***VI. ANNEX:***

***Country Report***

All the accepted participants are required to prepare the Country Report providing information on the following items and subjects.

The Country Report should be typewritten in English and less than 5 pages (12-point font, double-spaced, A4 size paper). In addition to the Country Report, please fill out the Attached Form on the next page to provide general information on ports in your country and the port of which you are in charge.

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| 1. Front Page  　(1) Title of the Country Report  　(2) Country  　(3) Name of applicant  2. Contents of Country Report  (1) Position of applicant and name of organization  (2) Job Description and Challenges of applicant  (3) Port maintenance system of applicant’s port  (4) Status quo of port facility maintenance  (5) Problem Areas (What are the problems with the maintenance management of port facilities in your port?)  Please describe the most crucial technical problem of port facility maintenance with which the applicants' organizations are faced and the measures being taken to cope with it.  3. Attached form  Please fill out the Attached Form on the next page to provide “general information on ports in your country” and “the port of which you are in charge” which will serve as reference information for your Country Report. |

Note:

(1) Participants in the course will be requested to make an approximately twenty (20) minute presentation of their Country Report during the comparative study session of the course. Participants are encouraged to use visual aids such as PowerPoint for the presentation.

(2) Participants are encouraged to attach photos that illustrate your job description, challenges, and problem areas. They will be useful to support your presentation on Country Report and Action plan. (It will also be helpful to have an image of the ports of your country.)

(3) The program offers participants the opportunity for solving problems based on knowledge acquired during the course. The action plan that you will formulate during the online course should be directly related to your activities as the action plan should mainly be implemented by yourself and your office.

**Attached Form**

**1. General Information on Ports in the Country**

Please fill in the form with the latest information, and submit the Digital Port Administration Booklet together with the Country Report.

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| **1-1. Outline of Port Administration** |
| 1. Basic Laws Related to Port Management and Development   (Please specify if different laws are applied to different types of ports.) |
| 1. Classification of Ports in the Country |
| 1. Number and location of Ports by Classification. (Please attach a location map with compass signs and scale of ports in the country.) |
| 1. Role of the Central (or Local) Government for Port Administration and Operation. |
| **1-2. Port Development in the Country** |
| System of Port Planning (procedure and role of organizations for port planning), Representative Office of Port Development and System of Fund-raising for Port Development (including source of funds for port development). (If different systems for port planning, development and fund-raising are applied for each port, please describe each system.) |
| **1-3. Port Development Policy/Plan** |
| National Port Development Policy/Plans (name of project plan, established year, target year, name of organization responsible for planning, name of consultants and fund raising.) |

Please attach an additional sheet(s) of paper if a given space is insufficient.

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| **1-4.　Location Map of Ports in the Country** |
| Please attach a detailed location map of the ports in the country (including compass signs, scale of port, legend etc.) |

Please attach an additional sheet(s) of paper if a given space is insufficient.

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| **1-5.　Organization Chart of Port Management Body and Other Port Related Offices** |
| Please describe relevant organizations and attach organization charts. |

Please attach an additional sheet(s) of paper if a given space is insufficient.

**2. General Information about the Port of which you are in charge**

Please fill in the form with the latest information.

**2-1.** **General**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Name of the Port:** (in English) | | | | | | | |
| **2. Features of the Port** | | | | | | | |
| Please describe features and functions of the port - e.g. general berths, container berths, multi-purpose berths, Ro-Ro berths, bulk berths, oil berths, passenger terminals, marinas, fishing ports, etc. (including names of districts). | | | | | | | |
| **3. Status quo of Port Facility Maintenance** | | | | | | | |
| Please describe the status of port facility maintenance activities at your port. For example; department in charge of maintenance, number of staff, annual activity schedule, annual budget, etc. | | | | | | | |
| 1. **Problem Areas** **(What are the problems with the maintenance management of port facilities in your port?)** | | | | | | | |
| Please describe the most crucial technical problem of port facility maintenance with which the applicants' organizations are faced and the measures being taken to cope with it. | | | | | | | |
| 1. **Main Facilities at the Port** (Please attach Location Map of the facilities on the next page) | | | | | | | |
| * 1. Please provide dimensions of channels, main breakwaters and basins.  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Water depth (m) | Width (m) | Length (m) | Area (m2) | | Channel |  |  |  | - | | Basin | 10.0 |  |  |  | | Breakwater | - |  |  | - | |  |  |  |  |  |  * 1. **Maintenance dredging in channels or basins; frequency, dredging volume, and responsible body for dredging (do you conduct dredging yourself or is it outsourced?)**  |  |  |  |  | | --- | --- | --- | --- | |  | Frequency | Dredging Volume  (m3/time) | Implemented by yourself / outsourced | | Channel |  |  |  | | Basin |  |  |  | |  |  |  |  |  * 1. **Outline of Berths** | | | | | | | |
| Berth Name | Water Depth  (m) | Berth Length  (total) | Length of berths with a depth exceeding  -10m | Area of Terminal (㎡) | Cargo Handling Capacity per a Year | Recent Cargo  Handling Volume (from actual data.　TEU or ton/year) | Year of completion; month (mm), year (yyyy) |
| Container-A  Container-B  General Cargo  Liquid Bulk  Dry Bulk  RO-RO  ・ |  |  |  |  |  |  |  |
|  | | | | | | | |
| * 1. **Cargo handling Machineries (e.g. Quayside Crane, Harbor Crane, Reach stacker, Straddle Carrier, etc.)** | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Name | Numbers of unit | Specifications / Capacity | Start operation:  month(mm)/year(yyyy) | | Quayside Crane |  |  |  | | Harbor Crane |  |  |  | | Transfer Crane |  |  |  | | Straddle Carrier |  |  |  | | ・ |  |  |  | | ・ |  |  |  | | | | | | | | |
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Please attach an additional sheet(s) of paper if a given space is insufficient.

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| 1. **Layout Map of Port Facilities (Current Situation)** |
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**2-2. Statistical Data (Cargo, Passengers, Calling vessels)**

(Unit: tons)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
| Cargo Handling Volume (total) |  |  |  |  |  |  |
| 1. Foreign Cargo (total) - including container cargo |  |  |  |  |  |  |
| 1-1. Export |  |  |  |  |  |  |
| 1-2. Import |  |  |  |  |  |  |
| 1-3. Main Commodities  e.g. Banana (export) |  |  |  |  |  |  |
| 1-4. Container Cargo  Export (TEU) Import (TEU) Total (TEU) |  |  |  |  |  |  |
| 2. Domestic Cargo (total)  -including container cargo |  |  |  |  |  |  |

(Unit: persons)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
| No. of Passengers (total) |  |  |  |  |  |  |
| 1. Ocean Going Line |  |  |  |  |  |  |
| 2. Domestic Line |  |  |  |  |  |  |

(Unit: vessels)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
| No. of Vessels (total) |  |  |  |  |  |  |
| 1. Ocean Going Line　Vessel |  |  |  |  |  |  |
| 2. Domestic Line Vessels |  |  |  |  |  |  |

Please attach an additional sheet(s) of paper if a given space is insufficient.

**2-3. Port Management and Operation**

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| **1. Organization** |
| Please provide an outline of the port management body and attach an organization chart.  (Highlight the department / section in charge of maintenance in yellow or enclose it in a frame) |
| **2.** **Port Management** |
| Please describe port management systems including ownership, users, operating schemes of port facilities and equipment - e.g. channels, anchorage areas, seawalls, berths, cargo handling yards, warehouses, cargo handling equipment (both fixed and movable). Also, please include the present level of privatization. |
| **3. Port Service Entities** |
| Please describe port service system including port service entities (e.g. port authority, private sectors approved concession) which conduct cargo handling, tug or pilotage services. |

Please attach an additional sheet(s) of paper if a given space is insufficient.

**2-4. Container Terminals**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Terminal |  | | | |
| Depth of Berths (-m) |  |  |  |  |
| No. of Berths |  |  |  |  |
| Length of Berth (m) |  |  |  |  |
| Area of Terminal (㎡) |  |  |  |  |
| Main cargo handling  Equipment (Capacity) |  |  |  |  |
| Planned Berth Capacity  (TEU/year) |  |  |  |  |
| Actual Handling Data  (the latest TEU/year) |  |  |  |  |
| Planning Entities |  |  |  |  |
| Construction Entities |  | | | |
| Ownership |  | | | |
| Management　&  Operation Entities |  | | | |

**2-5. Introduction of Computer System (Current Situation and Plans in Future)**

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| The departments or divisions where a computer system is introduced and the details (e.g. computerized items) of the system. |

**2-6. Future Plans of the Port**

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| Please provide outlines of development plans including planning body, the name of plan, target years, the consultants, fund raising, features of plans (details and points) and basic policy. |