

Introductory Course for Ships' Agents operating on the River Thames and in other UK Ports

21st – 23rd May 2014

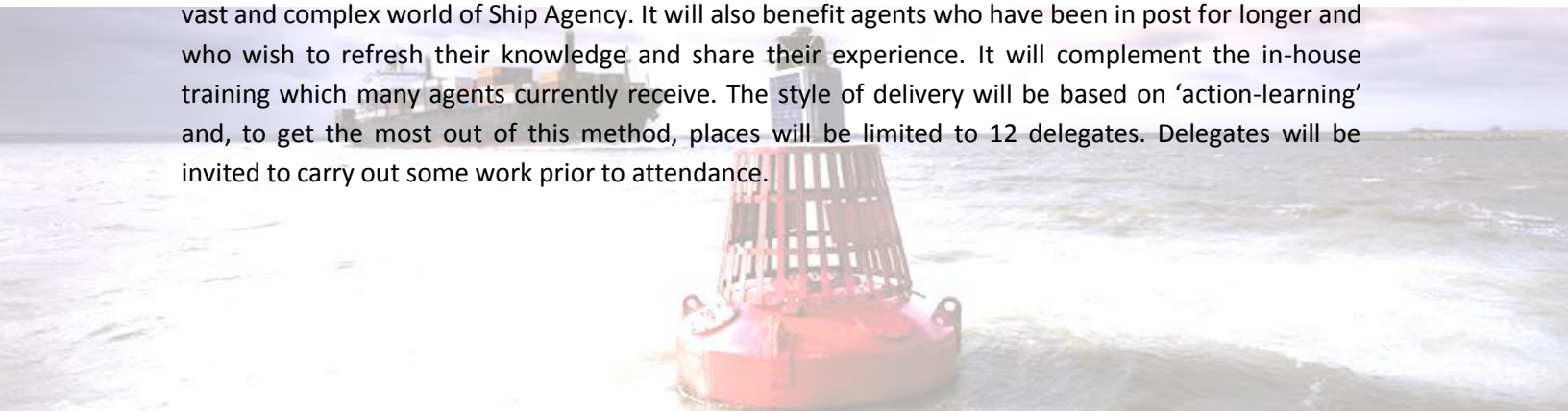
The aim of this course is to improve performance by creating a greater understanding and knowledge of the maritime sector in which Ships' Agents and Port Authorities work.

Course Objectives

- to promote an understanding of the duties, obligations and complexities involved in the work of a ship's agent;
- to build increased understanding of the relationships between Harbour Authorities, Agencies and other stakeholders;
- to reflect on the importance of communication and relationships within a multicultural and fast-moving ports' sector;
- to build awareness – at an introductory level – of the safety, security, legal, commercial and societal frameworks within which we all work;
- to meet and interact with other maritime sector professionals to promote and enhance mutual understanding;
- to use the professional experience and knowledge of the course delegates for the benefit of all who attend.

Who should attend?

The Course is targeted primarily at early-career agents who would benefit from an appreciation of the vast and complex world of Ship Agency. It will also benefit agents who have been in post for longer and who wish to refresh their knowledge and share their experience. It will complement the in-house training which many agents currently receive. The style of delivery will be based on 'action-learning' and, to get the most out of this method, places will be limited to 12 delegates. Delegates will be invited to carry out some work prior to attendance.



Course Content in brief

Day 1 1000 - 1700	Overall importance of the River Thames and other Harbour Authorities to their regions and the UK; Shipboard and dockside working; personal health and safety; Human factors: cultural diversity, communication skills; CERS; Shipboard Operations; cargo operations, including hazardous cargoes;
Day 2 0900 - 1700	Legal frameworks, nationally and internationally; Commercial and statutory bodies; Introduction to Security; Shipboard Operations: port personnel Visit to the PLA's operational VTS Control Centre.
Day 3 0930 - 1300	Security/continued; Shipboard Operations: crew matters; Course Review and personal action planning

Course Arrangements

Duration: 2½ Days.

Location: Port of London Authority's Facility, Denton Wharf, Gravesend. Included in the programme will be a visit to the VTS Control Centre, Gravesend.

Fee: £875 (exc. VAT) per delegate to include day-time refreshments and lunch. It does not include subsistence, accommodation or travel costs.

Course Dates: to be announced soon

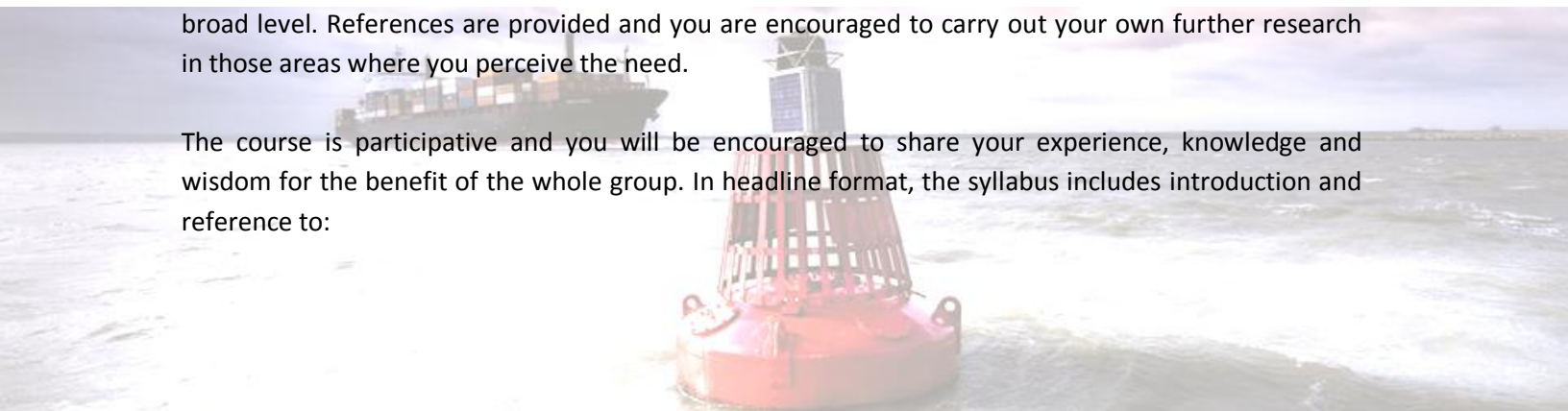
What we will cover

The style of delivery reflects the needs of the delegates. Therefore the syllabus is, to a degree, flexible. This allows us to explore those aspects of the job that particularly interest you or where you feel you need more information and knowledge.



In the time available the course will introduce the topics at a broad level. References are provided and you are encouraged to carry out your own further research in those areas where you perceive the need.

The course is participative and you will be encouraged to share your experience, knowledge and wisdom for the benefit of the whole group. In headline format, the syllabus includes introduction and reference to:



- overview of the significance of UK ports and harbours;
- local, regional and national significance;
- law: flag, port state and coastal;
- agent/master/pilot/tug/VTS relationships;
- communication;
- legal position of a ship's Master;
- legal position of a ship's Agent;
- maritime organisations and institutions;
- International and UK Chambers of Shipping;
- CERS;
- MCA/MAIB/HSE;
- IMO;
- duties, rights and obligations;
- P&I clubs;
- classification societies;
- surveyors;
- commerce, bills of lading and notes of protest;
- charter parties;
- customs, police and immigration;
- UK Border Authority;
- shipboard operations;
- cargo work;
- bunkering;
- stores/bonded stores;
- garbage and slops reception;
- pollution prevention;
- oil spill response;
- dangerous goods;
- Lifting Equipment Regulations (LOLER);
- tugs and towage;
- personal health and safety;
- actions in the case of emergency;
- PPE;
- dock areas;
- ship security;
- ship arrest and detention;
- safe port and unsafe berths;

- means of access to ships;
- launches and boats/LSA;
- hazards on board;



- human factors;
- multicultural diversity;
- shipboard culture;
- crew health requirements;
- declaration of health and quarantine;
- accidents and sickness: crew and passengers;
- hospitalisation;
- repatriation;
- fatalities;
- property of repatriated or deceased persons;
- crew social welfare and needs;
- importance of being a social link;
- crew joining/leaving;
- passenger embarkation/disembarkation;
- visas/travel/hotels;
- crew transport;
- crew left behind;
- shore personnel;
- line handlers;
- barge handlers;
- stevedores;



Payment Arrangements

The full fee is payable at the time of enrolment, either by cheque made payable to Haughton Maritime Limited or electronically to:

Account Name: Haughton Maritime Limited
Account Number: 41443218
Sort Code: 09 06 66.
BIC (SWIFT) Code: ABBYGB2LANB.
IBAN: GB79 ABBY 0906 6641 4432 18

Cancellation terms

Notice given less than 1 calendar month before commencement of programme – no return
Notice given more than 1 calendar month before commencement of programme – 80% return

More information

Participants will be sent a 'Welcome Letter' a few weeks before the start of their programme with Joining Instructions. There will also be some preliminary work to do which will be fully explained.

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