AECO
Association of Arctic Expedition Cruise Operators

Cruise Database & Live Scheduler

Manual for user level Authority

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Contents

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 <u>not</u> 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 <u>not</u> 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.

Authority

User level *Authority* give view only access to the Sailing Plans and the Fleet Map including features therein.

2.   User Interface

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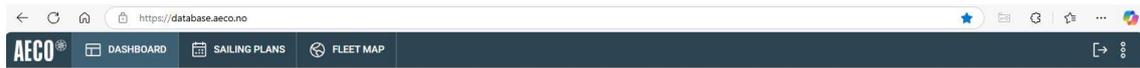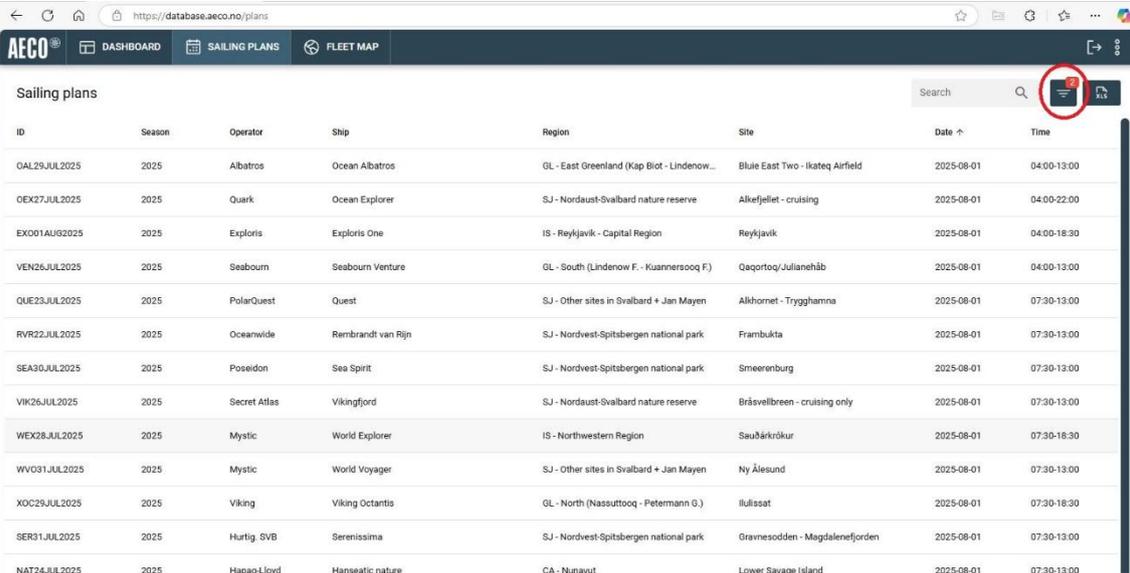

The top menu consists of items that the Authority use in day to day work:

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

3.   Sailing Plans

The **Sailing Plans** menu offers a live view of sailing plans registered by AECO members. It is a requirement for all AECO operational members to register their intentions before arriving at a given site to conduct operations. Most operators have registered their sailing plans well before the season but day to day changes may occur at any time. The system is live, and any changes will feature immediately in the system.

Filter options are available on the top right hand side.

An export function is also available on the top right hand side. There are two layout options for exporting the data. *Sailing Plans* and *Table View*. *Sailing Plans* have a horizontal view and *Table View* is a vertical view. Applied filters will generally only show when exporting in the *Table View* form.

4.   Fleet Map

4.1 Fleet Map Layers

On the **Fleet Map**, a column of layer options is located. Click the icon to get access to the individual layer option.

Other vessels

The Fleet Map menu offers a live overview of all vessels registered as active in the database. Ships icon on the top left to show all vessels or remove all active vessels from the Fleet Map view.

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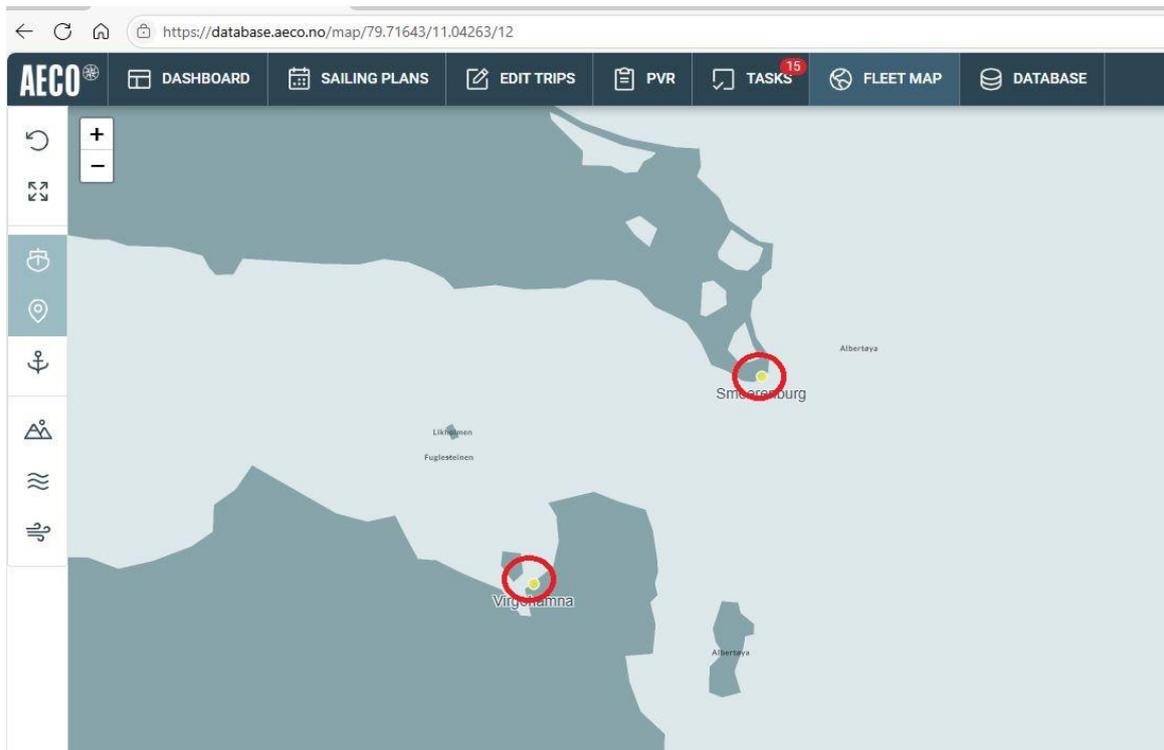
A yellow site marker only indicates that bookings have been made on the day. Not which time slots have been booked. For further information on what time slots have been booked and by which ship, click the yellow site marker.

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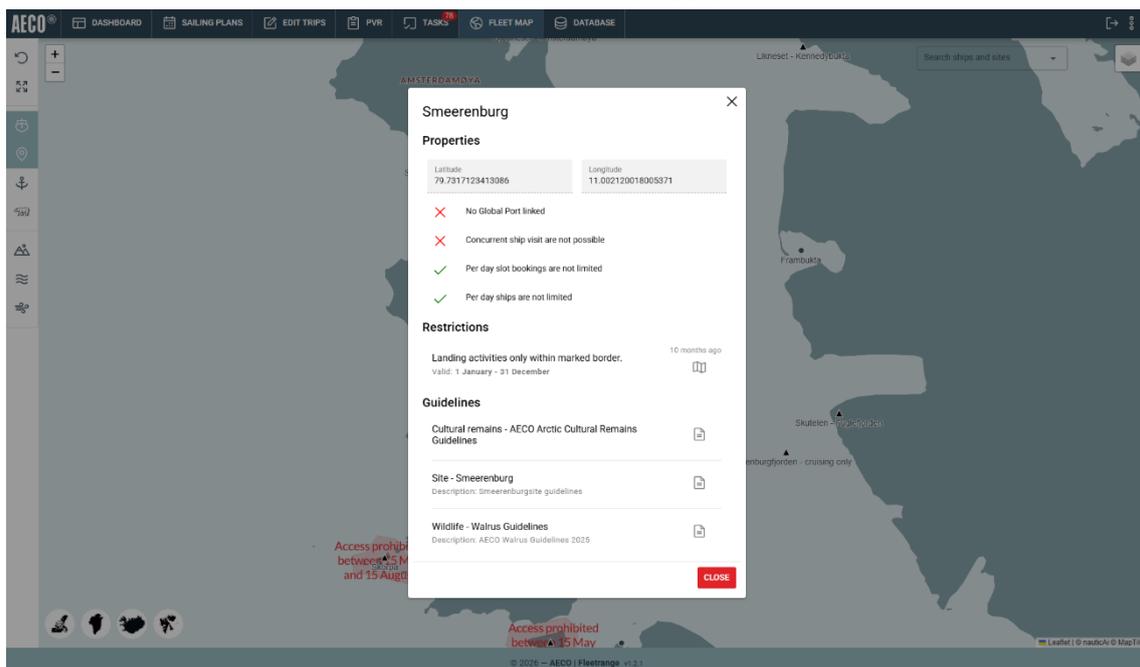
Global Ports

The Global Ports overlay is part of the system that ensures the automatic addition of the correct embarkation port and disembarkation port for each trip/PVR. Each port in the world has a specific code that identifies the port. That code is also linked to the site registrations for all changeover ports in the Cruise Database and Live Scheduler. This link is used to generate improved AECO statistics.

Using this menu can assist in identifying exactly what port is used for embarkation or disembarkation. Often a city has more than one port or two different cities have the same name. Make sure that you have selected the correct embarkation or disembarkation port for your registered trips by using this layer to identify the correct code for the port you intend to use.
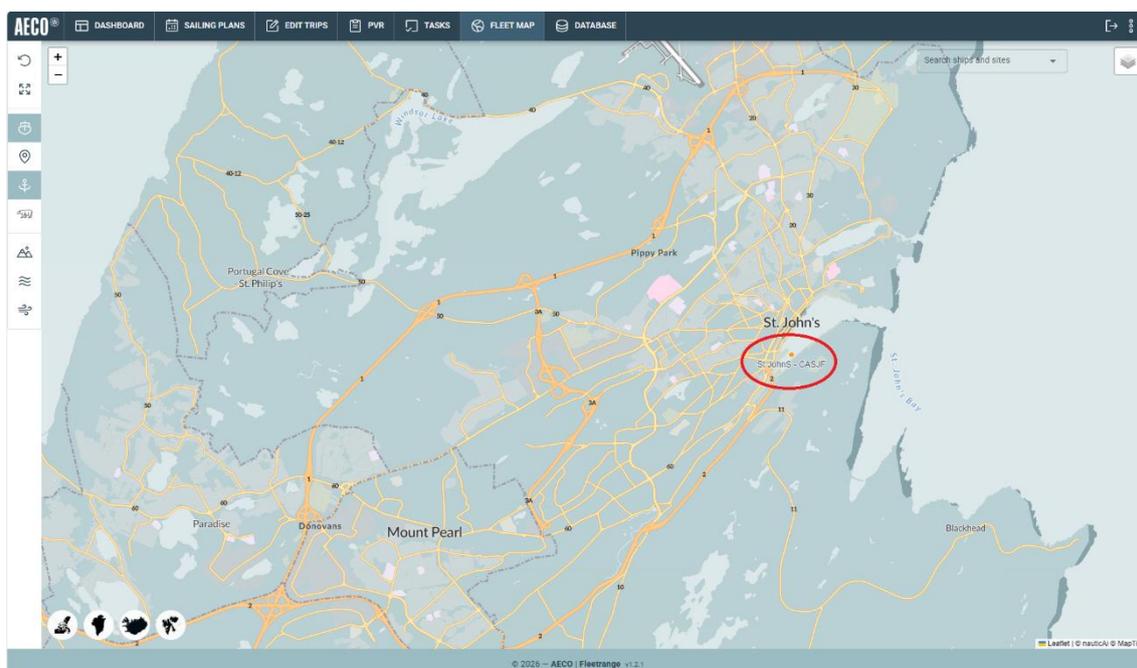
Svalbard Site Regulations

Regulations regarding landing in protected areas in Svalbard have been in place since the 2025 season. The areas and the precise restrictions can be viewed in the Svalbard Site Regulations overlay.
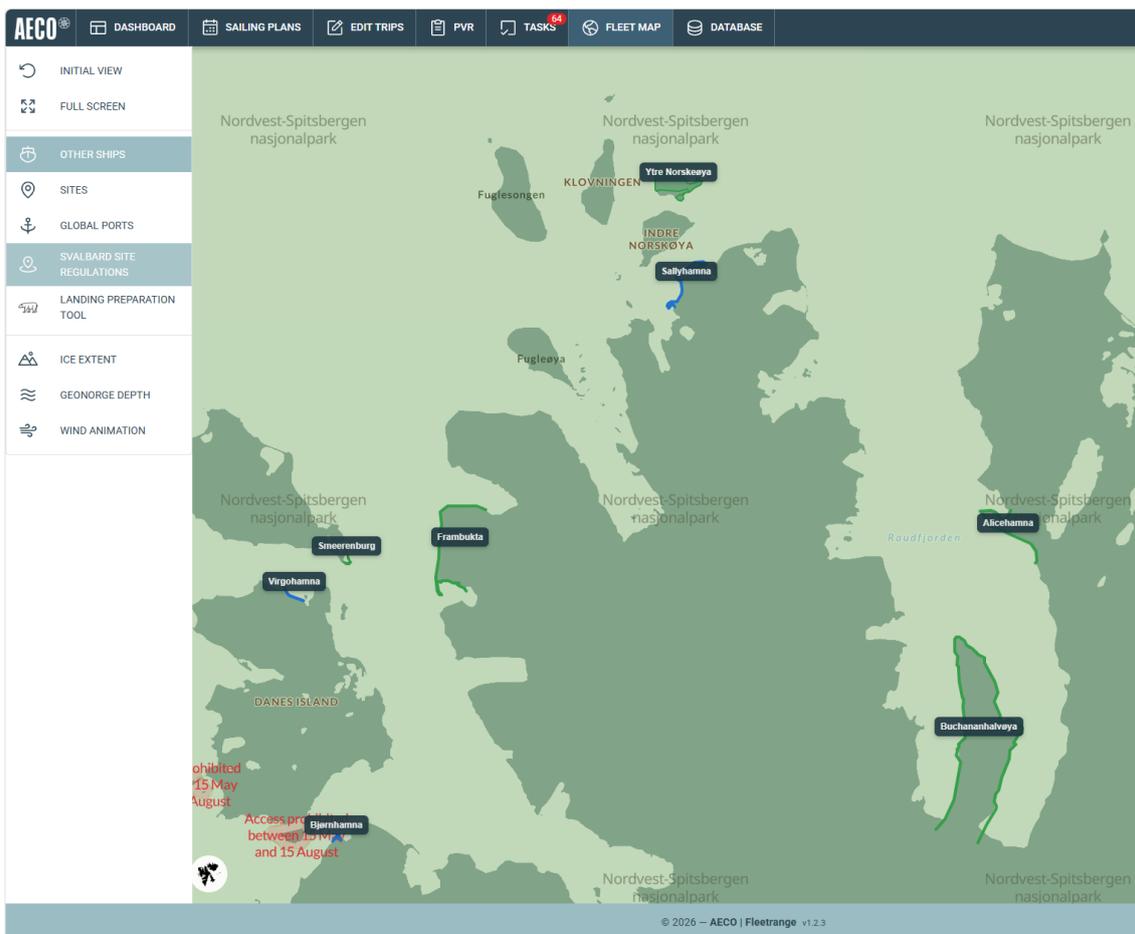
Click the line or area of a given restriction and the specific regulation pertaining to the site appears. The data used to enable this feature is officially issued by Kartverket in Norway. Hence the link is in Norwegian only. Please see the site restrictions by using the Sites menu or the Sites overlay on the Fleet map for an English version (see above).

The default drawn map is slightly off compared to reality but the exact outline can be viewed by using the Sattelitte Hybrid map instead. Click the small icon on the top right hand side of the map to select the Sattelitte Hybrid map to see the exact outline of the restrictions.

Landing preparation tool

This tool is meant to help prepare landings by enabling the user to generate and export a map of the area of operation quickly and easily. Use the polar bear icon to engage the tool.

Click the icon and a new window opens.
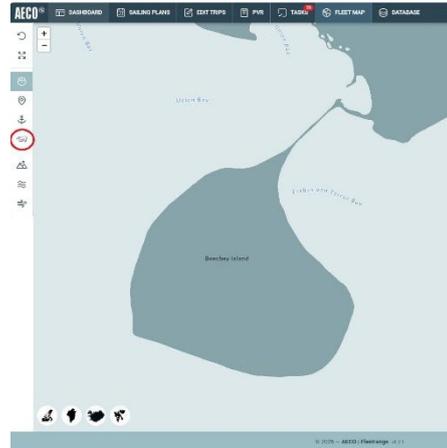
Zoom to fit your purpose. Due to technical challenges, it is the map that is moved and not the grid/figures. This makes it a bit harder to get used to as any manipulation of the zoom level while editing will change the position of the figures added. Choose your zoom level first – then add figures.

Minimize the window to get back to the Fleet Map to double check details and just click the overlay button again to maximize the page again.

The tool offers various items that can be selected and placed on the map for illustration. These include a small boat icon, a (polar bear) guard icon, a no-go zone icon, and a text label to free write text. It is also possible to draw on the map with the "Draw red lines" option.

It is possible to overlay a grid on your map. The grid can aid the identification of a position of interest while in the field, i.e., the sudden emergence of a polar bear. If field staff and bridge have access to the map on a phone shared prior to the landing, the location of a bear spotted on shore can be identified with greater details without having to rely on features on land to identify the location.
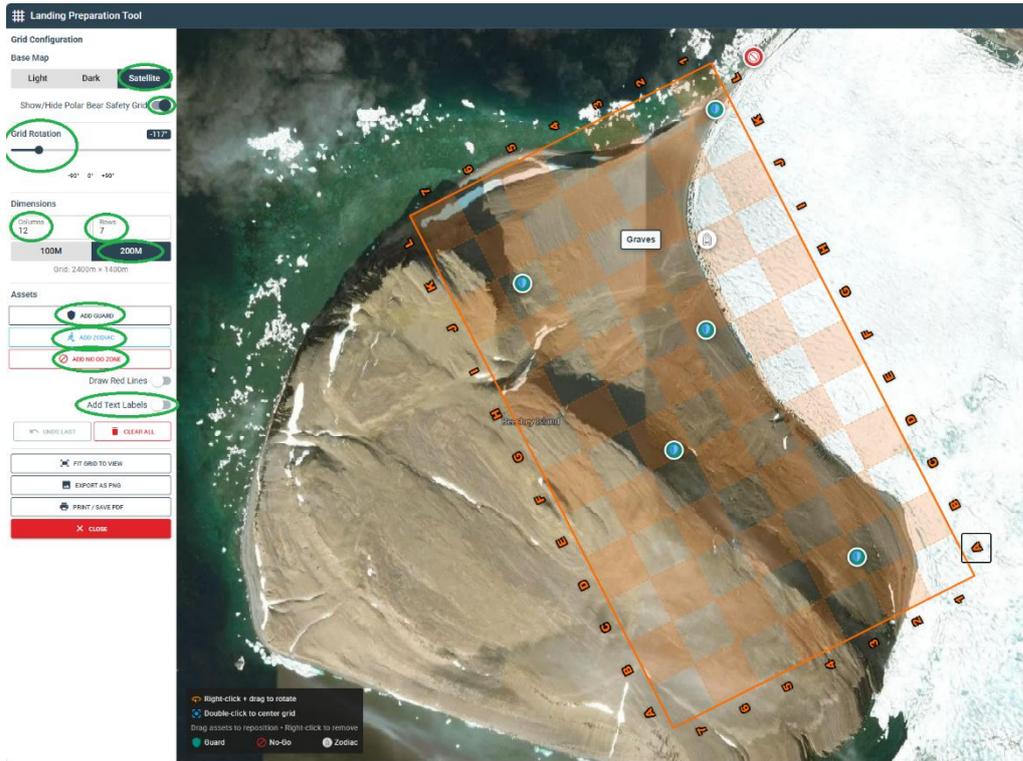
Export the map easily by using the desired file property. The map created is not stored in the system and will be deleted as soon as the Landing Preparation Tool window is closed.

Ice and wind

Click the left side menu and overlay registered sites and/or wind forecasts, and/or ice chart to the map.
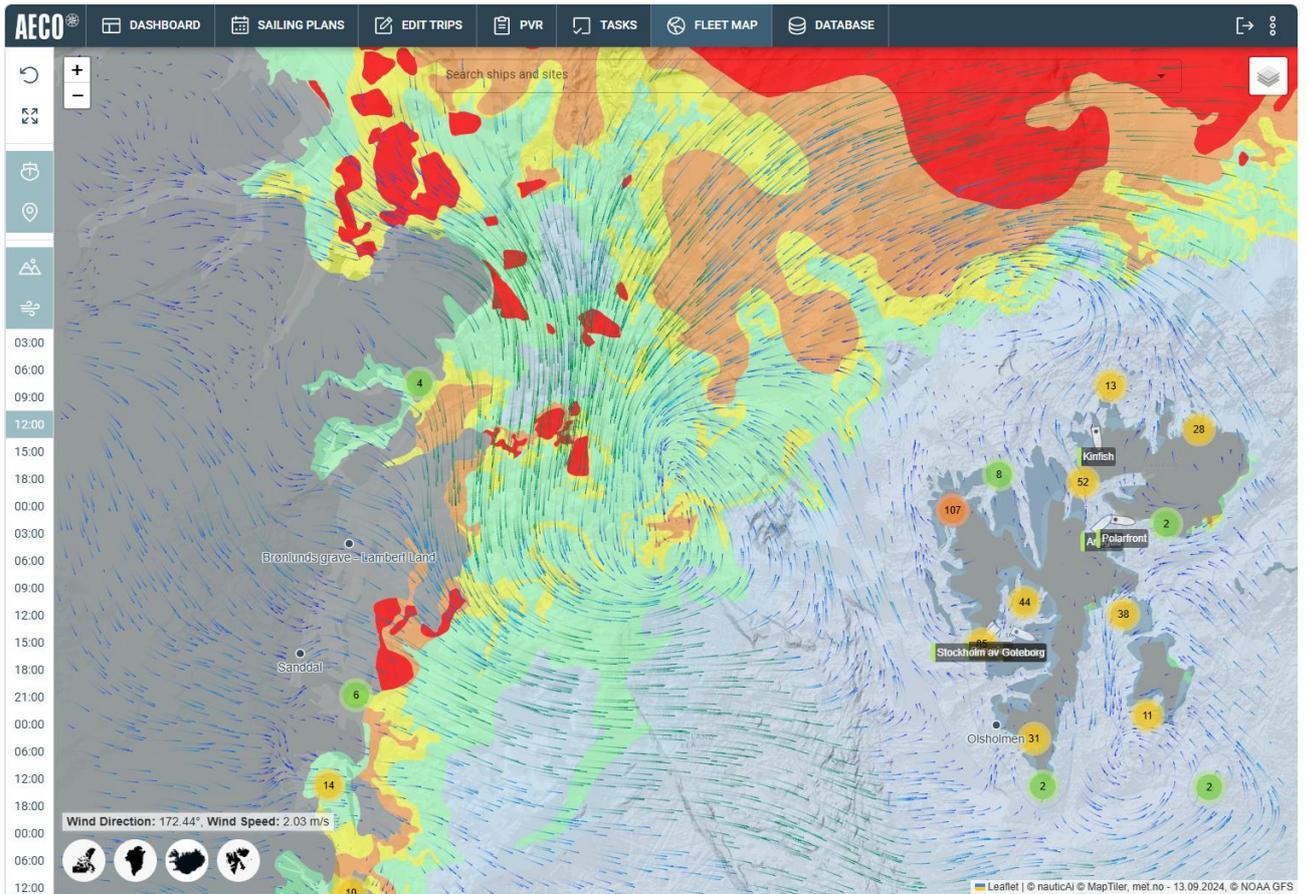
Soundings Svalbard

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.
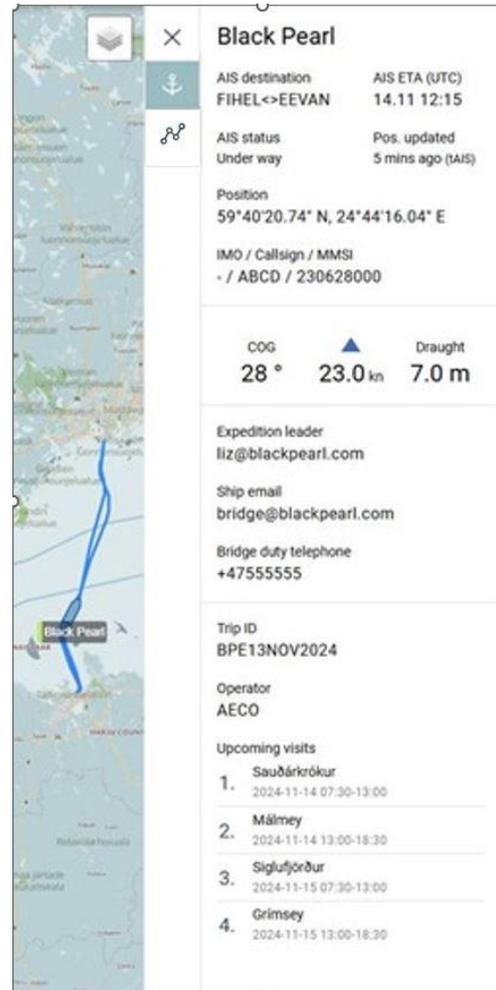
NB! This feature is not for navigation!
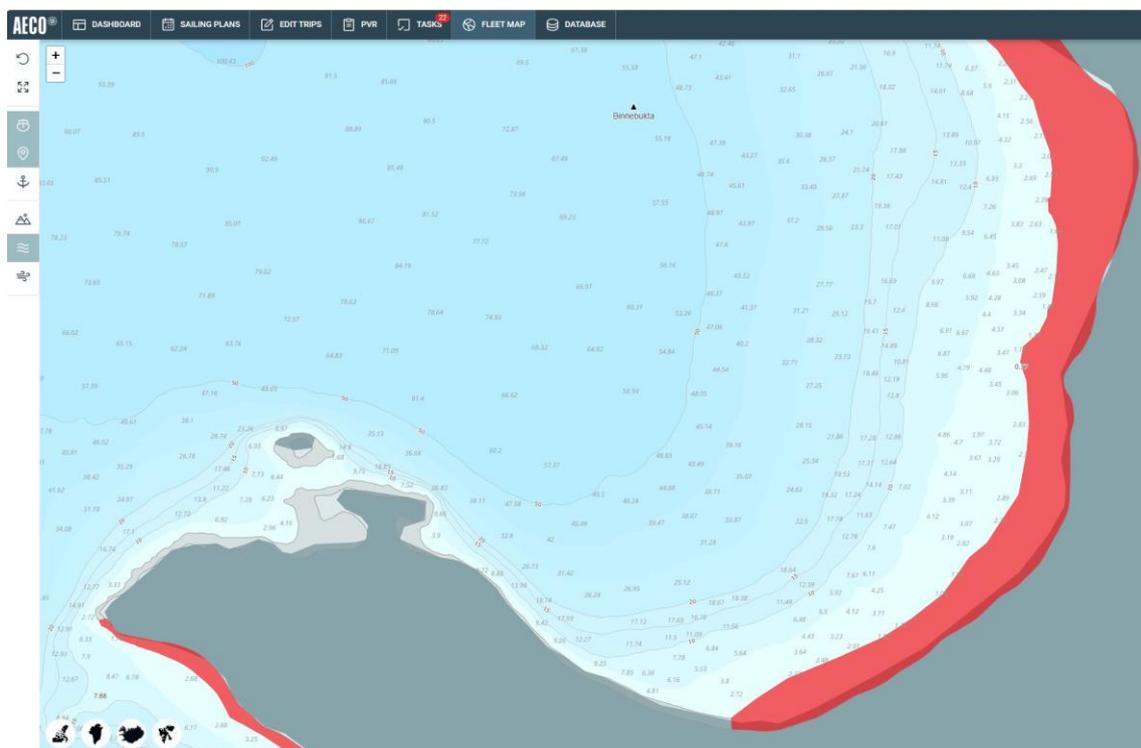
4.2 Vessel specific information

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.

4.3 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
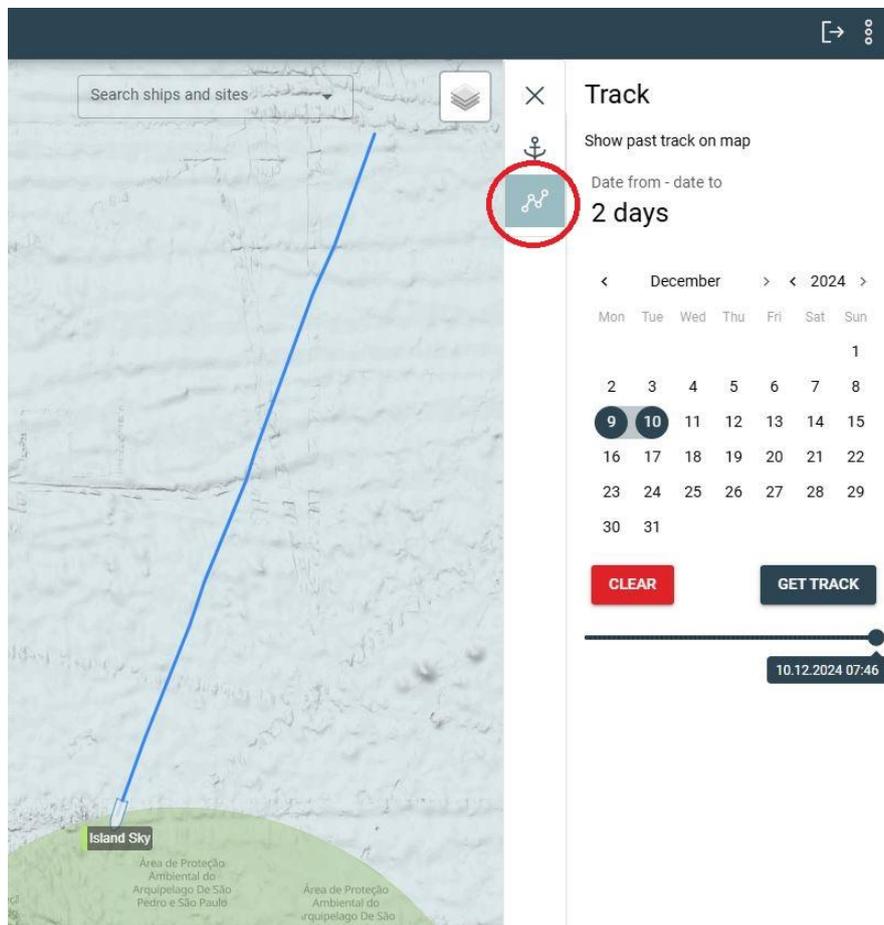
- Only

available to show a maximum of 14 months back in time

5.   Trouble Shooting

5.1 Encountering issues with a page not loading correctly

Reload the page:

PC: Simultaneously press Shift+Ctrl+R.

MAC: Shift + Reload.

5.2 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.