

To CSN National Competent Authorities of
Member States and EEA Countries

Lisbon, 16 June 2025

Invitation letter sent by e-mail only

Subject: CleanSeaNet Course: Beginners level, EMSA, Lisbon, 8 October 2026

Dear Sir/Madam,

The European Maritime Safety Agency would like to invite you to designate two persons from your country to register to the CleanSeaNet Course - Beginners level. The course is part of the EMSA maritime training services certified as per "ISO 29993:2017 - learning services outside formal education" developed by the EMSA Academy. This 1-day course is planned to be delivered at the EMSA premises in Lisbon on 8 October 2026 with the limit of 16 participants per session. Due to the limited number of seats, the participants will be selected on first come first served basis.

The course is aimed at duty officers working in the maritime administrations, MRCCs, VTS Centres, maritime administrations, and pollution response units, without experience (e.g., newcomers) or with a low level of experience of the CSN service. The course also contains practical exercises to enable consolidation of knowledge acquired.

At the end of the course, a certificate will be provided verifying achievement of the intended learning outcomes, participation, and the demonstration of knowledge and specific skills. For those not passing the assessment, a certificate of attendance will be delivered attesting only their participation.

The course overview, its structure, the intended learning outcomes, agenda and other relevant information, are included in the attached **Course Guide (Annex I)**.

Kindly be informed that participation in the training is subject to the approval of the CSN National Competent Authority.

The designated persons are invited to register on-line for the event by 14 August 2026 at the latest through the following link: <https://extranet.emsa.europa.eu/e-register/>¹. Please log-in using the following

¹ The processing of personal data by EMSA like in all the Union institutions and bodies is regulated by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions. The applicable rules related to personal data protection are available under the following link: <http://emsanet/index.php/personal-data-protection.html>

credentials: **Username: emsa.guest2026 / Password: Participants2026**. Once logged in, access the “EVENTS REGISTRATION” button and from there select the link to the CleanSeaNet Course for Advanced.

Before making any travel arrangements, please make sure that you have received a message confirming that your registration has been successful.

EMSA will cover travel, daily allowance and accommodation costs as per the EMSA Rules on Reimbursement of Expenses to Experts. With respect to the daily subsistence allowance, experts will receive **95 €** per day of meeting. As regards accommodation, experts will receive a flat rate of **121 €** per overnight stay (no supporting document required) for the invited participants. The maximum number of overnight stays reimbursed is the number of meeting days +1.

Please note that only registered participants will be entitled to reimbursement and all supporting documents for reimbursement must be submitted within 30 calendar days after the end date of the event.

For any further questions related to on-line registration or the reimbursement procedure, please contact the Events Team (Tel: +351 21 1209 650, e-mail: events@emsa.europa.eu). Please do not hesitate to contact the Course Coordinator, at Malgorzata.NESTEROWICZ@emsa.europa.eu, should you have any questions on the training course.

Yours sincerely,

(e-signed)

Manuela Tomassini
Head of Department
Sustainability and Technical Assistance

Annex I: Course Guide