# BIMCO GLOBAL SURVEY ON THE ADMINISTRATIVE OBLIGATIONS SET BY AUTHORITIES FOR PORT CALLS

Implementation of IMO requirements which make the maritime single window for data exchange mandatory in ports around the world











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# **ABOUT BIMCO**

Facilitating trade is at the very heart of our business, and since 1905, we've helped our members keep world trade moving. We make it our business to help our members with theirs.

BIMCO members cover 62% of the world's tonnage and consist of local, global, small, and large companies. We are an organisation and global shipping community of over 2,000 members in 130 countries.

From our offices in Houston, London, Copenhagen, Athens, Brussels, Singapore and Shanghai we aim to help build a resilient industry in a sustainable future whilst protecting world trade. We do this by finding practical solutions for our members to help them manage risk in a changing world.

For content enquiries, please contact:

Jeppe Skovbakke Juhl at jsj@bimco.org

For media requests, permission to use material in this report and other enquiries, please contact:

Mette Kronholm Frænde at press@bimco.org







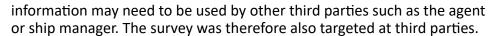




#### **EXECUTIVE SUMMARY**

- 1. On 1 January 2024, the new IMO Facilitation Committee's decision to make a digital platform for data exchange, commonly referred to as the "maritime single window" (MSW), mandatory, came into effect. The aim is to facilitate the clearance of ships, cargo, crew, and passengers by providing a single point of entry for pre-arrival information by ships.
- 2. In September 2023, BIMCO, The International Association of Ports and Harbors (IAPH), International Federation of Shipmasters' Associations (IFSMA), and the Federation of National Associations of Ship Brokers and Agents (FONASBA) launched a survey to assess the current level of digitalisation in the shipping industry, the maturity and extent of maritime digitalisation in ports and harbours, and to highlight any challenges that the industry is facing.
- 3. This follows the industry-wide call to action communiqué initiated by IAPH back in June 2020 to accelerate digitalisation of maritime trade and logistics, which identified the assessment of the state of implementation of the FAL requirement as the first of its nine established priority actions (see table 1 on the following page).
- 4. This survey specifically focuses on the shipboard perspective and how the ships, which are submitting information to shore in order to get clearance when calling a port, perceive the maturity and extent of maritime digitalisation in ports and harbours.
- 5. The survey, containing 17 questions, received 488 responses worldwide between September and December 2023. Some of the required





- 6. The main findings are as follows:
  - The survey highlights a diverse usage of digital tools by ships at global ports and a rising demand for uniform digital systems for ship documentation. The current processes, which require ship masters to prepare documents for each port, is inconsistent and could lead to noncompliance with regulations if not done correctly.
  - The complexity of the current processes is due to the varied nature of port interfaces worldwide, each having specific national protocols. This diversity hinders the maritime industry in establishing common IT applications for necessary port interfaces, leading to dependence on ship agents for submitting port information, which contradicts the machine-to-machine concept prevalent in other industries.
  - The survey underlines the need for standardisation and harmonisation
    of information submitted for port calls. Implementing a uniform set
    of data across global ports should improve consistency and efficiency,
    reduce confusion, and facilitate smoother transactions. Despite
    individual port requirements, maintaining standardisation and
    harmonisation principles is essential for efficiency, predictability, and
    transparency.
  - Respondents suggested constructing a global digital platform to simplify
    port calls. Such platform could serve as a central database for all shiprelated data, accessible to authorised personnel from any port and
    the ship. However, setting up this system would entail international
    collaboration and meticulous management of data privacy and security
    concerns. It would also require significant improvements in data system
    availability on board vessels, which in most cases are limited to the
    digital exchange of data via email and file sharing.
  - Digitalisation in shipping, which involves creating interfaces with existing technology, can enhance sustainable transportation. Global implementation of digital systems requires a shift in mindset and an increased preparedness for secure data sharing, with the IMO guiding the overarching process.









### **INTRODUCTION**

In 2022, the IMO's Facilitation Committee agreed to make it mandatory to establish a "single window" for data exchange by 1 January 2024, thereby taking an important step in accelerating digitalisation in the shipping industry.

The new requirement means that each country should provide a digital platform allowing ships to submit pre-arrival information only once, using a single point of entry.

Following the IMO decision, countries and their relevant public authorities should combine or coordinate the electronic transmission of the data through an interoperability framework, so that the information is submitted or provided to a common digital platform only once and is reused as much as possible.

The digital platform is often referred to as the "maritime single window" (MSW). By exchanging the data digitally via a central data platform, the administrative burden of the ship master is reduced, and the quality of data and efficiency of port call processes are improved.

When a ship calls at a port, the shipmaster must submit pre-arrival information to various commercial parties and government agencies to ensure a smooth port clearance. This information includes safety, security, and environmental protection matters, as well as operational details about the ship, cargo, crew, and passengers onboard. The specific information required, and the submission process, can vary from port to port.

As the digital information is not coordinated from country to country, or port to port, submission of the necessary information may constitute an administrative burden.

To gain a better understanding of how advanced the digitalisation process between ports and ships is today, BIMCO, The International Association of Ports and Harbors (IAPH), International Federation of Shipmasters' Associations (IFSMA), and the Federation of National Associations of Ship Brokers and Agents (FONASBA) launched a survey with the purpose of collecting information on the process of information submission and capture

the extent to which the digitalisation and harmonisation of the ship's information requested by ports are actually happening.

The enclosed survey report provide insights into how prepared national authorities are for the implementation of the new regulation on establishing a maritime single window. The results will be presented in a paper to the IMO Facilitation (FAL) Committee in April 2024, when member states will discuss the implementation and potential need for further action.

#### Accelerating digitalisation of maritime trade and logistics: a call to action

- To assess the state of implementation and find ways to enforce the already mandatory requirement defined in the IMO FAL Convention to support transmission, receipt and response of information required for the arrival, stay and departure of ships, persons, and cargo, including notifications and declarations for customs, immigration, port and security authorities, via electronic data exchange, making the transition to full-fledged single windows.
- To ensure harmonisation of data standards beyond the IMO FAL Convention to facilitate sharing of data for just-in-time operation of ships and optimum resource deployment.
- To strive for the introduction of Port Community Systems and secure data exchange platforms in the main ports of all IMO Member States.
- 4. To review existing IMO guidance on Maritime Cyber Risk Management on its ability to address cyber risks in ports, developing additional guidance where needed.
- 5. To raise awareness and promote best practices on the application of emerging technologies in ports (e.g. artificial intelligence, advanced analytics, internet of things, digital twins, robotics process automation, autonomous systems, blockchain, virtual reality and augmented reality).
- 6. To facilitate the implementation of such emerging technologies.
- 7. To facilitate the implementation of digital port platforms for secure data sharing.
- 8. To establish a coalition of willing stakeholders to address standardisation, starting with the long overdue introduction of the electronic bill of lading.
- 9. To set up a capacity building framework to support smaller, less developed, and understaffed port communities.

Table 1







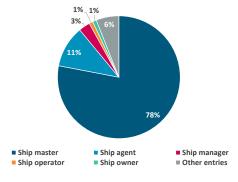


### **SCOPE AND SURVEY SET UP**

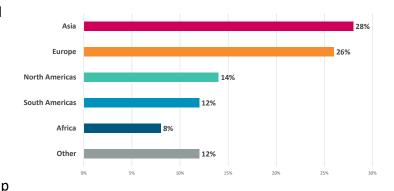
The survey has is specifically designed to collect information on the process of information submission and to measure the extent to which the digitalisation and harmonisation of the ship's information requested by ports are taking place. The survey was open to ship masters, agents, ship

managers and anyone else involved in the process of collecting and submitting the information required in a port call documentation process. The responses came predominantly from ship masters (78%) and agents (11%).

The survey consisted of 17 specific questions relevant to the process of collecting and submitting the information required in a port call documentation process.



The survey received 488 valid responses from around the world. The representation of responses from relevant parties involved in the submission process, as well as contributions by ship



type and geographical spread was sufficiently diverse to represent a worldwide sample.

The survey took place during a three-month period from September to December of 2023. All information submitted in response to the questionnaire have been kept anonymous and confidential.

All the responses were collected via the Jotform platform, which is fully compliant with the European Union's General Data Protection Regulation (GDPR).

The information requested did not extend to customs manifest data, although some customs entries are referenced in the FAL Convention.

#### **QUESTIONS**

- What is your role (as respondent)?
- To which geographical area was the last port of call related?
- Are you aware of the IMO resolution (adopted in 2022), which makes the single window for data exchange mandatory in ports around the world? Note, the amendments enter into force on 1 January 2024
- Who was responsible for submitting the required information to the last port of call?
- How did you submit the required information for the arrival, stay and departure of the ship, by...?
- Do you have any IT system onboard your ship, which (semi)automatically can collect the information requested by the authorities?
- In which format did you submit the information (tick the most correct)?
- Did you submit the required data via a maritime single window platform?
- How burdensome was it for you to follow the process of identifying and submitting the information to this port?
- Did the authorities ask for more information for port call, than required by IMO?
- Did you need any help or technical assistance from the Port authority, Maritime Authority, Port Terminal (private ports) in order to submit the information to this port?
- How difficult was it to obtain the necessary technical specifications required to submit the electronic information required by the port or authorities?
- How did you know which information or documentation was required in this particular port?
- How long time does it typically take to complete the process of collecting and submitting the information required in a port call documentation process on average?
- Do you generally experience that information requested by the port or authorities needs to be updated or changed at some point prior to the port call?
- Have you made consecutive port calls within the same country over the last three months?
- Are there any other comments that you would like to make related to the port's administrative requirements?





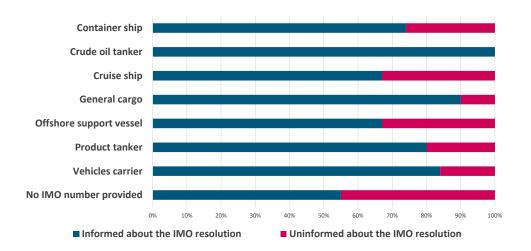




## 1. Awareness of shipping industry on new IMO regulation

The overarching question in the survey was to address the issue if the respondent was cognisant to the implementation date of the IMO resolution by January 1, 2024, which mandates the use of MSW for data exchange in ports globally.

40% of the respondents stated that they were uninformed about this impending IMO resolution.



Note, the group "no IMO number provided" includes both ships which have not, for some reason, provided their IMO number, as well as "other parties" involved in the port call process, like the Agent or Ship Manager.

There may be many reasons for the lack of awareness to the new IMO requirement, but interestingly, a few respondents indicated in the comments section that they thought the establishment of maritime single windows was only for European ports.

In addition, a number of respondents commented about the numerous variations of single windows forms, with little to no harmonisation across borders, thus creating uncoordinated solutions of single windows platforms; potentially leading to each port creating their own unique solutions.

Another concern raised was the lack of standardisation despite the adoption of a single window for data exchange by the IMO. It was observed that each country utilizes its own template to collect the information, either in Excel or PDF, which ships are requested to comply with. This lack of uniformity makes task harmonisation challenging and prevents effective use of the IMO FAL forms.

Positive sentiments were also expressed, with some respondents stating that an efficient maritime single window application, if regularly updated and developed, would greatly facilitate ship operation to ensure reduction of red tape to the administrative reporting.









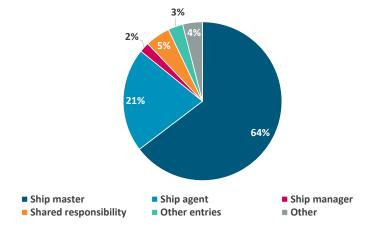


# 2. The administrative reporting obligations perceived by the shipping industry

The MSW aims to ensure an efficient sharing of relevant information among the necessary stakeholders. By exchanging the data digitally to a central national data portal, the administrative burden of the ship master is expected to be reduced. Also, the quality of data and the efficiency of port call processes are likely being improved.

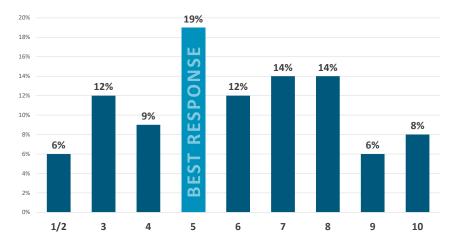
To give a better understanding of who, among the relevant parties, was responsible for submitting the required information to the port call, the

survey asked for input, while being conscious of the fact that the formal responsibility rests with the ship master. However, other third-party stakeholders may be involved in the process of collecting and submitting the information to the port as well.



Following that, the survey addressed the level of difficulty experienced by respondents when navigating the process of identifying and submitting necessary information to the designated port of call. The questionnaire provided a rating scale from 1 to 10, where 1 signified the simplest experience and 10 represented the most challenging or burdensome scenario.

The questionnaire allowed for comments qualifying the response. A respondents mentioned that "most ports allow for submissions in excel, which makes it much easier to 'copy-paste' from previous ports". Along the same line, an agent replied that the "struggle is to get the correct format of the data from the ship". Another agent replied that "We have become



familiar with the requirements, but it is definitely burdensome for the ship master, especially when authorities required several copies of the same documents for no reason".

Also, language seems to create a problem as "many different documents with myriads of details, mostly in local language with a very poor/confusing English translation".

A couple of the very specific comments were that there is "Too much paperwork required for ports, especially hard copies on arrival", and the "Workload is terrible, different ports have all different formats". Similar comments included "very burdensome", and "way too much paperwork. One positive comment was received from a ship master who expressed appreciation for a system that allowed them to submit all necessary data through a single entry point, which streamlined the process significantly.

To emphasise the burdensome process to comply with the reporting requirements, a respondent mentioned "notifications starting from 7 days before the arrival". This was supported by a statement saying that "The reporting adds to the workload aboard the ships. It is already difficult to stay in rest period compliance while keeping up with the paperwork".









# 3. Time spent to gather and submit information necessary for a port call documentation process

Often when mentioning the port call documentation process, the biggest concern is the time commitment that it takes to generate the documents for entry and how that takes away focus of the master from safe navigation of the ship.

The existing procedure, which compels ship masters to prepare and submit documentation in varying formats for each individual port, is not only time-consuming but also confusing. This "complexity could potentially lead to non-compliance issues", and consequently "delays if the documentation is not executed appropriately".

Moreover, a number of respondents expressed concern that the unnecessary overuse of hard copies (paper) negatively impacts the environment.

The survey also revealed that the process of collecting and submitting port call documentation is laborious and time-consuming. On average, respondents spent more than three hours (191 minutes) preparing and submitting the necessary documents required at every single port call.



The time spent varied, with the minimum recorded time being 25 minutes and the maximum extending up to 720 minutes.

One respondent noted that quantifying the time taken to prepare the documents in minutes, as the question suggested, might not be accurate. This is because document preparation is a continuous process carried out over an extended period, with the documents being collected and submitted as required. "The burden is not the single task but the sum of them all."

More specific feedback was provided regarding data from the eManifests It was noted that completing these forms requires many hours from vessel officers, who are already burdened with paperwork during navigation watches. Therefore, there were calls for paperwork reduction, with only IMO requirements being requested.

The respondents frequently encountered the necessity, for various reasons, to update or modify the information they had previously submitted to the port authorities. This requirement often arises at some point before the port call. The survey asked how frequent the information needs to be updated, knowing that the process often are in addition to the substantial amount of time spent in

Data	Response %
Never	9%
Rarely	23%
Sometimes	30%
Often	24%
Always	13%

 $\ \ \, \text{gathering and submitting the requested data}.$ 

When asked how difficult the task was:

- 19% of the respondents found that the submitted information was very easy to update
- 19% of the respondents found that all the information had to be re-submitted
- 56% of the respondents found that only the updated information had to be re-submitted
- 6% of respondents found the updating process very cumbersome.







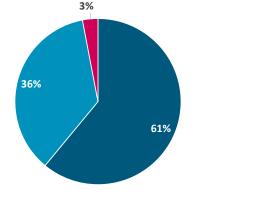


# 4. Understanding the current level of digitalisation between ports and ships, and how it's perceived

Another significant challenge onboard the ships are the IT infrastructure that would enable efficient data exchange and effective management. The IT infrastructure is a crucial component to maritime digitalisation as it facilitates the flow of data amongst various stakeholders, from the ship towards the port authorities and other entities involved in maritime logistics.

The results of the survey indicate a wide-ranging and diverse application of digital tools used by ships when calling at ports worldwide. The feedback provided by the survey participants clearly underscores the growing demand for standardised and harmonised digital systems for ship documentation across global ports.

The survey asked about information regarding the various methods for providing the necessary details concerning the ship's arrival, stay, and departure. According to 64% of the respondents, it was necessary to share the compulsory port call information with the authorities either by paper submissions (3%) or a combination of paper and digital submissions (61%). In only 36% of the port calls was the data exchange entirely electronic.



■ Mix of digital & paper submission ■ Electronic means ■ Paper submission (handed over to authority)

One inquiry pertained to the level of preparedness aboard ships to transmit the necessary data digitally. Notably, 80% of the survey respondents claimed the lack of an IT system onboard that could semi-automatically gather all the information demanded by the authorities.

The main reason for this complexity is to be found in the diverse range of port interfaces used to receive the required data. These interfaces vary greatly world-wide, based on the specific national protocols and regulations of each port. The diversity makes it difficult for the maritime industry to agree on common IT applications linking to all necessary port interfaces, effectively acting as a one-stop solution for data collection and management.

A significant number of responses were lodged in the comment box, indicating that an "IT system has been established and is ready for deployment, but is awaiting implementation at ports and harbours.", "Yes, but every country wants it in a different format, so not able to develop one system to deal with them all", "IT system is partially functional", "Most of the paperwork is done by vessel-made excel sheets, so no system needed", "But still have to fill in each digital form, and every country are different, and every port in same country has different digital forms.", "Company will start using Navigator Port, however that does not auto submit or collect the data in a smart way".

A respondent mentioned that they "Have a basic administration system where we can generate a selection of forms filled with e.g. crew details. Many forms and Single Windows interfaces are missing, and many requires additional manual handling."

One replier felt that "there is too much information required in all of this country's ports. Most of it is not necessary and no IT system will be able to cover these questions".

Building on the previous query, it appears there might be a clear explanation for the absence of a dedicated IT system for data collection pertinent

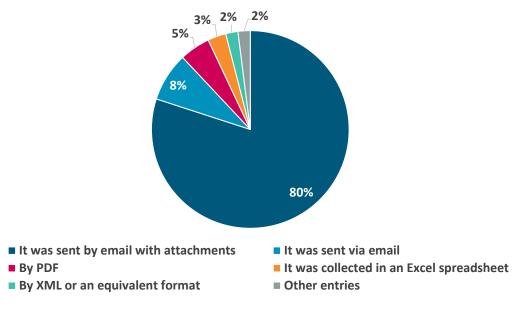








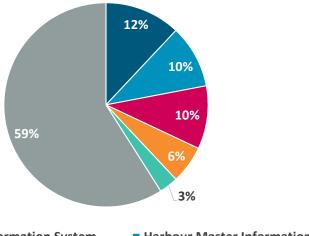
to port calls. Approximately 80% of the submissions are transmitted through rudimentary methods like emails with attachments. A mere 2% of respondents utilised more sophisticated interfaces, such as XML or an equivalent data submission format.



Although the survey shows that 87% of respondents were not submitting the required data via a MSW platform, the survey asked for which alternative platforms were used instead.

To the question of which "other platforms" were used, many replied that they were using "emails and excel". Several also commented, that they "sent information to agent and he submitted the papers to authority's electronic platform".

A few respondents gave very specific comments: "For one country, the authorities even have four different software platforms. Each port is working in individual systems, very annoying for agents", "Many more parties are mandating additional non-coordinated data entry."



- Port Management Information System
- Port Community System
- Trade Single Window

- Harbour Master Information System
- Customs Single Window
- Other platform

# The Maritime Single Window as digital platform may serve as a single point of entry for pre-arrival information by ships.

Many ports can meet the mandatory IMO requirements for electronic data interchange for key documentation by amending already established electronic platforms for example through a Port Community System (PCS). Such a system is used to optimise, manage, and automate port and logistics processes through a single submission of data in the transport and logistics chain. It is also possible to use a Port Management Information System (PMIS), which enables the port authority to control all port traffic through a single digital interface. The PMIS manages port infrastructure such as port calls, dues, journal, incidents, waste, dangerous goods, planner, cargo, inspections, permits, services, security and assets.

Regardless of the name of the electronic platform, it is important that the maritime single window efficiently shares relevant information among the stakeholders.

Table 2







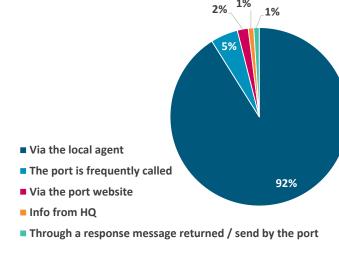


## 5. Requirements for and support related to the port call documentation process

A common inquiry that frequently surfaces is: How does a ship identify which information or documents are needed in a specific port? The prevailing opinion was that the ship agent plays a crucial role in streamlining these processes.

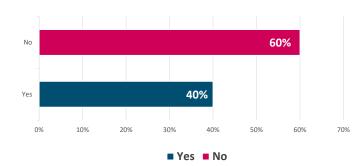
Only 1% of the respondents commented that they receive this information from the headquarters.

The survey did also ask whether the authorities required more information for a port call than what was specified by the IMO (FAL forms), 60% of the indicated



that no additional data was demanded, whilst 40% confirmed requests for supplementary information.

The comments regarding the type of additional information requested included: "extra bond declarations inclusive of non-bond items.", "crew temperature declaration", "extended money

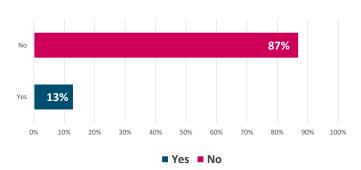


or personal effects declaration", "bio security declaration", "Voyage energy consumption report", "average RPM of the ship" (RPM: revolutions per

minutes of the propeller), "Insurance certificates", "tax receipt from previous US port", "crew list with US VISA", "Photos of the crew", "Fuel Consumption report", "Commitment Letter for IMDG Cargo class 1", and "colour of the hull".

In response to the question about whether the respondents needed any aid or technical support from entities such as the Port Authority, Maritime Authority, or Private Port Terminals to gather the required information, 87% indicated no requirement for further support. Conversely, 13% specified a need for assistance or technical direction to continue.

Further positive feedback came to the question which delved into the level of complexity encountered in obtaining the necessary technical specifications required to deliver



the information requested by port authorities. The overwhelming majority of participants expressed that they found the process to be straightforward and not challenging. However, a significant number of respondents voiced their frustration over the inconsistency, as each port utilises a different form and platform.









# 6. The need for standardisation and harmonisation of information submitted for port calls

The survey clearly illustrates that it is essential to consider standardisation and harmonisation of information submitted for port calls. This implies that a uniform set of data should be required across all ports. By doing so, the consistency and efficiency in the process of providing and retrieving information would be strengthened.

A query inquired if the ship had made consecutive port calls in the same country within three months. This question was aimed at ascertaining the level of consistency in reporting requirement within the same country. When asked if the ship had made successive port calls within the same nation over the past

three months, 80% indicated that they had frequently called ports in the same country, while 20% had not.

To delve deeper, the questionnaire asked if the documentation format required by these ports was uniform or varied, even though they were all located within the same nation.

Approximately 66% of the respondents stated that the required information remained consistent across ports, whereas 33% noted that the information could differ from port to port, despite being in the same country.

A few respondents added that, while individual "ports can have different papers as needed, customs papers are all the same". Furthermore, "it is rather easy to submit info if you visit same ports during the years. However, still each port has different formats and info requirements — that is a burden."











### 7. Statements from the survey

The questionnaire extended an invitation for respondents to share their thoughts and perspectives.

The results of the survey indicate a wide-ranging and diverse application of digital tools used by ships when calling at ports worldwide. The feedback provided by the survey participants clearly underscores a frustration over the varying formats for each individual port.

The following are capturing the general views:

- 1. "All ports in all countries should have same formats."
- 2. "The amount of information asked by some of the ports, wonder if that much of info is really needed!"
- 3. "As master I have entered into about 18 different ports in the past year. Every port requires the same ship information but requested in different formats, specific to that port's systems."
- 4. "The development of one common system used by all ports of the world is the need of the hour. Preparation of different formats for the same information is unnecessary. Also providing hard copies every time is also against the environment."
- 5. "Why are ship statutory documents not shared on a specific common website by flag/Class?"
- 6. "Please, please, please, please, assist us to reduce the unreasonable burden placed on ship masters."
- 7. "Consider developing a vessel's cloud where all agencies could gather the required information once vessel uploaded all data."
- 8. "Too many documents, too many local forms showing exactly the same info as IMO FAL docs, but all in different format."
- 9. "There is a need for more standardisation."

- 10. "There is waste of time and efforts of resending same data again & again."
- 11. "The amount of paperwork is huge. By having an app or a common database I think will make it easier for everybody, also for the administration."
- 12. "All information should be relayed online whereby the interactive corrections of the submitted data are possible."
- 13. "It would be highly grateful, if the reporting system and required information are shared and synchronised so that all of burden for preparing the documentation gets lesser."
- 14. "Ships information should be saved on a common port database."
- 15. "The IMO initiative with single window reporting is a very good idea. Hopefully this will work and reduce the burden."
- 16. "All ports should follow IMO formats which makes sending papers lot easier."
- 17. "A standardised single window is really a fantastic idea. Please let it happen sooner rather than later."
- 18. "Administrative obligations for port calls and in particularly canal transit should be simplified and alleviated."
- 19. "Many countries require a burdensome amount of paperwork. This is so they can find mistakes in the 100's of pages to fine vessel. As well as searching vessel to 'confiscate' any crew electronics or money that they mis-declared."
- 20. "One 'maritime single window' has to be implemented in all regions and seas using the same format and interface."
- 21. "All port / national administrations should follow the example of having no paper submissions."









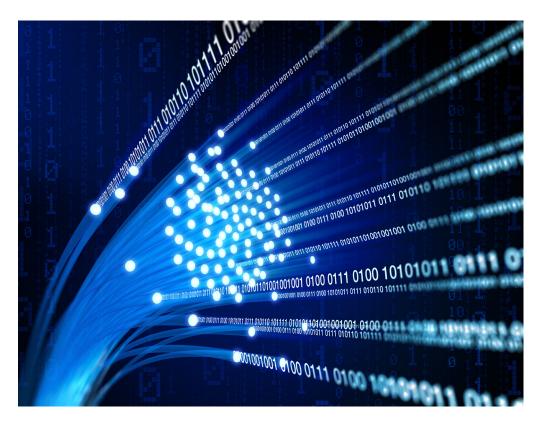
### **CONCLUSIONS AND NEXT STEPS**

The BIMCO global survey investigated the current level of implementation of systems to conform with the mandatory IMO requirement for national governments to introduce electronic information exchange between ships and ports, in order to facilitate the clearance of vessels, cargo, crew and passengers. The survey identified the main associated challenges in this process.

The key findings can be summarised as following:

- The survey results show a diverse use of digital tools by ships at ports
  worldwide and a growing demand for standardized digital systems for ship
  documentation. The current procedure, requiring ship masters to prepare
  different documents for each port, is time-consuming and could lead to
  non-compliance issues if not done correctly.
- The survey confirms the complexity of current processes which stems from the diverse range of port interfaces worldwide, each with specific national protocols and regulations. This diversity makes it hard for the maritime industry to agree on common IT applications to cover for the necessary port interfaces. This leads to reliance on ship agents to carry out submission of relevant port information. This situation does not support the machine-to-machine concept used in other industries.
- The survey emphasises the need for standardisation and harmonisation
  of information submitted for port calls. A uniform set of data across
  ports worldwide would strengthen consistency and efficiency, reducing
  confusion and facilitating smoother transactions. Despite the need to cater
  to individual port needs, maintaining standardisation and harmonization
  principles is crucial for efficiency, predictability, and transparency.
- Many participants proposed creating a global digital platform for streamlining port calls. This platform could serve as a centralised repository for all ship-related data, accessible by authorised personnel from any port and the ship. However, this system's establishment would require international cooperation and careful handling of data privacy and security issues.

 Digitalisation in the shipping industry involves creating interfaces with existing technology to boost efficiency. Applied correctly, digitalisation can significantly impact sustainable transportation. Achieving global implementation requires a shift in mindset and increased data sharing willingness. A comprehensive solution bridging these gaps is necessary, and the IMO should guide this process.



Following up on the survey results, the BIMCO, on behalf of the group behind the questionnaire will:

- Officially bring the outcomes to the attention of the IMO Facilitation Committee by Spring 2024.
- Evaluate the results and outcomes by preparing call for actions, which as well will be submitted to the IMO.

















