

The First Meeting of the Steering Committee

Malta, 06-07 May 2002

REMPEC/MEDA/WG.1/7  
04 July 2002

Original: English

**REPORT OF THE FIRST MEETING OF THE STEERING COMMITTEE**  
**OF THE MEDA PROJECT**  
**FOR PORT RECEPTION FACILITIES**  
**FOR COLLECTING SHIP-GENERATED GARBAGE,**  
**BILGE WATER AND OILY WASTES**

**(MED/B7/4100/97/0415/8)**

**MALTA, 6 AND 7 MAY 2002**

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## **INTRODUCTION**

1. The First Meeting of the Steering Committee of the EC financed MEDA project MED/B7/4100/97/0415/8 for Port Reception Facilities for Collecting Ship-Generated Garbage, Bilge Water and Oily Wastes (hereinafter referred to as the Meeting) was convened in Malta on 6 and 7 May 2002 by REMPEC.

2. The main objectives of the Meeting were:

- a) to discuss and comment the terms of reference of the Steering Committee presented by the Secretariat;
- b) to discuss the objectives, activities and expected outputs and inputs of the Project;
- c) to discuss the proposed workplan and timetable agenda for the implementation of the Project;
- d) to express opinion on the potential experts/consultants for the future activities.

3. The representatives of the Mediterranean EU member States (France, Greece, Italy and Spain) have been invited to attend as members of the Steering Committee, as well as the representatives of the EC (Directorate General for Environment, Directorate General of Transport and Energy and the EC Delegation in Malta). Representatives from IMO and UNEP/MAP as well as observers from the countries participating in the MEDA project were also invited to attend the Meeting.

4. The representatives of two Mediterranean EU member States (France and Greece) attended the Meeting, as well as two representatives of the EC, from the Directorate General of Transport and Energy and from the EC Delegation in Malta. A representative of the Maltese Ministry of Resources and Infrastructures attended the Meeting as observer. REMPEC was represented in the Meeting by the Director and another three staff members. IMO and UNEP/MAP, and two Mediterranean EU member States (Italy and Spain) had informed REMPEC that due to others commitments, they were not be able to nominate representatives to participate. In addition, Italy contacted by phone the Meeting and apologized for this contretemps. The complete list of participants is given in **Annex 1**.

## **AGENDA ITEMS 1 AND 2**      **OPENING AND ORGANIZATION OF THE MEETING.**

5. The Meeting was opened at 09.00 hours on Monday, 06 May 2002, by Rear Admiral Roberto Patrino, Director, REMPEC.

6. In his opening address R. Adm. Patrino welcomed all the participants and informed the Meeting of the reasons for the absence of some of the invited representatives.

7. Although the annotated provisional agenda stated that the representative of the European Commission will chair the Meeting, R. Adm. Patrino, Director, REMPEC, chaired the Meeting as proposed by EC in its nomination letter and accepted by the other participants.

8. The Chairman of the Meeting raised the point that, even if the working language of the First Steering Committee Meeting was English, this should not be taken as a precedent for the next Meeting and he thanked the representative of France for his kind understanding.

### **AGENDA ITEM 3**

### **ADOPTION OF THE AGENDA.**

9. The Meeting adopted the Agenda as proposed in the document REMPEC/MEDA/WG.1/1/Cor.1, as well as the Annotated Provisional Agenda, proposed in the document REMPEC/MEDA/WG.1/2/Cor.1. The Agenda of the Meeting is reproduced in **Annex 2** to the present Report.

### **AGENDA ITEM 4**

### **TERMS OF REFERENCE OF THE STEERING COMMITTEE**

10. The Chairman briefly introduced the whole MEDA Project, officially called "Operation", on port reception facilities, and the document REMPEC/MEDA/WG.1/4 on terms of reference of the Steering Committee submitted by REMPEC. He described the composition of the Steering Committee as it is in the Contract and underlined that the cost of the participation in the Steering Committee Meetings will be borne by the representatives of the countries and relevant international organizations.

11. The representative of France wished to be informed about the financial aspects of the Project, and was provided with a copy of the budget, as well as the others participants. The budget of the Project is reproduced in **Annex 3**. He also raised the point that as the Steering Committee should take decisions unanimously, he would face some difficulties if any representative is not present at the Meeting. The Chairman expressed the view that the Steering Committee as it is can take formal decisions, and the EC representative (DG TREN) underlined the fact that the Steering Committee should act only at the technical level, to follow up the project, and to provide guidance to REMPEC.

12. The EC representative (DG TREN) indicated that he will verify whether the Steering Committee could approve the transfer of small amounts of money from a budget line to another. In case of the positive reply, he suggested that the terms of reference should include a clause under the "Objectives and functions" of the Steering Committee regarding this issue. The text that appears in square brackets in **Annex 4** "Terms of Reference of the Steering Committee", reflects this new envisaged function of the Steering Committee. It will be integrated in the text or removed from it in accordance with the decision of the relevant services of the EC.

13. The EC representative (DG TREN) suggested that, taking into consideration the new workplan presented by REMPEC for the implementation of the project, the point 8 of the terms of reference of the Steering Committee should specify that the Committee shall meet at least twice during the implementation of the Project.

14. The Meeting requested the Secretariat to modify the Terms of Reference of the Steering Committee proposed in the document REMPEC/MEDA/WG.1/4 in accordance with the points agreed during discussion.

### **AGENDA ITEM 5.1**

### **REVIEW OF THE PROJECT**

15. The Director of REMPEC introduced document REMPEC/MEDA/WG.1/5.1 concerning the presentation of the MEDA Project on port reception facilities. He explained in detail the goals of the Operation, who are the beneficiary countries and the activities to be carried out for its implementation. The activities planned under the Operation are outlined in **Annex 5**.

16. The representative of France submitted a document, that was circulated to the Meeting, on the current domestic law (Law No 2001-43 of 16 January 2001) implementing the relevant EC Directive on port reception facilities.. He indicated that the procedure for the adoption of the Decree for its implementation was well advanced. He informed the Meeting of a technical report of the French Ministries of Environment and of the Equipment aimed at assessing the situation of port reception facilities in France which concluded that, on the whole, relevant equipment should be available in France, belonging either to the private or public sectors. The report recommended to develop a cooperation among ports of the same range and if it is possibly, among the EU member States in this field. REMPEC requested the French representative to investigate the possibility of providing the Centre with the report, which could be extremely useful regarding the methodology adopted to carry out the assessment of the situation.

17. The representative of Greece informed the Meeting that the procedure for adoption of an inter-ministerial Decision implementing the EU Directive on port reception facilities in Greece, is being finalized. He promised to provide the Center with more information as soon as available.

18. The representative of the EC (DG TREN) provided the Meeting with the main components of the EC Directive 2000/59/EC on port reception facilities that was drafted in conformity with MARPOL Convention and aimed at its implementation in European ports. He pointed out that an important element should be taken into consideration in the activities to be carried out in the framework of the MEDA Project, namely the definition of adequate facilities which should refer to the concept of reasonableness as well as to the competitiveness between ports.

19. The Director of REMPEC pointed out the fact that the ten countries involved in the MEDA Project represent only half of the total Mediterranean countries. REMPEC should investigate the possibility to include other Mediterranean countries in a similar activity on port reception facilities. He indicated that such activity, together with the outcome of the implementation of the relevant EC Directive in the Mediterranean EU members States, would give a complete picture of the implementation of MARPOL Convention in the Mediterranean region.

20. The Director of REMPEC specified that for these additional countries, a separated activity could be set up, outside the framework of the MEDA financial mechanism. From the practical point of view, the Director of REMPEC expressed the opinion that, except for Libya, the inclusion of other countries will not represent a heavy supplementary work in the activities to be carried out. The reason being that almost all these countries have few ports and limited traffic. Such separate activity could be financed from the present Budget of the Centre.

21. The representative of EC DG TREN welcomed the proposal suggested by REMPEC.

22. With regard to the participation [as observers] of non-Euro-Med partners in the final Seminar, the Steering Committee requested REMPEC to explore the possibility of financing their participation from external sources.

## **AGENDA ITEM 5.2**

## **EXTENSION OF THE PROJECT FOR ITS IMPLEMENTATION**

23. The Senior Program Officer of REMPEC was invited by the Chairman to introduce the document REMPEC/MEDA/WG.1/5.2 regarding the proposal to extend the duration of the Project up to 36 months and to explain the reasons why an extension of the project was deemed necessary. He outlined the history of the project that was submitted to the EC for approval in 1997, and has been revised several times until the signature of the final agreement in December 2001. The revised Workplan is attached as **Annex 6** of the Report.

24. The main modification was related to the activity regarding the harmonization of the fees for the use of port reception facilities in the Mediterranean region, which was considered premature at that stage, and was therefore replaced with the activity dealing with the assessment of port reception facilities for ballast water. In addition, the activity related to the organization of a regional Seminar for discussing and disseminating the results achieved was added to the initial Project proposal.

25. The Director of REMPEC explained that the proposal was more a re-organization of the rolling work programme than an extension of the Project itself, aimed at ensuring a timely and effective implementation of the Project. He underlined that the extension shall not affect the total amount of the budget allocated by the MEDA financial mechanism for the implementation of the Project.

26. The EC representative, after examining the new working programme submitted by REMPEC, and without prejudicing the decision of the EC, expressed his personal view that both, the proposal for the extension of the Project and the re-programming of the activities sounded reasonable and in principle could be accepted since such an extension does not entail any budgetary implications. In his opinion, the provisions of the article 9 of the Contract legally allowed such an extension. He suggested that a request to this purpose, together with a basic justification and explanations as necessary, should be submitted to the EC for approval.

27. The Meeting agreed with the proposal for the extension of the Project presented by REMPEC, and requested the Centre to submit it to the EC for approval. The text of the recommendation of the Steering Committee for the extension of the duration of implementation of the Project is reproduced in **Annex 7**.

28. The Meeting also agreed with the proposal of the Chairman to organize a Third Steering Committee Meeting, and rescheduled the Second Meeting of the Steering Committee in the middle of the second year of the proposed working programme, in order to better monitor and provide guidance as necessary on the on-going activities under the Project.

29. The French representative suggested, in order to make the follow up of the studies more efficient, that other Mediterranean countries should be invited to participate to the Regional Seminar scheduled at the end of the Project. It would provide all Mediterranean coastal States with a comprehensive information on the activities carried out within the framework of the MEDA Project, as well as the whole picture of the situation in the Mediterranean region (see paragraphe 19).

30. The Director of REMPEC suggested that, since according to the proposed workplan the Seminar should be organized in 2004, it would be possible to propose to the MAP Contracting Parties to allocate some resources in the next biennium budget for covering the costs of participation of non-Euro-Med Partners in the Seminar. If the EC does not agree with the proposal of REMPEC to extend the duration of the Project, the Centre shall investigate other sources of funding their participation. However, in both cases, this solution should be considered before requesting the MAP Contracting Parties to take into consideration the possibility to allocate funds for this activity (see paragraphe 22).

#### **AGENDA ITEM 6**      **OTHER BUSINESS.**

31. Under item 6, two issues were discussed: the potential consultants for Activities A and C, and the procedure for the final selection of the consultants to carry out the activities.

32. A representative of REMPEC introduced the document REMPEC/MEDA/WG.1/6 that included a list of potential consultants. She indicated that the Centre is at present contacting several national institutions with a view to finding out which one could undertake the activities A and C as soon as possible after the Meeting. IMO was also requested to provide additional names as well as the Mediterranean EU Member States invited to participate to the Steering Committee. The Centre shall provide a terms of reference to the potential consultants and invite them to present their offers.

33. The representative of Malta suggested that CEDRE might be a suitable consultant. The representative of France seconded this proposal and indicated that he might provide REMPEC with the names of some other potential consultants. The Meeting took note of these proposals.

34. As regard to the selection itself, the Chairman pointed out that it may be useful to set up an informal Committee with the aim to support REMPEC in the selection procedure. The Meeting agreed in principle with the proposal, underlining however that the responsibility for the selection would remain with REMPEC.

35. The Chairman indicated that as soon as replies concerning additional consultants are received the Centre will select the most appropriate one(s). The representative of the EC delegation in Malta suggested to put a deadline for receiving such additional names. The Meeting agreed that the selection of the potential consultant would be done preferably by the end of June.

**AGENDA ITEM 7**      **DATE, PLACE AND AGENDA OF THE NEXT MEETING.**

36. The Meeting decided that the Second Meeting of the Steering Committee would be held in Malta in one year time tentatively, depending on the result of the request for the extension of the Project.

37. The Meeting also decided the agenda of its next Meeting would include the progress report of the project implementation, the workplan, and the presentation of potential consultants for Activity B.

**AGENDA ITEM 8**      **ADOPTION OF THE REPORT OF THE MEETING.**

38. The Meeting adopted the present Report on 07 May 2002.

**AGENDA ITEM 9**      **CLOSURE OF THE MEETING.**

39. The Meeting was closed by the Chairman on Tuesday, 07 May 2002, at 13.30 hours.

**ANNEX 1**

**LIST OF PARTICIPANTS**

**I – MEMBERS OF THE STEERING COMMITTEE**

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**ANNEX 2**

**AGENDA**

1. Opening of the Meeting
2. Organization of the Meeting
3. Adoption of the Agenda
4. Terms of Reference of the Steering Committee
- 5.1 Review of the Project
- 5.2 Extension of the Project and review of the workplan for its implementation
6. Other business
7. Date and place of the second Meeting
8. Adoption of the Minutes of the Meeting
9. Closure of the Meeting

## ANNEX 3

MED.B7.4100.97.0415.8 Expenses	All Years			
	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)
<b>1. Human Resources</b>				
1.1 Salaries (gross amounts, local)				
1.1.1 Technical	Per month	24	3000	72.000
1.1.2 Administrative/ support Staff(G7/4) (1)	Per month	48	316	15.168
1.1.3 Administrative/ support Staff(G4/4) (1)	Per month	24	247	5.928
1.2 Salaries (gross amounts, expat/int. staff)				-
1.2.1. Director (D1) (1)	Per month	24	984	23.616
1.2.2. Programme Officer (P4/15)(1)	Per month	24	1898	45.552
1.2.3. Consultants (Category II)	Per day	617	325	200.525
1.2.4. Secretarial Support (non-REMPEC)	Per day	210	80	16.800
1.3 Per diems for missions/travel				
1.3.1 Abroad (project staff)	Per diem	196	171	33.516
1.3.2 Local (project staff)	Per diem	110	171	18.810
1.3.3 Seminar/conference participants	Per diem	208	171	35.568
<b>Subtotal Human Resources</b>				<b>467.483</b>
<b>2. Travel</b>				
2.1. International travel				
2.1.1. International travel (Europe - Med.)	Per flight	53	1500	79.500
2.1.2. International travel (Med - Med.)	Per flight	34	700	23.800
2.1.3 Terminal Expenses	Per trip	87	118	10.266
2.2 Local transportation (over 200 km)	Per trip			
<b>Subtotal Travel</b>				<b>113.566</b>
<b>3. Equipment and supplies***</b>				
3.1 Purchase or rent of vehicles	Per vehicle			
3.2 Furniture, computer equipment				
3.3 Spare parts/equipments for machines, tools				
3.4 Other				
<b>Subtotal Equipment and supplies</b>				
<b>4. Local office/project costs</b>				
4.1 Vehicle costs	Per month			-
4.2 Office rent	Per month			-
4.2.1. Office space & Facilities for Technical Officer (B/L 1.1.1.) (1)	Per month	24	500	12.000
4.3 Consumables - office + medical supplies (1)	Per month	24	500	12.000
4.4 Other services (tel/fax, electricity/heating, maintenance) (1)	Per month	24	900	21.600
<b>Subtotal Local office/project costs</b>				<b>45.600</b>

ANNEX 3

MED.B7.4100.97.0415.8 Expenses	All Years			
	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)
5. Other costs, services				
5.1 Publications**	Per report	10	1700	17.000
5.2 Studies, research**				-
5.3 Auditing costs				-
5.4 Evaluation costs				-
5.5 Translation/Interpreters				
5.5.1. Translation (2)	Per page	400	42	16.800
5.5.2. Interpreters	Per day	12	540	6.480
5.6 Financial services (bank guarantee costs etc.)				-
5.7 Costs of conferences/seminars**				
5.7.1. Seminar (Meeting room, interpretation equipment)	Per day	3	2000	6.000
5.7.2. Steering Committee Meeting (Meeting Room)	Per day	2	500	1.000
<b>Subtotal Other costs, services</b>				<b>47.280</b>
6. Real Estate and works****				
6.1 Purchase of land				-
6.2 Purchase of building				-
6.3 Construction works				-
<b>Subtotal Real estate and works</b>				<b>-</b>
7. Other				
7.1.1 Postage & Freight	per year	2	5000	10.000
7.1.2. Misc. Costs (what consultants might incur during mission)	Lump Sum per mission	23	500	11.500
7.1.3. Non-REMPEC communication costs. (Added to consultants contracts as a lump sum)	Per Contract	5	1000	5.000
<b>Subtotal Other</b>				<b>26.500</b>
<b>8. Subtotal direct project costs (1.-7.)</b>				<b>700.429</b>
9. Administrative costs (fixed percentage of 8 - for calculation, see Appendix B to the General Conditions of the grant agreement)				
<b>10. Total eligible project costs (8.+ 9.)</b>				<b>700.429</b>
11. Contingency reserve* (maximum 5 % of 10. total eligible project costs)				35.021
<b>12. Total costs(10.+11.)</b>				<b>735.450</b>

\* Contingency reserve can only be used after written approval of the Commission

\*\* Only indicate here when fully subcontracted

\*\*\* Costs of purchase or rental

\*\*\*\* The purchase of land or purchase/construction of buildings is only permitted if indispensable for implementing the project

\*\*\*\*\* All items must be broken down into their individual components. The number of units for each component must be specified

(1) REMPEC's contribution to the project (100%)

(2) REMPEC's contribution to the project (25%)

**ANNEX 4**

**TERMS OF REFERENCE OF THE STEERING COMMITTEE OF  
THE PROJECT FOR PORT RECEPTION FACILITIES FOR COLLECTING SHIP-GENERATED  
GARBAGE, BILGE WATER AND OILY WASTES  
(MED/B7/4100/97/0415/8)**

1. The European Community, represented by the European Commission (EC) and the International Maritime Organization (IMO), on behalf of REMPEC signed a contract for the implementation of the Operation (hereafter called Project) entitled " *Port Reception Facilities for collecting ship-generated garbage, bilge waters and oily wastes* " (reference: MED/B7/4100/97/0415/8). The Project is financed through the Euro-Mediterranean Partnership financial instrument (MEDA) of the European Community.

2. In accordance with the terms of the Project, a Steering Committee is to be set up for the follow-up of the implementation of the Project. Its composition, objectives and mode of functioning are defined in the following paragraphs.

**COMPOSITION**

3. The Steering Committee is composed by the following members:

- (a) Representatives of the Mediterranean EU member States from France, Greece, Italy and Spain. They are members of the Steering Committee according to the MEDA Contract mentioned above;
- (b) Representatives of the EC, Directorate General for Transport and Energy and Directorate General for Environment. Their role is to provide the technical guidance for the implementation of the Project.
- (c) The Director of REMPEC (IMO/UNEP Regional Activity Centre for the Mediterranean Action Plan), in his role of technical manager of the Project. When necessary, he might be assisted by one or more of his collaborators.

4. Representatives of the MEDA countries may attend the meeting of the Steering Committee as observers. Representatives of IMO and of MAP might also participate in the Meetings.

5. Members of the Steering Committee may designate other persons to represent them in the Committee if they are not able to attend meetings.

**OBJECTIVES AND FUNCTIONS**

6. The objectives of the Steering Committee, which will meet at least twice (a Third Committee meeting might be convened) are to supervise, co-ordinate and to decide on necessary actions to be taken in order to facilitate the implementation of the Project. The Steering Committee ensures in particular the co-ordination among the several components of the project.

7. The functions of the Steering Committee are as follows:

- (a) to discuss and approve the workplan and timetable of activities to be undertaken under the project;

- (b) to provide guidance to REMPEC regarding the selection of the Consultants;
- (c) to examine the reports of various activities carried out by consultants and provide guidance, as necessary, for their final approval and implementation;
- (d) to review the progress of the activities described in the Project;
- (e) to consider actions that might be necessary for the successful completion of the Project;
- (f) to approve the programme and the organization of the Seminar;
- (g) to ensure the compatibility of the results of the Project with the international and European relevant regulations;
- (h) to ensure the coordination between the activities carried out under the Project and the relevant activities undertaken in the Mediterranean EU members States;
- (l) **[ to approve the transfer of small amounts of money among different budget lines of the relevant MEDA contract, if necessary for a better on-going of the Operation ]**.

## **FUNCTIONING**

8. According to the workplan of the project, the Steering Committee should meet at least twice during the period of the implementation of the Project. The agenda and timetable of these meetings shall be decided upon and approved by the Steering Committee.

9. Invitations to participate in the meetings shall be send out by REMPEC. All the members of the Steering Committee, observers and the representatives of any other body referred to in point 4 shall bear the costs related to their participation in the Meetings. REMPEC shall make the necessary logistic arrangements for the organization of the meetings.

10. The Meetings of the Steering Committee shall be chaired by either a representative of the EC or a representative of REMPEC.

11. REMPEC shall act as a secretariat of the Steering Committees and to this end it shall undertake the preparatory work and the co-ordination necessary for the good functioning of the Committee, as well as the liaison with all the governments of the countries participating in the Project.

12. The Steering Committee shall take all decisions unanimously. After each Meeting, a report shall be prepared by REMPEC and communicated to all the governments of the ten Mediterranean countries involved in the project (Euro-Mediterranean Partners),as well as to EC and to other Members of the Steering Committee.

ANNEX 5

ANNEX I: DESCRIPTION OF THE OPERATION

**REGIONAL MARITIME TRANSPORT PROJECTS**  
**Port reception facilities for collecting ship-generated garbage,**  
**bilge waters and oily wastes**

(MED/B7/4100/97/0415/8)

Background

On 28 November 1995, in Barcelona, the EU and 12 Mediterranean Partners signed a declaration concerning the new Euro-Mediterranean Partnership with a view to create a framework for political, economic, social and cultural ties between the Partners. The declaration notably stressed "the importance of developing and improving infrastructures, including through the establishment of an efficient transport system."

On that basis, and taking account of the beneficiaries' priorities and their absorption capacity, a meeting held in October 1996 in Cyprus identified a first series of projects for MEDA financing. The list was drawn up in close co-operation with all Partners concerned and is seen as a test by both parties concerned: by the Mediterranean Partners (as stated by the Cypriot Minister), on the one hand, as a test of the Community's willingness to help in practical matters showing immediate results which, if successful, will lead to implementation of the next stages of the Work Programme; by the Community on the other hand, as a test to ensure that the necessary level of co-operation in the projects is shown by the Mediterranean Partners.

A project on "Port reception facilities for collecting ship-generated garbage, bilge waters and oily wastes" was one of the projects identified for support. This contract is to realise that aim.

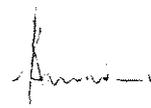
The general objective of the project is to reduce the pollution of the Mediterranean Sea by ship generated solid wastes and oily waters and residues..

More specifically, it aims at promoting, in accordance with MARPOL 73/78 Convention, the installation of port reception facilities for the collection of garbage, bilge waters and oily residues generated by ships, as well as at identifying the present situation and needs regarding the reception facilities for oily ballast waters in the Mediterranean Partners. It also aims at identifying proper methods for treatment of collected solid and liquid wastes and for final disposal of such wastes.

Activities and Tasks

The main proposed activities are:

A) identification, by the project-consultants and national experts, of required capacities for collection and treatment of relevant types of solid and liquid wastes, taking into consideration the type and capacity of existing installations and specific nature of traffic in each country and port concerned, as well as specific requirements resulting from such differences;

  
14.12.2001

## ANNEX 5

B) preparation, by the project-consultants and national experts, of a study concerning optimum solutions for collecting, treatment and disposal of relevant types of ship-generated solid and liquid wastes, taking into consideration specific features of each particular country, and including proposals regarding the type and size of required port reception facilities and waste treatment plants, based on best available technology (BAT);

C) identification, by the project-consultants and national experts, of required capacities for collection and treatment of oily ballast waters from tankers, taking into consideration the type and capacity of existing installations and specific nature of oil tanker traffic in each country, oil port and terminal concerned, as well as specific requirements resulting from such differences;

D) preparation of standard designs for (a) port reception facilities and (b) waste treatment plants, for collection, treatment and disposal of garbage, bilge waters and oily residues, that could be made available to all Mediterranean coastal States free of charge, for implementation in their ports.

E) organisation of an extensive Regional Seminar on Port Reception Facilities for the representatives of the relevant national authorities, convened with the following objectives:

- i) to present and discuss the results of the operation (studies, proposals, standard designs);
- ii) to discuss and decide upon actions to be taken by the Mediterranean coastal States with a view to implementing the results of the operation and reducing the pollution of the Mediterranean Sea from the ship generated pollution.

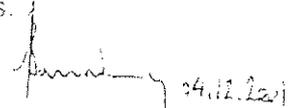
Results and outputs of the operation are meant to be applicable throughout the Mediterranean region and thus particular attention will be paid to their reproducibility in coastal States not participating in the proposed operation.

The operation will be largely based on work already carried out within the framework of the International Maritime Organisation (IMO), Mediterranean Action Plan (MAP) of the United Nations Environment Programme (UNEP) and REMPEC.

Particular attention will be paid by the Consultant to ensure that the overall operation takes in due consideration the legislation on reception facilities at the time applicable within the European Community.

In order to implement the above mentioned activities, the Organisation shall carry out the following tasks:

1. (Activity A) supervise the work of the project-consultants and national experts for the identification of required capacities for collection and treatment of relevant types of solid and liquid wastes, as referred to above under item A). The Organisation will have to select and contract with the necessary personnel for the execution of this task (two project-consultants and two secretaries) and fund the travel (20 journeys), accommodation and other relevant expenses relating thereto. This activity will imply 150 working days for the project-consultants, 50 working day for secretaries, and 120 days of per diem allocations.

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## ANNEX 5

2. (*Activity B*) supervise the work of the project-consultants and national experts for the preparation of a study concerning optimum solutions for collecting, treatment and disposal of relevant types of ship-generated solid and liquid wastes. The Organisation will have to select and contract with the necessary personnel for the execution of this task (two project-consultants and two secretaries) and fund the relevant expenses relating thereto. This activity will imply 150 working days for the project-consultants and 60 working day for secretaries.
3. (*Activity C*) supervise the work of the project-consultants and national experts for the preparation of a study concerning reception facilities for the oily ballast waters from tankers. The Organisation will have to select and contract with the necessary personnel for the execution of this task (two project-consultants and two secretaries) and fund the travel (8 journeys), accommodation and other relevant expenses relating thereto. This activity will imply 120 working days for the project-consultants, 40 working day for secretaries, and 35 days of per diem allocations.
4. (*Activity D*) prepare standard designs for (a) port reception facilities and for (b) waste treatment plants, for collection, treatment and disposal of garbage, bilge waters and oily residues that could be made available to all Mediterranean coastal States. The Organisation will have to select and contract with the necessary personnel for the execution of this task (four project-consultants and four secretaries) and fund relevant expenses relating thereto. This activity will imply 180 working days for the project-consultants, 60 working day for secretaries, and 32 days of per diem allocations.
5. (*Activity E*) organise the Regional Seminar on Port Reception Facilities for the representatives of the relevant national authorities. The duration of the Seminar will be 3 days and will be attended by a maximum of 40 persons (2-3 from national institutions of each participating country, 3 from REMPEC, 3 project-consultants, 1 from IMO, 1 from ICS, 1 from IAPH). The Organisation will have to prepare the necessary documentation (invitations, agenda, working papers and reports) for the Seminar, make the necessary arrangements to ensure attendance of the participants and fund the travel, accommodation and conference facility expenses relating thereto.
6. With a view to ensuring the overall co-ordination of the implementation of the Operation, the setting-up of a Steering Committee has been envisaged. The Steering Committee will be composed of the representatives of the EC (2), REMPEC (2) and the four Mediterranean EU member states (one representative from Spain, France, Italy and Greece respectively). The Steering Committee should meet twice with a view to reviewing activities planned and carried out under the Operation, and to adjusting the workplan and timetable as necessary, in order to ensure the timely and successful completion of the project.
7. The Organisation will prepare the terms of reference for all the activities stipulated under the operation.
8. The Organisation will provide the project-consultants with all relevant information, available at the Centre, resulting from previous activities in the field of collection, treatment and disposal of ship generated solid and liquid wastes, carried out by the International Maritime Organisation (IMO), Mediterranean Action Plan (MAP) of the United Nations Environment Programme (UNEP) and REMPEC itself.
9. The Organisation will ensure that the overall operation takes in due consideration the legislation on reception facilities at the time applicable within the European Community.
10. The Organisation will perform the role of the co-ordinator in the implementation of the Operation.

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**Annex 6**

**REVISED WORKPLAN**

**FIRST YEAR**

- 1- Setting up of the first Steering Committee**
- 2- Completion of the Project Documentation**
- 3- First Meeting of the Steering Committee**
- 4- Identification and selection of Consultants for activities A and C**
- 5- Fact-finding missions to beneficiary countries (activity A)**
- 6- Fact-finding missions to beneficiary countries (activity C)**
- 7- Preparation of the draft report on activity A**
- 8- Preparation of the draft report on activity C**

**SECOND YEAR**

- 1- Revision and completion of the report on activity A**
- 2- Revision and completion of the report on activity C**
- 3- Dissemination of results of activities A and C**
- 4- Second Steering Committee meeting**
- 5- Identification and selection of Consultants for activity B**
- 6- Start of work of activity B**
- 7- Draft study concerning activity B**
- 8- Revision and completion of the study on activity B**
- 9- Preparation of the call for proposals concerning standard designs for Port Reception Facilities and Treatment Plants**

<b>THIRD YEAR</b>
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- 1- Dissemination of the calls for proposals concerning standard designs (activity D)**
- 2- Collection of proposals (activity D)**
- 3- Selection of best proposals**
- 4- Preparation and organization of the Regional Seminar**
- 5- Third meeting of the Steering Committee**
- 6- Regional Seminar (activity E)**
- 7- Dissemination of standards designs (activity D) and Study (activity B)**

## ANNEX 7

### **RECOMMENDATION OF THE STEERING COMMITTEE FOR THE EXTENSION OF DURATION OF THE OPERATION**

Taking into consideration the extent of activities planned under the Operation, as well as the need that these are carried out in a logical sequence, the Steering Committee was of the opinion that the extension of the original project duration of 2 years, as agreed in the contract between the EC and IMO, to a 3 year period would ensure its smoother implementation and better achieving of desired goals.

The Steering Committee therefore asked REMPEC to address to the relevant EC services a request for the extension of the project duration from 24 to 36 months. The following justification of this request has been agreed upon by the Steering Committee, with the understanding that the suggested extension of duration of the Operation would not affect the approved Budget of the Operation.

- the final revision of the project proposal, made prior to signing the agreement between the EC and IMO on behalf of REMPEC, included the replacement of the activity regarding the harmonization of the fees for the use of port reception facilities in the Mediterranean region originally proposed in the project, with the present Activity related to the assessment of the capacities for collecting ballast waters. Since the new activity C involves visiting all countries that have difficulties with the collection and treatment of oily ballast waters from tankers, its duration is expected to be longer than the originally proposed activity that involved mainly office work.
- in addition, Activity B should only start following the approval of the results of Activities A and C in order to ensure that the proposed solutions for collection, treatment and disposal of liquid and solid waste, envisaged under the operation, comprehensively covered all types of targeted pollutants. It is also expected that the present Activities A and C will take longer to be finalized than only the Activity A, which served as the basis for the preparation of the originally “rolling work programme” as it appears in the Contract.
- The Steering Committee recognized the need to share the methodology applied and experience gained through the implementation of the Activities A and C also in those countries of the Mediterranean region that are Contracting Parties to the Barcelona Convention but are not the Euro Mediterranean Partners, and thus not eligible to benefit from the present Operation. The extension of the project duration would *inter alia* enable REMPEC to identify the sources of financing of similar activities in the five Mediterranean countries not eligible for MEDA programme and to carry out similar activities in these countries, in order to obtain a clear and complete picture of the requirements of the Mediterranean region for port reception facilities.
- The Seminar planned as the last activity of the Operation would achieve its optimum goal, i.e. an overall agreement of the joint Mediterranean Policy on Port reception facilities only if all results of the Operation are taken into account and if these could be supplemented by the results of the activities on the implementation of the EU Directive 2000/59 in the four Mediterranean EU member States, but also with the results of similar activities in the five non Euro Mediterranean Partners that are nevertheless coastal States of the Mediterranean Sea.

