

SHIPPING CONTRIBUTIONS TO SEAFARERS' WELFARE

A SURVEY OF NORTH AMERICAN SEAFARERS' WELFARE ORGANIZATIONS

FINAL REPORT

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WE THANK THE AMERICAN
ASSOCIATION OF PORT AUTHORITIES
FOR AN INVITATION TO PRESENT A
DRAFT VERSION OF THIS REPORT
AT THEIR ANNUAL CONVENTION IN
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2016.

FOR MORE INFORMATION ON
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PRESIDENT
REV. MARSH L. DREGE

NAMMA EXISTS TO PROVIDE A
NETWORK FOR ENCOURAGEMENT,
TRAINING, AND COORDINATION OF
MINISTRIES THAT SERVE PORT COM-
MUNITIES IN NORTH AMERICA.

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preface

Working together towards a healthy global economy

IN 2013, *THE INTERNATIONAL SEAFARERS' WELFARE AND ASSISTANCE NETWORK* (ISWAN) published *PORT LEVIES AND SUSTAINABLE WELFARE*, the result of a path-breaking survey conducted by Dr. Olivia Swift of the Greenwich Maritime Institute. Dr. Swift's survey was global in its purview, comprehensive in its questioning, and perceptive in its analysis. Her work revealed an incredible diversity of port welfare levy systems around the world, from legally mandated levies resulting in securely funded seafarers' centers to tiny operations working on the slimmest of budgets.

While *Port Levies and Sustainable Welfare* did touch upon the state of levies in North America, the global scope of Dr. Swift's project necessarily required that only a small selection of North American ports be included. Thus the present project, undertaken by the North American Maritime Ministry Association (NAMMA), is complementary to Dr. Swift's work, borrowing gratefully from her comprehensive method and extending the objectives of her survey to encompass the United States and Canada. Although some of the results of the NAMMA survey are similar to ISWAN's - there is a great diversity of financial health among North American seafarers' centers, for example - the nearly universal absence of mandatory port welfare levies in US and Canadian ports, combined with a general lack of awareness of the maritime world by the wider public, means that the funding structures for North American seafarers' welfare are generally far more tenuous and unpredictable than in some parts of the world.

It is of the utmost importance that shipping ownership and port authorities know that we in maritime welfare view them both as partners in a healthy global economy. We see them as co-workers in the general wellbeing of the enormous labor force that helps move our oceangoing cargo from Point A to Point B around the clock. We at NAMMA, along with all our member centers, therefore offer these survey results in a spirit of cooperation and mutual growth, looking forward to a future in which welfare professionals, port authorities, and shipping work together even closer than they do today for a fulfilling and successful industry.



DR. MICHAEL A. SKAGGS
DIRECTOR OF PROGRAMS, NAMMA

introduction

Bringing forth a brighter future



THE WORK OF SEAFARERS' welfare is both mundane and deeply significant. NAMMA member centers provide transportation to shopping facilities, a quick ride to the seafarers' center, equipment to call home to speak with friends and loved ones, and a welcoming environment in which to relax ashore. Yet more importantly, staff and volunteers committed to sea-

farers' welfare make sure that mariners feel acknowledged, valued, cared for, and genuinely welcome in the ports at which they call. As NAMMA president Rev. Marsh Drege puts it, our chaplains, ship visitors, and volunteers ensure that seafarers know they are seen.

Seafarers' welfare providers enjoy a robust history. As far back as 1808 the Reverend George Charles "Bosun" Smith, a former seafarer, engaged in a letter-writing practice to encourage sailors and to offer them useful advice. From these beginnings in the UK, many institutions and societies grew around the world such as the Seamen's Church Institute, Mission to Seafarers, Apostleship of the Sea, Lutheran maritime ministries, the Seamen's Christian Friend Society port ministries. These groups increasingly developed to work side-by-side for the betterment of seafarers visiting their ports. To foster that coordinated work, the National Group of Seamen's Agencies was founded in 1932 for North American ports (it was later renamed the North American Maritime Ministry Associa-

tion), and the International Christian Maritime Association followed in 1969.

Precisely what these organizations provide has changed enormously over time. From early, highly-mobile chaplains visiting ships at anchor to inspire seafarers and give them the support of a church community, to shore-based centers and hostels offering food, shelter, and recreation, and back to roving ship visitors carrying SIM cards and mobile hotspots, maritime service providers and ship visitors have long sought to meet seafarers wherever they are and with whatever services they need. Those needs have changed over time - and never more rapidly than in the twenty-first century. In 1996, access to port-based medical services, reading rooms, currency exchange, and video/book exchanges were popular demands; just ten years later, those same services had fallen to some of the least requested provisions, with international telephone systems, transportation to shopping centers, and transportation to seafarers' centers topping the list. Not far behind, of course, was Internet access.¹

The late twentieth century ushered in enormous changes to all of society, including the working environments of seafarers and the services provided by welfare professionals and volunteers. At every turn, however, the men and women committed to seafarers' wellbeing have adapted enthusiastically, embracing the benefits of new technology while retaining the methods and the perspective gained over this service's two centuries of history. Now, in the twenty-first century, seafarers' assistance organizations confront perhaps the most pressing challenge of all: securing sufficient funding to ensure their operation into the future. NAMMA members are independent, 501(c)(3) organizations; they are heavily reliant upon gifts and funding partnerships to provide their broad range of services. Because a commercial model cannot

sustain maritime welfare provision, one method of supporting centers is the collection of port levies, in the form of reasonable contributions by shipping companies for the support of seafarers' welfare organizations. To be sure, seafarers' welfare organizations benefit enormously from the myriad of ways that ports offer their support, including free or heavily subsidized rent, use of port utilities, and so on. Seafarers' centers rely also on large-scale events, like annual galas, as well as miscellaneous charitable income to support their work. Shipping contributes periodically, as well, sometimes in the form of lump-sum donations that provide a much-needed boost to a center's bottom line. Yet to account for the numerous variations in expenses - fuel costs, for example, or insurance coverage, SIM card pricing, capital projects, facility and vehicle repair and maintenance, and so on - per-ship levies offer a more responsive, more reliable, and more accurate contribution to the wellbeing of seafarers by the companies that rely on these men and women for the safe conduct of cargoes around the globe.

What follows are the findings of a survey conducted by NAMMA in early 2016. 69 NAMMA member centers or associates were contacted to ascertain the practice of collecting port levies in their respective locations. Approximately half of these respondents reported having some system of collecting welfare contributions in their ports; the results of our work thus highlight both the most significant challenges facing seafarers' centers today and several possibilities for a brighter future in seafarers' welfare. We hope you find these results enlightening and thought-provoking, and we welcome your feedback.

The primary goal of this survey was to ascertain the prevalence and significance of support from shipping or port authorities provided to seafarers' centers and services. How many NAMMA members engage in some sort of invoicing / solicitation for contributions? And among those that do, to what degree does it stabilize their fiscal year?

A secondary, but no less important, goal was to determine the basic methods utilized by these organizations and to establish a framework around which NAMMA members can construct effective, useful, and meaningful processes to further their missions with the assistance of shipping and port authorities. Among those that collect contributions, how does that process unfold? What methods are particularly effective? What factors can help determine a high rate of collection, and how much support might seafarers' centers hope to collect in the future?

Survey responses were solicited from March to June 2016. The majority of the responses were solicited by NAMMA Director of Programs Michael Skaggs via telephone or entered into a detailed online survey designed by Skaggs. Centers

that invoice were requested to send a copy of their invoices, with the option to anonymize them. Some of these invoices have been provided at the end of this report, with identifying details removed, to provide samples.

Only direct payments made to centers were considered by this survey. In many ports, in-kind donations from the port authority or terminal operator may contribute to the operation of seafarers' centers. These forms of support might include heavily or completely subsidized rental leases, free use of office space, or other types of non-cash-based assistance. All these forms of assistances are incredibly useful but fall outside this report's purview.

Though this is a non-scientific survey, we have applied a common-sense analysis to our findings and present here the most immediately discernable results which nonetheless suggest several clear directions for the future. We present these findings in a spirit of cooperation and concern for the wellbeing of seafarers. The report begins with an explanation and analysis of our survey at the question level. From the responses we collected, we have offered several recommendations for improving the services offered seafarers by way of a more cohesive approach to seafarers' welfare. Finally, several useful appendices provide examples of existing tariff language, current solicitation practices, and the legal and regulatory frameworks surrounding seafarers' welfare. We hope you will study these findings closely and consider how your own work might enhance the good that seafarers' welfare professionals and volunteers do day in and day out.

DR. JASON ZUIDEMA
EXECUTIVE DIRECTOR, NAMMA

¹ Erol Kahveci, *Port Based Welfare Services for Seafarers: Summary Report* (Cardiff, Wales: Seafarers International Research Centre, Cardiff University, 2007), 20.

findings

Supporting Seafarers' Welfare

BECAUSE NEITHER THE UNITED STATES nor Canada has legislatively-constituted Port Welfare Committees (PWCs) or a National Welfare Board (NWB), these organizations are not in place to assess or collect welfare levies in any North American port. On the other hand, other, associated bodies, such as Harbor Safety Committees, do carry out some of the work of legal Port Welfare Committees. In some American ports – for example, the Port of Baltimore, Maryland and the Port of Savannah, Georgia – efforts are underway to establish formal (yet not legislatively constituted) Port Welfare Committees.

Support for seafarers' welfare is provided on a voluntary basis in all United States ports. In background research only one Canadian port was found to have welfare support mandatory on shipping. As seen in Appendix II-A, language related to welfare levies varies from port to port (when mentioned at all). Despite this absence of legally-enforceable welfare levy assessments, there is diversity in North American ports as to how welfare

levies are administered in those ports that do have them. 45% of all centers contacted for the survey reported some system of invoicing or contributions in place.

Who sends those requests differs from place to place: of the 31 respondents, 42% (13) reported that the invoice was sent by the port authority, while 58% (18) reported that the invoice was sent directly by the center.² (diagram below)

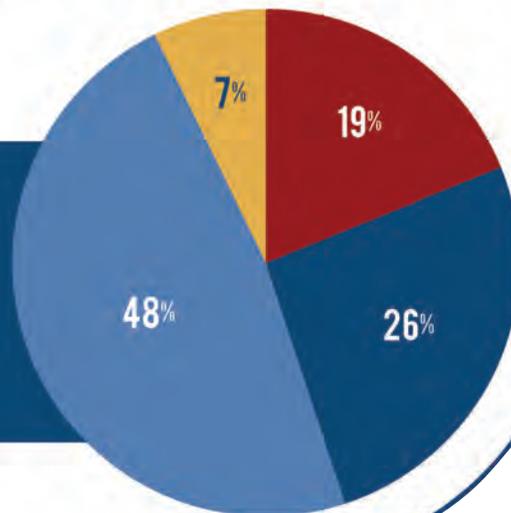
² This question relates to the presence or absence of items in port tariffs about welfare contributions. In some cases, even in ports where welfare support is included in the tariff, the seafarers' center solicits contributions rather than the port authority.

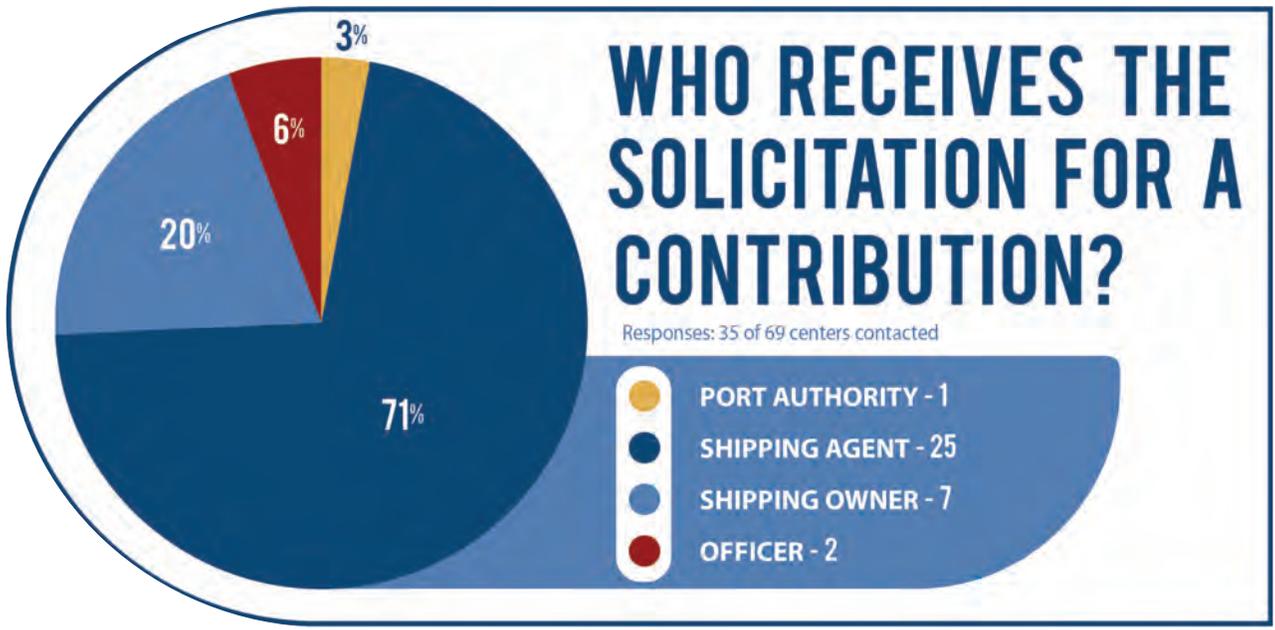
Respondents provided a variety of reasons why historic contribution systems were no longer in place. For example, lines with which centers had arrangements stopped calling at certain ports, or increased security regulations made ship visiting impracticable.

Even in those centers where the tariff includes verbiage about supporting seafarers' centers, most have no mechanism by which to enforce payment.

DOES YOUR PORT HAVE A SYSTEM TO COLLECT SEAFARERS' WELFARE CONTRIBUTIONS?

IF SO, WHO REQUESTS THOSE CONTRIBUTIONS?



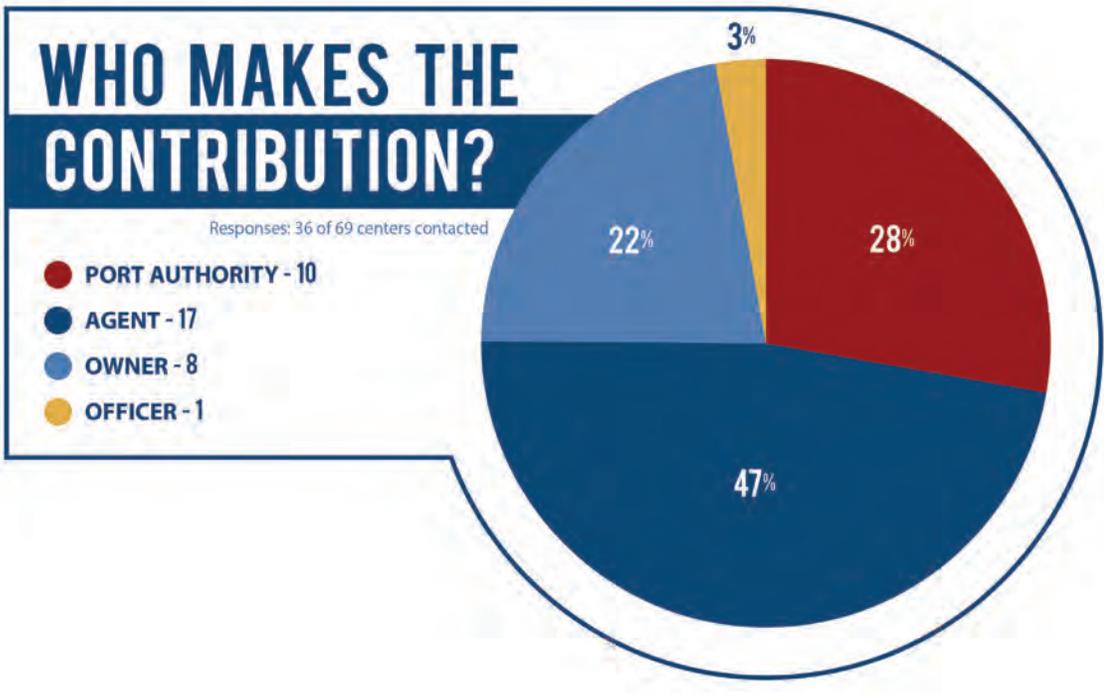


Recipients vary, as well. Out of 35 respondents, the majority (71% / 25) reported that a shipping agent received the invoice. 20% (7) reported that the shipping owner receives the invoice, 3% (1) reported that invoices went to the port authority, and 6% (2) reported other arrangements.³ (diagram above)

Furthermore, the recipient of a request is not always the same person or entity who makes payment. Out of 36 respondents, a plurality (47% / 17) reported that a shipping agent makes payment. 28% (10) reported that the port authority delivers support payments. 22% (8) reported that payments are sent

directly from owners. 3% (1) reported that payments are made by a ship's officer.⁴ (diagram below)

³ While the likelihood of return depends much upon the center's relationship with agents in each port, it would be more advantageous to see an increase in port authorities receiving and or responding to invoices for contributions. This would enhance the overall sense of community and mutual responsibility for seafarers' welfare, rather than appearing to place the burden entirely on the shipping line. Some centers have standing schedules by which they send their invoices; others send them out only when ships dock, whether on a regular schedule or not.

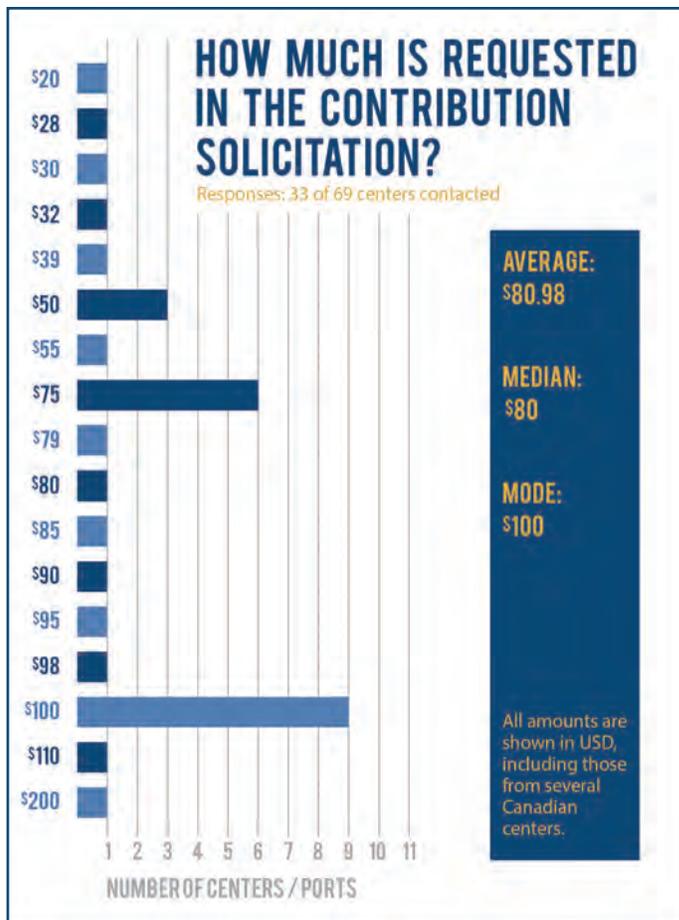


There is also diversity in methods of submitting requests and receiving payment. Out of 30 respondents, a majority (67% / 20) reported that the invoice was submitted via email. 33% (10) reported that invoices were sent as physical correspondence. Out of 37 respondents, the majority (92% / 34) reported that levy payments are made via physical check. 5% (2) reported receiving funds via EFT. 3% (1) reported receiving support in cash.

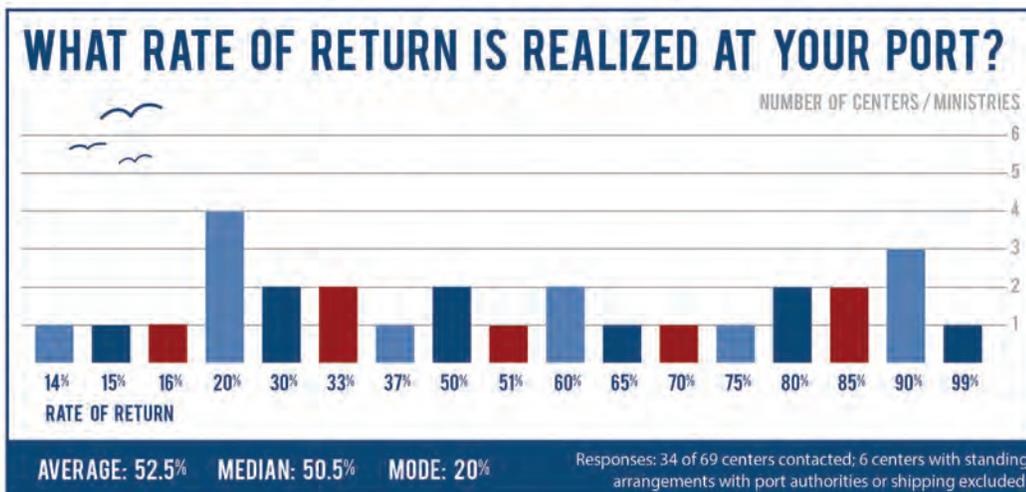
Regardless of the methods employed to solicit or collect contributions, we noted an enormous variation in the amounts requested. Among the 33 centers providing an exact amount requested for shipping contributions, the rate requested per ship ranges from a minimum of \$25 USD to a maximum of \$200 USD. The average request is \$80.98; the median request is \$80. The request mode is \$100 USD (10 centers), with other common requests being \$75 USD (7 centers) and \$50 USD (4 centers).⁴ (diagram right)

A variety of rubrics exist for determining the total amount a ship will be invoiced for the duration of its stay in port. While most respondents invoice once for a vessel's entire stay in port, eight respondents mentioned alternative arrangements, including \$100 USD per day a ship visit is conducted, regardless of length of stay in port; \$55 for the first 3 days of service and \$70 per day after; \$25 per ship visit; one invoice per month, regardless of number of port calls; one invoice per day; and a flexible schedule for higher requests if a ship spends an extended time in port. Several sample invoices are included in Appendix I-B.

Perhaps the most significant element of the survey is the rate at which shipping responds to requests for funding with a contribution. Among the 34 centers providing an estimated rate of return, rates ranged from a minimum of 14% to a maximum of 100% (for six centers with standing arrangements with port authorities or shipping ownership). When including these 100% return centers, the average rate of return is 61% while the median rate is 63%. Excluding those centers results in an average



rate of return of 52% and a median rate of return of 51%. The rate of return mode is 100% when counting those six centers with standing arrangements; the rate of return mode is approximately 20% (4 centers) when excluding those centers. Other common rates of return are approximately 90% (3 centers), 85%, 80%, 60%, and 30% (2 centers each).⁵ (diagram below)



⁴ The funding collected through these solicitations goes into each center's general operating budget. In most cases it covers such expenses as vehicle fuel, insurance, and maintenance costs, as well as the salaries of center staff. The wide range of amounts requested is due to the varying needs of centers from place to place, such as traveling longer distances to visit ships, shopping located far from the port, and so on.

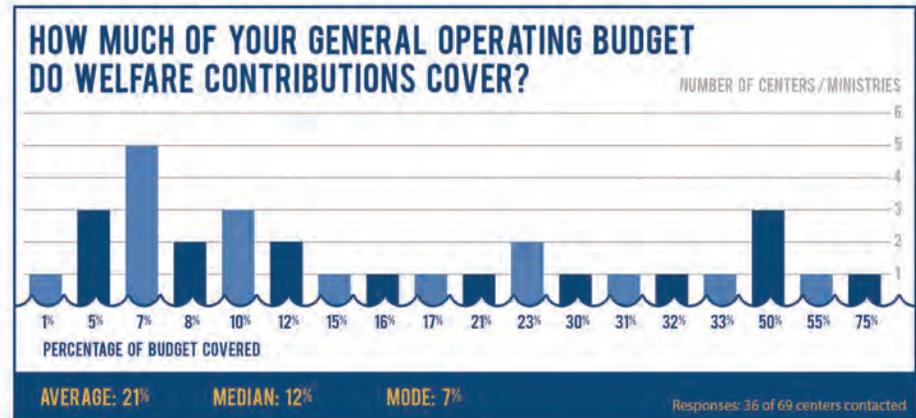
⁵ It is important to note that each center's rate of return is also related to the seasonal nature of shipping. A 20% rate of invoices returned in a southern port, for example, represents more collections than the same rate in an extreme northern port that sees little to no traffic in the winter months.

Welfare contributions, however collected, must be weighed against other sources of funding. Indeed this is one of the most significant indicators of the health of seafarers' welfare center, as many centers face crisis-level funding shortages year after year because of the enormous cost of providing for seafarers' welfare. What these centers provide, on minimal budgets, is remarkable: they transport seafarers, at no charge, to a variety of locations ashore; they provide communications facilities and equipment; and, most importantly, they offer a warm welcome to seafarers who are grateful for a few hours off ship and the chance to connect with friends and family from whom they have been isolated for quite some time.

Without some form of systematic support in port environments, seafarers' centers face a stark future. Among the 33 centers providing an estimate, budget coverage by welfare contributions ranges from 1% to 75%; however, the average portion of annual operating budgets covered by welfare support is approximately 21%. Median budgetary support is 12%. The mode of budgetary support is approximately 7%, with other common amounts being 5% (4 centers), 10% (3 centers), and 50% (3 centers).⁶ (Diagram above)

Considering these elements in aggregate allows NAMMA to make several helpful suggestions for best practices and recommendations for future partnerships between shipping, port authorities, and welfare providers. Furthermore, it is by considering rate of return as the guiding element – loosely, the “control” of the survey – in comparison to other factors that the clearest picture emerges:

✦ Among centers realizing a 100% rate of return, the amounts requested range from \$30 to \$100 USD, with an average of \$76. Most importantly, all these centers maintain a standing arrangement vis-à-vis welfare support with agents, port authorities, or shipping ownership. In some cases, the port authority pays the center a set amount for each ship calling at port; in others, agents or owners pay a fixed amount for each ship; and finally, some centers invoice only those companies that have agreed to contribute ahead of time. Those centers enjoying a



100% rate of return send their invoices to shipping agents in 33% (2) of cases and to owners in 50% (3) of cases (the final 17%, or 1 center, is conducted with no invoicing at all). At the other end, agents pay the invoices in 33% (2) of cases, port authorities pay in 33% (2) of cases, ownership pays in 16% (1) of cases, and a ship's officer pays the remaining center. The majority of payments to these centers (67%) is made by physical check, with 16% (1 center) receiving cash and the other 16% (1) receiving an electronic funds transfer (EFT).

✦ Among centers (4) enjoying a rate of return of between 90% and 99%, amounts requested range from \$26 to \$110 USD, with an average of \$66. Significantly, none of these centers have a standing arrangement with agents, port authorities, or shipping ownership. For half (2) of these centers, the port authority sends the invoice; the center sends it in the other 2 cases. Agents receive invoices in 100% (4) of cases. Agents pay these invoices in 25% (1) of these cases, port authorities pay in 50% (2) of these cases, and shipping ownership pays in the remaining 25% (1) of cases. All these payments are made by physical check.

✦ For centers (5) realizing a rate of return between 75% and 89%, amounts requested range from \$75 to \$125 USD, with an average of \$93. 60% of these centers (3) have a standing arrangement with agents, port authorities, or shipping ownership. Among these centers, 40% (2) send their invoices; for the other 60% (3), the port authority sends an invoice on the center's behalf. Agents receive the invoice in 80% of cases (4), while port authorities receive the other

20% (1). Port authorities make payment in 60% of these cases (3), while agents make payment in the remaining 40% (2). Finally, 80% of the payments (4) are made via physical check, with the remaining 20% (1) paid by EFT directly to the seafarers' center.

✦ Those centers (7) that see between 50% and 74% of invoices returned with payment request between \$50 and \$200 USD, with an average of \$92. As with the previous two categories, none of these centers have a standing arrangement with agents, port authorities, or shipping ownership. 57% (4) of these centers send invoices, while port authorities send the other 43% (3). Agents receive these invoices in 86% of cases (6), with shipping ownership receiving the other 14% (1). Likewise, agents pay the invoice in 86% of cases (6) and owners pay the remaining 14% (1). In these ports, 100% of welfare payments are made by physical check.

Considering these centers – those organizations that find at least half of their funding requests are returned with payment – in aggregate reveals several commonalities and connecting elements. Physical checks are the most popular method of making welfare contributions, with 86% of payments (19) made this way. Centers conduct their own invoicing in half of cases (50% / 11). Agents receive invoices in 73% of centers (16); they pay invoices in 50% of cases (11). Finally, on average, these centers request \$83 USD in each invoice.

⁶ The mode here is approximate because 7% corresponds to the respondent offering “somewhere between 5% and 10%” in response to this question.

Conclusions & Recommendations

The importance of partnerships

BY COMBINING THE FORMAL portion of the port levy survey with informal conversations between NAMMA and member centers, we are able to make a number of recommendations.

First, the seafarers' welfare organizations that enjoy the greatest success, in terms of rate of return and budgetary fulfillment, are those with the strongest relationship with one or more stakeholders in the port in which they operate. This is the single greatest indicator of a center's financial success. Clearly explaining to shipping agents, for example, what benefits are provided to both the individual seafarers and the shipping line in question often achieves enormous results. Polite persistence, or even beginning a relationship with no suggestion of financial

support, can help lay the groundwork for future contributions. In the best scenario, centers will enjoy the esteem of multiple stakeholders in a port environment: agents, port leadership, and the port authority. All these individuals and bodies have the authority and the influence to motivate owners to support seafarers' welfare centers. All the centers reporting a 100% rate of invoice return maintain standing relationships with one or more of these entities. In one case, a port authority even pays a levy to the center for each ship that calls; whether the owner then pays the port authority or not, that port authority recognizes the value of the seafarer's center. Conversely, multiple centers reporting a low rate of return of invoices or a complete refusal of agents or owners to support the welfare center frequently mentioned having little regular contact with those stakeholders.

The significance of the relationships between seafarers' centers and port authorities cannot be overestimated. Without functioning at least as advocates for seafarers' centers, port authorities risk impeding the work of these organizations. We have learned that port authorities are the single most important actor in the port levy network. With a minimum of effort and resources, they stand to accomplish an enormous amount of good for seafarers' welfare; with no involvement at all, the work of seafarers' welfare will wither on the vine. By taking on the responsibility of helping ensure that seafarers' centers remain funded, port authorities have an incredible opportunity to increase exponentially the good work done by centers.

Relationships with local business leaders, news media, and church / nonprofit organizations ought to be nurtured, as well, due to their ability



to integrate seafarers' centers into the humanitarian networks of cities and towns beyond the port. More practically, connections to philanthropic organizations and church networks can facilitate fundraising once those relationships are well-established. If pursued alongside partnerships with port authorities, regular luncheons or simple meetings to exchange ideas and advice could become productive wellsprings of improving seafarers' welfare provision.

More practical, technical actions could enhance the operation of seafarers' welfare organizations and help ensure their operation into the future, as well. Several of the invoices included in Appendix I-B provide high-quality samples and suggestions for revising existing invoices or drafting original invoices. These elements include a complete absence of typographical, grammatical, and syntactical errors; arrival and departure dates of individual ships served; specific invoice and service dates; a trackable invoice number; individual ship names; an explanation of the broad foundation of the invoice (e.g., "This charge is assessed in accordance with Item #X of Tariff #Y issued by the port..."; or "The X Center provides a warm welcome, relaxing atmosphere, and support services for all seafarers..."); as much detail as possible for services provided (e.g., number of seafarers visiting the center, number of seafarers transported, number of visits / personnel visiting the ship); accurate contact information for leadership in the seafarers' center; accurate contact information, preferably with an individual's name, for the entity being billed; and an attractive and elegant design (e.g., a logo, if available; clearly labeled sections; and appropriate font). In terms of submitting invoices, centers would be best served by fostering a relationship with the paying party and determining what would make receiving an invoice and making payment easiest for that party.

Exclusion from port tariffs is perhaps the most substantial obstacle to implementing a program of invoicing and collecting shipping contributions. There are several ways to include seafarers' welfare in a port tariff, some of which are described in Appendix II-A. Present circumstances in the highly competitive port sector often make the inclusion of mandatory welfare contributions difficult for port authorities. In those ports which include non-mandatory seafarers' welfare payments in their tariffs, authorities and their boards often are concerned that any additions to or strengthening of a tariff will encourage shipping to discontinue calls at such ports. Overcoming this obstacle can be achieved most efficiently by fostering the relationships mentioned above. Doing so from a position of mutual benefit is most promising: when shipping contributes to seafarers' welfare, centers can provide better services, help seafarers in greater and more meaningful ways, and help shipping lines maintain a satisfied workforce that performs better on the job and contributes to an overall increase in the industry's efficiency. Seafarers' centers also provide a crucial service to port authorities by tending to those men and women who want to disembark, offering them a place within the port environment or safe passage outside the port when possible.

The notion of mutual benefit also encourages clarity in invoic-



ing, as mentioned above. If attempting to persuade shipping and port authorities of the value of seafarers' centers, it is much easier to do so with explicit data and outcomes-driven arguments than with vague suggestions of humanitarian aid and comfort. This is especially important for ship visitors and transportation services, as clear data can show precisely how much time, effort, and resources have gone into the care of seafarers.



APPENDIX I-A

Sample tariff language on invoices

EXHIBIT A

Item _____
Assisting with Collection of Charges of the _____ Seafarers' Center:

Dues and assessments of the _____ Seafarers' Center, located at the _____ Harbor and Terminal District City Docks facility, represent the charges of that non-profit organization for humanitarian services and facilities available, without discrimination, to seafarers of all vessels calling on terminals within the navigable waterway system operated by the District. Dues and assessments of \$75.00 payable by operators of all crewed ships per port call will be invoiced by the _____ Harbor and Terminal District for the direct pass-through to _____ Seafarers' Center.⁷

EXHIBIT B

Item _____
Charges _____ Center

Voluntary dues and assessments, a schedule of which is on file with the Port Authority, are accepted by the Port of _____ International _____ Center and represent the charges of that non-profit organization for recreational and cultural services and facilities available without discrimination to seamen of vessels of all countries and truckers visiting the Port of _____.

EXHIBIT C

Item _____
Charges of _____ International Seamen's Center

Dues and assessments levied by the _____ International Seamen's Center, a schedule of which is on file with the Port Authority, represent the charges of that non-profit organization for recreational, cultural, etc., services and facilities available without discrimination to seamen of all vessels of all countries visiting the Port of _____.

⁷ Note that the center to which this language applies invoices ships directly, despite the item's explanation that the Harbor and Terminal District will execute invoicing.

APPENDIX I-B

Sample Invoices

EXHIBIT A

This invoice is currently in use at a NAMMA member center. Note its accessible arrangement, clear inclusion of date, invoice number, and contact information. This invoice is designed to be issued to each vessel when calling at port and includes a general overview of what the seafarers' center provides, without going into detail about the number of seafarers served from that vessel, specific dates served, and so on. Note also the inclusion of a tax ID number, which provides the contributor with the appropriate information necessary for a possible tax deduction.

[Exhibit A]	INVOICE
Center Name Center Address City, State, ZIP	Date: March 16, 2016
	Invoice: 000000001
BILL TO: SHIPPING OWNER LOCAL ADDRESS CITY, STATE Attn: Agent	
DESCRIPTION	AMOUNT
VESSEL: VESSEL NAME TERMINAL: TERMINAL NAME DATE: MARCH 16, 2016 CREW USE OF CENTER FACILITIES, COMPUTERS & PHONES AVAILABLE 24 HRS/DAY, 365 DAYS/YEAR PLEASE REMIT PAYMENT TO: CENTER NAME CENTER ADDRESS CITY, STATE, ZIP TAX I.D.# 11-111-1111 THANK YOU	\$30.00
TOTAL	\$30.00

APPENDIX I-B

Sample Invoices (2)

EXHIBIT B

This invoice is also currently in use at a NAMMA member center. Because this center's invoicing is predicated upon length of stay in port, there is space to indicate the ship's arriving and departing dates to justify the contribution requested. As with Exhibit A, such an invoice would be submitted to each ship calling at port rather than for each service rendered or on a daily basis. The invoice also notes that contributions are tax deductible (although that determination ultimately should be reached by the contributor and its tax advisor).

[Exhibit B]		
INTERNATIONAL SEAMENS' SERVICE		
555-555-5555		
P.O. Box 999		
City, State ZIP		
TO: Vessel Owner / Operator / Agent	DATE:	
ADDRESS		
CITY, STATE ZIP		
<u>Please make sure invoice # is on check</u>		
<u>VESSEL</u>	<u>SERVICE</u>	<u>INVOICE</u>
_____	_____	# _____
Arrival Date: _____	Departure Date: _____	
<p>Our service invoices \$55.00 for the first three days of service. After three days, we request an additional \$15.00 per day.</p> <p>We request voluntary contributions to help defray operational expenses. Your prompt remittance is appreciated.</p>		
<u>CONTRIBUTION REQUESTED:</u>		<u>\$</u> _____
<p>This is a voluntary, tax-deductible contribution requested of all ocean-going vessels calling at the Port of _____.</p>		
<p>Financial information about this organization and a copy of its license are available from the State Charities Office at (222) 222-2222.</p>		
<p>Our mission is to minister to the spiritual and physical needs of seafarers. We minister to over 3,000 seafarers annually.</p>		

APPENDIX I-B

Sample Invoices (3)

EXHIBIT C

This invoice is a template that will be offered by NAMMA to its member centers. It provides clear contact information, space to explain what it is that the center provides, and space for any possible tariff language. This type of invoice is designed to break down each service rendered (e.g., transportation to shopping, ship visit to sell SIM cards, etc.) with an estimate of that service’s contribution value. There is clear payment information provided, along with a tax ID and language that reminds the contributor that their contribution may be tax deductible without offering any such guarantees. Whenever possible, mission statements should foreground the basic humanitarian thrust of seafarers' welfare rather than highlighting spiritual services. This does not deny the good work done on spiritual terms, but rather makes the work of the center accessible to as wide a range of audiences as possible.

<p>[Exhibit C] Invoice Number: #0000000 Date of Invoice: Oct. 16, 2016 Sent To: Name Contact Info 1 Contact Info 2 Contact Info 3</p>	 <p style="text-align: center;">Center Name – Address – Street or PO# – Town, State, ZIP</p> <p>NAME OF CENTER strives to help seafarers in a variety of ways. (write a short paragraph or two of general text regarding the services provided by the center). Our mission is to (insert mission statement). For centers with an item in the port tariff, quote that item here or mention which number it is in the tariff.</p>						
<p>SERVICES RENDERED</p> <table style="margin-left: auto; margin-right: auto;"> <tr><td style="padding-right: 20px;">One service for your crew</td><td>\$100</td></tr> <tr><td>Another service for your crew</td><td>\$100</td></tr> <tr><td>Third service for your crew</td><td>\$100</td></tr> </table> <p>TOTAL AMOUNT REQUESTED \$300</p>		One service for your crew	\$100	Another service for your crew	\$100	Third service for your crew	\$100
One service for your crew	\$100						
Another service for your crew	\$100						
Third service for your crew	\$100						
<p>Please send checks to [address] We are also happy to accommodate any other payment method you prefer; please contact us at [phone] or [email]</p>							
<p><i>[Insert center name] is a 501(c)3 nonprofit organization; your contribution may qualify as a charitable deduction for federal tax purposes.</i> TAX ID - 000000000</p>							

APPENDIX I-B

Sample Invoices (4)

EXHIBIT D

This invoice is almost identical to Exhibit C, with the exception that services rendered are described in paragraph form rather than a line-by-line accounting. This template could be more useful to centers with smaller staffs or that otherwise do not maintain visit-by-visit records of services rendered.

<p>[Exhibit C] Invoice Number: #0000000</p> <p>Date of Invoice: Oct. 16, 2016</p> <p>Sent To: Name Contact Info 1 Contact Info 2 Contact Info 3</p>	 <p style="text-align: center;">Center Name – Address – Street or PO# – Town, State, ZIP</p> <p>NAME OF CENTER strives to help seafarers in a variety of ways. (write a short paragraph or two of general text regarding the services provided by the center). Our mission is to (insert mission statement). For centers with an item in the port tariff, quote that item here or mention which number it is in the tariff.</p>								
<p>SERVICES RENDERED</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">One service for your crew</td> <td style="text-align: right; padding: 5px;">\$100</td> </tr> <tr> <td style="padding: 5px;">Another service for your crew</td> <td style="text-align: right; padding: 5px;">\$100</td> </tr> <tr> <td style="padding: 5px;">Third service for your crew</td> <td style="text-align: right; padding: 5px;">\$100</td> </tr> <tr> <td style="padding: 10px 0 10px 40px;">TOTAL AMOUNT REQUESTED</td> <td style="text-align: right; padding: 10px 0 10px 40px;">\$300</td> </tr> </table>		One service for your crew	\$100	Another service for your crew	\$100	Third service for your crew	\$100	TOTAL AMOUNT REQUESTED	\$300
One service for your crew	\$100								
Another service for your crew	\$100								
Third service for your crew	\$100								
TOTAL AMOUNT REQUESTED	\$300								
<p>Please send checks to [address] We are also happy to accommodate any other payment method you prefer; please contact us at [phone] or [email]</p> <p><i>[Insert center name] is a 501(c)3 nonprofit organization; your contribution may qualify as a charitable deduction for federal tax purposes.</i> TAX ID - 000000000</p>									

APPENDIX II-A

Tariffs in Select North American Ports

IT IS INSTRUCTIVE TO COMPARE THE LANGUAGE OF VOLUNTARY TARIFFS IN A SELECT LIST OF PORTS. TARIFF LANGUAGE FOR EACH SUCH PORT FOLLOWS, IN ALPHABETICAL ORDER:

PORT OF BEAUMONT, TX-US

Tariff 006, Section 1, Item 280 Seafarers' Center: "The Seafarers' Center is a nonprofit ecumenical organization providing recreational and cultural services and facilities without discrimination to seamen of all countries. The schedule of fees and charges is shown in Item 605."

Tariff 006, Section 4, Item 605 Seafarers' Center of Beaumont: "The owner, operator or charterer of all ships using the facilities of the Port of Beaumont will be assessed a fee of \$125.00 per ship call to cover charges for the services of the Seafarers' Center of Beaumont."

PORT OF BROWNSVILLE, TX-US

Tariff No. 4, Item 338 Brownsville International Seafarers' Center: "Assessments levied by the Brownsville International Seafarers' Center represent the charges of that non-profit organization for cultural and recreational services and facilities without discrimination to seamen of all countries. The owner, operator or charterer of ships utilizing Port facilities will be assessed a fee of \$80.00 per vessel call."

GEORGIA PORTS, US (BRUNSWICK AND SAVANNAH)

Rule 34-081: "Dues and assessments levied by the International Seaman's House, a schedule of which is on file with the Navigation District, represent the charges of that non-profit organization for recreational, cultural, etc., services and facilities available without discrimination to seamen of vessels of all countries visiting the Ports of Brunswick and Savannah. These dues and assessments are not collected by the Authority on behalf of the International Seaman's House, but rather by the local agent for the ocean carrier."

PORT OF LAKE CHARLES, LA-US

Tariff No. 013, Section Three, Item 390 (A): "Dues and assessments of the Lake Charles Seafarers' Center, located at the Lake Charles Harbor and Terminal District City Docks facility, represent the charges of that non-profit organization for humanitarian services and facilities available, without discrimination, to seafarers of all vessels calling on terminals within the navigable waterway system operated by the District. Dues and assessments of \$75.00 payable by operators of all crewed ships

per port call will be invoiced by the Lake Charles Harbor and Terminal District for direct pass-through to the Lake Charles Seafarers' Center."

PORT OF LONG BEACH, CA-US

Tariff No. 004, Rule 34-A: Section I - Terms and Definitions (Continued), Item 177 International Seafarers' Center: "The International Seafarers' Center of Long Beach, Inc. ("Center") is a California non-profit public benefit corporation which is organized to provide and maintain facilities and services for the recreational, personal and cultural needs of merchant seamen calling at the Port of Long Beach without regard to age, sex, race, color, religion, ancestry or national origin. The Center operates from a facility located at 120 South Pico Avenue, Long Beach, California 90802. The Center is dependent upon voluntary contributions from the public and, in particular, from those maritime industries dependent upon the services of merchant seamen to defray the Center's costs in providing its services. Such contributions do not represent charges or assessments imposed by this Tariff."

PORT OF LOS ANGELES, CA-US

Tariff No. 4, Section Two, Item 295 International Seafarers Center: "The International Seafarers Center of Long Beach, Inc. ("Center") is a California non-profit public benefit corporation which is organized to provide and maintain facilities and services for the recreational, personal and cultural needs of merchant seafarers calling at the Port of Los Angeles without regard to race, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition. The Center operates from a facility located at 120 South Pico Avenue, Long Beach, California 90802. The Center is dependent upon voluntary contributions from the public and, in particular, from those maritime industries dependent upon the services of merchant seafarers to defray the Center's costs in providing its services. Such contributions are entirely voluntary and are not enforceable pursuant to any enforcement provision associated with this Tariff. Such voluntary contributions do not represent charges or assessments imposed by this Tariff."

PORT OF NEW ORLEANS, LA-US

FMC Tariff No. 2, Section I, Item 112 Seamen's Centers: "Seamen's centers are available in the Port and are open to all merchant seamen for their recreational, personal and spiritual needs. A schedule of the centers is available from the terminal assignment department. All center contributions are voluntary."

APPENDIX II-B

Extracts from Applicable Law and Proposed Rulemaking

MARITIME LABOUR CONVENTION, 2006

Guideline B4.4.4 – Financing of welfare facilities

1. In accordance with national conditions and practice, financial support for welfare facilities should be made available through one or more of the following:
 - a. grants from public funds;
 - b. levies or other special dues from shipping sources;
 - c. voluntary contributions from shipowners, seafarers, or their organizations; and
 - d. voluntary contributions from other sources
2. Where welfare taxes, levies and special dues are imposed, they should be used only for the purposes for which they are raised.

H.R. 3619 UNITED STATES COAST GUARD AUTHORIZATION ACT OF 2010

Title VIII – Port Security

Sec. 811 Seamen's Shoreside Access

Each facility security plan approved under section 70103(c) of title 46, United States Code, shall provide a system for seamen assigned to a vessel at that facility, pilots, and representatives of seamen's welfare and labor organizations to board and depart the vessel through the facility in a timely manner at no cost to the individual.

2014 UNITED STATES CODE TITLE 46 SECTION 2110, HISTORICAL AND REVISION NOTES

Section 2110 prevents the assessment of user fees for certain maritime safety and seamen's welfare services unless otherwise provided for by law.

2015 UNITED STATES COAST GUARD NOTICE OF PROPOSED RULEMAKING SEAFARERS' ACCESS TO MARITIME FACILITIES USCG-2013-1087-0001 33 CFR PARTS 101 AND 105

SUMMARY

The Coast Guard proposes to require each owner or operator of a facility regulated by the Coast Guard to implement a system that provides seafarers and other individuals with access between vessels moored at the facility and facility gate, in a timely manner and at no cost to the seafarer or other individual. Generally, transiting through a facility is the only way that a seafarer or other individual can egress to shore beyond the facility to access basic shoreside business and services, and meet with family

members and other personnel that do not hold a Transportation Worker Identification Credential. This proposed rule would help to ensure that no facility owner or operator denies or makes it impractical for seafarers or other individuals to transit through the facility, and would require them to document their access procedures in their Facility Security Plans. This proposed rule would implement section 811 of the Coast Guard Authorization Act of 2010.

EXCERPTS FROM EXECUTIVE SUMMARY⁸

Vessels are operated by seafarers, who are individuals assigned to work on a vessel and who may be at sea for days, weeks, or months as part of their employment on that vessel. Generally, transiting through a MTSA-regulated facility is the only way for seafarers to access the shore, and services, businesses, family members and friends, among other things, beyond the vessel and facility.

This regulatory action is necessary to implement section 811 of the Coast Guard Authorization Act of 2010 (Pub. L. 111-281, codified at 46 U.S.C. 70103 note) (CGAA 2010), which requires facility owners and operators to ensure shore access for seafarers and other individuals. Specifically, section 811 requires each MTSA-regulated facility to "provide a system for seamen assigned to a vessel at that facility, pilots, and representatives of seamen's welfare and labor organizations to board and depart the vessel through the facility in a timely manner at no cost to the individual."

This regulatory action is necessary to help ensure that owners and operators of facilities regulated by the Coast Guard, under MTSA (Pub. L. 107-295, codified at 46 U.S.C. 70101 et seq.), provide seafarers assigned to vessels moored at the facility with the ability to board and depart vessels to access the shore through the facility in a timely manner and at no cost to the seafarer.

Additionally, this regulatory action is necessary to help ensure that facility owners and operators provide the same no-cost access between a vessel and facility gate to other individuals with a legitimate purpose for accessing the vessel. These individuals include: representatives of seafarers' welfare and labor organizations[...]

Each owner or operator would be required to implement a system, within 1 year after publication of the final rule, that incorporates specific methods of providing access in a timely manner, at no cost to the individual, and in accordance with existing access control provisions in 33 CFR part 105[...]

EXCERPTS FROM BACKGROUND⁹

The United States is a signatory to the ISPS Code, which sets forth international ship and port security measures. Like the Coast Guard's implementation of MTSA that requires both secure

facilities and shore leave, ISPS Code furthers facility security, but not at the expense of the seafarer. The preamble to ISPS Code (paragraph 11), ratified in December 2002, states: “Contracting Governments when approving ship and port FSPs should pay due cognizance to the fact that ship’s personnel live and work on the vessel and need shore leave and access to shore-based seafarer welfare facilities, including medical care.” In light of this international agreement, if the U.S. is known internationally for having facilities that do not provide shore leave access, other countries may consider denying shore leave access to U.S. seafarers while they are abroad.

We have received other complaints of facilities charging \$400-\$500 (in addition to requiring the vessel agent to independently hire its own TWIC-holding escorts) before allowing seafarers ashore.

EXCERPTS FROM DISCUSSION OF PROPOSED RULE ¹⁰

In order to provide timely access, facility owners and operators would choose their own method of providing that access. They could choose a method listed in proposed paragraph (d) or they could choose any other method, provided that the COTP approves it. The methods listed in proposed paragraph (d) are:...

Seafarers' welfare organizations to facilitate the access, such as acting as escorts. The Coast Guard understands some seafarers' welfare organizations currently provide this service at facilities, and we do not want to disrupt existing arrangements successfully providing shore access.

Similarly, the seafarers' welfare organizations are philanthropic organizations that voluntarily provide important services to seafarers, and may or may not have the resources to provide timely access to all of the seafarers at a facility.

EXCERPTS FROM REGULATORY ANALYSIS ¹¹

Some would choose to use a seafarers' welfare organization (Method 4) to provide transit, but due to these organizations' limited resources, facilities would not be able to solely depend on a seafarers' welfare organization to provide escort.

⁸ Federal Register / Vol. 79, No. 248 / Monday, December 29, 2014 / Proposed Rules p. 77983.

⁹ *Ibid.*, pp. 77986-77987.

¹⁰ *Ibid.*, pp. 77986-77987.

¹¹ *Ibid.*, p. 77993.

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