

Distr.: General
21 February 2013

English only

Economic Commission for Europe

Inland Transport Committee

Seventy-fifth session

Geneva, 26–28 February 2013

Item 4 (a) (i) of the provisional agenda

Issues that need consideration and require decisions by the Committee:

Project related activities – Trans-European Motorway (TEM)

and Trans-European Railway (TER) Projects

Managerial issues with regard to the future of the TEM and TER projects

Note by the secretariat

I. Background and purpose

1. Document ECE/TRANS/2013/4, informing the Inland Transport Committee (ITC) about the developments in the Trans-European Motorways (TEM) and Trans-European Railways (TER) Projects in 2012 stated in its paragraph 27:

“27. Further managerial issues with regard to the future of TEM and TER, including various scenarios how to proceed after 2013 will be submitted as Informal document No. 3 to the Committee for consideration and guidance.”

2. The UNECE TEM and TER Projects are sub-regional cooperation programmes among Central, Eastern and South Eastern European countries¹.

3. Both projects are structured around three pillars:

- The active participation of and support from member countries through a Trust Fund Agreement², deposited with UNECE, establishing the Project's Steering Committee as its highest administrative and political body, composed of national delegates from each participating country;

¹ TEM Member countries (14): Armenia, Austria, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Georgia, Hungary, Lithuania, Poland, Romania, Slovakia, Slovenia, Turkey
TER Member countries (18): Armenia, Austria, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Georgia, Greece, Hungary, Italy, Lithuania, Poland, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Turkey).

² The Trust Fund Agreements (TFA) Annexes concerning TEM and TER PCOs are reproduced as annexes A and B to this document, respectively.

- The Project Central Office (PCO)³, with Project office personnel coordinating activities;
 - National Project Offices in each participating country to liaise between national activities and those under the Project. The national officers operate under the responsibility of a nominated National Coordinator from every member country.
4. In the course of 2012, some major issues have been brought to the attention of all TEM and TER stakeholders, which require support and guidance from the Committee:
- The contract of the present TEM and TER Project Manager will expire at the end of 2013 and, according to the UN rules, it cannot be extended any further. When approving the last renewal of the Project Manager (in January 2012), United Nations headquarters made it clear that this had been done on an exceptional and final basis;
 - The decision of the Polish Ministry and the General Directorate of National Roads and Motorways (GDDKiA) to move the TEM PCO to a new location in the central part of Warsaw still needs to be officially communicated to the UNECE Executive secretary;
 - In light of the combined role of the TER and TEM project manager, who is stationed in Bratislava, the justification of the TEM Project Central Office in Warsaw may have to be re-considered;
 - The agreement concluded in 2011 between the Slovak Minister of Transport and the UNECE Executive Secretary concerning the TER PCO in Bratislava is valid until the end of 2014. The renewal of the agreement needs to be initiated and completed in 2013;
 - Although the Steering Committee meetings have regularly addressed these management issues, no firm offer for a new project manager has been made.
5. As specified by the Trust Fund Agreements (TFA), UNECE provides administrative support and oversight as the Executing Agency for both TEM and TER Projects. Under the terms of the Agreements and on the basis of the Steering Committees' decisions relating to the work programme and budget, the Executing Agency is responsible for the management of the funds contributed by the participating Governments to meet the costs of the project.
6. The TFAs further foresees periodical evaluations of the project activities, to be undertaken jointly by UNECE and the participating governments, as appropriate. In addition, it also envisages the possibility that UNECE, in consultation with the Steering Committees, could notify the participating governments when that the purposes for which the trust fund was established have been realized.
7. UNECE responsibility for both projects includes, but is not limited, to provision of the following:
- One Professional (P) staff member is responsible for providing administrative support and oversight regarding planning and use of the Projects resources, recruiting consultants, maintaining contacts with the Project Manager, the Steering Committees and governments participating in the projects, ensuring in-house collaboration with the relevant administrative and financial services etc. Furthermore, he/she provides support for substantive and programmed activities by substantively contributing to technical discussions and work packages of the Programme of Work. This part of the responsibilities involves collaboration with other parties, including other international organizations, government experts, consultants, business community, non-governmental organizations as

³. The TEM PCO is hosted by the Government of Poland and located in Warsaw. The TER PCO is hosted by the Government of Slovakia and located in Bratislava.

well as in-house consultations with the relevant subsidiary bodies of the ITC, the secretary of the ITC, the Director of UNECE Transport Division and other relevant stakeholders in the secretariat;

- One General (G) Service staff member is responsible for providing administrative support and assistance to the P staff member, the Project Manager (PM), the Steering Committees (SC) of both Projects, the National Coordinators (NC), etc. His/her responsibilities include, but are not limited to, assisting the PM in organizing meetings, making travel arrangements and providing assistance and support in financial and budgetary arrangements for both participants in the meetings and the Project Central Offices (PCO).

8. In practice however, UNECE has provided two P staff support to the project, one to TER and one to TEM, with the possibility for alternative replacement. In doing so, the continuity of the backstopping by the UNECE secretariat has been ensured. Furthermore, the secretaries to the relevant Working Parties have been involved and been responsible for project support in the substantive areas.

9. At this junction in the life of the projects, it is warranted to review how they can continue, in which way the management of the projects can also be provided in the future and what other options lend themselves to improving the administrative management and support to the TEM and TER Projects, in order to strengthen and enhance the substantive activities and the value-added of both projects for their member countries in the fast changing European environment.

10. A TEM Project Assessment questionnaire has been circulated among National Coordinators and the results of its evaluation have been presented to the TEM Steering Committee at its 50th meeting. Based on the outcome of the discussions, it is obvious that a more in-depth analysis is warranted. The UNECE Secretariat will do so in the course of the next biennium, i.e. in 2014-15 and will present its assessment to the participating countries, as well as to Working Party on Road Transport (SC.1), the Working Party on Rail Transport (SC.2) and to the Committee.

11. In the meantime, it is recommended that SC.1 cooperates more closely with the TEM project and countries, while SC.2 does the same for the TER project and countries. To this end, the annual meetings of the relevant Working Parties in Geneva and the TEM and TER Steering Committees will have to be better coordinated and, if possible, be organized back-to-back, as it was the case some years ago. Potential tangible results of such closer cooperation could be the following:

- i) reviews of how the Infrastructure agreements (AGR, AGC AGTC etc), as well as the Vienna Conventions (for roads) are being implemented on the TEM and TER network
- ii) a road safety assessment on selected corridors of the TEM
- iii) Border Crossing facilitation performance assessment
- iv) review of ITS solutions on the TEM network
- v) an inventory and assessment of the road and rail level crossings on both the TEM and TER networks
- vi) an inventory and assessment of crossing points between TEM and TER in light of logistics potentials etc.

Both TEM and TER SC meetings should include in their reports to the relevant Working Parties specific requests for assistance from and/or specific cooperation activities with the Working Party.

11. It is also recommended that the operational links with the EATL countries are improved. Overall, the TEM and TER activities are to be aligned with other relevant

initiatives and projects, such as the EU sponsored TEN-T, EATL, SEETO, TRACECA, SPECA and BSEC⁴ etc. in order to avoid duplications and ensure synergies.

12. With regard to key directions of the projects, the focus of the past has been on the development of the Master Plans and the harmonization of investment programs. Issues with regard to border crossing facilitation have also been addressed. At present, the TER project is developing a Master Plan for high Speed Rail, and the TEM project has started to look into the facilitation of deployment of Intelligent Transport Systems.

II. Conclusions:

13. The Committee is kindly requested to express its opinion with regard to the management issues of both Projects. Its guidance and support will later be reported to both Steering Committees for action. Any final proposal implying a change in the administrative management of and the substantial support for either will nevertheless have to be agreed by both Steering Committees.

⁴. TRACECA = Transport Cooperation between Europe and Central Asia ; SPECA Special Programme for the Economies of Central Asia ; BSEC = Black Sea Economic Cooperation

Annex A

TEM Trust Fund Agreement

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;
- (3) 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.

Annex B

Trans-european Railway (TER)

Co-operation Trust Fund Agreement

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 Personnel of the PCO comprise the following:

- Project Manager
- Deputy Project Manager
- Assistant Project Manager(s)
- Other staff

All the above-mentioned staff would be provided with diplomatic passports by their respective countries of origin. The Project Manager, the Deputy Project Manager, the Assistant Project Manager and other International staff of the Office shall 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 new elected Project Manager should come in the office one year in advance as Deputy Project Manager.

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 for approval by the SC and administering them as adopted;

3. Acting as Secretary to the SC and to TERNC;
4. Advising the Chairman of the Steering Committee and TERNC 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 and the TER 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 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 project "TER" budget, according to the decisions of the SC and the provision 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 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 after consultation with, and 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 responsibilities.

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

His/her mandate should be linked to the Project Manager's mandate.

Assistant Project Manager(s)

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

These are selected by the SC from among candidates proposed by the TER States, with the assistance of the Project Manager. They are made available by participating States on a similar basis as the Project Manager or the Deputy 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 TER and approved by the SC.
