
**Working Programme
of SEETO Secretariat's visits to the Regional Participants**

(April-May 2011)

Main objectives of the institutional visits

According to the SEETO Action Plan 2011 and in line with the many discussions that took place during the SEETO Steering Committee meetings, there is a need to increase the visibility and presence of the SEETO Secretariat in the region, as well as to strengthen the working flow and cooperation between the Secretariat and the national authorities of the Regional Participants. Such visits and tet-a-tet meetings will enable smoother communication, they will shape the further possible ways of cooperation and will certainly increase the level of understanding of the roles in the process of SEETO cooperation under the existing MoU.

The visits are intended to include meetings with representatives from various institutions in 1-2 days and they have the following more specific objectives:

➤ ***on policy level***

- to present the new management and Secretariat's staff members
- to promote the achieved results of SEETO and the current work and plans of SEETO
- to share strategic visions for the Regional Participants' infrastructure development and to determine the future scope of cooperation
- to establish strategic partnership, maintain good channel for communication and to receive high level support from the Regional Participants
- to ensure the work of SEETO is further recognised, appraised and beneficial for the Regional Participants
- to share opinions and visions on furthering the regional cooperation process under the existing MoU or under some other forms of cooperation
-

➤ ***on expert and operational level***

- to secure that data collection process is going to be done in a timely and efficient manner
- to explain in details and recommend on the use of the SEETO data base to the National coordinators and key users
- to examine all possible bottlenecks and to advise on necessary improvements to all institutions and persons involved in the Core Network data collection process
- to discuss on the SEETO Multi-annual plan 2012
- to get acquainted in more details with the current and planned projects for infrastructure development on the Core Network
- to elaborate and agree on certain horizontal (soft) measures to be conducted through SEETO
- to discuss and exchange opinions on the upcoming SEETO Investment Conference and the projects to be presented thereon (for the visits taking place before the Investment conference)

➤ ***on administrative level***

- to discuss possible dates and venues of SC meetings, NC meeting and WG meetings

- to examine the obsolete provisions from the Modus Operandi and other relevant procedures for efficient functioning of the SEETO Network
- to deliver the budget contribution letters and ensure an early payment from the Regional Participants
- to schedule the possible return visits of the Regional Participants to the Secretariat's office in Belgrade

Main institutions and persons to be addressed

- **compulsory**
 - Ministry of Transport (high level representatives, SC members, National coordinators, WG members, other personnel from all transport sectors)
 - Agencies for roads, rails, air transport...
 - **All key users**
- **optional**
 - Ministry of Finance (departments for international finances)
 - NIPAC offices
 - Public enterprises (for rails, roads, airports)
 - Delegations of the EU in the respective Regional Participant

Format and organisation of the meetings

The organisation of the meetings shall be facilitated by the Steering Committee members (main persons in charge) and also presence of National Coordinators throughout all meetings shall be required. Important part of the visit is meeting with Key users which are submitting infrastructure and traffic data questionnaires to NC or directly in SEETO. The agenda, dates, venues and list of participants on the side of the Regional Participants should be confirmed by the SC members 2 weeks in advance at latest, so that SEETO can make the logistical preparations. It is predicted 1.5 day meeting for every participant and the proposals for the time intervals when the meetings can be arranged are the following:

- **tentative order of meetings:**
 - Zagreb and Sarajevo
 - Belgrade
 - Podgorica and Tirana
 - Pristina and Skopje
- **possible timelines:**
 - 28.03.2011 - 01.04.2011
 - 04.04.2011 - 08.04.2011
 - 02.05.2011 - 05.05.2011
 - 16.05.2011 - 20.05.2011

The regional visits will be followed by a National Coordinators' meeting (1 day) in the time interval 30.05.2011 - 03.06.2011 in order to sum up the data collection process and all related issues.

SEETO Secretariat will prepare template letter for all Regional Participants, the agenda items may vary from one to another.