

SailNet

A decorative graphic consisting of a horizontal line that dips into a wave-like shape in the center, resembling a stylized sail or a network connection.

Sail Agents Interchange Learning NETWORK

TRAINING PROGRAMME



Across Global Boundaries



Sharing Expertise



Building the Network

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Overview

In a more and more globalized world, the sea represents a never-ending source of competences, skills, ideas and projects. Connecting all the potentials provided by the "Blue Economy" and with the professional and educational expertise of the maritime training and education institutes, this project has the aim to implement a network of knowledge made of courses and internships for young and promising maritime and logistics managers at different entities and thus promote and support new careers in the Shipping Agency and Logistic Operators business.

Adopting a competent and capable educational system, in collaboration with the examples of professionalism existing in Europe and in the world, and with an appropriate language and code, the SAILNET project proposes to develop and create a programme for new expert and competent professionals for the Maritime sector, Shipping Industry and wider related Logistics Operators.

Shipping Agents are the bodies or companies in charge of representing the ship-owner and/or charterer in port. They manage and organize ships and their "cargoes" (passengers or goods) along the different ports of call of the routes. They are the link between the ships and all shore-side functions including port operations, husbandry services, environmental aspects, bureaucracy, public administrations and authorities. They are responsible for managing and providing all proper documentation, organizing all transfers, and planning all land movements. They also handle all customs and fiscal procedures.

SAILNET is a Work Exchange programme promoted by FONASBA/ECASBA and the ESCOLA EUROPEA to foster the creation of a common code of best practices within the international ship agency and logistic operations community.

The participants will be encouraged to:

- Develop leadership skills and a SAILNET culture
- Discover new ways to carry out the industry tasks, a new language and a different culture
- Build lasting friendships and network with people from around the world

1. Introduction

1.1. FONASBA-ECASBA

The Federation of National Associations of Ship Brokers & Agents (FONASBA) provides a united voice for the world's ship brokers and agents. Founded in 1969, the organization promotes fair and equitable practices and ensures that the needs of FONASBA members are understood at international, regional and individual national level across the maritime industry.

FONASBA's relationship with the European Commission is effected through one of its Standing Committees, the European Community Association of Ship Brokers & Agents (ECASBA). ECASBA provides input into European seaport, port services, short sea shipping, shipping safety and EDI policies as well as customs and administrative procedures. ECASBA is a member of the European Commission's Trade Contact Group on customs matters and the Digital Transport and Logistics Forum.

FONASBA membership is made up of 60 countries, represented by 46 national associations of ship brokers and agents with a further 14 countries represented by associate members, that is individual companies in countries where there is no national association.

All company members of the national associations which make up FONASBA, and individual Associate members, are encouraged to obtain the FONASBA Quality Standard, proving their financial standing and commitment to quality.

FONASBA is based at London's Baltic Exchange.

1.2. Escola Europea Intermodal Transport

The Escola Europea is a training center of a different kind with an extremely interactive and person-oriented approach; it is in pursuit of technical and humanist excellence, with a training programme that introduces the technical concepts of the logistics and port sectors to the participants using a methodology that facilitates communication and relations among the participants.

The Escola, founded in 2006, is still a young center but throughout its' short life it has followed a large trajectory throughout its lifetime and gathered diverse international experiences. Students from across Europe, America and Africa have passed through our doors. We have participated in numerous European and Mediterranean projects – ones that have contributed to the development of intermodal transport in the international arena.

2. SAILNET Programme

2.1. About SAILNET

“SAILNET is a multi-country training and exchange programme, established today in 6 countries and with the aim to go worldwide in the coming years, with the mission to strengthen Shipping Agent’s companies through quality education. It provides the opportunity for all Shipping Agents to develop and refresh their skills while also broadening their understanding about FONASBA.”

Capt. Jakov Karmelić, FONASBA EDUCATION VICE PRESIDENT

SAILNET is a work Exchange Programme promoted by FONASBA/ECASBA and ESCOLA EUROPEA to foster the creation of a common code of best practices within the international ship agent’s community.

The project aims to establish a network between professionals of the Maritime and Logistics sector and training institutes worldwide dealing with ports, shipping lines and logistics operators in order to strengthen skills and better align them with the needs of the Blue Economy. The project aims to reach its objectives using a study-internship alternation approach. Using professional knowledge, infrastructures, harbors, terminals and vessels provided by different partners, in-the-field courses will be organized so as to completely insert participants in the maritime-intermodal transport world in order to give them a hands-on working experience.

The course is a fun, interactive, hands-on series of sessions designed to provide Shipping Agency knowledge and develop leadership skills, with the content of the sessions building on each other.

What Is In It For You?

- Learning from others and sharing ideas that you can embrace for yourself and take back to your company.
- Learning about FONASBA, the Escola and its programmes and how these can offer opportunities to contribute to the Port Community, locally and internationally
- Challenging your thinking and encouraging you to think laterally
- Consider how being a Shipping Agent is an opportunity for personal growth and fulfilment.
- Go back to your company with fresh ideas, new tools, new contacts, and we hope an increased motivation to take action as a Shipping Agent.
- Gaining some new skills and knowledge that you can apply in your personal life.

All these elements could subsequently lead to possible collaborations with the companies and firms of the internships. This kind of international and intercultural approach also fosters the creation of new and lasting relationship and, more widely, of a network of people from

around the world that could one day become solid professional relationships and collaborations.

2.2. Who can apply

The SAILNET Programme has been specifically designed for young employees of the shipping agencies and logistics sector. Candidates should be under 40 years old and working in a shipping agency company or logistic operator of a country participating in the SAILNET Programme.

Participants profile and requirements:

- Under 40 years old
- Working in a Shipping Agency Company, Freight Forwarder or Logistic Operator
- Fluent in English – B1 level or equivalent
- 1 or more years of work Experience in the sector
- Level of Education – vocational or university degree or more than 5 years of experience in the company

*At the end of the Exchange the participants will receive a Diploma.

2.3. Teaching Methods

What sets us apart from other training methods and centers is the combination of theory with reality. This allows the students to experience what they have learned in the classrooms. As a result, the concepts studied are retained and can immediately be put into practice once the course finishes. Our partners, the ports and shipping lines, give us access to unrivalled training instruments: the infrastructures and the technical mediums. The port communities, our collaborators, provide us with knowledge, equipment and the experiences of their services and operations. They do it to promote their own activities and to give value to the logistics-port sector, which is consistently gaining strength through three main elements: its growing economic importance, job creation and sustainability of the solutions offered. We tailor our courses to different levels of commitment and budgets. They range from short courses covering the essentials to longer ones on board vessels or trains, ranging in duration from three to five days.

They all share some common elements: Coherent and comprehensive programmes, well-defined and current contents, well-prepared and motivated lecturers, quality learning materials and practical experiences. Overall, they provide life-experiences that turn into long-lasting memories for all. We have a team of professionals ready to offer you all the information you may require and look forward to welcoming you in the near future.

2.4. Programme structure

The **SAILNET exchange programme** is organized in three phases. The selected candidates from different countries shall gather in Barcelona for INTERNATIONAL TRAINING (5 days) and then proceed to their hosting country. There they will receive further LOCAL TRAINING at one of the SAILNET Programme Academic Partners. After the second training the 1-to-3-months-internship starts.

5 days	3 days	1-3 months
International Training	Local Training	Internship

- **International training**

The first phase of the programme consists of a preparation course where basic instructions, recommendations and general information are introduced. It aims to give to the participants a vision about the importance of the role of the Shipping Agency, concept of Intermodality and costs saving, E-commerce and general European legislation for transportation.

This introductory course will also cover the main instructions for the running of the Exchange program following the below topics:

- Conduct and responsibilities;
- What can be expected from the participants in the host company? What cannot be expected from them?
- In case of trouble: who should they turn to? How should they report to their Tutor?

The course will provide the participants with basic knowledge training to ease their way into the company where they will do the Exchange.



LOCATION

Barcelona



WHEN

March, 2019

5 days (Monday to Friday)



PARTICIPANTS

30

(5 from each country)



ORGANISER

Escola Europea –
Intermodal Transport

COURSE CONTENTS



19

LECTURES



8

WORKSHOPS AND VISITS



27

TOTAL TRAINING UNITS



15

LECTURERS



English
LANGUAGE

- **Local Training**

The second phase of the exchange programme will proceed in the exchange country the participants applied for. The main goal is to get in touch with more specific information about country laws and regulations for procedures and operations in the Maritime and Logistics sector. Thus participants can fulfill their duties as intern of a local company in the next phase of the programme that is the internship.

			
LOCATION Barcelona Buenos Aires Casablanca Lisbon Genoa Tunis	WHEN March, 2019 3 days (Monday to Wednesday)	PARTICIPANTS 5 1 from each country different from the organizing country	ORGANISERS Escola Europea Centro de Navegación IFP-ANP IMFMM AGEPOR

COURSE CONTENTS

 9 LECTURES	 8 WORKSHOPS AND VISITS	 17 TOTAL TRAINING UNITS	 15 LECTURERS	 English LANGUAGE
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- **Internship /Exchange**

After the first theoretical part, international and local, the project plans to insert participants directly in a professional and business environment with an internship (duration: minimum one month) in one of the companies or agencies located in the participant countries. Thus, participants will have the possibility to put into practice the skills and knowledge learnt over previous professional training modules and to show their abilities, interests and enthusiasm.

All these elements could subsequently lead to possible collaborations with the companies and firms of the internships.

 <h2>WHERE?</h2> <p>Argentina Italy Morocco Portugal Spain Tunisia</p>	 <h2>WHO?</h2> <p>Young employees of Shipping agencies and Logistics sector. Companies registered in the Shipping Agents Associations involved in the project. The companies are sending and hosting exchange employees at the same time</p>	 <h2>HOW LONG?</h2> <p>International Training – 5 days Local Training – 3 days Exchange – 1 to 3 months (working days)</p>
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2.5.The city Ports

Barcelona



Genoa



Buenos Aires



Lisbon



Casablanca



Tunis



2.6. Academic Partners and officers



2.7. Tuition fees and Costs

Fee: 2.525€

This fee includes the International and Local Training and the meals included in the training timetable. The participants will pay for: round-trip to Barcelona and exchange destination port, travel insurance, travel documents, personal expenses.

Costs vary by Shipping Agent Association or Company. To reduce expenses, Association members can provide homestay options; arrange no-cost internship or job-shadowing Programmes.

Participants or their companies are responsible for:

- Round-trip airfare
- Room
- Travel insurance
- Travel documents (such as passports and visas)
- Spending money and any additional travel or tours

2.8. Teachers

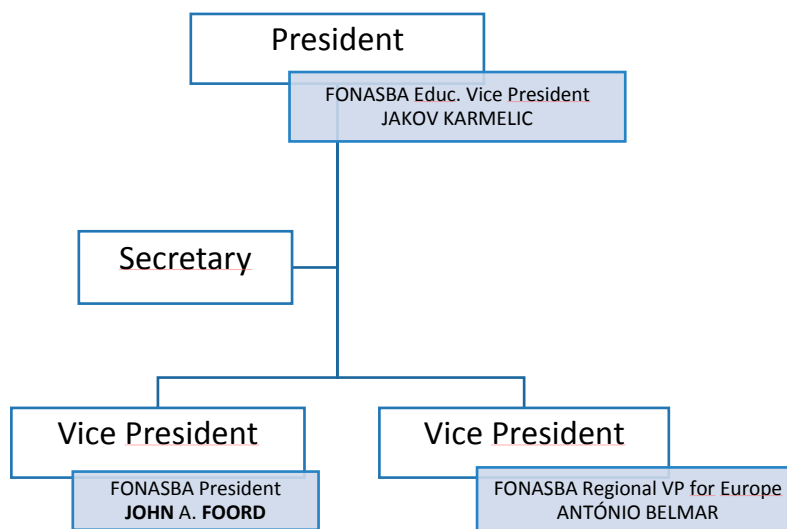


*to be confirmed

3. SAILNET Leadership structure and Committee

FONASBA SAILNET COMMITTEE

This committee is responsible for providing guidance on the overall strategic development of the project. It is made up of the major executives of the consortium.



Committee Members	Spain - Mr. Julio Fernández
	Morocco - Mr. Aziz Mantrach
	Tunisia - Mr. Walid I. Dziri
	Italy - Mr. Marco Paifelman
	Portugal - Mr. Antonio Belmar
	Argentina - Mr. Andrés Monzón
	Escola Europea - Ms. Raquel Nunes

NATIONAL SAILNET COMMITTEE

Each committee member nominates the National SAILNET committee for their country. The committee consists of a group of 3 to 5 people from the National Representatives. The committee is responsible for managing the academic partners, the support given to the participants and also the planning of activities for the programme.

National Representatives

All the agencies and companies that work closely with the NATIONAL SAILNET COMMITTEE for the national management of the training in each country.



Federazione Nazionale
Agenti Raccomandati Marittimi
e Mediatori Marittimi

Italy

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AGEPOR

Portugal

AGEPOR
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A.P.R.A.M.



Morocco

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ASECOP
ASOCIACIÓN ESPAÑOLA DE CONSIGNATARIOS DE BUQUES

Spain

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ALL SEAS SHIPPING AGENCY

Tunis

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Centro de Navegación ARGENTINA

Argentina

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Escola Europea de Short Sea Shipping

Spain

Escola Europea – Intermodal Transport
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T.+ 34 93 306 88 49
<http://escolaeuropea.eu/>

3.1. Committee's activities and responsibilities

The *FONASBA SAILNET COMMITTEE*:

- ✓ Preside over committee's meetings;
- ✓ Appoint committee chairs and members;
- ✓ Conduct Committee assemblies;
- ✓ Oversees committee functions;
- ✓ Convenes regular committee meetings and activities;
- ✓ Supervises and give support to the committee's work;
- ✓ Offer advice to National Committee about new activities and partners related to the SAILNET Programme;
- ✓ Provide to the National committees and Escola with encouragement and suggestions on how they can respond;
- ✓ Evaluate opportunities for the affiliation of new countries to the Programme;

The *NATIONAL SAILNET COMMITTEE*:

- ✓ Candidates Selection;
- ✓ Develop a safe environment for youth participants;
- ✓ Manage and cooperate with companies and academic partners to enforce SAIL activities;
- ✓ Coordinate participant protection efforts within the SAIL;
- ✓ Implement risk management policies;
- ✓ Implement Programme guidelines and rules for participants that comply with ECASBA policy;
- ✓ Promote the Programme through other national related associations and port association Web sites, advertisements, and news stories;
- ✓ Maintain effective lines of communication between all Programme participants, including students, hosts (families), (counsellors), and Port Association members;
- ✓ Designate one person, usually the National Association chair, to make reports to ECASBA;
- ✓ Supporting the SAILNET Committee and Escola on the selection of training centers and district leaders locally;
- ✓ Define the Strategic plan and overall training plan for each country;
- ✓ Improving communications within the participants, between the participants and country representative responsible and between members of organization;
- ✓ Overseeing the Strategic plan and overall training plan for each country;
- ✓ Provide participants with information about accommodation, internship conditions, documentation needed and other relevant information for the exchange Programme;
- ✓ Develop strategies that are appropriate for the Programme and will result in participants number growth;
- ✓ Provide support to academic partners with suggestions on how they can build types of activities which the Programme can carry out to include;
- ✓ Brief participants in each area to ensure that their needs and special circumstances, if any, are met;
- ✓ Each committee is responsible for promotion and administration of ongoing activity. Committees provide support and guidance to academic partners and participants;

- ✓ Encourage Academic partners to determine local needs that could benefit from the Programme;

3.2. Escola activities and responsibilities

- ✓ Manage Training Programme funds and grants;
- ✓ Supporting the Committees in organizing meeting and visit schedules;
- ✓ Taking, preparing and distributing minutes of the training meetings;
- ✓ Maintaining relevant records, documents and recording amendments to such;
- ✓ Supporting Committees in meeting their reporting and related obligations to the training;
- ✓ Work closely with the committee's and leadership teams;
- ✓ Coordinate grant applications. Advise and assist Committees in preparing grant applications;
- ✓ Organize and schedule a full programme of activities and advise Committees on deadlines;
- ✓ Support the Academic partners in implementing the country Exchange Programme plan;
- ✓ Visit National Associations to provide information on the Programme to help strengthen Programme activities;
- ✓ Identify areas for cooperation between committees and local by sharing information and helping to set goals;
- ✓ Work with National Committee and Academic partners to develop resources on the country for student's development, training and communications efforts;
- ✓ Offer support and guidance to National Committee and Academic partners on enhancing the Training Programme image at the local community level;
- ✓ Assist in scheduling and planning for the Training /Exchange Programme;
- ✓ Monitor each Academic partner performance with respect to service projects;

4. Candidate selection Rules and Criteria

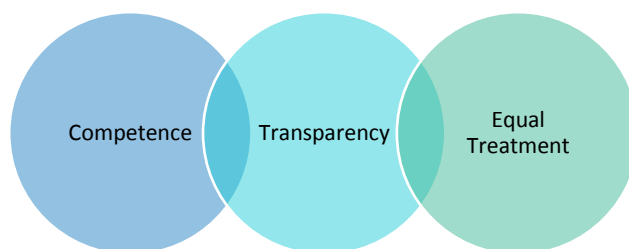
As a potential candidate for the SAILNET exchange programme launched by FONASBA-ECASBA & ESCOLA EUROPEA, you will find below information to facilitate your application and guide you through the recruitment process.

You will also learn how your application will be treated and which kind of communication you can expect from us.

Applicants interested should consult our website www.SAILNETprogramme.com for more information on the procedure to follow.

4.1. Principles of Selection

Our aim is to ensure that the recruitment is based on the principles of competence, transparency and equal treatment.



- **Competence**

Technical and behavioral competences will be assessed according to the specific requirements.

- **Transparency**

Each recruitment process will be documented. As a candidate, you will have access to your relevant assessment, upon request and within a reasonable timeframe.

- **Equal Treatment**

The selection process will be non-discriminatory and will be based upon a comparison of the merits of all candidates. The most suitable candidates will be selected in line with the criteria outlined in the SAILNET. The candidate's selection applies a policy of equal opportunities and accepts applications without bias on the grounds of gender, race, color, etc... A balanced representation of men and women is considered to be desirable. In the event that candidates have equal qualifications, gender and/or nationality may be used as additional criteria for the selection decision.

4.2. Eligibility Criteria

The SAILNET exchange programme vacancies are open to applicants who satisfy all eligibility criteria by the closing date for the submission of applications.

The eligibility criteria comprise a set of formal requirements, which applicants must fulfil in order to be eligible for the Exchange Programme. These criteria are listed in part “2.2. Who can apply”.

Professional qualifications

The eligibility criteria regarding education and work experience are required. In order to be eligible for the selection procedure, applicants must have the required level of education and, if applicable, the duration of professional experience of 2 years, at least. The duration of professional experience required will be counted from the date on which the applicant acquired the minimum qualification.

Language Qualifications

SAILNET requires evidence that your English language capability is of a level that will enable you to succeed on your training course. We therefore have English language entry requirements based on the following minimum standards:

- B1 Intermediate – to independent users of language, those who have the necessary fluency to communicate without effort with native speakers
- or
- IELTS – 4.0 - 5.0
- or
- TOELF - iBT 42-71

Other eligibility requirements

The applicant must:

- Be a part of a company of one of the countries where the project is managed to work (Spain, Portugal, Italy, Morocco, Tunis, Argentina)
- Be physically fit to perform duties
- Have availability to travel to a foreign country

Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant.

5. General Information and Instructions for application

5.1. Programme Application

Programme application is available on the SAILNET webpage.

All candidates must submit the application form through the Programme website page www.SAILNETprogramme.com

After application, candidates will receive an automatic acknowledgement of receipt. It is important that the application will be sent before the application deadline, which is clearly stated. Applications sent after the application deadline will not be considered. Only electronic applications submitted via the website will be accepted. Applications emailed to any email addresses will not be considered. The application must include CV and letter of motivation in English (the working language of SAILNET)

Information Required to Complete an Exchange Application

1. Personal Information
 - Name
 - Address, city, ZIP code
 - Phone number
 - Email address
 - Nationality
 - Photo
2. Employment History (for both current and 1 or 2 other prior positions)
 - Employer/ Company
 - Address, phone, email
 - Sector of activity: Shipping Agency / Logistic Operations
 - Job title and responsibilities
 - Starting dates of employment
3. Education and Experience
 - Degrees, graduation date
 - Certifications
 - Skills and qualifications
4. Documentation
 - Motivation Letter
 - CV

5.2. Application calendar

	Beginning Date	End Date
Applications	Jan 2019	15 Feb 2019
Dissemination of results	18 Feb 2019	
International Training	4 Mar 2019	8 Mar 2019
Local Training	11 Mar 2019	13 Mar 2019

6. Internship Instructions, Rules and Conditions

6.1. Country's choice

The country's choice starts after the dissemination of the results. The selected candidates and companies are announced so then the candidates are able to choose the country where they intend to exchange.

It is important to note that when applying, the candidates are confirming their company will also host an internship student.

The Participants must complete the choice sheet with the list of preferences, being the first the one they would consider the most interesting and the last one, the less interesting.

6.2. Candidates' placement procedure

Candidate's placement is subject to the SAILNET Committee decision and to the companies that will receive an exchange student.

1. Applications will be separated by country to a first analysis of the number of candidates.
2. The National Committee of each country will select the main 5 participants to exchange.
3. The National Representatives must decide the best candidates to apply to each company
4. Participants will be informed about the country and company in which they were placed.

In case it is not possible to fulfil the preferences of the participants, they will be warned and informed about available vacancies so that they can re-apply.

6.3. Duration

The Internship can last one, two or three months. The length of the placement does not influence the choice of candidates.

6.4. Internship parts Responsibilities

The creation, approval, and implementation of an internship is a collaborative experience between the intern, the company, the Escola Europeia and the National Representative committee of each country. Each party is responsible for contributing to the overall success of the internship experience. Specific responsibilities are listed below

Receiving Company

- Provide a positive, supportive learning environment in which the intern may participate in work that directly correlates to their professional competencies.

- Designate an area expert to serve as supervisor; provide a meaningful orientation for the intern to the organization's purpose, services, customers, and operating practices. Make available space, supplies, and other resources needed for completing assignments.
- This organization is covered by liability and/or accident insurance. In the unlikely event that an intern is injured in the performance of typical job duties, this organization will assist with the cost of necessary medical care not covered by the intern's personal medical insurance.
- Submit a final written report to the Escola Europea – Intermodal Transport in a timely manner.

Intern

- Demonstrate the highest level of professionalism, which includes arriving on time for designated work, notifying the site supervisor of any deviations from the established schedule, and dressing to the standards of the organization and the work being performed. Respect the organization's reporting structure and follow the policies and procedures of the organization.
- Communicate effectively with the supervisor and other staff within the organization; accept and apply critiques and suggestions to daily work in an effort to become more productive and/or efficient.
- Communicate to the National representative agent or the Escola Europea any issues that may affect the performance of assigned responsibilities or the overall success of the experience.
- Respect the confidentiality policies of the company.

6.5. General Information and Instructions

Passports and Visas

Make sure that you have a valid passport before you travel. If you have an EU passport, you can live, study or work within the European Union without a visa. However, some countries require that you have at least six months remaining on your passport so do check with the visa website of the country you are travelling to. If you need to apply for a new passport, you should do so in plenty of time before you are due to travel.

If you are a Non-European Union citizen and you are preparing to study in Europe, you need to arrange your legal situation, depending on the duration of your stay.

The European Directive EC Nº 539/2001 March 15th, 2001 includes in its annex II the countries whose nationals are exempted from the obligation to obtain a visa for study periods of up to three months. Those have to fulfill the legal requisites described in article 5 of the Schengen Code, and in case of having to prolong the stay, it is possible to request an extension for a maximum of three more months (for more information consult Form 02 from the government).

Entry conditions for third-country nationals

1. For stays not exceeding three months per six-month period, the entry conditions for third-country nationals shall be the following:

(a) they are in possession of a valid travel document or documents authorizing them to cross the border or

(b) they are in possession of a valid visa, as appropriate

(d) they are not persons for whom an alert has been issued in the SIS for the purposes of refusing entry;

(e) they are not considered to be a threat to public policy, internal security, public health or the international relations of any country Member

Health and Safety

We recommend checking on vaccinations, health issues and safety precautions before you travel. Please observe the FCO recommendations if they advise against all travel and contact your home institution about postponing your trip. Read more about insurance on our website.

7. Attaches

7.1. International Training Schedule *

Monday	9:00	Welcome to the Escola Europea de Short Sea Shipping and the Port of Barcelona
	9:30	Opening Ceremony – ECASBA SAIL Programme presentation: aims and features –
	10:30	The role of the shipping agent and the FONASBA Quality Standard
	11:30	Break
	12:00	Shipping Agents - skills and activities in a future perspective
	13:30	Lunch break
	15:00	Service to vessel and crew: documentation and operations
	16:30	Service to freight: documentation and operations
	17:30	Service to passengers: documentation and operations – Cruise and Ferry
	19:00	End of the day
Tuesday	9:00	Maritime visit to the Port of Barcelona
	10:30	Intermodality and terminals: road, rail and river (part 1)
	11:30	Break
	12:00	Intermodality and terminals: road, rail and river (part 2)
	13:00	Lunch break
	14:30	Port Costs and efficiency models
	16:00	Break
	16:20	Intermodality Operations Land/Sea Inland Navigation
	18:00	End of the day
Wednesday	8:30	Land visit to the Port of Barcelona
	9:00	Visit Containers Terminal: BEST
	11:00	Visit Intermodal Terminal: ADIF
	12:00	Break
	12:30	Visit ZAL – Logistics Activity Area
	13:30	Lunch break
	15:00	Visit BIP – Border Inspection Post
	16:30	Ro-Ro Terminal
	17:30	Passengers terminal
	18:30	End of the day
Thursday	9:00	Port Community Systems and International Systems
	10:00	E-Commerce
	11:00	Break
	11:30	NSW
	12:30	Portic Demo
	13:30	Lunch break
	15:00	Legal aspects

	16:00	Development of competition law compliance culture
	17:00	Break
	17:30	Economic sanctions and embargoes and other trade restrictions
	18:30	End of the day
Friday	9:00	Off-shore operations
	11:00	The port of the future
	12:00	Break
	12:30	Logistics Communities and Efficiency Network
	14:00	Lunch
	15:30	Shipping 4.0
	17:00	Interchange information and Closing Ceremony
	18:00	End of the course

*subject to changes

7.2. Local Training activities *

Sessions	Welcome to the Training Centre and the Port
	Opening Ceremony - Programme presentation: aims and features
	The Port and the Port Community: structure and characteristics
	Terminals and operators
	Port areas
	Legal framework: national and local regulation regarding Port activities
	PCS and/or information systems available
	The transport sector in the country: road and railway
	Customs and BIP: structure and characteristics
	Service to freight: documentation and operations
	Service to passengers: documentation and operations – Cruise and Ferry
Workshops	Maritime Visit to the Port
	Containers Terminal
	Intermodal Terminal
	Logistics Activity Area
	BIP – Border Inspection Post
	Ro-Ro Terminal
	Visit to the environmental plant (MARPOL VI)
	Visit to passengers terminal

*subject to changes