



Interreg



EUROPEAN UNION

Danube Transnational Programme

DAPhNE

PORT ADMISTRATION PROCESSES

National report [Template]

Work Package 4

Activity 4.1

PP Responsible: OUC

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1 The national report template – objective and description

The objective of work package 4 of DAPhNE Project is to analyze the procedures that port authorities/administrations apply to vessel and terminal operators as well as to other users of port infrastructure and services, and its goal is to determine what aspects need to be simplified, modified, and eliminated to increase efficiency and reduce the red tape in connection to port administration processes.

To this end, surveys will be conducted in five countries and the survey results will be incorporated in five national reports, created based on the present national report template.

2 Summary of national report

Please elaborate a summary of the national report (1-2 pages) that emphasizes the main results of the research. This summary is to be used for communication and dissemination purposes.

3 General information regarding the research conducted

Period of the research: _____

Number of filled in questionnaires: _____

Rate of non-responses: _____

Please list the particular problems encountered during the research process:

Please list the limitations of the research:

4 General presentation of Danube Ports in [Name of the country] – max. 2 pages

General presentation of the ports (name of the ports where the research was conducted, port owner/authority, concessioned ports and the respective duration of the concession contracts, privatized ports, total area (m²), capacity for cargo turnover (T/year)) – max 2 pages

5 Research results

5.1. Research conducted on port owners/authorities – data obtained from the ports under survey

Number of filled in questionnaires: _____

Rate of non-responses: _____

5.1.1 The cargo types handled

Please synthesize the cargo types handled in the ports included in the survey

5.1.2 Storage and warehousing facilities

Please describe the storage and housing facilities available in the ports included in the survey

5.1.3 Handling facilities and devices available

Please synthesize and describe the handling facilities and devices available in the ports included in the survey

5.1.4. Berths

Please state the number of berths (for port operations and for stationary vessels) available in the ports included in the survey

5.1.5. Type of transport/connections available

Please synthesize the type of transport/connections available in the ports included in the survey

5.1.6 Quality certification

Please describe whether the quality certification is mandatory and the type of quality certification awarded (if the case)

5.1.7 Port administrative processes conducted

Please describe the administrative processes conducted in the ports included in the survey

5.1.8. The services related to maintenance and disposal facilities

Please describe the services related to maintenance and disposal facilities available in the ports included in the survey

5.1.9 Port integration into a logistic chain

Please state whether the ports included in the survey are part of a logistic chain.

If YES please describe to what extent it contributed to a better organization and service provision by indicating the average score.

If NOT please describe the future intensions in this regards if the case.

5.1.10 Participation in a consortium/association at national or international level

Please state whether the ports included in the survey are part of a consortium/association at national or international level

If YES, please describe to what extent it contributed to a better organization and service provision by indicating the average score.

If NOT, please describe the future intensions in this regards if the case.

5.1.11 Port processes harmonization initiatives

Please describe the port processes harmonization initiatives in the ports included in the survey

5.1.12 The complexity of the administrative port processes

Please specify the average score regarding the complexity of the administrative port processes.

Please state the duration of the permit/ certificate for operation of the port.

Please state the frequency of audits for proper operation by the administration.

5.1.13 Port services provided by the private sector

Please describe the port services provided by the private sector if the case and indicate what increases in efficiency have been registered compared to service provision by public bodies.

5.1.14 The evolution of port administrative processes during the past 10 years

Please describe whether port administrative processes have improved in the last ten years and please explain why.

5.1.15 Conclusions

Please present the conclusions, emphasizing the disparities between ports included in the survey in [Name of the country] (max 2 pages)

5.2. Research conducted on port users – data obtained from the ports under survey

Number of filled in questionnaires: _____

Rate of non-responses: _____

5.2.1. Port users categories

Please describe the sample structure based on the port user category

5.2.2. Loading and unloading

Please present the assessment of the listed criteria for every port under survey and the average assessment at national level

5.2.3. Storage and warehousing

Please present the assessment of the listed criteria for every port under survey and the average assessment at national level

5.2.4. Notice Process – (e.g. receiver, notify, port operator)

Please present the assessment of the listed criteria for every port under survey and the average assessment at national level

5.2.5. Berth Allocating & Port Acceptance Process

Please present the assessment of the listed criteria for every port under survey and the average assessment at national level

5.2.6. Survey Process

Please present the assessment of the listed criteria for every port under survey and the average assessment at national level

5.2.7. Ro-Ro services (loading and unloading of trucks, cars and other special vehicles and roll stocks to and from ships) – if applicable

Please present the assessment of the listed criteria for every port under survey and the average assessment at national level

5.2.8. Port maneuvering process

Please present the assessment of the listed criteria for every port under survey and the average assessment at national level

5.2.9. Transshipment – if applicable

Please present the assessment of the listed criteria for every port under survey and the average assessment at national level

5.2.10. Audit

Please state the frequency of the vessel audit by the corresponding administration, in the ports under survey.

5.2.11. Documents

Please describe the number of documents presented when the vessel visits the ports under survey

5.2.12 Complexity of procedure

Please state the results regarding the country with the most complex administrative procedures

5.2.13. Electronic exchange of information

Please state whether there is an electronic exchange of information with the relevant institutions in the ports under survey

5.2.14. Statistical and other data

Please state whether statistical or other data are sent to the corresponding administration in the ports under survey

5.2.15. Paper copies of the electronic data

Please state whether paper copies of the electronic data are used in the ports under survey

5.2.16. Meetings with relevant institutions

Please state whether the port operators have meetings on a regular basis with the relevant institutions in the ports under survey

5.2.17. Information considered useless

Please state whether the port operators consider some information useless in the ports under survey

5.2.18. Time consuming administrative procedures

Please describe the administrative procedures considered as most time consuming in the ports under survey

5.2.19. Administrative procedures that should be eliminated

Please state the administrative procedures the port users considered should be eliminated in the ports under survey

5.2.20 Suggestions /proposals/ comments

Please describe the suggestions /proposals/ comments received from the port users in the ports under survey

5.2.21 Future directions for development and harmonization along the Danube ports

Please describe the future directions for development and harmonization along the Danube ports suggested by the port users in the ports under survey

5.2.22 Conclusions

Please present the conclusions, emphasizing the disparities between ports included in the survey in [name of the country] (max 2 pages)

6 Best practice examples

Please provide at least three examples of best practices in the respective country, emphasizing the initiatives regarding port processes harmonization along the Danube.