



# EPCSA

European Port  
Community Systems  
Association



Simple, efficient solutions for  
swift and smooth supply chains.

## How to develop a Port Community System



## Guide Contents

	PAGE
1. Introduction to Port Community Systems	03
2. Port Community Systems and Single Window - The Strategic Alliance	03
3. Purpose of the Guide	04
4. How to use the Guide	04
5. How to Develop a Port Community System - The Twelve Actions	05
6. Learning from Experience	10
7. EPCSA	11



## 1

### Introduction to Port Community Systems

A Port Community System is an electronic platform which connects the multiple systems operated by a variety of organisations that make up a seaport, airport or inland port community. It is shared in the sense that it is set up, organised and used by firms in the same sector – in this case, a port community.

#### A Port Community System;

- Is a neutral and open electronic platform enabling intelligent and secure exchange of information between public and private stakeholders in order to improve the efficiency and competitive position of the sea and airports' communities.
- Optimises, manages and automates smooth port and logistics processes through a single submission of data and by connecting transport and logistics chains.

## 2

### Port Community Systems and Single Window The Strategic Alliance

A PCS provides for the electronic exchange of information between all port and logistics sectors and is acknowledged as the most advanced method for the exchange of information within a single or national port community infrastructure.

A PCS has the ability to act as a National Single Window or to integrate into a National Single Window which European Member States are developing in response to recent Directives and policy from the European Commission.

A PCS is therefore pivotal in the Single Window concept and will reduce duplication of data input through efficient electronic exchange of information.



### 3 Purpose of the Guide

The purpose of this Guide is to provide a simple outline to organisations, whether they be port authorities, Customs authorities, government departments or agencies, or users of sea, air and inland ports, of the basic steps to developing a Port Community System to suit the environment in which they operate and provide the solution to the business bottlenecks or delays that can create inefficiencies at sea, air and inland ports.

This Guide does not lay down a definitive way in which a PCS should be created but rather gives an outline to show organisations how this issue relates to their local circumstances.

### 4 How to use the Guide

We recommend that the Guide is used just as that – as a guide. It is split into 12 Actions; each Action provides a headline for the key requirements to setting up a successful PCS. The term ‘port’ refers to sea, air or inland port.

The right time to develop a PCS will depend on locality and stakeholder involvement. The critical elements of developing a successful PCS are stakeholder ‘buy-in’ and the selection of a ‘trusted operator’.



### 5 How to develop a Port Community System

#### The Twelve Actions



#### Action 1

##### Create a Common Understanding of a Port Community System

To start the development of a Port Community System, it is critical that a common understanding is agreed of what a PCS is and can do in your local region. We recommend using the EPCSA definition.



## Action 2

### Why choose to have a Port Community System?

#### The Reason

- To reduce inefficiencies in port business processes
- To facilitate the smooth flow of electronic data
- To integrate and achieve compliance with national and EU Directives

#### Community

- It is formed by the community for the community
- The community are, in general, shareholders of the PCS Operator
- Electronic facilitation of goods through improved data exchange will mean fewer delays in cargo movements



## Action 3

### How to start developing a PCS – the Community

#### Community “buy-in”

- Bring together the community around the port, including port authorities, users, shipping lines, Customs and other business or government agencies that have an interest.

#### This is the biggest challenge ...

#### Agree a lead:

- Identify a lead in the project with the responsibility to bring the community together and act independently of its own interests to act in the interests of the community.

#### Identify the legal and business model, including finance:

- Identify the development finance to create a legal and business model that the community will see as a “trusted and honest broker”.

#### This is critical to a successful PCS implementation ...



## Action 4

### Ambassadors

- Identify one or more “Ambassadors” to promote the PCS concept and development within your locality and abroad.
- Through the Ambassadors, gain an understanding of how other Port Community Systems operate and how this relates to your local circumstances.



## Action 5

### Communication

- Keep all stakeholders advised of progress – for example, ports, government ministries, shipping lines, port users, Customs, OGAs, etc.
- Open the communication as a two-way approach, taking examples and asking opinions.



## Action 6

### Identification of Core Business Processes to be Addressed

All locations are different. There will be significant similarities but different regions have different stakeholders with varying interests and, of course different business processes.

- Agree with community core processes
- Outline key challenges relating to existing processes and outline benefits of a simplified electronic approach



## Action 7

### Customs Integration

- It is all about Customs procedures reforms
- Work through World Customs Organisation (WCO) guidance
- Stakeholders moving to Authorised Economic Operators (AEO)
- Think Port Community System:

“A Single Electronic Window System that aggregates, optimises, orchestrates, secures supply chain business processes for stakeholders enabling customs to focus on high risk cargo.”



## Action 8

### Legal Framework

Consider within which legal frameworks the PCS will need to work – for example, Data Protection Acts, Marine Acts and Directives, Customs Acts and procedures. The legal framework of the PCS must consider regulations, legislation and Directives in context:

- International /Worldwide
- European
- Member State
- Regional/local, e.g. local municipal rules

## Action 9

### PCS Organisation

- Model – private, public or joint public/private
- Shareholding and types of shares
- Financing
- Governance

## Action 10

### Development Groups

Identify key community stakeholders to work in development groups to resolve and develop the electronic solution to the identified business processes.

- Experts in groups for each business process
- **Timeline and process management** (which processes rely on others to be created first or second to limit delays?)

## Action 11

### Use Existing Knowledge of Port Community Systems

- Don't start from scratch.
- Share knowledge and experience.
- Import knowledge where necessary.

## Action 12

### Long-term Operation

To create a sustainable PCS and PCS Operator, it is imperative to identify the following:

- **Revenue Streams**  
**Most Port Community Systems use a mixed revenue stream mainly around:**
  - annual or monthly subscription fee by services or for all services
  - fee per unit charge (tonnage, Customs declaration, TEU, barrel, vessel, hour...)**or per service charge**  
**or per EDI transaction charge**
  - fee per stakeholder
- **Ongoing development**
- **Updating systems to comply with international, EU and National regulations and Directives.**

## 6 Learning from Experience

Port Community Systems provide 'simple, efficient solutions for swift and smooth supply chains'. The EPCSA contacts below represent some of the world's leading Port Community Systems and would provide an ideal learning platform for those organisations looking to develop their own PCS in their region.

### European Port Community Systems Association

Richard Morton  
E: richard.morton@epcsa.eu  
[www.epcsa.eu](http://www.epcsa.eu)

### SOGET, Le Havre, France

Pascal Ollivier,  
E: pascal.ollivier@soget.fr  
[www.soget.fr](http://www.soget.fr)

### PORTIC, Barcelona, Spain

Javier Gallardo  
E: jgallardo@portic.net  
[www.portic.net](http://www.portic.net)

### MCP Plc, Felixstowe, UK

Alan Long  
E: alanlong@mcplc.com  
[www.mcplc.com](http://www.mcplc.com)

### DAKOSY, Hamburg, Germany

Evelyn Eggers  
E: eggers@dakosy.de  
[www.dakosy.de](http://www.dakosy.de)

### dbh, Bremen, Germany

Marco Molitor  
E: marco.molitor@dbh.de  
[www.dbh.de](http://www.dbh.de)

### Portbase, Rotterdam The Netherlands

Iwan van der Wolf  
E: i.vander.wolf@portbase.com  
[www.portbase.com](http://www.portbase.com)

### APCS, Antwerp, Belgium

John Kerkhof  
E: John.Kerkhof@alfaportantwerpen.be  
[www.portofantwerp.com/apcs](http://www.portofantwerp.com/apcs)

### Hamburg Port Authority, Hamburg, Germany

Dr Phanthian.Zuesongdham  
E: phanthian.zuesongdham@hpa.hamburg.de  
[www.hpa.hamburg.de](http://www.hpa.hamburg.de)

### Port of Venice Authority, Venice, Italy

Antonio Revedin  
E: antonio.revedin@port.venice.it  
[www.port.venice.it](http://www.port.venice.it)

### Port of Bilbao Authority, Bilbao, Spain

Txaber Goiri  
E: tgoiri@bilbaoport.es  
[www.epuertobilbao.com](http://www.epuertobilbao.com)

## 7 EPCSA

### Mission statement

### EPCSA's mission:

'To influence public policy at the European Union level in order to achieve e-logistics throughout all European ports, operating as a key element of the EU maritime, shipping and logistics industry.'

### EPCSA membership

EPCSA has several levels of membership: Founding Members, Members and Associate Members. EPCSA will only have six Founding Members, as set out in the EEIG contract of formation. EPCSA Membership is available only to Port Community System Operators and only after a full year of Associate Membership.

### For further information on EPCSA and Port Community Systems contact:

Richard Morton  
Secretary General  
T: 0044 7796 334960  
E: richard.morton@epcsa.eu  
[www.epcsa.eu](http://www.epcsa.eu)

### Brussels Office:

European Port Community Systems Association EEIG  
EPCSA, Rue du Trône 4  
1000 Brussels, Belgium

### Registered Office:

European Port Community Systems Association EEIG  
The Chapel, Maybush Lane  
Felixstowe, Suffolk, IP11 7LL, UK.  
EEIG Grouping Nos. GE000268







For more information visit

 [www.epcsa.eu](http://www.epcsa.eu)