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|  | Department | Role of the organisation and extent of its involvement | Model positions | Assessment whether or not the present organisational model is convenient for the accomplishment of the relevant activity (if staff capacity and qualification are sufficient or if a need for organisational changes was identified) and, if applicable, the plan and time-schedule for the implementation of any necessary changes | Number of employees | Assessment whether or not the present staff numbers are sufficient or if any augmentation is necessary; information concerning the planned time-schedule of staff augmentation | Training, appraisal and motivation of the respective employees | Overall assessment of the organisation’s capacity for accomplishing the activity and further personnel risks identified (including proposals for the elimination of such risks and the time-schedule for appropriate measures) |
| Tender procedures | Internal Admin. Department (OVS) | WWD CR is the exclusive investor into waterway transport infrastructure owned by the State and financed by the Ministry of Transport. The volume of work (quantity of tender procedures) depends mainly on the project in all its implementation stages. The agenda also comprises communication with controlling authorities, including preparation of support documentation for controlling purposes. | Independent expert officer of the Internal Administration Department - Public procurement administration | The number and early timing of the administered public tenders determines, to a great extent, the volume and quantity of the investment projects eventually implemented. Giving priority to quantity may entail the risk of low quality as a result of little time for review; eventually, this may lead to financial consequences (including, without limitation, fines, penalties, damages, Financial and Tax Office levies or ineligibility of expenses). | 1 | At present, public procurement issues are administered by only one employee - the public procurement officer. No substitution is possible. Considering the complexity and administrative demands resulting from the applicable public procurement legislation, the Department is seriously understaffed. | In the area of training, appraisal and motivation of the relevant employees, WWD CR follows the Methodological Guideline for HR Development applicable for the 2014-2020 and 2007-2013 programming periods (June 2014, Ministry for Regional Development). | At present, a public tender for an external public procurement administrator is underway in compliance with the law. Nonetheless, certain activities need to be carried out, as before, by someone of the WWD staff (e.g. file service, contract databases, review). Under the 2015 budget, an increase in the systemized positions has been applied for, namely by 1 employee for public procurement administration and 1 lawyer. |
| Compliance with requirements arising from environmental legislation | Implementation Prep. Department (OPR) | WWD CR is the exclusive investor into waterway transport infrastructure owned by the State and financed by the Ministry of Transport. As such, it provides for the project management of pre-construction preparation, including, without limitation, the drafting of investment plans, EIA, site permit documentation or the site permit as such following the award of the building permit documentation. 28 investment activities are at the stage of survey, EIA and site permit documentation preparations, in case of 10 investment activities site permits have been granted, works on the building permit documentation are underway and building permits have been applied for. | Independent expert officer of the Preparation Department | The present model is convenient. Each employee is able to manage approx. 6 investment activities at the preparation stage (EIA, site permit and building permit documentations assessment) and 3 plans at the stage of ideological and conceptual preparation prior to the commencement of project works. I.e., the capacity is approx. 24 activities in full preparation progress. | 3 | The increase in investment volumes should entail adequate augmentation of staff numbers to ensure sufficient quality of supervision. Exercising project management of large-scale constructions, costing more than CZK 1 billion, requires a larger project management team.  In order to ensure due preparation of investments for funding under new financial perspectives of the CEF and OPT 2 programmes, 4 more employees will be needed in 2015 to participate in the project preparation process. Upon completion of the preparation works and after start of the project implementation, the respective positions will be assigned to employees ensuring performance of the construction administrator activities. One of the reasons why key investments are not ready for implementation is the lack of staff in charge of consistent management and control of WWD projects during their preparation. | The increase in investment volumes should entail adequate augmentation of staff numbers to ensure sufficient quality of supervision. WWD CR is a State structural unit with limited number of systemized positions. Any increase in the number of systemized positions is subject to the approval of the promoter (Ministry of Transport) or the Ministry of Finance. The problem might be solved by transformation of the State structural unit WWD CR to WWD, state enterprise. |
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| "Project pipeline" processing and prioritisation of projects | Head of the Preparation Department | 1 |
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| Financial and project management during project implementation | Implementation Department (ORE) | WWD CR is the exclusive investor into waterway transport infrastructure owned by the State and financed by the Ministry of Transport. The implementation of 10 investment activities is underway, 9 of which are in full progress, with the cost amounting to CZK 710 million (+ section VD Hněvkovice hydraulic structure – Týn n.V. in partial progress; completion works are the subject of a tender with the cost at approx. CZK 550 million).  In case of 12 activities, settlement upon completion is underway. 2 activities are fully ready for implementation, with the cost at CZK 30 million. In connection with the completion of preparations for major activities (Děčín Weir, navigability of the Elbe up to Pardubice, parameters increase on the Vltava river), co-financed, among others, also from EU 2014-20 funds, the investment volume will grow up to approx. CZK 1.5 - 2 billion per year. | Officer of the Implementation Department for the administration of EU and SFTI projects | Provides for financial management, project applications and OPT and CEF monitoring as well as for the IRIS Europe 3 project management or project PR coordination. The current organisational model is convenient. | 1 |
| Officer of the Implementation Department - investment implementation | The current model is convenient. Capacity: - each employee at least: - 1 - 2 construction projects at over CZK 20 million in progress (including the period immediately preceding the start of the award procedure and settlement of the construction upon completion and final approval) or 2 construction projects with the cost up to CZK 20 million - 1 construction project with the cost up to CZK 20 mil. - 1 construction project in preparation or at the settlement stage | 4 |
| Head of the Implementation Department | 0 |
| Resources for maintenance and operation of the infrastructure in construction (both administrative and financial) | Implementation Department | WWD CR is the exclusive investor into waterway transport infrastructure owned by the State and financed by the Ministry of Transport. Save for port infrastructure, waterway infrastructure is administered by the individual waterway administrators. | Officer of the Implementation Department - investment implementation | Upon completion of a waterway infrastructure construction (save for port infrastructure), the right to manage the State-owned property is transferred free of charge to the respective waterway administrators who provide for the maintenance and operation of the infrastructure in construction. Proprietary settlement upon the construction completion is dealt with by the Implementation Department (capacity assessment - cf. financial and project management during project implementation). |  |
| European Agenda Administration Department (OSE) | WWD CR is the exclusive investor into waterway transport infrastructure owned by the State and financed by the Ministry of Transport. Newly built or upgraded port infrastructure, owned by the State, is administered by WWD as a State-funded organization providing port services to all users in a transparent and non-discriminating way, in line with the principles of the latest EU resolutions on public support. It is the duty of WWD CR to ensure operation and maintenance of the infrastructure that remains, even upon completion, in the ownership of WWD CR, i.e. ports and berths. In nature, these activities are similar to those carried out by river basin administrations in relation to the property which the river basin administrations are entitled to manage. Ports and berths do not qualify as water management infrastructure managed by river basin administrations, but rather as transport infrastructure owned by the Ministry of Transport. Proper administration of infrastructure allows for sustainability of the project results. | Officer of the Department of Property Administration and Operation and European Agenda | The present number of employees is insufficient. WWD is capable of carrying out the operating activities only in the capacity of a state-owned enterprise. The aim is to minimise inefficient outsourcing which, however, requires own WWD staff in place (in particular administration and organisation of services) and the management of revenues - a State structural unit with limited systemized positions is unable to do this. | 1 | The present staff number is insufficient. WWD is capable of carrying out the operating activities only in the capacity of a state-owned enterprise. The aim is to minimise inefficient outsourcing which, however, requires own WWD staff in place (in particular administration and organisation of services) and the management of revenues - a State structural unit with limited systemized positions is unable to do this. | The present staff number is insufficient. WWD is capable of carrying out the operating activities only in the capacity of a state-owned enterprise. The aim is to minimise inefficient outsourcing which, however, requires own WWD staff in place (in particular administration and organisation of services) and the management of revenues - a State structural unit with limited systemized positions is unable to do this. |
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| Management of complex systems in the given transport sector (e.g. ITS) | European Agenda Administration Department | WWD CR is the exclusive investor into waterway transport infrastructure owned by the State and financed by the Ministry of Transport. It is responsible for the PR aspects of water transport and waterways. | Head of the Department of Property Administration and Operation and European Agenda | WWD CR covers these activities from the currently allocated budget which does not include any specific financial instrument. The absence of a systemized position of an employee fully assigned with the resolution of such activities is a substantial limitation. Also, WWD is unable to use external financial resources, e.g. EU funds under the NAIADES programme. | 1 | The current staff number is insufficient. If the 2014 organisational model were to apply, the H+G3ead of the European Agenda Department would have to take charge of these activities beyond the scope of their capacity. |  |
| Internal procedures and training for efficient project monitoring, identification of potential delays and public tender processing | Internal Admin. Department | WWD CR is the exclusive investor into waterway transport infrastructure owned by the State and financed by the Ministry of Transport. 14 employees are involved in the OPT implementation, the involvement of WWD in OPT is 56.6% | Head of the Internal Administration Department | The Internal Administration Department covers the respective activities from the OPT Technical Assistance. | 1 | The present staff number is sufficient for accomplishing the respective administrative tasks. | Absence of inhouse lawyer, limited use of external legal services. The plans for 2015 count with an increase of the number of systemized positions by 1 lawyer. |
| Officer of the operational and economic section - invoicing, head accountant | 2 |
| Internal procedures for early problem solutions in project implementation | Implement. Department (outsourced) | WWD CR is the exclusive investor into waterway transport infrastructure owned by the State and financed by the Ministry of Transport. As such, it is responsible for the performance of construction administrator activities as well as for technical supervision on behalf of the investor. | Construction administrator activities and technical supervision on behalf of the investor | These activities are covered exclusively by external contractors selected in tender procedures (general problem in securing professional qualification for specialized waterway constructions; tender procedures aiming at price reduction lead to reduced quality and scope of supervision). | 0 | **The current staff number is insufficient.** The increase in investment volumes should entail adequate augmentation of staff numbers to ensure sufficient quality of supervision. Under the new model, construction administrator activities for small-scale investment projects (up to CZK 100 million approx.) would be performed by WWD staff (analogously to RIA). When the project Děčín Weir is ready for implementation, 1 more employee would be needed in 2018. In general, the project involves large-scale infrastructure constructions where overall management and administration by a single employee is entirely insufficient. The present model allows neither for substitution nor for proper supervision on behalf of the investor. | The increase in investment volumes should entail adequate augmentation of staff numbers to ensure sufficient quality of supervision. WWD CR is a State structural unit with limited number of systemized positions. Any increase in the number of systemized positions is subject to approval of the promoter (Ministry of Transport) or the Ministry of Finance. The problem would be solved by transformation of the State structural unit WWD CR to WWD, state enterprise. |