

INTERNAL RULE OF ORGANISATION AND OPERATION (I.R.O.O.)

PART ONE

INTRODUCTION

Article 1

Purpose of the regulation-Mission

The purpose of the present Regulation of the Heraklion Port Authority (H.P.A. S.A.), is the institutionalization of the organisational structure of the company, the description of the responsibilities of the organisational units and definition of the permanent posts of employment of its personnel.

1.1 Legal Form

According to Law 2932/01, Heraklion Port Authority S.A is an anonymous company (Société Anonyme) of public utility, aiming to serve public interest. It functions under the supervision of the Merchant Marine Minister and is governed additionally by Procedural Law 2190/1920 (FEK (Government Gazette) 144 A'), B.D. (Royal Decree) 14/19-1-1939 (FEK 24 Government Gazette) A') provisions, of Law 2971/01 (FEK (Government Gazette) 285 A') and Law 3429/05 (FEK (Government Gazette) 314 A'), as applicable.

1.2 Role and responsibilities of H.P.A. S.A.

When exercising its activities-responsibilities, the following need to be taken into consideration:

- a) National security, public order and security.
- b) National Port Policy, as it is defined by the relevant public body and according to the provisions of Law.2932/01.
- c) Protection of maritime safety, of the port users' safety, as well as of the health and safety of H.P.A. employees'.
- d) Protection of the maritime and land environment, as well as of the historical monuments of the area under H.P.A.'s jurisdiction.
- e) Provision of the entire range of port services and facilitations, within the Port Zone, as well as upgrade-preservation-improvement of port services and facilities.
- f) National and local economy reinforcement, local and international trade facilitation.
- g) Financial viability and profitable function of H.P.A. S.A., through the organization and utilization of every port facility and real estate.

H.P.A. S.A.'s role coincides with that of Heraklion Port on a local, national and international level.

Nationally, Heraklion Port constitutes the main gate of entrance of people and goods into Crete and one of the most important ports of Greece and the Mediterranean.

With the new framework of operation, H.P.A. S.A. will become a growth driver of national and regional economies.

Internationally, through the utilization of important advantages (geographical position of the port, dynamic mainland, existing port infrastructure, as well as the mechanical equipment), H.P.A. S.A. may upgrade and strengthen the role played by Heraklion Port, on a wider scale.

1.3 VISION AND TARGETS OF H.P.A. S.A.

With regards to its role in maritime transport, in short, H.P.A. seeks to achieve the following:

1. Development of the port as a tourist gateway to Crete.

Tourism attraction is linked primarily to the development of turn around cruises to the port of Heraklion, which will bring significantly positive results for the local economy. Furthermore, the creation of an organized marina with a boat repair yard and a dry storage unit for recreational crafts is considered to attract marine tourism, with all the positive consequences it entails, for the port and the city of Heraklion.

2. Modernization of the Passenger Port.

Main target of H.P.A. is the constant upgrade of the level of services provided to the public. Part of the few measures that will be taken for the modernization of the passenger port, are the traffic arrangements required within the port, the modernization of the passenger station with modern means of passenger boarding/disembarking and the supply of information on boat routes and tourist attractions found in Heraklion.

3. Development of commercial ports.

Taking advantage of the port's geographical position, as well as of the existence of a Free Trade Zone (F.T.Z.), H.P.A. can offer all kinds of port services (with modern methods) required for handling cargo, in order to –on the one hand- use Crete's export/import activity and -on the other hand –attract new customers and form new cooperations. This will result in the strengthening of the handling activity, through a very modern marketing policy.

4. Preparation of selection and inclusion of projects in the TransEuropean Transport Networks (TEN), through the investigation-cooperation of H.P.A. with other Mediterranean ports.

5. H.P.A.'s real estate development.

Further development of H.P.A.'s real estate is necessary, in order to strengthen it financially and ensure its role fulfillment, with emphasis on the creation of a business center in an existing building.

6. Connection of the Port with the Local Society

H.P.A.'s main target is the strengthening of its bonds with the city of Heraklion and the rest of the neighboring municipalities, through the development of new social and developmental activities.

1.4 ACTIVITIES-PURPOSE

The purpose of the Company is the administration and utilization of the areas of the Port Zone's jurisdiction, within the framework of its obligations, as they are stated by Law 2932/01 and Law 3429/05.

The company's purpose includes:

- a) Provision of all kinds of port services to the users, upgrade, maintenance, improvement and development of the port.
- b) Provision of anchoring services and passenger, freight, and vehicle traffic.
- c) Establishment, organization and utilization of all kinds of port infrastructure.
- d) The undertaking and execution of programmes, plans and projects, relating to the H.P.A.'s activities, funded by national, E.U. or other resources, which fall into the national port policy.
- e) It is responsible for every activity related to the port project, as well as for every commercial and business activity beyond the traditional port services, including- especially- the tourist, cultural, fishing, planning and organizational activities of port services.
- f) Upgrade of the services and infrastructure provided, through technological and organizational modernization.
- g) Aesthetic and functional structure of the port.
- h) Fruitful cooperation with the port users, local authorities and local administration authorities of first and second level.
- i) Fruitful cooperation and responsibility for every activity related to the administration authorities of the country's ports.
- j) Assumes duties of General Manager of the areas of the Port Zone, in accordance with the general planning and development of the country's port dynamic and the planning of national port policy, on behalf of the state and the society.

Article 2 **Services of General Economic Interest (S.G.E.I.)**

The study and development of port infrastructure projects, as well as their maintenance-repair, are considered to be Services of General Economic Interest.

Article 3 **Share Capital- Shares**

The company's share capital amounts to 1533514, 94 €. This sum formed from equity amounting to 1474.824,94 €, based on the inventory and assessment of the Article 9 of Procedural Law 2190/20, and by the increase in share capital by 58.690,00 €, as decided by the General Meeting (G.M.) of the 05-03-02. The inventory and assessment was carried out according to the same article of the original statute.

The company's share capital consists of one share, which is owned by the Greek State.

Article 4
Further Information

- a) At the port of Heraklion there has been established and operates a Free Zone, according to the Presidential Decree 621/85(FEK (Government Gazette) 229/a/05).
- b) H.P.A. S.A. exercises its exclusive right to use and exploit the courts, the buildings and facilities of the land port zone of Heraklion port for 40 years, based on the concession agreement on behalf of the state (January 2003).

PART II
SERVICES ORGANISATION

Article 5
Company administration board

The company administration organs are: 1) Board of Directors 2) Chief Executive. The General Meeting (G.M.) of the company is its highest organ and it decides upon matters stated in article 13 of the Statute.

Article 6
COUNCILS-COMMITTEES

A. SERVICE COUNCIL

1. Responsibilities

The service council takes place for every matter that concerns the company's staff, which may have decisional or advisory authority, according to the provisions of the present regulation.

More specifically, its authority includes the following:

- a) Consultation on:
 - 1) Matters of removal from office of the head of a department.
 - 2) Transfers and postings of employees
 - 3) Authorisation of engagement in a private project or in any other paid work that cannot in any case be for a long period of time.
 - 4) Authorisation of unpaid leave
 - 5) Authorisation of training leave
 - 6) Suspension and unpaid leave
 - 7) Allocation of damages
 - 8) Moral and material rewards
 - 9) Matters of selection of the heads of all organisational units provided for in the present Regulation
- b) Consults or decides upon:

Every matter assigned to it, especially if it is the Board of Directors' or the Chief Executive's decision
- c) Functions also as a Disciplinary Board, as specified in the relevant General Staff Regulation (G.S.R.)

A2. Composition-Constitution

1. The Service Council consists of five people, and its constitution is decided by the Board of Directors. It consists of:

- a) One of the Directors of the company, who serves as its President. In case of absence, the President is replaced by another Director, full member of the Service Council, who is appointed at its constitution.
- b) Two directors and their replacements.
- c) Two (2) elected representatives of the employees and their replacements.
- d) Employees who are on unpaid leave or suspended, may not participate in the electoral procedures.

2. Employees' representatives and their substitutes are elected every three years.

Employees' representatives are elected three months before the term of office of the Service Council expires. They are elected by secret ballot amongst the employees of the respective service category in which they are employed, they are in a dependent employment relationship and have already completed two months of service in the company. The elections are organized by the competent authority of staff and are carried out in accordance with the procedure for election of employees' representatives, as referred to in the Service Council of Civil Services and Legal Entities Governed by Public Law.

A.3 Term of office

1. The Service Council serves a three year term and it starts on the 1st of January.
2. The Service Council begins its term of office upon its constitution and it finishes on the 31st of December, two years after its constitution date.

A.4 Function

1. Convocation. The chairman of the administrative council may summon a meeting, the time and place of which is decided by him. The invitation is handed with a delivery note by a company employee to all full and alternate members, at least two (2) days prior to the meeting.
2. Rapporteur. The chairman of the Service Council appoints one of its members to introduce the issues on the agenda
3. Secretary. The Chief Executive designates an employee from the Department of Administration and Finances, along with its deputy, to carry out the duties of Secretary.
4. Alternate member. In case a member of the Service Council is temporarily unable to attend a meeting, they are replaced by the alternate member.
5. Quorum. There is a quorum when there are at least three members present, amongst which, the Chairman of the Service Council or his deputy, whose presence is mandatory.
6. Alternating and making up the formation. In case a regular or alternate member indicates permanent inability to participate due to resignation, death, or any other

- cause, the post is filled for the rest of the term of office by another member that is appointed either with the same procedures or by the withdrawing member.
7. Permanent inability of full and alternate members to participate, the works and decision making of the Service Councils may not be impeded, until an alternate member is appointed, under the condition that there is a quorum with the remaining members and not for a period of time exceeding the three (3) years.
 8. Decision making. The members of the Service Council may decide freely, based on the law and provisions of the Regulation and decisions are taken with the complete majority of votes of present members. In the event of a tie, the chairman shall cast the deciding vote.
 9. Keeping of records. Proposals, members' opinions and the Service Council's decisions, are registered in records, and signed by the Chairman and the present members. All present and absent members' names are stated, as well as their occasional impediment to attend the meeting, and the replacement of the regular member with the deputy.
All decisions are stated in full justification, including the views of the minority. The extracts of records are signed by the Chairman and the Secretary.
The employee, whose matter has been examined by a collective organ, may receive- and it is to the council's discretion - whatever they regard is necessary.
 10. Indemnities. Members of the Service Council, the Rapporteur and the Secretary, receive indemnities for each meeting, the amount of which is determined by the Board of Directors. This fee is paid in case the meetings have taken place outside the legal working hours.

B.COMMITTEES

Annually, the Chief Executive decides upon the creation of committees that will carry out public tenders for supplies and services, real estate lease for a year, according to the current provisions for the public sector.

For special matters, he may also call upon an extraordinary committee, such as in case of staff recruitment. Members' and secretaries' indemnities are determined by the Board of Directors, in case the meetings have taken place outside the legal working hours.

The indemnities for the staff recruitment Committees will be the currently valid in the public sector.

Article 7

Classification of Services

a) The main organisational structure of the Heraklion Port Authority (H.P.A. S.A.), is consisted of the following Directorates and Independent Authorities:

1. Directorate of Administration and Finances
2. Directorate of Port Services
3. Directorate of Technical Works and Environmental Administration
4. Directorate of Development and Planning
5. Independent Authorities:
 - a) Law Office
 - b) Press and Information Office
 - c) Internal Audit Service (I.A.S.)

d) Port Surveillance

Every Directorate consists of 2 departments. Within the departments operate offices with specific responsibilities.

b) The Directorates answer to the Chief Executive. The Independent services, except for the Internal Audit Service, answer to the administration organs. The Internal affairs services answer to the Board of Directors and the General Meeting.

ARTICLE 8 WORK, STRUCTURE AND FUNCTIONS OF THE DEPARTMENTS

A. Directorate of Administration and Finances

1. The Directorate of Administration and Finances, consists of the following departments and offices:

1.1. Department of Personnel Management, part of which is the Secretary Office.

1.2. Department of Financial Administration, which consists of the Office of Supplies' Procurement and the Office of Revenue Establishment.

2. The responsibilities of the Department of Administration and Finances are distributed among its offices and departments, as follows:

1.3. Department of Personnel Management

1.3.a. Compliance with recruitment procedures, placement, contract renewal, establishment of staff, change of work place (transfers, postings, staff movements, promotions, etc.), resignation, dismissal and personnel removal, as stated by the Personnel Regulation and the present organization, as well as the existing legislation.

1.3.b. Personnel evaluation matters, within the Framework of Personnel Evaluation System

1.3.c. Ensures the medical examination of the newly recruited personnel, the first aid materials and the cooperation with the safety technicians, for the regulation, examination and proposal of relevant to the aforementioned issues that are related to the personnel's health. May refer employees to a Health Committee.

1.3.d. Handles issues under the administration's responsibility, such as Health Insurance Funds, allowance and pension, as well as the insurance of staff to major, special and auxiliary social security funds.

1.3.e. Monitors personnel for any changes of their personal circumstances, keeps and communicates such changes to the Department of Financial Administration and updates the registry and personal files of the staff. Furthermore, it keeps record of the names, and numerical quantity of the staff, according to the field, category, specialty and degree.

1.3.f. Administrational service of the company staff, which refers to- for instance-approval of personnel's leave for absence, issues certificates and

- authorisations to engage in additional projects and approval of further employment after the relevant inspection, etc.
- 1.3.g.** Monitors and processes the approval of the personnel's commuting transportation costs.
 - 1.3.h.** Issues approvals of assignment of service duties.
 - 1.3.i.** It is responsible for all matters regarding personnel working hour limitations, and more specifically, their working hours, breaks, reduced parental working hours, flexible parental hours, etc., all relevant matters as well as personnel's timely presence.
 - 1.3.j.** Collects complaints or claims on behalf of the staff, and investigates them within a reasonable period.
 - 1.3.k.** Arranges for the matters that require staff disciplinary action and keeps record of them.
 - 1.3.l.** Investigation and supply of information upon third parties' requests, relevant to the department's responsibilities.
 - 1.3.m.** Defines the content of the employment contracts, handles all relevant issues and arbitration decisions, and handles issues rising from strikes and every kind of labour relations and other relevant matters.
 - 1.3.n.** Performs central secretarial duties for the company, keeps the general records of the Directorate and General Protocol's Office, types the documents of the Directorate, registers correspondence with the protocol, classifies and handles it.
 - 1.3.o.** Contributes to the preparation of the relevant decisions of the administration, ensures their realization and supervises their effective application.
 - 1.3.p.** Keeps record of any changes of the personnel's personal circumstances and composes computerized accounting documents for all kinds of changes that may have occurred (salaries, allowances, deductions, etc.)
 - 1.3.q.** Handles issues of human resources planning and its proper utilization, coordinates training programs to further the employees' development in cooperation with the other jointly responsible units. In addition, it supervises and ensures their successful application.
 - 1.3.r.** Provision and definition of the company's needs with regards to personnel, as well as the processing procedure of any relevant proposals. Also, it plans the recruitment procedure.
 - 1.3.s.** Studies and provides suggestions on issues that concern working conditions, personnel safety and hygiene, as well as it ensure its personnel's continuous education and specialization.
 - 1.3.t.** It is constantly vigilant on any labour law developments, examines all laboural matters that may emerge and proposes solutions.
 - 1.3.u.** It creates educational and specialization programmes to further its personnel's education and specialization and keeps record of the participating personnel.
 - 1.3.v.** It provides for the staff's entertainment and organizes relevant venues.

2.1. a. Administrative Secretary Office

The Administration Secretary Office and the Board of Directors are responsible for:

- 2.1.1. It facilitates the Chief Executive's work by handling his correspondence, circulating his documents, keeping his records, classifying his documents according to significance, booking appointments and meetings with the responsible company officials, as well as with other Services, Organizations, Ministries, Local Authorities, customers, etc.
- 2.1.2. Provides functional and secretarial facilitation of any meeting and special council or Committee, in which participates a member of the administration.
- 2.1.3. Provides functional and secretarial facilitation of the organisation's Chairman and members' of the Board of Directors, by handling their correspondence and generally circulating their documents, keeping his records, classifying his documents according to significance, booking appointments and meetings with the responsible company officials, as well as with other Services, Organizations, Ministries, Local Authorities, customers, etc.
- 2.1.4. It collects all the matters that are under discussion, and draws up the agenda of the meeting of the Board of Directors. Also, it ensures the timely notification of its members and all participating parties, and sends out the agenda and the relevant proposals.
- 2.1.5. Keeps records of the meetings and the Board of Directors' decisions and communicates them to the relevant company offices as well as to all interested parties.
- 2.1.6. Prepares and carries out the General Meetings of the organization and communicates the relevant records and decisions to all interested parties.

2.2 Department of Financial Administration

- 2.2.1. Composes the annual financial statements, (balance sheet, budget, profit and loss statements of the accounts and the company's operating statement, etc.). Also, it gathers and processes every data relevant to the balance sheets and company budget.
- 2.2.2. Responsible for the accurate monitoring of the account transfers and for the funding of the budgets of utilizations and investments. Also, it locates and notes any divergences.
- 2.2.3. Responsible for constant update, keeping and correction of any fiscal and tax problems of the company that may emerge, and the timely and precise payment of tax and other obligations.
- 2.2.4. Collects and processes all accounting and statements' records and circulates them to the responsible company offices or Ministries and Organizations.
- 2.2.5. Keeps the official accounting books, reconciles the computerized accounting documents at all stages of processing (Journal entries, General and Subsidiary Ledger, Statements of Financial Position, etc) and generally, the accounting and financial monitoring of the company.
- 2.2.6. Responsible for all the financial transactions of the company, their monitoring and reconciliation of the accounts.
- 2.2.7. Daily reconciliation of the balance of the Company Treasury.
- 2.2.8. Monitors third parties' accounts.

- 2.2.9. Monitors, keeps, reconciles and updates the company's fixed assets.
- 2.2.10. Organizes and carries out all annual inventories.
- 2.2.11. Receives, encodes and checks all documents before issuing the relevant payment orders, passed for payment vouchers and offset sheets. Also, it is responsible for the chart of accounts and the ex ante control of all issued statements.
- 2.2.12. Monitors and composes the monthly balances and transactions, and the daily receipts and payments on a cash accounting basis.
- 2.2.13. Monitors the application of the company's contracts by third parties.
- 2.2.14. Follows the appropriate compensation payment procedures, in cases of damages caused to third parties' property, where the company is liable. Also, it claims compensations for damages caused by third parties to company property.
- 2.2.15. Keeps the relevant bank statements, issues all company cheques and withdraws cash for all the payments that need to be made.
- 2.2.16. Keeps and reconciles all accounts of advance payments, loans, credit and debit balances, etc, prepares the payroll summary sheets and the documents of payment orders.
- 2.2.17. Timely payment of deductions and revenue collection on behalf of third parties and tax submission, according to the law.
- 2.2.18. Submits the annual tax return to the relevant tax authorities.
- 2.2.19. Processes and submits all necessary documents to the Chief Executive, in order to compose the company's Budget, Annual Assessment Report and Balance Sheets.
- 2.2.20. Conducts every financial study of the company and issues the relevant briefing notes, in order to update the relevant company officials, with regards to financial statistical data, in the form of expenditure by activity and expenditure by nature.
- 2.2.21. Reviews and pays the duty by way of fees or dues, electricity, telephone and water supply bills etc.
- 2.2.22. Payment of the Chairman and the Board of Directors of the company, the Service Council and the committees, which are carried out upon the Board of Directors' decision.
- 2.2.23. Carries out all necessary actions and procedures to issue the personnel's payments, according to the working and payment data that derive from their personal files that are kept in the Department of Administration. Furthermore, it validates their accuracy.
- 2.2.24. Issues the annual personnel income certifications for all employees and the payment certifications to all the members of the Board of Directors, for participating in the company's board.
- 2.2.25. Timely payment of payroll taxes and insurance funds.
- 2.2.26. Ensures the legality and the regularity of the expenses.
- 2.2.27. Applies modern financial systems to the financial function of the organization, in cooperation with the Department of Marketing.
- 2.2.28. Monitors the contract of concession with the state and takes all necessary measures relevant to its financial implications.

2.2.a. Office of Establishment and Recovery of Revenue.

Within the department of financial administration operates the Office of Establishment and Recovery Revenue.

- 2.2.1. Establishes and recovers port fees, as well as all kinds of relevant payments and rights payable to the company from third parties, and grants the appropriate percentage of port, passengers' and vehicles' fees to the shipping agencies and shipping companies.
- 2.2.2. Establishes and collects payment of rights awarded to third parties that are established at the port area and perform stevedoring services with their own means and personnel.
- 2.2.3. Establishes and collects payment of the rights stated in the specific provisions about payment of fees, contributions, rights, etc., from petroleum products, tourist ships with foreign flags, collection of fines for breaking the road traffic regulations, parking and payment of deductions (Mutual Benefit Fund for Marines etc).
- 2.2.4. Monitors, keeps and returns the letters of guarantee.
- 2.2.5. Responsible for depositing to the banks the collected payments.
- 2.2.6. Recovers revenue from all company rights, from service in general (weighbridge-water supply-use of machinery- use of land spaces, etc.) based on the relevant supporting documents.
- 2.2.7. Takes all necessary actions to recover revenue from debts, based on the existing provisions.

2.2. b. **Office of Supplies' Procurement**

- 2.2.1. Plans out the Supplies' Administration that will ensure the constant availability in the company storages of all necessary materials, in the most economically interesting conditions and according to its relevant Supply Regulation, as well as the monitoring and running of the storage system's function, in order to ensure its full operation and availability of materials, according to the company needs.
- 2.2.2. Shapes a Common Supply Programme, ensures its application, according to the specifications and Supply Regulation, specifies the terms and tender dossier and contract, requests and publicises the competitive public tender of supply to the relevant media of award of public supplies, awards contracts of public supplies, according to the procedures provided, sends out invitations to the contractors, in order to sign contracts and documents of awarding orders of public tenders and non-formal competitions, systematically monitors the application of the conditions of the relevant contracts, handles all matters relevant with supplies, advance payments, duties, insurance payments, tariff exemptions, customs clearance, exchange procedures, etc., in cooperation with the Department of Engineering.
- 2.2.3. Composes technical and comparative studies of feasibility, about company supply and their suitability, based on their specifications, in cooperation with the appropriate departments.
- 2.2.4. Handles matters of material and service supply by third parties, which are or not included in the Common Supply Programme, from abroad or not, with public tender or direct award or with non-formal competitions or by collecting offers, as

- it is also stated in the company's Supply Regulation, and receives the appropriate approvals, which fall within the Administration's decisional framework.
- 2.2.5. Specifies the financial and other terms and conditions of the tendering procedures and contracts, in cooperation with the Department of Financial Administration, awards contracts of public supplies, according to the procedures provided and ensures the full application of the terms of the relevant contracts.
 - 2.2.6. In cooperation with the Department of Financial Administration, it is responsible for the accounting of the quantity and value of the supplies, and keeps the costing procedure of the incoming supplies to the storages.
 - 2.2.7. Monitors and comparatively studies the cost of bringing the materials into the storages, in cooperation with the Department of Financial Administration.
 - 2.2.8. Keeps the costing procedures of the incoming materials to the storages (new, from repairwork or self made).
 - 2.2.9. Programmes and supplies the company with all necessary materials, such as furniture, office machinery and appliances, office supplies and all kinds of printed material etc.
 - 2.2.10. Gives an estimated cost for specifically requested materials, designates any possible suppliers, and informs about the supply procedures stated in the regulation (public tender, non official competition, etc.)
 - 2.2.11. Receives the company supplies, and takes all necessary measures to preserve them in the optimal condition in the storages.
 - 2.2.12. In cooperation with the Department of Financial Administration, it plans out the periodic and non-scheduled inventories of the company storages and investigates the outcomes.
 - 2.2.13. In cooperation with the Department of Financial Administration, it conducts market research, in order to maintain a constant awareness of the constantly growing material resource availability, with regards to the materials the company uses. It keeps a Materials' and Suppliers' Record and develops and applies a Supply Evaluation System.
 - 2.2.14. Checks and delivers the various expenditures' documents and invoices to the Department of Financial Administration, in order for them to be paid.
 - 2.2.15. It sets up Committees for the Public Tenders, to carry out and evaluate the relevant offers, Committees to collect the materials, to return them and Committees of non-official competitions, in the special cases that it is required.
 - 2.2.16. Arranges to sell all of the useless and redundant materials of the company.

B. Directorate of Port Services

1. The Directorate of Port Services consists of the following departments:
 - 1.1. Department of Port Services and Free Zone, part of which is the Office of Passengers' and Tourism Administration.**
 - 1.2. Department of Handling and Maintenance of Mechanical equipment.**
2. The Responsibilities of the Department of Port Services are distributed amongst its departments as follows:

2.1. Department of Cargo and Free Zone Handling.

- 2.1.1. Handles issues of port services provided to the ships that anchor in areas under the company's responsibility, and more specifically, it arranges the berth and berthing services, in cooperation with all the involved departments and ensures its water supply etc.
- 2.1.2. Handles matters of cargo handling and transport.
- 2.1.3. Records the quantity of transported cargo, in order to calculate the company's rights. Also, it issues debit notes.
- 2.1.4. It weighs the transported cargo and vehicles.
- 2.1.5. Composes and modifies the regulation on service provision with regards to cargo transportation and offers proposals on costing and pricing of the services provided.
- 2.1.6. Ensures staff's safety on the work premises.
- 2.1.7. Keeps statistical records on ships and cargo
- 2.1.8. Safe keeps the land areas, storages and machinery.
- 2.1.9. Supervises and controls the incoming and outcoming persons and vehicles within the company's area, as well as deny entrance to people and vehicles, according to the relevant existing provisions.
- 2.1.10. Ensures the efficient utilization of covered and open-air warehouses, supervises the administration of the warehouses, and issues notes on the receipt and delivery of goods services.
- 2.1.11. Receives, handles and delivers merchandise coming from abroad, which is put down for temporary storage in the sheltered and open-air warehouses and Free Zone areas, or it is moved from the area under its responsibility and follows all the relevant procedures.
- 2.1.12. Monitors the loading and transshipment of the local produce intended for export that takes place in the area under the company's responsibility, with land or marine means. Also it handles and ensures the protection of all the unladed cargo, until it is loaded into the sheltered or open-air warehouses or the port's platforms and follows all the relevant to them procedures.
- 2.1.13. Carries out all the formality, which is connected with merchandise that is transported from the area that is under the company's responsibility and it is stated in the customs' and the E.U. regulations.
- 2.1.14. Handles issues regarding manifests and transport documents, with the administrative and financial details of the transferred goods from the area under the company's responsibility and records, keeps and submits all relevant documents to the responsible departments. Furthermore, it issues debit notes and provides the Department of Financial Administration with information, in order to register and collect the corresponding fee.
- 2.1.15. Deems cargo abandoned that has not been claimed by the rightful recipients, within the prescribed time limits, as stated in the relevant Regulation.
- 2.1.16. Arranges to transfer the abandoned cargo from the temporary warehouses to the unclaimed cargo warehouses, or it ensures the administrative monitoring of goods that have been deemed abandoned but have not been moved to the unclaimed cargo warehouses and remain in the areas they were put down initially.

2.2. Department of Handling and Maintenance of Mechanical equipment

- 2.2.1. It provides all the necessary machinery to handle cargo, in cooperation with the port workers' union.
- 2.2.2. Checks and confirms optimal operation and readiness standards of the machinery
- 2.2.3. Regular maintenance of the machinery and record keeping of operation hours.
- 2.2.4. Responsible for the fuel and lubricants required to operate the machinery.
- 2.2.5. Keeps record of the mechanical equipment (machinery, vehicle), insures and stores them.
- 2.2.6. Processes and proposes technical support and insurance policies for the company, composes permanent guidelines for their effective application and regularly monitors their application.
- 2.2.7. Ensures the company's personnel safety, monitors and ensures application and compliance with all necessary measures that need to be taken for their safety, as well as of that of the facilities, the company material and all of its spaces etc.
- 2.2.8. Plans schedules, requirements, and technical guidelines for the company's equipment maintenance, studies new technologies' application, in cooperation with its interested departments and ensures the compliance with these schedules and guidelines.
- 2.2.9. Composes requirements to order company equipment and handles issues with the producers of the equipment, concerning the treatment of any anomalies observed.
- 2.2.10. Studies and improves methods of maintenance, repair, consumption prediction, etc.
- 2.2.11. Development and maintenance of Parts'/Materials' (P/M) codification system of the company. Also, it exercises technical support policy of supplies, through that (P/M) codification.
- 2.2.12. Accounting depreciation, in cooperation with the Department of Financial Administration.
- 2.2.13. Sells off decommissioned equipment (useless or unsuitable).
- 2.2.14. Claims compensations for damages caused to the company equipment and compensates third party for damages caused by the company equipment.
- 2.2.15. Maintains – repairs all machinery and vehicles and checks regularly the company's mobile equipment.
- 2.2.16. Personnel equipment training

2.1. Office of Operational Administration

- 2.1.1. Handles matters that concern administration and service of the passengers and passenger-tourist ships (water supply, lashing, etc.).
- 2.1.2. Efficient use, effective exploitation and supervision of the function of the passenger stations, their preservation in excellent working conditions and quality service for the passengers.
- 2.1.3. Effective security provisions for the company's passengers stations from fire, theft, damages etc.
- 2.1.4. Daily establishment of port fees on passenger and vehicle tickets, as well as berthing, decommissioning and mooring services fees and payment (establishment) of a percentage for Mariners ' Pension Fund (M.P.F.), Fund of

Navy Shareholders (F.N.S.), etc, in cooperation with the Department of Financial Administration.

- 2.1.5. Keeps statistical data, with regards to the passenger and tourist traffic.
- 2.1.6. Handles issues concerning the Marina, and in cooperation with other responsible services of the company, it prepares the relevant customer contracts and monitors them (water - electricity supply, berth, berthing fees collection, etc.).
- 2.1.7. Provides passengers, shipping agents and ships with information.

C. Directorate of Development and Planning

1. The Directorate of Planning and Development consists of the following departments and offices:

1.1. Department of Real Estate Management

1.2. Department of Marketing and Programmes' Administration, part of which, is the Office of Information Technology and Statistics.

2. The responsibilities of the Department of Development are distributed among its departments as follows:

2.1. Department of Real Estate Management

- 2.1.1. It is responsible for the study and promotion of the development and utilization of the property owned or utilized by the company, according to the contract between the Greek state and the H.P.A. S.A., as well as the strategic-business plan.
- 2.1.2. Responsible to materialize the concession of the company's movable and immovable property to third parties, based on the existing legislation and ensures the violators' removal, according to procedures.
- 2.1.3. Licensing of vendors and event organizations.
- 2.1.4. Establishment of lease payments for the use of the port area.
- 2.1.5. Plans and monitors contracts of real estate concessions- establishes debts (leases) – follows procedures of enforced payment, in cooperation with the Department of Finances.
- 2.1.6. Suggests prices for the leases and proposes rent indexing.
- 2.1.7. Composes the real estate registry.
- 2.1.8. Ownership litigations.
- 2.1.9. Licensing of shops located within the company's responsibility area, in cooperation with the Directorate of Technical Works and Environment.
- 2.1.10. Plans the notices of competitive public tenders of property letting.
- 2.1.11. Monitors the concession contract between the H.P.A. S.A. and the Greek state and ensures that at all necessary actions with regards to property management will be taken.
- 2.1.12. Delimitation of parking spaces on the land Port Zone. It is responsible for their operation and management.

2.2. Department of Marketing and Programmes' administration

- 2.2.1. Studies and promotes the development and utilization of the company's provided services and proposes new activities.

- 2.2.2. The systematic research of the customers' and potential customers' needs and desires, with regards to maritime transport and the services provided to them by the company, the organization and execution of such relevant researches in the most cost-efficient manner, outcome analysis and submission of the relevant reports and proposals to the company's Administration.
- 2.2.3. Conducts market research and continuous broadening of the knowledge of the company's information providers, in order to increase their effectiveness, in cooperation with the Department of Financial Administration.
- 2.2.4. Carries out researches and measurements in general, that concern the company's functions and services provided and the collection of the necessary facts that will improve their appropriate utilization.
- 2.2.5. Plans the researches related to the responsibilities of the Department of Port Services.
- 2.2.6. Monitors the application and proposes modifications (with private or third party means) of the company's Strategic Plan, of the Business Plan and the port's Master Plan.
- 2.2.7. Awards market and marketing research, in relation to the company's provided services or to the services under investigation for proposal.
- 2.2.8. Costing of the services provided and proposals for their billing.
- 2.2.9. Composition, modification and readjustment of the regulations and invoices concerning all works carried out in the port area by third parties with the company's permission, based on the relevant proposals of its responsible services.
- 2.2.10. Constant monitoring and composition of the applications for funding from the E.U. structural funds, strives for the company's participation in their funding programmes and monitors the resources' influx in cooperation with the Directorate of Administration and Finances and the Directorate of Technical Works and Environmental Administration
- 2.2.11. Plans and administrates the financial resources of the company, in cooperation with the Directorate of Administration and Finances.
- 2.2.12. Composes the annual action plan of the company in cooperation with the other directorates.
- 2.2.13. Collects and keeps the data, statistics, studies and researches that concern the financial, social and cultural status of the district and Heraklion port.
- 2.2.14. Offers study and research training to identify the developmental needs of the company and to prioritize projects and measures.
- 2.2.15. Plans the Development Programme.
- 2.2.16. Presents proposals for the planning and monitoring of the plans' and studies' application. Documentation and information provision, with regards to the matters and development projects that concern the port of Heraklion.
- 2.2.17. Funding resources research from E.U. development programmes or national sources (E.U. structural funds or competitive programmes, European Investment Banks etc).
- 2.2.18. Documentation and information provision on matters and programmes that concern the port and their materialization.

- 2.2.19. Cooperation with the responsible offices of the Region and with Municipalities, wherever necessary, for data and information supply, regarding the materialization of Heraklion Port Authority activities.
- 2.2.20. Planning and programming of common actions with Local Development Organizations, for proposal submission or development of programmes.
- 2.2.21. Reports to the Administration of Activities regarding the coordination of services in common matters and the cooperation with other Port Organizations and other County and Region services, and with Prefectural authorities.
- 2.2.22. Informs and updates other organizations, regarding developmental matters and programmes.
- 2.2.23. Monitors private productive investments, materializing within and without the port area.
- 2.2.24. Scientific and technical support of the Administration and the Services in the programme and development project.
- 2.2.25. Keeps record of studies, researches and projects that have been carried out in the port.
- 2.2.26. Plans and monitors programmes relating to development projects and measures regarding the financial development of the port.
- 2.2.27. Preparation, modification and monitoring of each program funded by private, national and E.U. resources, concerning the economic, social, environmental and cultural development.
- 2.2.28. Monitors the financial course and physical purpose of the projects and informs the administrative organizations.
- 2.2.29. Studies, composes, offers expert evaluation, modifies and adds organizations and regulations relating to the company. Also, it may adopt related directives and circulars and ensures their implementation (G.S.R. – I.R.O.O. etc.) in cooperation with the Directorate of Finances and Administration.
- 2.2.30. Studies the means, spaces and working methods, and procedural simplification.

2.2. a. Information Systems Office

- 2.2.1. Systems' organization and computerization of the offices and programme processing of applied computerization.
- 2.2.2. Development of new data-processing applications, introduction to the offices, maintenance and improvement of the existing applications.
- 2.2.3. Provision of support, right function and utilization of the data-processing equipment.
- 2.2.4. Provision for timely supply of computerized forms and other supplies, as well as issuance of the corresponding payment mandate for leases and data-processing equipment maintenance.
- 2.2.5. Processes matters regarding the conditions of application of new systems, compliance with the procedures in new systems' development and office support, while introducing and applying them.
- 2.2.6. Carries out a research to cover the computerised needs of the H.P.A., regarding analysis, design, documentation, materialization of the applications and composition of specialized technical studies and feasibility reports.

- 2.2.7. Software programmes development and information systems application to the H.P.A. offices.
- 2.2.8. Data preparation and input-output check, as well as installation of networks and methods and systems' security.
- 2.2.9. Telematic connection with data banks and communication systems of the E.U. and Organizations of Development (universities, polytechnic institutes, development companies, etc.).

D. Directorate of Technical Works and Environmental Administration

- 1. the Directorate of Technical Works and Environment consists of the following departments:
 - 1.1. Department of Technical Studies, Construction and Maintenance of Infrastructural Projects.
 - 1.2. Department of Environmental Management and Property Protection, part of which is the office PSEA (Policy Planning in Case of Urgent Needs ΠΣΕΑ office).
- 2. the responsibilities of the Department of Construction and Maintenance of Infrastructural Projects and Facilities are distributed amongst its departments and offices, as follows:

2.1. Department of Studies and construction-maintenance of infrastructural projects.

- 2.1.1. It is responsible for the organization and monitoring of the application of the company's statutory procedures of project execution, according to the applicable law.
- 2.1.2. It is responsible for project budgeting, proposal, composition of periodic certifications, proposal and approval of the related payments, monitoring of the cost of the projects, checks and explains any divergences from the estimated and approved project, and plans the relevant proposals or take measures, for any possible corrective interventions. Proposals for project funding (sources) in cooperation with the Department of Marketing.
- 2.1.3. It conducts a systematic monitoring of the general condition of the port projects and the company's port facilities and processes information of primordially collected data, regarding the methods followed to maintain them and the results of their maintenance.
- 2.1.4. It coordinates, monitors the implementation of scheduled actions regarding project execution, as well as ensures compliance with time and quality standards.
- 2.1.5. Prepares maintenance and repair projects, as well as the systematic monitoring of the time and financial evolution of the projects running, proposing the appropriate measures to be taken, in case of delay or overrun.
- 2.1.6. Compliance with the procedures of supervision of the constructional and other technical projects carried out by third parties (facility protocol, payments, account verification, provisional and final delivery etc).
- 2.1.7. Specifies the requirements of developmental and of functional importance projects of the company and plans their execution.

- 2.1.8. Provides damage estimation assistance on damages caused by the company's culpability, on third parties' constructions or equipment.
- 2.1.9. Handles issues concerning the demarcation of the port zone limits, in cooperation with the Directorate of Development.
- 2.1.10. Proposes construction materials and equipment needs, according to the relating project.
- 2.1.11. Researches and specifies the technical requirements of infrastructure projects and constructional maintenance, modification and expansion works of the facilities.
- 2.1.12. Plans studies of infrastructure works, up until their budgeting with private funds or through awarding them to contractors.
- 2.1.13. Supervises the progress of studies and infrastructure works carried out by third parties, according to current law.
- 2.1.14. Handles matters related to the issuance of building permits and operating licenses at the company's facilities.
- 2.1.15. Sets the technical requirements according to the relevant studies and ensures abidance for the awarding procedures of composition of studies and project execution.
- 2.1.16. Handles all maters related to awards of studies and projects.
- 2.1.17. Responsible for the designs of the company (plans by civil engineer, topographer, architect, engineer, etc.), according to the directorate's instructions.
- 2.1.18. Responsible to organize and keep record of all technical plans.
- 2.1.19. Plans and defines the technical requirements of the infrastructure projects.
- 2.1.20. Plans projects and their budgets with private funds or through concession.
- 2.1.21. Supervises the project studies ceded to third parties, according to the current law.

2.2. Department of Environmental Administration and Property Protection.

- 2.2.1. Handles issues of compatibility of the company's operation with the demands for environmental protection.
- 2.2.2. Handles issues of delivery from ship-generated waste and cargo residues, according to the directives of environmental protection.
- 2.2.3. It is responsible to remove laid-up ships, according to the prescribed procedures and in cooperation with the rest of the organization's directorates.
- 2.2.4. It is responsible for keeping clean all the outdoor surrounding areas of the port and the port area.
- 2.2.5. It is responsible for keeping clean the company offices and storages.
- 2.2.6. It is responsible to look after the planted spaces under the company's responsibility.
- 2.2.7. It equips the ports with mooring buoys, fenders, mooring posts, buoys, etc. and ensures their perfect working condition.
- 2.2.8. It is responsible to insure the facilities.
- 2.2.9. It defines the technical specifications of maintenance or modification of the permanent facilities.
- 2.2.10. It inspects company property (buildings – land area- port facilities) for damages-wear and tear- trespass etc., and takes all measures necessary for their restoration.

2.2.11. It maintains or repairs and inspects the general condition of the permanent facilities (equipment) of the company.

2.2. a. Office PSEA (Policy Planning in Case of Urgent Needs)

Its responsibilities are defined by the current special ordinances.

**ARTICLE 9
INDEPENDENT SERVICES**

A. Legal Service

The responsibilities of the Legal Service are:

- 1) To defend the company's interests in all courts, of whatever jurisdiction, as well as its extrajudicial protection.
 - 2) To receive all judicial documents served to the company and ensures the effective processing of the relevant matter.
 - 3) Constantly monitors the legislation and jurisprudence that concern the company and informs the relevant departments.
 - 4) Conducts legal investigation and processing of Draft Laws, Presidential Decrees/of Regulations etc., proposed by the company, as well as all contracts with third parties.
 - 5) It offers expert evaluation reports and issues all the relevant consultation and directions to the departments of the organization.
 - 6) It keeps public and confidential protocol, for the incoming and outgoing correspondence of the Legal Service.
 - 7) It keeps record of all legal documents, evaluation reports, ownership titles of the company and all the relevant to them legislation and jurisprudence.
 - 8) It keeps record of the circulation of all legal documents from and to their respective handling lawyers; it collects all necessary evidence from the responsible services, to defend the company in court.
 - 9) Monitors court orders, receives certified copies of them and retrieves all the evidence provided to the court by the company lawyers.
 - 10) It settles all legal expenses of the company lawyers.
 - 11) It ensures all legal procedures are followed when awards are paid, in case of damages caused to third parties' property with the company's culpability.
 - 12) It claims compensation for damages caused to company property by third parties.
- The Legal Service is accountable to the administrative organs of the company.

B. Press and Information Office

The responsibilities of the Press and Information Office are:

- 1) Constant update, communication and creative cooperation with the customers-users, and exposure of the company's work through advertising.
- 2) Printed update of the offered services to the customers-users, and of the services provided by the company on the land zone of the port.

- 3) Collects any possible complaints of the customers-users and of all those who transact with the company, investigates them and within reasonable time it writes and sends out all the relevant replies to whomever it may concern.
- 4) It cultivates good business relationships with those who transact with the company and all civilians in general.
- 5) Press releases
- 6) It monitors all published materials relevant to the company and informs the Chairman, the Chief Executive, the members of the Board of Directors and the relevant services and composes the corresponding replies or announcements, according to their directions.

C. Office of Internal Audit

The responsibilities of the office of internal audit include:

1. It defines the audit needs of the company and organizes the audit plan and schedule.
2. It examines the sufficiency and efficacy of the existing audit mechanisms.
3. It carries out analyses and special audits as directed by the company's administration.
4. It carries out spot-checks of all operations and transactions of the company.
5. It composes an internal audit report, which aims at the prevention or timely detection of mistakes and fraudulent acts, which will include applicable proposals of improvement of the efficacy and efficiency of the company's operations.
6. Written update of the audit results they have carried out, at least once every three months, sent out to the Board of Directors and the General Meeting.
7. It is present at the General Meeting of shareholders.
8. It provides with any information required by the supervisory authorities (Special Secretariat of Government-owned companies and organisations, etc.) and cooperates with them, in order to facilitate in any possible way their monitoring, inspection and supervision work.
9. It coordinates the operations of the internal audit with those of the external audit, in order to cover all issues and areas of the company and limit double audits.
10. It monitors the compliance of the business with the laws, the statute, the institutional policies, the regulations, the strategies and plans of the administration.
11. It monitors the achievement of goals, set for operations and programmes.
12. It monitors the proper application of the chart of accounts and of the directives of collection, processing, administration and safekeeping of data and information.
13. It summarizes and evaluates the adequacy and effectiveness of the accounting, financial and information systems.
14. It confirms the reliability, integrity, timeliness of information, accounting data and produced inventories that are submitted to the administration.
15. It monitors the proper and effective use of resources.
16. It ensures the protection of the company's property by various kinds of losses.
17. It monitors the legitimacy of the fees and all types of provisions towards the members of the administration and business executives.

18. It identifies cases where there is a conflict of private interests of the members of the Board of Directors or the managers of the company, with those of the company.
19. The internal auditors are selected by the General Meeting of shareholders and are not subordinated hierarchically to any department. They are paid monthly by payment mandate according to Law 3429/05 art.4.

E. Port Supervision

1. Daily inspection of the port areas and buildings to ensure they are properly cleaned.
2. Monitors and records damages and tears and wears of the buildings, permanent establishments and port projects.
3. Controls the activities of people without permit, inside the port area.
4. Daily surveillance of the facilities-buildings.
5. Ensures all regulations of safety and hygiene of the employees are applied.

Article 10

Regular positions – Staffing of Organizational Units- Allocation of Positions

A.1. The regular employment positions required to ensure proper provision of services and function as they are described by the present Regulation and aim at the effective function of the H.P.A., they amount to one hundred and twenty seven (127) and are distributed by category and departments as follows.

1. University Education (U.E.) Category	32 positions
a. U.E. in the Department of Administration or Finances	16 positions
b. U.E. in the Department of Engineering	14 positions
c. U.E. in the Department of Information Technology	1 position
d. U.E. in the Department of Environmental Studies	1 position
2. Technological Education (T.E.) Category	16 positions
a. T.E. in the Department of Engineering (art. 9N. 3174/03)	6 positions
b. T.E. in the Department of Information Technology	1 position
c. T.E. in the Department of Administration or Accounting	9 positions
3. Secondary Education (S.E.) Category	65 positions
a. S.E. Administrative Secretary	14 positions
b. S.E. in the Department of Personal Computers	2 positions
c. S.E. Technician	45 positions
d. S.E. Drivers	4 positions
4. Compulsory Education (C.E.) Category (guards, cleaners, etc.)	13 positions
5. Lawyer with a salary	1 position

3. The specialties and the number of positions required in every category are decided by the Board of Directors of H.P.A., upon the Chief Executive's proposal. The distribution of the regular employment positions in every department is carried out by the Chief Executive.

B. Formal qualifications for appointment

Formal qualifications for appointment to the permanent staff positions of H.P.A. S.A. as referred to in the present Regulation, are regarded the corresponding qualifications as defined for every case by the Presidential Decree 50/2001 "on defining the appointment qualifications in positions of bodies of the Public Sector" , which modified, also applies every time by the G.S.R.

For the salaried lawyer's position, qualification of appointment is regarded the practice of law in the Court of Appeals.

C. Staffing

A director may only be a permanent employee of the categories U.E. and T.E.

1. The Directorate of Administration and Finances of the organization, is staffed from the category of U.E., from the Department of Administration or Finances, or the T.E. category, from the Department of Administration or Accounting.
2. The Directorate of Port Services is staffed from the category of U.E., from the Department of Administration or Finances, or U.E. from the Department of Engineering, or T.E. from the Department of Engineering, or T.E. from the Department of Administration or Accounting.
3. The Directorate of Technical Works and Environmental Administration Services is staffed from the category of U.E. from the Department of Engineering or T.E. from the Department of Engineering.
4. The Directorate of Planning and Development is staffed from the category of U.E., from the Department of Administration or Finances, or U.E. from the Department of Information Technology, or U.E. from the Department of Engineering, or T.E. from the Department of Administration or Accounting.

Head of the Department may only be a permanent employee of the categories U.E., T.E and S.E. as follows:

- a. Of the Departments 1) Personnel Management 2) Financial Administration from the category U.E. Financial Administration, or the category T.E. Accounting Administration, or the category S.E. Administrative Secretary.
- b. Of the Department of Port Services of cargo and Free Zone of Heraklion, from the category U.E. Financial Administration, or the category T.E. Accounting Administration, or U.E. from the department of engineering, specialized in Mechanical Engineering or Electrical Engineering, or Production Engineering and Administration, or T.E. from the department of Engineering (specialized in Engineering or Electrical Engineering), or S.E. Administrative Secretary, or S.E. technician.

- c. Of the Department of Planning and Infrastructure Development Projects from the category U.E. from the Department of Engineering or T.E. from the Department of Engineering (specialized in Civil Engineering).
- d. Of the Department of Marketing and Project Administration Projects from the category U.E. Financial Administration, or T.E. Accounting Administration, or U.E. from the Department of Information Technology.
- e. Of the Department of Real Estate Utilization, an employee from the category U.E. Financial Administration, or T.E. Accounting Administration, or U.E. from the department of engineering (specialized in Mechanical Engineering or Architecture), or T.E. from the Department of Engineering (specialized in Civil Engineering).
- f. Of the Department of Management and Maintenance Services of Mechanical Equipment, from the category U.E. from the Department of Engineering specialized in Mechanical Engineering or Electrical Engineering or Production Engineering and Administration, or T.E. from the department of Engineering (specialized in Engineering or Electrical Engineering),
- g. Of the Department of Environmental Administration-Maintenance and Protection of company property, from the category U.E. from the Department of Engineering, or T.E. in the Department of Environmental Engineering, or T.E. from the Department of Engineering, or S.E. Technician.

The evaluation and selection of directors and heads of departments is carried out according to the G.S.R. Post allocation, except for directors', is carried out upon the Chief Executive's decision. Directors are allocated by the Board of Directors. Removal of Head of Department from office is carried out according to the relevant article G.S.R.

PART THREE

OTHER PROVISIONS

Article 11

Temporary Staff

H.P.A. S.A. may employ personnel with private-law, fixed-term contract of employment, to cover seasonal or other periodical or temporary needs, according to article 21 of Law 2190/94, as it stands modified and the act 33 of the Council of Ministers of 2006 FEK (Government Gazette) 280/B'. Temporary staff may not exceed the 12 people.

Article 12

Special Advisors

Special advisors are employed with a private-law contract, according to the existing legislation and the decisions of the Board of Directors. The maximum number of people to be hired in these places is three, and it is carried out by the senior management, according to the existing provisions. The hired staff retires ipso jure, when the management that hired them leaves position- for any reason, without any further

procedures. There is no right to compensation, or eligibility for any other claims, neither for privilege or preference.

Article 13

Procedures of Regulation Adjustments

All matters regulated by the articles of the present Regulation, may be modified upon the Board of Directors' decision, and after the Chief Executive's relevant proposal. The modifications go into action after they have been published in the Issue of PLC and S.R.L.

Article 14

Repealed Provisions

Since the present Provision enters into force, the 83111.1/26/03 Common Ministerial Decision of the Greek Minister for the Merchant Maritime and the Greek Minister of Interior and Public Administration is repealed.