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Albania – USAID/IFDC Emergency Fertilizer Import Program April-June 1992

Activities of IFDC Logistics/Handling Consultant

IFDC Responsibilities

Summarizing the background situation very briefly, IFDC was contracted by USAID to handle the emergency import of 2 x 10,000-ton shiploads of urea in bulk from the United States under USAID grant to Durres, the main port of Albania, the first ship (U.S. flag) to arrive in April and the second (foreign flag) in May. The carriers Sealift contracted Nectar Shipping Services to bag the cargo alongside the ship in Durres using two mobile bagging units at a target output of 1,000 tpd.

Sealift was contracted to deliver the majority of the product to IFDC in Durres with the balance to be shipped by a daughter vessel to the ports of Vlora and Saranda to be received by IFDC at these ports.

In view of the doubtful transport situation, USAID also supplied 30 x 10-ton trucks to be operated by IFDC to assist dealers in delivery of fertilizers.

IFDC was also required to develop procedures to auction the fertilizer to private dealers and others having first (1) generated a group of private dealers in a country which had been absolutely centrally controlled for several decades and (2) created bank and credit authorization procedures for dealers in a country where these procedures had previously not existed.

Money from the auctions was to be deposited into a bank account to be used by the Government of Albania for agricultural development.

IFDC was also required to monitor the destination and use of the fertilizer throughout Albania by dealer and farmer surveys.

Logistics Handling Consultant Activities

Responsibilities were to organize and oversee handling of urea in the ports, coordinate transport and storage arrangements, and advise as necessary in the subject areas. An outline map of the infrastructure is attached as Figure 1.

Team Situation

The Handling Consultant arrived at the beginning of April at which time the Team Leader, Marketing Consultant, and Credit Consultant were in place. Consultants arriving later were Dealer/Farmer Survey, Data Processing, Truck Operating Manager, and a Satellite Mapping Team. The port Operations Manager also substituted for an Administrator.

Overall Situation in Albania

It should be appreciated that all activities for all consultants were carried out under particularly difficult conditions for a number of reasons which include:

1. After nearly 50 years of central control there is no normal conception of basic business practices.
2. All consultants were creating completely new procedures under great time pressure, working independently, and at the same time collaborating on a daily basis with their colleagues as the situation changed and as ideas and procedures were developed. This was particularly the case throughout April.
3. With the extremely low cost levels in Albania, all "Americans" are seen as immensely rich. This created real problems and extended the negotiations for use of facilities. Since ridiculously high prices were inevitably asked in dollars, factors which had to be stressed repeatedly included the concepts that (a) the imported fertilizer was aid, similar to food aid and (b) IFDC was a nonprofit, nontrading organization effectively acting on behalf of the Albania Government for the benefit of Albanian farmers.

Durres Port Location, Layout, and Key Management

The port is well located fairly centrally on the coastal plain, which is the principal agricultural area. There is a secondary agricultural area around Korça in the more mountainous southeast representing around 10% of agricultural production. Korça is accessible by road from Durres along the valley through Elbasan, Librazhd, and Pogradec and by rail as far as Pogradec.

The port operates nine berths handling general cargo, bulk, ro-ro cargo ships, and passenger/ro-ro ferries from Bari and Trieste. There are limited container handling capabilities. The port has been described in previous reports. The general layout is shown in Figure 2. Food aid imports, including wheat (in bulk), flour, sugar, and cooking oil, are handled in substantial quantities over the general cargo berths. Wheat in bulk is handled directly into trucks or through the fixed hoppers on berth 5. Bulk berths 6-8 handle coal, chrome ores, and mixed ores for export.

The key personnel in the port and fertilizer handling system are:

1. Ing. Feruz Mataj – Plenipotentiary of the Council of Ministers for the Seaports of Albania.
2. Mr. Bujar Shehu – General Director of the Port.
3. Mr. Niko Simo – Head of Port Stevedoring Agency.
4. Mr. Bujar Mersini – Head of "ADETTA" Shipping Agency (Agent for Sealift).
5. Dr. Esat Ypi – Director, Container Depot Enterprise.
6. Mr. Neil Hilton – Shipping Consultant acting on behalf of Sealift.
7. Mr. Ken Snow – Director, Nectar Shipping Services (early visitor-supplying two bagging units to Sealift).

Coordination of Food Aid Imports and Port Activities

Mr. Mataj coordinates all imports of food aid on behalf of the Albanian Government. This includes berthing and handling arrangements for ships in the ports and movements by road and rail to the principal towns throughout the country. Based on Government requirements, the distribution plan is made before ship arrival.

The appointment of Mr. Mataj as an overall coordinator based in the port was clearly an excellent decision of the Albanian Government. The substantial food aid imports move relatively smoothly through the port and to the principal towns throughout the country. The Italian army operates a fleet of trucks in Albania with temporary bases at the ports of Durres and Vlora. These vehicles are to assist in moving food aid imports and operate in convoys of 15-20 trucks. The Italians have their own maintenance, medical and feeding arrangements, as well as helicopters. Mr. Mataj controls operation of the Italian army trucks, Albanian army trucks, port trucks, state enterprise trucks, coastal ships, and railway movements.

Against this background, it was appreciated that the arrival of IFDC with proposals for importing urea in bulk, bagging in the port, warehousing in the port, and bringing large numbers of dealer trucks into the port, together with the use of coastal shipping and rail and also employing significant numbers of operators, managers, and inspection agencies to work in the port, created considerable reaction from those involved in the existing effective system which handles the food imports through the port. There was no resistance to IFDC presence. The Albanians are excellent managers and were genuinely puzzled as to why IFDC wanted to bypass the existing system and try to do everything themselves.

Before discussing the particular arrangements made, it is worth explaining the general approach. During the first 2 weeks of April in discussions with Mr. Mataj (who does not speak English). Mr. Shehu and others responsible for port operations, general arrangements for the location and manning of the various operations were discussed at length. Some reservations clearly existed and it was felt that these were in part due to a lack of understanding of the role and responsibilities of the various agencies involved and partly an interpretation problem. A note clarifying the situation

was therefore written for the benefit of both those directly involved in the port as well as IFDC staff generally. A copy is attached as Appendix 1.

A shorter version was also prepared and translated (by counterpart Mr. Robert Vaso) into Albanian for the benefit of Mr. Mataj. A copy is attached as Appendix 2. This created an extremely beneficial reaction. Mr. Mataj wrote instructions on his copy and passed it to Mr. Shehu, Port General Director, as an action document. This included reduction of various costs, which had been under negotiation for some time, down to more reasonable levels. Mr. Mataj also advised shortly afterwards that he had been instructed by the Foreign Ministry to "help IFDC."

Key Responsibilities for Handling Fertilizer Imports

As outlined in Appendixes 1 and 2, the freight contract called for Sealift to ship 2 x 10,000 ton lots of urea to Durres in bulk, and to bag the entire cargo alongside the ship using mobile bagging equipment, rented from Nectar Shipping of London. Sealift was required to deliver to IFDC as follows:

- A. 8,000 tons at Durres, either direct to dealers' trucks from the bagging conveyors or safely stacked in the port in a place designated by IFDC.
- B. 1,600 tons by coaster to Vlora, for delivery to IFDC from the ship.
- C. 400 tons by coaster to Saranda for delivery to IFDC from the ship.

This defined the handover points from Sealift to IFDC. Mr. Neil Hilton, a consultant, acted on behalf of Sealift in coordinating all ship discharge, bagging arrangements, and handover to IFDC, working with Mr. Bujar Mersini of the ADETTA Shipping Agency.

Port Arrangements

Berth Options—The general cargo berths were not available for fertilizer handling. Principal options were Berth 8, one of the bulk handling berths, and Berth 9, a little-used berth.

The shippers favored Berth 8 because of better crane facilities, but there is relatively little working area. Mr. Mataj and IFDC favored Berth 9 (see Figure 2) because of the better working area, its separation from the main port working areas, better access for trucks by the port "rear" entrance, and the proximity of a building suitable for use as a warehouse.

The decision was made for Berth 9. The main problem was the presence of a heap of coal slack, some 15,000-20,000 tons, an aborted export cargo which had blocked the berth for 3 years. Mr. Shehu gave reassurances based on their experience and capabilities, with the first ship due in 2 weeks, that the berth would be cleared. It was.

Durres Port Storage—An empty building, approximately 75 x 17 m or 1,300 m² located close to Berth 9, was intended as a port machine shop, but was clearly highly suitable for use as a temporary fertilizer warehouse. The port authority was initially reluctant to consider its alternative use and was also highly apprehensive about the security of the cargo, even with armed police used as guards. This reluctance was eventually overcome. The original asking price of \$10/m²/month was negotiated down to \$4/m²/month, still on the high side. Large concreted areas around the building were available for outside storage. These were not included in the price negotiations.

Contingency storage was also arranged at the premises of Agro-Import (formerly DFB) some 3 km from the port. This included approximately 1,000 tons of warehouse storage and 3,000 m² of outdoor storage. In the event, this was not required.

Operating Personnel—Options for IFDC port operating personnel included: using a shipping agent; using Albkontrol (the former state inspection agency); or using port labor directly. The most practical and workable option was to use port labor, by contract with the Port Director. Labor requirements are outlined in the table in Appendix 1. It was intended that these would be adjusted on a shift-by-shift basis.

The port labor included supervisors for each shift. It is recommended that the IFDC Port Operating Manager should, in addition, employ an assistant manager (from

the IFDC office) on each shift to act as a full-time supervisor, with responsibility for preparing an operating summary and bag tally for every shift.

Bag tallying at the bagging machines was carried out by Albkontrol. With two bagging machines, each with two bagging lines, each line serving two truck loading positions, there is a requirement for eight tally men. It is accepted that only those lines loading to dealers' trucks are IFDC's responsibility at this stage. The others are going to port trucks for Sealift transfer to the warehouse or other ports. Nonetheless, it is recommended that all bagging lines should be tallied so that a shift-by-shift out-turn record is achieved.

Product Handling – The bagging machines gave generally good performance, although a small number of significantly underweight bags were detected. Instructions were given to IFDC personnel and Albkontrol not to accept such bags.

Bags not loaded directly to dealers' trucks were transferred and stacked by Sealift in the IFDC port warehouse. There was inbuilt resistance to stacking to a fairly normal height of about 20 bags and stacks were made only 8 or 10 bags high. An appreciable quantity, therefore, had to be stacked outside.

Dunnage to keep the bags clear of the ground was supplied with the second shipload of urea. Rolls of polyethylene film (4 m x 80 m) were purchased to cover the outside stacks.

Offloading Rates Achieved – As noted earlier, bagging was the responsibility of Sealift, who contracted Nectar bagging machines, together with Nectar maintenance engineers. Local port labor was trained to operate the machines. Rather unusually, Sealift did not contract for a Nectar bagging manager but opted to control the operation themselves, using their shipping consultant.

This arrangement did not work very well (for Sealift). Nectar operations in other ports have achieved 1,000 tpd on two shifts as a more or less standard rate. In Durres, only 500-600 tpd was obtained. Since this was a no-demurrage contract to USAID/IFDC, this worked to IFDC's advantage because it minimized the amount

going to warehouse storage in the port, which then was a cost to IFDC for reloading out to dealers' trucks.

Details of loading rates and losses are given in the separate report by the IFDC Port Operating Manager.

IFDC Truck Depot – 30 x 10 trucks were imported on the same ships as the urea to assist dealers as necessary with delivery of the urea fertilizer throughout Albania. Options for the operating base were (a) the premises of Agro-Import in Durres (about 3 km from the port) and (b) a walled container depot inside the port area (see Figure 2). The container depot was better located and had office space and a maintenance bay with a 5-ton overhead crane available.

The main problem was in negotiating sensible rates, but these were eventually achieved.

Movement to Vlora – A quantity of 1,400 tons from the first ship was contracted to be moved by Sealift by coaster to Vlora and received by IFDC from the ship.

A visit to Vlora indicated insufficient storage in the port but adequate storage at the rail freight terminus about 7 km from the port. Two warehouses of size 12 m x 70 m and 12 m x 50 m, previously used for locally produced fertilizer were available and rates were negotiated for their use.

Sealift then opted to move directly by rail to Vlora in order to reduce costs. This was supported by IFDC in order to see how well the rail system operated. For various operating and equipment reasons, railway movements are virtually at a standstill. Again, there was very considerable pessimism about the security of the cargo en route.

Although considerable difficulties and delays were encountered, the movement overall was successful, with acceptable losses (to Sealift account). This also demonstrated to dealers that the formerly state-only railways could be used by other agencies.

For the second ship, Sealift opted to move the contracted quantity by sea, as originally envisaged. IFDC arranged for the maximum possible quantities to be collected directly by dealers, thus minimizing the amount stored in the port.

Movement to Saranda – From the first ship, 500 tons of bagged cargo was moved to Saranda by Sealift. Four hundred fifty tons had been purchased by Agrotregtare, Saranda, and 50 tons by the State Farm in Fier.

A visit to Saranda disclosed well coordinated local cooperation between the Port Director, Agrotregtare, and Albkontrol. The 450 tons was moved directly to the Agrotregtare warehouse and the 50 tons placed in the port warehouse for later collection by the customer.

Movement to Pogradec – In view of the relatively poor response of dealers from the Pogradec/Korca region to the first ship, it was decided to make Pogradec a distribution point for 400 tons from the second ship.

The initial plan was to move by IFDC trucks to the rail warehouse in Pogradec. In the event, a more efficient movement was developed, using the IFDC trucks directly to dealers' premises, working closely with the IFDC marketing staff.

Auction Arrangements – As mentioned earlier, it was very difficult indeed for the team to develop auction procedures in a very short time that would be understandable, workable, and acceptable to the various parties involved. The scheme finally adopted was to auction by sealed bid for lots of 50 tons, so that 200 lots were available from the first ship.

Unfortunately, the time pressure was so great that the first auction day was only 4 days before ship arrival. Confirmation of dealers' credit took another 3 or 4 days, so dealers only received authorization to collect their fertilizer at a late stage. Very fortunately for IFDC, there were delays due to late arrival of one bagging machine and in training operators, so that we were able to keep up fairly well with the ship discharge.

It must be appreciated that if 10,000 tons is auctioned at the rate of 1,000 tons or 20 lots per day for 10 days, it *cannot* be assumed that the 1,000 tons auctioned can be allocated for collection on the first day. If no dealer takes more than one lot, we have a maximum of 20 dealers, who may each collect with one truck, say, 8 tons on the first day, again on the second day, and so on. The potential for the first day is then only 160 tons (*maximum*), building up as the auctions proceed.

It is recommended that the auctions should commence 2 weeks before ship arrival and be completed before ship arrival. This will allow transport, port, and documentation procedures to be properly organized.

Transport Documentation – For reasons discussed above, and largely because of the time pressures on all involved, the essential transportation documentation procedures needed to secure and control dispatches from the first ships were created under almost chaotic conditions. However, they were created in Albania and worked successfully.

Three key documents are needed:

1. Authorization by the IFDC Credit Specialist to the dealer to collect his fertilizer.
2. A document from the dealer to authorize a truck driver to collect the dealers' fertilizer. This may be 5 to 12 truckloads for each 50-ton lot.
3. Authorization at the port for the truck driver to proceed to the loading point, receive, and sign for the fertilizer received ("loading set").

It was stressed to IFDC by the Albanian counterparts that their documentation procedures must be very strictly controlled to avoid unauthorized collections.

The first of the above documents is of course a financial control rather than a transport document. Since it is also the key transport control document, it is very important that the financial and transport procedures are consistent.

When auctions were held for different delivery points (Durrës, Vlora, Saranda), different financial control series were created. This created enormous problems for the transport control procedures.

For transport control purposes, it is most strongly recommended that the cargo should be designated by lot numbers for all control purposes. For a 10,000-ton cargo, there should then be 50-ton lots numbered from 1 to 200.

In order to make the procedures more readily understandable (and more secure) for the second shipment, the forms were designated as Forms A, B, and C. Examples are given in Appendix 3. The forms are as follows:

Form A: Delivery authorization to the dealer to collect his fertilizer.

Form B: Authorization from the dealer for a truck driver to collect the dealers' fertilizer.

Form C: Truck loading authorization, receipt, and delivery set.

All the above forms should be preprinted and serial numbered, so that forms cannot be photocopied in Albanian and so that all authorizations can be cross referenced.

All the above forms should include the lot number.

The system should operate as follows:

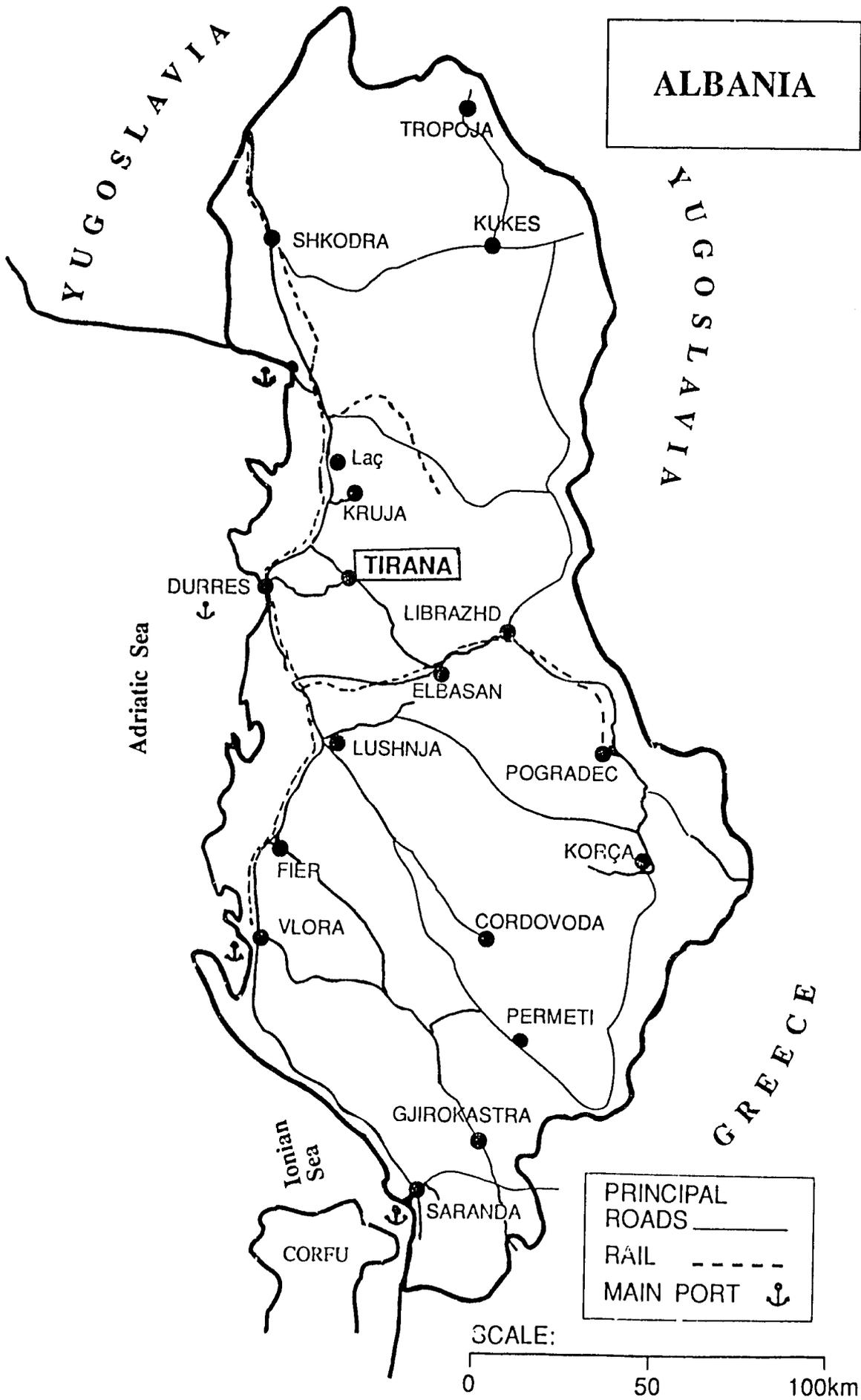
1. Form A is signed by the team leader and given to the dealer, *together with 10 copies of Form B*. Form A must show the lot number and the serial number of the Form B issued (numbered serially as noted above).
2. A copy of the Form A goes to the Port Operating Manager as the key control document in his dealer file.

3. The dealer must provide a copy of the official Form B to each truck driver authorized to collect the dealer's fertilizer (any unused Form Bs are invalid because the port control file should be closed when that particular lot is delivered in full).
4. The truck driver presents his Form B at the IFDC Port Control Office where it is retained. A loading set of three copies of Form C is made. One is kept in the Port File. Two are given to the driver. The driver proceeds to the loading point. The IFDC Loading Supervisor authorizes loading of the specified number of bags. One copy of Form C is signed by the driver as a receipt, returned to the loading supervisor, and eventually to the port control office file. The second (driver's) copy of Form C is signed by the supervisor and given to the driver as his delivery document to be given to the dealer (and authorization to be transporting the cargo).

These are fairly standard procedures, but must be supervised very strictly to detect any attempts to defeat the system.

Additional procedures are necessary to control entry of trucks into the port and truck movements within the loading area. These will be detailed separately by the IFDC Port Operating Manager, who will also be reporting separately the details of the offloading performance of the two ships handled in April-June 1992 in Durres.

Figure 1. Infrastructure.



Typed Copy of Note Written in Albania
(for the benefit of various agencies to clarify
the responsibilities of the various parties involved, particularly IFDC)

W. E. Clayton
April 21, 1992

USAID FERTILIZER IMPORT INTO ALBANIA

The Role of IFDC and Situation

1. IFDC

IFDC is an international, nonprofit, nontrading organization based in the U.S.A. It assists overseas countries in all aspects of fertilizer production, marketing, and use.

2. IFDC Contract

IFDC has been contracted by USAID to:

- a. Procure and ship to Albania 20,000 tons of urea and 30 trucks (approximate 10-ton payload) as aid to the Government of Albania.
- b. Distribute the urea fertilizer to dealers from the ports of Durres, Vlora, and Saranda.
- c. Auction the fertilizer to private dealers and others before the arrival of the urea.
- d. Assist the dealers by establishing systems with the banks to provide credit.
- e. Deposit the money from the auctions in a Government of Albania account, for agricultural development.
- f. Monitor the distribution and use of the fertilizer in Albania.

3. Shipment

The first shipment of 10,000 tons of urea is estimated to arrive in Durres on April 28, 1992, together with 10 trucks. The second shipment will arrive in mid-May with a further 20 trucks.

4. Destination

The urea from the first ship is to be distributed as follows: Durres, 8,000 tons; Vlora, 1,600 tons; Saranda, 400 tons.

5. Sealift Contract

The urea will be shipped in bulk by Sealift and all bagged in Durres port next to the ship, using Nectar bagging machines.

Sealift is responsible for:

- a. Shipment of the urea to Albania.
- b. Bagging of the urea alongside the ship in durres (they will use Nectar bagging equipment).
- c. Delivery of the bagged urea by:
 - (1) Loading from the bagging conveyor bands onto trucks arranged by IFDC (dealers or others).
 - or
 - (2) Stacking within the port are in a place designated by IFDC.
- d. Delivering by daughter vessel 1,600 tons of bagged urea to Vlora and 400 tons to Saranda, with the same delivery terms to IFDC in these ports as for Durres. (The 1,600 tons to Vlora may be delivered by Sealift by rail, subject to agreement to amendment of the contract).

6. Durres Port Arrangements

Durres port authority intend to use berth No. 9 for the fertilizer vessel (Inger). With port agreement, IFDC plans to use the nearby empty machine shop building as a warehouse for around 2,000 tons of bagged cargo (see attached plan). There are good concrete areas around the warehouse for outside storage. When stored outside, the bags must be covered with plastic sheets. Available of dunnage to keep the bottom bags clear of the ground will be a problem.

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IFDC also has agreement to use around 1,000 tons of warehouse storage and 3,000 M² of outside storage (approximate 5,000 tons) at Agroimport, about 4 km from the port.

Nectar Bagging Equipment--Two bagging units will be provided, each with two bagging lines. Each bagging line has a design capacity around 30 tph. In practice, about 50 tph in total should be achieved from the two lines in each unit, when they are operating.

There are four bagging lines, each with a conveyor to load trucks. Each conveyor can swing to serve two trucks. There are, therefore, 8 truck-loading positions in total.

8. IFDC Auction Arrangements

The 10,000-ton cargo of urea will be auctioned in batches of 50 tons (commencing Friday, April 24). There will, therefore, be 200 successful bidders. At each auction, the successful bidders will be asked to collect their urea as soon as possible and to give a schedule to collect their 50 tons. A transport plan for each day of discharge will then be built up.

An authorization for each successful bidder to collect his 50 tons will be given at the auction. Incorrect. It transpired that 4 days was needed to confirm the dealers' credit status with the bank before issuing the authorization to collect.

9. Disposal of Cargo From Bagging Lines

Bagged cargo from the bagging machine conveyors will be loaded to trucks as follows:

- a. To dealers' trucks.
- b. To trucks arranged by Sealift (agents Adetta, Mr. Mersini) to storage within the port (then becomes IFDC responsibility for GOA).
- c. To trucks arranged by Sealift for movement by coaster to Vlora (1,600 tons). This might be changed to a rail movement.
- d. To trucks arranged by Sealift for movement by coaster to Saranda (400 tons).
- e. To trucks arranged by IFDC to storage outside the port (agroimport).

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10. Entry to Port

By arrangement with the port authority, the "rear" entrance from the public road at the eastern side of the port will be used; with more direct access to berth 9. Authorization by the port authority will be needed for entry of dealers' trucks.

An IFDC Lorry Control Office (LCO) will be established on this approach road (see plan).

11. IFDC Trucks

Thirty trucks of around 10-ton payload will be operated by IFDC. Arrangements are being negotiated for the trucks to use the container depot in the port (see plan) as an operating base.

The truck suppliers, "Navistar," are required under their contract to provide a maintenance facility in Albania. This was incorrect. The actual award did not require this activity from Navistar. Maintenance was covered by the fleet operating manager.

12. IFDC Organization and Operating Requirements at Durres

IFDC is responsible for arranging independent checking of cargo received and distribution to dealers. Adetta, on behalf of Sealift, will also be arranging for verification of cargo delivered.

As noted above, there will be a Lorry Control Office at the (rear) entrance to the port. From this office, dealers' trucks will proceed to a waiting area near the bagging machines. They will then be instructed which of the 8 truck positions at the bagging machines they should use.

To tally clerk will be needed at each truck loading position (2 x 4). His job will be (a) to check loading documents, (b) to count bags loaded, (c) to get drivers' signature for the bags loaded. For each bagging machine (with 4 truck positions), 4 tally clerks will be needed, plus 1 spare, plus 1 supervisor.

For bags moved by Sealift to storage, or to coasters for Vlora or Saranda, other documentation will be needed.

Warehousemen and tally clerks will also be needed to receive cargo in the warehouse from Sealift and subsequently to load out to dealers' transport. (Note: on wet days, loading out to dealers will be from the warehouse.)

It is assumed that two shifts will be worked. Sealift may wish to work a third shift, but dealers are unlikely to want to load on the night shift (we should still try, if a third shift is worked).

Based on the above operations, staff requirements for IFDC are as follows:

<u>Operation</u>	<u>Function</u>	<u>Manning</u>	<u>Per Shift</u>
Shift Supervision	To control the staff involved in IFDC operation	Shift Supervisor	1
Truck Control Office	To document dealer vehicles on arrival, give loading authorization and control entry to port	Office Supervisor Clerk	1 3 (1)
Truck Control in Loading Area	Hold vehicles near bagging machines and direct to correct loading position	Operators	2
Truck Loading Control	To authorize loading (dealers) count bags and get IFDC documents signed (Sealift and dealers)	Loading Supervisors Tallymen	(2) 10 (8)
Warehousing	To confirm numbers of incoming bags from Sealift and to issue to dealers against authorized documents	Supervisors Clerks	1 4
Total			24
Total for two shifts			48

13. Requirements at Vlora to Receive 1,600 Tons

If the cargo of 1,600 tons is moved by coaster to Vlora, as contracted by Sealift, it is their responsibility to load the cargo onto trucks in the port or into storage in the ports. There is no suitable storage in the port so all fertilizer will be moved outside to storage. Negotiations are in progress for use of the railway fertilizer stores in the freight yard, which are empty (one of approximately 1,200 tons and one of approximately 900 tons capacity). These stores are 6-7 km from the port.

Arrangements for transport from port to storage are necessary.

If the cargo is moved to Vlora by rail (Sealift decision not yet known), IFDC will receive the cargo in the rail stores.

14. Requirements at Saranda to Receive 400 Tons

Sealift is responsible for movement of 400 tons to Saranda by coaster. If available, the port store will be used and port trucks to move to store again, if available. Arrangements are yet to be made. The port store is about 2 km from the port.

Typed Copy of Note Written in Albania

(To clarify the position and responsibilities of IFDC in port operations)

To: Ing. Feruz Mataj
Plenipotentiary of the Council of Ministers for the Seaports
of Albania

From: W. E. Clayton, Team IFDC

Date: April 22, 1992

Subject: ASSISTANCE REQUESTED IN IMPORTING 20,000 TONS OF UREA FERTILIZER AND
30 TRUCKS INTO ALBANIA AS U.S. AID

Dear Ing. Mataj:

As discussed recently, your assistance is requested in importing 20,000 tons of urea fertilizer and 30 trucks through the port of Durres.

The first shipment of 10,000 tons urea and 10 trucks is due on the "Inger," ETA April 28, 1992.

IFDC is responsible for auctioning the fertilizer to private dealers and others in lots of 50 tons before the ship arrives, and for supplying to the dealers, who are responsible for arranging trucks to collect their fertilizer from the port.

Sealift are responsible for importing the fertilizer in bulk, bagging it all alongside the ship in the port of Durres, and delivering the bagged fertilizer from the bagging machines (1) to the trucks of dealers or others, (2) to storage designated by IFDC within the port, (3) 1,600 tons to the port of Vlora by daughter vessel (this may be delivered by rail. This is to be decided by Sealift), and (4) 400 tons to the port of Saranda by daughter vessel.

IFDC is responsible for:

1. Receiving the fertilizer and trucks on behalf of the Government of Albania.
2. Auctioning the fertilizer.
3. Receiving the fertilizer from Sealift at Durres, Vlora, and Saranda.
4. Arranging for its collection by dealers and others.
5. In documenting the procedures.

Your assistance is requested in arranging the following:

Durres

1. Authorization for trucks of dealers and others to enter the port from the public road at the east side (Tirana-Lushnje road)
2. Establishment of an IFDC lorry control office on the road into the port.
3. Use of the machine shop near No. 9 berth as a warehouse. Also use of the concrete area around the warehouse for outdoor storage, if necessary, both at normal port tariffs.
4. Manning, as indicated on the attached Table of estimated requirements, again, at normal rates and tariffs.
5. Loading of rail wagons within the port (Sealift responsibility) if rail movement to Vlora is decided.

Your preliminary estimate of the costs required for (4) would be appreciated.

Vlora (1,600 tons)

If by sea:

1. Transfer from the daughter vessel to the fertilizer warehouses in the rail goods depot, using port trucks, if available.
2. Hire of the rail fertilizer warehouses at a normal tariff.

If by rail:

3. Hire of the rail fertilizer warehouses.

Saranda (400 tons)

1. Transfer from the daughter vessel to the port warehouse, using port trucks, if available.
2. Use of port warehouse and trucks at normal tariffs.

Overall Security

We would appreciate your advice and assistance on providing security for the bagged fertilizer in the port, on the railway, in the rail warehouses in Vlora, and in the port warehouse at Saranda (separate from the port).

I will be pleased to discuss this with you at any time.

Yours sincerely,

W. E. Clayton

<u>Operation</u>	<u>Function</u>	<u>Manning</u>	<u>Per Shift</u>
Shift Supervision	To control the staff involved in IFDC operation	Shift Supervisor	1
Truck Control Office	To document dealer vehicles on arrival, give loading authorization and control entry to port	Office Supervisor Clerk	1 3
Truck Control in Loading Area	Hold vehicles near bagging machines and direct to correct loading position	Operators	2
Truck Loading Control	To authorize loading (dealers) count bags and get IFDC documents signed (Sealift and dealers)	Loading Supervisors Tallymen	2 10
Warehousing	To confirm numbers of incoming bags from Sealift and to issue to dealers against authorized documents	Supervisors Clerks	1 4
Total			— 24
Total for two shifts			48

Appendix 3
Forms A, B, and C

Form A (Modeli A)

Form No. IFDC-06-EPA/600

To: In-Charge
(Ne ngarkim)

Authorization Date: _____
(Data e Autorizimit)

Delivery and Distribution
IFDC/Albania
(Levrimi dhe Shperndarja)

Authorization No. Da _____
(Autorizimi Nr)

Delivery Authorization (Autorizim Levrimi)

Receipt has been confirmed of full payment on account of the following named bidder.
(Marrja u konfirmua me pagesen e plote ne llogari me emrin e fituesit te meposhtem.

You are authorized to deliver urea from Lot No.(s) _____ for a total of _____ tons urea
(Jeni te autorizuar te livroni urene nga lotet me Nr.) (ne total) (ton ure)

To (Per): _____
Bidder Name and Address (Emri dhe Adresa e Personit)

Signature R. B. DIAMOND
(firma)

**Dealer Authorization Forms for Collection of Fertilizer
(Forma e autorizimit te blesesit per marrjen e plehut)**

Form B. No. _____ to _____ authorizing collection of your fertilizer by lorry are
attached. One copy must be sent with each lorry to collect your fertilizer.

(Formularit B me Nr. _____ tek _____ lidhen me autorizimet e mjeteve te juaja per marrjen
e plehut. Nje kopje duhet ti jepet cdo mjete qe do marre plehun.)

Important: You must keep these forms secure. (E rendesishme: Keta formulare duhen ruajtur)

CONFIRMATION OF DELIVERY (KONFIRMIMI I LEVRIMIT)

Authorization No. DA _____
(Autorizimi Nr.)

Date _____

Lot(s) No. _____ has/have been delivered to the winning bidder
(Lotet Nr. _____ qe kane qene levruar per bidin fitues)

_____ and details of conveyance to which it was delivered are
recorded in the attached file.

(dhe jane detajuar ne aktin ne te cilin jane levruar, jane shenuar ne fleten shoqeruese).

In-Charge (Ne ngarkim)

Delivery distribution (Levrim Shperndarje)

Return to: (Per tu kthyer te:)
Team Leader (Shefi i ekipit)
IFDC/Albania (IFDC/Shqiperi)

Posted in attached file
(ngjitur me fleten shoqeruese)

Checked by _____
(Verifikuar nga)

Signature of Accounts Assistant
(Firma e asistentit te llogarise)

Form B (Modeli B)	Serial No. _____ Lot No(s) _____
AUTORIZIM I DHENE NGA BLERESI PER SHOFERIN QE DO TE TERHEQE PLEHUN (Dealer authorization for lorry to collect his fertilizer)	
Data (Date)	
Emri dhe adresa e bleresit (Name and address of dealer)	
Numri i autorizimit IFDC (IFDC authorization number)	DA
Data e autorizimit IFDC (IFDC authorization date)	
BLERESI AUTORIZON SHOFERIN PER MARRJEN E PLEHUT SHPJEGUAR SI ME POSHTE (The dealer authorizes the driver to collect his fertilizer as detailed below)	
Numri i thaseve (Number of bags)	
Numeri i targes kamjonit (Lorry plate no.)	
Emri i shoferit (Name of driver)	
Numri i pashaportes shoferit (Driver passport number)	
Firma e shoferit (Signature of driver)	
AUTORIZIMI: (Authorized by)	
Emri i bleresit (Dealer name)	
Firma e bleresit (Dealer signature)	
Numri i pashaportes bleresit (Dealer passport No.)	
MARRE NGA MBIKQYRESI I IFDC, DUKE KONTROLLUAR PASHAPORTEN (Received by IFDC Supervisor. Driver's passport checked)	
Firma (Signature)	
Data, ora (Date, time)	

- SHENIM**
1. Bleresi duhet te dergoje kete autorizim me shoferin per te marre plehun ne portin e Duresit, Vlores ose ne magazinat e percaktuara nga IFDC.
(The dealer must send this authorization with the Lorry driver to get his fertillzer from Durrës, Vlore port or a warehouse designated by IFDC.)
 2. Se bashku me autorizim shoferi duhet te kete pashaporten personale.
(The driver must have this authorization and his personal passport.)
 3. Autorizimi duhet te sigurohet nga bleresi dhe shoferi.
(These authorizations must be kept secure by the dealer and the driver.)

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Form C (Modeli C)
Loading Authorization (Autorizimi i ngarkimit)

Serial No. _____

Date _____

(Data)

Form B Serial No. _____

(Modeli B Seria Nr.)

Lot No(s) _____

(Numri i partise)

Name and Address of Dealer _____

(Emri dhe adresa e bleresit)

IFDC Authorization Number DA _____

(Data e autorizimit te IFDC)

THE DRIVER IS AUTHORIZED TO COLLECT THE FERTILIZER AS DETAILED BELOW:
(SHOFERI ESHTË I AUTORIZUAR TE MARRE PLEHUN SI SHPJEGOHET ME POSHTE:)

Number of Bags _____

(Numri i thaseve)

Figures and letters (Me numer dhe fjale)

Destination _____

(Destinacioni)

Village and district (Fshati dhe Rrethi)

Lorry/wagon Plate No. _____

(Numri i targes se kamionit/vagonit)

Name of Driver/Dealer _____

(Emri i shoferit/bleresi)

Driver/Dealer Passport No. _____

(Numri i pashaportes se shoferit/bleresit)

AUTHORIZED BY _____

(AUTORIZUAR NGA)

Signature and Name of IFDC Control Office Supervisor

(Firma dhe emri i mbikqyresit te zyres te knotrollit IFDC)

Confirmation of Receiving by Driver/Dealer

(Konfirmimi i marrjes nga shoferi/bleresit)

I confirm receipt of _____

(konfirmoj marrjen)

bags of fertilizer

(thaseve me pleh)

Date _____

(Data)

Signature & Name of Driver/Dealer

(Firma dhe emri i shoferit/tregetarit)

Confirmation of Delivery by IFDC

(Konfirmimi i shperndarjes nga IFDC)

I confirm delivery of _____

(konfirmoj shperndarjen e)

bags of fertilizer as detailed above.

(thaseve me plehut si me poshte)

Date _____

(Data)

Signature & Name of IFDC Loading Clerk

(Firma dhe emri i nepunesit te IFDC)

- Copy 1. To be kept by driver/dealer.
(Mbahet nga shoferi/bleresit)
- Copy 2. To be signed by driver/dealer after loading and kept by IFDC control office.
(Firmoset nga shoferi/bleresit pas ngarkimit dhe mbahet nga zyra e kontrollit te IFDC)
- Copy 3. Kept in IFDC Port office file.
(Mbahet ne dosjen e zyres te IFDC ne port)