



14 January 2015

Dear

### **UPGRADE OF E-LOGBOOK SOFTWARE SYSTEMS (ELSS): GRANT AID AVAILABLE**

I have written to vessel owners before about Electronic Reporting Systems and the need for an upgrading of your existing ELSS. The upgrade is required to meet EU reporting requirements and involves a new reporting definition. Your Electronic Logbook (e-log) software supplier will contact you about the upgrade and let you know whether you need to do anything. The software changes should improve the functionality of the systems and the data quality of electronic reports. I am writing to you to tell you that the Marine Management Organisation (MMO) is making grant aid (subject to a maximum of £1,000) available for the upgrade. To apply for this you will need to submit a completed application form to us.

**In some cases your software will already have been upgraded (Annex A)** and if you have paid for this you can apply to reclaim the cost retrospectively. **Where your software has not yet been upgraded (Annex B)** you must arrange for this to happen (please contact your supplier if you are unsure of your current version). In order to start that process, please apply to the MMO for an upgrade as soon as possible. Details of both claims processes are enclosed.

Please note this letter does not apply if you have an e-log provided by Dualog. I am writing separately to those owners.

Documentation should be with us by **06 February 2015** and late applications will not be accepted unless there are exceptional circumstances. It is important to apply in time as in due course only e-log messages sent in the upgraded format will be accepted. I shall be communicating separately to 15m and over vessel owners about the installation of the new VMS device on that segment of the fleet. Grant aid is also available for this. If you require any further guidance after reading this letter and enclosures please contact me.

Yours sincerely

**Ray Hedley**

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## Annex A

### Claim process - for reclaiming cost already incurred for upgrade.

- i) Complete the Electronic logbook 3.1 upgrade grant claim form. Please note that the maximum payment of grant aid is for no more than £1,000 and does not include VAT. Applicants may be liable for any VAT component. If the upgrade cost is in excess of this the supplier will require you to meet any difference in cost.
- ii) If you have not done so as part of a previous claim or application then fill in the Details of suppliers form (AP201). This allows us to register you on our financial system and pay into your account.
- iii) Send the following documents to ERS Team, Marine Management Organisation, Lancaster House, Hampshire Court, Newcastle upon Tyne, NE4 7YH
  - UK Electronic Reporting System: Electronic logbook upgrade grant claim form
  - Details of Suppliers Form (AP201) (if required)
  - the invoice provided to you by the installer (which must clearly indicate only costs for the upgrade)
  - proof of payment (for example a receipt or a copy of your bank statement page that clearly highlights the supplier's name and the amount)

Electronic Claim form and AP201 can be found online at [www.gov.uk/government/publications/how-to-report-fishing-activities-using-an-electronic-logbook-software-system](http://www.gov.uk/government/publications/how-to-report-fishing-activities-using-an-electronic-logbook-software-system)

Providing all documentation is in order and the upgrade has been verified (see below), you will receive payment directly into your bank account.

**In addition to upgrading the elog system it is vital that at the time of installation an audit message or test trip is sent to the MMO hub which needs to be verified by MMO. Grant aid will not be paid if this verification is not carried out.** This can be done by contacting the MMO IT Service Desk during installation on 0191 376 2660. If this is not possible we would accept a Departure (DEP) message with the reason "cruising" and an RTP message. Verification will not be available out of work hours, but you may leave a voicemail. The MMO will contact you as soon as possible and confirm your installation is verified.

Please note if the installation is not verified correctly you may have to re-submit the required messages, which could require a further visit from an engineer. It is therefore preferable you arrange your installation between 9.00 am and 5.00 pm Monday to Friday if possible.





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## Annex B

### Application process - for applicants not yet upgraded.

Please note the intention is for suppliers to invoice the MMO directly, however in cases where this is not possible you will be required to meet the cost yourself and reclaim it using the process in Annex A. Seatronics Ltd have indicated this will apply to their upgrade in the same way as the initial elog installation.

- i) Complete the Electronic logbook 3.1 upgrade grant application form

Electronic Claim form can be found online at [www.gov.uk/government/publications/how-to-report-fishing-activities-using-an-electronic-logbook-software-system](http://www.gov.uk/government/publications/how-to-report-fishing-activities-using-an-electronic-logbook-software-system)

Please note that the maximum payment of grant aid is for no more than £1,000 and does not include VAT. If the upgrade cost is in excess of this the supplier will require you to meet any difference in cost.

- ii) Post the completed application to ERS Team, Marine Management Organisation, Lancaster House, Hampshire Court, Newcastle upon Tyne, NE4 7YH

After you complete your application the MMO will validate it and inform your supplier that an application has been made. Your supplier will then contact you to arrange the upgrade.

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Provided they are able to do so your chosen supplier will then invoice the MMO for cost of the upgrade up to £1000



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