

**TRANS-EUROPEAN RAILWAY (TER)  
CO-OPERATION TRUST FUND AGREEMENT**

**ANNEX C**

**Project Central Office (PCO)**

## **Project Central Office (PCO)**

The Project Central Office shall co-ordinate all activities carried out under the terms of this document and operate under the overall direction of the Steering Committee, with guidance from the UNECE as Executing Agency.

The PCO is located in one of the TER member countries, on the basis of the arrangements stipulated in an Agreement to be signed by the Government of this country and the UNECE Executive Secretary regarding the operation of this office.

The PCO staff comprises the following:

- Project Manager
- Deputy Project Manager
- Other staff

The Project Manager, the Deputy Project Manager and other international staff of the Office shall be provided with diplomatic passports by their respective countries of origin and be considered as officials of the United Nations (UN) as defined in the Agreement between the Government of the host country and the UNECE Executive Secretary.

The terms regarding the service of PCO's international staff shall be defined in a letter to be exchanged between the respective countries of origin of the staff and the UNECE Executive Secretary.

The competence of this personnel shall be as follows:

### **Project Manager**

The Project Manager of the PCO shall be selected from one of the TER states by the Steering Committee (SC). He/she shall serve for a period of two years with the possibility of the SC approving extensions for up to two years upon agreement of his/her Government.

The Government providing the services of the Project Manager remunerates him/her. The conditions of his/her services are determined in a letter exchanged between the UNECE and the Government concerned. When traveling outside the seat of PCO (except for operating costs of office car and highway tolls for travel within the host country), his/her travel and subsistence expenses are provided from the Project budget.

The Project Manager shall be responsible for:

- 1) Acting as manager of the Project Central Office (PCO);
- 2) Preparing the Draft Programmes of Work and budgets for approval by the SC and administering them as adopted;
- 3) Acting as Secretary to the SC;
- 4) Advising the Chairman of the Steering Committee on matters requiring decisions;
- 5) Preparing and distributing information to the member countries on matters requiring decision;
- 6) Maintaining continuous liaison with the National Coordinators regarding all matters concerning the implementation of TER activities;

- 7) Preparing the Project Manager's Report on the overall activities of the PCO and developments in the TER during the period under review for the SC sessions;
- 8) Organizing and preparing of technical and administrative documentation for the consideration of all TER meetings;
- 9) Overseeing the work of experts who provide consultancy services in the framework of various activities and collaborating with the TER Governments providing contributions in-kind to the TER;
- 10) Overseeing the administrative and financial activities within the competence of the PCO;
- 11) Providing assistance for the administration of the TER project budget, according to the decisions of the SC and the provisions of the financial rules and regulations of the UN;
- 12) Assisting in the selection of proposed consultants as required, under the guidance of the SC, to render assistance in the execution of specific activities in accordance with the Programme of Work;
- 13) Carrying out other tasks as assigned by the SC;
- 14) The Project Manager reports directly to the Director of the Transport Division of the UNECE or to his/her representative;
- 15) As head of the PCO, the Project Manager supervises both its international staff and local staff provided by the Government of the host country where the TER Project Office is located;
- 16) The Project Manager's duty station is the city where the seat of the TER Project Central Office is located, and any travel away from that duty station is undertaken with approval of the Transport Division of the UNECE.

### **Deputy Project Manager**

The Deputy Project Manager is also selected from one of the TER countries by the SC.

The Deputy Project Manager is made available by participating States on a similar basis as the Project Manager.

His/her task is to assume in the absence of the Project Manager his/her responsibilities.

His/her specific responsibilities will be defined by the Executing Agency and/or SC together with the Project Manager.

### **Other Staff**

If necessary, other international supporting staff, in addition to the existing staff and secretary provided by the host country, will be recruited and remunerated by the Project according to the needs of the TER and approved by the SC.