

R/V SKAGERAK

USER GUIDELINES, POLICIES AND OPERATIONS FOR INTERNAL GU RESEARCH VOYAGES

The purpose of this document is to ensure that the Cruise Coordinator¹ and/or Cruise Leader² have the information required for efficient, safe, and successful cruise planning, execution, and completion. These instructions apply to all cruises on the R/V Skagerak.

¹ Defined as the person responsible for the planning, budget, and oversight of the cruises' scientific program, and all cruise details in the MFP, but may not be participating in the cruise.

² Defined as the person responsible for the execution of the research plan whilst onboard the vessel.

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Planning your voyage

1. Requesting ship time

RV Skagerak use the Marine Facilities Planning (MFP) software for all ship-time bookings, as well as cruise planning, permit applications, cruise participants information, and post-cruise reporting. The MFP has a clear workflow designed to ensure all information is collected and in one place. **Each of the steps outlined below are essential** for your cruise to occur. You can, at any time, see the status of your cruise planning process by logging into MFP and viewing the workflow.

Application Stage:

The Application Stage consists of 6 steps outlined in the table below. Please note **the steps that you are required to action**. In most cases, a step cannot be actioned until the previous step has been completed. You will receive an automated email to notify you when your application has progressed and requires your input.

Step	Details	Implementor
Cruise Application Form	To request ship time on Skagerak, you must first create an account in MFP www.marinefacilitiesplanning.com/framework/account/application . Once your account has been approved, you must log in to MFP and complete the Cruise Application Form with as much detail on your voyage as possible	Applicant
Equipment Availability	The Skagerak Team will review the availability of any equipment that you have requested from the Skagerak inventory and general department pool	Skagerak Team
Cruise Budget	The Skagerak Team will develop a draft budget of your cruise, based on the information provided in your application. This will not be an exact quote for the voyage, but will outline the main costs that can be expected	Skagerak Team
Funding Confirmation	You will be asked to review the draft budget and confirm that you have enough funding to cover the outlined costs, including the costs that cannot be precisely determined prior to the cruise (i.e., fuel, port fees)	Applicant
Cruise Approval	Once funding is confirmed, the Skagerak Team will approve the logistics planning for your cruise or come back to you with proposed modifications.	Skagerak Team
Application added to program	The Skagerak Team will move your application into the official vessel schedule.	Skagerak Team

Cruise Planning Stage:

The Cruise Planning stage consists of 5 steps outlined in the table below. **Please note the steps that you are required to action**.

Step	Details	Implementor
Permits and Clearances	It is your responsibility to identify the permits and clearances required for your cruise. As a Swedish governmental vessel, Skagerak requires a diplomatic clearance to enter another nation' waters. The Skagerak Team can support you and will be the ones to submit the documents to the Swedish embassy in the foreign country, however you are responsible to ensure that all required permits have been prepared within the time required. A diplomatic permit is required for science conducted in any waters outside of Sweden, and MFP helps you identify this by showing the flags for any international waters your cruise will enter. A hydrographic permit is required for any multibeam surveys to be completed within Swedish territorial waters.	Applicant and Skagerak Team
Detailed Cruise Plan	Here you must review and update your original application. In particular, you must provide detailed sampling plans because your plans impact our operational planning. We need to receive this information 2 months prior to your voyage departure . Note – if you change your sampling plans considerably from your original application, it may impact your budget, number of berths, and the permits required. This is why we need the information as detailed as possible, and well before your voyage.	Applicant

	It is important that any changes to your cruise plans are done through the MFP. Do not ask the Captains to approve changes. You can ask them for advice, but changes will only be approved by the Skagerak Team.	
Science Party Details	You need to provide us with names and email addresses of the scientific staff and students who will be joining you on board. They will then receive an email requesting information on dietary requirements, medical information, Next of Kin, and identification information. This data is required by law and/or for the safety of all onboard the ship. All data collected follows GDPR guidelines. Please notify your voyage participants of this requirement. We must receive this information at least a fortnight prior to your departure	Applicant
Cabins Reservation	You have the option to assign your cruise participants to specific cabins by dragging and dropping. This is not a required stage.	Applicant
Cruise location Planning	If the detailed cruise plan is not accepted by the Skagerak team and crew, a new detailed plan will be determined in a meeting between the applicant and Skagerak team and crew.	Applicant and Skagerak team

Post-Cruise Stage:

The Cruise Planning stage consists of 5 steps outlined in the table below. **Please note the steps that you are required to action.**

Step	Details	Implementor
Post-Cruise Assessment	When the cruise is completed, you need to fill an online evaluation form to help the Skagerak facility improve.	Applicant
Scientific Cruise Report		Applicant

2. What to consider when planning your voyage:

Mobilisation Days (mob):

The Skagerak Team will provide you with 1 day for mobilization (i.e. on-board, in-port preparation), free of charge. This day will, where possible, be the day prior to your voyage departure, however it may not be. You will be expected to bring all your equipment onboard during your mob day. Note that:

- Allocated mob days may be on a weekend.
- No meals will be provided during mob day unless requested several weeks in advance.
- You must notify us if you require the forklift or crane.
- You must notify us if you require mobilization from a port other than homeport.
- You must organize transport of any equipment to Nya Varvet in preparation for your mob day, this is not the responsibility of the Skagerak Team.
- If you require more mob days than what we allocate, you will need to include these additional days in your booking and pay the base day rate (or subsidised base day rate) for them. You must notify the Skagerak Team (not the crew) if some of your booked days are to be used for mobilization.
- If you need the ship to leave home port during your allocated mob day, you will be charged for all fuel.
- Any modifications to Skagerak that are required to use **your** specific equipment (e.g., electrical cabling), will be at cost to you and must be coordinated with through the Skagerak Office (not crew) **well in advance** of your voyage departure. If this work cannot be completed during your scheduled mobilisation day, you will need to book a ship day for it.

Weather Days and Cancellation:

- In alignment with international standards, one weather day is added in-kind for every 10 days booked. **So, if you book 30 days, you will have 33 days available to you.**
- For bookings less than 10 days (or instances where the in-kind weather days are not enough) once your voyage has started you will need to pay for all days booked, even those where the ship is in port due to weather. If more than 20% of the voyage is cancelled due to weather, we will discuss on a case-by-case basis how to manage the costs.
- If your voyage is cancelled due to weather *before* commencement of the voyage, you will **not be charged** any ship time, however you will be charged for any additional costs that were incurred for the planning of your voyage (e.g., extra crew hired, mobilisation costs, scientific consumables).
- Changes to your booking (ie changes to voyage plan, number of days etc) can be made until **60 days prior to voyage**. Any changes after this date may incur a cost, including being charged for days no longer booked.
- No costs will be charged to the user if the voyage is shortened or cancelled due to a technical issue on Skagerak. Our preference is to rebook any days cancelled due to technical problems.

Transit Days:

When calculating how many days you need, you must include the days required to transit from homeport to your study site. The MFP software will help with this but note that these transit days are costed at the same day rate as your sampling days.

Onboard Support:

Skagerak has advanced equipment and a complicated onboard IT network that supports it. It requires an onboard technician to ensure that these work as required during your voyage. Where possible, a GU ship technician will be on board each voyage.

Berths:

The number of berths that will be available for your voyage will depend on your operations because your operations determine how many crew are required (either due to Swedish regulations or safety requirements). The crew must, by law, have their own cabin. There are only 5 single cabins onboard, so for every additional crew member beyond that, we lose 2 berths. Additionally, a technician will always be onboard (unless otherwise notified). Cabin XXX has been allocated as the Technicians Cabin and will be available to ship users only as a last resort if the additional berth is essential. The number of berths available for different operations is shown in Table 1.

Demobilisation Days (Demob):

You will be provided with 1 demobilisation day for the removal of all of your scientific equipment, samples, personal belongings and cabin cleaning. Please note:

- Demob of **ALL** equipment should be done on the allocated day, regardless of whether the ship has a user on the following day or not. Please plan ahead of time to ensure this happens.
- Your demob day may be a weekend.
- If there is a reason why all of your equipment cannot be removed on your demob day, please contact the Skagerak Office, not the crew.
- No meals will be provided during demob day unless requested several weeks in advance.
- If you require more than 1 day you must notify the Skagerak Team (not the crew). You will be charged for any additional days.
- If you need the ship to leave home port during your allocated demob day, you will be charged for all fuel.

- All used cabins must be cleaned by the ship users, following the cleaning policy provided onboard. It is the responsibility of the Chief Scientist to check each cabin prior to final departure. If cleaning is not done appropriately, a cleaning fee will be charged.
- All laboratories and other spaces used during your voyages must be left clean and tidy.

Planning Support:

The Skagerak Office is here to help with your planning, should you have any questions. Our crew and technical team are also very capable and happy to provide you with advice. However, any decisions that impact operations (and therefore potentially personnel or budget) must be discussed with the Skagerak Office irrespective of whether it is first discussed with the crew. Where possible, we will organize a pre-voyage meeting with a Captain approximately 2 weeks prior to departure of your voyage (virtual or in-person). It is important that they have received the detailed voyage plans well before this meeting so they can discuss any questions they might have. If possible, the meeting will be with the captain that will lead your voyage, but this may not always be possible.

4. Cost of your voyage

The cost of your voyage will depend on where you want to go and what you want to do. To help you plan the budget for your voyage, we have predicted some costs based on different “tiers” of operations.

Day Rate:

Through support provided by the University, the Skagerak Facility will provide you with a subsidised base day rate (BDR; Tier 1). This BDR covers day operations³ without berths being used and undertaken in near coastal waters⁴ only. If your voyage requires operations beyond what is included in the BDR, you will be charged for these additional costs (Tiers 2-X). Most of the cost difference is due to how many crew are onboard. In addition to the BDR, the Skagerak Facility may offer a further subsidised rate, the value of which is determined annually and depends on funding from GU, the number of sea-days requested, and other factors. You must apply for the subsidised BDR (SBDR) through a competitive Call for Ship Time proposals, which is run annually in early October. The Department’s Forskningsberedning (FOB) will review the proposals for scientific excellence and impact. Where possible, all proposals deemed scientifically sound will be awarded the SBDR. However, if the number of sea-days requested exceeds the amount of subsidy that can be offered, FOB will rank the proposals and the subsidy will be provided to the proposals deemed of highest scientific value.

To support your planning, we have provided a table (Table 1) that will help you estimate the cost of your voyage. This is just an estimation based on the main operations that could impact the cost of your voyage. You will be provided with a more detailed quote in Step X of the MFP workflow.

Other Costs:

Other costs that are not included in the day rate are shown in Table 2. Where possible we have indicated either the exact cost, or an estimate based on previous experience.

³ Defined as a maximum of 12 hours *including* transit to and from sampling stations and port. Day operations require all nights to be spent in port.

⁴ Defined as all operations in the Baltic Sea or waters connected to the Baltic Sea, however not beyond Hanstholm – Lindesnäs (approx. 8E longitude).

Table 1: This table enables you to estimate the cost of your cruise based on the main operations that are planned. Choose between the green or blue box for step 1 and work through steps 1-3, each time following the boxes that best describe your planned operations. Step 4 indicates the estimated cost for your voyage. Steps 5-9 provide you with further information regarding the impact of your planned operations. BDR = Base Day Rate; SBDR = Subsidised Base Day Rate

Step 1	Cruise Location	Your cruise will take place in near-coastal waters (Includes all cruises in the Baltic, Skagerrak and Kattegat)				Your cruise will take place in Oceanic waters (Includes all cruises outside approx. 8E longitude (between Hanstholm, Denmark and Lindesnäs, Norway))			
2	Cruise operations	Your cruise will be day operations only (<12hrs daily) with all nights spent in port		Your cruise will involve overnight at sea, night-time transits, and/or days longer than 12hrs (incl. 24/7 operations)		Your cruise will be day operations only (<12hrs daily) with all nights spent in port		Your cruise will involve overnight at sea, night-time transits, and/or days longer than 12hrs (incl. 24/7 operations)	
3	Cruise operation details	You will not be onboard overnight	You will be onboard overnight but in port	Your operations >12hrs are for transit, sleeping at sea, or deck work for scientists only	Your operations >12hrs include deck operations that require winches or large equipment	You will not be onboard overnight	You will be onboard overnight but in port	Your operations >12hrs are for transit, sleeping at sea, or deck work for scientists only	Your operations >12hrs include deck operations that require winches or large equipment
4	Cost (SEK per day)	Tier 1 115 000 (BDR) OR 45 000 (SBDR)	Tier 2 BDR or SBDR + 500 per berth	Tier 3 BDR or SBDR + 2 500 + 500 per berth	Tier 4 BDR or SBDR + up to 5 000 + 500 per berth	Tier 5 BDR or SBDR + up to 5 000	Tier 6 BDR or SBDR + up to 5 000 + 500 per berth	Tier 7 BDR or SBDR + up to 5 000 + 500 per berth	Tier 8 BDR or SBDR + up to 7 500 + 500 per berth
5	Details of cost	Excludes food and fuel. Food paid on a per-meal basis.	Excludes fuel. Food included in berth fee	Excludes fuel. Food included in berth fee	Excludes fuel. Food included in berth fee. 8 th crew member may be needed depending on deck operations. Determined on case-by-case basis	Excludes food and fuel and all port/agent fees. 8 crew likely required.	Excludes fuel and all port/agent fees. Food included in berth fee. 8 crew likely required	Excludes fuel and all port/agent fees. Food included in berth fee. 8 crew likely required	Excludes fuel and all port/agent fees. Food included in berth fee. 8 crew likely required, but more may be required depending on deck work
6	No. Crew	6	6	7	7-8	7-8	7-8	8	8+
7	No. Technicians	1	1	1	1	1	1	1	1
8	No. berths for scientists	0 berths	12 (+1)	10(+1)	10(+1) or 8(+1)	0	10(+1) or 8(+1)	10(+1) or 8(+1)	8(+1) or less
9	No. scientists allowed during day cruises	27	27	26	25-26	25	25	25	<25

Table 2: This table provides a list of other possible costs that you might be expected to pay but are not included in your day rate. These costs are estimations only.

Cost description	Explanation	Cost
Berth Cost	This rate covers the cost of food (3 meals a day plus snacks, tea/coffee), bedding and towels, garbage disposal, and non-drinking water use. It is charged on a per-person rate.	
Fuel	We cannot predict the cost of fuel for your cruise; however, estimates can be made. The distance to be covered during your cruise is estimated by the MFP Cruise Application portal and you can use this to <i>estimate</i> your fuel use. The final fuel cost will depend on many factors, including weather, ship speed, international port bunkering rates etc.	Check estimates on consumption in MFP and ask the Skagerak team for price of last bunkering.
Food	Where meals are not included in berth cost (Tiers 1 and 2 above)	Breakfast = 45 for students, 65 for teachers/researchers Lunch = 65 for students, 95 for teachers/researchers
Port fees and agent costs	These are all costs associated with the ship docking in an international port.	
Equipment	Depending on the equipment required, there may be a cost associated with you using it. You will be notified by the Skagerak Team in your proposed.	
Preparation of Skagerak	You may require modifications to the ship in preparation for some of your voyage. Any modifications to Skagerak or Skagerak equipment will be at cost to the user	