



## THE SKAGERAK FACILITY

# USER GUIDELINES, POLICIES AND OPERATIONS FOR INTERNAL GU RESEARCH CRUISES

**Edited August 2024 for internal call for subsidy 2025 and 2026**

### **Call for ship time in 2025 and 2026 now open!**

To apply for ship time with the subsidised day rate of 35 000 SEK for 2025 or 2026, you must submit a complete application before the **deadline September 27, 2024**. The subsidy will be awarded based on scientific excellence as determined through a competitive review process run by FOB.

If you are awaiting the outcomes from a research funding call, apply for ship time now and indicate that the funding is pending.

**Don't mix this message up with the SWERVE call for ship time!** If you are planning a cruise on Skagerak that will only happen if you receive SWERVE funding - apply through SWERVE. If you plan a cruise that it would be ideal to have SWERVE funding for, but you will do it anyway if you receive the subsidised day rate - apply now for Skagerak ship time!

All applications have to be submitted through MFP: [www.marinefacilitiesplanning.com](http://www.marinefacilitiesplanning.com)

## 1. Applying for subsidised 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. You can, at any time, see the status of your cruise planning process by logging into MFP and viewing the workflow.

### Application Stage:

Fill the cruise application form in MFP. Make sure to explain both the scientific purpose, the expected outputs as well as the cruise location, timing and equipment needed.

Step	Details	Implementor
Cruise Application Form	To request ship time on Skagerak, you must first create an account in MFP <a href="http://www.marinefacilitiesplanning.com/framework/account/application">www.marinefacilitiesplanning.com/framework/account/application</a> . Once your account has been approved, you must log in to MFP and complete the Cruise Application Form with as much detail on your cruise 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 Approval	The FOB will review the applications based on scientific excellence For accepted projects, the Skagerak Team will approve the logistics planning for your cruise or come back to you with proposed modifications.	Skagerak Team

## 2. What to consider when planning your cruise:

### 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 cruise 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 cruise 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:

- 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 cruise 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 cruise is cancelled due to weather, we will discuss on a case-by-case basis how to manage the costs.
- If your cruise is cancelled due to weather *before* commencement of the cruise, 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 cruise (e.g., extra crew hired, mobilisation costs, scientific consumables).
- Changes to your booking (ie changes to cruise plan, number of days etc) can be made until **60 days prior to cruise**. 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 cruise 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 cruise. Where possible, a GU ship technician will be on board each cruise.

### Berths:

The number of berths that will be available for your cruise 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 215 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 cruises 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-cruise meeting with a Captain approximately 2 weeks prior to departure of your cruise (virtual or in-person). It is important that they have received the detailed cruise 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 cruise, but this may not always be possible.

### 3. Cost of your cruise

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

#### Day Rate:

If accepted in the scientific review, the Skagerak Facility will offer you with a subsidised base day rate of 35 000 SEK<sup>1</sup>. This rate covers day operations without berths being used and undertaken in near coastal waters only. If your cruise requires operations beyond what is included in the BDR, you will be charged for these additional costs (Tiers 2- 8). Most of the cost difference is due to how many crew are onboard.

Where possible, all proposals deemed scientifically sound will be awarded the subsidised day rate. 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 cruise. This is just an estimation based on the main operations that could impact the cost of your cruise. You will be provided with a more detailed quote in Step 3 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.

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<sup>1</sup> For near-coastal, day operations only. For information on how your operations may impact the cost, see Table 1 of this document

Table 1: Cost Tiers based on the operations that are planned. Choose between the green or blue box for step 1 and work through steps 1-3. Step 4 indicates the estimated cost for your cruise. Most cost increases are associated with additional crew. Steps 5-9 provide you with further information regarding the impact of your planned operations.

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)	<b>Tier 1</b> 35 000	<b>Tier 2</b> 35 000 + 600 per berth	<b>Tier 3</b> 35 000 + 3000 + 600 per berth	<b>Tier 4</b> 35 000 + up to 5500 + 600 per berth	<b>Tier 5</b> 35 000 + up to 5500	<b>Tier 6</b> 35 000 + up to 5500 + 600 per berth	<b>Tier 7</b> 35 000 + up to 5500 + 600 per berth	<b>Tier 8</b> 35 000 + up to 5500 + 600 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 <sup>th</sup> crew member 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
6	No. Crew (for details of crew see Table 3)	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 (+1 if the technician shares)	0 berths	12 (+1)	10(+1)	10(+1) or 8(+1)	0	10(+1) or 8(+1)	8(+1)	8(+1)
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.

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.	700
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 5 above)	Will be charged at actual food cost
Port fees and agent costs	Usually free in Swedish ports, but can be significant for international ports. Contact the Skagerak team for an estimate	
Equipment	Depending on the equipment required, there may be a cost associated with you using it (e.g., RIB boat). You will be notified by the Skagerak Team.	
Preparation of Skagerak	You may require modifications to the ship in preparation for some of your cruise. Any modifications to Skagerak or Skagerak equipment will be at cost to the user	

Table 3: This table provides details of the crew positions required for each Tier number. Note that this is a guide of the likely crew required. There may be cruise-specific requirements that change the crew composition

Crew	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7	Tier 8
1	Captain	Captain	Captain	Captain	Captain	Captain	Captain	Captain
2	Chief Officer	Chief Officer	Chief Officer	Chief Officer	Chief Officer	Chief Officer	Chief Officer	Chief Officer
3	Cook	Cook	Cook	Cook	Cook	Cook	Cook	Cook
4	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer
5	2 <sup>nd</sup> Officer	2 <sup>nd</sup> Officer	2 <sup>nd</sup> Officer	2 <sup>nd</sup> Officer	2 <sup>nd</sup> Officer	2 <sup>nd</sup> Officer	2 <sup>nd</sup> Officer	2 <sup>nd</sup> Officer
6	Able Seaman	Able Seaman	Able Seaman	Able Seaman	Able Seaman	Able Seaman	Able Seaman	Able Seaman
7			2 <sup>nd</sup> Engineer	2 <sup>nd</sup> Engineer	2 <sup>nd</sup> Engineer#	2 <sup>nd</sup> Engineer#	2 <sup>nd</sup> Engineer	2 <sup>nd</sup> Engineer
8				2 <sup>nd</sup> Able Seaman/OS	2 <sup>nd</sup> Able Seaman/OS	2 <sup>nd</sup> Able Seaman/OS	2 <sup>nd</sup> Able Seaman/OS	2 <sup>nd</sup> Able Seaman/OS

#May not be required, depends on transit and cruise specifics