and meteorological warnings and urgent information (MSI	NOTICE-NAV - Transmitting notices to navigators	PILOT - Pilot stations	PORTINFO - Port stations
RCC(s) - Rescue coordination centres (MRCC, RCC, MRSC,	SAR AGENCY	UTC - Radio time signals	VTS - VTS (Vessel Traffic Services) stations


Symbol - Name of Administration :

Station name :

Admin./Geo.Area symbol: MMSI: 00 Services:

Services

DSC-WATCH - Watch-keeping using digital selective calling techniques.

Address :

TF :

MOBILE :

FAX :

TELEX :

EMAIL :

URL :

SAT :

Num. Notes : DC

Remarks :

Sea Areas : A1 A2 A3 A4

Concerning Station Particulars, please complete fields on next page, before submission

Next page

* This form is to be used only for NEW stations, services and frequencies.
** To amend previously notified stations, services and frequencies, please contact bmail@itu.int.

pg. 1

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STEP 3 - Fill the DSC Watch Service form with the following data:

Service/s: DSC WATCH

Administration: Australia

Symbol: AUS

Station Name: MELBOURNE (SANDRINGHAM)

MMSI: 005030126

Call Sign: VMR360

Geographical coordinates: 37°56'00''S - 145°00'00''E

Frequencie/s: 156.525 MHz.

Sea Areas: A1

Watch Hours: HJ

Remarks: ---

Symbol - Name of Administration :	AUS - Australia
Station name :	MELBOURNE (SANDRINGHAM)

Admin./Geo.Area symbol: AUS **MMSI:** 00 5030126 **Services:**

Services

DSC-WATCH - Watch-keeping using digital selective calling techniques.

Address :	VF12 Sandringham Coast Guard Australian Volunteer Coast Guard Jetty Road Sandringham VIC 3191
TF :	TF : +61 3 95989092
MOBILE :	
FAX :	FAX : +61 3 95210748
TELEX :	
EMAIL :	
URL :	URL : www.coastguard.com.au
SAT :	

Num. Notes : **DC**

Remarks :

Sea Areas : **A1** ✓ **A2** **A3** **A4**

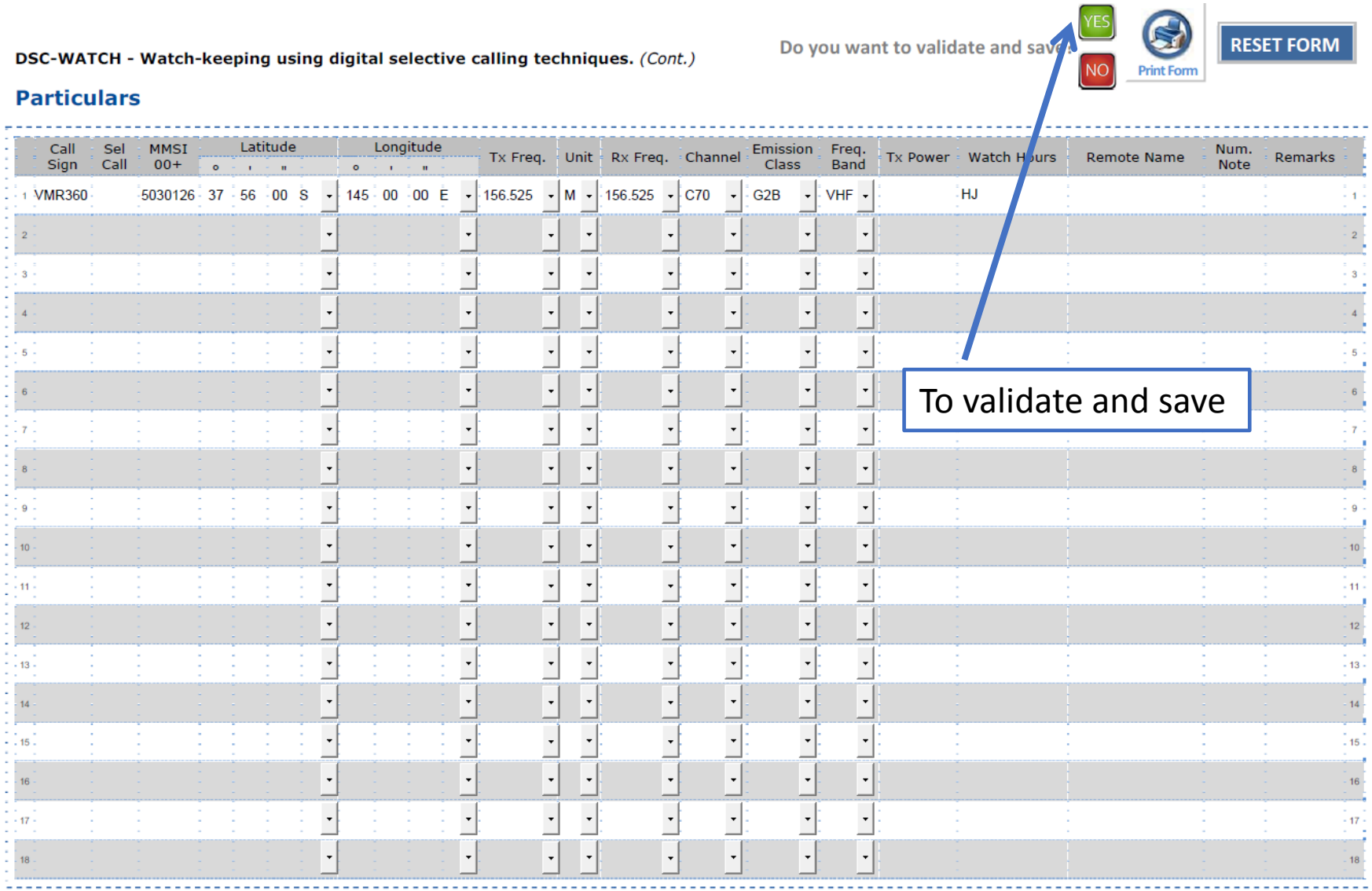
Concerning Station Particulars, please complete fields on next page, before submission

Next page

* This form is to be used only for NEW stations, services and frequencies.
** To amend previously notified stations, services and frequencies, please contact brmail@itu.int.

Australia/Melbourne/Sandringham

STEP 4- Click on the “YES" button after checking the information



	Call Sign	Sel Call	MMSI 00+	Latitude ° ' "	Longitude ° ' "	Tx Freq.	Unit	Rx Freq.	Channel	Emission Class	Freq. Band	Tx Power	Watch Hours	Remote Name	Num. Note	Remarks	
1	VMR360		5030126	37 56 00 S	145 00 00 E	156.525	M	156.525	C70	G2B	VHF		HJ				1
2																	2
3																	3
4																	4
5																	5
6																	6
7																	7
8																	8
9																	9
10																	10
11																	11
12																	12
13																	13
14																	14
15																	15
16																	16
17																	17
18																	18

ITUWRS ONLINE2020

SAVE AND SEND THE NOTIFICATION VIA OFFICIAL POINT OF CONTACT REGISTERED IN ITU

NOTIFICATIONS SHOULD BE SENT TO:

- **the attention of "the Director of the Radiocommunication Bureau"**
- **email: brmail@itu.int**

EXERCISE 7

NOTIFYING COAST STATION INFORMATION FOR INCLUSION INTO THE LIST OF COAST STATIONS AND SPECIAL SERVICE STATIONS (LIST IV)

AIS SERVICE

“NOTIFICATION FORMS (PDF)” AVAILABLE VIA THE MARS WEBPAGE

STEP 1- Click on "How to notify"

COAST STATIONS

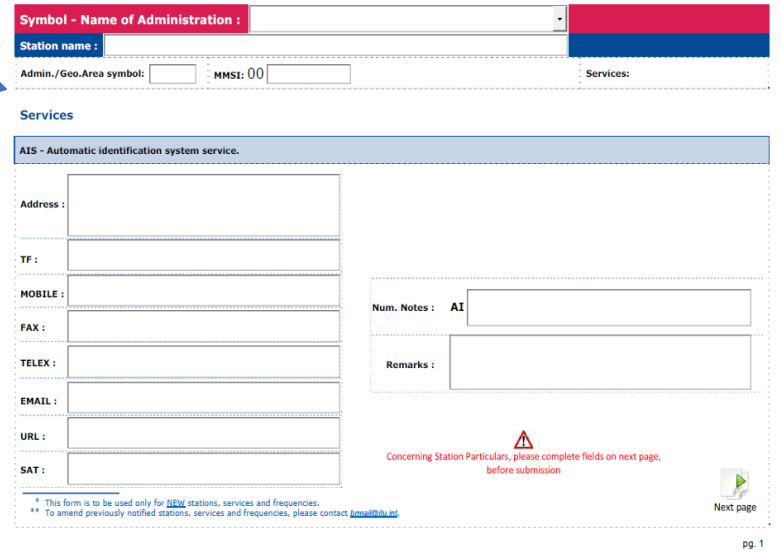
Retrieval of information >

How to notify >

STEP 2- Click on "The particular service and download the form"

The following forms are available in PDF format, in English only.

AIS - Automatic Identification System service	CES - Coast earth stations	CES-CP - Systems in the maritime mobile satellite service that provide a public correspondence service	CP - Public correspondence service
DSC-WATCH - Watch-keeping using digital selective calling techniques	MED-ADVICE - Transmitting medical advice	METEO - Meteo bulletins	NAVAREA Navarea coordinators
NAVINFO - Transmitting to ships navigational and meteorological warnings and urgent information (MSI	NOTICE-NAV - Transmitting notices to navigators	PILOT - Pilot stations	PORTINFO - Port stations
RCC(s) - Rescue coordination centres (MRCC, RCC, MRSC,	SAR AGENCY	UTC - Radio time signals	VTS - VTS (Vessel Traffic Services) stations



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STEP 3 - Fill the AIS Service form with the following data:

Administration: ITALY

Station Name: AUGUSTA PORT INFORMER

Admin.Geo. Area symbol: I

MMSI: 002470092

Address: Avvisatore Maritimo Augusta S.R.L., Italy

TF : +39 0931 976378

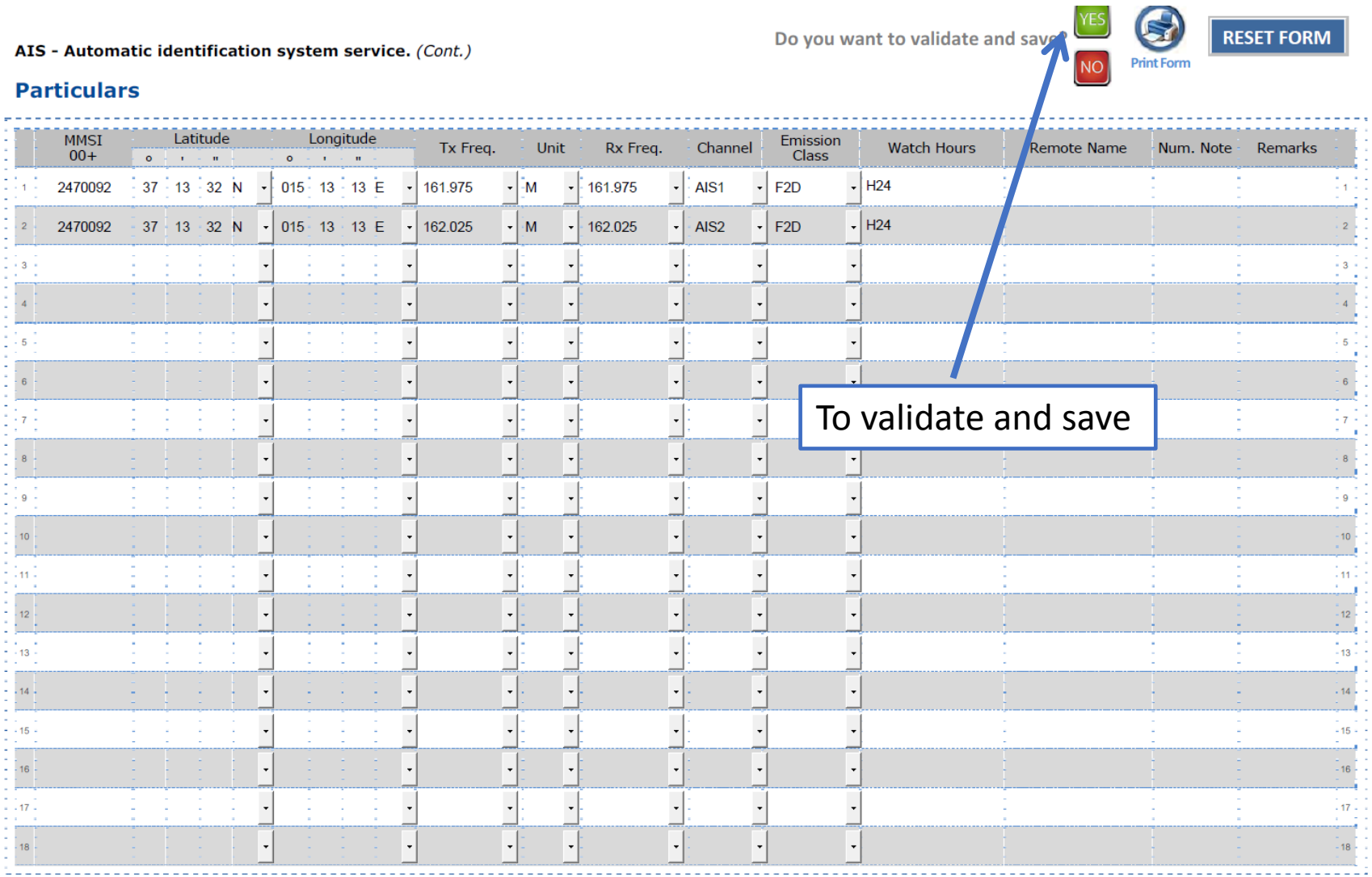
Geographical coordinates: 37°13'32''N - 015°13'13''E

Frequencie/s: 161.975 and 162.025 MHz.

Watch Hours: H24

Remarks: ---

STEP 4- Click on the YES button after checking the information



	MMSI 00+	Latitude ° ' "				Longitude ° ' "				Tx Freq.	Unit	Rx Freq.	Channel	Emission Class	Watch Hours	Remote Name	Num. Note	Remarks	
1	2470092	37	13	32	N	015	13	13	E	161.975	M	161.975	AIS1	F2D	H24				1
2	2470092	37	13	32	N	015	13	13	E	162.025	M	162.025	AIS2	F2D	H24				2
3																			3
4																			4
5																			5
6																			6
7																			7
8																			8
9																			9
10																			10
11																			11
12																			12
13																			13
14																			14
15																			15
16																			16
17																			17
18																			18

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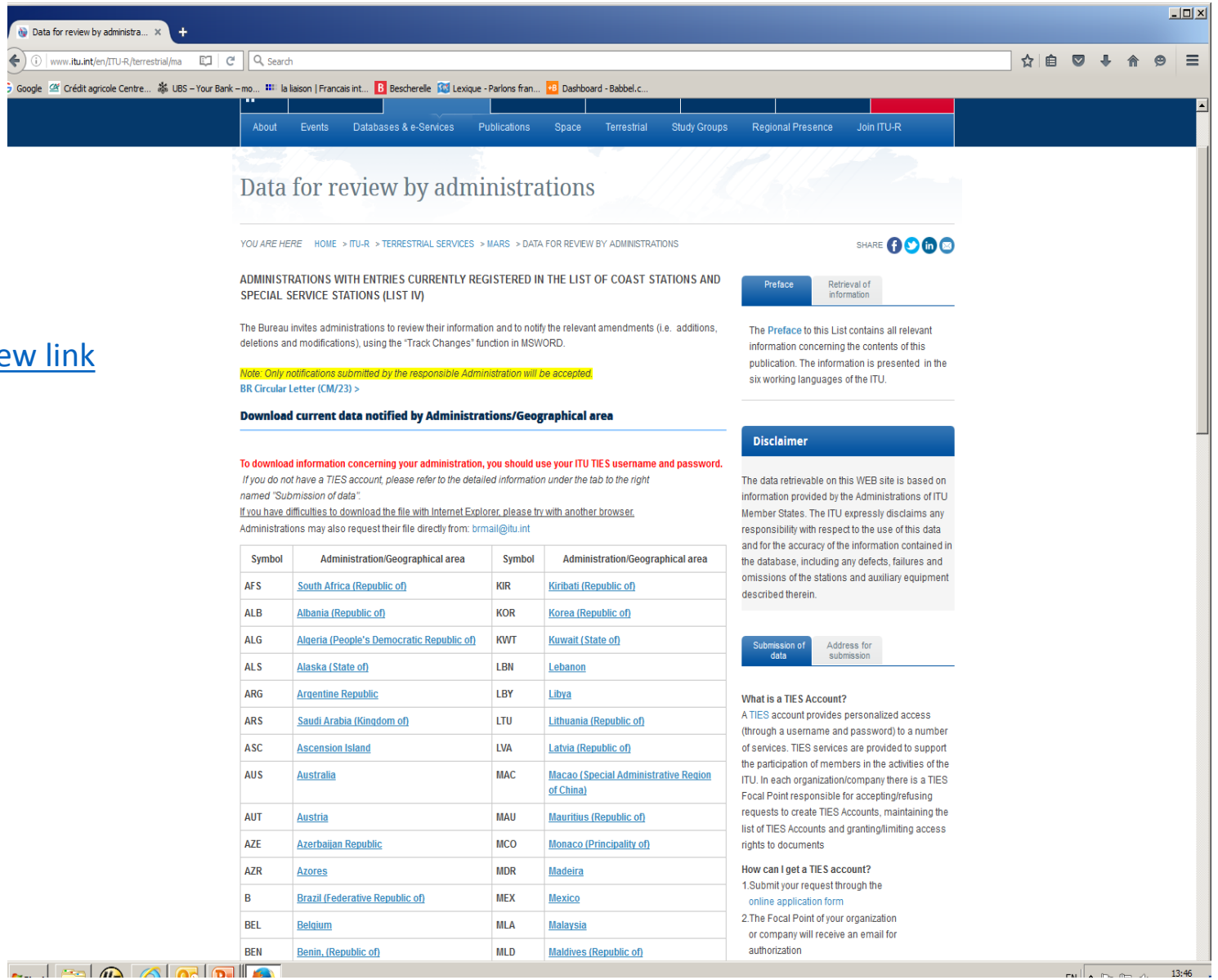
EXERCISE 8

NOTIFYING COAST STATION INFORMATION FOR INCLUSION INTO THE LIST OF COAST STATIONS AND SPECIAL SERVICE STATIONS (LIST IV)

DATA FOR REVIEW

STEP 1 – Download file

Data for review link



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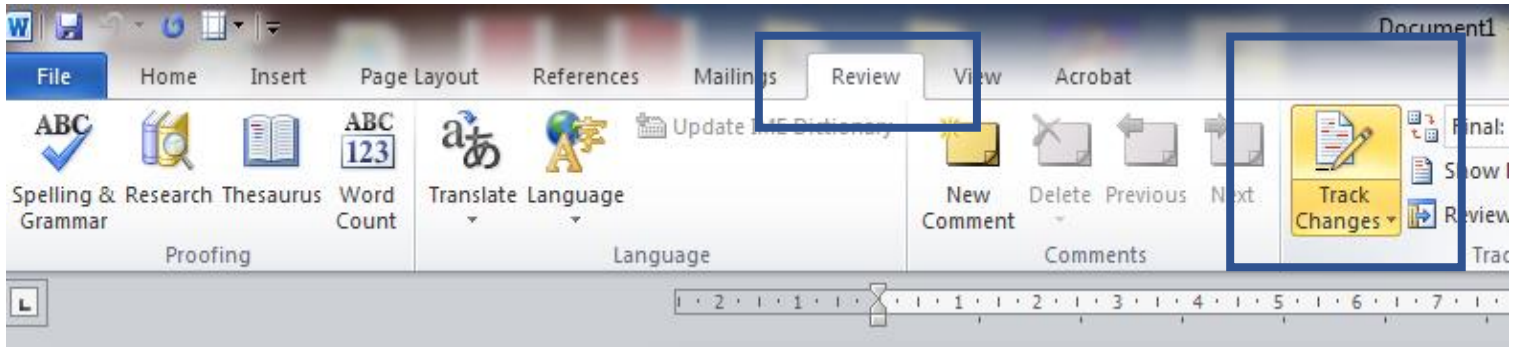
STEP 2

Amend the document using track changes option in MS Word

Select Review tab and then click on track changes



STEP 3
"Save and send the notification"

The document will keep the original text with different marks in order to identify all the changes made as "A" additions, "S" suppression, etc.

CP - Public correspondence service

Address : KT Seoul Radiocenter
143-874
Gwangjin-Gu Jayang-Dong 680-63
Seoul
KOREA
TF : +82 2 4531181
FAX : +82 2 4535002

Nature of Service : CP
Num. Notes : CP1
Remarks :
Charge Notes : A H

Call Sign	Sel Call MMSI	Latitude	Longitude	Priority	Tx Freq.	Unit Rx Freq.	Channel	Emission Class	Freq. Band	Tx Power	Tx Hrs	Watch Hours	Remote Name	Num. Note	Remarks
		~~33°16'15"N~~	~~126°13'12"E~~		~~156.8~~	~~M~~	~~C16~~	~~G3E~~	~~VHF~~	~~0.025~~		~~H24~~			
		33°16'15"N	126°13'12"E		161.75	M	C23	F3E	VHF	0.025		H24			
		33°16'15"N	~~126°13'12"E~~		161.8	M	C24	F3E	VHF	~~0.025~~		H24			
		33°16'15"N	126°13'12"E		161.85	M	C25	F3E	VHF	0.025		H24			
		33°16'15"N	126°13'12"E		161.9	M	C26	F3E	VHF	0.025		H24			
		33°16'15"N	126°13'12"E		161.95	M	C27	F3E	VHF	0.025		H24			
		33°16'15"N	126°13'12"E		162	M	C28	F3E	VHF	0.025		H24			
HLE		33°16'15"N	126°13'12"E		2182	K	2182	H3E J3E	MF	0.2		H24			
HLE		33°16'15"N	126°13'12"E		2299	K	2385	J3E	MF	0.2		H24			
HLE		33°16'15"N	126°13'12"E		2433	K	2385	J3E	MF	0.2		H24			
		33°16'15"N	126°13'12"E		2182	K		J3E	MF	0.25		H24			

KOR - Korea (Rep. of)

NOTIFICATIONS SHOULD BE SENT TO:

- **the attention of "the Director of the Radiocommunication Bureau"**
- **email: brmail@itu.int**

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IMPORTANCE OF THE INFORMATION NOTIFIED

Notified information has assisted in the past and will assist again in the future in saving lives at sea

To provide ship and shore-based information that facilitates communications for global commercial shipping

Thank you!

ITU – Radiocommunication Bureau

Questions to brmail@itu.int or mars@itu.int

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