Interreg

EUROPEAN UNION

Danube Transnational Programme

DAPhNE

PORT ADMISTRATION PROCESSES

National report Romania

Work Package 4

Activity 4.1

PP Responsible: MPAC
Prepared by
Constanta Maritime University

Date: 08/12/2017

Version 2.0

Project co-funded by European Union funds (ERDF, IPA)

Interreg
Danube Transnational Programme
DAPhNE

Document History

Version	Date	Authorised
Version 1.0	27/11/2017	CMU
Version 2.0	08/12/2017	CMU

Contributing Authors

Name	Organisation	Email
Ovidiu Sorin CUPȘA	CMU	info@imc.ro
Cosmin DUMITRACHE	CMU	cosmin.dumitrache@cmu-edu.eu
Ramona TROMIADIS	CMU	ramona.tromiadis@cmu-edu.eu
Cristian ANDREI	CMU	cristian.andrei@cmu-edu.eu
Cristian DRĂGAN	CMU	cristian.dragan@cmu-edu.eu
Anca SÎRBU	CMU	anca.sirbu@cmu-edu.eu

Interreg
Danube Transnational Programme
DAPhNE

Table of Contents

Table of figures

Table of tables

1 The national report template – objective and description

The objective of work package 4 of the DAPhNE Project is to analyze the procedures that port authorities/administrations apply to vessels 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.

2 Summary of national report

The report has as main goal to analyze the procedures that port authorities/administrations apply to vessels and terminal operators as well as to other users of port infrastructure and services and is to determine what aspects need to be simplified, modified, and eliminated to increase efficiency.

The research was carried out in six relevant Romanian Danube ports (Constanta, Galati, Brăila, Tulcea, Giurgiu and Drobeta-Turnu Severin) selected on the basis of criteria such as: cargo throughput, the connection with the transport corridors, the development of the port infrastructure, etc.

In order to prepare the report, two questionnaires were developed and used, one for port administrations and the other one for the port users.

All six ports (administrated by three companies) and a number of 52 port users (about 40% of the selected stakeholders) took this survey.

The port users interviewed for the research included:

- Terminal operators;
- Ship owners;
- Ship agent;
- Cargo shippers/ cargo owners;
- Forwarding companies;
- Road/ railway transport companies;
- Inspection companies;
- Other (e.g. classification societies).

Since the port administration's response rate was 100%, the data collected is relevant and sufficient to have an overview of the elements studied for this report.

Particularities and disparities between ports are generated by the following aspects:

- Direct access to seagoing ship routes (the case of the Port of Constanta);

- Total cargo throughput;
- Hinterland connections;
- Infrastructure development;
- Hinterland potential economic development;
- Level of co-operation among port stakeholders.

Ports have the ability to operate almost all types of goods, but their traffic is still linked to the economic characteristics of their hinterland.

There is a real need in the hinterland for the development of container traffic, but the navigation conditions on the Danube and the development of the infrastructure are still barriers to be addressed in the next future.

In ports such as Galati and Giurgiu there already are initiatives for the development of multimodal platforms, financed through European projects, which will improve the response to this demand.

The port processes analyzed are considered to be of medium complexity, and their improvement is primarily due to the cooperation capacity of port stakeholders.

Initiatives to harmonize administrative procedures and to address port processes are rarely found, most of them being the result of projects implemented or under implementation.

Even if the operation of a quality management system is not a legal requirement, all port administrations operate such a system, and, in all cases, this is integrated with another one or two other management systems based on international standards.

The processes considered as improved by port administrations during the last 10 years are:

- Managerial planning
- Integrated management policy
- Planning and control of risks
- Providing port services
- Communication with port stakeholders
- Ship movement monitoring

There still is a high level of expectation regarding the harmonization of practices along the Danube, so that port users can optimize their specific activities.

The area considered to have an increased need for improvement remains the ship inspection procedure on port arrival.

A better communication between institutions from different European countries could be a solution. Also, the use of information systems to allow for better reporting and monitoring is strictly needed.

Extending the good practices of Danube ports to other similar ports is also a good opportunity for improvement.

For the Romanian Danube ports, the main source of developing good practices proved to be the European projects implemented or being under implementation.

3 General information regarding the research conducted

Period of the research: 31st October – 27th November 2017

Number of filled in questionnaires: 6 port administrations, 52 port users

Rate of non-responses: 0% port administrations, 60% port users

The particular problems encountered during the research process:

- Very low interest in taking surveys, the 40% being reached after significant efforts
- Respondents' mistrust in the ability to contribute to change the port industry environment
- Lack of openness in communicating data, subject to the requirement to record the company and the name of the responsible person
- Unavailability of time in private organizations to address topics such as those of this study.

Please list the limitations of the research:

The research was carried out in the relevant Romanian Danube ports (Constanta, Galati, Brăila, Tulcea, Giurgiu, Drobeta-Turnu Severin) selected on the basis of criteria such as: cargo throughput, the connection with the transport corridors, the development of the port infrastructure, etc.

All other Romanian ports are operating small quantities of cargo and they have a low level of potential development in the next future.

The selection of relevant ports was correlated to those ports included in the previous studies carried out under this project in order to assure the traceability of data.

4 General presentation of Danube Ports in Romania

The present report is based on the analysis of six relevant Danube ports in Romania. The six ports are administrated by three port administrations as follows:

The Maritime Ports Administration Constanța: the Port of Constanța.

The Maritime Danube Ports Administration Galați: the Port of Galați, the Port of Brăila, the Port of Tulcea.

The River Danube Ports Administration Giurgiu: the Port of Giurgiu, the Port of Drobeta-Turnu Severin.

All the ports are landlord ports. The owner of the land is the state represented by the Ministry of Transport, and the three national companies signed a concession contract in order to act as port administrator.

The port infrastructure is rented to the port operators for a period of 1 to 10 years based on the investments made and may be extended by another 10 years.

Port of Constanța

The Port of Constanta is located on the Western coast of the Black Sea, at 179 nautical miles from the Bosphorus Strait. The connection of the port with the Danube River is made through the Danube-Black Sea Canal, ending the Rhine-Danube Corridor, which provides the main east-west link across Continental Europe.

The port authority is CN Administrația Porturilor Maritime SA Constanța (the National Company "Maritime Ports Administration" of Constanta) – a joint stock company established by Government Resolution no. 517 / 1998 to act as port administration for Constanța and its maritime satellite ports (Mangalia, Midia, Tomis Marina).

The port includes a total surface of 39,260,000 m^2, having 33 terminals and 156 berths, out of which 140 are operational.

The port has 120 mil. tons capacity for cargo turnover, but the annual cargo throughput is about 60 mil. tons, including the maritime and inland water operated cargo.

Port of Galați

Galati County is located in the eastern part of Romania, in the southernmost point of Moldovas plateau. Located on the left bank of the Danube, it covers an area of 246.4 km^2, at the intersection of Siret river (in the west) and Prut river (in the east), near Brates lake.

The port authority is CN Administrația Porturilor Dunării Maritime SA Galați (the National Company "Maritime Danube Ports Administration" – Galati) - a joint stock company established by Government Resolution no. 518 / 1998 to act as port administration for the Danube ports from Brăila to Sulina.

The port includes a total surface of 864,131 m^2, having 4 terminals and 56 berths with 28.4 mil. tons capacity for cargo turnover.

Port of Brăila

The Port of Braila is the second river port of the Danube, situated west of the Danube Delta between Km 167 and Km 175 (Ordinance 2/2015) upstream from Sulina, 19.2 km from Galati.

The port authority is CN Administrația Porturilor Dunării Maritime SA Galati (the National Company "Maritime Danube Ports Administration" – Galati).

The port includes a total surface of 398,630 m^2, having one terminal and 25 berths with 2.53 mil. tons capacity for cargo turnover.

Port of Tulcea

The Port of Tulcea is one of the largest and most important Romanian river ports. Located in the city of Tulcea on the right bank of the Danube, between km 70.0 and km 73.5 including the Industrial and Commercial sectors.

The port authority is CN Administrația Porturilor Dunării Maritime SA Galati (the National Company "Maritime Danube Ports Administration" – Galati).

The port includes a total surface of 82,762 m^2, having one terminal and 41 berths with 1.99 mil. tons capacity for cargo turnover.

Port of Giurgiu

The Port of Giurgiu is located on the left bank of the Danube at km 489-497. The port is considered to be the port of the TEN-T central network. It is located at the intersection of the Danube River and Corridor IX, which is on the north-south route between the Baltic countries and Bulgaria, Greece and Turkey.

The port authority is CN Administrația Porturilor Dunării Fluviale SA Giurgiu (the National Company "Administration of Danube River Ports" – Giurgiu) – a joint stock company established by Government Resolution no. 520 / 1998 to act as port administration for Danube ports from Drobeta-Turnu Severin to Brăila.

The port includes a total surface of 393,035 m^2, having one terminal and 23 berths with 2.5 mil. tons capacity for cargo turnover.

Port of Drobeta-Turnu Severin

The Port of Drobeta Turnu Severin is located on the left bank of the Danube at km 927-934 (near the water storage Hydroelectric and Navigation Complex Portile de Fier 2).

The port authority is CN Administrația Porturilor Dunării Fluviale SA Giurgiu (the National Company "Administration of Danube River Ports" – Giurgiu).

The port includes a total surface of 137,592 m^2, having two terminals and 7 berths with 0.5 mil. tons capacity for cargo turnover.

5 Research results

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

Number of filled in questionnaires: 6
Rate of non-responses: 0

5.1.1 The cargo types handled

From all the ports studied, the Port of Constanta is the only one that operates all types of cargo. Due to the lack of adequate infrastructure development and the Danube navigation specificity (low water, ice, etc.), some types of cargo, such as containerized goods, are still not operated in some of the other ports.

Table 1 shows the cargo types operated in the ports included in the survey.

Table 1: Types of cargo operated in Romanian Danube ports

Cargo type	*Constanța*	*Galați*	*Brăila*	*Tulcea*	*Giurgiu*	*Drobeta-Turnu Severin*
Dry bulk	✓	✓	✓	✓	✓	✓
Container	✓				✓	
Break Bulk	✓	✓	✓	✓	✓	✓
High and heavy cargo	✓	✓	✓	✓		
Petroleum products refined	✓	✓	✓	✓	✓	✓
RO-RO Cargo	✓					
Liquid bulk	✓	✓	✓	✓		
Moisture, sensible, break bulk	✓					
Crude oil	✓					
Dangerous goods	✓				✓	✓
Other (refrigerated, etc.)	✓					

5.1.2 Storage and warehousing facilities

The largest part of the *port superstructure* is owned by port operators, but the Maritime Ports Administration still owns a number of buildings and platforms in its property that they rent out.

Table 2: Availability of warehousing facilities in Romanian Danube ports

Facility type	*Constanța*		*Galați*		*Brăila*		*Tulcea*		*Giurgiu*		*Drobeta-Turnu Severin*	
	port administration	*port operator*	*port administration*	*port operator*	*port administration*	*port operator*	*port administration*	*port operator*	*port administration*	*port operator*	*port administration*	*port operator*
Open storage area	✓	✓		✓		✓		✓		✓		✓
Covered storage area		✓		✓		✓		✓		✓		✓

Storage of dangerous cargo		✓								✓		✓
Other (passengers' terminal)	✓		✓									

5.1.3 Handling facilities and devices available

The ownership of the port equipment is the property of port operators, but there is an exception for the Constanta South Container Terminal (CSCT), where the port operator rented two cranes for container handling from the Maritime Ports Administration.

Table 3: Handling facilities available in Romanian Danube ports

Handling equipment / facility	*Constanța*		*Galați*		*Brăila*		*Tulcea*		*Giurgiu*		*Drobeta-Turnu Severin*	
	port administration	*port operator*	*port administration*	*port operator*	*port administration*	*port operator*	*port administration*	*port operator*	*port administration*	*port operator*	*port administration*	*port operator*
Conveyor belt		✓		✓		✓		✓		✓		✓
Pneumatic equipment		✓		✓		✓		✓				
RO/RO ramp		✓		✓		✓		✓				
Gantry crane	✓	✓		✓		✓		✓		✓		✓
Mobile crane		✓		✓		✓		✓		✓		
Luffing/Slewing crane		✓		✓		✓		✓		✓		✓
Floating crane		✓		✓		✓		✓				
Other												

5.1.4 Quality certification

As was presented before, in Romania there are three port administrations managing all maritime and inland water ports, except for the four small ports (Murfatlar, Medgidia, Ovidiu, Luminita) situated on Danube-Black Sea Canal where the Administration of the Navigable Canals has the role of a port administration.

There is no legal requirement related to the implementation of a quality management system in the Romanian port administrations. But the reform done during the integration of Romania in the European Union included in most cases an implementation of such a system in relevant public organizations.

All three port administrations studied for this report decided to implement an integrated management system based on two or three standards for management systems:

The Maritime Ports Administration Constanța is certified according to ISO 9001 (quality management system), ISO 14001 (environment management system) and OHSAS 18001 (occupational and health management system).

The Maritime Danube Ports Administration Galați is certified according to ISO 9001 (quality management system), ISO 14001 (environment management system) applicable for the ports of Galati, Braila and Tulcea.

The River Danube Ports Administration Giurgiu is certified according to ISO 9001 (quality management system), ISO 14001 (environment management system) applicable for the ports of Giurgiu and Drobeta-Turnu Severin.

Due to market requirements, as well as the practice in the port industry, a large number of port users operate a certified quality management system.

The legal requirement to operate a quality management system is applicable to the Naval Authority and maritime training providers only, due to the implementation of the *Convention* on Standards of Training, Certification and Watchkeeping for Seafarers.

5.1.5 Port administrative processes conducted

According to *Ordinance no. 22 adopted on 29th January 1999 on ports administration and port services*, the port and/or waterway administrations are organizations responsible for the implementation of port policies and of port and waterway infrastructure development programs issued by the Ministry of Transport, as well as the available functionality of ports and waterborne transport infrastructure, the management thereof and the monitoring or provision of safety services and the provision of ancillary activities.

The port and/or waterway administration have mainly the following duties and obligations:

a) to ensure the repair, maintenance and up keeping of the minimum technical characteristics of the waterborne transport infrastructure that has been conceded or entrusted to them for administration purposes;

b) to provide the users with the waterborne transport infrastructure referred to under a) on a non-discriminatory basis, in accordance with the regulations in force;

c) to monitor or ensure the permanent provision of security services;

d) to keep a record of port workers carrying out ship loading / unloading, storage, stowage, packing, goods palletizing, ship cleaning and similar activities;

e) to ensure coastal and floating signalling, as well as minimum depths in ports and waterways;

f) to ensure open sea signalling in the port area, for which they can charge rates.

Table 6 shows the port administrative processes as they are operated by port administrations.

Table 6: Port administrative processes performed by port administrations

Process		*Constanța*	*Galați*	*Brăila*	*Tulcea*	*Giurgiu*	*Drobeta-Turnu Severin*
Construction, maintaining & repairing of port infrastructure		✓	✓	✓	✓	✓	✓
Renting (land, port platforms, office spaces, warehouses, equipment)		✓	✓	✓	✓	✓	✓
Preparation and implementation of security plans							
Ship cargo control							
Monitoring ship movements and information systems		✓	✓	✓	✓	✓	✓
Traffic management	River	✓	✓	✓	✓	✓	✓
	Road						
	Rail						
Issuing specific authorizations, licenses, certificates related to port activities		✓	✓	✓	✓	✓	✓
Other (keeping records of port workers, elaborating port regulations)		✓	✓	✓	✓	✓	✓

5.1.6. The services provided by the responding organizations in accordance with the existing facilities

Table 7 shows the services provided by responding organizations in accordance with existing facilities in the ports included in the survey. Those which are not provided by port administration are provided by private port users.

Table 7: Services provided by port administration in Romanian Danube ports

Transport type	*Constanța*	*Galați*	*Brăila*	*Tulcea*	*Giurgiu*	*Drobeta-Turnu Severin*
Administrative and control services	✓	✓	✓	✓	✓	✓
Transshipment						

operations						
Storage of cargo						
Berth allocation and port acceptance	✓	✓	✓	✓	✓	✓
Fresh water supply	✓	✓	✓	✓	✓	✓
Onshore power supply	✓	✓	✓	✓	✓	✓
Bilge water disposal	✓	✓	✓	✓	✓	✓
Waste disposal	✓	✓	✓	✓	✓	✓
Waste recycling	✓	✓	✓	✓	✓	✓
Fuel station for vessels					✓	
Provision of logistic services						

5.1.7 Participation in any consortium/association at national or international level

The Maritime Ports Administration Constanța is a member of:

- *ESPO - European Sea Ports Organization*
- *BASPA – Black and Azov Sea Ports Association*
- *BSEC – Organization of The Black Sea Economic Cooperation*
- *MedCruise – The Association of Mediterranean Cruise Ports*

MPAC has signed cooperation protocols with the following ports:

1. *Port of Aktau*, Kazakhstan Republic;
2. *Association of Logistic Centers from Hungary*;
3. *Mierka Donauhafen Krems*, Austria;
4. *Port of Lattakia*, Syria;
5. *Durres Port Authority*, Albania;
6. *U.N. Ro-Ro Pendik Port*, Turkey;
7. *Port of Rotterdam Authority*, The Netherlands;
8. *State Service of Maritime and River Transportation*, Turkmenistan;
9. *Port of Jebel Ali*, United Arab Emirates;
10. *Batumi Seaport Ltd.*, Georgia;
11. *Poti Seaport Corporation - APM Terminals Poti*, Georgia;
12. *Hungarian Danube Ports Federation* and the *Hungarian National Shipping Federation*;
13. *Port "Danube" Pančevo,* Serbia;
14. *Baja Public Port Ltd.*, Hungary;
15. *DOE Europe SE*, Czech Republic;
16. *Port of Vukovar d.o.o.*, Croatia;
17. *Port of Augusta*, Italy;
18. *Port of Baku*, Azerbaijan.

The Maritime Danube Ports Administration Galați is a member of:

- *ESPO - European Sea Ports Organization*
- *EFIP – European Federation of Inland Ports*
- *UPIR – Uniunea Porturilor Interioare Românești (Romanian Inland Ports Union)*

The River Danube Ports Administration Giurgiu is a member of:

- *EFIP – European Federation of Inland Ports*

The membership to these organizations ensures the port administration a large contribution for a better organization and service provision, including:

a. Unification of documents flow;
b. Exchange of information in a legal framework of port processes between members;
c. Rising the qualification level of the administrative personnel;
d. Attraction of investments for the administered ports;
e. Others (exchange of good practices, etc.).

5.1.8 The complexity of the administrative port processes

The port administrations included in the survey were invited to appreciate on a scale from 1 to 5 (1- the lowest level, 5 – the highest level) the complexity of the administrative port processes, referring to the correlation between volume of documents required, number of personnel involved and time required to fulfill them. The results are presented in Table 7.

Table 8: Complexity of processes in Romanian Danube ports

Process		*Constanța*	*Galați*	*Brăila*	*Tulcea*	*Giurgiu*	*Drobeta-Turnu Severin*
Construction, maintaining & repairing of port infrastructure		4	3	3	3	4	4
Renting (land, port platforms, office spaces, warehouses, equipment)		3	3	3	3	3	3
Preparation and implementation of security plans							
Ship cargo control							
Monitoring ship movements and information systems		1	3	3	3	2	2
Traffic management	River	1	3	3	3	2	2
	Road						
	Rail						

Issuing specific authorizations, licenses, certificates related to port activities	1	2	2	2	2	2
Transshipment						
Storage						
Waste recycling and disposal	4	4	4	4	2	2
Other (elaborating port regulations)	5	5	5	5	5	5

The port administrations in Romania issue work permits and work licenses for the port users performing activities in the port area. These permits or licenses are necessary for them in order to obtain from the Romanian Naval Authority the authorization to perform their activity.

The authorization is valid for 5 years, subject to annual confirmation. There are no audits performed by authorities in relation with this authorization, but the Naval Authority organizes random inspections to assure the compliance with the applicable legislation.

5.1.9 Port processes harmonization initiatives

The interviewed port administrations mentioned the European financed projects WANDA, CO-WANDA, GIFT as actions including harmonization initiatives in the Danube ports.

GIFT Project

- Proposed new policies and strategies for infrastructure, investment, information technology and ICT communication, legislation, standards and standardization issues to promote innovative, environmentally friendly intermodal freight corridors.
- Analyzed three Pan-European Transport Corridors, namely IV, V and VII, covering almost the entire South-Eastern Europe Region and prepared proposals for improving the transport network and for promoting green transport for the selected corridors.

WANDA Project

- Prepared coordinated ship waste management concepts on national level.
- Developed pilot activities for the collection and disposal of hazardous and non-hazardous ship waste.
- Created a basis for the elaboration and implementation of an international financing model for oily and greasy ship waste.
- Promoted cross-border communication and knowledge transfer through harmonisation activities.

CO-WANDA Project

- Provided the technical background for an international convention: definition of a network of ship waste reception facilities along the river, analysis of onboard waste prevention and pre-treatment procedures, advancement of applications of River Information Services (RIS) in the field of ship waste management as well as provision of an updated and improved version of the financing model elaborated in the project WANDA;
- Implemented pilot actions for the collection of ship-borne waste in several Danube riparian states (free of charge for skippers) in order to test solutions of a proposed financing system, balancing mechanisms and River Information Services;

Drafted the structure and text of a legal document in cooperation with the European Commission, international organisations and national ministries that can form the basis for a future legally binding agreement between the Danube riparian states.

5.1.10 The permit/certificate validity for overall operation of the port

Port administrations in Romania may be organized as public institutions, autonomous agencies, national companies, or trading companies under the authority of the MT or under the authority of the local public administrations, depending on who owns the infrastructure.

For the ports where the port infrastructure belongs to the state the ports administration is established though Government Decision. This is the case for the main and the most Romanian ports.

For the ports where the port infrastructure belongs to the local public administration, the port administration is established through a Decision of the Local Council. If the port infrastructure belongs to a private entity, the port administration is a legal entity designated by the owner of the infrastructure. In this two cases the port administrations must be authorized by MT.

5.1.11 Port audits

Since there are no ports belonging to local public administration or private entities, no audits for overall operation of the port are organized.

5.1.12 Port services provided by the private sector

The following port processes are considered that registered improvements compared to service provision by public bodies:

- Safety services: towage and pilotage;
- Firefighting services;
- Sanitation services;
- Security services and perimeter access.

The improvements have been registered due to an increased flexibility in organization of operational processes and reduced administrative documents and processes.

5.1.13 The improvements of port administrative processes during the past 5 years

The Maritime Ports Administration Constanta and The *Maritime Danube Ports Administration* mentioned the following processes considered as improved during the last 5 years:

- Managerial planning
- Integrated management policy
- Planning and control of risks
- Providing port services
- Communication with port stakeholders
- Ship movement monitoring

No significant progress in administrative processes was mentioned by *The River Danube Ports Administration Giurgiu.*

5.1.14 Vessel audit by the corresponding administration

The port administrations in Romania are not entitled to perform audits on board of vessels. Such audits are under the responsibility of Romanian Naval Authority and they are organized according to ship risk profile with a frequency between three months to one year.

Autoritatea Navală Română (the Romanian Naval Authority) – a public institution established by Government Resolution no. 1133/2002 having among responsibilities:

- ensuring and developing safety standards for navigation in Romanian ports;
- carrying out controls to prevent pollution from ships;
- monitoring ballast, bunker and waste disposal operations;
- investigation of pollution incidents from ships, developing an information and communication system integrated into international information exchange projects related to waterborne transport.

5.1.15 Documents required when a vessel visit a port in the country

The number of documents presented when the vessel visits the ports under survey is considered to be still high. Half of the study participants declared that the ships must present more than 10 documents to the Romanian authorities at each port call.

For the Port of Constanta, the Convention on Facilitation of International Maritime Traffic (FAL Convention) is applicable.

The Convention includes in its Standard 2.1 a list of documents which public authorities can demand of a ship and recommends the maximum information and number of copies which should be required.

IMO has developed Standardized Forms for seven of these documents, which are[1]:

- *IMO General Declaration* (FAL form 1)
- *Cargo Declaration* (FAL form 2)
- *Ship's Stores Declaration* (FAL form 3)
- *Crew's Effects Declaration* (FAL form 4)
- *Crew List* (FAL form 5)
- *Passenger List* (FAL form 6)
- *Dangerous Goods* (FAL form 7).

5.1.16 Electronic exchange of information with the port users relevant to operation of the port

All port administrations in Romania use to have electronic exchange of information with the port users.
Anyhow there is real need for port community system to be used as platform for exchanging information among port users.

5.1.17 Electronic statistical and/or other data from port users

The statistical information required by Romanian port administrations on daily basis, as well as other similar data is revived in electronic format.

Anyhow, there are still enough situations where port users are required to provide papers in order to go through administrative processes.

Such processes include:

- Ship notification;
- Work permit;
- Port access permit;
- Etc.

5.1.18 Meetings with relevant institutions to the port activity and with port users

[1] *www.imo.org*

There are no regular meetings organized by port administrations with relevant institutions and port users in the ports under survey. But whenever changes in legal or economic framework are planned to be implemented the port administrations are organizing consultations with port community and collect feedback in order to find best solutions in development of port processes.

During the last period, the Port of Constanta and Port of Galati has improved significantly their communication with port stakeholders, including the city representatives, in the debates on port future developments.

5.1.19 Time consuming administrative procedures

The most time consuming administrative procedures in the port under survey are considered to be:

- Administrative procedures (such as public procurement, etc.);
- Integrated management system procedures;
- Infrastructure repairs and maintenance;
- Depths assurance in the port basin and fairway.

5.1.20 Administrative procedures considered for elimination

None of the port administrations from the ports under survey considered administrative procedures that should be eliminated due to the fact that they are a result of legal requirements or operational needs.

5.1.21 Suggestions/Proposals/Comments regarding the administrative port processes and future directions for development and harmonization along the Danube ports

The port administrations surveyed proposed as future steps in development and harmonization along the Danube ports

- A common platform for collaboration between the port administrations for the Danube riparian countries.
- Documents presented to the port authorities and other institutions.
- Information provided by the authorities to the port users.

5.1.22 Conclusions

For the present study, six ports in Romania, managed by three companies, were analyzed. The legal framework for the organization of port administrations is the same for all three organizations, setting almost the same requirements and responsibilities.

Since the port administration's response rate was 100%, the data collected is relevant and sufficient to have an overview of the elements studied for this report.

Particularities and disparities between ports are generated by the following aspects:

- Direct access to seagoing ship routes (the case of the Port of Constanta);
- Total cargo throughput;
- Hinterland connections;
- Infrastructure development;
- Hinterland potential economic development;
- Level of co-operation among port stakeholders.

Ports have the ability to operate almost all types of goods, but their traffic is still linked to the economic characteristics of their hinterland.

There is a real need in the hinterland for the development of container traffic, but the navigation conditions on the Danube and the development of the infrastructure are still barriers to be addressed in the next future.

In ports such as Galati and Giurgiu there already are initiatives for the development of multimodal platforms, financed through European projects, which will improve the response to this demand.

The port processes analyzed are considered to be of medium complexity, and their improvement is primarily due to the cooperation capacity of port stakeholders.

Initiatives to harmonize administrative procedures and to address port processes are rarely found, most of them being the result of projects implemented or under implementation.

Even if the operation of a quality management system is not a legal requirement, all port administrations operate such a system, and in all cases this is integrated with another one or two other management systems based on international standards.

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

Number of filled in questionnaires: 52
Rate of non-responses: 60%.

5.2.1. Port users categories

According to the questionnaire developed for this report, selected and interviewed port users were port services providers / clients, who may be divided into the following categories (please see figure 1):

- services for ships and cargo: loading/unloading, ships' and cargo agents, inspection and classification societies, etc.

- services for ships: towage, pilotage, mooring/unmooring, ship repairs, ship supply, etc.

- services for cargo: stowage, storage, freight forwarding, container stuffing/unstuffing, land transport, etc.

Depending on the port-specific activities, some of the above mentioned services are available or not. Taking into account the size of the Port of Constanta, as well as the fact that this is a maritime port also, here the port user categories include all types of service providers.

The Port of Galati has a relatively large number of port users providing supply chain related services.

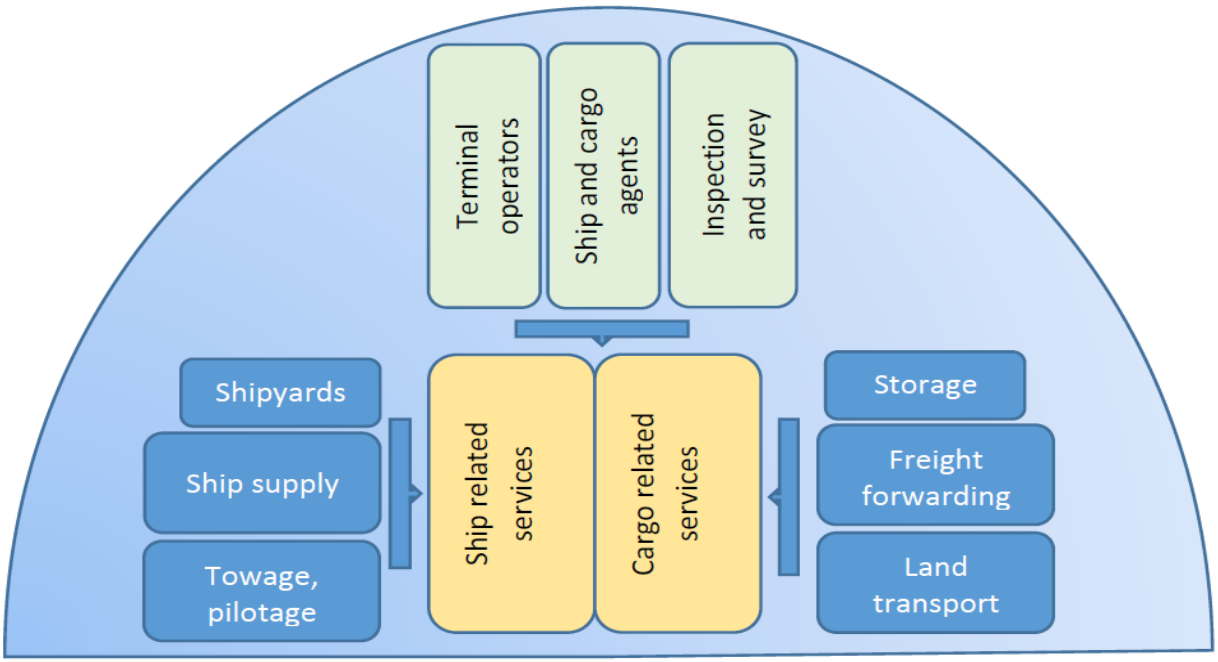

Figure1: Port user categories in Danube ports

For the other Romanian Danube ports, the users are reduced to a limited number of port operators (one-two) and some companies (or branches) providing minimum services for ships and cargo.

Figure 1 shows the port categories involved in collecting data for the present report.

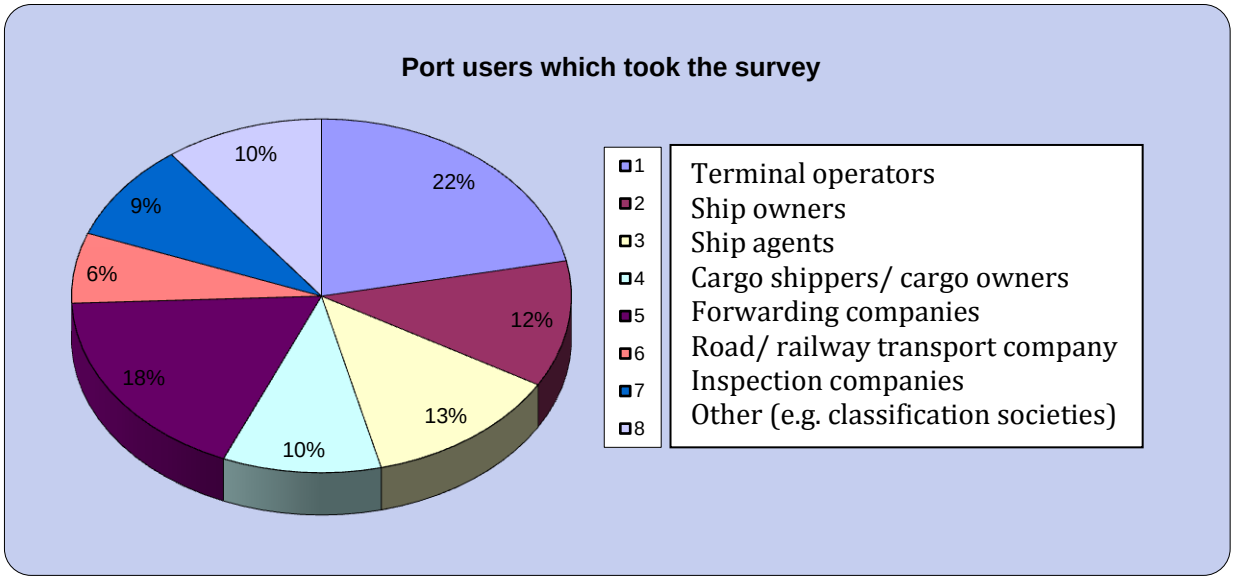

Figure 2: Port users from Romanian Danube ports taking part in the study

5.2.2. Loading and unloading

Related to the loading / unloading process, the Romanian Danube ports users assessed the level of difficulties to be performed (1 easy to organize, effective, 5 burdening, not effective) based on a set of criteria. The results are presented hereunder.

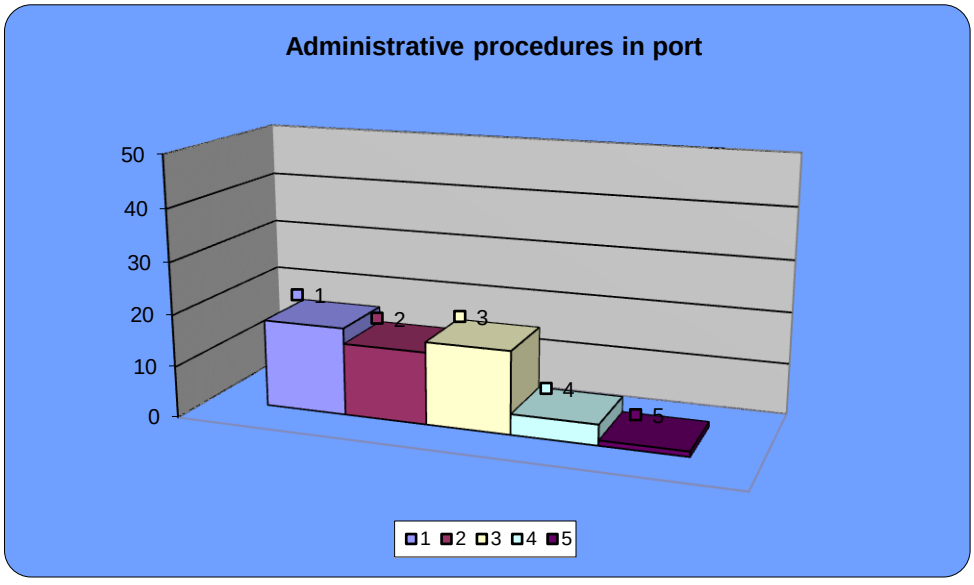

Figure 3: Level of difficulties in administrative procedures

Most of the port users consider this process as one easy to organize from the administrative point of view, while only one selected level 5 in filling in the questionnaire.

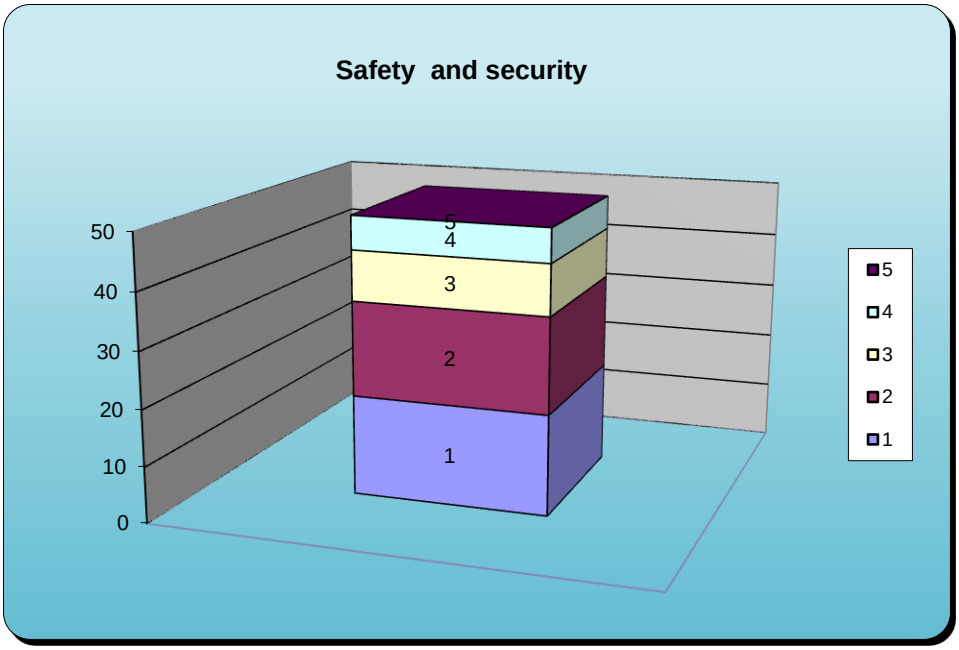

Figure 4: Difficulties in organizing the safety and security for the loading process

The concern about safety and security is mainly present in the Port of Constanta, and the ports on the maritime Danube. Here is the ISPS Code[2] applicable to seagoing ships.

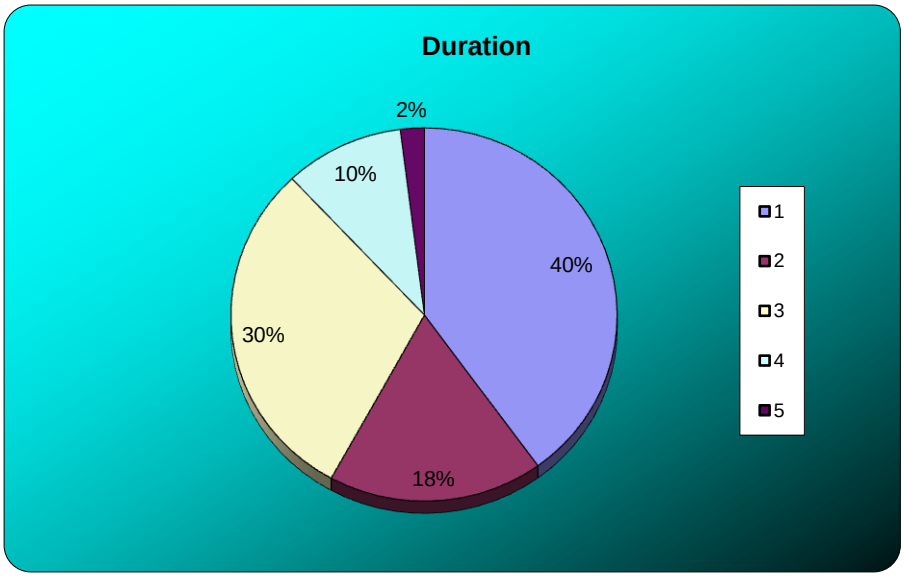

Figure 5: Importance of duration in the loading/unloading process

Even if it is a key indicator, the duration of the loading/unloading operations is not considered a challenge by the port users.

[2] The *International Ship and Port Facility Security* (ISPS) Code is an amendment to the *Safety of Life at Sea (SOLAS) Convention* (1974/1988) on minimum security arrangements for ships, ports and government agencies.

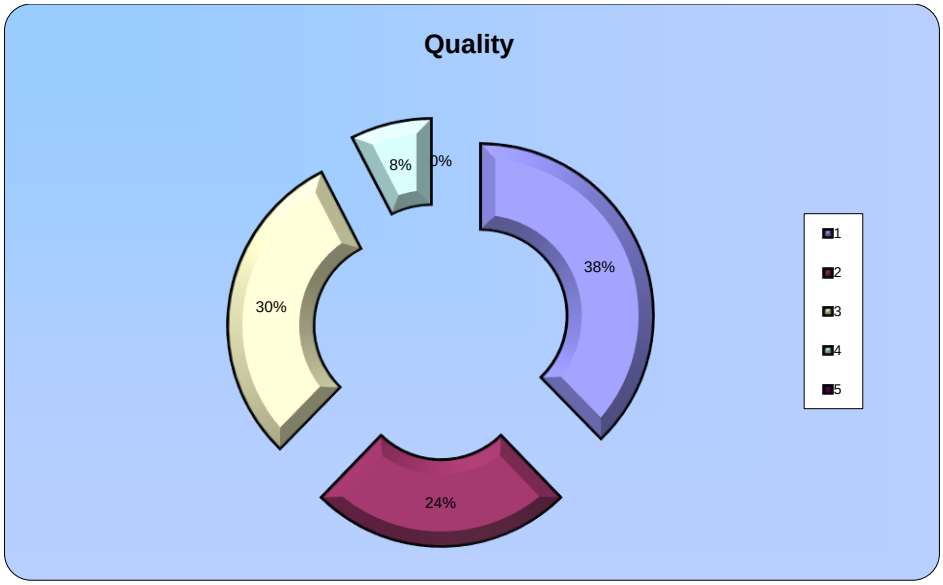

Figure 6: The quality assurance in the loading/unloading process

All port operators pay attention to the quality assurance issue. This a reason why they operate a certified quality management system. Even if this is a challenge for the loading/unloading operations, more than a third of the port users selected level 1 in assessing this criterion and no one selected level 5.

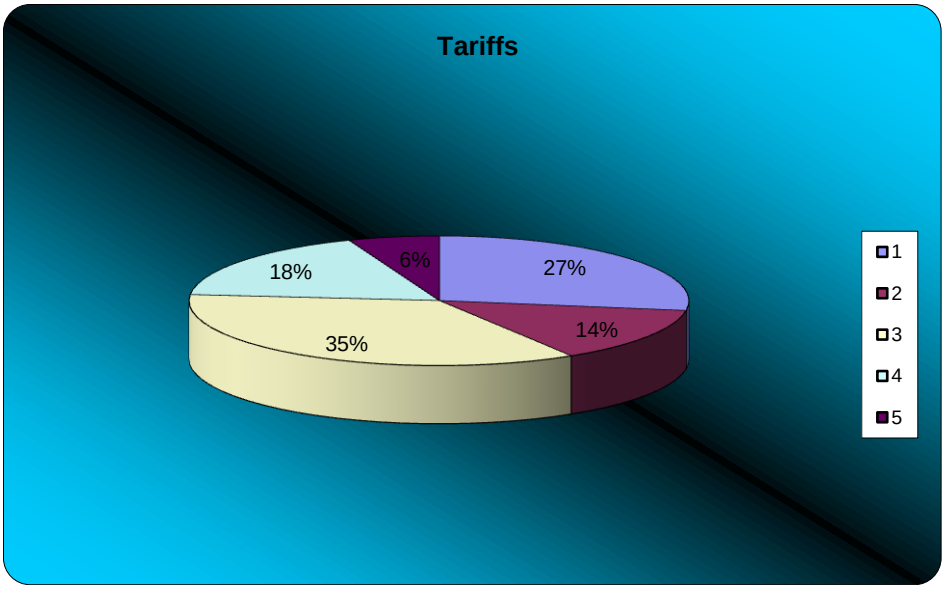

Figure 7: Complexity in establishing tariffs for cargo handling

The tariff issue is a current one in the debates organized in the port community. It was not expected that the port users will consider this process a simple one. They assessed it with an average score due to the existence of an improved communication among port stakeholders.

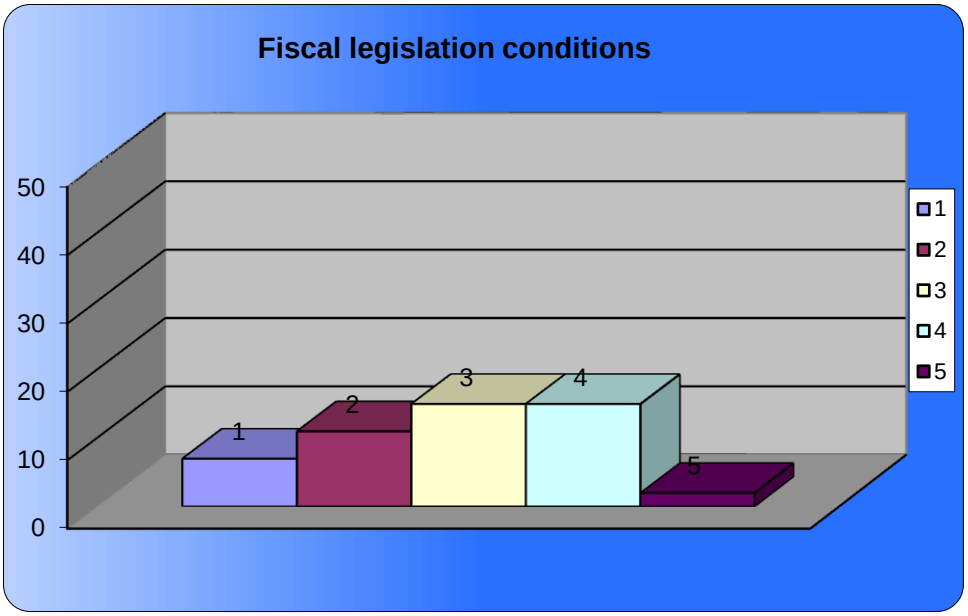

Figure 8: Influence of fiscal legislation on loading operations

Lack of predictability of fiscal legalization is a real concern for the port users. Under these circumstances, it is very difficult for them to plan investments and prepare realistic business plans.

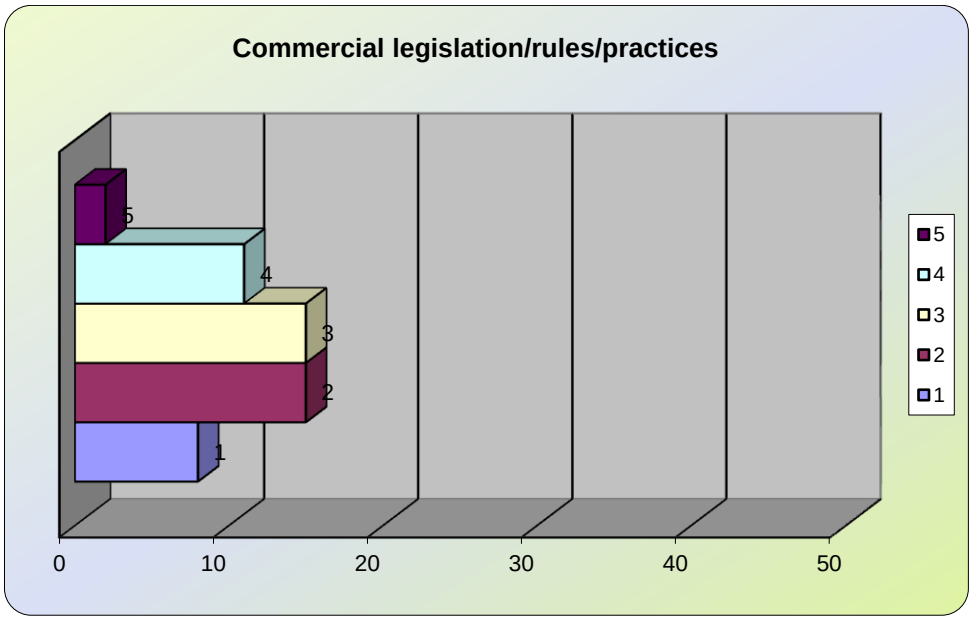

Figure 9: Importance of commercial practices in the loading/unloading process

There are effective commercial practices in the Romanian Danube ports, which create a framework considered at an average level of complexity by the port users.

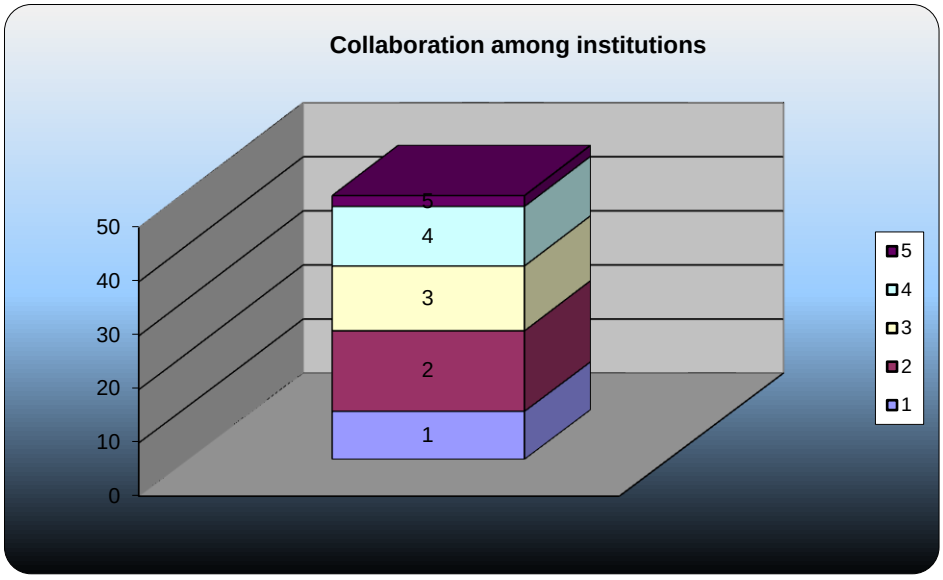

Figure 10: Level of collaboration among institutions

Protocols for collaboration between institutions have been established, which has increased the effectiveness of communication between them. However, here is an area that still requires improvement efforts.

5.2.3. Storage and warehousing

In the analyzed ports there are adequate storage and warehousing facilities, many of which have been built lately. It is important to emphasize the tendency to increase the storage capacity of grain in the Port of Constanta, further projects of new silos being in progress.

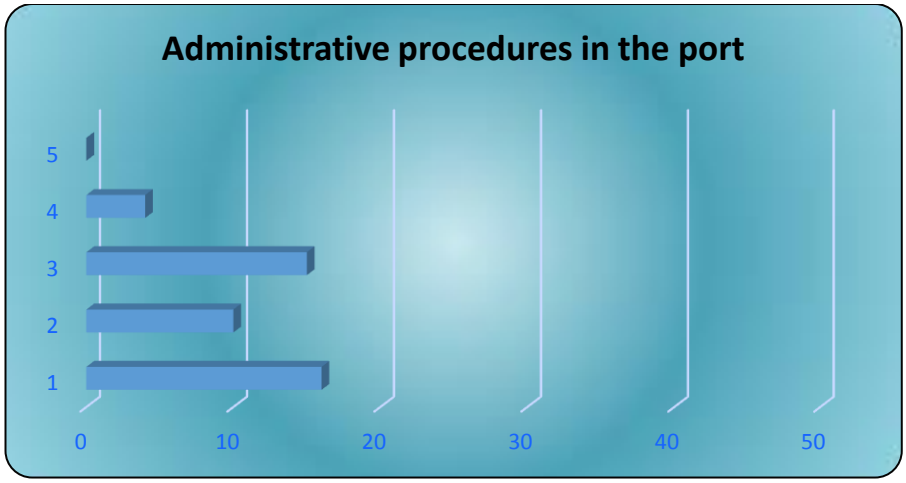

Figure 11: Level of difficulties in administrative procedures in the storage process

We need to highlight the legal framework specific to the Port of Constanta for storage of transit goods regarding the reduced customs formalities and costs.

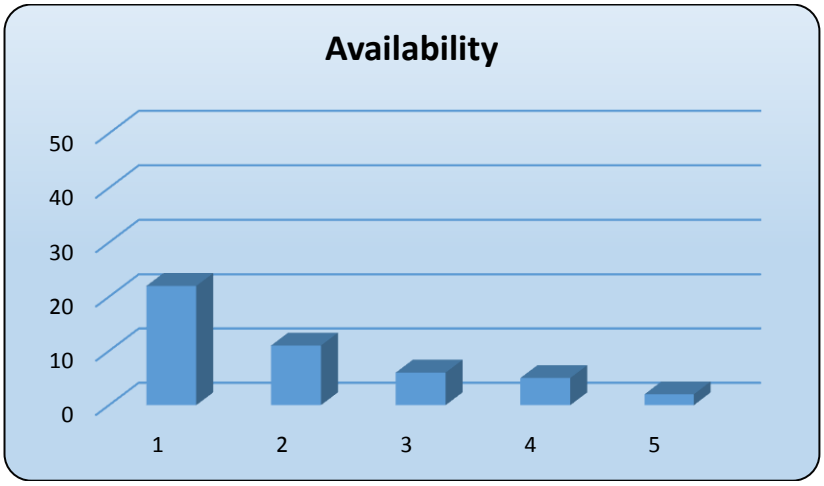

Figure 12: Availability of storage services

Storage facilities are available for all types of cargo. However, there still are port users who believe that these facilities should be further developed.

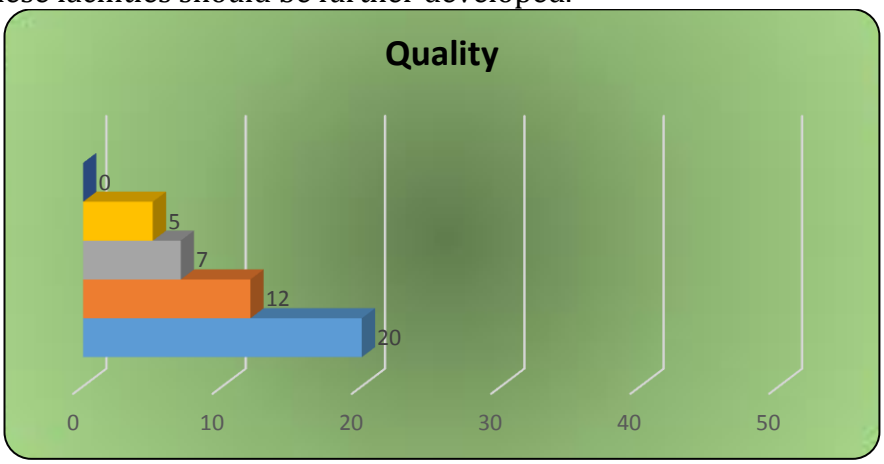

Figure 13: The quality assurance in the storage process

Most of the port users have implemented a quality management system certified by a body of wide recognition in the field of transport. In addition, they have integrated this system with other management systems based on international standards, such as ISO 22000 (Food Safety Management), as is the case of port operators involved in grain handling or ISO 14001 (Environmental Management) OHSAS 18001 (Occupational Health and Safety Management) or even ISO 27001 (Information Security Management), as examples of freight forwarders.

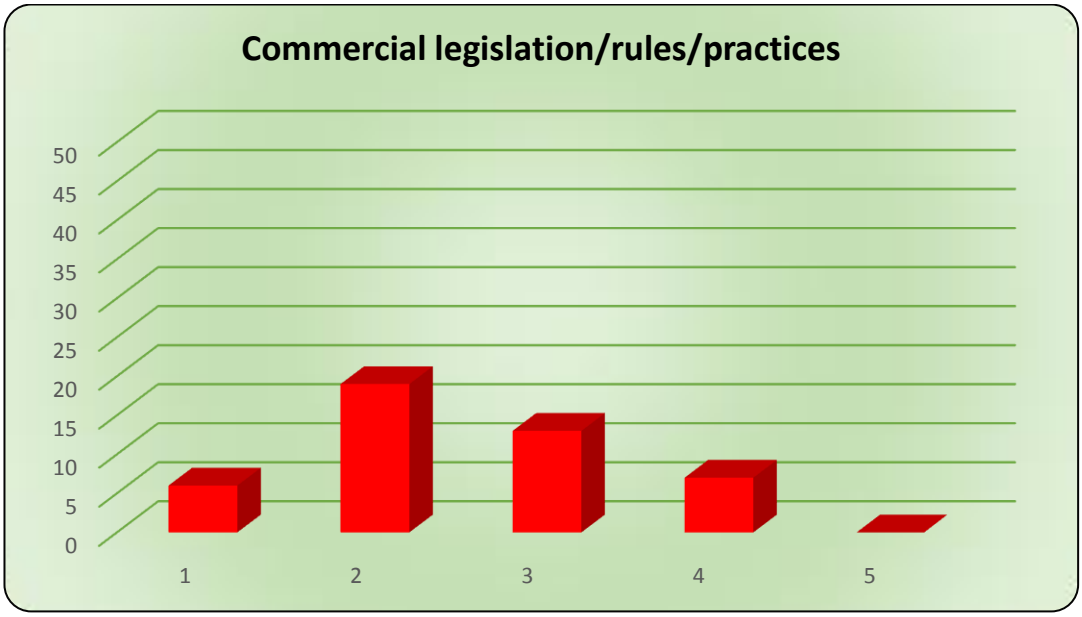

Figure 14: Importance of commercial practices in the storage process

The existent commercial practices based on international rules are used, which, together with the existing legislative framework, create the conditions for effective relations and a balanced competitive environment.

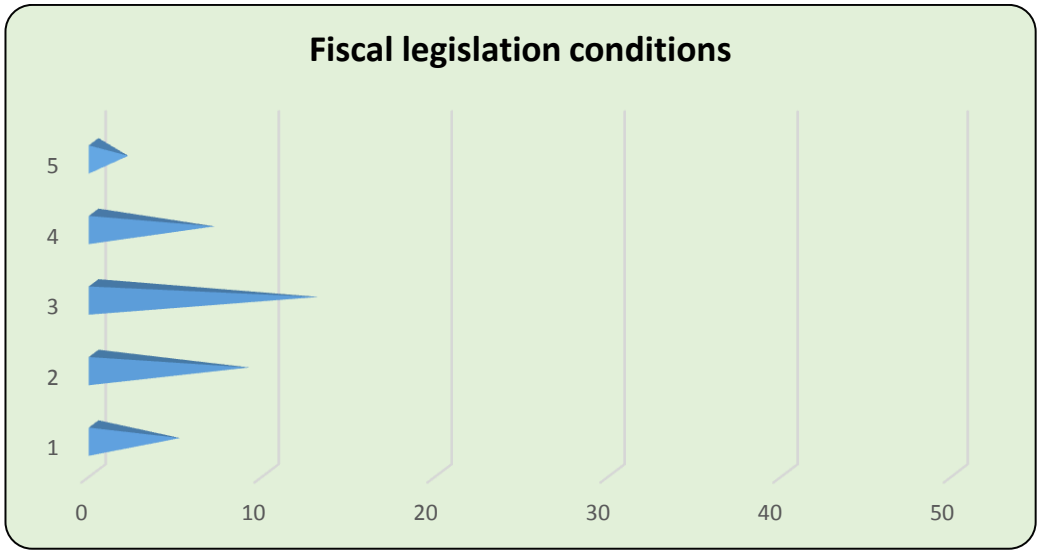

Figure 15: Influence of fiscal legislation on storage operations

There is a high level of expectation for improving the legislative fiscal framework in the sense of increasing predictability.

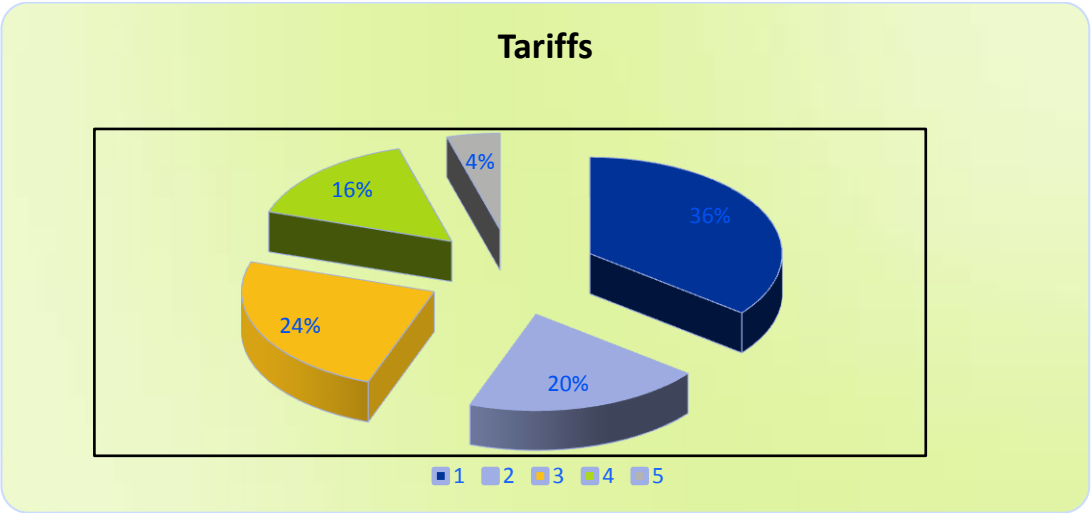

Figure 16: Complexity of establishing tariffs for storage services

Port user tariffs are negotiated between the parties and are established in a competitive economic environment.

The main part of the storage services are related to transit cargo. Usually there is available a free storage period for goods handled by the port operator.

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

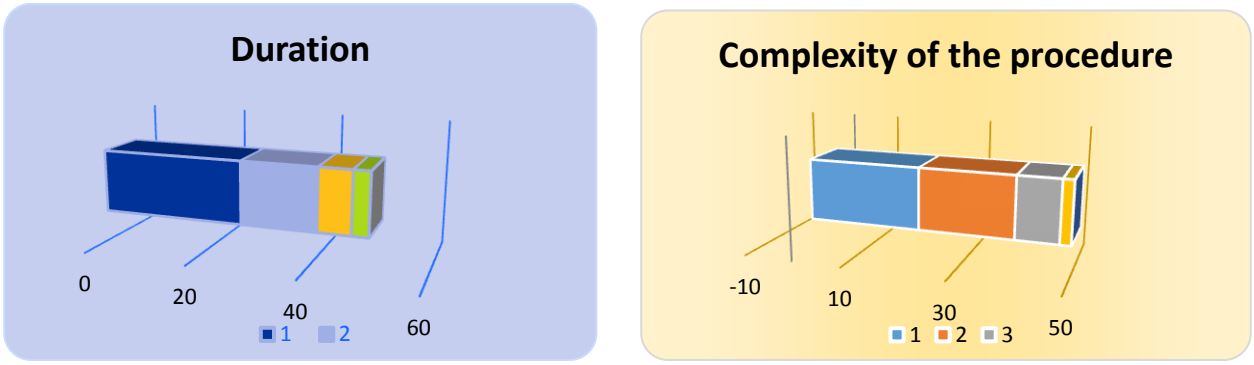

Figure 17 a, b: Notice process in Danube ports

The notification process is effective, but an information system to be used is expected to improve this process.

5.2.5. Berth Allocating & Port Acceptance Process

Allocation of operating docks is based on the draft and depending on the storage of the goods on the port platform. The process is simple and effective.

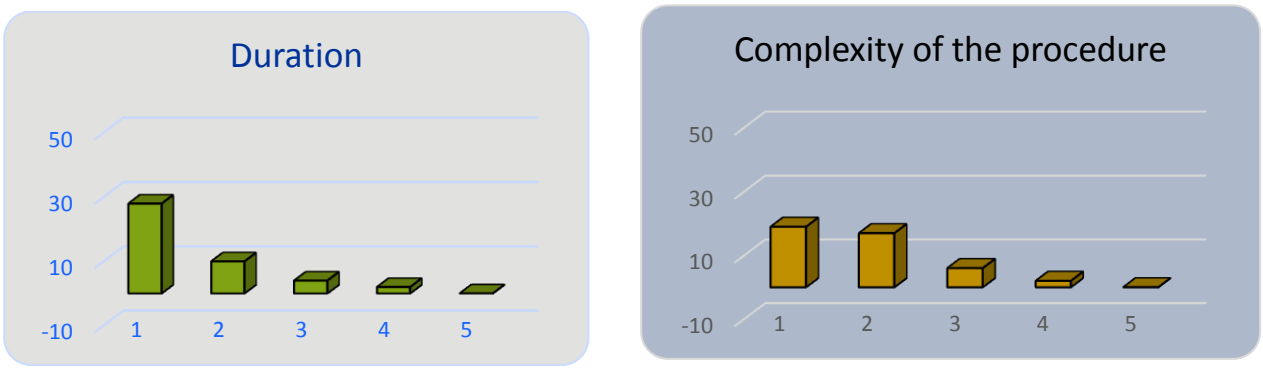

Figure 18 a, b: Berth allocating and port acceptance

5.2.6. Survey Process

Most of the goods handled in the Danube ports are subjected to a quantitative and qualitative survey. This process is a complex one, but is not one that reduce the efficiency of inland waterway transport.

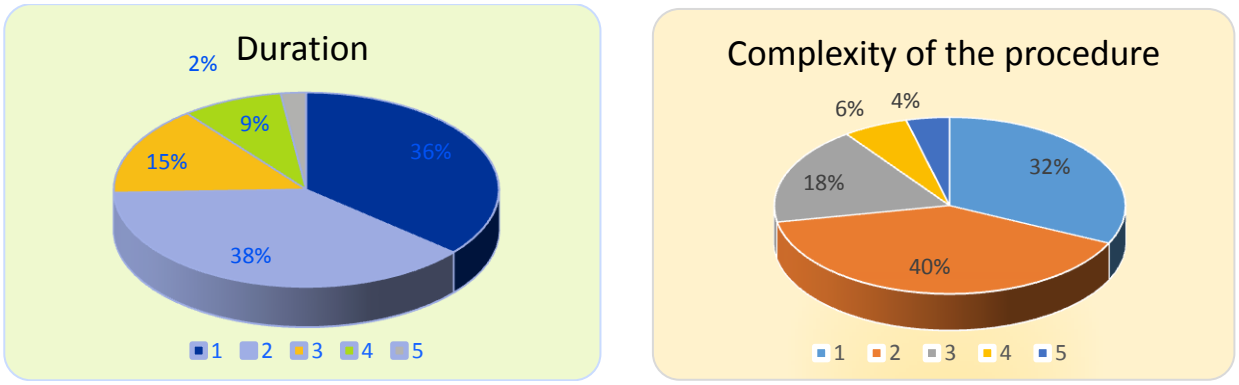

Figure 19 a, b: Survey process characteristics

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

Ro-Ro services are not very developed in the Romanian Danube ports. They are considered as having a high level of complexity.

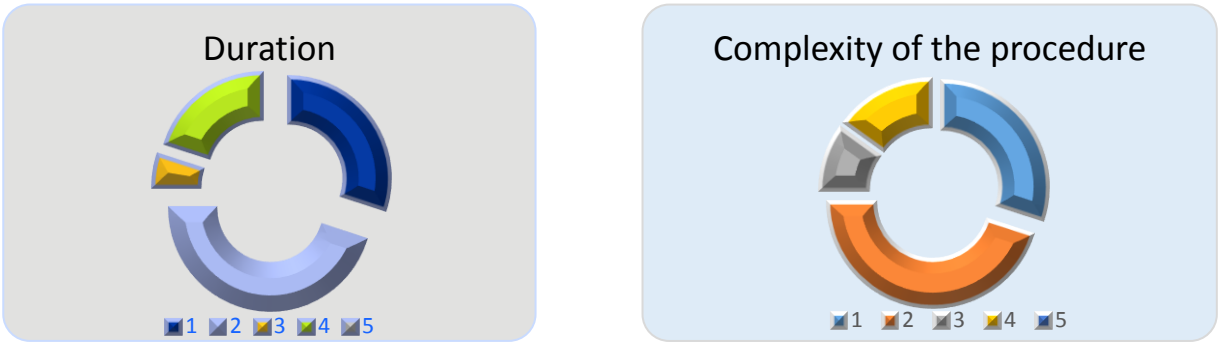

Figure 20 a, b: Ro-Ro services organization

5.2.8. Port maneuvering process

The maneuvering process in the port was rated as having a relatively low complexity level by port users. Sometimes there are challenges in the maneuvering process only because of the bad weather.

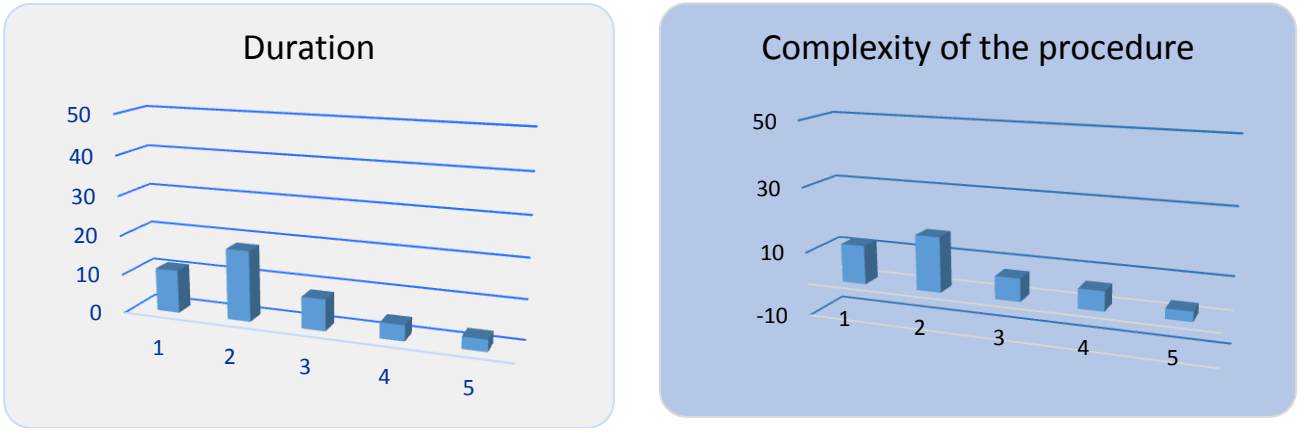

Figure 21 a, b: Influence of the port maneuvering process

5.2.9. Ship to ship Transshipment

The cargo transshipment is particularly applicable in Constanta Port where goods are taken from barges and loaded into seagoing ships.

The process is considered effective and having a relatively low level of difficulty, as was evaluated by two thirds of the users involved in the study.

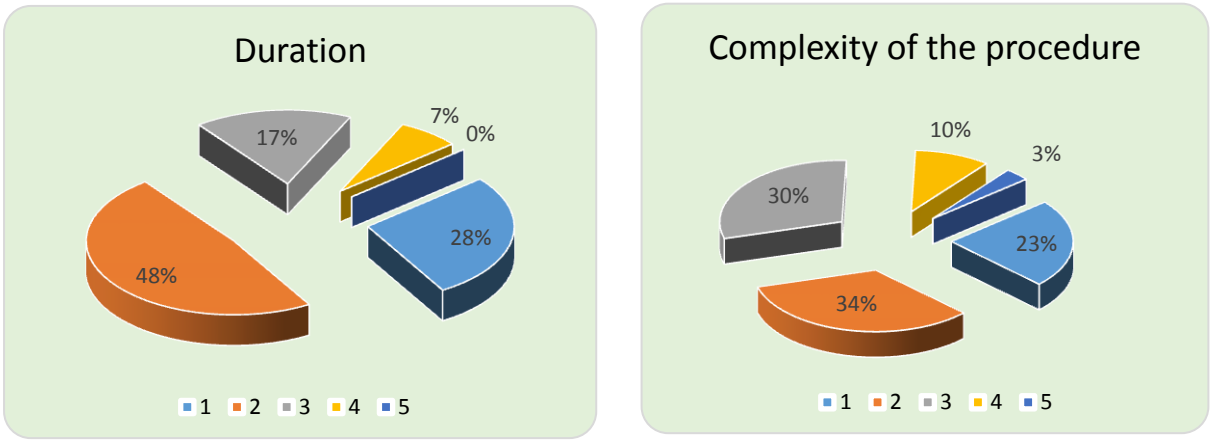

Figure 22 a, b: Characteristics of transshipment

5.2.10. Audit

The audit and inspection of ships is carried out in Romania by the Naval Authority, which is the enforcing agency for all national, European and International legislation.

The ship inspections are organized in the Port of Constanta according to International procedures (Port State Control, Flag State Control) and in all other ports in accordance with European and national practices.

The DANRiSS project is under implementation, financed under INTERREG V-A Programme (Cross-Border Cooperation Romania-Bulgaria), which has as main objective the harmonization of ship inspection between Romanian and Bulgarian maritime administrations. Please see section 6.3.

The inspections frequency is established based on ship risk profile. When the Paris Memorandum of Understanding (MoU) is applicable (e.g. the Port of Constanta) for each ship in the information system a ship risk profile is attributed in accordance with Annex 7 of the Paris MoU text.

This ship risk profile determines the ship's priority for inspection, the interval between its inspections and the scope of the inspection. Ships are assigned high, standard or low risks. This is based on generic and historic parameters.

A ship's risk profile is recalculated daily taking into account changes in the more dynamic parameters such as age, the 36-month history and company performance. Recalculation also occurs after every inspection.

Shipowners may check their own ship risks using the calculators on the Paris MoU website[3].

A similar system is planned to be introduced through the DANRiSS project for the Danube ports.

5.2.11. Documents

The number of documents presented when the vessel visits the ports under survey is considered to be still high. Half of the study participants declared that the ships must present more than 10 documents to the Romanian authorities at each port call.

For the Port of Constanta, the Convention on Facilitation of International Maritime Traffic (FAL Convention) is applicable.

5.2.12 Complexity of procedures

The port users taking part in the survey mentioned as countries with the most complex administrative procedure: Russia, Ukraine and Romania.

[3] *www.parismou.org*

5.2.13. Electronic exchange of information

The electronic exchange of information with the relevant institutions in the ports under survey is considered very important by the port users. More than 90% of them declared that they send their information in electronic format to relevant institutions.

Anyhow, they mentioned the lack of electronic exchange information systems among institutions and port users, needed to reduce the time and resources to deliver documents and avoid filling mistakes.

5.2.14. Statistical and other data

According to Romanian legislation[4], port operators are required to communicate to the port authority the limits of their tariffs, operating rates and statistical data related to cargo handled.

Port authorities have the obligation to centralize and publish annually data related to port traffic statistics.

A large number of users from the ports under survey (81%) declared that they communicate statistical data to authorities.

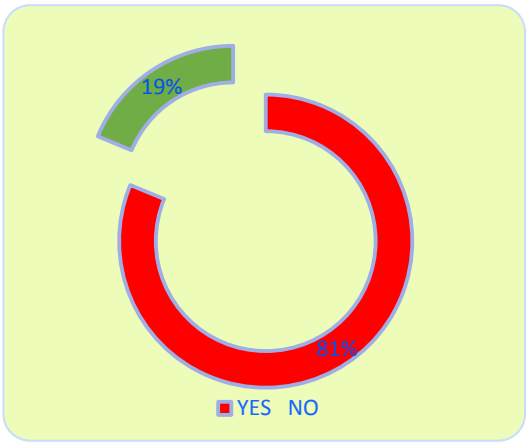

Figure 23: Communication of statistical data by the port users

5.2.15. Paper copies of the electronic data

Even if the port users declared that they are using electronic means to communicate with port-related institutions, 80% of users taking part in the survey are still keeping and/or sending paper copies of the documents.

[4] *Ordinance no. 22 adopted on 29th January 1999 on ports administration and port services*

5.2.16. Meetings with relevant institutions

There are meetings of the port stakeholders with the relevant institutions in the ports, but not on a regular basis.

Such meetings are organized when changes are planned in port legislation, procedures or other practices.

In the Port of Constanta, some port users such as the port operators are organized into business associations which are very active in their communication with the port authority and other institutions.

5.2.17. Information considered useless

Most of the information required by the port institutions is considered by port users as relevant, but the duplication of efforts in sending the same information in electronic format and then on paper copies is considered useless.

The documents required by institutions annually for authorization is considered ineffective, since a part of such documents are already available to these institutions, so they have the evidence of the validity of documents.

5.2.18. Time consuming administrative procedures

The lack of staff in control institutions increases the time for checks. Vessel control carried out by Customs and the Border Police is very long in relation to the duties they have.

The procedure for obtaining the annual work license in port is considered another process to be improved.

5.2.19. Administrative procedures that should be eliminated

The administrative procedures that the port users considered to be eliminated in the ports under survey are:

- The use of one-day port access card to be returned at the end of the day.
- The use of paper copies of the already communicated documents in electronic format.

5.2.20 Suggestions /proposals/ comments

The comments and suggestions of the port users included the following:

- The need to train / retrain the port workers to be able to use the actual technologies;
- Lack of effective communication and flexibility;

- Need to improve road access to the Port of Constanta during the grain harvesting season and develop new parking areas;
- Availability of adequate and effective equipment;
- Restrictions for access to port operators due to security requirements (specific to the Port of Constanta) and bad communication with security companies lead to delays;
- Lack of harmonization of lunch break time.
- Use of an on-line portal for berth allocation and application for work permit.
- Improving of availability of data about ships operating in the port.

5.2.21 Future directions for development and harmonization along the Danube ports

The future directions for development and harmonization along the Danube ports suggested by the port users in the ports under survey are:

- Technical inspection of ships by the authorities and mutual recognition of the results.
- Documents presented by the ship to the port authorities.
- Licenses of crew members.
- Communication between the involved institutions.

5.2.22 Conclusions

In recent years, several European-funded projects have been implemented that have contributed to improving vessel operation processes in Danube ports and to enhancing environmental protection.

However, there is still a high level of expectation regarding the harmonization of practices along the Danube, so that port users can optimize their specific activities.

The area considered to have an increased need for improvement remains the procedure for inspection of the ship at arrival in port.

One of the ways to optimize port processes could be given by improving communication between port users and and port administrations.

A better communication between institutions from different European countries could be a solution. Also, the use of information systems to allow for better reporting and monitoring is strictly needed.

Extending of the good practices from Danube ports to other similar ports is also a good opportunity for improvement.

6 Best practice examples

6.1 Development of tools to improve environment protection on Danube – Acvadepol Colloquium

Beginning as an initiative of the National Company Maritime Danube Port Administration Galati, to which all Romanian port administrations have joined, the ACVADEPOL colloquium had in 2017 the 14th edition, demonstrating that it is an important forum for finding solutions to increase environmental protection on Danube.

The topics include:

- *Legislation*: harmonization of legislation among European countries.
- *Equipment*: equipment and means of intervention to prevent and combat pollution in ports.
- *Financing:* identification of sources and financing modalities for the procurement of equipment specific to the prevention and control of pollution of Danube waters
- *European project*s: relevant projects in the field of Danube environmental protection
- *Ecological education*: pollution of the environment and its harmful effects on the planet and the health of its inhabitants
- *Water pollution*: causes, classification of pollutants, consequences, protection measures to prevent environmental pollution.

Annually, more than 100 representatives of the Romania and other Danube riparian countries participate in the colloquium, including representatives of port administrations, local government, universities and research institutes, equipment manufacturers and port actors.

The event proved to be a good opportunity to find ideas related environment protection projects implemented during last years by the participants, such as: *Waste management for inland navigation on the Danube - CO-WANDA*, *Green Intermodal Freight Transport – GIFT*, *Ship-generated waste collection system in Maritime Danube ports – CODENAV*, etc.

6.2 Improving waste management along Danube through CO-WANDA Project

As it is is presented int the final report[5], one of the key points of CO-WANDA Project was the advancement and improvement of the existing Ship Waste Management System. In close cooperation with the IWT-sector waste related onboard activities were investigated. Measures for waste prevention, optimisation of international network of waste reception

[5] *Convention for Waste Management for Inland Navigation on the Danube* (CO-WANDA) Project, Final Report about International Coordination, September 2014, *www.southeast-europe.net*

facilities, feedback from the skippers as well as education materials for skippers were the most important outcomes of this activity.

A user friendly, sufficiently dense network of ship waste reception facilities reduces the risk of illegal discharge thereby contributing to the protection of the Danube´s ecosystem. During the optimisation work carried out in the CO-WANDA project it was found out, that for oily and greasy ship waste, enough capacities along the Danube are already available; in order to keep costs low and fully exploit these facilities, common operation schemes were recommended, e.g. the relocation of Romanian waste collection vessels to other Danube Stretches. Implementation possibilities for a harmonized financing model for oily and greasy ship waste, which is based on polluter-pays principle, indirect payment and waste prevention hasbeen investigated as well as guidelines for the usage of River Information Services in a future Danube Ship Waste System.

An important key factor was considered that the implementation of a Danube Ship Waste System should be carried out stepwise in order to allow optimisation from technical point of view. In order to achieve efficient governance of the system, operational steering is necessary on transnational level.

6.3 Improving the cooperation between Romanian and Bulgarian maritime administrations

Even if it is not a good practice already fully implemented, considering that a number of actions have already taken place and others are going to take place, within the framework of the project "*Development of a common database and legal framework for ship inspections carried out in the joint Danube River Danube Region through an Interface to the National River Information System" (DANRiSS),* we consider that is important to mention this example of harmonization of practices in Danube ports.

The project is financed under INTERREG V-A Programme (Cross-Border Cooperation Romania-Bulgaria) and has as leading partner Maritime Administration Executive Agency of Bulgaria and is a joint project with the Romanian Maritime Administration.

The objectives of DANRiSS project are:

- development of common inland water transport rules on the Danube for the Romanian-Bulgarian sector;
- avoid to duplicate ship inspections and mutual recognition of the results of inspections performed by the other authority;
- improve communication between the authorities;
- develop procedures to be followed by both authorities in ships' inspection;
- develop a common database with the results of inspections and related follow up.

The analysis of the success of DANRiSS project will be a good opportunity to see the way to extend such a practice able to:

- increase the harmonization of ships' inspection practices;

- reduce time spent by ships in ports;
- reduce the risks of pollution and increase the possibilities of monitoring the impact of inland water transport to the environment.

7 References

1. *Convention for Waste Management for Inland Navigation on the Danube* (CO-WANDA) Project, Final Report about International Coordination, September 2014, *www.southeast-europe.net*
2. Hotărârea nr. 1364/1996 privind transmiterea in administrare a unor mijloace fixe, precum şi modificarea obiectului de activitate al Regiei Autonome "Administratia Portului Constanta"
3. Hotărârea nr. 19/1991 privind infiintarea unor administratii cu statut de regie autonoma şi societati comerciale pe actiuni din domeniul transporturilor navale
4. Hotărârea nr. 191/1997 pentru modificarea Hotararii Guvernului nr.410/1993 privind infiintarea Zonei libere Constanta Sud şi a Regiei Autonome "Administratia Zonei Libere Constanta Sud"
5. Hotărârea nr. 464/2003 pentru modificarea şi completarea Hotărârii Guvernului nr. 517/1998 privind înfiinţarea Companiei Naţionale "Administraţia Porturilor Maritime Constanţa" - S.A.
6. Hotărârea nr. 517/1998 privind infiintarea Companiei Nationale "Administratia Porturilor Maritime Constanta" S.A.
7. Hotărârea nr. 518/1998 privind infiintarea Companiei Nationale "Administratia Porturilor Dunarii Maritime" -S.A. Galati
8. Hotărârea nr. 547/2002 privind instituirea în portul Constanţa, aflat în administrarea Companiei Naţionale Administraţia Porturilor Maritime Constanţa - S.A., a măsurilor pentru facilitarea exploatării porturilor
9. Hotărârea nr. 596/2009 pentru modificarea şi completarea Hotărârii Guvernului nr. 520/1998 privind înfiinţarea Companiei Naţionale Administraţia Porturilor Dunării Fluviale - S.A. Giurgiu
10. Hotărârea nr. 597/2009 pentru modificarea şi completarea Hotărârii Guvernului nr. 517/1998 privind înfiinţarea Companiei Naţionale "Administraţia Porturilor Maritime" - S.A. Constanţa
11. Legea nr. 176 din 18 iulie 2017 privind transmiterea unor imobile aferente infrastructurii portuare din domeniul public al statului şi din administrarea Ministerului Transporturilor aflate în concesiunea Companiei Naţionale "Administraţia Porturilor Dunării Maritime" - S.A. Galaţi în domeniul public al judeţului Tulcea

12. Legea nr. 342 / 2004 privind trecerea Regiei Autonome "Administraţia Zonei Libere Constanţa Sud şi a Zonei Libere Basarabi" la Compania Naţională "Administraţia Porturilor Maritime" - S.A. Constanţa
13. Ordinului nr. 287 / 2003 privind autorizarea agenţilor economici care desfăşoară activităţi de transport naval, cu modificarile şi completările ulterioare
14. Ordonanţa de urgenţă a Guvernului nr. 30/1997 privind reorganizarea regiilor autonome, aprobată şi modificată prin Legea nr. 207/1997, cu modificările ulterioare
15. Ordonanţa nr. 22 din 29 ianuarie 1999 privind administrarea porturilor şi serviciile în porturi
16. *http://mt.gov.ro*
17. *https://portal.rna.ro*
18. *www.afdj.ro*
19. *www.apdf.ro*
20. *www.danube-navigation.eu*
21. *www.gift-project.eu*
22. *www.imo.org*
23. *www.parismou.org*
24. *www.portofconstantza.com*
25. *www.romanian-ports.ro*
26. *www.southeast-europe.net*