

Handling of barges

ECT Rotterdam

Hutchison Ports ECT Rotterdam

Version 1.0

12 March 2019

Questions: compliance-officer.bargeplanning@ect.nl

Content

1. Barge notifications; procedure using 48-hour time blocks
2. Adjusting notifications that are or will be in the past
3. Changes in arrival time (Estimated Time of Arrival)
4. Quay planning for delayed barges within 8 hours prior to arrival (ETA); parking
5. Barge planning – prioritisation
6. Fixed Windows - terms of use

1. Barge notifications; procedure using 48-hour time blocks

Hutchison Ports ECT Rotterdam (ECT) uses 48-hour time blocks for planning barge requests. The schedule below shows the planning methodology. A barge operator needs to register a barge at least 30 hours prior to its ETA (Estimated Time of Arrival) using Portbase. In the evening of day A, ECT plans barge requests for day C. Any requests for day C that cannot be scheduled on that day (C) are scheduled for day D. In other words: barges that notify us on Monday before 18.00 hours that they want to make a call on Wednesday are planned on Monday evening for Wednesday with a possible deferral to Thursday. On Tuesday evening, the barges for Thursday are planned with a possible deferral to Friday. In conformity with the schedule below, the entire week is thus planned.

Register barge (before)			Planning horizon (maximum 48 hours)			
			van		tot	
1	Monday	18:00	Wednesday	00:01	Thursday	24:00
2	Tuesday	18:00	Thursday	00:01	Friday	24:00
3	Wednesday	18:00	Friday	00:01	Saturday	24:00
4	Thursday	18:00	Saturday	00:01	Sunday	24:00
5	Friday	18:00	Sunday	00:01	Monday	24:00
6	Friday (incl. Sa en Su)	18:00	Monday	00:01	Tuesday	24:00

If it is not possible to schedule a barge on the requested day nor on the following day, then the barge is not planned. If that is the case, everything is done to still plan the barge one day later for the next (48-hour) period. Also see paragraph 2 for the procedures. Every day, barge operators are informed by e-mail if one or more barges of the barge operator in question have not been planned in the 48-hour planning. Should (extra) capacity unexpectedly become available for the handling of barges in the already planned horizon, then non-scheduled registrations will still be planned to the extent possible. This is done primarily on the basis of the plan list (list of registrations based on ETA and prioritisation) and secondarily with the aim of making optimal use of the capacity that has become available. Also see “2. Adjusting notifications that are or will be in the past” for the correct procedure in these situations.

In order to be able to implement this planning as correctly and effectively as possible, it is important to report notifications that have been cancelled and/or have been changed as early as possible (at least 16 hours prior to the scheduled ETA) via Portbase.

2. Adjusting notifications that are or will be in the past

If the number of requests exceeds the available capacity in a 48-hour planning horizon, not all barges will be scheduled. As a result, it may be the case that the requested time of the barge in Portbase ends up being in the past. If this is the case, the following rules apply:

- if a barge has not been planned and the ETA ends up being in the past, then the barge operator adjusts in Portbase the requested time to a new ETA;
- adjusting the ETA in Portbase does not affect the position of the barge in the plan list; this does not change;
- this rule does not apply to barges which are actually waiting to be handled at an ECT terminal. The barge operator only needs to indicate in the comment field of Portbase at which terminal (ECT Euromax or ECT Delta) the barge is parked. However, the barge must be immediately available. If necessary, this can be confirmed by sending a link from www.vesselfinder.com or www.vesseltracker.com with the position of the barge;
- every day at 10 am, the planning list is corrected and non-scheduled barges which have their ETAs in the past and for which no notification has been received that they are on hold, are refused in Portbase. If that is the case, a new notification must be submitted.

3. Changes in arrival time (ETA)

All changes relating to barges that are unable to arrive at the scheduled time must be communicated via Portbase. It is not possible to pass on changes by telephone.

If an arrival is ultimately delayed by more than 24 hours in relation to the ETA that was initially communicated, the barge call is cancelled in the ECT system (Express Vessel Schedule); the barge operator must submit a new request in Portbase.

4. Quay planning for delayed barges within 8 hours prior to arrival (ETA); parking

The following procedure applies to scheduled barges which fail to arrive at the agreed-upon time. The starting point is that barges which arrive on time are actually handled on time as much as possible. If a barge arrives later and interferes with another barge in the quay planning as a result of this, then the delayed barge is put in the "waiting room" (parking) while the impact of the delay on the quay planning is assessed. Subsequently, a next moment in the quay planning is sought to handle the barge in question.

This consequently means that the entire quay planning does not shift for all barges (snowball effect), but that the delayed barge is incorporated into the already existing quay planning where possible. This can even mean that the delayed barge is handled in phases.

If the delay is attributable to ECT, the barge is not considered delayed and ECT will ensure that the vessel is replanned with no or minimal delay.

If a barge calls at several ECT terminals and incurs a delay at one of the ECT terminals due to ECT, then the barge is not considered delayed at the next ECT terminal and ECT will ensure that the vessel is replanned with no or minimal delay.

If the delay is the result of general heavy traffic along the quays of the ECT terminals, the quay planning will be adjusted in its entirety.

Communication on this subject takes place via the Resource Planner at the ECT Delta terminal and via the Barge Planner at the ECT Euromax terminal.

5. Barge planning - categories

Barge requests are planned in accordance with the following three categories:

- Fixed Windows
- Specific Barges
- General Barges

Provided the relevant conditions are met, barge operators can submit a request to be classified in a category. The first application runs through the compliance officer (compliance-officer.bargeplanning@ect.nl), later registrations run via CAL and must be submitted by the barge operator alongside the notification. Any complaints about the categories and the own classification can be addressed only in writing to the compliance officer (compliance-officer.bargeplanning@ect.nl).

Fixed windows are planned first and are fixed in the planning. Next, the category Specific Barges is planned and finally the category General Barges. Barges are planned in accordance with the 48-hour time blocks. Should a conflict in the planning arise (because barge operators belonging to the same category request the same ETA), then alternatives are sought. A key factor in this respect is ensuring that optimal use is made of the available capacity, both for the barge operators and for ECT. Among other things, the call-size and length of the barge and the ease with which this can be incorporated in the planning is considered. Another option that may be offered is adjusting the routing within the ECT terminals.

Supplementary to this planning system, ECT also offers the Barge Transferium Maasvlakte ("BTM"). This is a quay that has been reserved for barges; under certain conditions, one or more barge operators can rent a quay, crane and ECT team for a specific period of time at a rate that is the same for all barge operators.

Categories explained

Fixed windows are guaranteed, regular weekly calls and are intended for barge operators that, individually or collectively, offer a service that calls at the ECT terminals at the scheduled time to load and unload substantial, stable and reliable volumes of containers. For more information, please see the terms of use for fixed windows.

Specific Barges are barge services by barge operators that tend to perform above-average on a number of criteria important to the planning process. This allows for a more efficient and sustainable handling of containers and a better overall 'barge product'. To qualify for the Specific Barges category, a specific service by a barge operator must meet the criteria of one of the groups described below.

General Barges are all services by barge operators that are not included in one of the categories mentioned above.

Description of categories

Specific Barges

The current services by barge operators that are included in the category Specific Barges are:

- **Special barges**, with the following characteristics:
 - on the initiative of a shipping line or “merchant”;
 - regular point-point connections;
 - hinterland traffic is an integrated part of the production chain/the production process of the consignor and/or recipient;
 - time-sensitive cargo;
 - reliable arrival time (below-average number of “no-shows”¹);
 - binds important customers to the port of Rotterdam;
- **Antwerp-Rotterdam** connection, with the following characteristics:
 - accommodates “port equalisation” Rotterdam - Antwerp;
 - regular point-point connections with a minimum of one call per week at the ECT terminals;
 - fixed times with a reliable arrival time (below-average number of “no-shows”);
 - reliable connection between Rotterdam and Antwerp, is crucial for the competitive position of the port of Rotterdam;
- **Germany-bound vessels**, point-point connection to the German hinterland, with the following characteristics:
 - offer sustainable hinterland connections to and from Germany;
 - large barge operators that offer a logistics network along the Rhine in Germany (multiple inland terminals);
 - reliable arrival time (below-average number of “no-shows”);
 - reliable connection to the non-captive German hinterland, is of importance for the competitive position of the port of Rotterdam;
- **EGS network**, with the following characteristics:
 - offers sustainable hinterland connections combined with:
 - a distinctive integrated network;
 - extended gates with customs facilities;
 - synchromodal solutions, offered as one single package, with the possibility to easily switch between modalities;
 - directly facilitates the “modal split” obligations of terminal operators (increased share of transport by barge and rail);
 - reliable arrival time (a below-average number of “no-shows”);
 - reliable connection to the non-captive hinterland, is important for the competitive position of the port of Rotterdam;

¹ A “no-show” is either a cancellation within 24 hours prior to the ETA or literally a “no-show” in the sense that a barge fails to show up without prior notice of cancellation.

- **Top Performers** (new group) with the following characteristics:
 - o barge operator is among the top-5 best performing barge operators in the General Barges category;
 - o reliable arrival time (a below-average number of “no-shows”);
 - o calls at one of ECT's terminals at least once a week (more than 50 times a year).

The maximum for this group is 10% of the total barge volume. This is a dynamic group; every six months, ECT will reassess the top five performers on the basis of the number of “no-shows” in the previous six (6) months. As a result, the barge operators that make up the group of Top Performers may vary (inclusion new operators, exclusion of Top Performers that no longer qualify). There is no need for relevant operators to submit an application for inclusion in this subcategory; they will be notified by ECT.

6. Fixed windows – terms and conditions

A fixed window is a fixed appointment at a fixed day and time at a fixed terminal with a fixed call-size.

1. OPERATIONAL RULES

- 1.1 Fixed windows are available at ECT Delta DDE terminal and ECT Euromax terminal.
- 1.2 At ECT Delta DDE terminal a minimum call-size of 175 moves applies.
- 1.3 At ECT Euromax terminal a minimum call-size of 150 moves applies.
- 1.4 Actual call-sizes are allowed to deviate plus or minus 10%.
- 1.5 Only after written approval of the ECT CAL-department are actual call-sizes allowed to deviate by more than plus 10%.
- 1.6 The planned ETA has a maximum tolerance of plus 30 minutes.
- 1.7 Cancellation of calls is not allowed.
- 1.8 A maximum berthing length of 135 metres is available for fixed windows.
- 1.9 Fixed windows at ECT Delta DDE terminal do not include internal terminal transport between DDE and DDN. Internal terminal transport between DDE and DDN can be purchased separately.
- 1.10 Pre-announcement via Portbase with a fixed window reference is mandatory. The reference is unique and is composed of the following elements:
 - a prefix “FW” to indicate that the reference concerns a fixed window;
 - the 3-character barge operator code (XXX);
 - the terminal name (“D” for ECT Delta, “E” for ECT Euromax);
 - the scheduled weekday (in Dutch: ma, di, wo, do, vr, za, zo);
 - the hour of the scheduled ETA (24-hour notation).For example: FWXXXDMA13 for the Monday window of barge operator XXX at ECT Delta terminal with a scheduled ETA between 13:00 and 13:59.
- 1.11 100% electronic, correct and complete load and discharge information must be available 8 hours before planned ETA.
- 1.12 A push or tow barge combination must be pre-announced with one vessel name, one load and discharge list and one stowage plan. Individual parts of a combination must always berth together and at the same time.
- 1.13 Berthing with two vessels for one fixed window (dual-banking) is possible, but additional conditions apply (paragraph 2).

2. DUAL-BANKING

- 2.1 A dual-bank is a combination of two barges which are effectively secured to each other before berthing. These barges will be considered as one barge.
- 2.2 Both barges always berth *and* depart together at the same time.
- 2.3 A dual-bank combination has a maximum width of 11 containers.
- 2.4 In case of dual-banking, barges must pre-announce with one vessel name (the lead barge), one load and discharge list and one stowage plan.
- 2.5 The vessel captain of the lead barge (see 2.4), is ECT’s single point of contact for stowage and is responsible for both barges.
- 2.6 Both barges berth with their wheelhouses next to each other.
- 2.7 Both wheelhouses have to be positioned outside the quay crane working area.

3. PERFORMANCE

- 3.1 At the end of each quarter barge operators receive a performance report.
- 3.2 Twice a year, at the end of the second quarter and in the second month of the fourth quarter, fixed windows are evaluated and barge operators are assessed on their call-size and on-time performance.
- 3.3 All fixed windows must meet the fixed window call-size as agreed upon for at least 70% of the fixed window calls, based on the minus 10% threshold (see 1.4).
- 3.4 If the 70% call-size score is not met, ECT can cancel the relevant fixed window and a new application has to be submitted.
- 3.5 A no-show equals a call with zero moves. A no-show is either an unused fixed window, a cancellation within 24 hours before ETA or literally a no-show in the sense that the barge does not show up without prior cancellation notice.

4. FIXED WINDOW APPLICATIONS

- 4.1 ECT plans fixed windows on an annual basis (1 January to 31 December). A new annual schedule will be composed in November of each year and will normally be ready on the 1st of December.
- 4.2 In principle, the existing fixed window schedule is the starting point for the following year, but in order to serve all barge operators in the best possible way, ECT reserves the right to make adjustments to that schedule.
- 4.3 New applications and changes to existing fixed windows can be submitted at any time during the year.
- 4.4 New fixed window applications and changes to existing fixed windows must always be submitted via the fixed window application form and will normally be processed within 4 weeks.
- 4.5 Application forms must be submitted to: dtops_cal@ect.nl
- 4.6 Barge operators are asked to fill out a preferred ETA and two optional ETAs for the same window request. ECT will plan fixed windows on the basis of best effort.
- 4.7 When allocating a fixed window application, ECT applies an ETA-bandwidth of plus or minus 4 hours, if necessary.
- 4.8 If ETA-requests can still not be provided, ECT will propose an alternative (if available). Applications are placed on a waiting list if no ETA-requests or alternatives can be found.
- 4.9 In case several barge operators request the same ETA and proposed alternatives are not found, optimal utilisation of the available capacity to the benefit of both the barge operators and ECT is sought. Factors that play a role here are, inter alia, the call-size of the barges and how these can be fitted in, previous performance and a first-come-first-served principle.
- 4.10 In case maximum capacity is reached new applications are placed on a waiting list and, once possible, processed in order of entry on the waiting list.
- 4.11 Fixed windows are scheduled by ECT based on 20 moves per hour.

5. RATES AND INVOICES

- 5.1 A fixed fee will be charged for all fixed windows to the amount of €750,- per call.
- 5.2 A fixed fee will be charged for all fixed dual-bank windows to the amount of €1.250,- per dual-bank call.
- 5.3 Fees will be invoiced in the month after the calls have actually taken place.
- 5.4 ECT will reimburse the fixed window fee of €750,- or €1.250,- for dual-bank calls if a call delays more than 3 hours on the planned departure time, provided that it is demonstrable that ECT can be held accountable for non-performing. A reimbursement request must be submitted within 5 days after ATD via: bedrijfsbureau@ect.nl
- 5.5 No-shows and cancellations will be fully charged.
- 5.6 Invoices must be paid within 30 days without any deduction or set-off. Disputing an invoice shall not suspend the payment obligation.
- 5.7 An invoice dispute must be reported to the invoicing department via: acc.receivable@ect.nl

6. TERMS AND CONDITIONS

- 6.1 The General terms and conditions of the Rotterdam Terminal Operators' Association (VRTO) are applicable to all services provided by ECT. The terms and conditions can be found via: www.vrto.nl/content/Algemene_voorwaarden/258
- 6.2 ECT reserves the right to update or change fixed window terms and conditions at the beginning of each quarter, but with a notice of at least 1 month unless agreed otherwise.
- 6.3 ECT reserves the right to stop offering fixed windows at any time, but with a notice of at least 3 months.