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| IALA Guideline |

Guideline XXXX

VESSEL SHORE REPORTING SERVICE

Edition 3.1

Date (of approval by Council)

*Revokes Guideline [number]*

Revisions to this IALA Document are to be noted in the table prior to the issue of a revised document.

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| --- | --- | --- |
| Date | Page / Section Revised | Requirement for Revision |
| February 21, 2017 | Initial Document Draft | New Guideline |
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**Addenda**

These are spreadsheets that are part of this document. They are listed below with links to the DropBox folder for “IALA Guideline on Vessel Shore Reporting”

[Ship Report Template v1.1](https://www.dropbox.com/s/r2dafgt0oldinv6/Ship%20Report%20Template%20V1.1.xlsx?dl=0)

[Ship Reporting Data Model Attribute Specification v2.0.1Complete](https://www.dropbox.com/s/hvj830ozt4s4lof/Ship%20Reporting%20Data%20Model%20Attribute%20Specification%20v2.0.1Complete.xlsx?dl=0)

[CMDS v1.1](https://www.dropbox.com/s/ghqrk5ivwbq4k5p/CMDS%20v1.1.xlsx?dl=0)

[CMDS Sources for Ship Report Types](https://www.dropbox.com/s/4ebpm3wvet7am8o/CMDS%20Sources%20for%20Ship%20Report%20Types.xlsx?dl=0)

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# Objectives

e-Navigation services aim to improve safety and operational efficiency and ensure environmental protection. One of the opportunities to reach these aims was identified by IMO in 2012:

* The administrative burden that vessel shore reporting places on mariners distracts them from safe navigation.

The aim of the Vessel Shore Reporting Service is to minimize the reporting workload on mariners and shore-based authorities.

To minimize the mariner’s workload (amount of time spent on preparing and submitting reports to shore-based authorities), reports should be automatically generated as much as possible from on-board systems. The Vessel Shore Reporting Service (VSRS) should also allow shore-based authorities to streamline processes and procedures associated with receiving and acting on the information that is provided by ships.

The objective of this IALA Guideline is to support IMO in establishing information repositories that will enable industry to develop automated VSRS solutions. Such solutions need to address shore-based authorities’ reporting requirements. IALA is well positioned to represent shore-based authorities since most competent authorities, including VTS authorities, are IALA National Members.

Establishing information repositories involves harmonizing the types of reports that shore-based authorities require including their format and their attributes.

# Description

The VSRS is intended to reduce the administrative burden on mariners as much as practically possible. VSRS should use Information Communications and Technology (ICT) tools to streamline current manual processes and procedures both on-board and ashore.

To create an environment that makes it attractive for industry to develop, test, market and maintain the required ICT tools, it is necessary to develop S-2XX Product Specifications for two information repositories:

* A library of templates of reports that shore-based authorities require including their format, contents and submission requirements.
* The part of the Common Maritime Data Structure (CMDS) that will support generation of the required reports.

Furthermore, it will be necessary to populate and maintain the library of templates of required reports and to promote adoption of maritime industry standards that will allow automatic generation of ship reports from information available in other on-board systems. (i.e. Machine-to Machine or M2M interfacing standards)

To be effective VSRS ICT tools need to address several specific needs:

## Streamline generation of ship reports

ICT tools should have functionality to streamline the processes and procedures associated with generating and submitting reports that are required by shore-based authorities in a timely fashion including functionality that allows mariners to convey information in the electronic format that complies with all National Single Window (NSW) requirements. ICT tools furthermore should have functionality to generate other frequently required report formats (i.e. Printed reports, PDF’s, spreadsheet files, document files, etc.).

ICT tools should have built-in intelligence that assists mariners with generating reports that are required for the next port of call (or coastal area) while minimizing manual data entry.

Minimizing manual data entry as much as practically possible could be achieved by

* Automatic collection of the required reporting information from on board and other systems using standard Machine-to-Machine (M2M) system interfacing tools and
* By re-using information that mariners enter for passage planning and for previous port calls.

## Delegate Ship Reporting Tasks to Shore-based personnel

ICT tools for this service should have functionality to provide ship owners/operators with the option to assign some of the reporting duties to shore-based personnel (i.e. port agents, etc.)

## Control Access to ship reporting information

VSRS should have functionality that allows ship owners/operators to use modern ICT authentication, authorization and encryption methods to control access to their ship reporting information, thus allowing them to authorize:

* Shore-based personnel to perform ship reporting duties
* Shore-based authorities to access some of their electronic ship reporting information in a read-only manner

Shore-based authorities should not have to use different authentication, authorization and encryption methods to access information from different ships, therefore all VSRS ITC tools should use the same authentication, authorization and encryption methods.

## Accommodate changes in reporting requirements

The VSRS should accommodate changes that shore-based authorities make or plan to make in their reporting requirements in a timely fashion while minimizing the VSRS updating burden on mariners.

## Software Quality and Human Centered Design

ICT tools should comply with Software Quality Assurance (SQA) and Human Centered Design (HCD) guidelines specified in IMO MSC.1/Circ. 1512.

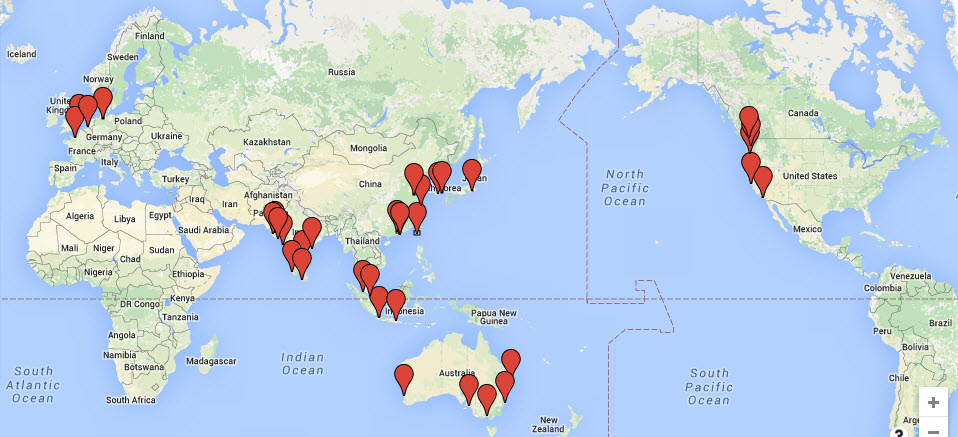
## Ballast and Bilge Operations

ICT tools should collect Ballast and Bilge Operations information directly from the on-board management systems to prevent mariners from altering the information except when these systems are out of order.

# AREA of OPERATION

The library of templates for reports (and the associated Product Specifications for this library and for CMDS) should initially be developed to address entry into a limited number of frequently called ports and coastal areas. The standards should gradually be expanded to cover reports required by shore-based authorities in additional ports and coastal areas.

The list of attributes of the prototype VSRS ICT tool supports entry into 32 ports around the world is provided in Annex 1



1. Initial Area of Operation

Similarly, the library of templates for reports (and the associated Product Specifications for this library and for CMDS) should initially be developed to address the reporting requirements of a limited number of SOLAS ship types (i.e. container ships, bulk carriers, tankers, passenger vessels, etc.) and be expanded to cover reporting requirements of other vessels where there are significant opportunities to reduce the administrative burden on the mariner. The prototype VSRS ICT tool covers just container ships.

1. [List 1].
2. [List 1].
3. … .

# Information

## Ship report template library

A unique identifier in the Maritime Resource Name (MRN) naming system should be established for each report template. The MRN naming structure listed below should be adopted.

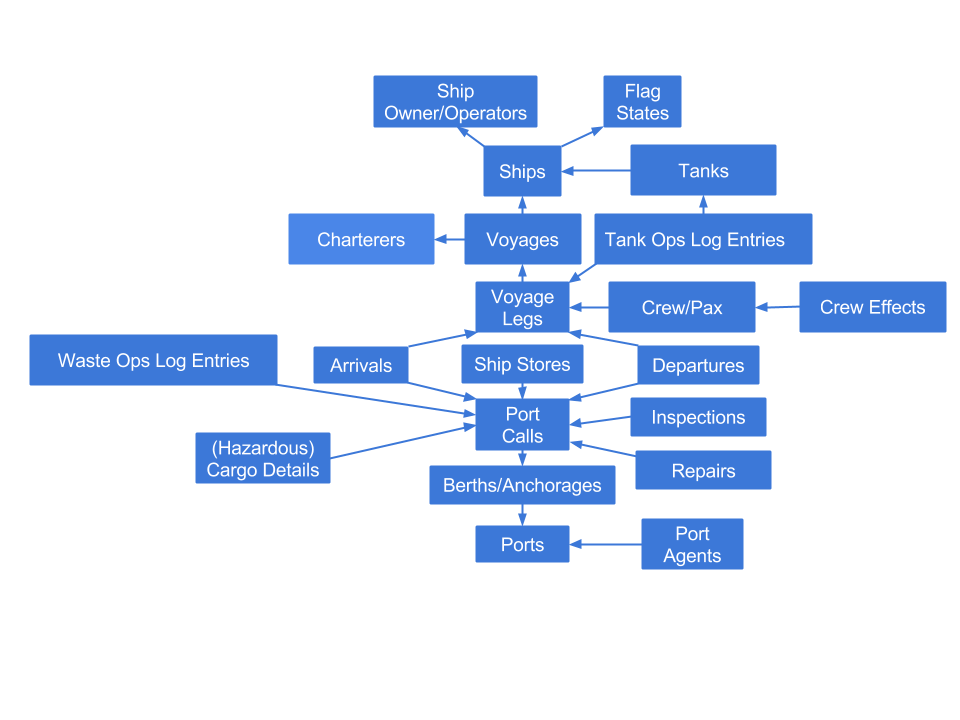
urn:mrn:iala:sr:igr:cc:st:prt:bth:12345:vsn where

* "mrn" denotes that this is a Maritime Resource Name
* "iala" denotes the internationational organization that owns the register of ship report templates (i.e. IALA)
* "sr" denotes that this is a Ship Report Template
* "igr" denotes that this is a ship report template that is required to be submitted when entering a Inter Governmental Region (IGR, i.e. "Schengen", "Strait of Malacca", etc.). A standard list of abbreviations of IGR’s should be maintained and kept up to date by IALA. If the report is not required by an IGR the the "igr" should be "999".
* "cc" denotes the code of the country that requires submittal of the report. The UN LoCode should be used for a country's code. If the report is required to be submitted for an IGR then "cc" should be "99"
* "st" denotes the State/Province that requires submittal of the report. The UN LoCode of the State/Province should be used to identify States and Provinces within a country. If the report is required to be submitted for an IGR or for all States/Provinces within country then "st" should be "99"
* "prt" denotes the UN LoCode of the port that requires the report. If the report is required by an IGR or all ports within a country or state/province then "prt" should be "999".
* "bth" denotes the berth/anchorage for which the report is required. The port's authority should be responsible to maintain and update its berth/anchorage codes. If the report is required to be submitted for all berths within a port then "bth" should be "999".
* "12345" should uniquely identify the report template within an Inter Governmental Region, Country, Port and/or Berth/Anchorage.
* "vsn" should identify the version of the required report template. The shore-based authority who requires submittal of the report should be responsible for the version number.

Each Ship Report Template should be specified with properties (i.e. Objects, Features, Attributes and Sub-Attributes) listed in Annex 1

## CMDS

A high-level view of the part of CMDS that is required to generate ship reports is depicted below. A detailed list of Product Specifications, objects, features, attributes and sub-attributes of CMDS that are required to support the prototype of a VSRS is provided in Annex 1.

[](https://docs.google.com/drawings/d/1FtBVk7swvhsnUeeQyKUnYtZcsaqdojFcSLFtgBlHsaQ/edit?usp=sharing)

1. High-level view of CMDS Objects and their relationships

## ICT Environment

To create an environment that attracts industry to develop, test, market and maintain VSRS ICT tools (i.e. “ICT Environment”) and simultaneously to provide ship owners/operators with an array of VSRS ICT tool offerings that fit their specific requirements:

### CMDS Structure

The object, feature catalog and attributes of the parts of the CMDS Product Specifications (PS) that are associated with Vessel Shore Reporting requirements should be made publicly available and periodically updated to support new or changed reporting requirements.

### Ship report template library

Each ship report template that is supported by the current version of the CMDS PS should be uniquely identified and the library of supported report templates should be updated periodically. Industry should have access to the latest version of the library in return for a nominal subscription fee.

### Compliance Testing

ICT tools should be developed that will allow vendors to (self) test compliance of their tools with

* The current versions of the S-2XX Product Specifications for Objects, Features and Attributes of CMDS
* Shore-based Authorities’ current Vessel Shore Reporting requirements (i.e. the current version of the Ship Report Template Library)

Vendors should submit their test results to a Certification Authority in accordance with IALA Guideline No. 1088 Introduction to Preparing S -100 Product Specifications

The test software should identify the MRN’s of the reports that the ICT tool under test doesn't comply with, categorized by IGR, Country, State/Province and Port.

The Certification Authority should review test results in a timely manner and, if they are found to be acceptable, issue a Ship Reporting Certificate of Compliance for the version of the ICT tool under test that specifies the report templates (i.e. sea areas) it complies with.

### ICT tool registry

The Certification Authority should make a registry of available ICT tools publicly available indicating their coverage area. (some ICT Tools may only cover a certain sea area)

The registry should be searchable and include contact information of the vendor, the ICT tool name and version as well as a user satisfaction rating and user reviews

### Schedule of planned changes

The Certification Authority should publish a schedule of planned changes of CMDS PS and changes in the report template library with sufficient notice to allow vendors to upgrade their ICT tools, re-certify them and distribute them to their customers.

# Reference to technical services

## Current infrastructure

### Telecommunications

Implementation of on-board VSRS ICT tools can be achieved using telecommunications channels that ships already have. No additional telecommunications infrastructure is required.

VSRS will, in some cases, require transmission of e-mails with attachments. Most ships have this capability.

Many ships also have some form of internet access although such access is not a prerequisite for implementation of on-board VSRS ICT tools.

If the ship owner/operator elects to authorize shore-based personnel to assist mariners with ship reporting duties and/or elects to authorize shore-based authorities to access reporting information directly, then an internet connection from the ship with modest data transfer capacity will be required.

### On-board computing environment

Using VSRS ICT tools will require access to a, possibly already available, computer. For ICT tools that use information provided by other on-board systems (Passage Planning System, Ballast Management System, Waste Management System, Emissions Management System, etc.), this computer will need to have (read-only) access to information in such systems. ICT tools should prevent mariners from altering the information retrieved from such systems except when the they are out of order.

### Cloud-based infrastructure

If ship owners/operators elect to authorize shore-based personnel to assist mariners with vessel shore reporting duties and/or elect to authorize shore-based authorities to access ship reporting information directly, then it will be necessary to establish a cloud-based version of CMDS that replicates with the on-board version. This will require that the ship’s VSRS computer has an internet connection with modest throughput capacity.

### Security infrastructure

A cloud-based version of CMDS will require a modern set of authentication, authorization and encryption tools. It will also require processes, procedures and a tool to manage security/authentication/encryption certificates.

## Future infrastructure

There are advanced plans to establish an information infrastructure that will support all e-navigation services. Specifically, the [Maritime Cloud](http://efficiensea2.org/solution/the-maritime-cloud/) (MC) is undergoing operational testing as part of the [EfficienSea2](http://efficiensea2.org/) project.

As soon as the MC becomes operational and is implemented on their ships, in their offices and by their port agents, ship owners/operators will likely request industry to amend its VSRS ICT tool offerings to take advantage of this new infrastructure.

Annex 2 provides more detail on what will likely be involved to amend VSRS ICT tools to take advantage of the functionality that the MC will offer.

# Prerequisite maritime services

None

# Examples

## Currently available ship reporting ict tools

* [DNV.GL Navigator](https://www.dnvgl.com/services/port-clearance-assistance-navigator-port-1440)
* [BASSnet](http://www.bassnet.no/portfolio-item/ports-guide/)
* Others

## National Single Window systems

## Ship reports (see annex 4)

# DEFINITIONS

The definitions of terms used in this Guideline can be found in the International Dictionary of Marine Aids to Navigation (IALA Dictionary) at <http://www.iala-aism.org/wiki/dictionary> and were checked as correct at the time of going to print. Where conflict arises, the IALA Dictionary should be considered as the authoritative source of definitions used in IALA documents.

# ACRONYMS

BTH Beth/Anchorage

CC Country Code

CMDS Common Maritime Data Structure

HCD Human Centered Design

ICT Information and Communications Technology

IGR Inter Governmental Region (i.e. Schengen)

M2M Machine-to-machine interface

MC Maritime Cloud

MRN Maritime Resource Name

PRT Port (UN LoCode)

PS S-2XX Product Specification

SQA Software Quality Assurance

SR Ship Report Template Register

ST State/Province

UN United Nations

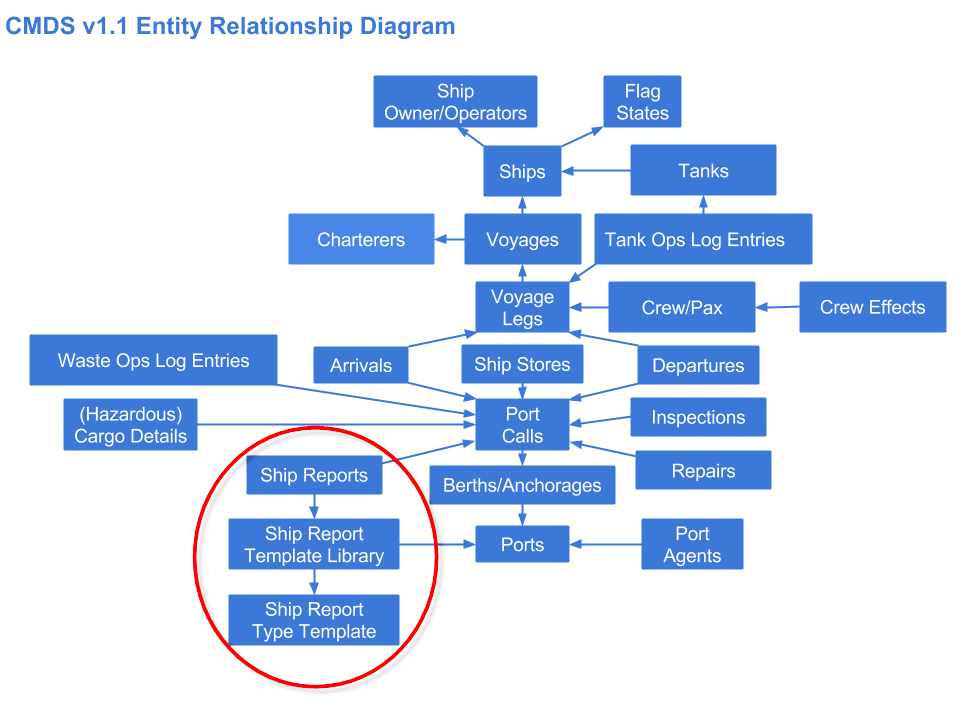
VSN Version

VSRS Vessel Shore Reporting Service

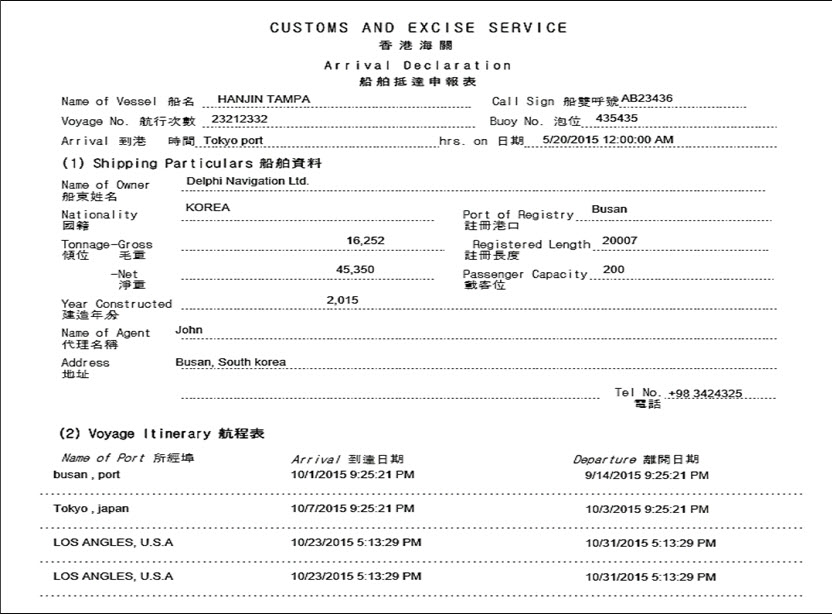
**Annex 1 VSRS Draft S-2XX Product Specifications**

**Ship Report Templates**

A ship report template is used to generate a ship report for a port call. Report templates can vary by port and by type of report (Customs, Health, etc.). Some report templates (i.e. NSW reports) vary by country but combine several types in a single report.



Below is an example of a ship report:

****

The templates that are used to generate reports such as the one above will need to have the following features, attributes and sub-attributes:

See “Ship Report Template v1.1” Spreadsheet.

**Ship Report Type Templates**

Ship Report Type Templates specify for each type of report what features, attributes and sub-attributes are required to be able to generate ship reports. Report Templates are derived from (inherit information from) Report Type Templates for example the specification of the source of the value of each (sub)attribute in CMDS.

To be able to generate all reports required for entry into 32 ports around the world, the prototype VSRS ICT tool specifies 19 different types of reports:

|  |  |
| --- | --- |
| 1 | Arrival Declaration / General Declaration |
| 2 | Ballast Water Log |
| 3 | Cargo Declaration |
| 4 | Certificate of Disembarkation |
| 5 | Certificates |
| 6 | Crew Effect Declaration / Article |
| 7 | Crew Vaccination Record List |
| 8 | Crew List Report |
| 9 | Foreign Currency List |
| 10 | General List / NIL List |
| 11 | Health |
| 12 | Passenger List |
| 13 | Port of Call List / Voyage Memo |
| 14 | Security Report |
| 15 | Ship's Particulars |
| 16 | Ship's Repair |
| 17 | Ship's Stores Declaration |
| 18 | Tank Condition |
| 19 | Waste Notification |

The Draft S-2XX Product Specification for these ship report type templates is provided in the “Ship Reporting Data Model Attribute Specification v2.0.1Complete” Spreadsheet. They are harmonized with the current version of ISO 28005.

The actual value of each (sub)attribute of each of these 19 report type templates will be stored in CMDS or more specifically in the part of CMDS that will support generation of ship reports.

The correlation between (sub)attributes of the each of the 19 report type templates and (sub)attributes of CMDS is provided in the “CMDS Sources for Ship Report Types” spreadsheet.

**CMDS**

CMDS is the database that mariners (possibly assisted by shore-based personnel) will need to update so that VSRS ICT tools can generate all ship reports for clearance into the next port/coastal area.

A draft of the S-2XX Product Specification for the part of CMDS that is required to generate ship reports is provided in the “CMDS v1.1” spreadsheet.

**Annex 2 VSRS Migration to Future Infrastructure**

1. **Background**

There are advanced plans to establish an maritime information infrastructure that will support all e-navigation services. Specifically, the [Maritime Cloud](http://efficiensea2.org/solution/the-maritime-cloud/) (MC) is undergoing operational testing as part of the [EfficienSea2](http://efficiensea2.org/) project.

As soon as the MC becomes operational and is implemented on their ships, in their offices and by their port agents, ship owners/operators will likely request industry to amend VSRS ICT tool offerings to take advantage of this new infrastructure.

MC will require a detailed specification of services. Following are descriptions of MC services that would be associated with VSRS:

* VSRS
* VSRS ICT Tool Service

1. **Vessel Shore Reporting Service**

The ship provides reporting services to Shore-based Authorities. After the MC has been implemented world-wide and all Shore-based Authorities have implemented infrastructure that will allow them to take advantage of the functionality offered by the MC, Shore-based Authorities that require vessel reports will be “consuming” the service from the ship. The Vessel Shore Reporting Service that a ship provides will consist of a portfolio of services: one for each required report. Each service will be identified by its unique report identifier (MRN). Shore-based Authorities will subscribe to the report services that they are interested in. Before they can do this, however, the ship's owner/operator (using MC tools) must authenticate the Shore-based Authority and then authorize it to consume the report service.

In the interim, before world-wide implementation of the MC, many Shore-based Authorities will still require (signed) hardcopy reports delivered to them either when they board the ship on arrival or delivered to them by the port agent in their office. Some shore-based Authorities will accept a fax, a PDF and/or an electronic (MS Word, MS Excel, National Single Window XML, etc.) version of the report that could be sent to them as an e-mail attachment by the ship or via the port agent.

Either way, the Shore-based Authority will not yet be an actor in the Maritime Cloud and doesn’t subscribe to the reporting service that the ship provides. When the MC has been implemented but the local Shore-based Authority has yet to implement the required infrastructure, the port agent could act as a duly authenticated and authorized proxy on behalf of the Shore-based Authority. The shipping agent, in that case will subscribe to the Vessel Shore Reporting Service(s).

The ship could use the MC’s Maritime Messaging Server (MMS) to send the reports to the shipping agent for printing of paper copies of the report and delivering them to the shore-based authority. If the Shore-based authority accepts an electronic format then the ship could use MMS to send the report directly to the Shore-based Authority.

If ship owners/operators elect to allow the mariners to delegate some of their reporting duties to shore-based personnel and to provide shore-based authorities with access to ship reporting information then the on-board reporting database (CMDS) will need to be replicated with a cloud-based version. In that case MC will likely offer database replication functionality.

1. **VSRS ICT Tools Service**

Ship Reporting ICT tools should be listed in the MC’s service directory (app store) along with their rating and reviews from users. The ship owner/operator should have the option to subscribe to the tools service provided by the vendor including periodic updates. The ship owner/operator should have the option to purchase a subscription to the selected ICT tool(s) and specify which of its ships will be authorized to use the tools.

Mariners should have the option to provide vendors with feedback on their tools in the form of publicly available reviews and ratings.

Shore-based users of Vessel Shore Reporting ICT Tools (i.e. ship owner/operator’s office personnel, their port agents and/or shore-based authorities) should be able to use the VSRS ICT tool service in a similar manner.

Vendors (i.e. ICT tool service providers) should not only provide Service Specifications for their ICT Tools Service but also for the Vessel Shore Reporting Services that ships provide to Shore-based Authorities using their VSRS ICT tools. Vendors should adopt the proposed Service Specification Guideline for the MC (see Annex 3) to describe their services in the MC Service Directory.

**Annex 3 Proposed Specification Guideline for Technical Services**

Refer to IALA ENAV19 Input Paper ENAV19-9.14.1 “Specification guideline for Technical Services”

Input paper: [[1]](#footnote-1) ENAV19-9.14.1

Input paper for the following Committee(s): check as appropriate Purpose of paper:

**□** ARM **□** ENG **□** PAP **□** Input

X ENAV **□** VTS **X** Information

Agenda item [[2]](#footnote-2) 9

Technical Domain / Task Number 2 …………………………………

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ETRI (Republic of Korea)  
Frequentis (Austria)  
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Danish Maritime Authority (Denmark)

Specification guideline for Technical Services

# Summary

This information paper and Annexes provides meta-information, explaining how technical services could be described in the context of the Maritime Cloud, although it could be used to describe any type of technical service in any context.

For clarity it should be stressed that ‘services’ in the context of this document are ‘technical services’. This could for instance be a service that provides the digital information about weather forecasts in a specific geographical area. It would not be the provision of pilotage in an area, which is also a service, but this would be considered an operational service.

## Purpose of the document

To give an initial proposal of how a technical description of a technical service could look like. This paper and the Annexes should provide information and background knowledge for an interesting discussion during eNav 19.

It is the end goal to develop a future IALA guideline of describing technical services.

## Related documents

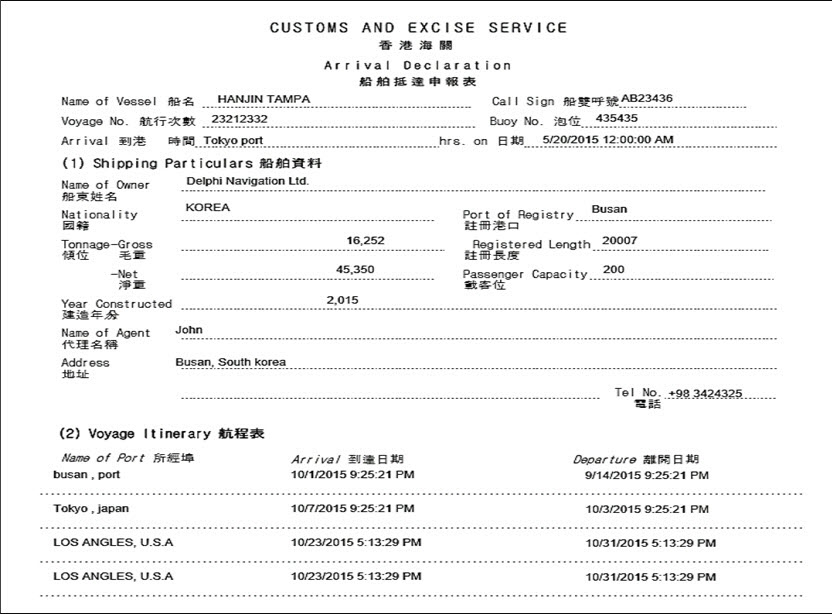
* SG\_Annex\_A\_Service\_Documentation\_Guidelines
* SG\_Annex\_B\_Service\_Specification\_Template
* SG\_Annex\_C\_Service\_Design\_Description\_Template
* SG\_Annex\_D\_Service\_Implementation\_Description\_Template
* SG\_Annex\_E\_Example\_NW\_NM
* Maritime Cloud – Conceptual Model (also submitted to eNav 19)
* Identity Management and Cyber Security (also submitted to eNav 19)

# Background

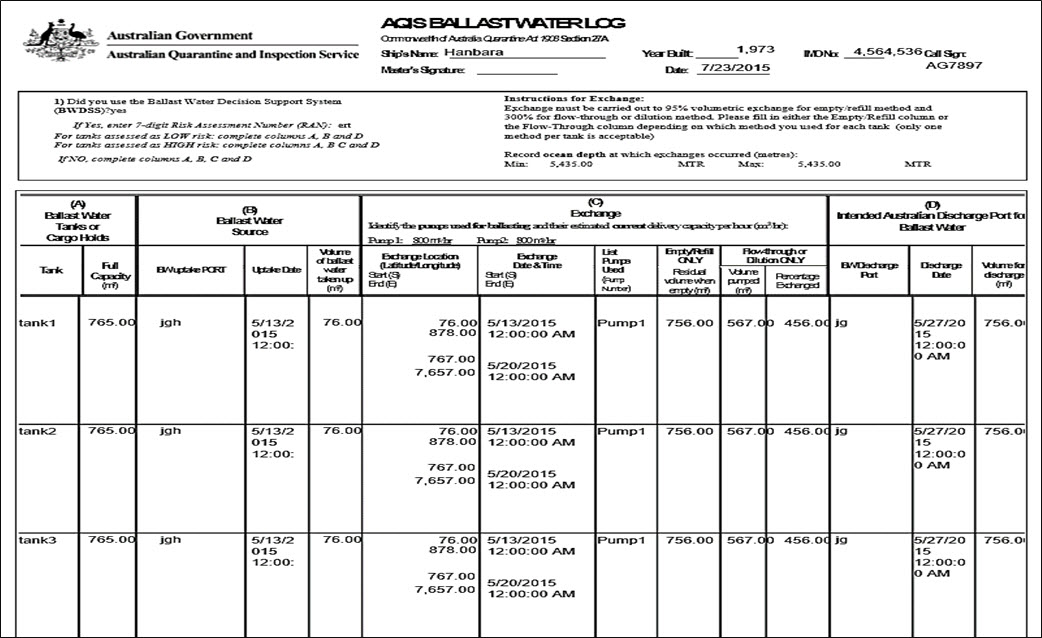
One of the core components of the Maritime Cloud is the Service Registry, that provides the ability to register and lookup services in the maritime domain. In that regard, there has been a need of a standardized way of describing technical services.

**Annex 4 Examples of Ship Reports**

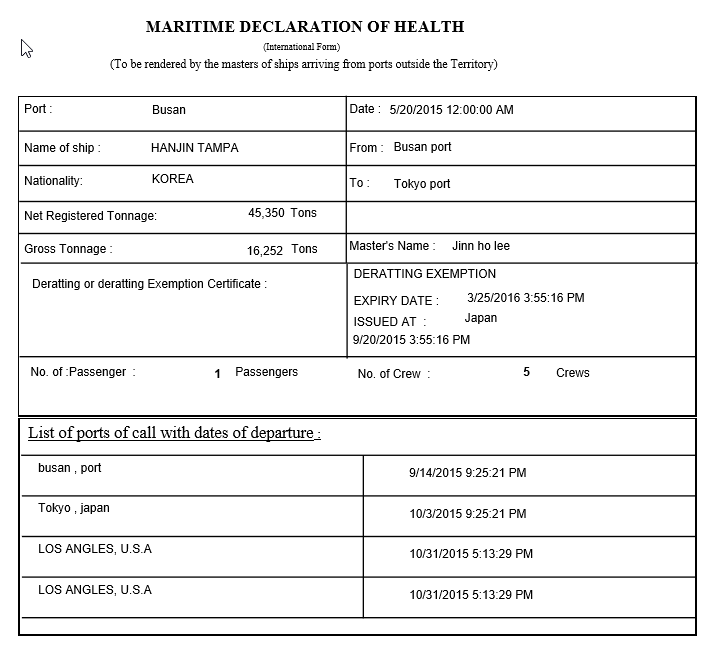
1. **Tokyo Arrival Declaration**

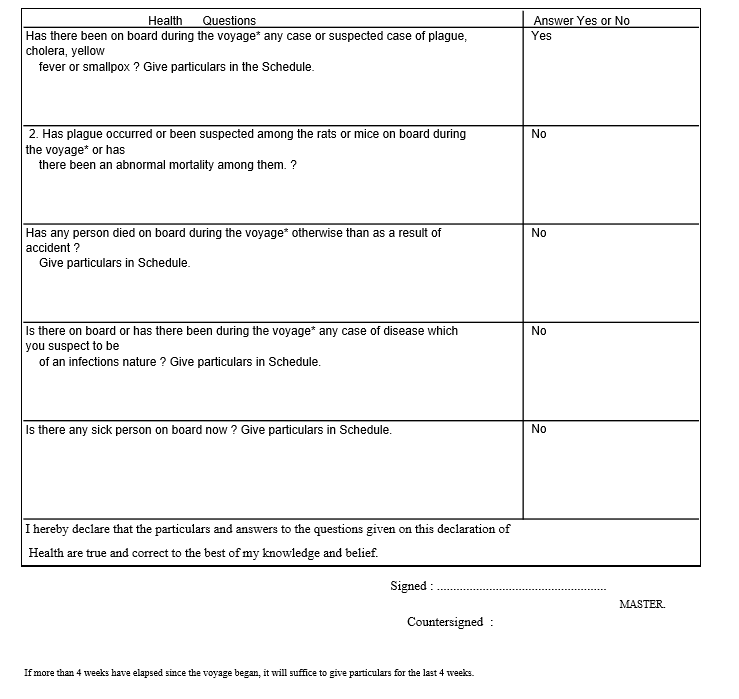


1. **Australia Ballast Report**

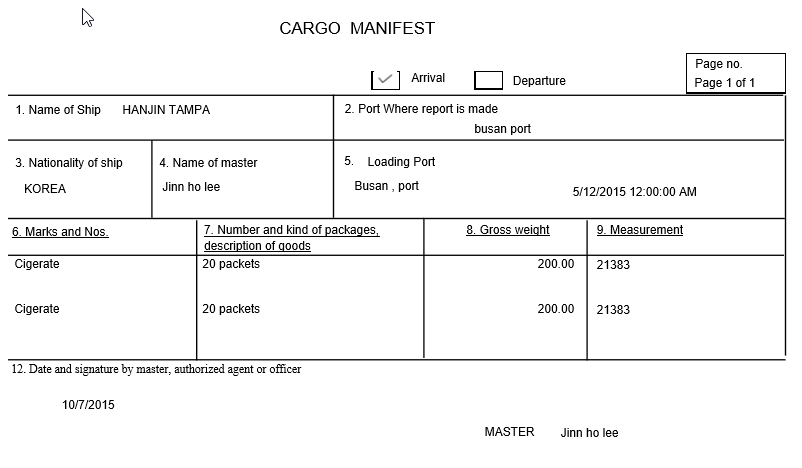


1. **Maritime Declaration of Health**

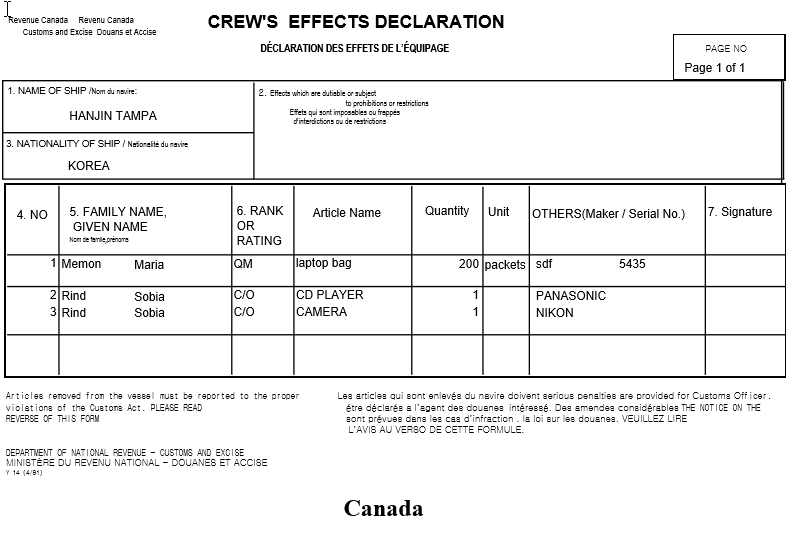




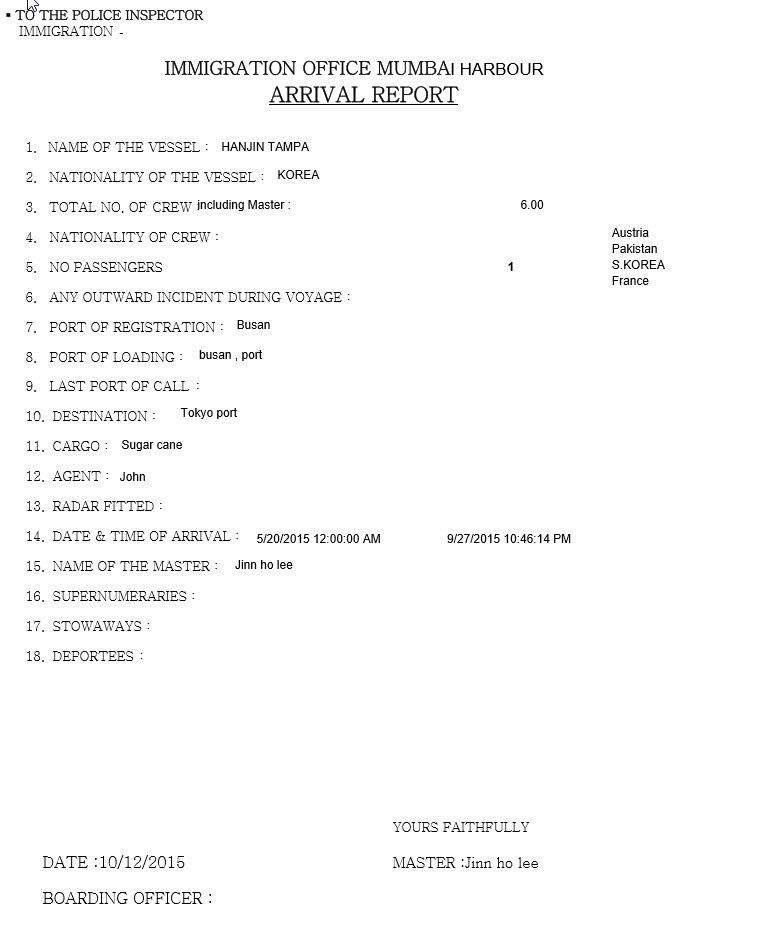
1. **Cargo Manifest**



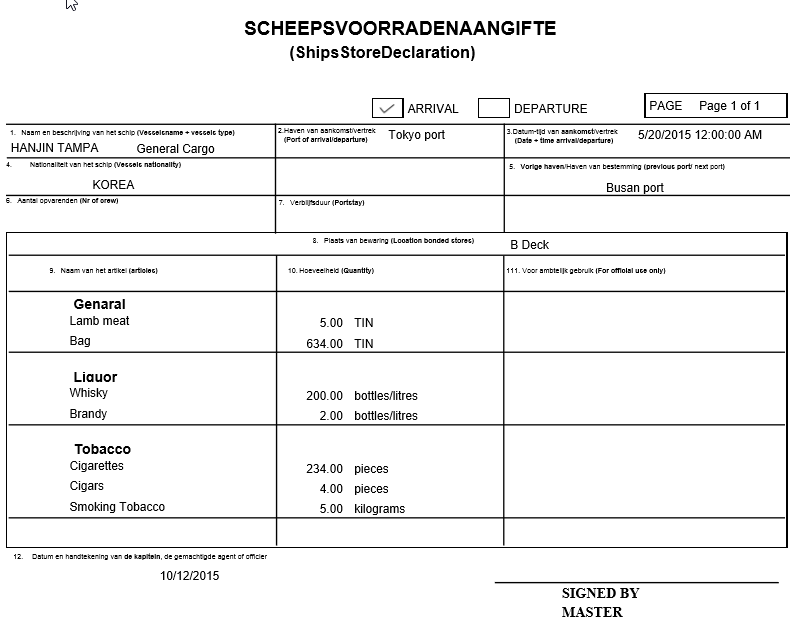
1. **Crew’s Effects Declaration**



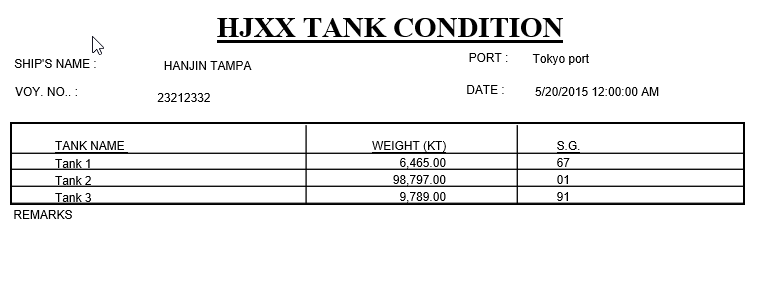
1. **Arrival Report**



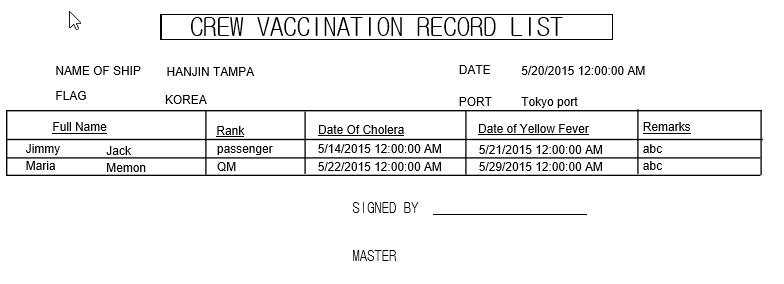
1. **Ships Store Declaration**



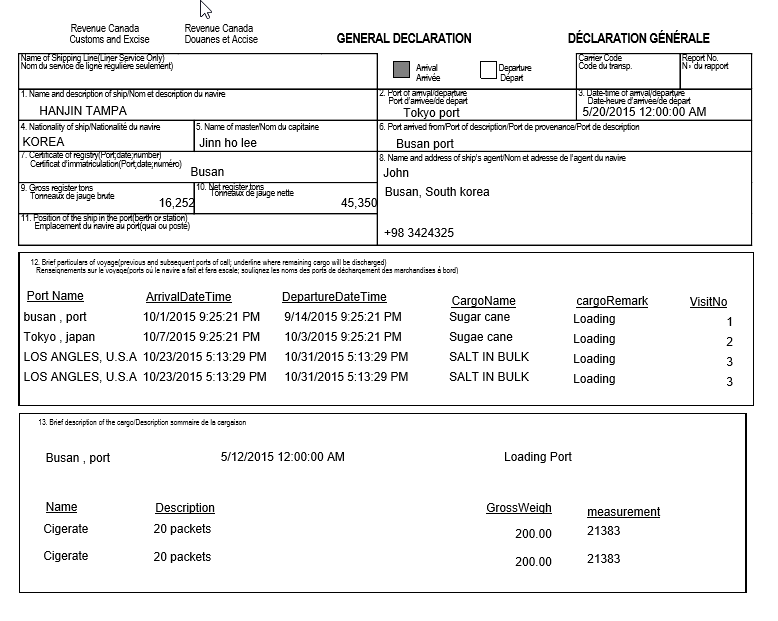
1. **Tank Condition**



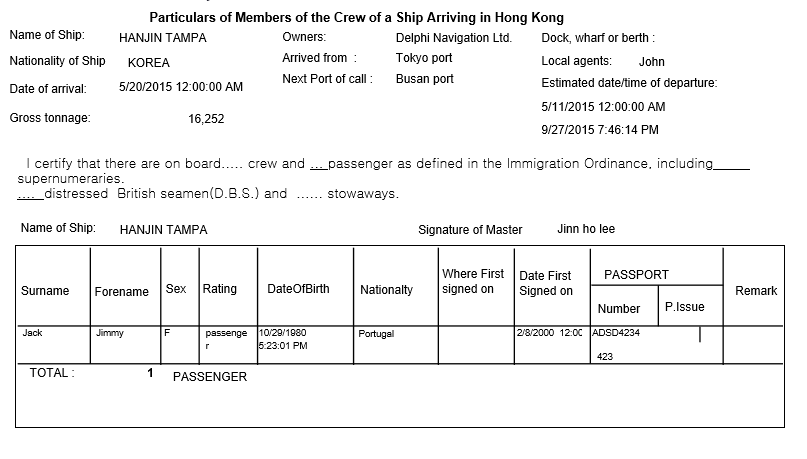
1. **Crew Vaccination Record List**



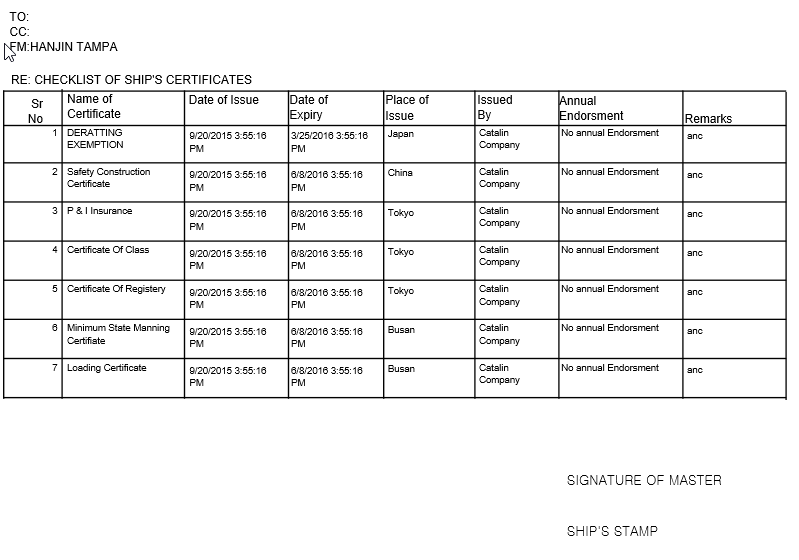
1. **General Declaration**



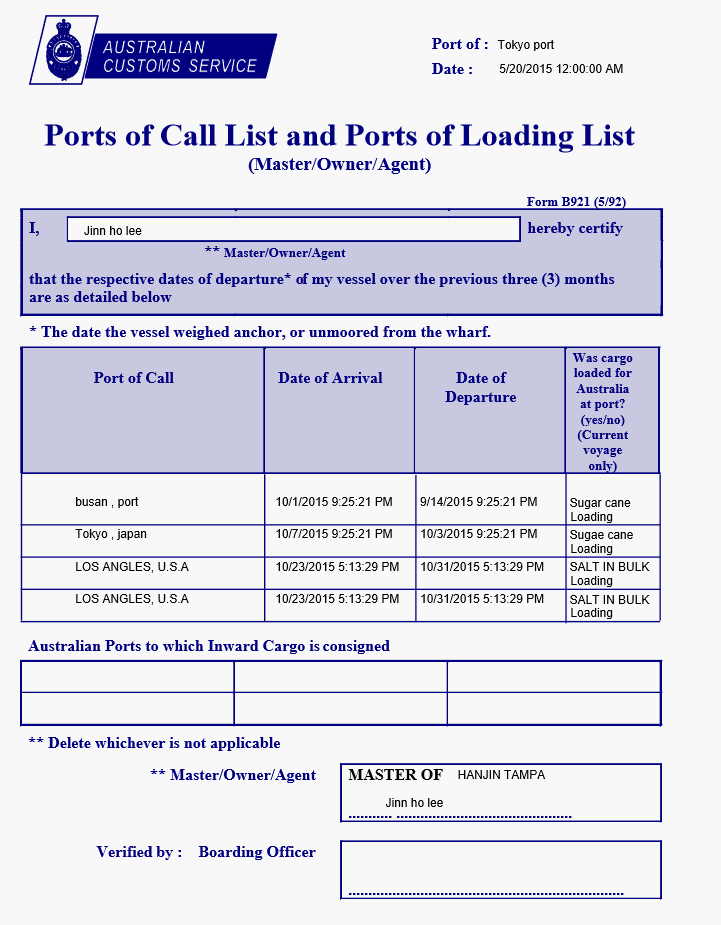
1. **Passenger List**



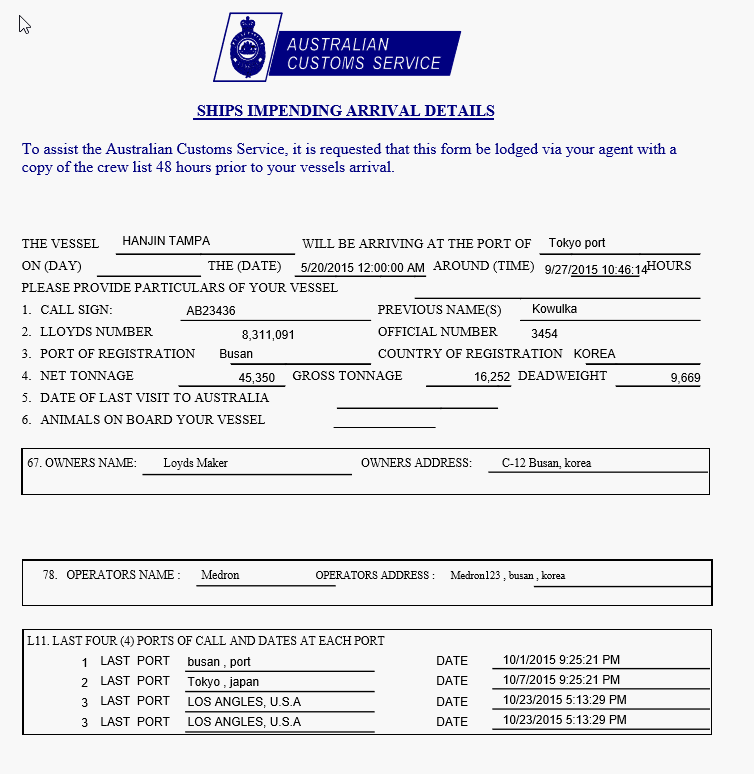
1. **Ship’s Certificates**



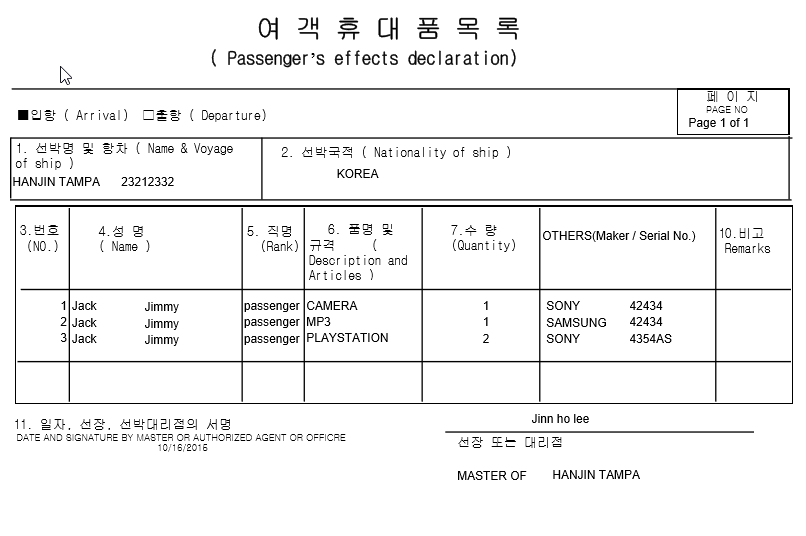
1. **Ports of Call List**



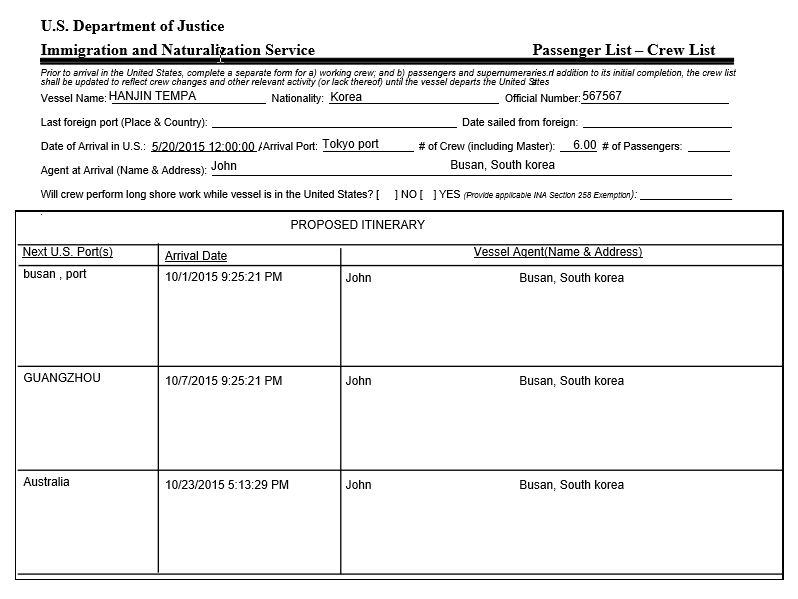
1. **Ship’s Arrival Report**



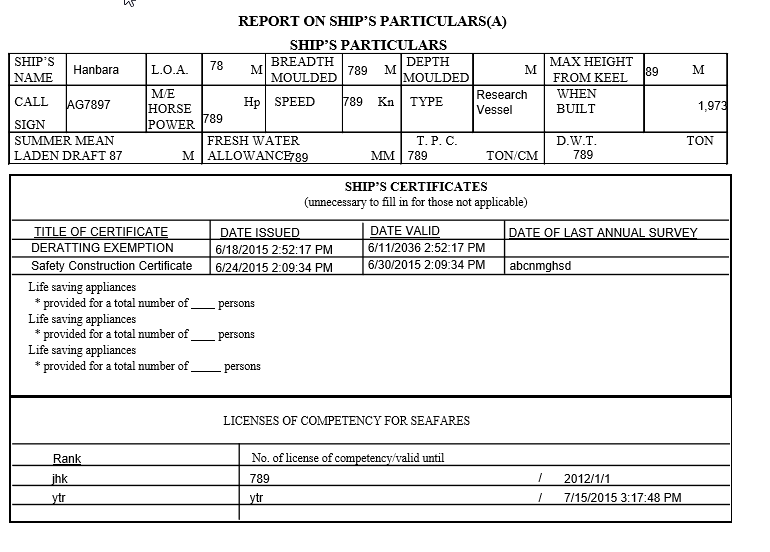
1. **Passenger’s Effects Declaration**



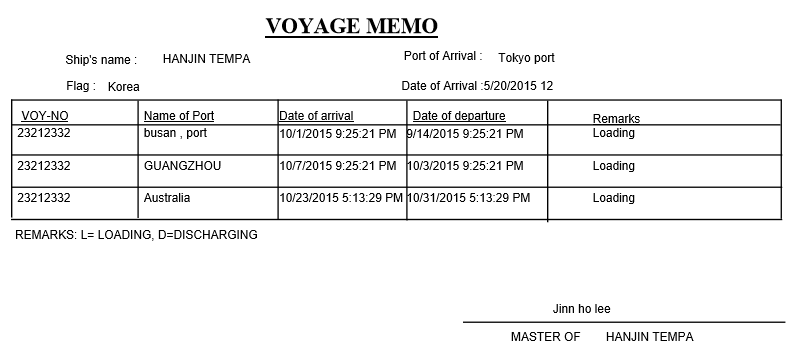
1. **Voyage Itinerary Report**



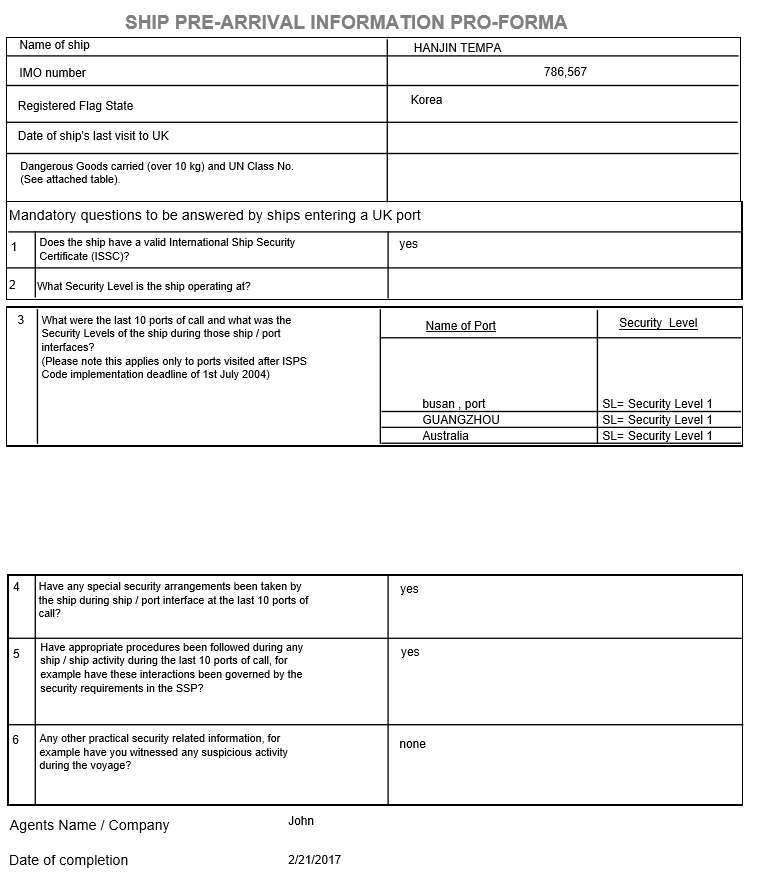
1. **Ship’s Particulars**



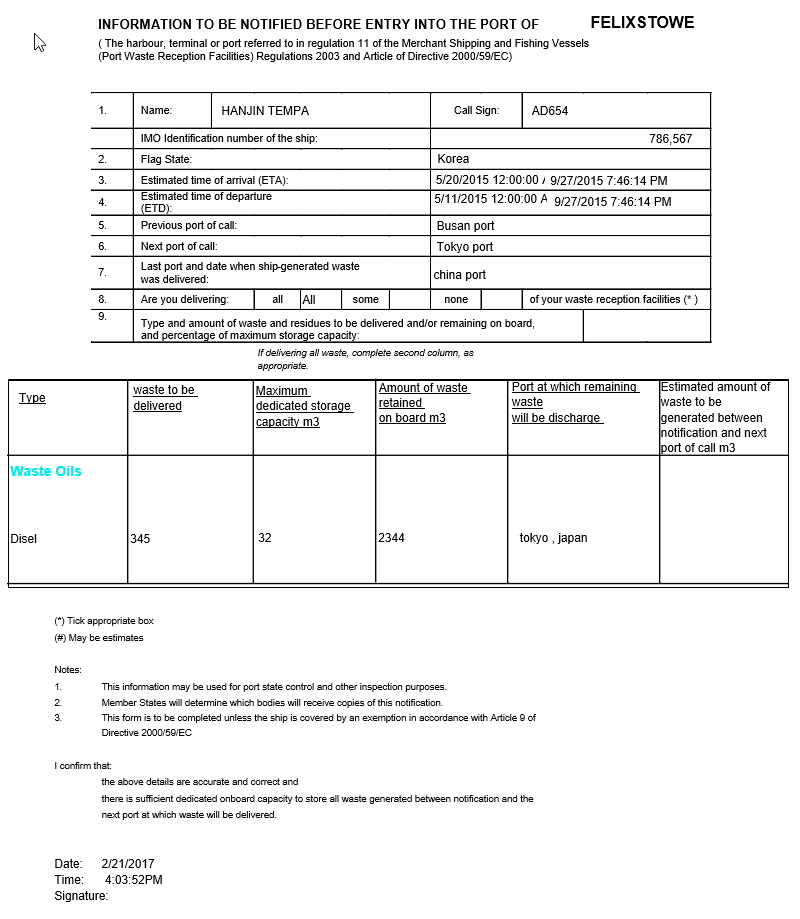
1. **Voyage Memo**



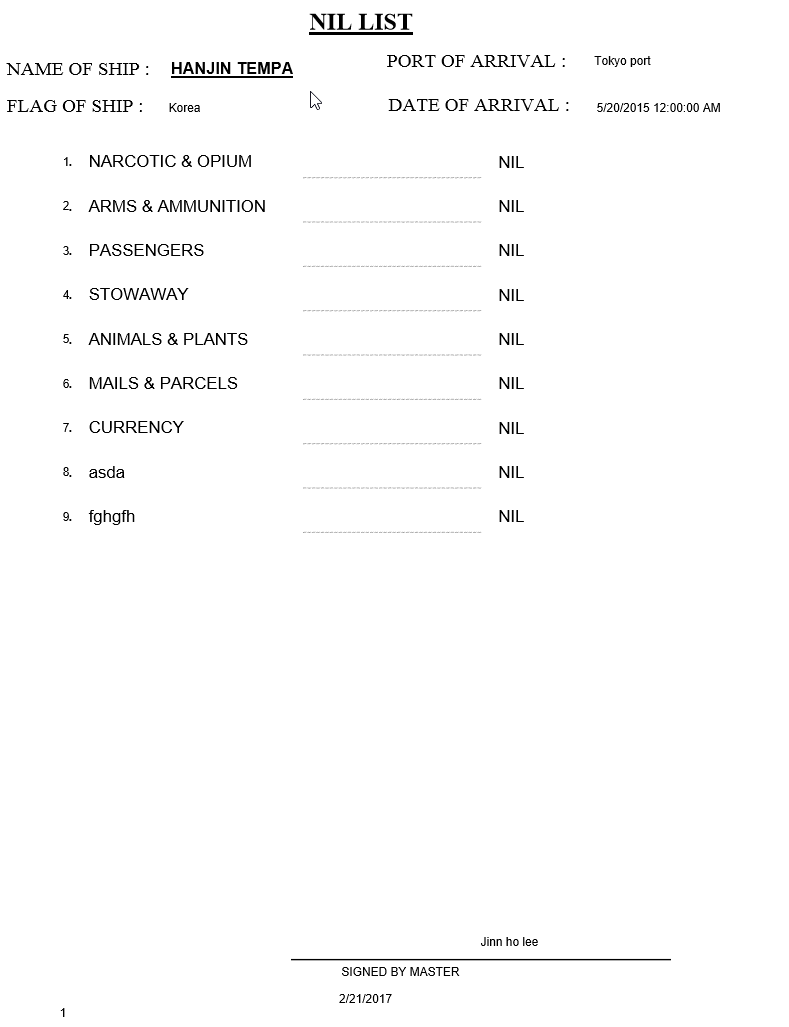
1. **Ship Pre-Arrival Report**

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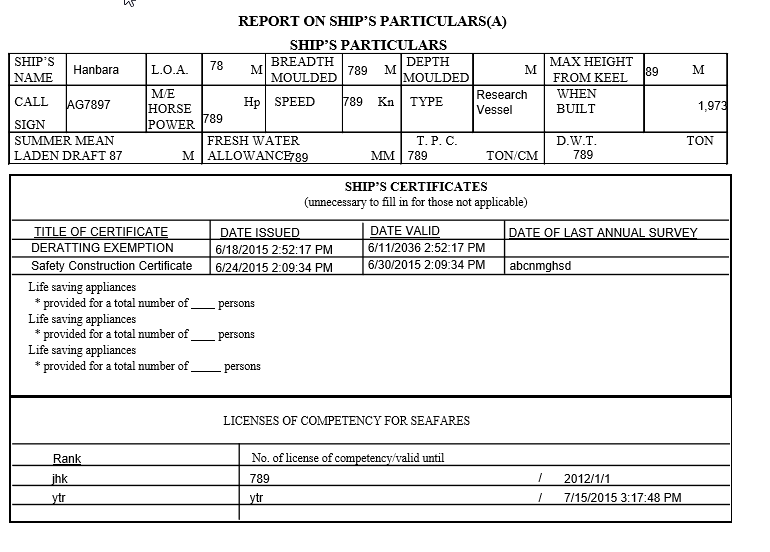
1. **Waste Report**



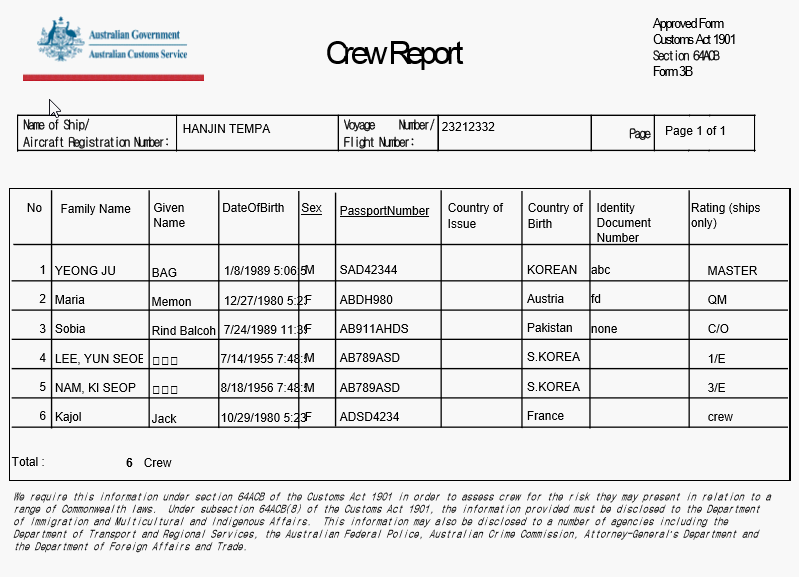
1. **NIL List**



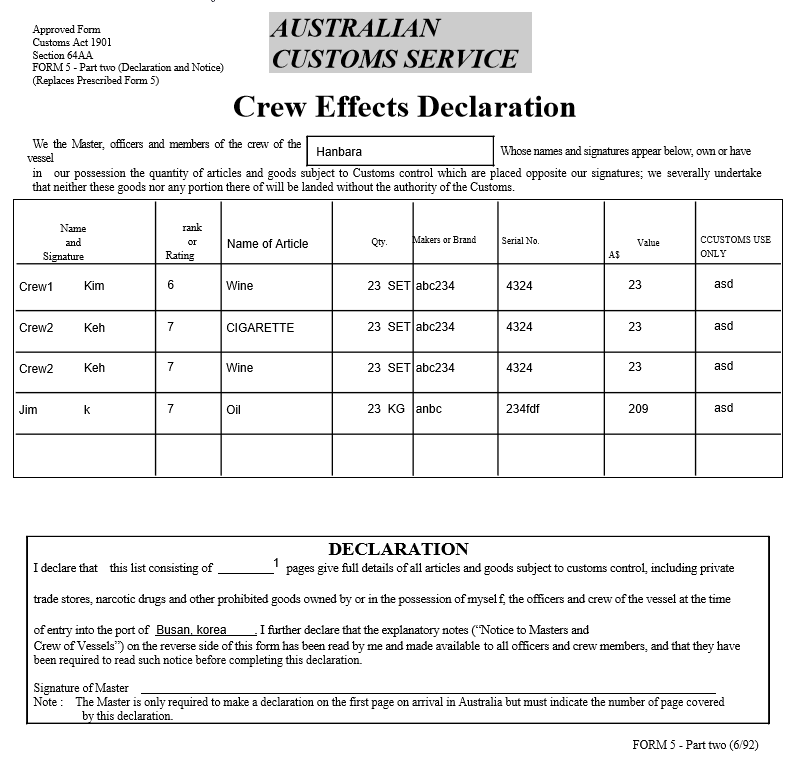
**Ship’s Particulars**



1. **Crew Report**



1. **Crew’s Effects Declaration**



1. Input document number, to be assigned by the Committee Secretary [↑](#footnote-ref-1)
2. Leave open if uncertain [↑](#footnote-ref-2)