

Item 1b

7th National Coordinators Meeting Data Collection Workshop

Location: Skopje, Republic of Macedonia

April 22 - 23, 2008

Data Collection according to the adopted Action Plan

TARGET: Completion of the Internal First Draft of MAP 2009-2013 (June)

11 April	Sending out Pre- filled Questionnaires
07-11 April	Daily Contact with the National Coordinators, and giving support
15 April	Internal Deadline for first data that will be used on the NC Meeting
22-23 April	Data Collection Workshop in Skopje, entering first data to SEETIS
24 April	Deadline to provide/enter remaining data, which couldn't be entered during the NC Meeting
06-09 May	Phone support, tracking progress
16 May	First Deadline for all data
23 May	Final Deadline to be included in First Draft MAP 2009-2013
30 May	Last term for corrections – after feedback

TARGET: Completion of the MID-TERM review of MAP 2009-2013 (July)

01 June- 15 July Completion of missing data, continuous communication with the National Coordinators

TARGET: Stakeholders Comments (September)

15 July- 15 Sept. Completion of missing data, continuous communication with the National Coordinators

TARGET: Second Draft Annual-Update (November)

15 Sept.-15 Nov. Completion of missing data, continuous communication with the National Coordinators, Incorporating additional data required by the Stakeholders

Related Sections from the: SEETO Action Plan 2008

3.2.2.1 MAP Preparation

a) Collection of information and data and reporting to SC on the activities undertaken for accomplishing the measures prescribed in the MAP;

- **Expected Result:** All information and data necessary for conducting the mid term review and the annual update assembled and processed, respectively by end June and by mid November.
- **Responsible person(s):** Transport Planner, IT and GIS Expert.
- **Involved personnel:** Transport Planner, IT and GIS Expert, Administrative and Financial Assistant.

b) MAP mid-term review;

- **Expected Result:** A mid-term report produced and submitted to the SC by mid July 2008.
- **Responsible person:** General Manager
- **Involved personnel:** General Manager, with the assistance of the Transport Planner, the Regional Railway Expert, the IT and GIS Expert and the Administrative and Financial Assistant.

c) MAP annual update.

- **Expected Result:** Draft MAP produced and submitted to the SC by end November 2008.
- **Responsible person:** General Manager
- **Involved personnel:** General Manager, with the assistance of the Transport Planner, the Regional Railway Expert, the IT and GIS Expert and the Administrative and Financial Assistant.

3.2.2.2 Data collection and SEETIS and GIS update

a) Data collection - with the assistance of National Coordinators - and processing;

- **Expected Result:** i) Quarterly inputs regularly received from Participants;
- ii) Data processed and classified.
- **Responsible person(s):** Transport Planner, Regional Railway Expert, IT and GIS Expert.
- **Involved personnel:** Transport Planner, the Regional Railway Expert, the IT and GIS Expert and the Administrative and Financial Assistant.

b) Analysis of data and reporting to the SC;

- **Expected Result:** Assessment of the progress of the Core Network and of the progress in MoU implementation submitted quarterly to SC.
- **Responsible person:** General Manager
- **Involved personnel:** General Manager and all the permanent staff of SEETO.

c) Research and dissemination of EU transport policy best practice;

- Expected Result: Improvement in the implementation of sector reforms and acceleration of harmonization with EU laws and standards.
- Responsible person: Transport Planner
- Involved personnel: Transport Planner, with the assistance of the Administrative and Financial Assistant.

d) Maintenance and update of SEETIS;

- Expected Result: Launch of SEETIS V2 by July 2008.
- Responsible person: IT and GIS Expert.
- Involved personnel: IT and GIS Expert, with the assistance of the Administrative and Financial Assistant.

e) GIS update.

- Expected Result: Collected data processed, analysed and reflected in GIS
- Responsible person: IT and GIS Expert.
- Involved personnel: IT and GIS Expert .

3.2.2.3 Projects' Planning

a) Providing guidance for filling out the questionnaires for assessment of the performance of the Core Network;

b) Providing clear and accurate information for the identification, preparation of Core Network projects and on the related financing mechanism;

c) Identification and prioritization of MAP projects.

- Responsible person(s): Transport Planner
- Involved personnel: Transport Planner, IT and GIS Expert