AECO Association of Arctic Expedition Cruise Operators

Cruise Database & Live Scheduler

Manual for Expedition Leader and Bridge Officer/DPA

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Photo: AECO Secretariat

AECO Cruise Database & Live Scheduler

On 1 January 2025 the AECO Cruise Database and Live Scheduler was officially launched. The new system opens a new era of accurate information sharing and gathering.

The AECO Cruise Database and Live Scheduler is mandatory to use for all AECO operating members.

This manual is primarily intended for ship based users such as those registered as *EL* and *Bridge Officer/DPA* roles.

The AECO Cruise Database and Live Scheduler can be accessed here:

www.database.aeco.no

The system is separate from other AECO tools where log on is required!

1. Access levels

The New AECO Cruise Database and Live Scheduler gives more oversight and responsibility to the members than ever before. It also provides a platform that enables overview of operations and easy access to complete several AECO obligations.

Therefore, the new Cruise Database and Live Scheduler has increased cyber security aspects embedded, which includes different access levels in which company operatives are registered.

1.1 User access roles

Admin

The person responsible for the Cruise Database & Live Scheduler (CDB) of the operating member in question. More than one *Admin* can be registered as contingency. It is the responsibility of the *Admin* to initially create users to access the CDB on behalf of the company that he/she represents.

- The *Admin* is required to use two-factor authentication (2FA) when logging on.
- The *Admin* will automatically be notified with all *TASKS* pending.
- The *Admin* has access to an Audit Log to monitor all traffic on the profile of the member in question.

Operator

Intended for operations managers and similar positions within a member company. The O*perator* has access to almost as much as the *Admin* allowing work to be delegated to the *Operator* role. More than one *Operator* can be registered.

- The *Operator* role will automatically be notified all *TASKS* pending.
- The *Operator* can create users with roles of *Operator*, *Expedition leader*, and *Bridge officer*.

Expedition leader

The *EL* role is not intended to be a personal registration. Instead use a ship based expedition leader e-mail address that allows changing expedition leaders to use the same log on credentials.

- The *Expedition leader* will be automatically notified if PVRs are missing via the TASK tab.

Bridge Office/DPA

The *Bridge officer/DPA* role is not intended to be a personal registration for vessels. Instead use a ship based bridge e-mail address that allows changing bridge officers to use the same log on credentials.

If a Designated Person Ashore (DPA) is registered, please use individual e-mail to register.

- This role allows *Admin* or *Operator* to delegate, i.e., vessel information to be added and confirmed directly from the ship.
- The *Bridge officer/DPA* role will be automatically notified if ship specific information is incomplete or has not been updated on an annual basis via the TASK tab.

Your log on session (without the need to log in again) will be concluded:

- After 7 days,
- You log out,
- You clear the browser data.

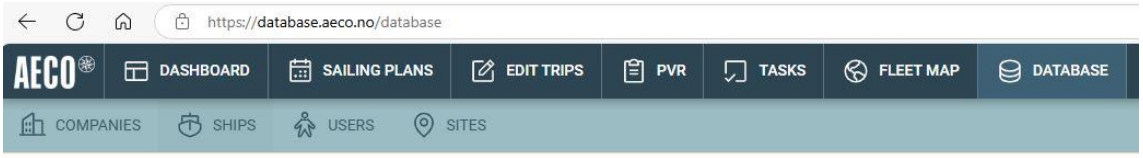
1.2 Checklist:

The *EL* role must be informed about the ships' specific PIN code. This is necessary for generating trips, editing trips.

- Request the ships specific PIN code from the company *Admin* or *Operator*.
- As a safety procedure the ships PIN will change every year.
- Using the ships specific PIN once it is then valid for as long as the session lasts. See below.

2. User Interface

The Cruise Database and Live Scheduler has two top menus featuring different aspects of the database.



The top menu consists primarily of items that field operations use in day to day work:

The *Database* menu consists of items that primarily is used by office personnel or the *Bridge officer/DPA* role.

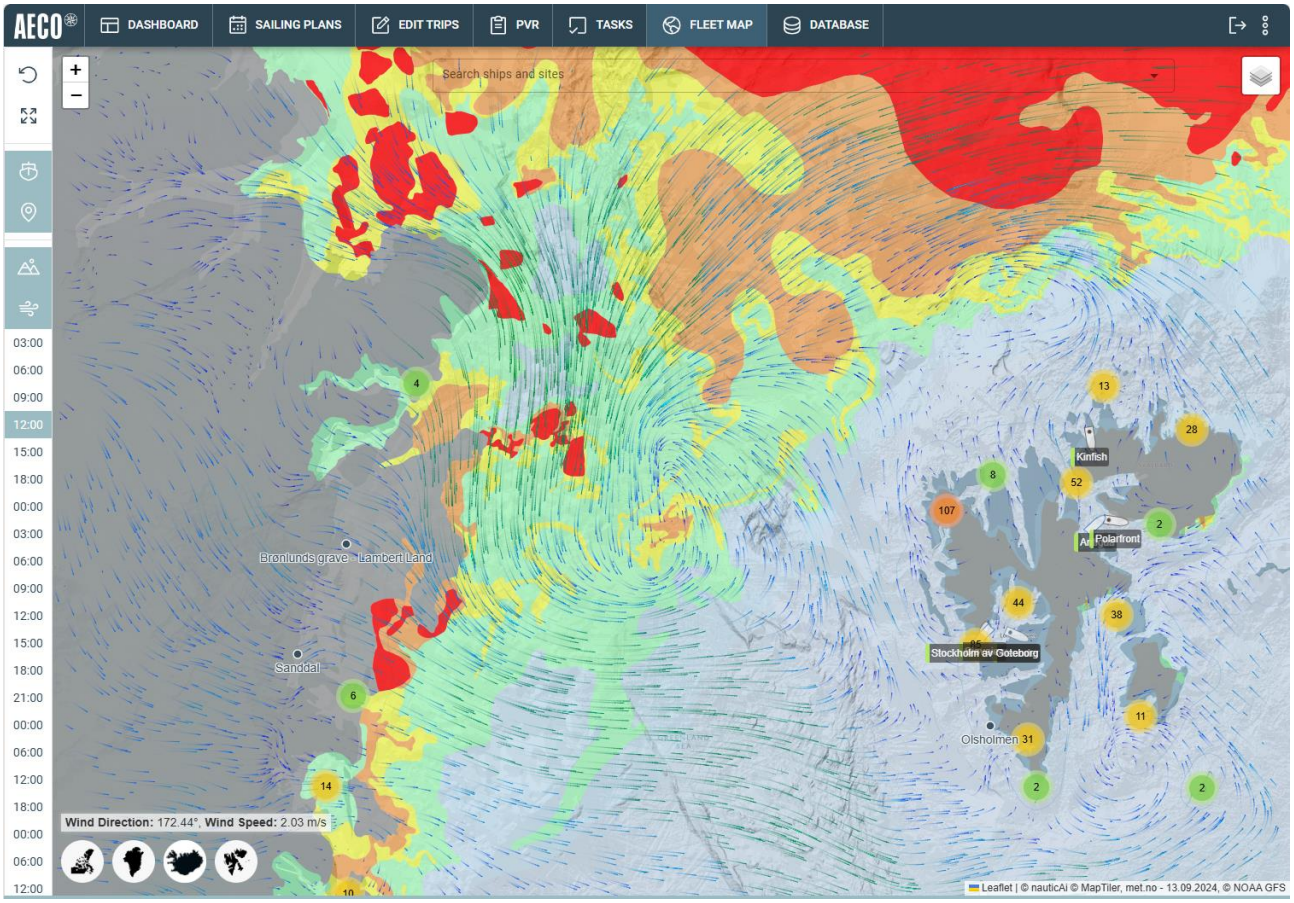
Not all menu items are visible or can be edited by all user levels.

3. Fleet Map

3.1 Fleet Map Layers

Ice and wind

The **Fleet Map** menu offers a live overview of all vessels registered as active in the database. Click the left side menu and overlay registered sites and/or wind forecasts, and/or ice chart to the map.

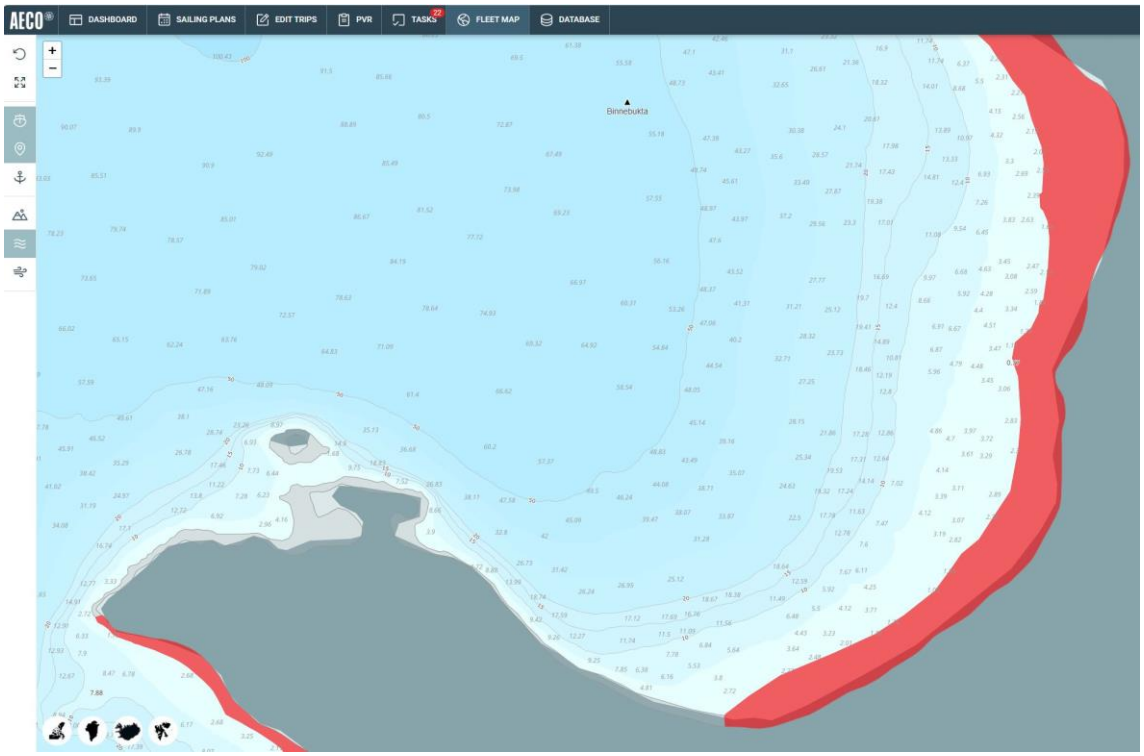


Soundings Svalbard

In addition, it is possible to zoom in to see soundings from Svalbard (only). The soundings are officially recorded and is accessed via the Norwegian Mapping Authority. These data include soundings that are not yet available on official nautical charts.

The red area indicates no soundings available. For other areas zoom in (keep zooming in) to get fine details.

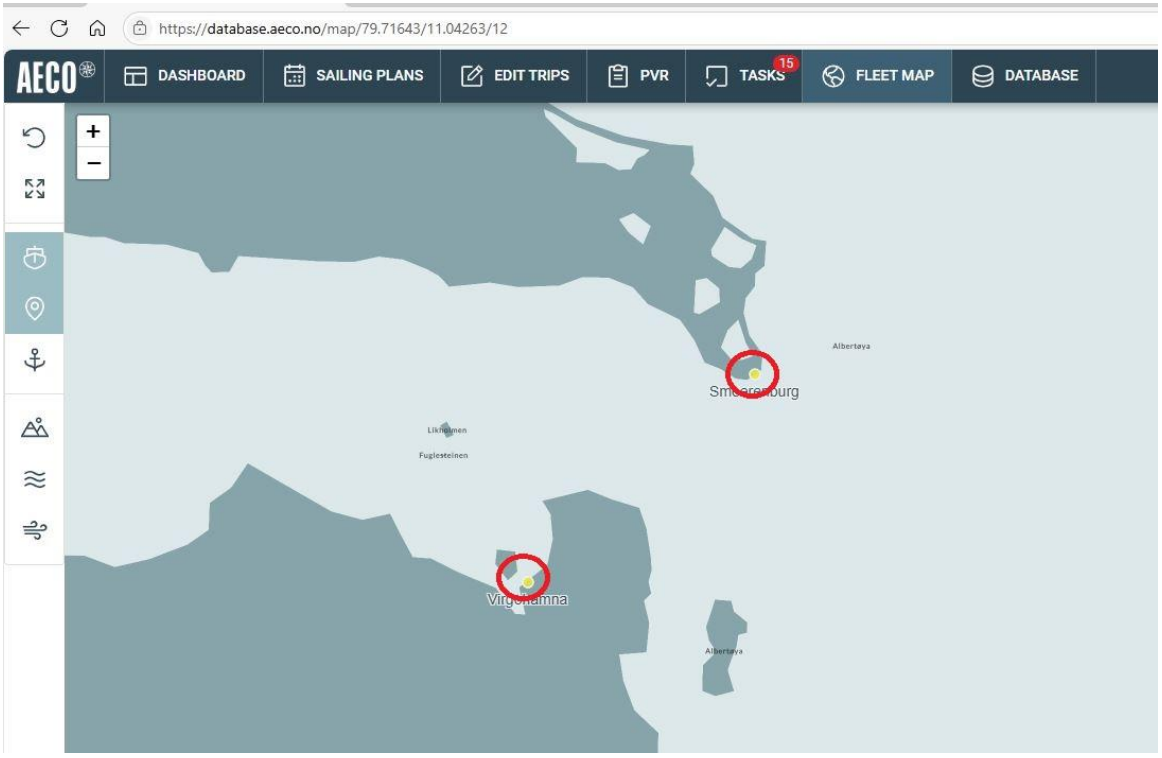
NB! This feature is not for navigation!



Sites

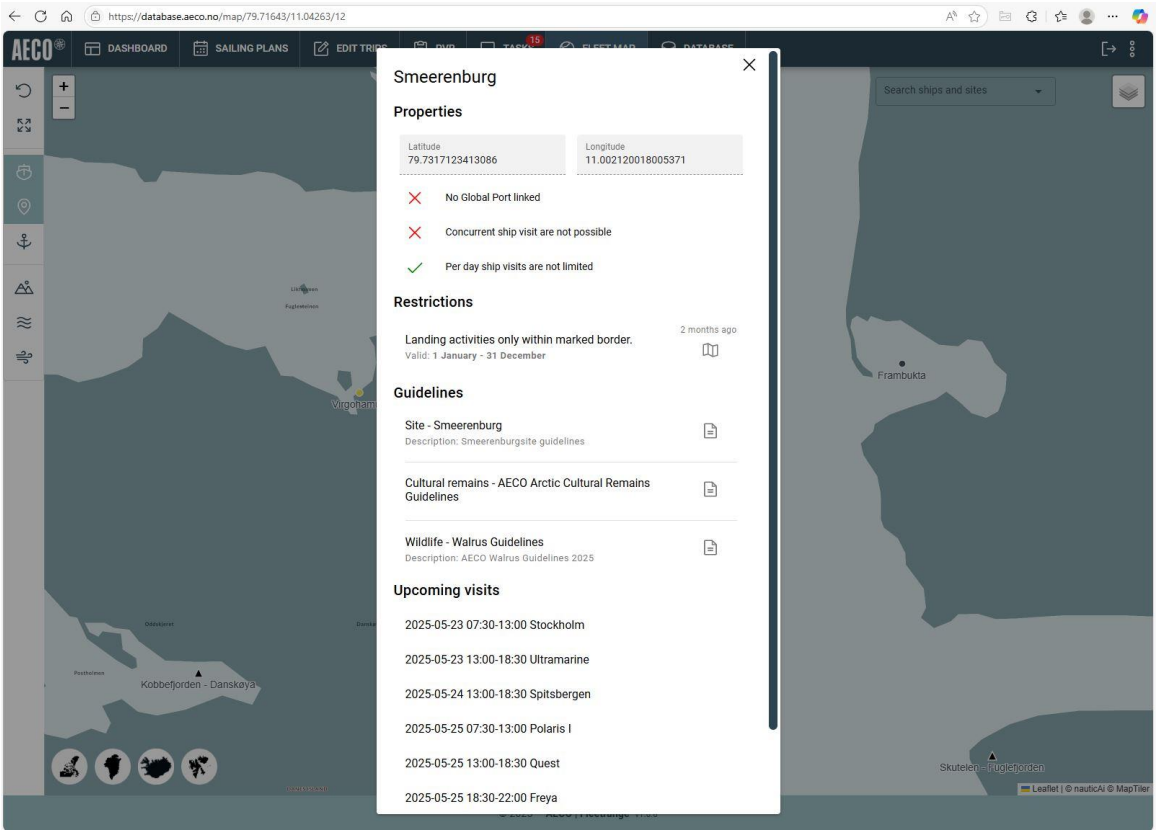
The *Site* layer has multiple features installed to assist getting an overview of the booking situation for a given site two days into the future.

Site markers on the map are per default black. However, the *Site* layer offers an easy overview if a site is booked during the day. If this is the case the site marker is yellow. If a site marker is black *Sites* on the overlay it means that no vessels are booked during the next two days.



A yellow site marker only indicates that bookings have been made on the day. Not which time slots have been booked. For further information on what time slots have been booked and by which ship, click the yellow site marker.

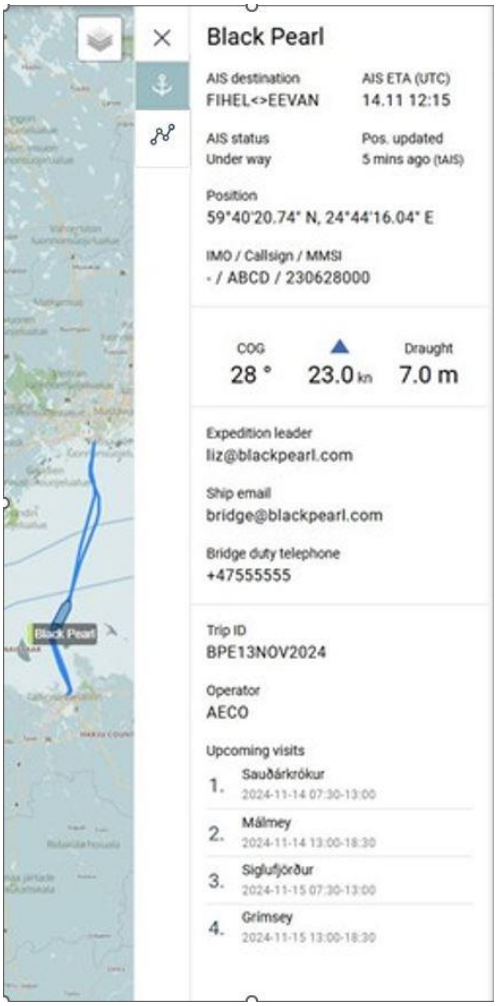
The window also shows any restrictions that may apply to the site.



3.2 Vessel specific information

The fleet map offers a variety of useful information. Click on a ship and find:

1) The last 12 hours of track (blue line)
2) AIS data (general)
3) EL e-mail address
4) Ships e-mail address
5) Bridge duty phone number
6) Operator currently operating the vessel
7) Planned itinerary for the coming days.

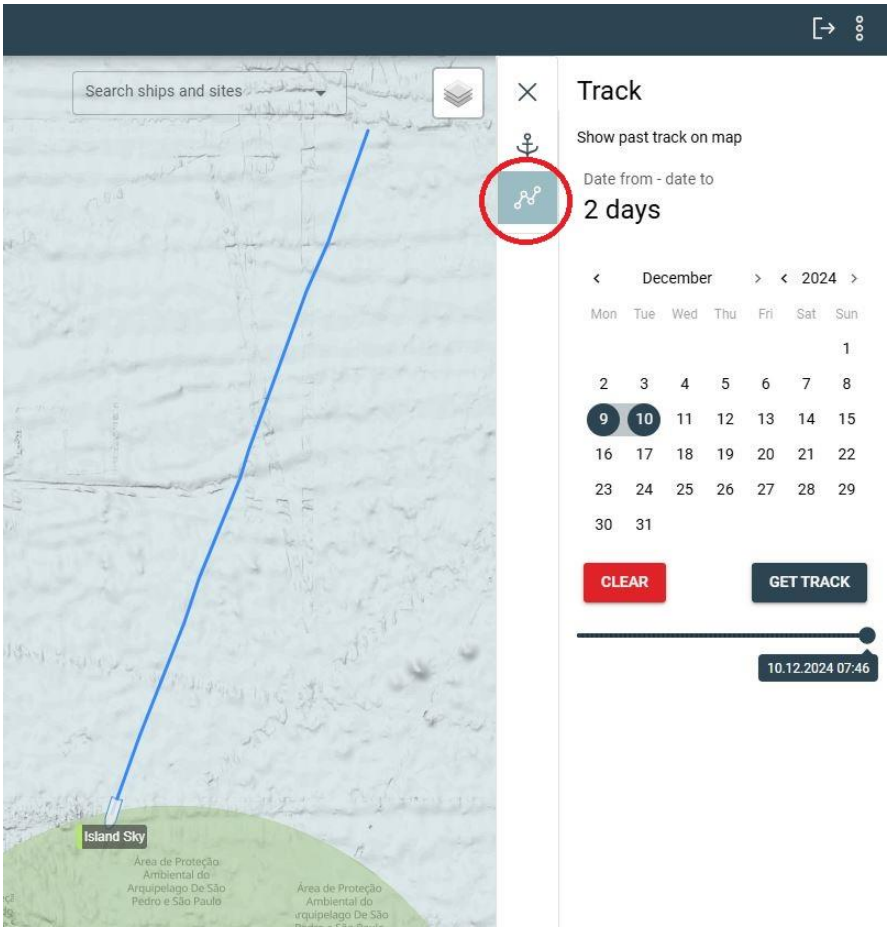


3.3 Vessel tracking

The AECO Cruise Database and Live Scheduler features a vessel tracker. The information is based on AIS and Redport data collected.

The vessel tracker has the following limitations:

- Only one vessel at a time is featured
- Only available to show a maximum of 14 months back in time



4. Creating Trips

From the top menu select **Edit Trips.**

A window appears which requests basic information about the trip.

- The *Trip number* is the company specific trip number. This is an optional field and only in place to enable members to use their own trip number system.

- The trip can be saved as a draft to allow the member to know which trips have been planned but not yet confirmed. This feature is for internal help only.

- Once a trip is confirmed it can be saved as confirmed to show that it does not need further attention until)the opening of the scheduler (Derby Day).

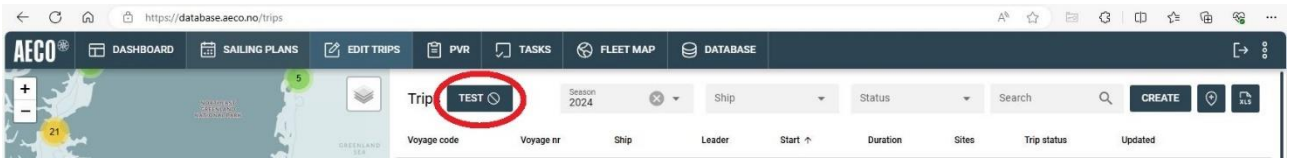
- A trip saved as a draft will still appear in the list of trips and will still be accessible for site bookings, PVR, etc.

- Once the core data has been entered and the trip is saved, an automated *Voyage Code* is generated in the CDB for this specific trip. The *Voyage Code* corresponds to the IAATO format and is used throughout to standardize, easily recognize trip start dates, etc.

The trip is now created with only the core data. This can be done for any trips into the future that have been confirmed. The CDB is open for creating trips with core data only at any time without limitation.

5. Booking Sites

5.1 Testing and training version



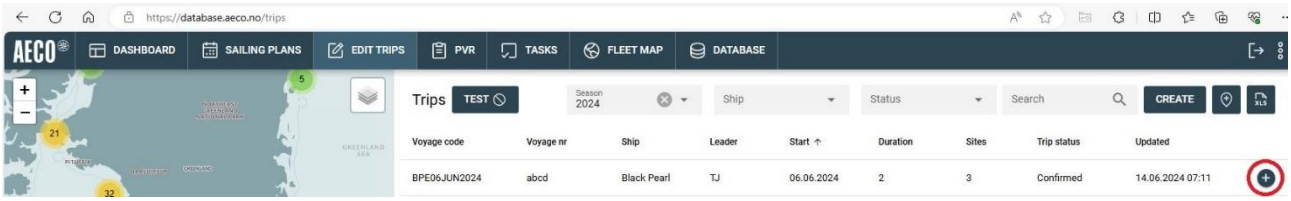
To access the Trip training module, please click the button indicated above. You will access a copy of the actual database and can test creating trips, booking sites, etc.

The training module is completely separate from the actual cruise database and no registrations, changes, additions, or other will appear in the actual live version of the CDB.

5.2 Live scheduler

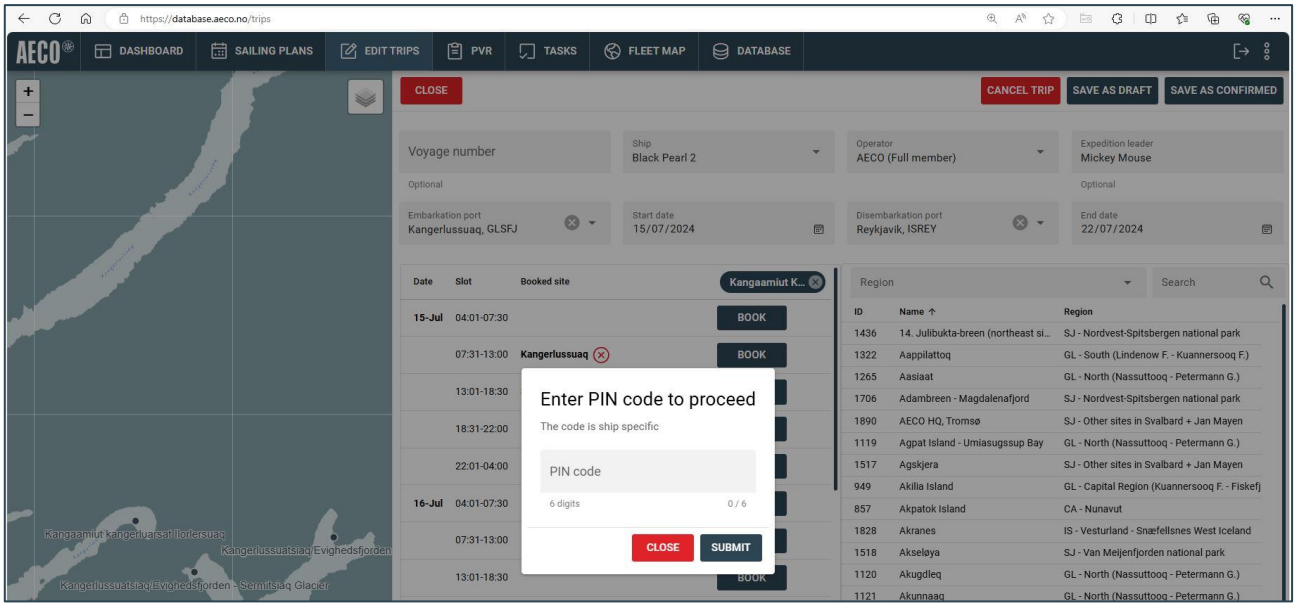
The trips that have been created with core data only features on a list in the **Edit Trips** menu.

To access the details of the trip, press the + sign on the right hand side:



5.3 Ship specific PIN code

For cyber security reasons each vessel has a ship specific PIN code attached. The ship specific PIN code is not directly accessible to other than the *Admin* and the *Operator* roles. Find it in the **Ships** menu – first information box where it is visible only to the *Admin* and *Operator* roles. The ships specific PIN code is required when adding trips and booking or editing sites (also in the offline version of the booking system). The *Admin* or *Operator* must share the ships specific PIN with the *expedition leader* role of the vessel for the expedition leader to edit trips during the season. Without the ships specific PIN code you cannot edit trips.



- This allows the operators to selectively choose whom they want to allow editing trips.
- It reduces the risk of accidental deletion of bookings.
- For cyber security reasons and to avoid misuse of the expedition leader account (not associated with a private e-mail address), the ships specific PIN will automatically be changed every year.

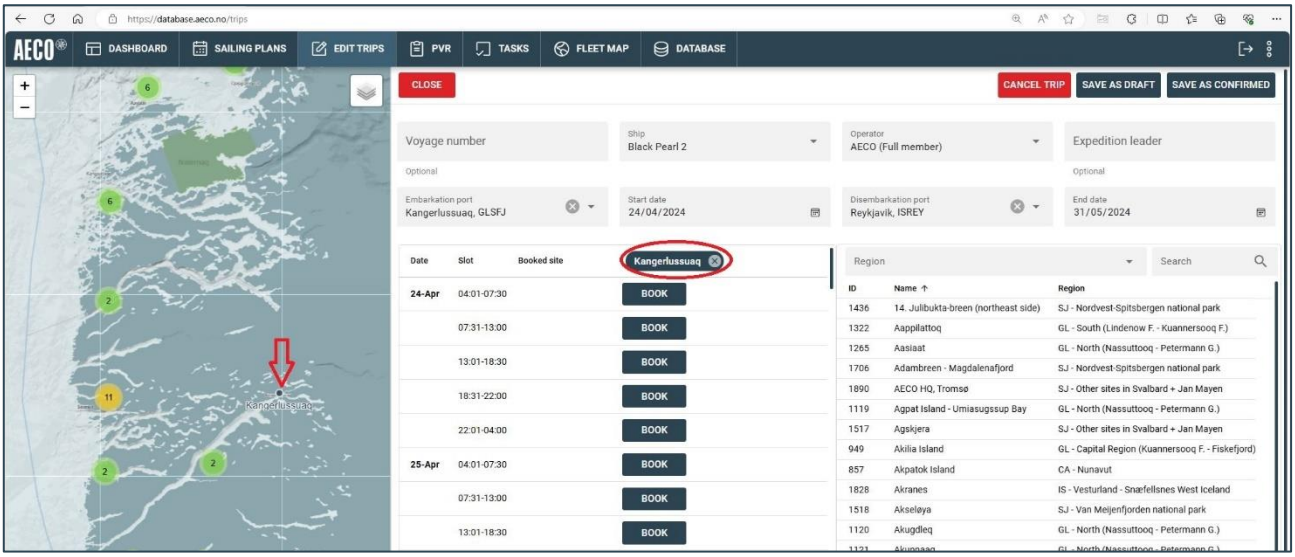
The PIN is entered once and will be valid as long as your "session" is valid. A session is valid until:

- If you close the tab,
- If you close the browser,
- If you turn off your computer,
- If you log out,
- If you clear your browser data.

5.4 Booking/editing sites

There are two ways to book a site visit:

Use the left hand side map by zooming into the area your trip is featuring and press the dot indicating the site position:

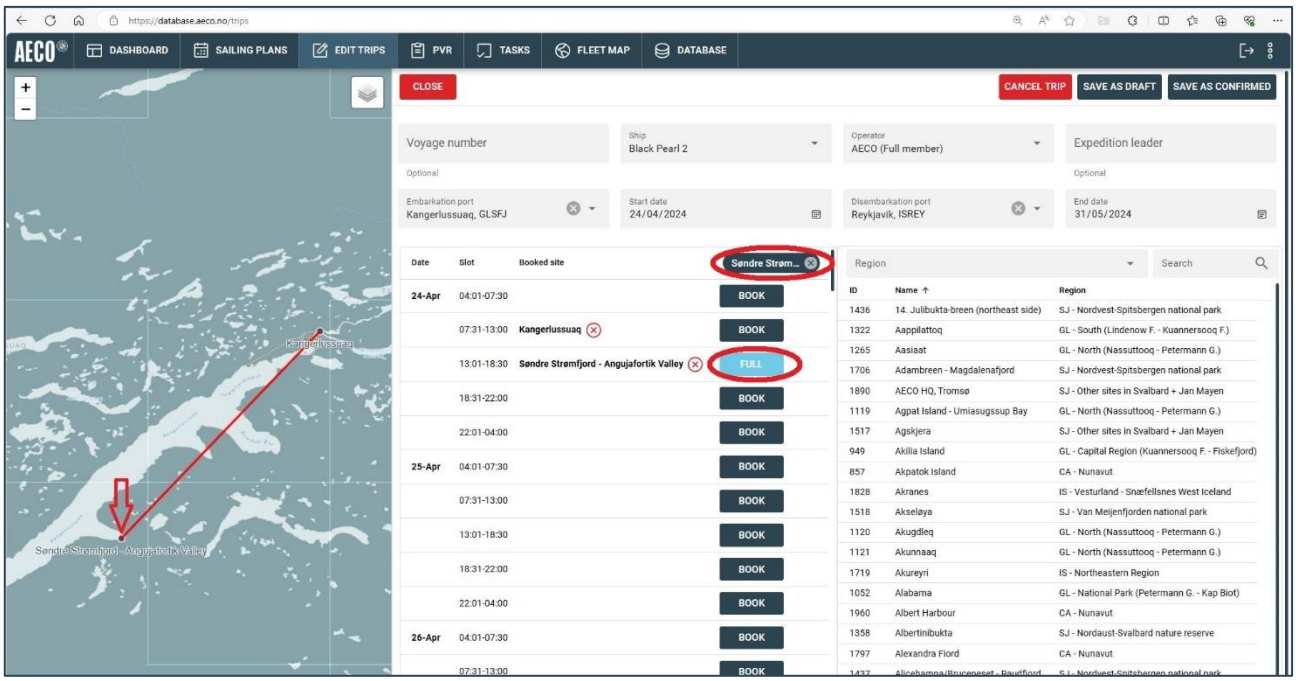


The site name will appear on top of your trip itinerary and show which time slots are available for this site throughout your trip. This is indicated by the BOOK button. Press the BOOK button for the desired time slot to complete your booking.

Towns and settlements most often have more than one visitor allowed at a time. Nature landings, or settlements specifically wishing only one ship visit at a time, however,

cannot be double booked. Once a site is booked, the BOOK button will change into FULL meaning that the site is occupied and cannot be booked for this time slot.

You can also book sites via the right hand side list of sites. Search and press the site you require, and the central booking overview will appear in the same way as when using the map.



- There is a five second delay after each site booking in which new site bookings are not possible.
    - This mitigates possible misuse by bots or similar, to log sailing plans automatically.
    - The five second delay is ships + company specific meaning if two or more trips for the same ship are worked on by any number of different users simultaneously there is a five second delay between bookings implemented regardless of user entries.
    - The five second delay is ships + company specific meaning if two different members charter the same ship, they will have individual five second delays when booking sites.

5.5 Booking site – rules

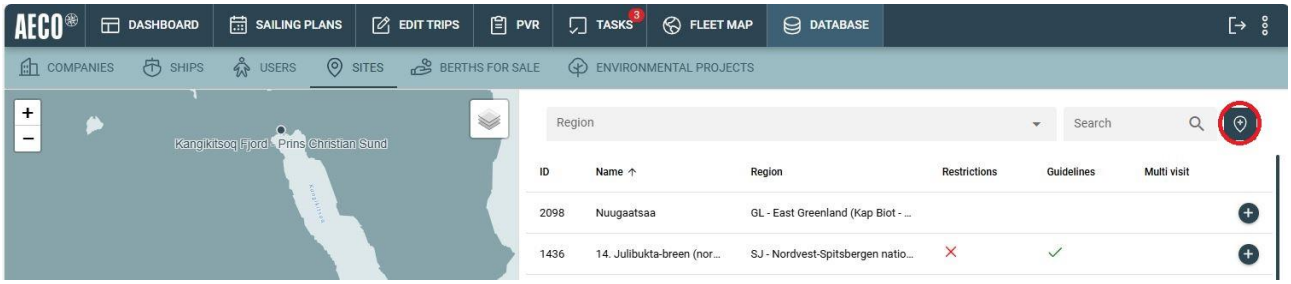
From the date and time, the scheduler opens (Derby Day) and 14 days ahead, you cannot book two prime time slots in a row on the same day. Prime time slots are 07:31 – 13:00 and 13:01 – 18:30.

With limitations to booking sites in some areas of the AECO geographic range, it is deemed necessary to initially allow two different ships to be able to book a site during the prime time slots. However, if a site is available for the two consecutive prime time slots 14 days after Derby Day, this rule is no longer applicable, and it is possible to book these slots freely.

It is possible to book a shoulder time slot + a prime time slot at Derby Day. I.e., 04:01 – 07:30 and 07:31 – 13.00.

5.6 Requesting the addition of a new site to the database

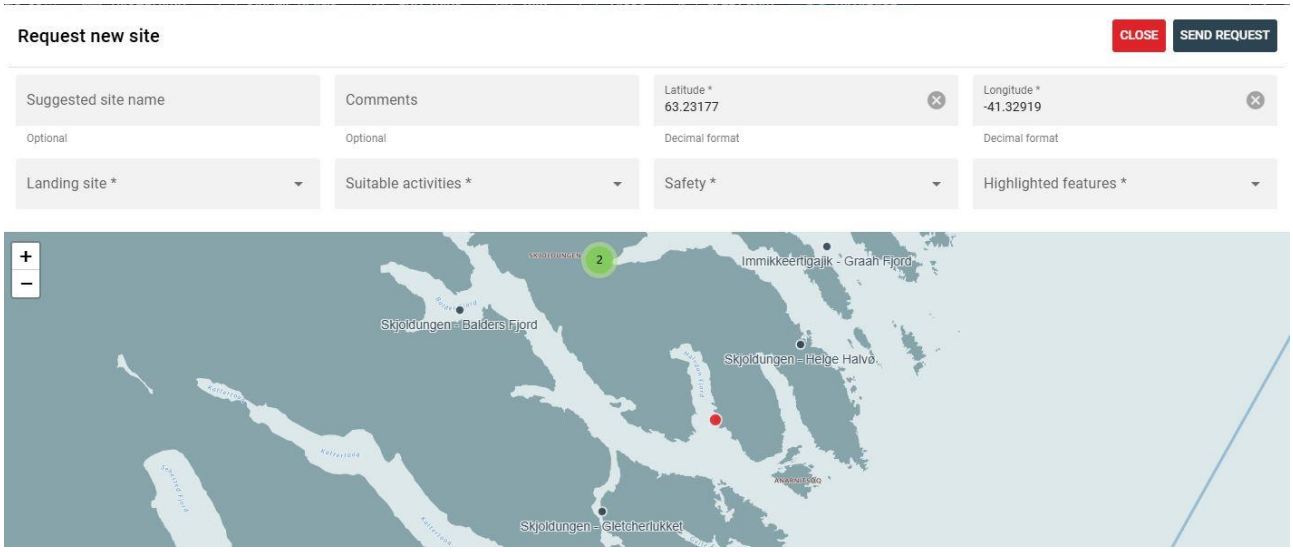
To comply with AECO obligations, you must submit a complete PVR. If you visit a site that is not present in the Cruise Database, you must request that it is added.



A new site request can be issued by the *Admin, Operator,* and *EL* roles. Access the **Sites** menu via the top menu >> **Database**. On the top right you will find a button labeled with a marker. Press the button and the **Request new site** window opens.

Find the site on the map and click with your mouse. The new site is indicated with a red dot. The position of the site is automatically registered. Suggest site name (if available) and complete the drop down menus about general site information. Multiple topics can be indicated for each drop down menu.

This site information will be available for each site in the database to use for basic preparations for others that may not have visited the site before.



Once the form is completed to the extent possible, send the request to the *AECO Admin* to get the site confirmed. The *AECO Admin* receives an e-mail with the request and will investigate if any restrictions apply, any guidelines should be attached and find the correct place name for the site in question. Once confirmed the site is available in the cruise database.

5.7 Booking/editing sites if offline/low bandwidth

Imbedded in the CDB is a functionality where you can request site lists, request updated sailing plans, book, and release sites via e-mail only. Please refer to the manual for the low bandwidth booking system.

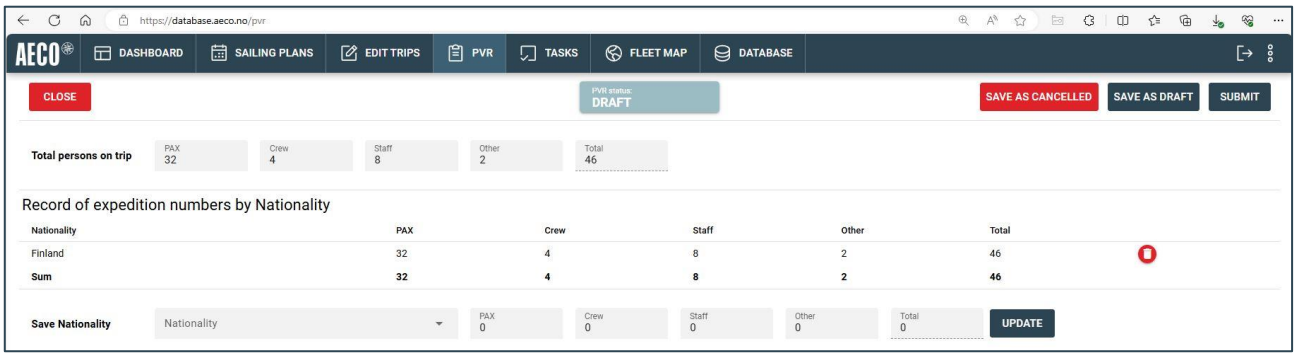
6. Post Visit Report

Post visit reports (PVRs) are tightly integrated with the trip itinerary as booked under **Edit Trips.** Site bookings are automatically transferred to the PVR section for the given trip where activity details can then be manually added.

PVRs must be submitted 14 days after the end of each trip.

6.1 PVR Core Data

The PVR requires trip specific data as well as site and activity data at the given site. The PVR core data consists of the total number of people and the distribution of nationalities onboard based on passengers, crew, staff, and others.



6.2 Double bookings back in time

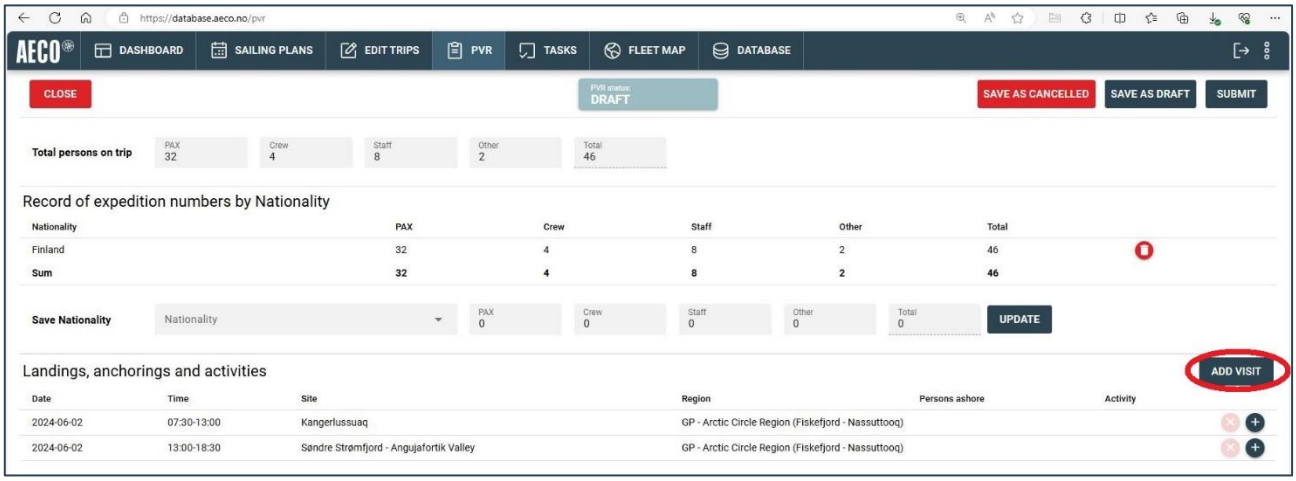
A PVR may differ from a trip itinerary booked under **Edit Trips** if two or more sites have been visited during a given time slot, i.e., a vessel takes advantage of a free site adjacent to the booked site at the same time slot and have activities at both at the same time.

It is not possible to double book nature landing sites into the future, but it is possible to double book sites in the past when there is no longer a practical impact on the overall sailing plans.

- Double bookings can be made from the day after the activities have occurred.

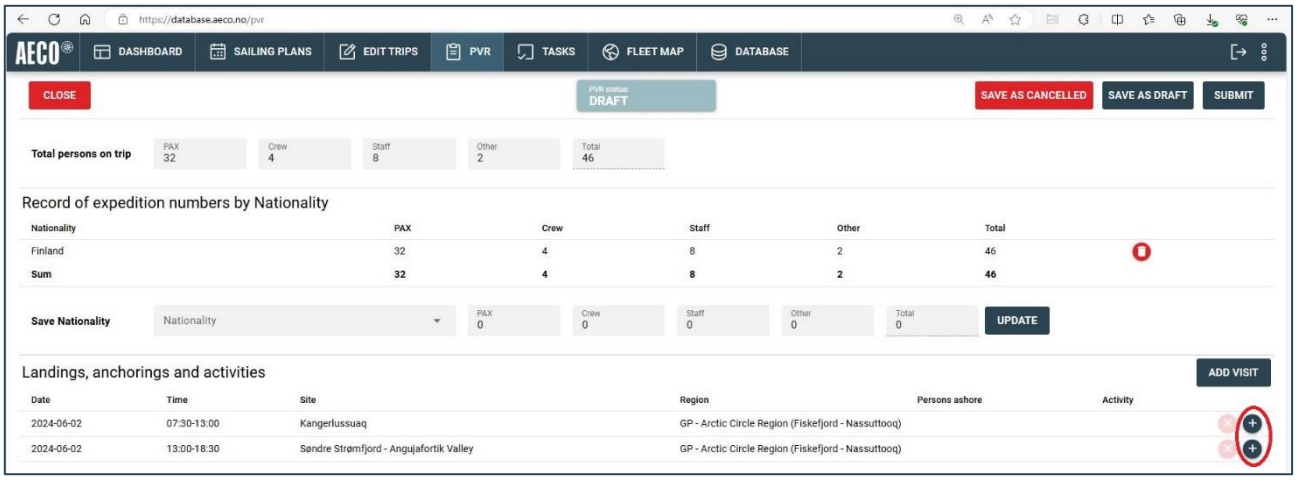
Click the Add Visit button and book sites that are otherwise missing from the automated transfer of sites from the booked sailing plan of the trip.

- The new double booking back in time will appear both in the original trip itinerary and the PVR section.



6.3 Activity information

Add activity information for each site by pressing the + sign on the right hand side of the site list.

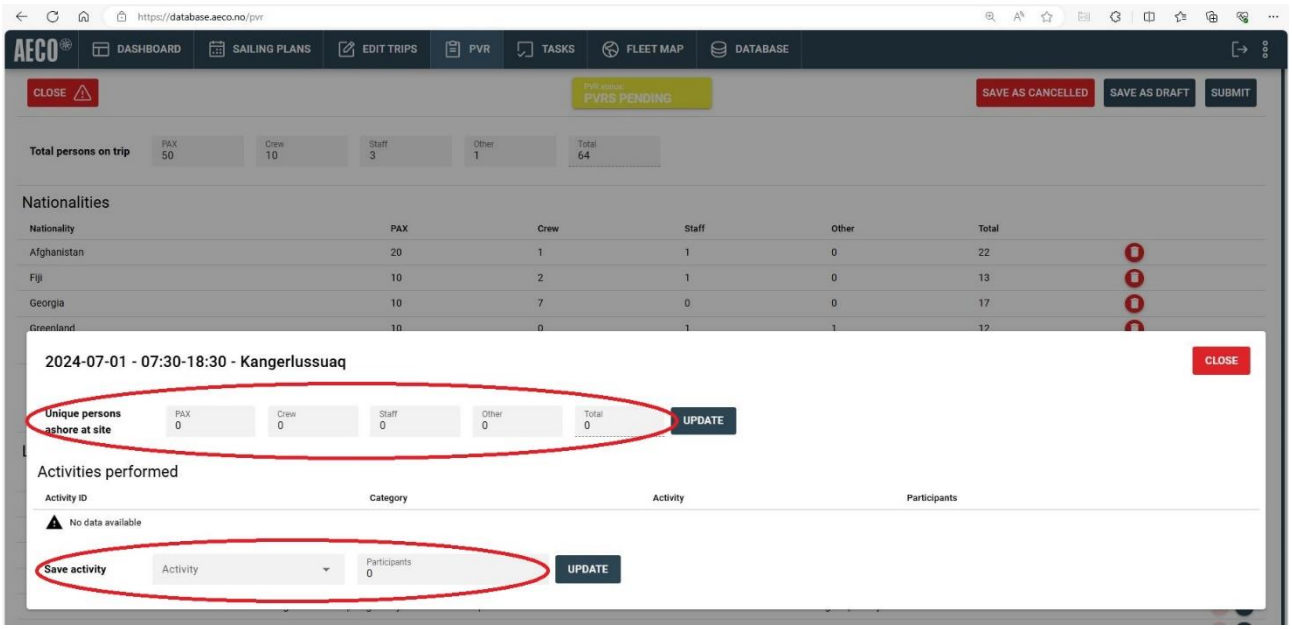


The details for each site visit will appear.

The details for each site visit will appear.

- The number of people ashore must be added. Differentiate between passengers, crew, staff, and others.
    - The same person can participate in different activities at the same site and added as a participant for each activity but count only as one unique person ashore.
    - For example, the activities Zodiac/Small boat landing + Extensive hike + Clean Up (same person entered thrice) but still only the one person onshore.

- Any number of different activities can be added and the number of participants in each activity entered.

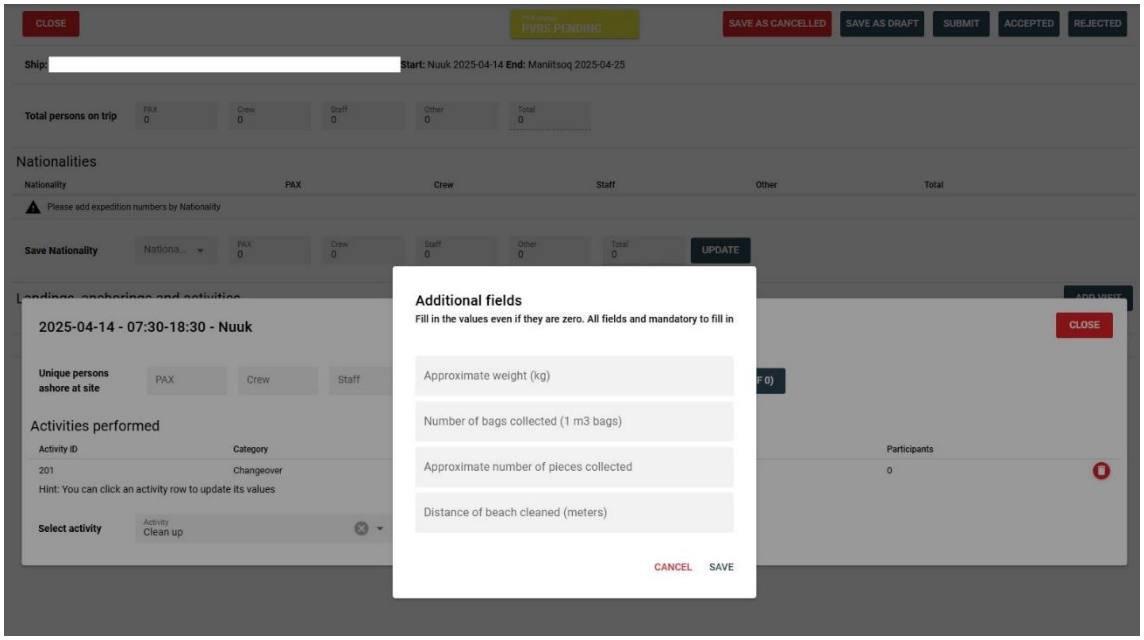


Remember to ***Update*** both when entering *Unique persons ashore* and *Activity/Participants*.

This includes if you only do water based activities on a given site: Enter 0 (zero) in all fields (no persons onshore) and press *Update*.

6.4 Clean Up reporting

Special to the new activity reporting system is that when the activity **Clean up** is selected and confirmed by pressing *Update*, a pop up window occurs where details of the clean-up are reported. The requested information is the same as it used to be requested to be reported separately by e-mail.



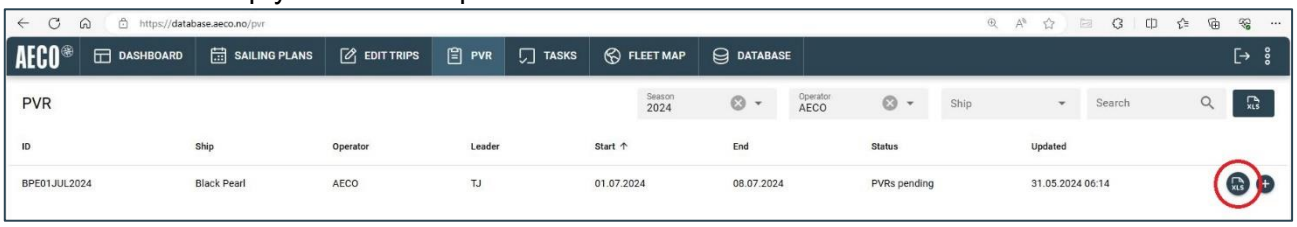
Please estimate as best possible and press save.

6.5 Completing a PVR

A PVR can be edited during the trip and saved as DRAFT. Once the PVR is completed, it must be submitted. This will let the *AECO Admin* know that the PVR is ready for a check and approval or dismissal. Once the AECO Admin has approved the PVR it will feature as approved on the PVR list overview. Once a PVR has been approved it can be exported for internal filing should it be required.

6.6 Exporting a PVR

You can export a PVR directly from the PVR list. Use the XLS icon on the right hand side of the trip you wish to export.



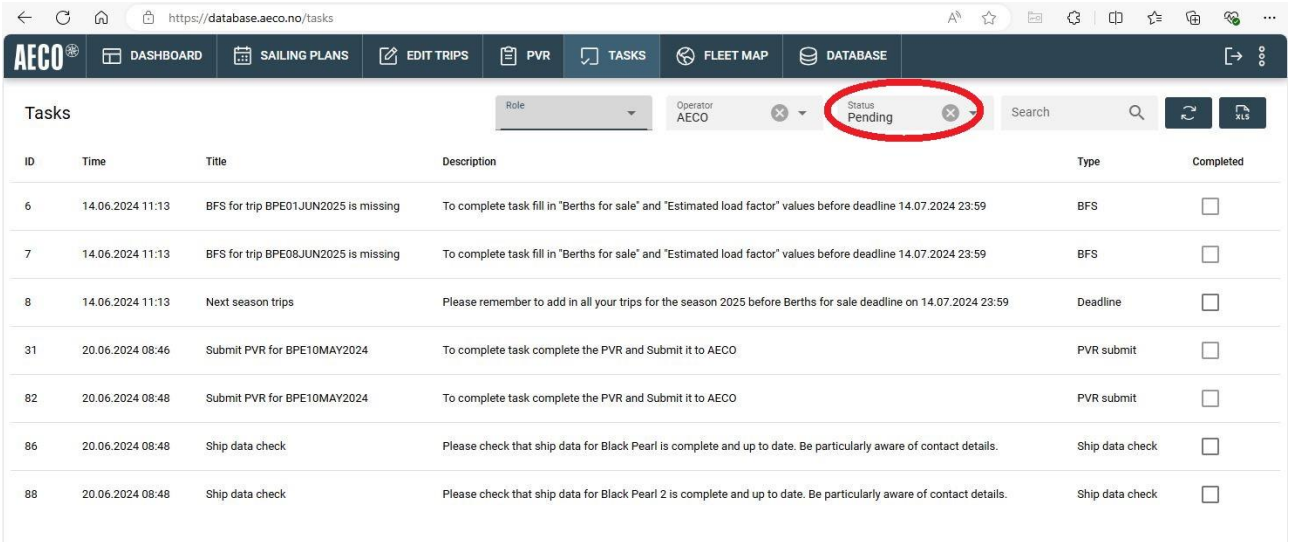
7. Tasks

The Cruise Database and Live Scheduler features a tasks list for users to quickly get an overview of missing obligations. Tasks will appear automatically for a variety of topics that are either subject to a deadline or have passed a deadline. An automated e-mail will be sent out weekly requesting to log on and check the tasks list in case tasks need to be completed. If no tasks need to be completed no e-mail will be forwarded.

The tasks are user specific. This means that *Admin* or *Operator* roles get a list of **all** tasks that their company needs to complete. Some may be delegated but others will need dedicated attention. The *Expedition Leader* role will only get tasks related to missing PVRs but not tasks related to the shore based operations department obligations.

The *Bridge/DPA* role will be prompted with the task of checking the ships' information annually.

For most tasks the check box on the right hand side is completed automatically once the task has been completed. Tasks that include the annual check of ship data, which may not have any changes, will have to be checked off manually.

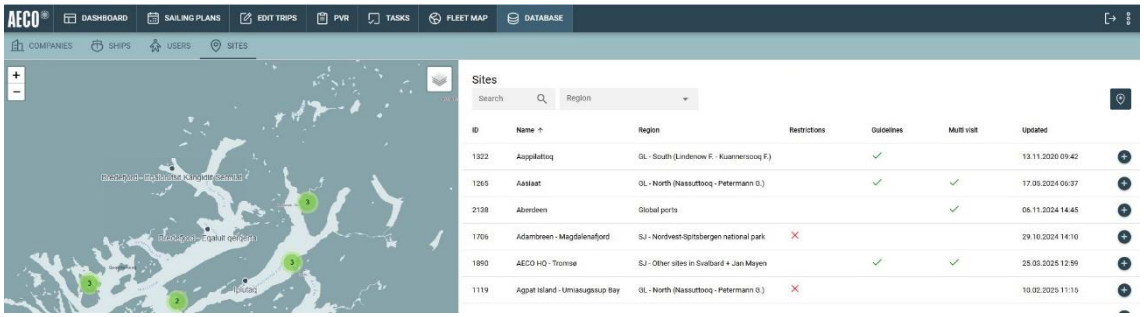


ID	Time	Title	Description	Type	Completed
6	14.06.2024 11:13	BFS for trip BPE01JUN2025 is missing	To complete task fill in "Berths for sale" and "Estimated load factor" values before deadline 14.07.2024 23:59	BFS	☐
7	14.06.2024 11:13	BFS for trip BPE08JUN2025 is missing	To complete task fill in "Berths for sale" and "Estimated load factor" values before deadline 14.07.2024 23:59	BFS	☐
8	14.06.2024 11:13	Next season trips	Please remember to add in all your trips for the season 2025 before Berths for sale deadline on 14.07.2024 23:59	Deadline	☐
31	20.06.2024 08:46	Submit PVR for BPE10MAY2024	To complete task complete the PVR and Submit it to AECO	PVR submit	☐
82	20.06.2024 08:48	Submit PVR for BPE10MAY2024	To complete task complete the PVR and Submit it to AECO	PVR submit	☐
86	20.06.2024 08:48	Ship data check	Please check that ship data for Black Pearl is complete and up to date. Be particularly aware of contact details.	Ship data check	☐
88	20.06.2024 08:48	Ship data check	Please check that ship data for Black Pearl 2 is complete and up to date. Be particularly aware of contact details.	Ship data check	☐

Once completed the task is removed from the "Pending" tasks list. Notice that the "Pending" tasks are set as the default filter. If you wish to see completed tasks including a time stamp and name for who has completed the task, please select "Completed" in the filter option.

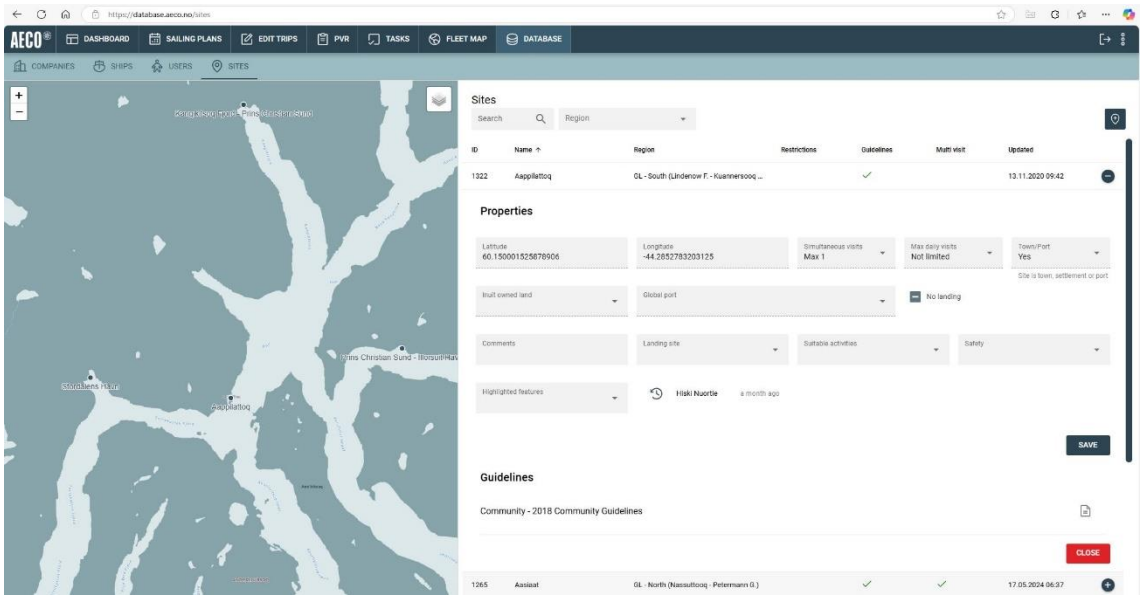
8. Sites

Access the **Sites** menu via the top menu **Database**.



8.1 Site specific information

The sites can be accessed via the map by clicking the site indicator directly or by filtering the right hand list view. For details on a specific site, press the + sign on the right hand side.



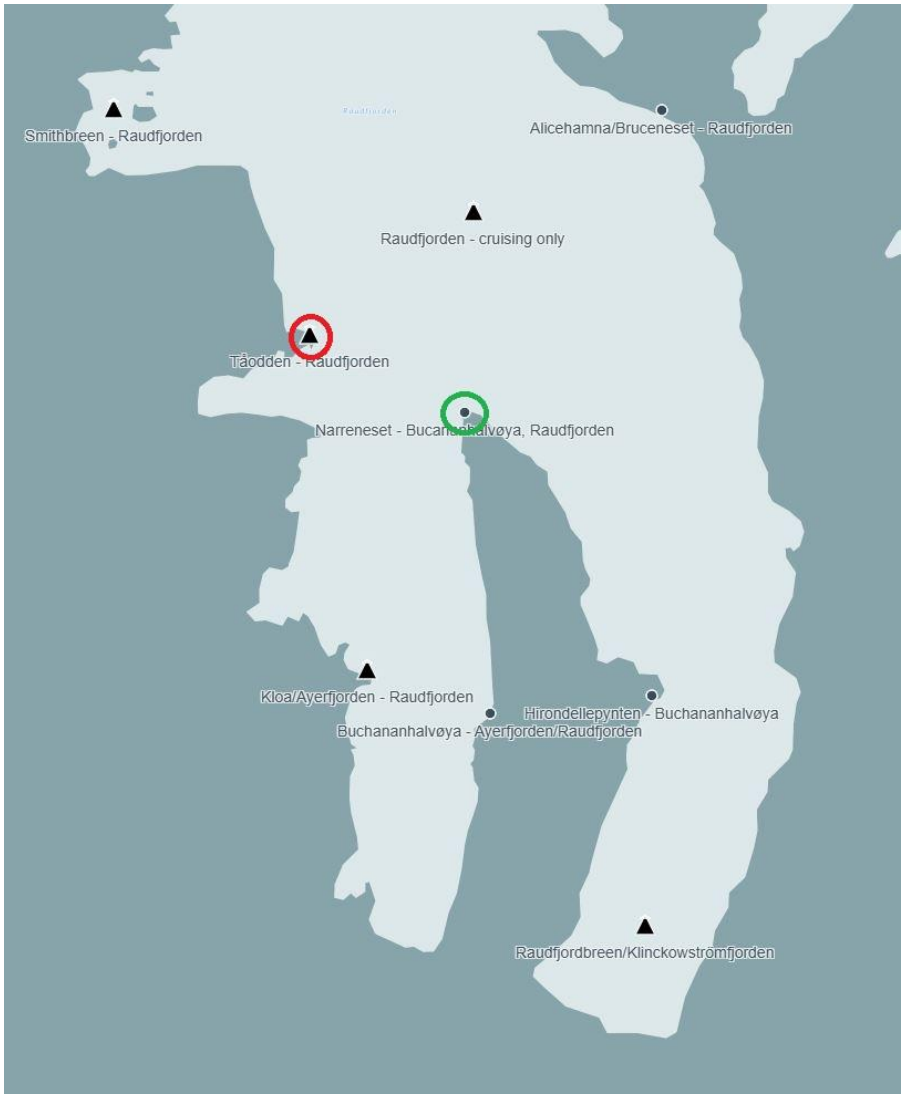
Some details can only be edited by the *AECO Admin* when registering a new site. Other features (Comments, Landing site, Suitable activities, Safety and Highlighted features) can be edited by the *EL* role. This enables basic knowledge on a site to be related to other users that may use a site for the first time.

The O-VRAT app is now integrated with the new Cruise Database and Live Scheduler. This means that all information available in the O-VRAT app is now also available when clicking the + sign for a specific site. This can be AECO Guidelines or Restrictions of any kind.

8.2 Svalbard site regulations - 2025

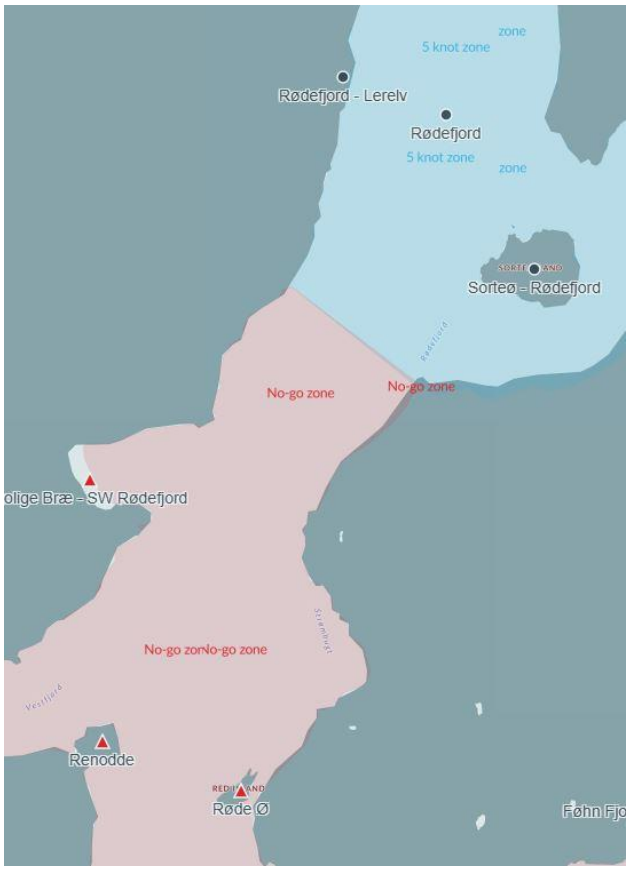
From 1 January 2025 site regulations come into force in Svalbard. 43 limited coastlines will be available for landings. The AECO Cruise Database sites entries are based on single points – not stretches of coastline as are the regulations. Hence sometimes more than one registered landing site is available for landings within a given restricted area. On the Sites list and the Fleet Map site overlay it is now easily recognizable which sites can be landed at (small black circle) and which can be booked for water activities only with no landing allowed (black triangle).

- This feature is <u>not</u> supported in the O-VRAT app.
- Certain areas on the coast of Spitsbergen, marked with black triangles, are allowed to be landed at from 1 January – 25 May on snow covered ground.
- For further details on specific landing requirements please see the site specific information in the Sites tab, Fleet map sites overlay or O-VRAT app (from November 2024).


Smithbreen - Raudfjorden
Alicehamna/Bruceneset - Raudfjorden
Raudfjorden - cruising only
Tåodden - Raudfjorden
Narreneset - Buchananhalvøya, Raudfjorden
Kloa/Ayerfjorden - Raudfjorden
Hirondellepynten - Buchananhalvøya
Buchananhalvøya - Ayerfjorden/Raudfjorden
Raudfjordbreen/Klinckowstrømfjorden

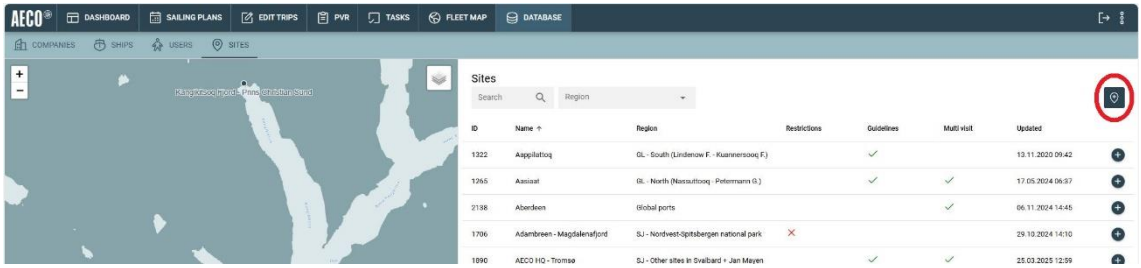
8.3 Site bookings not possible in no go areas

Existing sites previously logged in areas currently designated as NO GO ZONES are not possible to book in advance. For reasons of maritime safety (i.e. seeking shelter from the weather) these sites are possible to log in a PVR back in time (after the date of the visit). The sites that are not possible to book are marked with a red triangle.



8.4 Requesting the addition of a new site to the database

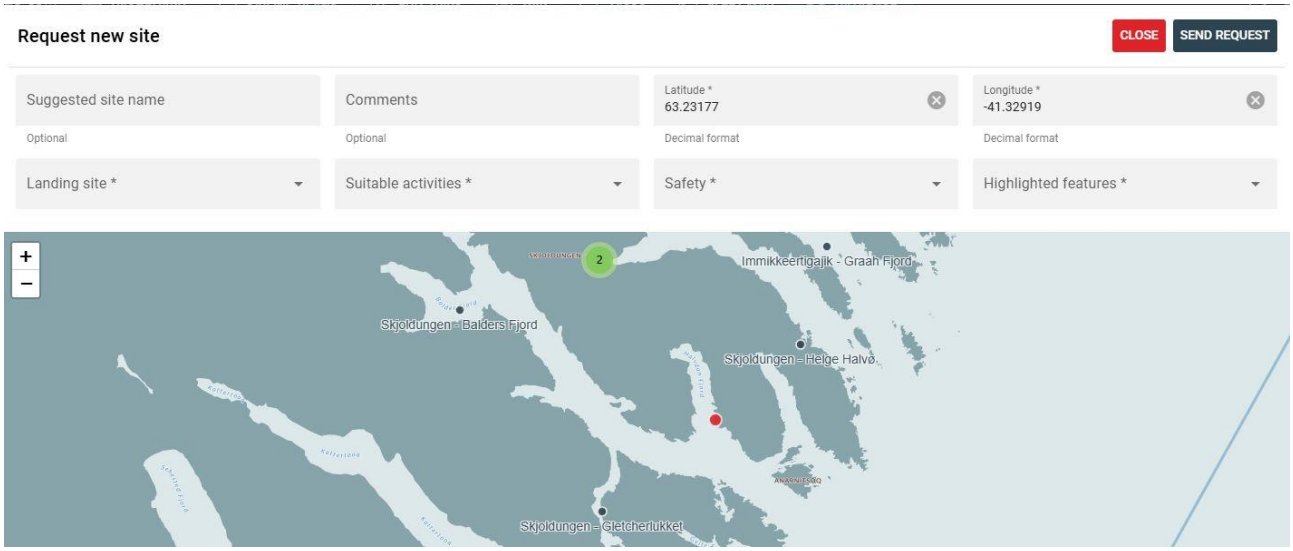
To comply with AECO obligations, you must submit a complete PVR. If you visit a site that is not present in the Cruise Database, you must request that it is added.



A new site request can be issued by the *EL* role (and *Admin* and *Operator*). Access the **Sites** menu via the top menu >> **Database**. On the top right you will find a button labeled with a marker. Press the button and the **Request new site** window opens.

Find the exact site on the map and click with your mouse. The new site is indicated with a red dot. The position of the site is automatically registered. Suggest site name (if available) and complete the drop down menus about general site information. Multiple topics can be indicated for each drop down menu.

This site information will be available for each site in the database to use for basic preparations for others that may not have visited the site before.



Once the form is completed to the extent possible, send the request to the *AECO Admin* to get the site confirmed. The *AECO Admin* receives an e-mail with the request and will investigate if any restrictions apply, any guidelines should be attached and find the correct place name for the site in question. Once confirmed the site is available in the cruise database.

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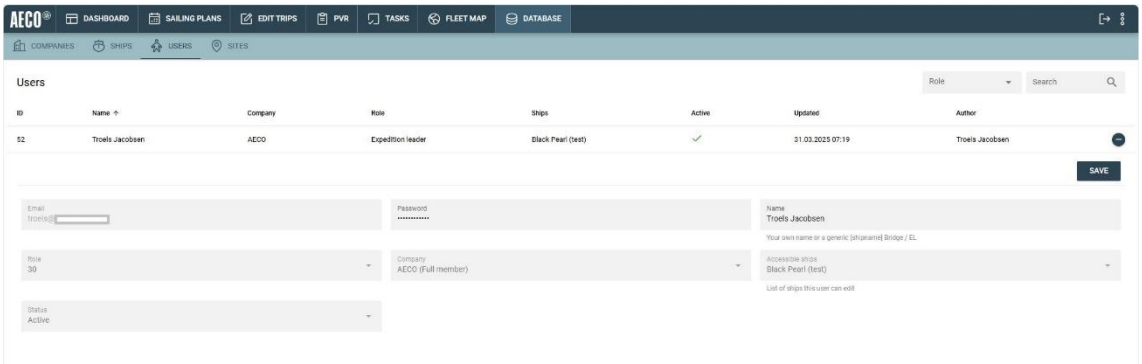
9. Companies & Ships

Access information about the company you work for and a list of ships in the fleet of that company can be found in the sub-menus **Companies** and **Ships**. Access via the menu **Database** These are for reference only for the EL user level.

10. Users

Access the sub-menu **Users** via the menu **Database**. The information on your log on details are available here. Use this sub-menu to change the username of the profile.



If the password is lost or forgotten, please use the “Forgot Password” function on the main log on page.

It is recommended to change the password at least once a year.

11. Trouble Shooting

9.1 Encountering issues with a page not loading correctly

Reload the page:

PC: Simultaneously press Shift+Ctrl+R.

MAC: Shift + Reload.

9.2 Cannot log on to Cruise Database and Live Scheduler

If you are unable to log on to the Cruise Database and Live Scheduler please contact your company *Admin* or *Operator*. The likely problem is associated with internal system safety features and will need the attention of the company IT department.

Feel free to contact **database@aeco.no** if you have any questions.