



ASSOCIATION OF CARIBBEAN STATES
ASOCIACION DE ESTADOS DEL CARIBE
ASSOCIATION DES ETATS DE LA CARAIBE

ANNEX I

ASSOCIATION OF CARIBBEAN STATES (ACS)

19TH MEETING OF THE SPECIAL COMMITTEE ON TRANSPORT
Paramaribo, Suriname, 23rd and 24th April, 2010

TRANSPORT PROJECT CONCEPT PROPOSALS

List of Transport Projects

- Internet-Based Port of Maritime Database for the Greater Caribbean
- Creation of a Coordinating Centre for Research, Consultation and Training for the Benefit of ACS Countries
- Creation of a Bank of Problems and Solutions for Maritime-Port Activity in the ACS
- Map of Maritime Routes in the Greater Caribbean

ASSOCIATION OF CARIBBEAN STATES (ACS)

19TH MEETING OF THE SPECIAL COMMITTEE ON TRANSPORT

Paramaribo, Suriname, 23rd and 24th April, 2010

TRANSPORT PROJECT CONCEPT PROPOSALS

**INTERNET-BASED
PORT AND MARITIME DATABASE
FOR THE GREATER CARIBBEAN**



LAST UPDATE: September 2005

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ABBREVIATIONS AND ACRONYMS

ACS: Association of Caribbean States

CARICOM: Caribbean Community

CDB: Caribbean Development Bank

COCATRAM: Central American Commission on Maritime Transports

CSA: Caribbean Shipping Association

ECLAC: Economic Commission for Latin America and the Caribbean

IDB: Inter-American Development Bank

OECS: Organization of Eastern Caribbean States

TOR: Terms of Reference

UNO: National Port and Waterways Institute of the University of New Orleans

I. PROJECT OVERVIEW	
A. PROJECT DESCRIPTION	
1.1 Project name <i>Internet-based Port and Maritime Database for the Greater Caribbean - ACS-TP-001</i>	1.2 ACS Focal Areas and Programme <i>Transport (TP) Programme: "Uniting the Caribbean by Air and Sea"</i>
1.3 Objectives and Justification <p>Project General Objective: <i>To improve the efficiency of maritime transport in the Greater Caribbean through greater co-operation among the countries of the region</i></p> <p>Project Specific Objective: <i>To provide relevant and timely port and shipping information to key stakeholders in the ACS region through the establishment of an internet-based information system.</i></p> <p>Project Justification: <i>Since the majority of Caribbean imports and exports are transported by ship, it is in maritime transport that the greatest benefits from efficiency gains could be realized. Caribbean ports do not lack capacity overall, nor is the number of carriers insufficient for present needs. Instead, harmonized regulatory and legal reform is needed to create incentives to improve administrative practices, stimulate investment to modernize existing facilities, and ensure efficient pooling of resources in this area. Industry reforms should emphasize greater competition, efficient management and regional cooperation. In all cases, improved data collection and dissemination among both users and providers of shipping services is urgently needed.</i> <i>To address this issue and in order to strengthen maritime transport sector by improving functional co-operation in the Region in the field of maritime transport, the ACS seeks to develop a standardized, up-to-date maritime database to monitor port performance and allow inter-port comparisons, by providing statistical information on port infrastructure, shipping services and cargo movement in the Greater Caribbean region. This project is part of the program entitled "Uniting the Caribbean by Air and Sea", which is aimed, inter alia, at supporting the modernization and rationalization of transport policies, infrastructure and services throughout the Greater Caribbean.</i></p>	
1.4 Components <i>A. Development of a Maritime Transport Data Set and of an Information Provider Network B. Development, Feeding and Promotion of the Website</i>	1.5 Estimated Costs and Duration <i>US\$ 249,650.00; 14 months</i>
1.6 Project current status <i>Project approved by the IDB.</i>	
B. STAKEHOLDERS	
1.7 Responsible Agency <i>Association of Caribbean States (ACS)</i>	1.8 Beneficiaries <i>ACS Member Countries. The main beneficiaries of the system would be the users and providers of regional port and shipping services (exporters, importers, shippers, shipping agents etc.), as well as public entities with responsibilities in the sector and national and regional policy-makers.</i>
1.9 Collaborating Institutions <i>Caribbean Community (CARICOM); Caribbean Shipping Association (CSA); Central American Commission on Maritime Transports (COCATRAM); Economic Commission for Latin America and the Caribbean (ECLAC); Organization of Eastern Caribbean States (OECS); TRAINMAR Caribbean Network; National Port and Waterways Institute of the University of New Orleans (UNO)</i>	
1.10 Executing Institutions <i>ACS Secretariat 2 International Consultants</i>	1.11 Financing Institutions <i>IDB Italian Trust Fund: US\$ 150,000.00 EU Interreg III B Caribbean Space: US\$ 49,650.00 ACS Counterpart: US\$ 50,000.00</i>

II. PROJECT INTERVENTION LOGIC

A. BACKGROUND

2.1 Features of sector

As trade liberalization gathers pace and tariff barriers are removed throughout the world, transport costs are increasingly important in determining the final price of goods. For many ACS members, and particularly for the small Caribbean islands, this presents a huge challenge. Because they are small and lack a diversified range of domestic resources, these countries depend heavily on imports to support local production and satisfy consumer demand. Given the absence of a sizable domestic market, they also depend on export revenues to sustain economic growth. Most ACS members face relatively high per-unit transport costs, which affect export earnings and import prices, while also hampering the development of closer intra-regional links. In 1997, Caribbean islands' freight and insurance costs represented 11 percent of total import value. For Central America, the share was 9 percent. This is almost double the world average of 5 percent. Total transport costs are a function of freight costs, insurance premiums, type of cargo, distance, port dues and tariffs, waiting times in ports, economies of scale and inland transport costs. While many of these costs can be attributed to the region's inescapable geographical realities, sizable cost reductions could be achieved by eliminating important inefficiencies in the regional transport sector.

2.2 Issues to be addressed

Since the majority of Caribbean imports and exports are transported by ship, it is in maritime transport that the greatest benefits from efficiency gains could be realized. Caribbean ports do not lack capacity overall, nor is the number of carriers insufficient for present needs. Instead, harmonized regulatory and legal reform is needed to create incentives to improve administrative practices, stimulate investment to modernize existing facilities, and ensure efficient pooling of resources in this area. Industry reforms should emphasize greater competition (between and/or within ports), efficient management (flexible opening hours, training, upgrading of safety and environmental standards, rationalization of customs procedures) and regional cooperation (to facilitate transshipment, improved use of cargo space, and infrastructure investment, among other things). In all cases, improved data collection and dissemination among both users and providers of shipping services is urgently needed.

2.3 Project Proposal

To address these and other problems in the transport sector, ACS Member Countries have adopted a long-term framework regional program entitled "Uniting the Caribbean by Air and

Sea". Its aim is to support the modernization and rationalization of transport policies, infrastructure and services throughout the Greater Caribbean.

In the area of maritime transport, one of the key priorities is the establishment of a standardized, up-to-date maritime database to monitor port performance and allow inter-port comparisons, by providing statistical information on port infrastructure and tariffs, as well as shipping services in the Greater Caribbean region. In 2000, the Maritime Experts Group of the ACS Special Committee on Transport began formulating a proposal to this effect. COCATRAM, CSA, ECLAC, TRAINMAR and UNO were also involved in the project preparation. The present project, "Development of an Internet-based Port and Maritime Database for the Greater Caribbean" is the result of these efforts.

The proposal seeks the creation of a database containing homogeneous data on ACS Member Countries' ports infrastructure and operations, as well as key-indicators built on this information, to allow a comparison of the productivity, the competitiveness and the performance of these ports, for a given period or at a specific moment. The analysis of each port performance and of inter-ports comparison would then make it possible for Policy-makers and Port Authorities to identify the gaps and the best practices and thereby, the way to improve these key-indicators. This initiative represents the opportunity to bring together Policy-makers and Port Authorities to learn from each other and cooperate to improve the performance of the Maritime sector in a regional effort.

2.4 Other interventions

While attempts have certainly been made at the national level to collect and publish relevant port and shipping data, such data is often incomplete, outdated, not available in all ACS countries, and not homogenized across the region. The project will analyse the possibility to use the databases developed by COCATRAM, CSA and ECLAC in the maritime transport sector. Lessons learnt in the development of these databases will be taken into account in the creation of the ACS Database.

B. OBJECTIVES

2.5 Project Development Objective

To improve the efficiency of maritime transport in the Greater Caribbean through greater co-operation among the countries of the region.

2.6 Project Specific Objective(s)

To provide relevant and timely port and shipping information to key stakeholders in the ACS region through the establishment of an internet-based information system.

The Information System will generate ports performance and inter-port comparison indicators that would make it possible for Policy-makers and Port Authorities to identify the gaps and the best practices and thereby, the way to improve these key-indicators.

2.7 Expected Results

The achievement of the project will result in:

- A functioning internet-based port and maritime database for the Greater Caribbean;
- A functioning network of information providers committed to feeding and regularly updating the database, and technically equipped to do so;
- Well-trained staff at the ACS Secretariat that will maintain the database;
- A broad knowledge and use of the database by relevant users across the region;
- The provision, region-wide, of key data on the infrastructure and operations of ACS Member Countries' ports and of key indicators that would allow port performance monitoring and inter-port comparison;
- A better awareness on the problems faced in the maritime sector and on the possible strategies to improve the performance of the ports in the region.

Readily available, timely and homogenous port and maritime shipping data would help expedite cargo processing, encourage improved use of cargo space, and provide industry analysts with the means to assess problems and to craft improvements region-wide.

At the end of the project a seminar will be held to present the Internet-based database to information-providers and key stakeholders and users, as well as to elaborate on the key indicators generated to start a process of identifying strategies for the improvement of the ports' performance in the ACS.

C. STAKEHOLDERS

2.8 Beneficiaries

ACS Members and Associate Members.

The main beneficiaries of the system would be the users and providers of regional port and shipping services (exporters, importers, shippers, shipping agents etc.), as well as public entities with responsibilities in the sector and national and regional policy-makers.

2.9 Participating Institutions

Responsible Agency:

Association of Caribbean States (ACS)

Collaborating institutions:

Caribbean Community (CARICOM)

Caribbean Shipping Association (CSA),

Central American Commission on Maritime Transports (COCATRAM)

Economic Commission for Latin America and the Caribbean (ECLAC)

Organization of Eastern Caribbean States (OECS)

TRAINMAR Caribbean Network

National Port and Waterways Institute of the University of New Orleans (UNO)

D. BENEFITS, RISKS AND SUSTAINABILITY

2.10 Benefits

The project will improve the provision, region-wide, of up-to-date, reliable and homogeneous information on maritime transport in the Greater Caribbean, which will benefit both private and public sector operators. It will generate greater opportunities for trade through a better dissemination of information on the ports located in the Caribbean Basin. It will moreover strengthen the capacity of the ACS Secretariat in executing its mandate given by its Member States in the area of maritime transport, by providing the ACS Transport Special Committee and its Technical Group with the means to analyse the performance of ACS Member Countries' ports, to identify best practices and to make recommendations as to how to improve the performance in the maritime sector. It will also promote greater regional cooperation links between English, French and Spanish-speaking Caribbean countries in the area of maritime transports.

The port and maritime database is essential to improve the development and the quality of maritime services in the Greater Caribbean. It will provide indicators allowing ports performance monitoring and inter-port comparison, pointing to both opportunities and the problems that need to be solved. It will allow the identification of strengths and weaknesses of each port by showing how costly, productive and competitive is a port. It will facilitate the design of future functional cooperation projects to address the problems and weaknesses, thereby further strengthening the Caribbean maritime transport sector.

The information website will create interactivity between ACS and future users of the information through an on-line interactive forum, as well as a brief questionnaire on the website and a special mailbox.

2.11 Critical Risks and Sustainability

Critical Risks	Risk Rating	Risk Mitigation Measures
<ul style="list-style-type: none"> Information not provided on-time for the elaboration and updating of the database 	<ul style="list-style-type: none"> High 	<ul style="list-style-type: none"> Regular consultations with information providers will be conducted to explain the usefulness of the database, elicit the support of providers, and develop a sense of ownership among them. The ACS Secretariat will consult regularly with national authorities in Member States through the ACS Special Committee on Transports.
<ul style="list-style-type: none"> Get reliable and comparable data 	<ul style="list-style-type: none"> Medium 	<ul style="list-style-type: none"> The Consultants will pay considerable attention to the provision of realistic data and will have to find technical solutions to obtain comparable data from the data received. Information Providers have to be sensitised on the usefulness of identifying the weaknesses of their ports in order to improve their performance.

2.12 Ex-post Sustainability

The ex-post sustainability of the project is related to the updating of the database. In this respect, it is of utmost importance to create a Network of Information Providers and to make sure that the Network gets the feeling to “own” the database and understands the importance and the benefits of the project. The ACS Transport Directorate will monitor the updating of the database once the project has been completed.

Several follow-up meetings and workshops will be held to analyse the indicators provided in the database, draw up recommendations for improving port performance, suggest possible cooperation projects among Port Authorities, as well as to encourage the continued provision of data in a timely manner.

III. PROJECT IMPLEMENTATION

A. COMPONENTS AND ACTIVITIES

3.1 Components Description

Component A:

Development of a Maritime Transport Data Set and of an Information Provider Network

An international consultant with recognised expertise in Greater Caribbean maritime transport (information collecting and economic analysis) will be hired to develop a relevant data set based on information requirements and performance indicators desired by public and private users of information in the maritime and port sectors. Furthermore, the consultant will have to justify the usefulness of the data set by analysing the Greater Caribbean maritime

transport problems and existing information systems. Based on an initial set of variables, the consultant will redefine the list of parameters to be included after identifying and assessing all information sources of each variable, taking into account already existing databases (COCATAM, CSA, ECLAC).

The consultant will be in charge of introducing the project to information providers and potential users. He will have to make the information providers aware of the importance of their pivotal involvement in the creation of a Greater Caribbean Port and Maritime Information System (the analysis on maritime transport problems will help him in this task). The Information System will not be presented as a solely ACS Information System but as a Regional Port and Maritime Information System, that the providers share through the ACS Secretariat in order to improve the maritime services in the Greater Caribbean Region. The information providers will get involved in the project by participating in a Regional Port and Maritime Statistics Network. They must commit themselves in providing the necessary information required on a continuing basis.

Component B:

Development, Feeding and Promotion of the Website

An international consultant with recognised expertise in statistics information systems and website design will be hired in order to create an Internet website presenting the data collected and the indicators generated, as well as information on the project.

He will design and develop a database and implement a technical solution to input/import the data received into the newly created database and to make sure the data are comparable. He will furthermore ensure the proper feeding of the database by information providers and train ACS Staff on how to maintain the database.

Meetings:

Several meetings are planned to support implementation of the various activities within the execution of the components:

- An introductory meeting between consultants, the ACS Secretariat and the collaborating agencies supporting the project (COCATRAM, CARICOM, CSA, ECLAC, OECS, UNO and TRAINMAR);
- Three regional workshops to support preparation of the data set, establish the information providers network and consult with potential users;
- A mid-term review and coordination meeting between the consultants and the ACS Secretariat;
- One seminar to present and promote the on-line database following its completion, as well as to elaborate on the key indicators generated to start a process of identifying strategies for the improvement of the ports performance in the ACS.

3.2 Listing of activities

Component A:

Development of a Maritime Transport Data Set and of an Information Provider Network

A.1 Preparation of first draft data set

Based on an analysis of data requirements and availability in regional maritime transport, and the draft data list presented in Annex I, a first draft data set for the port and maritime database will be developed by the Consultant 1. This will include the elaboration of key indicators enabling port performance monitoring and inter-port comparison, as well as a description of how such indicators can be used to identify – and address – ports inefficiencies in the region.

A.2 Stakeholder Meeting

The ACS Secretariat will organize an introductory meeting between consultants, the ACS Secretariat and the collaborating institutions supporting the project (COCATRAM, CARICOM, CSA, ECLAC, OECS, UNO and TRAINMAR) in order to reiterate the stakeholders' involvement and support in the project implementation, share the experience of COCATRAM in the implementation of its Maritime Information System of Central America, analyse the first draft data set and propose possible information providers, discuss on the access level of the information on the Website (public and private information), and comment the work plan presented by the Consultants . On this occasion, a Project Coordination Meeting will also be held between the Secretariat and the 2 consultants.

A.3 Identification of and Consultation with Key Information Providers

In order for the database to function effectively, a regional network of information providers will have to be established. After identifying the providers, consultations will be held with them to present the project and elicit their active involvement in the process of preparing and maintaining the database.

The consultant 1 will visit various countries (location to be chosen in collaboration with the ACS Secretariat) to meet with major information providers, providers who could have difficulties in providing information, or providers who may not attend the regional seminars in order to ensure the availability of the data requirements.

A.4 Regional Seminars

Regional seminars will be organized in three countries with key information users and providers in order to analyse the problems of maritime services, study the relevance of the datalist and complete it if necessary, explain how the project will contribute towards the solution of maritime problems, explain the usefulness of having a Regional Port and Maritime Statistics Network participating in a Uniform Port and Maritime Information System for the Greater Caribbean, reiterate the assurance of providing the necessary information, identify other information providers and users, give some

recommendations for the presentation of the website, discuss on the access level of the information on the Website (public and private information), etc.

A.5 Preparation of the final data set

Based on the in-depth consultation with information providers and the data requirements and availability, the Consultant 1 will prepare a final data set (including key performance indicators) and present it to the ACS Secretariat before the Mid-Term Review Meeting. For each data included in the list and for each country, the source of information will have to be listed.

A.6 Mid-term Review and Coordination Meeting

The consultants will organize, in collaboration with the Secretariat, and attend a mid-term Review Meeting for the presentation of the required data/indicators and their usefulness, the potential users, the information providers for each data, and the analysis of the maritime transport problems to the ACS Secretariat, COCATRAM, CARICOM, CSA, ECLAC, OECS, UNO and TRAINMAR, and to discuss on the access level of the information on the Website (public and private information). On this occasion, a separate Project Coordination Meeting will be held between the Secretariat and the Consultants.

Component B:
Development, Feeding and Promotion of the Website

B.1 Design of the database and the Internet Platform

This will involve the development of a database to include the complete data set previously identified, and the design of a suitable and user-friendly presentation of the information on the Internet, in consultation with key users and providers of information. The information website will include an on-line interactive forum, as well as a brief questionnaire on the website and a special mailbox.

B.2 Elaboration of technical solutions for database feeding

To deal with information providers who do not have a standard format to collect data or do not have electronically available data, the Consultant 2 will prepare standard forms for data collection and updating (Uniform Data Collecting System), as well as a manual for information providers explaining how to enter and feed the forms. Both will be available on-line.

For information providers who already have a standard electronic format for port and maritime data, and may not want to change it for the Uniform Data Collecting System, the consultant 2 will implement a technical solution to input/import the data received/available into the newly created database and to make sure the data are comparable.

B.3 Feeding the Database

The Consultant 2 will ensure the feeding of the database at the technical level together with the Consultant 1, who will communicate with information providers to make sure that they send the information. This task will imply a great effort of follow-up.

B.4 Website consultations and testing

The draft Information Website will be tested and put on-line to check its functioning and find out the appreciation of the key-information providers and users and take into account their recommendations.

B.5 Training in Database Management and Recommendations

Once operational, the Information System will be managed by the ACS Secretariat. Training will be provided to appropriate ACS staff on how to use and maintain the database. The Consultant 2 will also recommend actions for ensuring the long-term sustainability of the database and its information-providing capacity.

B.6 Promotion of the Website

The website hosting the Port and Maritime Database will be promoted widely throughout the region in order to ensure its effectiveness in addressing the existing information problems in Caribbean maritime transport. A seminar will be held at the ACS Headquarters to present the website to information-providers and key stakeholders and users, as well as to elaborate on the key indicators generated, to start a process of identifying strategies for the improvement of the ports' performance in the ACS.

3.3 Expected Schedule

Months	1	2	3	4	5	6	7	8	9	10	11	12	13	14
<u>Component A</u> Development of a Maritime Transport Data Set and of an Information Provider Network														
<u>Component B</u> Development, Feeding and Promotion of the Website														

B. EXECUTION

3.4 Physical means required

Hardware, Software, Greater Caribbean Port and Maritime Documentation, Material for seminars.

3.5 Expertise Required

To achieve the implementation of the project, it is suggested to hire the services of a team of two international consultants, each one responsible for the implementation of one of the two components:

- An international Consultant with great expertise in maritime transport and knowledge of the maritime transport problems facing developing countries and islands including specific knowledge of the Caribbean will be needed. He will have to travel extensively in the region to gather information and consult with information providers and key-stakeholders;
- An international Consultant with great expertise in the creation of statistics databases and internet-based statistics information systems and knowledge of internet-based maritime information systems and of the Caribbean region will be needed. He will focus on the information-technology aspects of the project (developing the website and the means to update it).

The ACS Secretariat will issue a call for tenders. The interested Consultants will be selected on the basis of their qualifications as well as of the presentation of a specific work plan clearly outlining the manner in which the consultants intend to meet the Terms of Reference and the objectives of the project. The work plan must also include *inter alia* the detailed cost of the consultancy, a schedule of activities conforming to the scope of work, challenges and limitations, and samples of similar initiatives outputs.

The ACS Secretariat will supervise the project implementation and evaluation, and ensure the sustainability of the project. Its duties will include, *inter alia*: the selection, contracting and supervision of consultants; revision of the work plan for the operation presented by the consultants; provision of relevant documentation, information and institutional contacts to consultants to facilitate their work; collaboration in the organization of meetings, workshops and seminars planned under the project; liaison with key stakeholders to ensure their active participation in the project; providing the necessary staff to set up the database, receive training in its use, monitor data collection during project implementation and ensure regular feeding of the database thereafter; and timely submission of all project outputs and progress reports to the various donors.

3.6 Project Team

ACS Project Team (Transport Directorate)

IDB Project Team (Washington and Trinidad and Tobago)

A team of 2 International consultants

3.7 Matrix of Responsibilities

Role / Responsibility	Actors involved
Program Administration and General Supervision	IDB Project Team (Washington and Trinidad and Tobago)
Administration and Supervision of the project execution	ACS Project Team (Transport Directorate)
Component A	Team of Consultants (Consultant 1 responsible) ACS Project Team (Transport Directorate)
Component B	Team of Consultants (Consultant 2 responsible) ACS Project Team (Transport Directorate)

C. COST

3.8 Financing Matrix

	IN US \$			
	IDB	Interreg	ACS	Total
Consultant 1 fees	58,500	25,129		83,629
Consultant 1 travel	20,400			20,400
Consultant 2 fees	45,500	21,955		67,455
Consultant 2 travel	9,000			9,000
Consultants 1 & 2 Travel (Within French Caribbean Territories)		8,074		8,074

Budget (in US\$)				
	IDB	INTERREG	ACS	Total
Consultant fees	104,000	47,084		151,084
Consultant travel	29,400			29,400
Consultant Travel within French Caribbean Territories		8,074		8,074
ACS staff travel			18,000	18,000
Seminar logistics		37,684	18,000	55,684
Interpretation fees			5,000	5,000
Translation	5,000	26,917		
Database hardware/software	5,000	5,886		
Communications			5,000	5,000
Contingencies	6,600	709	4,000	11,309
Delegates food and accommodation for Guadeloupe seminar		7,063		
Guadeloupe seminar promotion materials		8,240		
Project follow up by Interreg IIIB		3,531		
ACS Staff training for Database		5,886		
Total	150,000	151,071	50,000	351,071

PROJECT EVALUATION

3.9 Lessons learned from relevant and/or similar projects

The experience of COCATRAM and the lessons learned in the implementation of its own maritime information system have been seriously taken into account, especially the need to train the information providers and involve them highly in an information provider network as well as to implement a system enabling a direct updating by the information providers. The experience of CSA and ECLAC in the development and updating of their respective maritime transport database will also be of great usefulness in the implementation of this project.

3.10 Specific Focus

The main issues to focus on are:

- the continuous involvement of each information provider and;
- the sustainability of the project.

It is part of the Consultants' work, with the support of the ACS Secretariat and Special Committee on Transport, to reach a great involvement of each information provider, by highlighting the importance and usefulness of establishing such a database, and ensuring the creation of an Information Provider Network, willing to improve their ports' performance in a regional cooperation effort. *Reaching the commitment of the possible information providers is of utmost importance for the successful implementation and completion of the project.* The Consultants will also draft recommendations for the sustainability of the project.

3.11 Verifiable Indicators

- Feeding of the database
- Number of visits of the website

3.12 Progress and Final Reports

- Mid-term report after seven months, containing: (a) information on the activities completed to date, indicating both achievements and problems encountered, with proposed solutions; (b) the execution of the budget by category and source of financing; (c) work plan for the remaining period of execution; and (d) estimated resource requirements to fulfill the work plan;
- Final report, within 30 days after the execution period ends, summarizing and evaluating all activities carried out under the project and detailing the application of funds contributed by the various donors and Counterpart resources;
- Upon completion of the project, a financial audit will be conducted by an independent auditing firm.

ANNEX I - SCHEDULE OF ACTIVITIES														
Months	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Component A Development of a Maritime Transport Data Set and of an Information Provider Network														
A.1 first draft data set														
A.2 Stakeholder Meeting														
A.3 Identification of and Consultation with Key Information Providers.														
A.4 Regional Seminars														
A.5 Preparation of final data set														
A.6 Mid-term Review and Coordination Meeting														
Component B Development, Feeding and Promotion of the Website														
B.1 Design of the database and the Internet Platform														
B.2 Elaboration of technical solutions for database feeding														
B.3 Feeding the Database														
B.4 Website consultations and testing														
B.5 Training in Database Management and Recommendations														
B.6 Promotion of the Website														

ANNEX II - DETAILED BUDGET (IN US\$)

										IN US \$			
										IDB	INTERREG*	ACS	TOTAL
	Days	Fee	Trips	Ticket	per diem	Other							
Consultant 1													
Development of Data Set	40	500							20,000	16,027		36,027	
Develop information provider network	30	500							15,000	4,965		19,965	
Final report	5	500							2,500	828		3,328	
Attend stakeholders meeting	3	500	1	1,500	200				3,600			3,600	
Assist in organization of regional seminars	9	500							4,500	1,490		5,990	
Attend 3 regional seminars	12	500	3	1,500	200				12,900			12,900	
Attend seminar to promote website	4	500	1	1,500	200				4,300			4,300	
Attend coordination meeting	3	500	1	1,500	200				3,600			3,600	
Related field travel	20		1	3,000	200				7,000			7,000	
Dissemination of Materials/Reports						3,328			2,500	828		3,328	
Communications						3,993			3,000	993		3,993	
Travel within French Caribbean Territories										4,037		4,037	
Consultant 2													
Design of internet platform	20	500							10,000	12,687		22,687	
Develop collection system and manual	20	500							10,000	3,310		13,310	
Website consultations and testing	10	500							5,000	1,655		6,655	
Oversee feeding of database	10	500							5,000	1,655		6,655	
Train ACS staff	5	500	1	1,500	200				5,000			5,000	
Final report	5	500							2,500	828		3,328	
Attend stakeholders meeting	3	500	1	1,500	200				3,600			3,600	
Attend coordination meeting	3	500	1	1,500	200				3,600			3,600	
Attend seminar to promote website	4	500	1	1,500	200				4,300			4,300	
Dissemination of Materials/Reports						3,328			2,500	828		3,328	
Communications						3,993			3,000	993		3,993	
Travel within French Caribbean Territories										4,037		4,037	
Admin and Other Costs													
3 ACS staff travel to 3 regional seminars	36		9	1,200	200						18,000	18,000	

Internet-based Port and Maritime Database for the Greater Caribbean

Seminar logistics (Trinidad & Tobago, Guadeloupe + a 3rd other country)	18,000	37,684	18,000	55,684
Interpretation	5,000		5,000	5,000
Translation of key project documents (S/F)	30,989	5,000	26,917	31,917
Database hardware/software	5,000	5,000	5,886	5,000
Communications	5,000		5,000	5,000
Contingencies		6,600	709	11,309
Delegates food and accommodation for Guadeloupe seminar		7,063		7,063
ACS Staff training for Database		5,886		5,886
Guadeloupe seminar promotion materials		8,240		8,240
Project follow up by Interreg IIIB		3,531		3,531
TOTAL		150,000	151,071	351,071

* Calculated in base to a median price exchange rate of 1 EUR=1.17680 USD in www.oanda.com/convert/classic, on 11/10/2005.

ANNEX III - PRELIMINARY DATA SET

I. INFRASTRUCTURE

- a) Agent
 - i) Public
 - ii) Private
 - iii) Mixed
- b) Geographical location (latitude, longitude)
- c) Infrastructure map
- d) Equipment (yard cranes...)
- e) Draught
 - i) In the Entrance Canal
 - ii) On the Wharfs
 - iii) In the Docking Cages
- f) Storage space
 - i) Covered
 - ii) Uncovered
- g) Connections for refrigerating containers
- h) Accessible Communication Channels and Capacity
 - i) Railways
 - ii) Roadways
 - iii) Waterways
- i) Productivity
 - i) Waiting time per vessel
 - ii) Time in port per vessel
 - iii) Loading time
 - iv) Movement of containers per hour
- j) Facilities for Containerised Cargo
 - i) Depth of landing stage in metres
 - ii) Area of the container yard (measured in hectares)
 - iii) Total area of the port (measured in hectares)
- k) Productivity in handling Containerised Cargo
 - i) Length of time that the vessel is docked (total docking time)
 - ii) Time spent by the vessel on the landing stage while work is being done
 - iii) Hours assigned to portal cranes
 - iv) Number of hours assigned to cranes other than portal cranes

II. PORT TARIFFS

- a) Loading and Unloading
- b) By type of cargo
- c) Storage
- d) By type of cargo
- e) By time
- f) Maintenance Services
- g) Port charges
- h) Procedural costs
- i) Others, e.g.
 - i) Water supply, fuel, etc.
 - ii) Pilotage Service (Pilots)
 - iii) Tugboat handling service

III. SHIPPING LINES VISITING THE PORT

- a) Vessels by unit of time
- b) Registration of vessels
- c) Freight and insurance and cost
- d) Size
- e) Capacity of vessels

IV. CARGO MOVEMENT *(depending of the data availability)*

- a) Exports
 - i) By product (SITC 8 digit)
 - ii) Destination
 - iii) Volume (metric tonnes)
 - iv) Containerised
 - v) Refrigerated
 - vi) In bulk
 - vii) Liquid
 - viii) FOB value in thousands of USD
- b) Imports
 - i) By product (SITC 8 digit)
 - ii) Origin
 - iii) Volume (metric tonnes)
 - iv) Containerised
 - v) Refrigerated
 - vi) In bulk
 - vii) Liquid
 - viii) FOB value in thousands of USD

- c) Transshipment
 - i) By product (SITC 8 digit)
 - ii) Origin
 - iii) Destination
 - iv) Volume (metric tonnes)
 - v) Containerised
 - vi) Refrigerated
 - vii) In bulk
 - viii) Liquid
 - ix) FOB value in thousands of USD
- d) Containerised cargo
 - i) TEU
 - ii) Containers handled by portal cranes
 - iii) Containers handled by cranes other than portal cranes

ASSOCIATION OF CARIBBEAN STATES (ACS)

19TH MEETING OF THE SPECIAL COMMITTEE ON TRANSPORT
Paramaribo, Suriname, 23rd and 24th April, 2010

TRANSPORT PROJECT CONCEPT PROPOSALS

ACS PROJECT CONCEPT DOCUMENT (ACS PCD)

—

**CREATION OF A COORDINATING CENTRE FOR
RESEARCH, CONSULTATION AND TRAINING FOR THE
BENEFIT OF ACS COUNTRIES**



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ABBREVIATIONS AND ACRONYMS

ACS	Association of Caribbean States
AGCD	General Administration for Development Co-operation
APEC	Antwerp Port Engineering
CARICOM	Caribbean Community
CIDA	Canadian International Development Agency
CMI	Caribbean Maritime Institute of Jamaica
CMU	Caribbean Maritime University of Venezuela
COCATRAM	Central American Commission for Maritime Transport
CSA	Caribbean Shipping Association
ECLAC	Economic Commission for Latin America and the Caribbean
INTERNET	International Network of Computer Communication
IPIN	Pan-American Institute of Naval Engineering
JICA	Japan International Co-operation Agency
NORAD	Norwegian Agency for Development Co-operation
NVOCC	Non-Vessel Operating Common Carrier
OECS	Organisation of Eastern Caribbean States
SCT	Special Committee on Transport
SIDA	Swedish International Development Agency
TRAINMAR	TRAINMAR AMERICAS (Project supported by France)
UN	United Nations Organisation

I. PROJECT OVERVIEW	
A. PROJECT DESCRIPTION	
1.1 Project name and number	Creation of a Coordinating Centre for Research, Consultation and Training for the benefit of ACS Member Countries. ACS-TP-002
1.2 ACS Focal Area	TRANSPORT (TP) Programme "Uniting the Caribbean by Air and Sea"
1.3 Objectives	<p>Overall Objective: The Project aims to increase transport efficiency in the Greater Caribbean Region by creating a services entity that would serve as a capable and efficient Centre for investigating the problems affecting transport and its infrastructure, the impact on its development, seeking intelligent and economically viable solutions, and preparing projects with competent staff members belonging to the Region, who are fully cognisant of the existing transport problems. This will facilitate cost reduction and enable less developed member countries to gain access to solutions to many of the problems affecting them in the field of transport, which put them at a disadvantage with regard to free trade development.</p> <p>Specific Objective: The Centre will negotiate the largest number of grants and training opportunities, providing an advantage for transport professionals in the countries of the Region. It will also act as an intermediary in delivering said opportunities for study and staff improvement, through a policy geared towards solving the most pressing transport problems.</p>
1.4 Justification	<p>Given that the Programme "Uniting the Caribbean by Air and Sea" is one of the top priorities of the rationalisation process and the establishment of the ACS development policy, one of the primary objectives of this Programme is to assist in the sustainable development of transport, which will provide the basis for the economic and social expansion of ACS Member States.</p> <p>The establishment of the Coordinating Centre and its concrete objectives are essential and sustainable components of this Programme.</p> <p>The creation of the Coordinating Centre may become a key services activity for developing transport infrastructure, as well as increasing the capabilities of the individuals professionally engaged in this important sector, thereby improving their technical expertise and vision for the future.</p>
1.5 Outputs / Components	<p>a) Set up an office where the professional staff of the Coordinating Centre will be based, to prepare, organise and coordinate work until the execution of the project.</p> <p>b) Draw up a virtual list of high-level specialists from the Region to carry out the work.</p> <p>c) Negotiate, obtain and deliver opportunities for grants, training and other study options.</p>
1.6 Estimated Cost and Duration	<p>Components: 88,850.00 and 6 months 94,350.00 and 6 months</p> <p>Project total: 183,200.00 (*)</p> <p>(*) Establishment of the office. The Centre is expected to be self-</p>

	financed from the second year and part of the surplus from the annual financial statement would be given to the ACS for the Project Fund.
1.7 Project current status	
B. STAKEHOLDERS	
1.8 Responsible Agency	Association of Caribbean States, Special Committee on Transport
1.9 Beneficiaries	All ACS Member States and Associate Members, as well as official and private entities endorsed by Member and Associate Member Countries
1.10 Collaborating Institutions	Caribbean Community (CARICOM), Caribbean Shipping Association (CSA), Central American Commission on Maritime Transport (COCATRAM), Economic Commission for Latin America and the Caribbean (ECLAC), Organisation of Eastern Caribbean States (OECS), Caribbean Maritime Institute of Jamaica (CMI), Caribbean Maritime University of Venezuela (CMU), Pan-American Institute of Naval Engineering (IPIN), TRAINMAR Centres, International Maritime Organisation (IMO)
1.11 Executing Institutions	Association of Caribbean States (ACS), International Consulting Institution, IMER
1.12 Financing Institutions	Pending

II. PROJECT INTERVENTION LOGIC

A. BACKGROUND

2.1 Features of sector

International trade development has a decisive influence on Transport infrastructure and the capabilities of the individuals professionally devoted to this crucial field, and is intricately linked to the changes that need to be made in both the technical and general technological aspects of transport (passenger and cargo).

With the exception of the countries belonging to the Group 3, our Region is made up of small territories with meagre resources that prevent them from keeping up with the modern demands of international trade, that is to say, transport in general.

In order to ensure sustainable development, and based on the Programme “Uniting the Caribbean by Air and Sea”, the ACS seeks to promote mutual assistance among the countries of the Region, in order to attain a level of development in the transport sector that would enable it to successfully meet the needs of cargo and passenger transport, which are so essential to the economic and social development of these countries.

However, together with the possible resolution of problems concerning infrastructure and the technical and technological aspects of cargo and passenger transport, the most crucial factor in achieving the goals proposed is man himself. Based on this important hypothesis, it has become necessary for the capabilities existing in the Region to be utilised within the framework of the Project, and for the individuals professionally engaged in the transport sector to be provided with updated knowledge through training and refresher courses, and other options. This will assist them in acquiring the tools necessary for tackling the numerous international transport problems, without having to look to other regions to do so, thereby saving much time and money and improving the quality of the work to be done.

The reason for the foregoing is that there have been cases in which projects and research have been commissioned in other regions and large volumes of irrelevant documents received. We must therefore take into account the true problems of our Region when conducting any study and/or project, and this begs the question: Who is most knowledgeable about the problems of the Caribbean? In the Greater Caribbean, there are reputed teaching and consulting institutions, as well as skilled experts and even scientists, and we must identify them, sub-contract and use them for the present and future development of the Region.

While the foregoing will lead to substantial financial savings, it will also give the Region the prestige it deserves.

2.2 Specific Issues to be addressed

The Greater Caribbean is a geographically heterogeneous Region, comprising isthmian countries, as well as island and mainland countries, all linked by ground, air or sea transport, with highly

imbalanced levels of development. Consequently, today, the investments required to improve services and render them more efficient involve millions in expenditure.

If we establish a services entity, the Coordinating Centre in this case, which would be responsible for conducting technical and economic feasibility studies, up to the project and constructive project phases, and which would also provide the men and women working professionally in the field of transport with grants, training and other options that would increase their technical and professional levels, it would be simpler for decisions to be adopted regarding the creation of projects, at minimal cost and with assistance from the ACS via the Coordinating Centre.

2.3 Project Proposal

In order to tackle the regional problems of improving transport infrastructure and staff training, and in order to resolve the pressing problems posed by modern international trade and other factors, ACS Members adopted the Regional Programme "Uniting the Caribbean by Air and Sea", which is evidently a long term project whose primary objective is to support and assist in the modernisation and rationalisation of transport policies, its infrastructure and services throughout the entire Greater Caribbean, thereby reducing costs, increasing effectiveness and improving the levels of its technicians and specialists.

2.4 Other related interventions

The ACS has undertaken efforts to carry out studies and projects outside the Region (See IV - Project Evaluation), with the result that we should and must have our own body to handle all matters related to the problems of improving transport infrastructure, including roads, bridges, highways, maritime routes, hydro-technical works, ports and airports, and above all increasing human resource capabilities.

B. OBJECTIVES

2.5 Project Overall Objective

Contribute to the improvement of transport infrastructure, as well as the technical and professional levels of human resources in the Greater Caribbean, at the lowest cost possible, and also foster co-operation among the countries of the Region.

2.6 Project Specific Objective(s)

Place at the disposal of ACS Members, Associate Members and their official and private institutions, a services entity capable of quickly and efficiently resolving the problems affecting the different aspects of the transport sector, as well as assessing situations and proposing viable and logical solutions at a minimal cost, according to the Region's socio-economic realities.

2.7 Expected Results

Should this project materialise, its results would be as follows:

- Create a services entity that could assess at minimal cost, the specific problems and/or those of greater scope, facing the public and private agencies based in the countries of the Region.
- Place at the disposal of ACS Member Countries, with ACS authorisation and supervision, a services entity capable of assisting the interested parties in addressing the problems existing in maritime and other forms of transport, and which would also propose and/or implement the most logical and economical solutions.
- Trained workers prepared to share their knowledge with any country that may require as such.
- Provide the ACS with a services entity that can offer professional consultation to countries and their public and private bodies regarding transport projects, the purchasing of ground or surface units, construction, etc.
- Revenue from the surplus derived from the cost of executing each job, to be used in other ACS projects.

C. STAKEHOLDERS

2.8 Beneficiaries

ACS Member States and Associate Members.

The main beneficiaries of the system would be the leading official bodies in each branch of transport (ports, airports, roadways, ground and air transport systems, cargo and passenger transport systems, hydro-technical, maritime, fluvial and other facilities). Also included through official authorisation are private entities involved in transport, and impacting on the economy of the petitioning country.

2.9 Participating Institutions

Name of the institution: Association of Caribbean States			
Name and Title of the responsible official: Rubén Silié, Secretary General			
Address: 5-7 Sweet Briar Road, St. Clair			City: Port of Spain
Country: Trinidad and Tobago			
Tel: 1 868 622-9575	Fax: 1 868 6221653	Email: mail@acs-aec.org	Web pages: http://www.acs-aec.org

D. BENEFITS, RISKS AND SUSTAINABILITY

2.10 Benefits

The Project is primarily designed to reduce costs, particularly in countries with scarce resources, and to make projects more realistic, since they would be designed and executed by individuals from the Region, who are fully cognisant of the problems and characteristics of the Greater Caribbean and the Island Caribbean. Opportunities will be presented to private entities to foster the development of the country in which they are based.

Additionally, the project will allow the surplus derived from the cost of executing the projects to be used by the ACS for other projects, without having to approach external bodies for the necessary funds. This will serve to strengthen the economic and financial bases of the Organisation.

The project is also geared toward strengthening the intellectual and technical development of the individuals working professionally in the field of transport in general, taking into account the training needs of each ACS Member country and Associate Member.

2.11 Critical Risks and Sustainability

Critical Risks	Risk Rating	Risk Mitigation Measures
There is the risk that some countries may maintain their preference for extra-regional entities since it is customary, as a result of commitments, or simply due to a lack of confidence in ourselves.	High / Medium / Negligible	

2.12 Ex-post Sustainability

The risk of the Coordinating Centre not being utilised as a services entity by ACS Member Countries, can be minimised through the work that it is able to conduct, displaying its attributes, as well as the quality and quantity of tasks to be undertaken. This will depend on the sustainability of the project since we know that within the ACS, there are many countries that urgently need to develop substantial modernisation efforts, and increase the capabilities of their technicians and specialists. Prompt and tangible results can be achieved through a well-conceived plan, coupled with a rigorous quest for opportunities with international development aid agencies.

Therefore, the first task involves promoting (not advertising) the scope and content of the Coordinating Centre among ACS Member Countries and Associate Members, as well as the advantages of its use and the confidence that should be placed in it, even achieving a sense of belonging to it. In this regard, both the ACS and its Special Committee on Transport play a decisive role in creating this atmosphere among all ACS members, and so, countries can inform

their official and private transport entities of the advantages of consulting the Coordinating Centre.

III. PROJECT IMPLEMENTATION

A. COMPONENTS AND ACTIVITIES

3.1 Description of Components

Single component:

- a) Set up an office where the professional staff of the Coordinating Centre would be gradually based, to prepare, organise and coordinate efforts up to the execution of the project.

This Office, which will pay a small rent, would require the software necessary for the development of the projects to be undertaken, as well as the resources, equipment and communications needed for consultations, the acquisition of information and other tasks.

The structure, when completed, will house a General Coordinator, two Branch Research Directors, (Maritime, Ground and Air Transport), one Training Director responsible for obtaining opportunities for grants and training courses, the promotion and the public and international relations of the Coordinating Centre, in addition to one Administrative Officer/Accountant, who will manage the finances and the automated Technical Information systems.

Two additional employees are to be included: A Senior Secretary and a services employee, thus bringing the total to seven persons.

- b) Prepare the virtual list of transport professionals, who can be subcontracted to conduct research, projects, constructive projects, among others, by obtaining information from the official agencies of ACS Members and Associate Members. These professionals will be evaluated and classified according to the types of projects on which they can work with the required efficiency and precision.

The classification of professionals according to their field, while others would be monitored and regular contact maintained with them through existing computer systems, as a means of keeping them up to date, performing consultations and obtaining feedback.

- c) Grants and training will be negotiated directly with international bodies and those based in the countries, with a view to obtaining development aid. Such steps are being undertaken through direct negotiation in many cases with JICA of Japan, SIDA of Sweden, CIDA of Canada, APEC and AGCD of Belgium, TRAINMAR, NORAD of Norway, as well as several other Governmental and United Nations agencies and bodies, which can be utilised for the noble aims proposed.

3.2 List of activities

A meeting of stakeholders is necessary and would be organised by the ACS Secretariat, within the framework of one of the annual meetings of the Special Committee on Transport. Invitations will be extended to all proposed regional and international organisations - CIECA, ECLAC, COCATRAM, TRAINMAR, and other similar organisations. The aim of the meeting would be to review the Project Proposal.

3.3 Projected Execution Schedule

Months	1	2	3	4	5	6	7	8	9	10	11	12
Set up an office where the professional staff of the Coordinating Centre would be based, to prepare, organise and coordinate efforts up to the execution of the project												
Draw up a virtual list of high- level specialists from the Region to carry out the work.												

Months	1	2	3	4	5	6	7	8	9	10	11	12
Arrange, acquire and distribute opportunities for scholarships, training and other study option.												
Promote the Coordinating Centre and receive work from the countries, organisations and authorised private entities.												

B. EXECUTION

3.4 Physical means required

Computer Equipment (hardware, software, fax, telephones means of transport (car), office supplies, engineering copier, photocopying machine and office furniture.

3.5 Expertise Required

The professional staff of the Coordinating Centre must be well experienced and of unquestionable social conduct, proficient in English and ideally another foreign language. They must be computer literate and have several years experience in the transport sector, in addition to extensive knowledge of the Caribbean. The Centre's professional staff will be required to visit many Caribbean countries, as well as countries outside the region, to promote and obtain scholarship and training opportunities.

The professional staff will also participate in regional or extra-regional courses, which will enable them to excel professionally, in addition to promoting the work of the Coordinating Centre.

The first component will be conducted by specialists contracted as the professional staff of the Coordinating Centre. They will be trained to organise, coordinate, and prepare the policy and methodology needed to develop the projects to be undertaken. They will also collaborate on the evaluation of the specialists and experts proposed by countries to be sub-contracted, for the purpose of carrying out research and projects.

Websites will be used to promote the Coordinating Centre, the exchange of experiences and close coordination with project beneficiaries in the future.

3.6 Project Team

The work team (when completed) will comprise the following:

- ACS Project Team (Transport Directorate): Supervision of the initial execution and subsequent progress of the Project.
- General Coordinator
- Two Directors responsible for Projects and Research (One during the first six months)
- One Training Director responsible for grants, training, refresher courses, promotion and public and international relations.
- One Economic - Administrative Officer (Accountant)
- One Secretary
- One services employee (During the second six months)

3.7 Matrix of Responsibilities

Role / Responsibility	Actor involved
•	•
•	•
•	•

C. COST

3.8 Financing Matrix

DETAILS	NUMBER	COST PER MONTH	TOTAL COST
Professional Staff	7		97,400.00
General Coordinator	1	1,800.00	21,600.00
Director, Projects and Research	1	1,000.00	12,000.00
Director, Projects and Research	1	1,000.00	12,000.00
Director, Training, Public and International Relations	1	1,000.00	12,000.00
Economic - Administrative Officer	1	900.00	10,800.00
Senior Secretary	1	500.00	6,000.00
Services Employee	1	250.00	3,000.00
Travel for Service Assignments	40 days	500.00	20,000.00
Initial investment in resources, etc.			44,100.00
Rental of Premises		550.00	6,600.00
Energy, gas, water, fuel, etc.		800.00	9,600.00
Office supplies		200.00	2,400.00

Technical Documentation and Information			5,000.00
Communications		1,500.00	18,000.00
Repairs and Maintenance			2,500.00
Initial investment in equipment and computer resources.			41,700.00
Air-conditioning Equipment			3,600.00
Software			8,000.00
Fax and Telephone Equipment			1,200.00
Copying Resources			5,000.00
Hardware			4,300.00
Office Furniture and Equipment			8,600.00
Light vehicles			11,000.00
GENERAL TOTAL			183,200.00

NOTE: From the second year, the Centre will require approximately 200,650.00 for its operation. This will be obtained through its management.

IV. PROJECT EVALUATION

4.1 Lessons learned from relevant and/or similar projects

To our knowledge, there are no similar projects in the Caribbean from which experience can be gained, nevertheless, we are aware that in the specific case of the Project on **Non-Vessel Operating Common Carriers (NVOCC's)**, an extra-regional consultant was hired, who carried out truly "academic" work, but failed to meet the members' expectations since the central task of those involved in such activities in the Region was not captured. As a result, the project could not be used to inform decisions on work undertaken with respect to the NVOCC's, as hoped, although they are legal entities in the Caribbean.

In addition, offers for scholarships have been received from Cuba, Jamaica and Venezuela. These scholarships have not been used since there is no professional mechanism to execute them.

This further reinforces the need to create a consulting and executing body, which would safeguard the interests of the Caribbean community through the work carried out by its experts.

This will provide us with a measure of the confidence that would be placed in the Coordinating Centre in conducting studies and other works of interest, in support of the development of trade and transport within the Region and with others.

4.2 Specific Focus

Initially, the main emphasis should be on establishing links among the official and private agencies and entities of the countries belonging to the Coordinating Centre, so as to gain an insight into all the possibilities that can be offered by the Centre toward developing transport activities, with a view to improving trade development and obtaining their support.

4.3 Verifiable Indicators

N/A

4.4 Progress and Final Reports

Once the Office of the Coordinating Centre is established, progress reports will be prepared on the work conducted and will contain the following:

- i. Information on the location and completion of the Office, as well as the Curricula vitae of the experts who will be engaged in a professional capacity.
- ii. Rules governing applications for project preparation.
- iii. Programme of promotional activities
- iv. Methodologies for project applications and clarification (scope and content)
- v. Accounting System
- vi. Quarterly financial statements
- vii. Staff Training Programme
7.1. Student selection mechanism
- viii. Results of Audits and Inspections
- ix. Information on the progress of the project provided on a semi-annual basis
- x. Prepare an exchange of experts from the region to be sub-contracted for studies, consultation and projects

ANNEX I - SCHEDULE OF ACTIVITIES

Years	1												...
Months	1				2				3				...
Weeks (approx.)	1	2	3	4									
Component 1													
Activity 1													
Activity ...													
Component ...													
...													
...													

ANNEX II - DETAILED BUDGET

COMPONENT X :								
Activities	Items of expenditure	Unit	Duration		Fees/ amount	Sources of financing		Total Cost
			Days	Months				
X.1								
X.2								
X. ...								
TOTAL COMPONENT X								

ANNEX III - LOGICAL FRAMEWORK

OBJECTIVES	VERIFIABLE INDICATORS	MEANS OF VERIFICATION	FAVORABLES ASSUMPTIONS
OVERALL OBJECTIVE			
SPECIFIC OBJECTIVE			
COMPONENTS / OUTPUTS			
ACTIVITIES / INPUTS			

ANNEX IV - OTHERS

ASSOCIATION OF CARIBBEAN STATES (ACS)

19TH MEETING OF THE SPECIAL COMMITTEE ON TRANSPORT

Paramaribo, Suriname, 23rd and 24th April, 2010

TRANSPORT PROJECT CONCEPT PROPOSALS

**CREATION OF BANK OF PROBLEMS AND SOLUTIONS FOR
MARITIME-PORT ACTIVITY IN THE ACS**



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2.6 Specific Objective(s) of the Project.....	7
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C. INTERESTED PARTIES .	ERROR! BOOKMARK NOT DEFINED.
2.8 Beneficiaries.....	8
2.9 Institutions involved.....	8
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ABBREVIATIONS AND ACRONYMS

ACS	Association of Caribbean States.
CSA	Caribbean Shipping Association.
CARICOM	Caribbean Community.
SCT	Special Committee on Transport.
ECLAC	Economic Commission for Latin America and the Caribbean.
COCATRAM	Central American Commission for Maritime Transport.
CMI	Caribbean Maritime Institute.
TRAINMAR	Trainmar Americas.
UMC	Maritime University of the Caribbean.

I. GENERAL PROFILE OF THE PROJECT	
A. DESCRIPTION OF THE PROJECT	
1.1 Name of the Project <i>Creation of Bank of Problems and Solutions for Maritime-Port Activity in the ACS.</i>	1.2 ACS Focal Area and Programme <i>Transport (TP)</i>
1.3 Objectives and Justification <u>General Objective:</u> <i>To implement strategic solutions to problems in maritime-port activity in the ACS, which would allow for the enhanced effectiveness of the maritime transport sector in ACS member countries.</i> <u>Specific Objective(s):</u> <i>To prepare a bank of problems specific to regional maritime-port activity, which would also define strategic solutions, both in time and costs.</i> <u>Justification:</u> <i>The Project will cover the current problematic of shippers and ports of the Greater Caribbean region and its correct execution will lead to better communication and trade development among ACS member countries and with the rest of the world.</i>	
1.4 Components: a) Compilation of existing information. b) Preparation of relevant Project database. c) Formulation and presentation of final document obtained.	1.5 Duration and Estimated Costs <i>The estimated duration is one year.</i> <i>Component 1. US\$ 80,000.00.</i> <i>Component 2. US\$ 40,000.00 .</i> <i>Component 3. US\$ 50,000.00 .</i> <i>Project: US\$ 170,000.00.</i>
1.6 Current Status of the Project <i>Presentation to the Council of National Representatives of the Special Fund</i>	
B. INTERESTED PARTIES	
1.7 Responsible Entity <i>ACS Special Committee on Transport</i>	1.8 Beneficiaries <i>All ACS member countries, their inhabitants, Business Enterprises, Transport Operators, Ship Owners and Port Institutions.</i>
1.9 Collaborating Institutions <i>ECLAC.</i> <i>TRAINMAR AMERICAS.</i> <i>COCATRAM.</i> <i>TRANSPORT RESEARCH INSTITUTE OF CUBA.</i> <i>CARIBBEAN SHIPPING ASSOCIATION.</i> <i>CARIBBEAN PORT ADMINISTRATORS ASSOCIATION</i>	
1.10 Executing Institutions <i>Specialists of the Ministry of Transport of the Republic of Cuba and designated collaborators.</i>	1.11 Financing Institutions <i>To be defined.</i>

II. PROJECT INTERVENTION LOGIC

A. CONTEXT AND BACKGROUND

2.1 Characteristics of the sector

While trade liberalization is advancing and tariff barriers are being eliminated in the whole world, the increasing intensity of global commercial exchanges has generated changes in the area of transport and port infrastructure, in order to attend to the demands of trade in general. Likewise, transport costs are increasingly acquiring greater importance in the determination of the final price of merchandise.

For many ACS members and in particular for the small islands of the Caribbean, this situation represents an enormous challenge. Due to their smaller size and the fact that they lack a diverse range of domestic resources, these countries depend a great deal on imports to support local production and to satisfy consumer demand. Given the absence of a domestic market of any considerable size, these nations also depend on export income to sustain economic growth.

The majority of ACS Members are faced with relatively high per unit transport costs, which affects export income and the prices of imports, at the same time that it hinders the development of closer intra-regional ties. In 1997, freight and insurance costs in the islands of the Caribbean represented 11 per cent of the total value of imports. For Central America this value was 9 per cent. This figure is almost double that of the world average, which is 5 per cent. The costs of land transport are included in the total cost of transport.

Although many of these costs can be attributed to the inescapable geographical realities of the region, they can be considerably reduced by eliminating important inefficiencies in the regional transport sector.

At the same time, the low costs of maritime transport, as opposed to other modes of transport, make this sector the object of great demand within the context of international trade.

Problems to be covered

Bearing in mind that the majority of Caribbean imports and exports are transported by ship, it is precisely in maritime transport that the greatest benefits can be reaped, beginning with efficiency. Caribbean ports do not have capacity and also the number of transporters may be insufficient to deal with current needs.

What is needed rather is harmonized reform in the legal and regulatory sphere in order to create incentives with the aim of improving administrative practices, stimulating investment to modernize existing installations and guaranteeing an efficient use of resources in this area. The reform of the industry ought to emphasize greater competition (between and/or within ports), efficient management (flexibility in opening hours, training, raising of safety and environmental standards, rationalization of customs procedures), equipping the maritime infrastructure to meet the needs the centres of consumption and the demands of the international context and in an effort of regional cooperation (to facilitate trans-shipment, better use of cargo space and investment in infrastructure, etc. In every case, a compilation and analysis of all these problems facing the region in the port-maritime sector is urgently needed in order to be able to search for adequate solutions, which would allow for enhanced efficiency in the sector.

2.2 Project Proposal

With a view to resolving these and other infrastructure and transport problems directly affecting international trade in the Greater Caribbean region, ACS Member Countries have adopted a long term regional work programme called "Uniting the Caribbean by Air and Sea". Its objective is to support the modernization, harmonization and rationalization of transport, infrastructure and service policies, along the length and breadth of the Greater Caribbean, by fomenting cooperation among Member States. To this end, this programme has identified the need to facilitate programmes and projects aimed at promoting the development of transport in order to contribute to the social and economic growth of the States, countries and territories that are part of the ACS. Similarly, it aims to stimulate broadly and permanently mechanisms of regional cooperation in the area of transport, with the objective of adapting existing infrastructures to the new realities and challenges of the regional and international integration processes.

In order to identify appropriate programmes and projects, it is necessary to have a real and current idea of what are the requirements in the regional port-maritime sector and what are the solutions to establish and consolidate a maritime transportation system that satisfies our needs. In this respect, a specialist from the Ministry of Transport of the Republic of Cuba has proposed the elaboration of a bank of problems specific to regional port-maritime activity, in which strategic solutions are defined, both in time and in costs.

This project will be developed on the basis of research and analysis regarding the different problems specific to regional maritime activity in the ACS, their causes and their possible strategic solutions in each country. The fundamental components will be as follows:

- a) Dynamic database, which, by its operationalisation will in turn facilitate the implementation and later functioning of the ACS Integrated Information System Project.
- b) Subsystem comprising regional Institutions dedicated to research and human resources development in the Greater Caribbean Region, such as CARICOM, CSA, ACS, ECLAC, COCATRAM, TRAINMAR AMERICAS, Caribbean Port Administrators Association, and the Transport Research Institute of Cuba.
- c) Subsystem comprising Port Authorities or Administrations, Port Operators, Shipping Agents and Exporters/Importers, as suppliers of information.
- d) Team of consultants to execute the Project, carrying out the research, consolidating the information and presenting the body of proposals as solutions.

2.3 Other Interventions

There is currently work under way in other projects which will be complemented by this work, namely:

- The ACS Integrated Information System.
- The Platform of Logistical Services.
- The Greater Caribbean Port-Maritime Network.
- The Greater Caribbean Regional Cooperation Strategy.

2.4 General Objective of the Project

To implement strategic solutions to the problems of port-maritime activity in the ACS, which would allow for the enhanced effectiveness of the maritime transport sector in ACS member countries.

2.5 Specific Objective(s) of the Project

To prepare a bank of problems specific to regional maritime-port activity, which would also define strategic solutions, both in time and costs.

2.6 Expected Results.

To list clearly the problems currently affecting the harmonious development of port-maritime activity in ACS countries.

To have the list of the strategic solutions and variants to each problem, defined both in time and costs.

To strengthen relations among regional Organizations in the transport sector with the implementation and the development of the anticipated strategies.

To be able to advance easily and in an organized manner with a view to resolving current problems preventing the harmonious development of ports and fleets in ACS territories and thereby, the development of maritime traffic in accordance with needs.

C INTERESTED PARTIES

2.7 Beneficiaries

All ACS member countries and associate members; all the territories belonging to the Greater Caribbean basin may also be considered.

2.8 Institutions involved

ACS
CARICOM
ECLAC
TRAINMAR AMERICAS
COCATRAM
CARIBBEAN SHIPPING ASSOCIATION.
CARIBBEAN PORT ADMINISTRATORS ASSOCIATION.

C. BENEFITS RISKS AND SUSTAINABILITY.

2.9 Benefits

Timely information on problems and the way to solve them, proposing in addition an order of priority of execution.

2.10 Critical Risks and Sustainability

The most significant risks of this Project are the possible difficulty in the supply of necessary information and afterwards to maintain and also improve such supply. In order to mitigate this risk it is proposed to persuade of and explain in detail the benefits both to suppliers as well as to executers of the different actions.

2.11 Ex post Sustainability

Following the execution of this Project, the implementation phase of the proposed and approved strategies will begin, which will give rise, as a benefit, to a harmonious system of maritime development and trade possibilities among the peoples of the Greater Caribbean.

III. EJECUTION OF THE PROJECT

A. COMPONENTS AND ACTIVITIES

3.1 Description of Components

Component 1:

COMPILATION OF EXISTING INFORMATION.

A regional Consultant with practical experience in Port-Maritime activity in the Greater Caribbean will be hired to develop the relevant Set of Data required for the development of the Project.

In this phase the Consultant will analyse existing databases on Port-Maritime Activity in the Greater Caribbean and the real possibility of utilizing the data contained therein that would facilitate the analysis required in this Project.

Component 2:

PREPARATION OF RELEVANT PROJECT DATABASE.

Beginning with an Initial Set of Variables which will be generated, the Consultant will redefine the list of parameters to include, after identifying and evaluating the existing sources of information and will justify the usefulness of the database created, using it for an effective analysis of existing problems in the Greater Caribbean basin, highlighting the particular characteristics of each country, port and shipping company, and also outlining proposed solutions.

One of the functions of the Consultant will be to present the Project to data providers with the idea of sensitising them to the essential importance of their participation in the execution of the Project.

Component 3:

FORMULATION AND PRESENTATION OF FINAL DOCUMENT OBTAINED.

The presentation of the analyses carried out, their conclusions and proposed solutions will be developed during this phase.

3.2 List of Activities

Component 1:

1.1 Meeting of actors.

The ACS Secretariat will organize an introductory meeting between the Consultants, the ACS Secretariat and the collaborating Institutions supporting the Project, with the objective of reiterating the need for linkage and the support of the actors in the implementation of the Project and to present the details of the strategy.

1.2 Development of a Set of Data.

Based on an analysis of the information and the data requirements in port-maritime activity in the Greater Caribbean and on a detailed consultation with possible data providers, the preliminary presentation of the Set to be used will be carried out.

1.3 Identification and consultation with the principals.

Following the identification of the possible data providers required, consultations will be held with them in order to present the Project to them and to obtain their active involvement in the process of preparation and maintenance of the database.

The Consultant will visit different countries in the region (the places will be chosen and approved in close collaboration with the ACS Secretariat) to meet with data providers, interested groups and those unable to attend the regional seminars put on to ensure the availability of the data required.

1.4 Regional Seminars.

These will be held in at least four key countries (to be determined), with the providers, with the objective of analyzing the problematic of port-maritime services in the Greater Caribbean, explaining to them and persuading them of the great usefulness for the public and private sectors of furnishing the information required and how the possible implementation of solutions to the problematic detected is foreseen.

Component 2:

Preparation of relevant Project database.

2.1 Design of an Internet Platform to gather data.

This activity represents the design and development of a relevant database of to include the previously identified data, as well as the design of an appropriate user-friendly Internet presentation of the information.

2.2 Creation of the system of compiling uniform data and of the data entry manual.

Preparation of the questionnaires in Spanish and English in standard format to compile and update data, as well as the manual for data providers, explaining how to proceed (to enter and complete the questionnaires).

2.3 Consultation and test of the website created.

The information on the website will be tested and placed on-line to obtain the opinion of the data providers and users; their views will be taken into account to improve the system.

Component 3:

Formulation and presentation of the final document obtained.

3.1 Meeting of final revision and coordination (fine-tuning).

The Consultant shall organize in collaboration with the Secretariat, a meeting of final revision to present the document obtained, in which the formulation of the preliminary bank of problems and the proposed solutions will be displayed.

3.2 Promotion of the system of updating the Bank created.

The ACS Secretariat will promote broadly the website hosting the bank of problems with the aim of ensuring its continuous updating.

3.3 Time Frame

Months	1	2	3	4	5	6	7	8	9	10	11	12
Comp1	xxxxx	xxxxx	xxxxx	xxxxx								
Comp2					xxxxx	xxxxx	xxxxx					
Comp3								xxxxx	xxxxx	xxxxx	xxxxx	xxxxx

First Phase (Component): 4 months.

Second Phase (Component): 3 months

Third Phase (Component) : 5 months

B. EXECUTION

3.4 Physical Resources required.

Hardware, Software, Documentation on Port-Maritime Activity of the Greater Caribbean.

3.5 Experience required

University Graduate.

More than five years' practical experience in regional port-maritime activity.

Fluency in English and Spanish at least.

Belong to a member country.

3.6 Project Team

One (1) Project Administrator

One (1) Maritime Engineer (or Economist).

One (1) Specialist in Maritime Law.

Total three (3)

3.7 Matrix of Responsibilities

C. COST

3.8 Matrix of Financing

	Unit	Days	Honor. / Sum	Sources of financing			TOTAL
				
<i>Consultancies</i>							115,200
Consultants' Honoraria							90,000
Consultants' Trips (Region)							25,200
<i>Equipment</i>							8,000
(Purchase/ Production)							8,000
...							
<i>Other</i>							
...							
<i>Supervision and Administration of the Project</i>							42,500
Progress Reports and Final Report							17,000
Communication							10,500
Translations							15,000
...							
<i>Contingencies</i>							4,300
TOTAL							170,000

IV. EVALUATION OF THE PROJECT

4.1 Lessons derived from related programmes.

The experiences in the execution and implementation of similar projects of COCATRAM, CSA, TRAINMAR and ECLAC will be taken into account. All this will be used both in the training of providers as well as in the analysis and formulation of proposed solutions.

4.2 Specific Focus.

Necessity of the timely flow of information and close linkage among the social actors of the region, to ensure the sustainability of the Project.

4.3 Verifiable Indicators.

4.4 Progress Reports and Final Report .

Quarterly progress reports will be made on the execution of the Project. These reports will reflect the activities developed and their results, the difficulties faced and the level of budgetary execution.

Once the Project is executed, a final report will be presented on the execution of the different activities programmed, their results and funds used. Afterwards, there will be a financial audit.

ANNEXE I - CALENDAR OF ACTIVITIES

Years	1											
Months	1 - 4			5 - 7			8 - 12					
Weeks (approx.)	1		1	1		2	2		5			
		6	7		8	9		2				
Component 1	xxxxxxx											
Activity 1												
Activity ...												
Component 2				xxxxxxx								
...												
...												
Component 3							xxxxxxxxx					

ANNEX II – DETAILED BUDGET

X.1								
X.2								
X. ...								
TOTAL COMPONENT X								

ANNEX ... - OTHER

ASSOCIATION OF CARIBBEAN STATES (ACS)

19TH MEETING OF THE SPECIAL COMMITTEE ON TRANSPORT

Paramaribo, Suriname, 23rd and 24th April, 2010

TRANSPORT PROJECT CONCEPT PROPOSALS

MAP OF MARITIME ROUTES IN THE GREATER CARIBBEAN



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ABBREVIATIONS AND ACRONYMS

ACP	Panama Canal Authority
ACS	Association of Caribbean States
CARICOM	Caribbean Community
CETRA	Centre for Transport Research and Development, Cuba
CMI	Caribbean Maritime Institute
CMU	Caribbean Maritime University
COCATRAM	Central American Commission for Maritime Transport
CSA	Caribbean Shipping Association
ECLAC	Economic Commission for Latin American and the Caribbean
SCT	Special Committee on Transport
TRAINMAR	TRAINMAR
UNCTAD	United Nations Conference on Trade and Development

I. PROJECT OVERVIEW									
A. PROJECT DESCRIPTION									
1.1 Project Name <i>Creation of the Map of Maritime Routes in the Greater Caribbean.</i>	1.2 ACS Focal Area and Programme <i>Transport (TP), "Uniting the Caribbean by Air and Sea"</i>								
1.3 Objectives and Justification <p><u>Overall Objective:</u> <i>Create an updated map of the primary maritime routes that exist in the Greater Caribbean, which enable exporters, importers, buyers or sellers, whether regional or international, to know when, how, with whom and under what conditions they can move their goods.</i></p> <p><u>Specific Objective(s):</u> <i>Increase intra-regional maritime trade and facilitate its overseas linkages. Determine whether or not there are areas within the territory of the Greater Caribbean that are without maritime services. Determine if our maritime transport needs are being met by the transport conditions of the different companies that are in operation.</i></p> <p><u>Justification:</u> <i>The project will address the reality of maritime services in the Caribbean region and will create an opportunity for reflection on the need for new routes to be created under different transport conditions.</i></p>									
1.4 Components: a) Collection of existing information. b) Creation of the specific database for the Project. c) Drafting and presentation of the final document.	1.5 Estimated Costs and Duration <i>The estimated duration is 6 months.</i> <table> <tr> <td><i>Component 1.</i></td><td><i>US\$30,000.00</i></td></tr> <tr> <td><i>Component 2.</i></td><td><i>US\$20,000.00</i></td></tr> <tr> <td><i>Component 3.</i></td><td><i>US\$25,000.00</i></td></tr> <tr> <td><i>Project:</i></td><td><i>US\$75,000.00</i></td></tr> </table>	<i>Component 1.</i>	<i>US\$30,000.00</i>	<i>Component 2.</i>	<i>US\$20,000.00</i>	<i>Component 3.</i>	<i>US\$25,000.00</i>	<i>Project:</i>	<i>US\$75,000.00</i>
<i>Component 1.</i>	<i>US\$30,000.00</i>								
<i>Component 2.</i>	<i>US\$20,000.00</i>								
<i>Component 3.</i>	<i>US\$25,000.00</i>								
<i>Project:</i>	<i>US\$75,000.00</i>								
1.6 Project Current Status <i>Will be presented to the ACS Special Committee on Transport for its approval.</i>									
B. STAKEHOLDERS									
1.7 Responsible Agency ACS	1.8 Beneficiaries <i>All ACS Member Countries, their inhabitants, all coastal or island States of the Greater Caribbean region, public and private sector Trade Entities, Transport Operators, Ship Owners, Port Institutions, etc.</i>								
1.9 Collaborating Institutions ACP ACS CARIBBEAN SHIPPING ASSOCIATION CARICOM CETRA CMI CMU									

COCATRAM
ECLAC
TRAINMAR
UNCTAD

1.10 Executing Institutions

Ministry of Transport of the Republic of Cuba, appointed collaborators, ACP and COCATRAM

1.11 Financing Institutions

US\$35,000 – The Government of the Republic of Korea

II. PROJECT INTERVENTION LOGIC

A. BACKGROUND AND CONTEXT

2.1 Features of the sector

As trade liberalisation expands and trade barriers are removed worldwide, the increased intensity of trade exchanges internationally, has given rise to changes in maritime transport and port infrastructure in order to satisfy general trade needs. In addition, transportation costs have become more significant in determining the final cost of goods.

For many ACS members, particularly the small islands of the Caribbean, this situation presents a serious challenge. Due to their small size and their lack of a wide range of national resources, these countries depend on imports to a large extent to support local production and meet consumer demands. In the absence of a sizeable domestic market, these nations also depend on export earnings to sustain economic growth.

Most ACS Members are faced with relatively high transport unit costs that affect export earnings and import prices, while hampering the development of closer intra-regional linkages.

Although many of these costs can be attributed to the unavoidable geographical realities of the region, a significant reduction in such costs may result in the elimination of important inefficiencies in the regional transport sector.

Similarly, the low cost of maritime transport, in comparison with other modes of transport, make this a high demand sector in the context of international trade.

2.2 Issues to be addressed

Considering that most Caribbean imports and exports are shipped primarily by sea, this is precisely why the sector needs to and must undertake the necessary structural adjustments in order to create the bases for timely trade between the countries of the region and the outside world.

This project will highlight the current transport service, both the commercial and technical-operational conditions of the fleet that provides transport services, the husbanding system and possible carrying capacities.

In this context, it will cover the times that vessels remain in port based on their itineraries, the facilities and current difficulties for transshipment in the region.

2.3 Project Proposal

With a view to solving these and other problems related to maritime transport and port infrastructure that have a direct impact on international trade in the Greater Caribbean region, ACS Member Countries have adopted a regional programme that is a long-term initiative entitled "Uniting the Caribbean by Air and Sea". Its objective is to support the modernisation, harmonisation and rationalisation of transport policies and the infrastructure necessary for services throughout the Greater Caribbean.

The development of transport to assist in the socio-economic growth of the States, countries and territories that constitute the ACS, in addition to the widespread and ongoing promotion of regional co-operation mechanisms in the area of transport, with a view to tailoring the existing infrastructure to suit the new realities and trials arising out of the regional and international integration process, all represent the inevitable challenge of our times.

In order to identify appropriate programmes and projects, it is necessary to have a true, up to date idea of the requirements regarding regional maritime routes that would satisfy our needs. In light of this, a specialist from the Ministry of Transport of the Republic of Cuba together with the technical staff of COCATRAM and the ACP, have proposed the drafting of a map of current maritime services in the region.

This project will be developed based on research and analysis in the field, with respect to the different maritime lines operating within the region.

Some basic components include:

- a) Information on the various existing maritime transport services, itineraries, frequencies and agents representing the different companies in the major maritime markets.
- b) Software that would allow the timely updating of the map initially developed.
- c) A subsystem comprising the regional Organisations or Entities dedicated to maritime trade (Shipping Agents, Forwarders, Exporters and Importers), as well as bodies involved in consultation, research and human resource training in the Greater Caribbean region, such as the ACP, CARICOM, CSA, ACS, ECLAC, CETRA, COCATRAM, TRAINMAR, etc.
- d) A team of consultants to develop the project, with responsibility for research, data collection and the presentation of the initial map with the proposal for its timely update.

2.4 Other interventions

At present, work is being done on other projects for which this one will serve as a true complement, specifically:

- The Integrated Information System of the ACS.

- The draft methodology for the creation of the database of problems regarding regional maritime-port activity.
- The Logistic Services Platform.
- The Maritime-Port Network of the Greater Caribbean.
- Regional Co-operation Strategy for the Greater Caribbean.

2.5 Project Overall Objective

Clearly define the map of current Maritime Routes in the Greater Caribbean region.

2.6 Project Specific Objective(s)

Facilitate not only increased intraregional maritime trade but also improved linkages with the external market and determine whether or not there are areas still without maritime services or which receive such services but not at the level required.

2.7 Expected Results

Clearly define and reflect on an operational chart (Map of Maritime Routes) the maritime shipping lines operating within the Greater Caribbean region, their itineraries, vessels and features, their agents at the primary ports of call and their main conditions of transport.

Define the way in which information can be updated periodically, including the software to be used, as well as the person (or persons) responsible for updating this information.

C. STAKEHOLDERS

2.8 Beneficiaries

All Members and Associate Members of the ACS, all territories belonging to the Greater Caribbean basin, as well as those who have developed trade relations with the Caribbean, from the Caribbean and within its territories.

2.9 Participating Institutions

ACS
ACP
CARICOM
ECLAC
TRAINMAR

D BENEFITS, RISKS AND SUSTAINABILITY

2.10 Benefits

Information on the real potential for regional and extra-regional maritime transport, the possibility of developing streamlined trade based on it or projecting the changes deemed necessary.

2.11 Critical Risks and Sustainability

The most significant risk of this project would perhaps be the difficulty in providing the information required and subsequently maintaining or updating that supply.

In order to resolve the previous concern, it has been proposed that factual proof be given regarding the benefits for suppliers, as well as importers, exporters and all sectors that are essential and linked in one way or another to trade development.

2.12 Ex-post Sustainability

This project will generate valuable trade information that does not currently exist in a consolidated manner, which represents an obstacle to trade development. The outcome of the project is sustained by the benefits of the strategies implemented as a result of the analyses geared toward improving existing maritime transport services.

III. PROJECT IMPLEMENTATION

A. COMPONENTS AND ACTIVITIES

3.1 Components Description

Component 1:

COLLECTION OF EXISTING INFORMATION

A regional consulting team with practical experience in Maritime-Port activity in the Greater Caribbean will be contracted to develop the related Data Set required for the development of the project.

At this stage, the consulting team will analyse the existing databases on Maritime-Port Activity in the Greater Caribbean and the real possibility of using the information contained in those sources to facilitate the analysis required in this project.

Component 2:

CREATION OF THE SPECIFIC DATABASE FOR THE PROJECT

Using an Initial Set of Variables, the consulting team will redefine the list of parameters to be included after having identified and evaluated the existing sources of information and will justify the use of the database created.

The consulting team's responsibilities will include the presentation of the project to information providers, with a view to making them aware of and interested in the importance of their essential participation in the execution of the project.

Component 3:

DRAFTING AND PRESENTATION OF THE FINAL DOCUMENT

At this stage, presentations will be developed on:

- ✓ The information gathered.
- ✓ The analysis performed.
- ✓ The operational chart of maritime routes in the Greater Caribbean at the time the project was undertaken.
- ✓ Proposal for updating the Set obtained.
- ✓ Conclusions of the study conducted and recommendations.

3.2 Listing of activities

Component 1:

1.1 Meeting of actors involved

The ACS Secretariat will organise a coordination meeting among the consultants, the ACS Secretariat and the collaborating institutions that will support the project. Said meeting will be convened for the purpose of reiterating the need for linkages and support from actors in implementing the project.

1.2 Development of a Data Set

The preliminary presentation of the Set to be used will be based on an analysis of information and data needs in the area of maritime-port activity in the Greater Caribbean, as well as an extensive consultation with possible information providers.

1.3 Identification of and consultation with the primary providers and generators of the information required

Having identified the generators and possible providers of the information required, consultations will be held with those parties in order to present the project and obtain their commitment to actively participate in the preparation and updating of the database.

The consultant team will visit the key countries in the region (countries will be selected in close collaboration with the ACS Secretariat), in order to meet with information providers and interest groups.

Component 2:

Creation of the specific database for the project

2.1 Design of an Internet Platform to host the data list

This activity involves the design and development of a specific database to include the information previously identified, as well as the presentation of the information on the Internet in an accessible and user-friendly manner.

Design and placement of information in a database and its posting on the ACS website. Supervision of the design and production of CD-ROM's. Supervision of the training programme and maintenance of information on the Internet.

2.2 Establishment of the standardised data collection system and the data entry manual

Preparation of questionnaires in Spanish and English using a standardised format for collecting and updating data, as well as the manual for information providers, explaining procedures (accessing and completing questionnaires).

2.3 Consultation and testing of the website created

The information on the website will be tested and posted on-line in order to obtain feedback from information providers and users. Their views will be taken into account when improving the system.

Component 3:

Drafting and presentation of the final document

3.1 Final review and coordination meeting (details)

In collaboration with the Secretariat, the consultant must organise a final review meeting in order to present the document containing the structure of the final Maritime Operational Chart.

3.2 Promotion of the system to update the Maritime Operational Chart created

The website will be promoted widely by the ACS Secretariat and will include the database of problems aimed at ensuring its consistent updating.

3.3 Expected Schedule

Months	1	2	3	4	5	6	7	8	9	10	11	12
Comp1	xxxxx	xxxxx	xxxxx									
Comp2				Xxxxx	xxxxx							
Comp3						xxxxx						

Phase I (Component): 3 months.

Phase II (Component): 2 months

Phase II (Component): 1month

B. EXECUTION

3.4 Physical means required

Hardware, software, documents on Maritime Activity in the Greater Caribbean.

3.5 Expertise required of the consulting team

Maritime experts in the area of the Greater Caribbean.

Minimum ten (10) years practical experience in regional maritime-port activity.

Proficiency in at least English and Spanish. Proficiency in French would be an asset.

Being a citizen of an ACS Member Country.

3.6 Project Team

Three (3) Engineers / or Regional Maritime Economists

Total three (3)

3.7 Matrix of Responsibilities

C. COST

Overall Budget (in US\$)				
	<u>Korea</u>	<u>ACS*</u>	<u>Other Donors</u>	<u>Total</u>
Consultants' Fees	20,000			20,000
Consultants' Trips	10,000			10,000
Per-diem	5,000			5,000
ACS Staff trips		5,000		5,000
Meeting logistics		7,000		7,000
Translations		5,000		5,000
Supervision of Component 2			10,000	10,000
Hardware/Software			15,000	15,000
Training in use of software			3,000	3,000
Communications		2,000	5,000	7,000
Production of CD-ROM			2,000	2,000
Distribution of CD-ROM			2,000	2,000
Contingencies			3,000	3,000
Total	35,000	19,000	40,000	94,000

*Counterpart

IV. PROJECT EVALUATION

4.1 Lessons learnt from similar programmes

Experiences in the execution and implementation of related projects undertaken by COCATRAM, ECLAC, TRAINMAR, CARICOM and CSA will be taken into account. All of this will be used in the training of providers and also in the analyses and formulation of proposals.

4.2 Specific focus

Need for timely information flow and close collaboration among the social actors of the region, in order to ensure the sustainability of the Project.

4.3 Verifiable indicators

4.4 Progress and Final Reports

Reports will be submitted to the ACS Secretariat on a fortnightly basis and will outline the advancements made in the execution of the project. These reports will list the activities undertaken, their results, the difficulties encountered and the amount of the budget that has been executed. Once project execution is completed, a final report will be presented on the implementation of the different activities planned, their results and budget expenditure.

ADDENDUM TO THE PROJECT "MAP OF MARITIME ROUTES OF THE GREATER CARIBBEAN"

Proposal for the execution of the (1st Stage) of the project, up to and including the creation of a CD with the maritime routes of current commercial services in the Greater Caribbean area, with the allotted budget.

AVAILABLE FUNDS: \$ 35, 000.00

Proposed allocation of funds:

- Visits of the Team of Consultants:	16,000.00
- Subscriptions and notifications:	4,000.00
- Compilation and presentation of gathered data:	3,000.00
- Software design:	6,000.00
- Final version of CD:	5,000.00
- Contingencies:	1,000.00

Total: **35,000.00**

PROPOSED SCHEDULE

Stage I:

Visit to countries proposed and approved by the ACS Special Committee on Transport. These will act as pilot countries in the process of obtaining the information needed at this initial stage.

Trinidad and Tobago
Guadalupe
Dominican Republic
Jamaica
Venezuela
Panama

Proposed duration: Three (3) month

Stage II:

Processing of information:

- Compilation of information collected
- Analysis of information
- Organization of information
- Projection of information onto regional map

Proposed duration: Three (3) months

Stage III:

Design of software

Joint work by the team and software designer

Proposed duration: Two (2) months

Stage IV:

Creation of CD with software containing processed information on current maritime routes.

Proposed duration: One (1) month

WORK BREAKDOWN

Consultant 1: Seeks, compiles and analyzes information related to active ship building companies.

Consultant 2: Seeks, compiles and analyzes information related to stopovers and itineraries.

Consultant 3: Seeks, compiles and analyzes information related to stopover ports and services offered.

The entire team analyzes and proposes the design of the map.

OBSERVATIONS

SOLE OBSERVATION: The team of consultants has put forward a proposal for the breakdown of the US \$35,000.00 available, presenting the justifiable execution of the funds allocated for this stage of the project. The costs shall depend on and be subject to the unavoidable fluctuations of market prices for the services considered.