

SEETO 1st National Coordination Meeting

23, 24 February 2005, Belgrade

Hotel Palace 11000 Belgrade, Tel +381 11 186-866

Draft Agenda

Objectives of the meeting are to:

- Relationship and network building
- Exchange of ideas
- Initiation of activities for planning and IT
- Arranging the first Steering Group Meeting.
- Settling administrative and management matters

Day 1 23rd February**Arrival at the Hotel Palace****08.00 Breakfast**

The team will meet for breakfast at the Hotel

09.00 IntroductionInception Report:

Discussion by all, project understanding etc, issues and challenges

Understanding SEETO

MoU, Coordination, promotion, facilitation

Role of NCs, interface with national administrations

relationship with SEETO.

Establishing SEETO**11.00 Planning :**Policy, strategy, plan;

Vision and Objectives for South East Europe Core Transport Network.

MoU and Role of SEETO

National vs Regional planning

Discussion

Data and information:

Making accessible core network infrastructure data/transport data

GIS (Geographical Information System)/data bank tools

Data needs/data collection through NCs

Relation to the REBIS results

Core network inventory and condition

Project identification and status

Project data set/project fiche

SEETO Planning Outputs

Review of planning – leading to criteria for the prioritisation of projects

SEECTN 10 year strategy, incorporating almost all REBIS projects

SEECTN 5 year multi annual action plan, committed and ongoing projects

13.00 Lunch**14.00 Information Resources**Information Flows

Information at the heart of SEETO (flow of information is like the flow of blood)

Sources and Users of information

Library

Internet intranet email etc flow chart

Geographical Information System GIS

General description of GIS database – what is it examples

Main software platform – ESRI ArcGIS,

Extensions to ArcGIS

IT Equipment

SEETO IT equipment and network structure – summary of specification

Main equipment, NCs equipment delivery,

Structure of the network, internet connection requirements,

SEETO web site.

Data management

Access to SEETO network, user privileges

Access to SEETO GIS database,

Entering and updating Geodata (local and regional process),

Data collection process, user authorization,

Training and Workshops

0730 Dinner Hotel Palace**Day 2 24th February****08.00 Breakfast****09.30 Start****SEETO Administration**Management

Office and equipment

Personnel, job descriptions, method of recruitment

NC Agreements

Financing

General Budget

National Coordination Budget

Local contributions from 2006

Steering Group

Meeting, Date, Place etc.

Draft Agenda

Draft Protocol

13.00 Lunch**14.00**

General Discussion

Next Meeting

16.00 Close