

Annex D

**Project Central Office (PCO)**

The Project Central Office shall coordinate 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 an Executing Agency.

PCO is located in Warsaw, Poland.

The personnel of the PCO comprise the following:

- Project Manager;
- Deputy Project Manager;
- Assistant Manager(s);
- Experts;
- Other staff.

The competences of this personnel shall be as follows:

**Project Manager**

The Project Manager of the PCO shall be selected from one of the member states of TEM by the SC. Such Manager shall serve for a period of two years with the possibility of the SC approving extension 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 according to UN rules. When travelling outside Warsaw, his travel and subsistence expenses are provided from the Project budget.

The Project Manager shall be responsible for:

- (1) Acting as manager of the PCO;
- (2) Preparing the Draft Programmes of Work for approval by the Steering Committee (SC) and administering them as adopted;
- (1) Acting as secretary to the Steering Committee;

- (4) Advising the Chairmen of the Steering Committee on matters requiring decision;
- (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 TEM activities;
- (7) Preparing Project Manager's Report on the overall activities of the PCO and developments in the TEM during the period under review for the SC sessions;
- (8) Organizing and preparing of technical and administrative documentation for the consideration of all TEM meetings;
- (9) Overseeing the work of experts who provide consultancy services in the framework of various activities, and with the TEM Governments providing contributions in-kind to the TEM;
- (10) Overseeing the administrative and financial activities within the competence of the PCO;
- (11) Providing assistance for the administration of the 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 Steering Committee, to render assistance in the execution of specific activities in accordance with the programmes of work;
- (13) Carrying out other tasks assigned by the SC;
- (14) The Project Manager reports directly to the Director of the Transport Division of UNECE or to his representative;
- (15) As head of the PCO in Warsaw, Poland, the Project Manager supervises both its international staff and local staff provided by the Government of Poland;

- (16) The Project Manager's duty station is Warsaw, Poland, and any travel away from that duty station is undertaken after consultation with, and with the approval of, the Transport Division of UNECE.
- (17) Representing the project in close contact with UNECE.
- (18) Keeping the members of the Committee informed, by verbal or written communication, of any questions which may be of interest to the Committee, and may participate as appropriate in its deliberations.

#### **Deputy Project Manager, Assistants and Experts**

As a function of the workloads involved, the SC may select qualified Deputy Project Manager, assistant(s) and/or experts for limited periods, who would be responsible for aiding the Project Manager in technical, operational and financial aspects of TEM management.

These are selected from among candidates proposed by the TEM states by the Steering Committee, with the assistance of the Project Manager.

#### **Other Staff**

If necessary, other supporting staff, in addition to the existing staff provided by the host country, will be recruited and remunerated by the Project according to the needs of the TEM as determined by the Project Manager and approved by the Steering Committee.