

		Mede voor akkoord	CONCEPT
Concipiënt :	Afdeling	Paraaf	Datum
Behandelaar :	_____	_____	_____
Datum :	_____	_____	_____
Kopie :	_____	_____	_____

AGENTS

Date verzenddatum invullen
Your reference invullen
Our reference #NUMMER#
Encs 1
Contact HCC
Telephone +31 (0)10 252 1000
Fax +31 (0)10 252 2881
E-mail HCC @portofrotterdam.com

Subject: Electronic notification of all voyages

Dear Sir or Madam [personalise],

As an agency, between February and May of this year, you will be connected with Portbase's completely renewed 'Vessel Notification' service. This service will simplify the electronic reporting of data relating to shiftings and departures. Once your organisation has been linked up to the renewed 'Vessel Notification' service, you will also transmit the details of your shiftings and departures to the Harbour Master.

We have expanded the ISPS report, which will be offered as a separate report. This ensures that you and the vessel in question satisfy the relevant legal requirements. When you complete the form, you are required to fill in all fields, including the 10 port facilities previously visited by the vessel. This is different to the old form, in which you were required to enter the previous ten ports. We have included the new ISPS form as an enclosure.

Why have we switched to electronic notifications?

To start, as the Harbour Master of Rotterdam, I bear responsibility for a smooth and safe maritime process in the port area – which means that it is very important to comply with all current legislation. In addition, our joint clients expect more and more efficiency, as well as a high level of service. The availability and reliability of the provided information play a key role in this process. When parties in the port receive full and timely information, this helps them plan their activities more effectively. And more effective planning makes Rotterdam safer and more efficient as a port.

A growing number of different parties are making use of the information included in the electronic reports. As Harbour Master, I view the notifying party as the owner of the information, as well as the party responsible for ensuring that the provided details are correct. Since details are entered by the notifying party, this system limits the number of contact moments and consequently reduces the risk of incorrect data entering the chain.

Which benefits does this have for you as an agent?

A growing number of different parties make use of the information included in your notification reports. That is why it is important that you retain maximum control over the data that are used in the port, to ensure that they are correct. With electronic reporting, you are assured that the PCS and the systems used by the Harbour Master and various service providers contain the correct data. And finally, Portbase's new 'Vessel Notification' service is more user-friendly. You can even access it via your smartphone – making it easy for you to submit reports electronically after office hours, for example.

What are the key changes?

- As soon as your organisation has been linked to the renewed 'Vessel Reporting' system, you will be expected to also report the details of your shiftings and departures in electronic form.
- You are required to provide the sailing details for each voyage, including ETD, services and the expected draught:
 - Report at least 12 hours before your ETD if you will be requiring towing and/or pilot services
 - Report at least 6 hours before your ETD if you will not be requiring such services, or will only be using linesmen.
- You are required to adjust your ETD any time you become aware the time will shift by more than 30 minutes.
- You will still be able to change the sailing data of *booked* voyages by telephone via the Harbour Coordination Center (HCC).
- If you report changes to your destination berth by telephone, you are required to copy these changed details to PCS before you can continue working within this electronic system.
- Booking voyages is still done over the telephone. You are allowed to change the details of your voyage at a later time.
- The vessel's ISPS data need to be completed in full (including the 10 previous port facilities).

Electronic changes to a booked voyage

If you enter changes to your sailing details after booking a voyage via the 'Vessel Notification' service, this can result in the charging of extra costs by one of your service providers. This is because this amounts to changing your booked voyage. Your voyage will be rescheduled, and it cannot be guaranteed that you will be assigned the newly applied-for time slot.

Connection phase

Of course, as the Harbour Master, I understand that this change has an impact on your organisation's work process. That is why I would like to give you some time to get used to the new situation in the connection phase. In the period ahead, the HCC will pay extra attention to agents that are being connected with the new 'Vessel Notification' service.

Datum verzenddatum invullen
Ons kenmerk #NUMMER#

FAQ

We have listed the answers to a number of frequently-asked questions on our website (www.portofrotterdam.com/). Do you have a different question? Feel free to send it by email to HCC@portofrotterdam.com. We will answer it as soon as possible. We have also posted this letter and its enclosure online on our website.

Yours sincerely,

The Harbour Master of