***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” and “Status Quo of Deterioration Port Facility/Maintenance Dredging/Cargo Handling Machinery” 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 Reports 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 phase 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. Classification of Ports in the Country   (Example: Japanese ports are mainly divided into the following four port categories: international strategic ports, international hub ports, major ports, and regional ports. There are 5 international strategic ports (The Port of Yokohama Tokyo, Kawasaki, Osaka and Kobe), which have high priorities to develop and upgrade port infrastructure to promote call for regular international shipping routes. ) |
| 1. Role of the Central (or Local) Government for Port Administration and Operation. |

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

|  |
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| **1-2.** **Number and Location of Ports by classification in the Country** |
| Number of Ports by classification   |  |  |  | | --- | --- | --- | | Classification | Number | Note | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   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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| **1-3.　Organization Chart of Port Management Body and Other Port Related Offices** |
| Please describe relevant organizations and attach organization charts. Please color the department / section to which you belong. |

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. | | | | | | | |
| **(4) 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. | | | | | | | |
| **(5) 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 |  |  |  |  | | 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  (‘000m3/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 |  |  |  | | ・ |  |  |  | | ・ |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | |
|  | | | | | | | |

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

|  |
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| **(6) Layout Map of Port Facilities (Current Situation)** |
|  |

**2-2. Container Statistical Data**

(Unit: tons)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
| 1-4. Container Cargo  Export (TEU) Import (TEU) Total (TEU) |  |  |  |  |  |  |











**2-3. 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 |  | | | |

**2-4. 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. |

**2-5. Future Plans of the Port**

|  |
| --- |
| 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. |

**3. Status Quo of Port Facility Deterioration**

Regarding the maintenance category that you will take up as an action plan, select one from the following three categories (**3-1. Deterioration of port facilities,** **3-2. Maintenance dredging of navigation channel /basin**, **3-3. Maintenance of cargo handling machinery**), fill in the attached form and complete it. If it is not in these three categories, please describe the problem and explain the present status.

**3-1. Deterioration of port facilities**

(The Format pasted here has shown as a reference and cannot be used in practice. If you create a report, please use the attached Excel file format **3-1. Survey Format for Deterioration of Port Structure**. A sample (**3-1-1. Example of Survey for Deteriorated Structure**) is attached to this file, so please refer to it when creating it.)



**3-2. Survey Format for Maintenance dredging of channel / basin**

|  |  |  |
| --- | --- | --- |
| **Survey on Maintenance Dredging of Channel and Basin (Each port)** | | |
| **Country Name** |  | |
| **Port Name** |  |  |
| **Management Body of the Port** | |  |
| **Facility Name** |  |  |
| **Survey Item** | | (Please fill in for each dredging area) |
| 1. **Port Performance** | 1. Annual cargo volume of each cargo type |  |
| 1. Annual port revenue and expense, cost breakdown for maintenance dredging |  |
| 1. **Natural Conditions** | 1. Location of maintenance dredging area |  |
| 1. Bathymetric chart |  |
| 1. Wave (height for each direction), tide, current |  |
| 1. Characteristics of bed material |  |
| 1. Characteristics of the coast |  |
| 1. Source of sedimentation |  |
| 1. Characteristics of river |  |
| 1. **Maintenance Dredging** | 1. Design depth, width |  |
| 1. Dredging area |  |
| 1. Annual dredging volume |  |
| 1. Annual dredging frequency |  |
| 1. Depth of adjacent area |  |
| 1. Location of discharge area |  |
| 1. Distance to discharge area |  |
| 1. Reuse of dredged material |  |
| 1. Type and capacity of dredging fleet |  |
| 1. Executer of dredging |  |
| 1. **Countermeasure for Channel/Basin Maintenance** | 1. Countermeasure facilities |  |
| 1. Effectiveness of countermeasure |  |
| 1. Prediction of Sedimentation, |  |
| 1. **Environmental Aspects** | 1. Special Environmental consideration for maintenance dredging, if any |  |
| 1. Involvement of Stakeholders   (i.e. stakeholder meetings to hear the opinions of fishermen etc.) |  |

(Please fill out this format directly.)

**Note:**

**It is not necessary to fill in all the blanks, please fill in the available information/data.**

*(Sample)*

テーブル

中程度の精度で自動的に生成された説明

マップ

自動的に生成された説明

|  |
| --- |
| **Typical cross section of navigation channel is available, attach here.** |

**Figure: Typical Cross Section of Navigation Channel (if any)**

**3-3. Maintenance of Cargo Handling Machinery**

For the maintenance of cargo handling machinery, paste the machine list (it has been compiled by Country Report, but if not, please create it using the format shown below).

Cargo handling Machineries (e.g. Quayside Crane, Harbor Crane, Reach stacker, Straddle Carrier, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Numbers of unit | Specifications / Capacity  (Arm Length, Lifting capacity) | Age of Equipment  (years) |
| Quayside Crane |  |  |  |
| Harbor Crane |  |  |  |
| Transfer Crane |  |  |  |
| Straddle Carrier |  |  |  |
| ・ |  |  |  |
| ・ |  |  |  |

* + A copy of the cargo handling machinery breakdown record (Three years of 2019, 2020, 2021)

・　Please submit a copy of the monthly inspection record conducted in one month, for example July 2019.