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SEETO STRATEGIC WORK PROGRAMME 2012-2014

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SEETO Strategic Work Programme 2012-2014

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List of Abbreviations

AMM	Annual Meeting of Ministers
CEFTA	Central European Free Trade Area
EC	European Commission
ERA	European Railway Agency
EU	European Union
GIS	Geographic Information System
IBM	Integrated Border Management systems
IFC	International Finance Cooperation
IFIs	International Financial Institutions
MAP	SEETO Comprehensive Network Multi Annual Development Plan
MCA	Management, Communication and Administration Tasks
MoU	Memorandum of Understanding, setting out the principles of SEETO
NC	National Coordinators
REBIS	Regional Balkan Infrastructure Study-Transport
RP	Regional Participant
SC	Steering Committee
SEETAC	South East European Transport Axis Cooperation
SEETO	South East Europe Transport Observatory
TA	Technical Assistance
TEN-T	Trans-European Transport Network
ToR	Terms of Reference
UNECE	United Nations Economic Commission for Europe
WBIF	Western Balkans Investment Framework
WG	Working Groups
WHO	World Health Organisation

1. Introduction

1.1. SEETO

The Memorandum of Understanding¹ (MoU) establishing the South East Europe Transport Observatory (SEETO) aims for co-operation on the development of the agreed regional transport network (SEETO Comprehensive Network)² and for the implementation of policies that facilitate such development. Both infrastructure investment measures and soft measures, including administrative and regulatory procedures, are within the scope of the MoU.³

The main objectives of SEETO can be summarised as:

- Develop the SEETO Comprehensive Network;
- Improve and harmonise regional transport policies and technical standards for the SEETO Comprehensive Network development;
- Maintain an effective coordination and communication network; and
- Integrate the SEETO Comprehensive Network in the framework of the wider Trans European Network.

In order to implement the MoU the following institutional set-up was chosen:

- *Annual Meeting of Ministers (AMM)*: Ministers of the Regional Participants (RPs) meet once a year to bring strategic decisions, review progress of the MoU implementation and, if necessary, to consider changes to the MoU.
- *Steering Committee (SC)*: A committee comprising two high-level representatives of each RP and the European Commission (EC), co-ordinates the work under the MoU. The SC meets four times a year and may create Working Groups (WG) dealing with specific tasks (Railway and Intermodal and Road safety Working Group already created).
- *National Coordinators (NC)*: One civil servant of each RP, acts as coordination person between the RP and the SEETO Secretariat.
- *SEETO Secretariat*: A permanent secretariat, based in Belgrade.

These are referred to in the text as the SEETO structures.

1.2. The SEETO Secretariat

The Secretariat supports the SC, manages the day-to-day activities of the SEETO structures, coordinates SEETO's programme towards the development of the SEETO Comprehensive Network and performs the transport observatory role.

¹ Official title: *Memorandum of Understanding on the Development of the South East Europe Core Regional Transport Network*

² As a result of the TEN-T revision process, Steering Committee decided to use the name "SEETO Comprehensive Network" instead of "SEE Core Regional Transport Network"

³ The importance of soft measures is highlighted by the *Addendum to the Memorandum of Understanding on the Development of the South East Europe Core Regional Transport Network for a South East European Railway Transport Area*, dated 4th December 2007

1.2.1. Responsibilities of the SEETO Secretariat According to the MoU

The main obligation of the SEETO Secretariat is to assist the implementation of the MoU. The Secretariat has no strategic decision making power, but its work underpins and supports all SEETO structures. The Secretariat's responsibilities can be grouped into the following four categories:

SEETO Comprehensive Network and Infrastructure

Duties relate directly and indirectly to the development and maintenance of the SEETO Comprehensive Network. They cover aspects like:

- Provision of research and analysis, enabling the SC to define and refine the SEETO Comprehensive Network;
- Collection and update of information about the SEETO Comprehensive Network and maintenance of an up to date SEETO Comprehensive Network data base,
- Preparation of the *SEETO Comprehensive Network Development Plan, Multi Annual Plan* ("MAP") including preparation of the SEETO Priority Project list;
- Harmonisation of transport data collection mechanism within the region and with EU practices; and
- Ad hoc studies covering various regional transport aspects.

Policy related/"Soft" Issues

Duties relate to supporting RPs in developing and implementing policies in areas such as interoperability, regulatory reforms, safety aspects, public participation, institutional capacity building, etc. Topics covered include:

- Technical standards and interoperability in the road and railway sectors;
- Border crossings and customs co-operation;
- Legal and institutional framework for gradual market opening of rail transport;
- Road safety issues; and
- Framework for participation of economic and social partners.

Information Exchange, Information Dissemination, Public Visibility

Duties include the collection, exchange and distribution of information covering the regional transport sector. The tasks also contribute towards public visibility and awareness of SEETO, its main role and responsibilities and its structures. They cover aspects like:

- Dissemination of information about the SEETO Comprehensive Network;
- Collection and exchange of relevant studies, reports, analyses, and other documents;
- Information dissemination through various means (regional transport library, electronic newsletter, etc.);
- Participation in regional and European projects (e.g. SEETAC); and
- Attending conferences and representing the SEETO network.

Management and Back Office

The Secretariat undertakes regular tasks that enable the members of the SEETO structure to fulfil their duties. Responsibilities include:

- Preparation and organisation of the AMM;
- Preparation and organisation of SC meetings;
- Support of SC work (decisions, election, etc.);
- Preparation and organisation of NC meetings;
- Preparation and organisation of WG meetings;

- Preparation and organization of conferences, workshops, etc;
- Development, maintenance and updating of SEETO website;
- Cooperation with other regional forums and organisations (WBIF, IPF, IFI CO);
- Preparation of annual Action Plan; and
- Budgeting, financial control, reporting, etc.

1.3. Key Issues Facing SEETO

While substantial progress has been made since the signature of the MoU in 2004, SEETO faces a complex and challenging political, economic and operating environment.

The main political and economic challenges are:

- TEN-T revisions: EC services are currently in the progress of revising the TEN-T network in the EU and, for the first time, will include SEETO Comprehensive Network in the TEN-T Guidelines. This will raise the region's visibility and the expectations for the SEETO Comprehensive Network.
- Eventual implementation of Transport Community Treaty: The technical negotiations have been concluded, but signature and ratification of the document is on hold because of political issues. However, the content of this Treaty should guide transport policy in the region.
- Dynamic situation with regard to the EU accession process in the region: All of the RPs are at different stages in the EU accession process and this has implications for their capacity to participate in SEETO activities (e.g. the forthcoming accession of Croatia to the EU will result in it leaving SEETO).
- Some of the RPs has been very hard hit by the current economic downturn. As a result, governments face challenges to provide the required resources for transport infrastructure and to support the development of the SEETO Comprehensive Network.
- Political environment in the region: In general the political situation in the region is stable; however the differing views regarding status of Kosovo (under UNSCR 1244/99) can cause some practical issues for SEETO.

The most significant operational challenges are:

- The young, hard working and committed team in the Secretariat is dedicated to SEETO and its ambitions but require additional exposure to international best practice and specialised expertise. Assistance, such as capacity building and training, will be needed in order to enable the staff to fulfil its obligations more efficient and to allow SEETO reach its overall objectives.
- At present, Secretariat staff spends a lot of resources in implementing management, communication and administration tasks and in particular on the preparation of the MAP. This leaves less time for work on policy related areas that are becoming increasingly important. The SC has agreed that the Secretariat should devote more resources to the issue of transport policy development.
- The current format of the MAP caters mainly to the regional audience and particularly the ministries of transport. It has been agreed that the MAP format should be revised to be more relevant for other regional and international stakeholders including International Financial Institutions (IFIs) and other potential financiers.
- Croatia will leave SEETO once it joins the EU and it will stop contributing towards the costs of SEETO. This will have major consequences, as Croatia, together with Serbia, is currently its largest financier. Hence SEETO needs to *i)* prioritise the activities it wishes to carry out; and *ii)* seek other sources of financing.

Given the complex political, economic and operating environment facing SEETO as outlined above, the SC accepted the EC's proposal to develop a multi-annual Strategic Work Programme for the Secretariat for endorsement by the SC. The SEETO Secretariat has developed this programme with the assistance of the EC-financed IFI Coordination Office. The programme is set in the context of the regional and EU policies and the resources likely to be available to SEETO. It should be implemented by the Secretariat over the next three years (2012 – 2014). Implementation must take into account the evolving EU, the regional policy and institutional environment and the available resources and therefore flexibility will be required. The programme outlines the activities to be undertaken and the respective roles and responsibilities of the different stakeholders within and outside the SEETO network.

The implementation of this ambitious but realistic Work Programme will help the SEETO members to reach the objectives set out in the MoU and to continue developing and implementing state-of-the-art policies and investments on the SEETO Comprehensive Network.

2. Strategic Work Programme

2.1. Overall Objectives of the Work Programme

In line with the overall mission of SEETO and the responsibilities of the Secretariat, the work of the SEETO in the medium term will be guided by the following objectives:

- Enhanced provision of timely, thorough and up-to-date information and analysis to support the development of the SEETO Comprehensive Network;
- Demonstrable progress in specific priority areas of transport policy (e.g. reform of railways, harmonisation of border crossing procedures, etc.);
- Increased profile of SEETO and the Comprehensive Network (SEETO should be acknowledged as the leading authority in the regional transport cooperation); and
- Smooth functioning of the SEETO governance structures (AMM, SC, WG, etc.) and the SEETO Secretariat.

2.2. General Assumptions about SEETO and the Secretariat

The successful implementation of the Work Programme requires:

- The continued and full support of all members of the SC is available to the Secretariat to implement the Work Programme. Thus adoption of the Work Programme commits all members of the different SEETO structure to support the Secretariat in their work. In addition, wider cooperation among ministries and agencies in the RPs, the EC and international bodies will be required.
- There will be no reductions to the Secretariat's staff or budget in the medium term. In relation to Croatia's future EU membership and its departure from SEETO, it is assumed that the resulting revenue shortfall will be compensated by other funding sources.
- Additional external financing should be available for project task implementation and to assist with agreed specific technical assignments.

In developing an appropriate Work Programme, the following is assumed:

- Any external experts recruited to assist implementation of the work programme will be embedded in the Secretariat and will work together with its staff. Thus, the consultants will be in continuous contact with the Secretariat's staff and will provide

- regular advice and guidance. The Secretariat's staff will receive "on the job" training and will be able to continue the work once the consultants have finished their work.
- In addition to strengthening its cooperation with the EC services involved in the two Working Groups (Railway Reform and Road Safety) the Secretariat will intensify its contact with a range of related EC services (e.g. TEN tec, TEN-T Agency), thereby, benefiting from their in-depth know-how and valuable experience.
 - The Secretariat will prioritise its workload and concentrate on the tasks which are either crucial for SEETO and/or where significant progress can be expected. This means that resources spent implementing regular and repetitive tasks should be low and most resources should be spent on tasks required to speed up the implementation of the MoU and the development of the SEETO Comprehensive Network.

More detailed assumptions about input from the Secretariat's staff, EC experts and consultants are listed for each task in the following sections.

2.3. Structure of the Work Programme

The Work Programme distinguishes between two main groups of tasks and activities, derived from the Secretariat's list of obligations.

- *Project Tasks* cover specific items for the development of the SEETO Comprehensive Network and the suitable policies that allow such development. Implementation of these tasks will ensure greater alignment with relevant EU standards. Project tasks are not undertaken on a routine basis, but should be seen as individual project that will require additional funding and the input of experienced sector specialists. Many of these tasks will be implemented as TA projects. Most Project Tasks will also require regular follow up and monitoring, but it is expected that these will be undertaken by the Secretariat and only sporadic input from outside experts will be needed.

Any international experts required will work closely with the Secretariat's staff and will be embedded in the Secretariat's office. The expert(s) will provide "training on the job". This knowledge transfer will ensure that the TA is sustainable and that, once it is completed, the Secretariat is able to implement future assignments alone, or with minimal specialist input from outside.

- *Management, Communication and Administration Tasks ("MCA Tasks")* are those critical tasks which the SEETO Secretariat carries out on a regular/on-going basis and which ensure that the main SEETO structures (AMM, SC, NC, WG) are able to function and that the core information and communication tasks are carried out (collection and dissemination of transport related data, preparation of the MAP etc.). In general, these tasks can be carried out by the existing staff with current resources. Some changes are recommended in terms of approach and activities to improve efficiency and to release Secretariat staff for Project Tasks. It may be necessary to hire specialist assistance on an ad hoc basis for some tasks.

Many Project and MCA Tasks are interconnected and the result of one task is frequently the input into another task. It is, therefore, important to see the Work Programme in its entirety and the deletion of one task may have repercussions for other tasks.

Over one calendar year the Secretariat's staff of six experts has around 63 man-months available to work on all MCA and Project tasks. This assumes 10.5 man-months per expert per calendar year to be divided between MCA and Project tasks. Optimal allocation of available resources will be further elaborated in SEETO Action Plan year by year.

This document highlights the main activities to be undertaken within each Project Task. The exact requirements for Project Tasks can only be determined following the development of detailed ToR which should be undertaken in order of priority and when financing has been secured. It is expected that development of detailed ToR will start in spring 2012. Hence only indicative cost figures are included in the programme.

The preparation of the detailed ToR will require a review of existing studies and data already collected by other agencies and other projects to ensure that SEETO builds upon work already undertaken and avoids duplication of effort.

2.4. Project Tasks

2.4.1. Introduction

In order to ensure that SEETO addresses key tasks in an efficient and timely manner, based on the resources available to it, the key project tasks have to be sequenced and prioritised. The Work Programme, therefore, includes a list of priority projects already adopted by SC and published in MAP's 2008 to 2010, re-nominated by the Steering Committee at its meeting on 4 October 2011 as the most important tasks for its work. These should be implemented in the coming three years and include:

1. Regional transport study and improve data collection mechanisms;
2. Support implementation of the railway addendum of the MoU
3. Support harmonisation of border crossing procedures; and
4. Support improvements in road infrastructure safety management;

The following tasks are not part of the priority list, but are identified by the Steering Committee and seen as important for further development:

1. Develop intermodal network in the region and increase the attractiveness of the inland waterways;
2. Prepare special analyses and reports when requested by the SEETO network; and
3. Advise on application of international regulations in the transport sector.

These tasks should be pursued when the priority tasks have been completed and/or resources are available to undertake them.

It is assumed that the Secretariat's staff will spend around 50 per cent of their working time on the Project Tasks. Exact input will be defined to assure Project Tasks implementation and adopted in SEETO Action Plan for year to come.

The Table 1 shows a summary of all Priority Project Tasks. It shows the tasks, the corresponding SEETO objectives, the Task objectives, assumptions, inputs and indicators. As already mentioned, the detailed scope of work and the comprehensive task list for each Project Task can only be developed as part of the detailed ToR. Therefore, the table only highlights the main activities to be undertaken. A more detailed description of each project is contained in the Appendix II.

An indicative timetable showing the preparatory and implementation phases of the different tasks are set out in Appendix I.

2.4.2. Regional Transport Study and improved Data Collection Mechanisms

Table 1: Summary of Project Tasks

Work Programme Objective	Task Objective	Activities	Assumptions	Inputs		Indicators
				Internal	External	
Enhanced provision of timely, thorough and up-to-date information and analysis to support the development of the SEETO Comprehensive Network	Improved capacity in RPs to collect adequate transport data Harmonised data format with TENtec and applied TEN-T criteria where applicable	Implement first round of data collection (infrastructure inventory & traffic indicators, financial data) Identify where efforts are required in different RPs to provide standardised & harmonised data	Common data format for all RPs has been developed by SEETO Secretariat before external assistance starts Necessary data for data collection assessment submitted by RP and project findings used as platform to improve data collection mechanism.	Around 16 man-months of SEETO Secretariat staff	For the first phase a TA project with a budget of around Euro 500,000 will be required	High quality comparable & up-to-date data in SEETIS III database Meaningful analyses of the transport network and transport services used by RPs and external financiers
Increased profile of SEETO and the Comprehensive Network	Up-to-date data set on the SEETO Comprehensive Network Updated regional transport study analysis, prognosis and scenarios provided Relevant data and analyses	Conduct further data collection on transport indicators and users Conduct detailed and systematic analyses In first phase use SEETAC model and make necessary upgrade of traffic forecasts and scenarios	A TA project to provide external expertise & operational costs is made available to support the SEETO Secretariat. SEETO Secretariat has good access to the transport organisations in the region.			Traffic scenarios and prognosis are available for further development of transport strategies in the region. Publication of Study report

	supporting applications for external financing provided		Close working relationship between Secretariat , EC services & relevant projects e.g. SEETAC			
<p>Background: The data collection mechanism used by the SEETO needs to be harmonised within all Regional Participants and within the different transport sectors having in mind final goal to harmonise the data collection mechanisms with the practice used in the TEN-T network. The last regional transport study (REBIS) is done in 2003 and new study according to the new developments is required. This should be conducted in line with TEN-T developments and should focus on the overall transport system and how to coordinate different transport modes. This Project aims to achieve both goals. The Task is described in more detail in Appendix II task: Detailed description of Priority Project Tasks Regional Transport Study and improved Data Collection Mechanisms.</p>						
<p><i>Timing:</i> Project Preparation – Spring 2012 Project Implementation June 2012 – December 2013</p>						

2.4.3. Support the Implementation of the Railway Addendum of the MoU

Work Programme Objective	Task Objective	Activities	Assumptions	Inputs		Indicators		
				Internal	External			
Demonstrable progress in specific priority areas of transport policy	RPs assisted in the MoU Railway Addendum implementation	Phase I Map the progress of reform in the railway sector across all RPs	Work will take place under the auspices of the Railway Working Group	Around 12 man-months of Secretariat staff	TA with a budget of around Euro 200,000 will be required	Identification list of different target areas, where specific assistance is required		
	RWWG assisted in the preparation of a regional strategy for railway reform	Identify where specific assistance is required among RPs	Strong political will by all RPs to implement the railway addendum to the MoU				Results of the pilot project approved and accepted by all Regional Participants	
		Implementation of the pilot project which will address the specific identified area of highest priority	International railway experts available to work with the Secretariat's staff (policy and technical experts)					Regular meetings of the Railway Working Group
		Provide technical input and management support for the existing WG, led by the EC	Continuous support for the WG by the EC services					
Phase II Prepare regional strategy for railway system (<i>Beyond the MoU</i>)		Additional external expertise available to support the WG and the Secretariat						

Background: This task should be conducted under the auspices of the EC-led Working Group dealing with railway reforms. This Task will strengthen the WG and provide the RPs with information on the status of railway related reform across the Network and provide advice and guidance on how best to implement the Railway Addendum of the MoU. Ideally the Project will also see the preparation of a regional strategy for railway reform. The Task is described in more detail in chapter 4.2 *Support the Implementation of the Railway Addendum of the MoU.*

Timing:
Project Implementation January 2012 - December 2014

2.4.4. Advise on Harmonisation of Transport Related Border Crossing Procedures

Work Programme Objective	Task Objective	Activities	Assumptions	Inputs		Indicators
				Internal	External	
Enhanced provision of timely, thorough and up-to-date information and analysis to support the development of the SEETO Comprehensive Network; Demonstrable progress in specific priority areas of transport policy Increased profile of	Border crossing times reduced through harmonized transport related border procedures within the region and between the region and neighbouring countries	Phase 1 Develop relations with CETFA secretariat and the relevant CEFTA Sub-committees. Liaise with the CEFTA managed EC funded project on cross-border clearance systems ⁴ Phase II Based on initial outcomes of CEFTA study, identify options	Strong political will by all RPs to harmonise procedures Close cooperation with CEFTA. International trade facilitation experts available to work with the Secretariat's staff Experts from the EC services will provide ad-hoc advice.	Around 12 man-months of input of Secretariat staff.	Subject to the initial outcomes of the CEFTA led study a TA project with a budget of up to EURO 100,000 will be required.	Availability of up-to-date information on border crossing procedures Agreement among RPs on options to harmonise transport related procedures and reduce border crossing times for all transport modes within the

⁴ Official title: *Reducing regulatory and administrative constraints related to trade logistics and harmonising cross-border clearance systems and services in the Western Balkans*

SEETO and the Comprehensive Network		<p>for greater harmonisation of transport related border crossing procedures in all RPs</p> <p>Secure agreement from RPs on timing and sequencing of harmonisation activities</p>				region and between the region and neighbouring countries.
<p><i>Background:</i> As part of its responsibilities for supporting the implementation of the regional free trade agreement (CEFTA) to which all RPs are signatories, the CEFTA Secretariat has secured EC financing for a project to support the reduction of non-tariff barriers at border crossings. This project will be carried out by the IFC and will report to the CEFTA Sub-Committee on Customs. SEETO should liaise closely with the CEFTA Secretariat and the IFC and participate to relevant working meetings/workshops to determine what contribution this project could make to SEETO's deliberations on the transport related aspects of border crossing procedures. Once this has been determined, detailed ToR of the Project Task can be established. The overall Task is described in more detail in chapter 4.3 <i>Advise on Harmonisation of Border Crossing Procedures</i>.</p>						
<p><i>Timing:</i> Project Implementation – Phase 1 2012 – Phase II mid 2013 onwards</p>						

2.4.5. Support to Improving Road Safety Auditing Programmes in RPs

Work Programme Objective	Task Objective	Activities	Assumptions	Inputs		Indicators
				Internal	External	
Demonstrable progress in specific priority areas of transport policy	Common curriculum for road safety auditors in line with EU Directive 96/2008 and EU	<p>To be undertaken under the auspices of the existing Road Safety WG.</p> <p>Prepare a curriculum for</p>	<p>Project Task can be implemented within the existing Road Safety WG</p> <p>Interest from bilateral donors to provide</p>	Around 12 man-months of input of Secretariat staff.	Bilateral funding for the preparation of curriculum & training material	At least two Road Safety Auditors trainers from each RP

	<p>best practice ensured</p> <p>Training and final test for Road Safety Auditors from each RP provided</p>	<p>the training of Road Safety Auditors.</p> <p>Development and provision of training seminar aimed at "training trainer" for all RP</p>	<p>funding for the development of a curriculum and preparation of training seminar</p> <p>Availability of funding from the EC-funded TAIEX programme to fund training seminars and final test</p>		<p>Around euro 200,000 of TAIEX funding for the implementation of the training seminars.</p>	
<p><i>Background:</i> The EC led Road Safety WG is working with the RPs on promotion and sharing of the best practice in road safety. This project is designed to focus on road infrastructure safety management and is build on an earlier project on road safety auditing and thus focuses to finalize creation of road infrastructure safety management system in RP. The Task is described in more detail in chapter 4.4 <i>Support to Road Safety Auditing Programmes in the RP.</i></p>						
<p><i>Timing:</i> Project Preparation Spring 2012 Project Implementation Autumn 2012</p>						

2.5. MCA Tasks

The MCA Tasks of the Secretariat can be roughly divided into the following categories:

- support the work of the SEETO structures;
- collect data on the SEETO Comprehensive Network, monitor transport developments in the region and the EU, prepare necessary analyses for the MAP and other reports;
- collect and disseminate information in a timely and comprehensive manner;
- cooperate with relevant national, regional and global organisations and agencies; and
- Back office Tasks and any other business (e.g. legal advice to the SEETO network).

There is no prioritisation for MCA Tasks, as all of them have to be implemented on a regular basis. It is estimated that the MCA Tasks will need an input of around 50 per cent of the total available time, although the exact input will be defined in SEETO Action Plan and might change from year to year.

The Table 2 shows a summary of all MCA Tasks. It shows the tasks, the corresponding SEETO objectives, the Task objectives, assumptions, inputs and indicators.

2.5.1. Support to SEETO Structures - Annual Meeting of Ministers

Table 2: Summary of MCA Tasks

Work Programme Objective	Task Objective	Activities	Assumptions	Inputs	Indicators
Smooth functioning of the SEETO governance structures Increased profile of SEETO and the Comprehensive Network	Well prepared and implemented meetings with full participation by SEETO network, focused on topical issues MoU progress reviewed and some strategic decisions brought by AMM as highest policymaking forum	Preparation of the AMM agenda and all relevant documents to be adopted by the AMM and SC Preparation and publishing of the necessary documentation Providing of meeting logistics Drafting the AMM conclusions	No major changes to the frequency or scope of the AMM	No external input required	Conclusions of the AMM Transcripts of the political speeches and background papers

2.5.2. Support to SEETO Structures - Steering Committee Meetings

Work Programme Objective	Task Objective	Activities	Assumptions	Inputs	Indicators
Smooth functioning of the SEETO governance	Well prepared and implemented meetings with full participation by	Preparation of the agenda for SC meetings. Preparation and publishing of	No major changes to the frequency or scope of the SC meetings	No external input required	Conclusions and minutes of the SC meetings

structures Increased profile of SEETO and the Comprehensive Network	SEETO network, focused on topical issues Decisions taken by the SC on different issues regarding implementation of the MoU	the necessary reports, analysis and documentation Providing of meeting logistics Drafting the SC meetings decisions and conclusions			Technical papers presented during the SC meetings MAP, SEETO Budget and Action Plan, various reports and reports of the expert Working Groups
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2.5.3. Support to SEETO Structures - Meetings of the National Coordinators and Working Groups

Work Programme Objective	Task Objective	Activities	Assumptions	Inputs	Indicators
Smooth functioning of the SEETO governance structures	Well prepared and implemented meetings with full participation by SEETO network, focused on topical issues	Preparation of the agenda for NC and WG meetings Preparation and publishing of the necessary documentation Providing of meeting logistics	No major changes to the frequency or scope of the NC and WG meetings	No external input required	Schedule of inputs for Secretariat's research and analyses Technical papers presented at the NC and WG meetings

2.5.4. Data Collection and Data Analyses on the SEETO Comprehensive Network

Work Programme Objective	Task Objective	Activities	Assumptions	Inputs	Indicators
<p>Enhanced provision of timely, thorough and up-to-date information and analysis to support the development of the SEETO Comprehensive Network</p> <p>Increased profile of SEETO and the Comprehensive Network</p>	<p>Up-to-date and coherent data and information on the SEETO Comprehensive Network collected and analysed.</p> <p>Ensure that data collection mechanism and data is consistent and harmonised with TENtec standards</p>	<p>Collection of data (in line with harmonised system agreed under Project task 1)</p> <p>Conduct relevant analyses, to understand the current situation and to forecast future regional transport developments</p> <p>Publishing of SEETO Comprehensive Network data and analyses</p>	<p>Availability of required high-quality data in the defined time schedule</p> <p>Secretariat staff have received training in basic project preparation, project analysis and project screening methods</p> <p>Well-functioning cooperation between SEETO and other relevant transport projects (mainly SEETAC)</p>	<p>No external resources, once training covering project preparation and project screening methods has been completed.</p>	<p>Up to date and available SEETIS III for SEETO Structures</p> <p>Consistent data and analyses on traffic, physical condition of the network, investment priority programmes, transport policy, situation at border crossings, etc.</p>
<p>Note: Data Collection process is closely connected with project task Regional Transport Study and improved Data Collection Mechanism</p>					

2.5.5. Prepare the Multi Annual MAP

Work Programme Objective	Task Objective	Activities	Assumptions	Inputs	Indicators
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Enhanced provision of timely, thorough and up-to-date information and analysis to support the development of the SEETO Comprehensive Network Increased profile of SEETO and the Comprehensive Network	The most important information about the SEETO Comprehensive Network collected To show the latest developments relating to infrastructure and transport policy in the region Present MAP regional priority project list The role of MAP as a main regional transport planning document relevant for RPs and external financiers and promoters ensured	Based on information and analyses under task 2.5.4 perform and elaborate analysis related to SEETO Comprehensive Network development Preparation and update of MAP priority list Preparation, publication and wide dissemination of MAP	Availability of high-quality required data in defined time schedule A revised format for the MAP is agreed in spring 2012	No external resources except ad hoc editing and graphic design	MAP is approved by SC and AMM MAP is a medium to widen SEETO's visibility MAP is widely distributed and Secretariat staff is invited to present the document at conferences
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2.5.6. Cooperate with National, Regional and Global Organisations and Collect and Disseminate Regional Transport Related Information

Work Programme Objective	Task Objective	Activities	Assumptions	Inputs	Indicators
Enhanced provision of timely, thorough and up-to-date information and analysis to support the	Close and regular contact with national, regional and international organisations maintained	Prepare a list of relevant organisations active in the region Ensure regular contact with IFIs, WBIF and other relevant	Willingness of international organisations to be in contact with the Secretariat and to exchange information	Possible external assistance in design of web site and newsletters	SEETO acknowledged as leading regional transport organisation e-Library available on SEETO website for designated users

development of the SEETO Comprehensive Network Increased profile of SEETO and the Comprehensive Network	Visibility of SEETO increased Transport related information collected and disseminated to SEETO structures & wider audience Participation in European and international projects	organisations, Collect relevant transport studies and reports Develop & circulate a regular SEETO newsletter to interested parties	Interest from transport organisations to provide copies of their study reports and other relevant materials	No additional external resources are needed	Electronic newsletter
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2.5.7. Back Office Tasks

Work Programme Objective	Task Objective	Activities	Assumptions	Inputs	Indicators
Smooth functioning of the SEETO governance structures	Back office tasks necessary for the SEETO structures implemented Operations of SEETO in the legal and financial framework ensured	Provide basic legal advice to the SEETO network Manage SEETO's financing and prepare the annual budget and accounts Prepare annual Action Plan and activity reports Logistical and administrative support for all meetings and events related to SEETO structures	Workload from this task does not increase significantly	No external resources are needed.	SEETO's annual budget and annual work plan SEETO's regular reports on implementation of annual budget and annual work plan SEETO accounts are approved by independent auditors

3. Resources Available to Implement the Work Programme

3.1. Resources Available to the SEETO Secretariat

The Secretariat is currently entirely funded by financial contributions from the RPs and staffed by six regional experts and one part-time employee (within SEETAC project). The staff comprises three transport engineers, one lawyer, one IT specialist, one office manager/financial manager and one SEETAC administrative assistant. The following table summarises the Secretariat's team, its functions and its educational and professional background.

Table 4: Staffing of the SEETO Secretariat

Position	Education	Professional Background
General manager	Traffic engineering	Ministry of Transport
Transport planning manager	Traffic engineering	Teaching assistant at university
Railway expert	Traffic engineering	Agency for road vehicle inspection
Transport law expert	Law, European studies	Ministry of European Affairs
Information resources manager	IT and GIS systems	IT company
Financial expert/office manager	International financial management	Ministry of Transport
SEETAC Administrative Assistant	Economics	IT company

The Secretariat's staff is well trained, enthusiastic and committed to their work. All staff is from within the region and are very knowledgeable about the RPs. The Secretariat has a large network of contacts in the ministries, transport agencies and other relevant authorities.

3.2. Allocation of Secretariat Staff to Work Programme Tasks

Based on the 7 year of experience in SEETO Secretariat's work and according to job description of SEETO Staff – SEETO Strategic Work Programme responsibilities, duties and tasks are assigned to SEETO personnel.

Overall responsibility for SEETO Secretariat outputs are on General Manager, while leading role and responsibilities for execution of tasks are lying in Secretariat staff according to their position. In Table 5 tasks, responsibilities and persons involved could be found.

Table 5: Task, responsibilities and persons involved in execution of SEETO Strategic Work Programme

Legend

GM	TPM	IRM	FE	TLE	RE	SEETAC AA
General Manager	Transport Planning Manager	Information Resources Manager	Financial Expert	Transport Law Expert	Railway Expert	SEETAC Administrative Assistant

Tasks	Overall Responsibility	Lead Person for Task	Involved persons
Regional Transport Study and improved Data Collection Mechanisms	GM	IRM (phase 1) TPM (phase 2)	RE
Support the Implementation of the Railway Addendum of the MoU	GM	RE	TLE
Advise on Harmonisation of Transport Related Border Crossing Procedures	GM	TLE	RE, TPM
Support to Improving Road Safety Auditing Programmes in RPs	GM	TPM	
Support to SEETO Structures - Annual Meeting of Ministers	GM	GM	All
Support to SEETO Structures - Steering Committee Meetings	GM	GM	All
Support to SEETO Structures - Meetings of the National Coordinators and Working Groups	GM	IRM	TPM, RE, FE
Data Collection and Data Analyses on the SEETO Comprehensive Network	IRM	IRM	TPM, RE
Prepare the Multi Annual MAP	GM	TPM	RE, TLE, IRM
Cooperate with National, Regional and Global Organisations and Collect and Disseminate Regional Transport Related Information	GM	GM	All
Back Office Tasks	GM	FE (budget) TLE (action plan)	SEETAC AA

3.3. Financial Resources Currently Available to Implement the Work Programme

SEETO's annual budget for 2012 is Euro 374,580, a reduction of 7.63 per cent compared to the 2011 budget. The individual financial contribution of each RP partly depends upon the size of the RP's economy. The Table 6 shows the annual breakdown of SEETO's expenditures.

It should be pointed out that the current SEETO Budget (2012) covers only execution of MCA tasks, while the implementation of Project Tasks heavily depends on external financing and requires additional sources of funding.

Table 6: SEETO Expenditures, Budget for 2012, in Euro

Position	Expenditures	Per cent of Total
Office running costs	29,400	8
IT Expenses	15,000	4
Personnel	190,320	50
Travel and accommodation	33,260	9
SEETO network	59,800	16
Organisation of meetings	28,400	8
MAP and incidental expenses	18,400	5
TOTAL EXPENDITURES	377,580	100

3.4. External Financing Resources required to implement the Work Programme

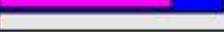
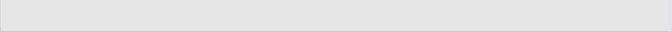
With respect to the external funding that needs to be secured to undertake the priority project tasks, SEETO will need to approach different potential financiers.

Discussions have already commenced with the EC (DGs Enlargement and MOVE) regarding possible options under the EC's IPA to contribute to the financing of or more of the project tasks. Further discussions are required to clarify if funding can be made available and if so, the specific criteria and procedures to be met to secure such funding. The EC is keen to focus on areas that will contribute to the greater integration of the SEETO Network with that of the TEN-T as well as to enhance adoption and implementation of transport related *acquis*. SEETO should also consider applying for support under the "sector development" window of the Western Balkan Investment Framework.

Some of the smaller projects e.g. road safety audit training, could be financed with the support of bilateral donors and contacts will be made with relevant EU MS. Contacts will be based on recommendation of DG MOVE with regard to those MS with systems relevant for the Western Balkans.

Appendices

Appendix I

ID	Task Name	Preparatory phase	Implementation	2012				2013				2014			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1	Regional Transport Study and improved Data Collection Mechanisms	January-June 2012	June 2012-December 2013												
2	Support the Implementation of the Railway Addendum of the MoU	I phase January 2012- December 2013	II phase January 2014-December 2014												
3	Advise on Harmonization of Transport Related Border Crossing Procedures		I phase 2012 II phase mid 2013 (tbc)												
4	Support to Improving Road Safety Auditing Programmes in RPs	Spring 2012	Autumn 2012												
5	Support to SEETO Structures		January-December Yearly basis												
6	Data Collection and Data Analyses on the SEETO Comprehensive Network		February-December Yearly basis												
7	Prepare the Multi Annual MAP		February-December Yearly basis												
8	Cooperate with National, Regional and Global Organisations and Collect and Disseminate Regional Transport Related Information		January-December Yearly basis												
9	Back Office Tasks		January-December Yearly basis												

 Preparatory Phase
 Implementation Phase

Appendix II

4. Detailed description of Priority Project Tasks

4.1. Regional Transport Study and improved Data Collection Mechanisms

Background and Rationale

In order to investigate and analyse regional transport in the Western Balkans, the EU commissioned REBIS study which was completed in summer 2003. It focused in particular on the development of a regional Core Network (now called SEETO Comprehensive Network) and on the identification of projects suitable for international co-financing. REBIS identified the SEETO Comprehensive Network, undertook traffic surveys, investigated the physical state of infrastructure and prepared traffic forecasts for the different traffic modes. The study prepared cost estimates for the rehabilitation and upgrading of the infrastructure as well.

To date there has been no comprehensive review or update of the originally collected data, information and analysis. Especially for traffic analysis and forecasts which are crucial inputs for infrastructure planning and programming, thus the decision making on infrastructure investments. Development of updated traffic forecasts is extremely important, so that the potential impact of future capacity bottlenecks and of alternative routes can be more accurately placed in time.

The quality and consistency of the data collected varies significantly between different RPs and transport modes. The current data format is not entirely harmonized with the format used by DG MOVE in its database, the *TENtec Information System*. Therefore, the Secretariat is currently matching the SEETIS III data format with the format used in the TENtec.

It would be advantageous to review the entire data collection mechanism and to undertake a new Regional Transport Study according to the new developments. As a pre-requisite for this it will be necessary to assist the RPs to upgrade their system for collection of primary data and to improve the quality and consistency of the data provided. Once the data format has been improved and harmonised, the collection and analyses of data covering the regional transport network, traffic data, and data on transport users can commence.

Objective

- To improve the capacity of the RPs and their transport agencies to collect adequate and comparable transport data.
- To harmonise the data format used in the region with TENtec and to and apply TEN-T criteria where applicable.
- To collect and analyse a wide range of data covering the SEETO Comprehensive Network (transport operations, transport costs, non-physical barriers etc.).
- To update the regional transport study analysis, prognosis and scenarios to support the further development of transport strategies in the region.
- To provide relevant data and analyses that can support applications for external financing both nationally and under regional facilities such as the WBIF.

Activities

The main activities will include:

Experienced specialists from the EC services will work with the SEETO Secretariat's staff on the improvement of data collection. The Project will ensure that the data collection

mechanism in RPs will be assessed and improved in order to allow collection and submission of high quality data. The Project will ensure that data collected by RPs and SEETIS III database will be compatible with the TENtec database.

The SEETO Secretariat will explore data collection mechanism in RPs, while experts will guide the Secretariat during the second round of the collection process (data mechanism and data quality assessment). If RPs or their transport agencies are judged to require additional training with data collection, such training will be provided by the Project.

SEETO, together with relevant external experts will develop some parts of the regional transport study relevant for further development of transport strategies in the region. In order to avoid duplication of efforts and resources, the Secretariat will work closely and use all available results provided by projects tackling SEE transport system (mainly SEETAC project)

Data and information to be collected and analysed will include the data assembled by the original REBIS, but instead of looking at individual transport infrastructure, the Project will concentrate on transport networks. The Project will collect financial data, such as required and available funds for infrastructure maintenance, costs occurred by users of the infrastructure (financial expenses and opportunity costs). Overall, the data collection and analysis will be more focused on transport users than on transport providers. A major part of the study will deal with performance issues of transport infrastructure and services and with non-physical barriers, such as border crossing problems.

In the first phase, the Project will not prepare its own transport model, but will rely on the model and its output prepared by SEETAC. In the later stage REBIS methodology for traffic forecast will be assessed and updated.

Assumptions

A common data format for all RPs has been developed by SEETO Secretariat before the Project starts.

All RPs will submit necessary data for data collection assessment and use project findings as platform to improve their data collection mechanism.

The Project will be phased, with the start of the second phase being depended upon the success of the first phase.

External funding to provide relevant expertise (including infrastructure experts, transport network experts and transport economists) and operating costs is available to support the SEETO Secretariat.

The Secretariat has good access to the transport organisations in the region. There will be a close working relationship between the SEETO Secretariat and SEETAC and that the Secretariat has good access to the transport organisations in the region.

Close working relationship between the Secretariat and EC experts and experts in EU countries.

Required Inputs

For the first phase a TA with a budget of around Euro 500,000 will be required.

An input of around 16 man months from the Secretariat staff will be needed.

Indicators

The data in SEETIS III are of high quality and consistent between the RPs and the different transport modes and fully harmonized with TENtec.

Meaningful analyses of the transport network and transport services have been provided by the Project.

Traffic scenarios and prognosis are available for further development of transport strategies in the region.

Publication of Study report

4.2. Support the Implementation of the Railway Addendum of the MoU

Background and Rationale

In 2007, the MoU parties signed an addendum to the MoU covering the development of a *South East European Railway Transport Area*. The significant social, economic and environmental pressures in the region as well as increasing attention to this area under EU policy means that further progress with implementation should be made to ensure that the implementation of the SEETO Comprehensive Network is in line with overall trends in the EU as well as the accession process in the region.

The addendum recognises the need to underpin investments in the region's railways with a firm process of sector reform in the medium and long term. The seven RPs agreed to achieve six targets which are necessary to attain a modern, efficient and market oriented railway sector in the region.

The six targets are:

Target 1: Effective regulatory institutions for the rail sector

Target 2: Separation, management independence, market orientation

Target 3: Access to the market, interoperability and railway safety

Target 4: Financial stability and transparency

Target 5: Facilitate border crossing

Target 6: Social dimension and social dialogue

An EC funded TA project (*Support for Implementing Measures for SEE Core Regional Transport Network Multi Annual Plan (MAP) 2008-2012 - EuropeAid/125783/C/SER/MULTI*) has been implemented to assist the Regional Participants in the implementation of MAP soft measures in the railway sub sector, with the special focus on: Infrastructure Access and Pricing Regime, Network Statement and on Railway Border Crossings. The outcomes of the study included: a Draft Regulatory Manual (RM) for a harmonised infrastructure charging regime; a harmonized Network Statement for SEETO Participants and harmonized Border Crossing Agreements.

Under the chairmanship of the EC (DG MOVE), a Working Group on Railway Reform has been created and has met on 15 occasions. It is recommended that all activities required by this Project be undertaken under the auspices of this Working Group and that the SEETO Secretariat intensifies its support to this Group.

Objective

The aim of this Project is to build on the previous TA projects and to assist the RPs in the implementation of the railway addendum to the MoU, in line with the targets listed above so as to underpin investments in the region's railways.

Assuming good progress on implementation, a second phase of the Project could help to develop a regional strategy for railway system.

Activities

The main activities to be undertaken include:

The Project will be implemented under the auspices of the existing railway WG and will be supported by international railway experts. One international expert will concentrate on the political perspective, whereas other experts will work on the technical details of the railway addendum.

As a first step, the Project will map the progress the RPs and their railway companies have made in implementing the railway addendum to the MoU. The project will show for each RP the status in each target area, as listed above.

In the next phase the Project will determine any assistance required by the RPs and their railway companies for the different target areas e.g. assistance with preparation of legislation, development of institutional practices etc.

During the entire process, the Project will provide technical input and management support for the existing WG, which will be led by the EC. The WG meetings could be structured around specific topics that are highlighted by the mapping process as being of particular relevance for RPs in the implementation of the railway addendum.

The project will assist the RPs and their railway companies with the preparation of a regional strategy for railway system which will look at the regional perspective and the options for greater cooperation in the Western Balkans. The working title of this activity is *Beyond the MoU*.

Assumptions

It is assumed that there is a strong political will by all RPs to implement the Railway Addendum.

It is also assumed that the existing WG will continue to receive appropriate support from the EC services.

It is further assumed that international railway expertise will be available to work with the Secretariat on this Project Task and that the experts of the EC services will provide valuable input as necessary.

Required Inputs

An input of around 12 man-months of Secretariat staff is required.

A TA with a budget of around Euro 200,000 will be required to implement the Project Task. Operational expenses for meetings of the Railway Working Group will be additionally covered (estimated cost: 3 meetings X 10.000€ per year).

Expert input from the EC services will also be needed, from time to time.

Indicators

Identification list of different target areas, where specific assistance is required

Results of the pilot project approved and accepted by all the Regional Participants

Publication of regional strategy for railway system

Regular meetings of the Railway Working Group

4.3. Advise on Harmonisation of Border Crossing Procedures

Background and Rationale

Border crossing procedures have been identified in various fora as a significant barrier to trade and social mobility in the region. Procedures at border crossings can vary greatly between the RPs, often causing long delays at the border stations.

Delays at border crossings are not only inconvenient but they cost real money to the RP's economies. Assuming a value of time for an average loaded truck operating in the Western Balkans of 30 Euro per hour, an average border waiting time of half an hour and around 20,000 trucks moving daily between the different RPs and to and from outside countries, the annual cost of border crossing delays to the region's economy is more than Euro 100 million. In addition there are also costs for freight moving by railways and international passenger transport using all modes. Besides the direct costs, there are also indirect costs like reduced demands for goods and services, suppressed trade, reduced tourism, etc.

Contributing to improvements in border crossing facilities and reductions in border waiting times, are therefore, a priority for SEETO. Such improvements seldom require large investments, but have large economic benefits. However, such improvements can be difficult to achieve, as they cover not only the transport sector, but also customs control, health and safety inspectorates, phytosanitary and veterinary inspections, etc.

The EU understands the importance of improved border crossing facilities and has taken a proactive role in promoting the implementation of Integrated Border Management systems ("IBM") in the Western Balkans. IBMs require interagency cooperation, parallel processing, and coordination at ports, airports and land border points of entry (collectively referred to as "ports of entry") for an optimal efficiency of these border institutions. Also, neighbouring or contracting national authorities must cooperate with one another to align border-crossing facilities and procedures.

Because the MoU specifically mentions border crossing and customs co-operation as one of its main aims and because the MoU was signed by government representatives of all RPs, it is assumed that there is strong political support from the highest levels for the harmonisation of border crossing procedures in the Western Balkans⁵.

Border control procedures are addressed under the regional free trade agreement – CEFTA 2006 – to which all RPs are signatories. In particular the CEFTA Sub-Committee on Customs devotes particular attention to the issue of border crossings and through the CEFTA Secretariat (based in Brussels), has secured EC financing for a trade logistics in the Western Balkan region⁶. This project, to be completed by November 2014 at the latest, focuses mainly on the issue of simplification and harmonisation of trade-related regulations and administrative procedures along supply chains. The TA will also concentrate on the creation of public and private sector networks and on developing a comprehensive regional approach to trade logistics. A further task of the project relates to environmental impacts of trade. It is not clear yet as to whether border crossing procedures will be fully addressed by this project. The SEETO Secretariat needs to engage with the CEFTA Secretariat on this and other related issues before finalising the ToR for this project.

⁵ The *United Nations Interim Administration Mission in Kosovo* signed the MoU on behalf of the *Provisional Institutions of Self Government*.

⁶ The project title is "Reducing regulatory and administrative constraints related to trade logistics and harmonising cross-border clearance systems and services in the Western Balkans"

Objective

Reduce border crossing times within the region and between the region and neighbouring countries. This should be achieved by implementing IBM systems in the region.

Activities

The exact nature of this project will depend on the extent to which the CEFTA managed project will address transport related border crossing procedures.

As a first step, the Secretariat will liaise closely with the CEFTA Secretariat and the relevant CEFTA structures and the IFC to determine the expected outputs of the project and to identify where SEETO could be of assistance. Where deemed appropriate, participation of SEETO in working meetings, workshops etc. for SEETO should be enabled, in order SEETO Secretariat to acquire and further transfer the relevant project outputs.

Following the initial outputs of the CEFTA project (expected in early 2013) an initial list of harmonisation options to improve transport related border crossing procedures will be prepared and presented to RPs. Following a series of in depth consultations with the relevant bodies in each RP a prioritised list of activities will be agreed and a work programme devised to implement these. Consultations will be carried out on a national and regional basis to secure full ownership of these activities.

Assumptions

It is assumed that SEETO will be able to engage with CEFTA and the IFC and to benefit from the work being undertaken by the EC financed project.

An international trade facilitation expert will be available to work with the Secretariat's staff on the project and that experts from the EC services will provide ad-hoc advice.

Required Inputs

It is expected that around 6 man-months of input of Secretariat staff will be needed.

Depending upon the extend of cooperation with CEFTA, a TA project with a budget of up to EURO 100,000 will be required.

Indicators

Availability of up-to-date information on border crossing procedures

Agreement among RPs on a set of prioritised transport related procedures to be implemented to reduce border crossing times for all transport modes within the region and between the region and neighbouring countries.

4.4. Support to Road Safety Auditing Programmes in the RPs

Background and Rationale

Although there are no firm data for the SEETO region, it is estimated that road accidents cost the RP's economies around Euro 1.8 billion per year.⁷ Based on international experience, 65 per cent of road deaths involve pedestrians and 35 per cent of pedestrian deaths are children.

As can be seen from the road safety statistics, all RPs have high accident rates, some of which are more than ten times the rates of best performing EU countries (e.g. Sweden)

The EU recognises the importance of road safety and in mid 2010 published the *Policy Orientations on Road Safety 2011-2020*. The main goal of new EU road safety guidelines is to cut European road deaths by 50 % by 2020. To do so, all road safety stakeholders would seek to make users, vehicles and infrastructure safer through a mix of measures – national cooperation, sharing best practice, research and studies, awareness campaigns and in some cases possibly regulation.

Specifically this would involve:

- encouraging road users to drive more safely by creating a European road safety education and training strategy;
- implementing EU-wide road safety legislation to ensure all EU nationals are treated equally when traffic rules are broken;
- encouraging EU countries to apply safety regulations to rural roads that are already in operation for main roads and tunnels;
- recognition of technical inspections in all EU countries;
- making vulnerable road users – especially motorcyclists;
- improving tools for collecting and analysing accidents, to improve monitoring of road safety progress in EU countries and provide accurate data for developing new road safety measures.

Such an integrated approach where all stakeholders are actively involved will be required to reduce the road transport fatalities in the Western Balkan region. One of the road safety fields where only limited results on the SEETO Comprehensive Network are achieved is road infrastructure safety management. For sure, instalment of such system in RP will increase road safety and put in place system where road safety issues are considered actively from design stage to exploitation of the roads.

This measure was endorsed by the MAP 2011 and is consistent with a previous soft measure project on road safety auditing, financed by the European Commission and successfully completed in November 2009. The new project will be built upon the Manuals that were produced in the previous one and tested in the Regional Participants

The general result of this project will be to transfer knowledge, expertise and best practises regarding road safety engineering from the EU Member States to the SEE Region through an intensive and stepwise training designed as combination of seminar, practical exercises,

⁷ World Bank data, quoted during the *IPA 2010 Conference- Sustainable Results and Impacts*, mention annual costs of around USD 2.5 billion. Based on current exchange rates, this is around Euro 1.8 billion.

followed by final test, according to a training curricula formulated in line with the EU directive 96/2008. The training shall be provided for all audit stages according to the Directive: preliminary design, detailed design, pre-opening and post opening stage.

Objective

Ensure a common curriculum for road safety auditors in line with EU Directive 96/2008 and EU best practice

Provide training and final test for Road Safety Auditors from each RP

Activities

The project will be implemented under the auspices of the Working Group on Road Safety.

As a first step, international road safety experts will prepare a curriculum and training material for the training of Road Safety Auditors. To this end, it is planned that a twinning arrangement between a road safety institution in an EU member country and SEETO can be established.

In the second phase, the curriculum and training material will be used to implement training seminar where Road Safety Auditors from each RP will receive training and pass final test that will allow them to finalize process of establishment road infrastructure safety management system according to EU Directive 96/2008.

Assumptions

It is assumed that the Project will be undertaken under the auspices of the existing Road Safety Working Group, chaired by the EC services.

It is further assumed that there is strong interest from bilateral donors to provide funding for the preparation of training courses and training material.

It is also assumed that there is interest from the EU funded TAIEX programme to fund the training courses.

Required Inputs

Around 12 man-months of input of Secretariat staff

Bilateral funding for the preparation of training material and around EURO 200,000 of TAIEX funding for the implementation of the training courses

Indicators

A common curriculum for road safety auditing is agreed.

At least two certified Road Safety Auditors from each RP receives training. Detailed number to be defined during ToR preparation based on the RWR/RSA Project proposal.