CALL FOR TENDERS

N° MOVE/B3/2014-589

STUDY ON DIFFERENTIATED PORT INFRASTRUCTURE CHARGES TO PROMOTE ENVIRONMENTALLY FRIENDLY MARITIME TRANSPORT ACTIVITIES AND SUSTAINABLE TRANSPORT

TENDER SPECIFICATIONS
# TABLE OF CONTENTS

1. INFORMATION ON TENDERING ................................................................. 3  
   1.1. Participation .................................................................................... 3  
   1.2. Contractual conditions ................................................................. 3  
   1.3. Joint tenders .................................................................................. 3  
   1.4. Subcontracting .............................................................................. 4  
   1.5. Content of the tender ................................................................... 4  
   1.6. Identification of the tenderer: legal capacity and status ............ 4  

2. EVALUATION AND AWARD ............................................................... 5  
   2.1. Evaluation steps ............................................................................ 5  
   2.2. Exclusion criteria .......................................................................... 5  
   2.3. Selection criteria ........................................................................... 5  
   2.4. Award criteria ............................................................................... 8  
   2.5. Technical offer .............................................................................. 9  
   2.6. Financial offer .............................................................................. 9  

3. TECHNICAL SPECIFICATIONS ............................................................ 9  
   3.1. Introduction ................................................................................... 9  
   3.2. Background and rationale ............................................................. 9  
   3.3. Purpose of the study .................................................................... 13  
   3.4. Work requirements ..................................................................... 15  
   3.5. Reporting and deliverables ............................................................. 17  
   3.6. Organisation and meetings ............................................................. 18  
   3.7. Duration of the tasks ................................................................... 20  
   3.8. Place of performance ................................................................... 20  

4. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE  
   FINAL DELIVERABLES ........................................................................ 20  
   4.1. Content .......................................................................................... 20  
   4.2. Graphic requirements ................................................................... 21  

5. ANNEXES ............................................................................................ 21  
   ANNEX 1 ............................................................................................. 22  
   ANNEX 2 ............................................................................................. 24  
   ANNEX 4 ............................................................................................. 27  
   ANNEX 5 ............................................................................................. 28  
   ANNEX 6 ............................................................................................. 29  

1.
1. INFORMATION ON TENDERING

1.1. Participation

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement\(^1\) concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

1.3. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers.

In case of joint tender, all economic operators in a joint tender assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole.

These economic operators shall designate one of them to act as leader with full authority to bind the grouping or the consortium and each of its members. It shall be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration and for coordination. The composition and constitution of the grouping or consortium, and the allocation of the scope of tasks amongst the members, shall not be altered without the prior written consent of the Commission.

The tenderers should indicate in their offer whether the partnership takes the form of:

a) a new or existing legal entity which will sign the contract with the Commission in case of award

or

b) a group of partners not constituting a new legal entity, who via a power of attorney, signed by an authorised representative of each partner (except the lead partner), designate one of the partners as lead partner, and mandate him as lead contractor to sign the contract with the Commission in case of award.

\(^1\) See [http://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)
1.4. **Subcontracting**

Subcontracting is permitted in the tender but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers must give an indication of the part of the services and proportion of the contract that they intend to subcontract.

Tenderers are required to identify subcontractors whose share of the contract is above 20%.

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.

1.5. **Content of the tender**

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.6)

Part B: Evidence for exclusion criteria (see section 2.2)

Part C: Evidence for selection criteria (see section 2.3)

Part D: Technical offer (see section 2.5)

Part E: Financial offer (see section 2.6)

Part F: Power of attorney (for consortia only)

1.6. **Identification of the tenderer: legal capacity and status**

- The tenderer's identification form in **Annex 1** shall be filled in and signed by:
  - The tenderer (including any member of a consortium or grouping)
  - subcontractor(s) whose share of the work represent more than 20% of the contract

- In order to prove their legal capacity and their status, all tenderers (including any member of a consortium of grouping) must provide a signed **Legal Entity Form with its supporting evidence**. The form is available on: [http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

  Tenderers that are already registered in the Contracting Authority’s accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

- If it has not been included with the Legal Entity Form, tenderers must provide the following information

  - For legal persons, a legible copy of the notice of appointment of the **persons authorised to represent the tenderer** in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any
delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

- The tenderer (only the leader in case of joint tender) must provide a Financial Identification Form and supporting documents. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

(1) Verification of non-exclusion of tenderers on the basis of the exclusion criteria

(2) Selection of tenderers on the basis of selection criteria

(3) Evaluation of tenders on the basis of the award criteria (technical and financial evaluation)

Only tenders meeting the requirements of one step will pass on to the next step.

2.2. Exclusion criteria

All tenderers shall provide a declaration on their honour (see Annex 2), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 2.

The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 20%.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 2 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender. In case of doubt on this declaration on the honour, the contracting authority may also request the evidence for subcontractors whose intended share of the contract is above 20%.

2.3. Selection criteria

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.
**Economic and financial capacity criteria and evidence**

In order to prove their economic and financial capacity, the tenderer (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

- The annual turnover of the last two financial years for which the accounts have been closed of minimum € 400,000.

The following evidence should be provided:

- Copy of the profit & loss account for the last two years for which accounts have been closed,

- Failing that, appropriate statements from banks,

- If applicable, evidence of professional risk indemnity insurance.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

**Technical and professional capacity criteria and evidence**

**a. Criteria relating to tenderers**

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

- The tenderer must prove experience in carrying out studies and research in the fields of maritime transport, port infrastructures and services and environmental issues with at least 3 projects delivered in these fields in the last three years with a minimum value for each project of € 50,000.

- The tenderer must prove that they are familiar with the EU port policy and environmental aspects of the EU maritime policy and the respective developments in the relevant international organisations (International Maritime Organisation – IMO).

- The tenderer must prove experience of working in English with at least 3 projects delivered in the last three years showing the necessary language coverage. The tenderer must prove its capacity to interact with port authorities and analyse national or local rules by mastering other EU languages.

- The tenderer must prove capacity to draft reports in English.
- The tenderer must prove experience of working in a variety of EU countries with at least 2 projects delivered in the last three years, the combination of which must show the necessary EU-wide coverage.

- The tenderer must prove experience in survey techniques, data collection, and economic analyses and drafting reports and recommendations.

b. Criteria relating to the team delivering the service:

The team delivering the service should include, as a minimum, the following profiles:

Project Manager: At least 10 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size (at least €75,000) and coverage (for the geographical scope; EU), with experience in management of team of at least 5 people.

Language quality check: All members of the team should have a good command of English in reading and writing, collectively the team must have the ability to communicate in at least one other EU language.

At least 2 members of the team should have native-level language skills in English or equivalent, as guaranteed by a certificate or past relevant experience, to guarantee the language quality of reports.

All experts: Relevant higher education degree and at least 3 years' professional experience in at least two of these fields: maritime policy, port services and infrastructures, environmental issues related to transport. At least one senior expert who has at least 5 years' professional experience in two of these fields must be part of the team.

Team for data collection: collectively the team should have knowledge of at least 7 EU languages including the three working languages of the Commission (English, French and German) and proven experience of 2 years in data collection techniques.

Experience of working with a diverse range of cities/countries: at least 3 team members should have experience of working on port policy with a diverse range of EU cities/countries.

Organisation of a conference: collectively the team should have knowledge of the preparation and organisation of high level international meetings with proven experience of at least 2 events in the last three years.

c. Evidence:

The following evidence should be provided to fulfil the above criteria:

- List of relevant services provided in the past three years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;

- The educational and professional qualifications as well as the linguistic skills of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.
- Description of the team composition specifying the function of each team member.

2.4. Award criteria

The tender will be awarded according to the best-value-for-money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

- **Quality of the proposed methodology** (60 points – minimum threshold 60%)

This criterion will assess the overall approach of the subject by the tenderer and the consistency with the broader EU port, maritime and transport policy and existing national port and charging policies. It will consider how far the tender proposes innovative elements in its methodology, the coverage of the objectives, the coverage of the geographic scope (Member States and territories concerned) and the relevant maritime transport and port's types. It will also assess the data collection methods by assessing how the tenderer will gather and organise all relevant data, and involve stakeholders.

- **Organisation of the work** (25 points – minimum threshold 60%)

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

- **Quality control measures** (15 points – minimum threshold 60%)

This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of the member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

Tenders must score above 60% for each criterion and above 70% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money. A weight of 60/40 is given to quality and price.

Score for tender \( x \) =

\[
\frac{\text{total quality score for award criteria for tender } x}{100} \times 60 + \frac{\text{cheapest price}}{\text{price of tender } x} \times 40
\]
2.5. Technical offer

The technical offer must cover all aspects and tasks required in the technical specification and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be excluded on the basis of non-conformity with the tender specifications and will not be evaluated.

2.6. Financial offer

The price for the tender must be quoted in euro. Tenderers from countries outside the eurozone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

Indicative price: €200,000

3. TECHNICAL SPECIFICATIONS

3.1 Introduction

1. The 2013 Commission's Communication on ports policy ("Ports: an engine for growth" (COM(2013)295)) identifies the need to encourage more consistency in the application by ports of differentiated port infrastructure charges based on environmental or sustainability criteria. While initiatives progressively taken at a local level to raise the environmental profile of ports can contribute to broader EU environmental and sustainability goals, there may be scope for improving their efficiency and/or their cost-effectiveness. To this end, the study will assess existing schemes that differentiate infrastructure charges and, based on the assessment, prepare a good practice guide to ports.

3.2 Background and rationale

2. Port charging was already a topical issue in 2001, when the Commission with the active support of the Member States gathered information in the form of an inventory on the public financing and charging practices in the Community sea port sector (COM(2001)35). The conclusion then was that charging and cost recovery systems varied greatly.

3. In its communication "An integrated Maritime Policy for the European Union" (COM(2007)575), the Commission stressed the environmental aspect of the maritime...
sector by supporting the mitigation of climate change effects and the reduction of CO₂ emissions and pollution by shipping at international and European levels. This was further developed in the communication on "Greening Transport" (COM(2008)433) which provided a common framework for estimating the external costs of transport with the production of a handbook containing reference values. The idea was that transport prices should better reflect the costs related to traffic-based pollution which create health and environmental damage, congestion which impedes mobility, and climate change, caused by the actual use of all modes of transport, as a means of optimising the use of infrastructure, reducing local pollution, managing congestion and combating climate change at the least cost for the economy. A process of internalising those external costs then started in all transport modes.

4. These priorities were reaffirmed in the "Strategic goals and recommendations for the EU’s maritime transport policy until 2018" (COM(2009)8) that identifies key areas for an EU action that will strengthen the competitiveness of the sector while enhancing its environmental performance. With a clear and competitive European Union (EU) framework for tonnage taxation, income taxation and State aid, the Commission expected progress in greener shipping efforts. In that context, it also supported a European Environmental Management System for Maritime Transport (EMS-MT), targeting the continuous improvement of the environmental performance of shipping and suggested considering modulation of registration fees, port dues and other charges, with a view to rewarding efforts towards greener shipping.

5. The White Paper called "Roadmap to a Single European Transport Area – Towards a competitive and resource efficient transport system" published by the Commission in March 2011 (COM(2011)144) stipulates the restructuring of transport charges and taxes (Action 39 – Smart pricing and taxation). A key part of this wide strategy is to get transport prices right and promote a further recourse to the "polluter pays" and "user pays" principles in order to internalise the infrastructure and external costs. The White Paper also mentions other initiatives related to the improvement of energy efficiency performance of vehicles across all modes of transport and the optimisation of the performance of multimodal logistic chains by making greater use of inherently more resource-efficient modes. These will contribute to the objective of a reduction of at least 60% of the greenhouse gases (GHGs) emissions from the transport sector by 2050 with respect to 1990 and the objective of a cut by 40% of EU CO₂ emissions from maritime transport by 2050 compared to 2005 levels.

6. The 2013 Commission's communication on ports policy identifies the need to raise the environmental profile of European ports as a priority of the EU Transport Policy in the coming years (Action 8 of the Communication). The text of the Communication reads:

"Port activities give rise to significant impacts in terms of emissions, noise, water and soil pollution and fragmentation of habitats. Ports located close to densely populated urban areas may often have to balance the development and management of port activities with the preservation of natural habitats and the quality of urban life.

---

3 An updated handbook (January 2014) on external costs of transport and an updated inventory (November 2012) of measures for internalising external costs in transport are available on [http://ec.europa.eu/transportthemes/sustainable/studies/sustainable_en.htm](http://ec.europa.eu/transportthemes/sustainable/studies/sustainable_en.htm)
The Commission published guidelines in 2011 on implementing the Birds and Habitats Directives in estuaries and coastal zones, with a particular focus on striking the right balance between environmental protection and port development. Although it is for the European Court of Justice to interpret EU law, the application of the Commission’s guidelines can provide a coherent framework for project developers and minimise the risk of litigation.

The Commission welcomes the initiatives taken by the port sector to promote excellence in environmental management and performance by publishing guides to good practices. A number of ports have already adopted plans to better manage their footprint on the environment and such initiatives should be encouraged."

Some EU ports are indeed part of the EcoPorts network, status awarded to ports within the European Sea Ports Organisation (ESPO) membership that share the performance of their environmental management programme. ESPO also produced a "Green guide" providing guidelines towards excellence in port environmental management and sustainability.

7. Environmental issues in the maritime and port sectors have already been handled by some international conventions (MARPOL) and EU legislation that influence the management of European ports, such as those related to sulphur content of marine fuels, pollution from ships, port reception facilities for ship-generated waste and cargo residues, greenhouse gas emissions, national emission ceilings, air quality, shipment of waste, protection of the marine environment, water and soil, and noise.

8. To a large extent, the ecological footprint and environmental impacts of ports are determined by the maritime transport operations linked to the port, in terms of number and types of ships visiting the port, volumes of cargoes and type and nature of those cargoes. The type of ship, its propulsion system and level of equipment for reducing environmental impacts in nautical and cargo-handling operations have a direct impact on the degree of cleanliness of the port. Ships generate emissions of CO₂ and dirty fumes with SO₂, particulate matter (PM) and NOₓ, produce waste residues that have to be treated in the port, involve risk of invasion of alien species in port waters and otherwise of involuntary incidents and accidents with environmental impacts in the port area.

9. Ports can play an active role to provide incentives to the shipping industry in its effort to carry out more environmentally friendly maritime operations. The 2013 Communication indeed states that:

"Ports should consider whether to reward operators who anticipate or exceed the application of mandatory environmental standards and promote the use of door-to-door low-carbon and energy efficient logistics chains, e.g. short sea shipping. Although existing schemes introduced on a voluntary basis by a number of ports to raise their environmental image should continue to be supported, a more consistent application of such environmental variation of port infrastructure charges at a European or regional level would help to increase their effectiveness."

10. The recent proposal for the revision of the National Emission Ceiling Directive (COM(2013)920) sets stricter emission reduction commitments for Member States applicable from 2025. Its Article 5 addresses directly shipping emissions (NOₓ, SOₓ and PM₂.₅) by allowing Member States to offset emissions from other sources (e.g. land transport) by voluntary measures in the maritime sector going beyond the existing
applicable EU legislation/standards. Such measures can be the promotion of the use of LNG as alternative fuel or shore-side electricity or the implementation of differentiated port infrastructure charges based on environmental criteria.

11. Furthermore the proposal for a Directive on the deployment of alternative fuels infrastructure (COM(2013)18) was adopted by the Council and the European Parliament in April 2014. The Directive promotes, through Member States' national policy frameworks for the market development of alternative fuels in the transport sector and the deployment of relevant infrastructure, the development of a core network of LNG refueling points at maritime ports at the latest by the end of 2025, as well as shore-side electricity supply primarily in ports of the TEN-T Core Network (unless there is no demand or in case of disproportionate costs with respect to benefits). These time-periods are critical to help the industry to meet the requirements set by Directive 2012/33/EU as regards the sulphur content of marine fuels in Sulphur Emission Control areas (SECAs) as of 1 January 2015 and outside SECAs as of 1 January 2020.

12. Besides, Directive 2000/59/EC on port reception facilities for ship-generated waste and cargo residues states in its Article 8 that Member States shall ensure that the costs of port reception facilities for ship-generated waste, including the treatment and disposal of the waste, shall be covered through the collection of a fee from ships. The fee may be reduced if the ship's environmental management, design, equipment and operation are such that the master of the ship can demonstrate that it produces reduced quantities of ship generated waste. Fees have to comply with the following some principles: they must be fair, transparent, non-discriminatory and reflect the costs of the facilities for ship-generated waste, including the treatment and disposal of the waste, and services made available.

13. For several years, particular ports have looked at systems rewarding environmentally friendly vessels, i.e. vessels equipped and operated beyond minimum mandatory standards, promoting a mutually beneficial partnership (reduction of external costs, promotion of quality-minded operators). As explained in the Commission staff working document on a Summary of measures that internalise or reduce transport externalities (SWD(2013)269), existing schemes introduced on a voluntary basis by some ports in the EU are e.g. modulation based on the Environmental Ship Index (ESI) scheme developed by the World Ports Climate initiative (as used in Belgium, France, Germany, the Netherlands, Italy and Portugal), or on the Green Award certificate attributed to extra clean and extra safe ships after an audit of each individual ship applying for certification (recognized in Latvia, Lithuania, the Netherlands, Belgium and Portugal), or through rebates linked to NOx/SOx emissions or via levying a sulphur fee (Sweden).

14. The example of the controversial acceptability of the exhaust gas cleaning systems in ports shows that sharing of information and best practices amongst ports, Member States and shipping stakeholders is crucial. In order for ports to better contribute to the achievement of overall maritime transport related environmental policy needs and objectives, clear and harmonised guidelines, taking due account of local legislations and competences are required.

15. The Commission thus announces in its 2013 Communication on ports, that "to encourage a more consistent application of environmentally differentiated port infrastructure charges, the Commission will propose principles for environmental charging and promote the exchange of good practices by 2015".
3.3 Purpose of the study

3.3.1. General objective and scope

16. In order to prepare the action announced in the 2013 Communication on ports, the Commission's Directorate general for Mobility and Transport (DG MOVE) has decided to conduct a study in view of assessing the existing schemes which differentiate port infrastructure charges according to environmental or sustainability criteria. In addition, the study will prepare a guide to good practices with a set of principles and criteria that can be used by ports willing to implement, on a voluntary basis, efficient and cost-effective environmental charging. The ultimate goal is to make price signals sent by individual ports to the shipping industry more efficient. In other words, to reduce the overall cost for the industry while maximising the benefits in terms of improved environmental performance of shipping operations or development of short sea shipping as alternative to road transport.

17. The specific objectives of this study are to:

a) Update information and data of EU and worldwide existing practices' inventories;

b) Examine strengths and weaknesses, including the economic aspect and environmental potential, of selected schemes and identify good practices;

c) Make recommendations and design a toolbox for an operational and consistent voluntary application of environmental charging principles in European ports.

18. The interim and final findings of the study will be discussed with a panel of stakeholders in the sector. The aim would be to put common tools and references at the disposal of port management bodies that want to implement environmental charging.

19. In the context of the study, "port infrastructure charges" should be understood as fees collected for the direct or indirect benefit of the managing body of the port and paid by the operators of waterborne vessels or cargo owners for the use of facilities and services that allow vessels entry and exit in and out of the port, including the waterways giving access to those ports, as well as access to the processing of passengers and cargo.

20. The scope will not cover concession fees in contract for terminal operators. Even if intermodality can be a criterion to fix environmental charges, the study will rather focus on charging related to port users from the maritime sector, rather than environmental obligations linked to the land transport users accessing the port. The study will also focus primarily on sea-ports of the trans-European network.

3.3.2. Description of tasks

21. Building on the background basis provided by the relevant EU Transport Policy references (Transport White Paper, Shipping and Ports policy documents, applicable international and EU legislation, etc), the study will require in particular to carry out the following tasks:

A. Data collection
a) Based on the most updated research and current works in progress, provide an overview of all types of shipping emissions⁴ and wastes⁵ as well as relevant existing, planned or expected legal limits. For each of these wastes/emissions, analyse qualitative and quantitative costs and benefits for ports and port cities areas, and the industry in reducing them. The analysis will take into account the possible trade-off between different environmental goals such as improvement of air quality and management of water quality.

b) Confirm, update and if necessary supplement inventories of existing initiatives or practices related to environmental charging in ports, both in the EU and worldwide (third countries' initiatives e.g. in Norway, California, Singapore and Canada), and substantiate at least five schemes that should be further analysed (the selection should not be limited to schemes focusing mainly on emissions, but could also take into account those considering e.g. short-sea shipping). For these latter and based on previous work such as the Clean Baltic Sea Shipping Study⁶, provide a SWOT (strengths, weaknesses, opportunities, and threats) analysis taking into account the geographical location of the port, in particular SECA vs. non-SECA areas as well as the degree of environmental impact of different maritime transport and ports operations (ship's operation and cargo-related environmental risks).

Gathered data about applied charges will cover inter alia a description of the charging scheme, the environmental objective pursued by the port, local authority or Member State concerned and the charging characteristics relating to vessels (e.g. tonnage, length, environmental and energy performance), types of goods transported or passenger services, types of shipping operations (short-sea shipping, deep-sea shipping), modal shift (i.e. alternatives to trucks for transportation of goods: barges or railways).

A list of available background material is provided in Annex 6.

---

⁴ Emissions have to be understood as all type of air emissions, including greenhouse gas emissions but also air pollutants, and noise.

⁵ "Ship-generated waste" has to be understood as all waste, including sewage, and residues other than cargo residues, which are generated during the service of a ship and fall under the scope of Annexes I, IV and V to Marpol 73/78 and cargo-associated waste as defined in the Guidelines for the implementation of Annex V to Marpol 73/78. "Cargo residues" shall mean the remnants of any cargo material on board in cargo holds or tanks which remain after unloading procedures and cleaning operations are completed and shall include loading/unloading excesses and spillage.

⁶ CLEANSHIP (Clean Baltic Sea Shipping), project "An analysis of environmentally differentiated port fees", Task 4.6, 2013.
B. Assessment of the implementation of environmental port charging schemes

a) Provide an economic and environmental assessment at European level and for each of the commonly considered maritime regions of a consistent application of the 5 most promising schemes using several scenarios. The analysis will evaluate the various economic impacts including type and number of vessels covered, amounts involved, incentives and costs for ship-owners, shipping companies and other port users (e.g. in terms of cost and saving of time), costs and benefits for ports, administrative costs for ports and port users and any other relevant aspects.

b) Provide a quantified assessment of the environmental benefits at local level (air quality, water quality, noise, etc.) and a quantitative or qualitative evaluation of the benefits at port level (image, patronage, etc) by means of case studies covering the types of charging reflecting the different environmental/sustainability objectives.

c) Assess the necessary resources and procedures needed to implement, manage and enforce these schemes (e.g. infrastructures needed for LNG use or port facilities needed for the treatment of scrubbers' waste), constraints linked to certification, management and enforcement of the schemes by port authorities (i.e. how they check declarations, etc.) and propose possible cost-effective solutions for such procedures.

d) Identify possible European and national regulatory obstacles if any (e.g. European competition law that could prevent ports from acting on a voluntary basis to coordinate criteria for charging).

C. Final recommendations and guidance

a) Draft a set of guidance including a user-friendly guide to good practices and a toolbox that identifies a number of common principles and criteria to establish a list of waste/emissions reduction goals and modulation practices in port fees/charges related to the reduction of these wastes/emissions. The aim of this "user-friendly guide" would be for port authorities to be able to select the most efficient or cost-effective environmental charging schemes according to their specific local environmental/sustainability objectives.

b) Provide a series of recommendations to the Commission on further actions to ensure greater consistency of port environmental charging and support the shipping and port industry in its effort to promote environmentally friendly maritime transport activities and sustainable transport.

3.4 Work requirements

22. The study will be based on academic research, transport and logistics economic theory and first hand insight in ports and shipping logistics. Where appropriate, the expertise available at the level of the European Commission (EU RTD projects such as Green efforts ("Green and effective operations at terminals and in ports")\footnote{http://www.green-efforts.eu/}, COFRET ("Carbon Footprint of Freight Transport")\footnote{http://www.cofret-project.eu/} and EcoHubs (low-carbon, resource-efficient and secure transportation services)\footnote{http://www.ecohubs.eu/}, work of the Commission's Joint Research Centre, studies commissioned by DG MOVE e.g. the evaluation of directive 2000/59/EC on port...
reception facilities, etc.) and at the level of other European organisations (ESPO, EU Maritime Administrations and Port Authorities, European Sustainable Shipping Forum) or experiences from other projects (e.g. the Interreg project Clean North Sea Shipping)\(^\text{10}\) will be used.

23. The study will offer a coverage of the main sea-borne freight and passenger categories (dry-bulk, liquid bulk, containers, roll-on/roll-off ships, general cargoes, ferries, cruise ships) and of the European ports in the TEN-T corridors.

24. Main groups of stakeholders that may need to be consulted when carrying out the study are:

1. **Ports**: Member State Ports, European Sea Ports Organisation (ESPO) and the national port associations who are members of ESPO; European Federation of Inland Ports (EFIP).

2. **Port users/operators**: Federation of European Private Port Operators (FEPORT), national shipping associations, European Community Shipowners Associations (ECSA), Federation of National Associations of Shipbrokers & Agents (FONASBA), European Shippers' Council (ESC), European association for forwarding, transport, logistics and customs services (CLECAT), Cruise Lines International Association (CLIA Europe), the association of port reception facilities in Europe (Euroshore), International Association of Dry Cargo shipowners (Intercargo).

3. International and regional bodies active in this field:

   - **United Nations**: International Maritime Organisation (IMO) Secretariat, IMO Marine Environment Protection Committee (MEPC, dealing in particular with the Energy efficiency design index), UNEP (with the Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants)

   - **EU institutions/bodies**: European Commission (DG MOVE, DG ENV, DG ENTR, DG RTD) and Agencies (EMSA, INEA)


4. Other stakeholders with particular views and experience in that field: this includes **NGOs** such as the Clean Shipping Coalition, the International Council on Clean Transportation (ICCT), the Smart Freight Centre, Seas at Risk, as well as other relevant **professional organizations**.

**Note**: the List of Stakeholders referred to above is indicative and may be further completed by the contractor.

\(^\text{10}\) [http://cnss.no/](http://cnss.no/)
3.5 Reporting and deliverables

25. The contractor must ensure that all reports under the contract are clear, concise and comprehensive. Reports should be drafted in English, using simple and non-technical language for a non-specialised audience. Technical explanations shall be given in annexes.

All relevant evidence of the analysis process (questionnaires, results of surveys, calculations, etc.) has to be annexed to the report to allow the argument to be followed in a transparent manner. Excel sheets including formulas for any calculations carried out by the consultants to support tables or graphs in the study should also be provided.

26. The contractor is requested to present:

1) An **inception report**, at the latest four weeks after the signature of the contract, giving more details on the work programme and planning to complete the tasks as listed in the chapter related to technical specifications in this call. The report will also identify any additional need for information to be collected and present data collection methodology and tools along with the list of contacts to be interviewed and interview guides. It shall not exceed 20 pages (annexes excluded) and should reflect the conclusions of the kick-off meeting.

2) An **intermediate report**, at the latest 24 weeks after the signature of the contract, should summarise the results reached until that moment. It should take account of the comments made by the Commission earlier in the process. It should also give clear indications and detailed planning of the work still to be carried out. It should flag any changes in the initially planned methodology and raise any problems encountered with sufficient information to permit reorientation, if appropriate. It should include a proposal for the structure of the final report which will be agreed with the Commission.

The intermediate report shall not exceed 45 pages (annexes excluded).

3) A **draft final report** at the latest 39 weeks after the signature of the contract should cover all study tasks and take account of the comments made earlier in the process. It should provide a sound analysis of findings along with factually based preliminary conclusions and recommendations, in line with the scope and the description of tasks of this call. The draft final report will be composed of:
   i. An executive summary;
   ii. A clear summary of the methodology followed and a final assessment of the limitations of both the approach taken and the data used;
   iii. A clear chain of logic between the analysis and findings presented, the answers to the questions raised by the study and the conclusions drawn.

In overall it shall not exceed 75 pages (annexes excluded).

4) A **final report**, at the latest 48 weeks after the signature of the contract, that follows in principle the same structure as the draft final report while taking into account Commission's comments and requests, as relevant.

27. Three copies of interim and draft reports and ten copies of the final report approved by the Commission shall be supplied in paper form and one copy in electronic form, either in MS Word or in pdf format. The final report will be accompanied by a set of PowerPoint presentations.
28. The Commission may publish the results of the study. For this purpose, the tenderer must ensure that the study is not subject to any restrictions deriving from intellectual property rights of third parties. Should the contractor intend to use data in the study, which cannot be published, this must be explicitly mentioned in the offer.

Any results or rights, including copyright and other intellectual or industrial property rights, obtained in performance of the contract, shall be owned solely by the Union. The Commission services will be responsible for deciding the possible dissemination of the findings and conclusion and related materials produced under this contract.

3.6 Organisation and meetings

3.6.1. Organisation

29. The contract will be managed by Unit B.3 of DG MOVE. The Commission will appoint a technical officer in charge, who will participate in the meetings with the contractor, facilitate access to information, monitor the work and validate the results of the services of the contractor.

30. The conduct of the study will be monitored by an inter-services group of the Commission chaired by DG MOVE. The inter-service group/steering committee will examine and approve the inception report, assess and approve progress reports, including the interim technical report and the final report of the study.

31. The contractor must ensure that activities progress properly, are reported upon regularly and for that purpose designate a person responsible for permanent and regular contact with the Commission. The contractor is to provide the required reports and documents in accordance with the conditions agreed.

32. In principle, the deadlines set out below cannot be extended. The Contractor is deemed solely responsible for delays occasioned by subcontractors or other third parties (except for rare cases of force majeure). Adequate resources and appropriate organisation of the work including management of potential delays should be put in place in order to observe the timetable below.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of contract (T0)</td>
<td>Starting date</td>
</tr>
<tr>
<td>Kick-off meeting in Brussels (no later than T0+4 weeks)</td>
<td>Kick-off meeting in Brussels</td>
</tr>
<tr>
<td>Inception report (T0+4 weeks)</td>
<td>The contractor submits an inception report. Within three weeks the report should be approved or rejected by the Commission.</td>
</tr>
<tr>
<td>Intermediate report (T0+24 weeks)</td>
<td>The contractor submits a report showing progress of the work.</td>
</tr>
<tr>
<td>Comments on the intermediate report (4 weeks from the</td>
<td>The report should be approved or rejected by the Commission.</td>
</tr>
</tbody>
</table>
3.6.2. **Meetings**

33. A **kick-off meeting** will take place in Brussels, at the latest one month following the signature of the contract, in order to settle all the details of the study, data collection methodology, list of contacts, planning, reports, etc… to be undertaken, that should be reflected in the inception report.

34. The Contractor will attend **co-ordination meetings** for ensuring adequate progress and a common understanding of the process. It is expected that six co-ordination meetings will take place in Brussels. On some occasion, the meeting will involve members from the inter-service group/steering committee.

35. For each meeting, including the kick-off meeting, preparatory documents and a draft agenda have to be delivered by the Contractor to the Commission’s services three working days before the meeting. Within five calendar days, the Contractor will produce minutes of the meeting that will reflect the discussion, inter alia the content of the indications provided by the Commission and the agreements reached during the meeting.

36. The contractors should consult with industry experts. For this purpose at least **two panel discussions** with representatives of the port industry (e.g. ESPO), users of ports (e.g. ECSA), logistic operators and other port users identified jointly with the Commission shall be organised during the duration of the project\(^{11}\). A first panel discussion will be held in Spring 2015 and a second in October 2015.

---

\(^{11}\) These panel discussions will be organised under the supervision of the Commission; cost of the room will be borne by the Commission.
37. The contractor will be asked by the Commission to present and disseminate the results of the final report at an open workshop or a public conference at the end of 2015\textsuperscript{12}.

3.7 Duration of the tasks

38. The duration of the tasks shall not exceed twelve months. This period is calculated in calendar days, as are all the other deadlines (unless clearly stated otherwise).

39. Execution of the tasks begins after the date on which the Contract enters into force.

3.8 Place of performance

40. The tasks will be performed on the Contractor’s premises. However, meetings between the contractor and the Commission may be held on Commission premises in Brussels.

4. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo\textsuperscript{13}.

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the Web Content Accessibility Guidelines 2.0 of the W3C.

For full details on Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipg/standards/accessibility/index_en.htm

Pdf versions of studies destined for online publication should respect W3C guidelines for accessible pdf documents. See: http://www.w3.org/WAI/

4.1. Content

4.1.1. Final study report

The final study report shall include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English and French. It should present a clear overall synthesis of the findings and conclusions of the report;

\textsuperscript{12} This open workshop or public conference will be organised under the supervision of the Commission; cost of the room will be borne by the Commission.

\textsuperscript{13} The Visual Identity Manual of the European Commission is available upon request. Requests should be made to the following e-mail address: comm-visual-identity@ec.europa.eu
- the following standard disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

4.1.2. Publishable executive summary

The publishable executive summary shall be provided in both in English and French and shall include:

- the following standard disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

4.2. Graphic requirements

For graphic requirements please refer to the template provided in the annex 4. The cover page shall be filled in by the contractor in accordance with the instructions provided in the template. For further details you may also contact comm-visual-identity@ec.europa.eu.

5. ANNEXES

1. Tenderer’s Identification Form
2. Declaration related to the exclusion criteria and absence of conflict of interest
3. Power of Attorney (mandate in case of joint tender)
4. Standard Word template for studies
5. Draft Contract
6. Indicative list of relevant material
7. Quality assessment criteria
ANNEX 1

IDENTIFICATION OF THE TENDERER
(Each service provider, including any member of a consortium or grouping and subcontractor(s) whose share of the work is more than 20% of the contract must complete and sign this identification form)

Call for tender MOVE/B3/2014-289

<table>
<thead>
<tr>
<th>Identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the tenderer</td>
</tr>
<tr>
<td>Legal status of the tenderer</td>
</tr>
<tr>
<td>Date of registration</td>
</tr>
<tr>
<td>Country of registration</td>
</tr>
<tr>
<td>Registration number</td>
</tr>
<tr>
<td>VAT number</td>
</tr>
<tr>
<td>Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance)(^{14})</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of registered office of tenderer</td>
</tr>
<tr>
<td>Where appropriate, administrative address of tenderer for the purposes of this invitation to tender</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
</tr>
<tr>
<td>First name:</td>
</tr>
<tr>
<td>Title (e.g. Dr, Mr, Ms):</td>
</tr>
<tr>
<td>Position (e.g. manager):</td>
</tr>
<tr>
<td>Telephone number:</td>
</tr>
</tbody>
</table>

\(^{14}\) For natural persons
<table>
<thead>
<tr>
<th>Fax number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail address:</td>
<td></td>
</tr>
</tbody>
</table>

| Legal Representatives |
|---|---|
| Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties |  |

| Declaration by an authorised representative of the organisation<sup>15</sup> |
|---|---|
| I, the undersigned, certify that the information given in this tender is correct and that the tender is valid. |  |

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name:</td>
<td></td>
</tr>
</tbody>
</table>

<sup>15</sup> This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.
ANNEX 2

Declaration of honour on exclusion criteria and absence of conflict of interest

(The complete or delete the parts in grey italics in parentheses)
[Choose options for parts in grey between square brackets]

The undersigned [insert name of the signatory of this form]:

- in [his][her] own name (for a natural person)
- or
- representing the following legal person: (only if the economic operator is a legal person)

  - full official name:
  - official legal form:
  - full official address:
  - VAT registration number:

- declares that [the above-mentioned legal person][he][she] is not in one of the following situations:
  a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
  c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
  d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
  e) has been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
  f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

- (Only for legal persons other than Member States and local authorities, otherwise delete) declares that the natural persons with power of representation, decision-
making or control\textsuperscript{16} over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

\begin{itemize}
\item declares that \textit{[the above-mentioned legal person][he][she]}:
\item g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
\item h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
\item i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
\item j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;
\end{itemize}

\begin{itemize}
\item acknowledges that \textit{[the above-mentioned legal person][he][she]} may be subject to administrative and financial penalties\textsuperscript{17} if any of the declarations or information provided prove to be false.
\end{itemize}

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

\begin{tabular}{lll}
\textbf{Full name} & \textbf{Date} & \textbf{Signature} \\
\midrule
\end{tabular}

\textsuperscript{16} This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

\textsuperscript{17} As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation.
mandating one of the partners in a joint tender as lead partner and lead contractor

The undersigned:

- Signatory (Name, Function, Company, Registered address, VAT Number)

having the legal capacity required to act on behalf of his/her company,

HEREBY AGREES TO THE FOLLOWING:

1) To submit a tender as a partner in the group of partners constituted by Company 1, Company 2, Company N, and led by Company X, in accordance with the conditions specified in the tender specifications and the terms specified in the tender to which this power of attorney is attached.

2) If the European Commission awards the Contract to the group of partners constituted by Company 1, Company 2, Company N, and led by Company X on the basis of the joint tender to which this power of attorney is attached, all the partners shall be co-signatories of the Contract in accordance with the following conditions:
   (a) All partners shall be jointly and severally liable towards the European Commission for the performance of the Contract.
   (b) All partners shall comply with the terms and conditions of the Contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the Contract.

1) Payments by the European Commission related to the services and/or supplies subject to the Contract shall be made through the lead partner’s bank account: [Provide details on bank, address, account number].

2) The partners grant to the lead partner all the necessary powers to act on their behalf in the submission of the tender and conclusion of the Contract, including:
   (a) The lead partner shall submit the tender on behalf of the group of partners.
   (b) The lead partner shall sign any contractual documents — including the Contract, and Amendments thereto — and issue any invoices related to the Services on behalf of the group of partners.
   (c) The lead partner shall act as a single contact point with the European Commission in the delivery of the services and/or supplies subject to the Contract. It shall co-ordinate the delivery of the services and/or supplies by the group of partners to the European Commission, and shall see to a proper administration of the Contract.

Any modification to the present power of attorney shall be subject to the European Commission’s express approval. This power of attorney shall expire when all the contractual obligations of the group of partners towards the European Commission for the delivery of the services and/or supplies subject to the Contract have ceased to exist. The parties cannot terminate it before that date without the Commission’s consent.

Signed in ………………………… on [dd/mm/yyyy]

Place and date:

Name (in capital letters), function, company and signature:

---

18 To be filled in and signed by each of the partners in a joint tender, except the lead partner;
ANNEX 4

Standard Word template for studies
ANNEX 5

DRAFT CONTRACT
ANNEX 6
INDICATIVE LIST OF RELEVANT MATERIAL

- ECLAC, "Infrastructure charges: Creating incentives to improve environmental performance", *FAL Bulletin*, issue No 309, Number 5, 2012
- CLEANSHIP (Clean Baltic Sea Shipping), project "An analysis of environmentally differentiated port fees", Task 4.6, 2013.
- EMSA study on ships producing reduced quantities of ship-generated waste – present situation and future opportunities to encourage the development of cleaner ships (HTPI, ISSUS), October 2007.

---

19 In addition to documents and websites already mentioned in the technical specifications, the following references could be relevant to carry out the study.