

# Stronger cooperation of BSR SPCs

## SPC Questionnaire as basis for discussion

Activity: WP 4, Activity 6

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Name of the report writer(s)  
Company name

Company logo  
place

## SPC QUESTIONNAIRE

### 1 INSTITUTIONAL FUNDAMENT/ORGANISATIONAL STRUCTURE

- What is the institutional fundament of your organization? Are you private, public or PPP?
- What is your relation to governmental organisations and public administrations?
- How does your organization work?
  - What is your staff number?
  - Do you have separate departments?
- Do you have an organizational plan or a similar document you can provide?

### 2 TASKS

- What are the tasks of your institution? Do you have specific tasks or just the general task to promote short sea shipping? Who does determine your tasks? Do you have to report on your activities for their approval?
- Are there any statutes or similar papers/agreements where these tasks are fixed? Can you provide a copy?
- Do you have any provisions / limitations regarding your work? Why?
- How do you see your task distribution with sector organisations?

### 3 OBJECTIVES

- What are the objectives of your organization? How do you decide on them? Do you have some priorities? Please, describe shortly.
- How is your relation to IWT? Do you have IWT objectives and task? What are your priorities? How is your IWT competence? Are your members / stakeholders interested in IWT? What are IWT priorities?
- If not: Would you be interested and do you think it would make sense to integrate IWT into your portfolio? In what regions, market segments do you see opportunities?
- If yes: Do you have IWT objectives from the beginning or did you add IWT at a later stage? How did the extent of your IWT activities evolve over time?
- If added at a later stage: What was the reason? Who initiated this? Has this changed your organisation, financing etc.?
- What are your objectives regarding exchange of IWT experience and know-how among SPCs / European stakeholders?

## 4 FINANCING AND BUDGET

We will handle this information **confidentially** and will only be processed to better assess challenges and opportunities for financing of SPCs.

- How is your institution financed?
- Do you have any revenues (e.g. member fees, fees for specific services)?
- What financial sources do you use to finance your activities (if other than explained above)?
- What is the budget of your organisation? How is it distributed among tasks / activities? Are you flexible to shift budgets?
- Is your budget negotiated from year to year? Do you receive any other support like free use staff, office rooms or office equipment from any kind of public or private body? Please outline.

## 5 MEMBERS

- Do you have members? How many? What type of institutions etc. are members in your organisation (public, private)?
- How is the membership development?
- Do they pay a membership fee? Does membership fee depend on services provided by SPC?
- Do you offer specific services for your members?

## 6 PUBLIC RELATIONS / MARKETING

- How do you manage your public relations? Do you manage it internally or use external service providers? How is the work division?
- What is the objective of public relations? What information channels do you use?
- What do you communicate?
- What are the intended recipients?
- How would you evaluate your standing and your level of awareness in your country?

## 7 COOPERATION AND EXCHANGE IN EMMA TO STRENGTHEN IWT

- What potential do you see from a closer cooperation / exchange with other SPCs in EMMA?
- Do you have any specific topics you would like to discuss?
- Could you think of certain areas with particular potential for cooperation/exchange, e.g. development of transport solutions in certain markets.
- Do you see opportunities to strengthen your IWT competences through cooperation/exchange with SPCs more experienced in this field? How?
- Do you have other ideas for the first meeting in November ? What other stakeholders should participate?