



TRANS-EUROPEAN NORTH-SOUTH MOTORWAY (TEM)

69th Session of the TEM Steering Committee

Sarajevo, 7-9 November 2017

List of main decisions

At its session, TEM Steering Committee meeting:

1. **Adopted** agenda of the meeting;
2. **Approved** REPORT FROM 68th TEM Steering Committee;
3. **Requested** TEM PCO to prepared and submit draft SC report two weeks after each meeting. Document have to include clearly stated meeting conclusions.
4. **Requested** TEM PCO to prepare and disseminate draft iHEEP meeting Report. Draft Report should be shared for comments with American colleagues.
5. **Requested** TEM PCO to timely prepare Terms of References for Consultants to be engaged in 2018. According to Work Pan 2018 consultants will be selected for C1 and B1/B3 initiatives. ToR will be adopted by SC (during the spring meeting or in written procedure). Consultants will be engaged for topics/areas closely connected with topics of the Workshops and should prepare draft document before the Workshop for presentation and discussion.
6. **Requested** TEM PCO to prepare evaluation criteria and weight factors reflected in points for selection of consultants in 2018. Selection criteria and weights should be approved by SC before initiation of selection process. TEM PCO should present selection process which will be the same for each post and propose three best ranked candidate. Based on the proposal, SC will discuss proposed candidates and therefore will select the consultant.
7. **Requested** TEM PCO to prepare amended version of TEM Strategic Plan 2017-21 and TEM Trust Fund Agreement 2017-2021 according to the raised comments. The amended version should be sent to SC in 4 weeks for comments and final approval.
8. **Noted** the importance to include freeze procedure in Trust Fund Agreement for participating Governments which do not fulfill their obligations. TEM TFA 2017-21 final version to be confirmed by TEM SC in the written procedure.

9. **Welcomed** idea of preparing document with matrix of stakeholders on transport international scene in the region
10. **Noted the importance** of draft TEM rules and procedures regarding budget expenditures. Requested TEM PCO to prepare amended document, based on received comments.
11. **Approved** that consultant fees for each report in 2018 cannot be higher than 12.000 euro.
12. **Welcomed** information regarding TEM Network Report situation. Based on TEMSTAT experience, requested TEM PCO to prepare TEM Network Report 2018, in cooperation with National Coordinators, UNECE and national experts.
13. **Requested** deeper engagement of participating Governments in selection of appropriate candidates for Strategy Areas Coordinators and members.
14. **Noted and approved** budget situation in the project.
15. **Approved** TEM PCO calendar of meeting with note that two initial groups of meetings presented in the table are mandatory to participate and participation on other meetings is subject to budget availability.
16. **Agreed** merging initiative B1 and B3 into one.
17. **Decided** to postpone initiative C3 for 2019.
18. **Adopted** Programme of Work 2018 as amended and **adopted** TEM Cost plan 2018 as amended. **Requested** TEM PCO to send amended version two weeks after SC meeting.
19. **Took note** of TEM Trust Fund sound financial situation and **adopted** report on TEM Trust Fund Contribution and Expenditures 2016.
20. **Welcomed** Promotion plan of TEM Project (value proposition and calendar of events) and **requested** a final version of both documents for the next meeting.
21. **Agreed** main formulations of Terms of References for consultant in initiative C1 and **requested** preparation of ToR for initiative B1/B3
22. **Agreed** that SC meetings in 2018 will be held in Geneva and Krakow and kindly asked Czech Republic to consider possibilities to host iHEEP meeting in Prague.

REPORT

PARTICIPATION

1. The 69th session of the TEM Steering Committee took place in Sarajevo, Bosna and Hercegovina, on 7-9 of November 2017. The representatives of Bulgaria, Bosnia and Herzegovina, Croatia, Czech Republic, Poland and Turkey as well as the representatives of the UN Economic Commission for Europe (UNECE), the TEM Project Manager and Strategy Coordinator took part in the session.

OPENING OF THE SESSION

2. Opening speech was given by host country National Coordinator Ms. Mastilović. She underlined that last meeting in Sarajevo was organized in 2008. Introductory word on road sector in Bosna and Hercegovina was given.

Bosna and Hercegovina National Coordinator also expressed her appreciation to Croatian delegates for iHEEP meeting which took place in June in Dubrovnik as well to Project Manager and Strategy Coordinator to its commitment to TEM project.

Session was opened by Project Manager Mr. Maciejewski and UNECE regional advisor Mr. Nikolic.

ADOPTION OF THE AGENDA

3. Agenda was adopted with one minor change in the seminar time schedule to allow countries presentations before invited experts.

ELECTION OF OFFICERS

4. Officers of the meeting were elected in line with TEM Trust Fund Agreement procedures. As Croatia is Chairing TEM Project in year 2018, Mr. Jujnovic was chosen for the position of chair and Aleksandra Cybulska as rapporteur of the meeting.

REPORT FROM 68TH TEM STEERING COMMITTEE

5. Project Manager Mr. Maciejewski presented report from the last Steering Committee held in Geneva, on 20 February 2017. List of main decisions was enumerated by the Project Manager. Document was adopted without remarks. Mr. Jujnovic asked for preparation of final report two weeks after each meeting. It was accepted by Steering Committee.

Mr. Nikolic appreciated report and proposed for the future to put in the list of main decisions only the most important conclusions.

REPORT FROM iHEEP 2017

6. Report for the iHEEP meeting in Dubrovnik was present by Strategy Coordinator. Main points of meeting were presented. All presentations from the workshop are available on TEM UNECE website. It was decided that consultants have to be selected before the workshop, in order to prepare initial inputs related to the topic of the workshop/report.

TEM TRUST FUND AGREEMENT 2017-2020 – INPUTS FROM TEM STRATEGIC PLAN 2017-2021

7. TEM Trust Fund Agreement 2017-2020 – Inputs from TEM Strategic Plan 2017-2021 were presented by Project Manager. Main emphasis was putted on changes introduced to the document in last months. Project Manager and Strategy Coordinator have to adjust core documents in the TEM Project to have the same background and wording.

Project Manager and Strategy Coordinator were asked to prepare a list of main changes between old and new versions of documents. Amendments will be send in track changes version based on the document presented during the meeting.

It was asked by Mr. Nikolic to restructure part dedicated to the Strategic Objectives – some ideas could be removed and some could be merged.

It was stated that TEM participating Governments/Backbone Network map (Annex A) should be updated as soon as possible. It was agreed that the new map will be available together with the new TEM Network Report.

Mr. Nenad Nikolic underlined that we should better describe in Trust Fund Agreement freeze procedure for countries which are not active and do not pay contribution in more than three consecutive years.

Chair asked and Steering Committee Members approved preparation of the final version of Trust Fund Agreement for the next Steering Committee meeting.

Mr. Jujnovic asked also to include in the document main international activities of other stakeholders in the region as China-CEEC 16+1 cooperation, Adriatic Strategy or Three Seas Initiative.

Project Manager and Strategy Coordinator will prepare document with matrix of stakeholders in the region for TEM SC next meeting.

DRAFT TEM RULES AND PROCEDURES REGARDING BUDGET EXPENSES

8. Draft TEM rules and procedures on budget expenses were presented by Project Manager. Mr. Nikolic underlined that this document which should cover procedures for execution of all budget expenditures was requested by UNECE Executive Office after situation which occurred after last iHEEP meeting in Croatia. He stressed that future cases of the post facto memorandums will not be approved by Executive Office.

Hospitality fund was discussed, Chair mentioned that in Croatia they cannot have any private financing during public sector events. Mr. Nikolic accepted to verify any possible external financing inside UNECE procedures.

It was underlined that all final payments from hospitality budget line were made always after the event, but only to vendors which were approved in the selection procedure well before the event.

Venue for Steering Committee meetings and seminars are fully sponsored by the host country. Provision of lunches and dinners (hospitality) is not mandatory for the host country, but host country engagement will be highly appreciated.

It was accepted that list of events for year 2018 (Steering Committee meetings, workshops and iHEEP) will be send together with a SC report two weeks after the meeting.

It was agreed that travels of Project Manager and Strategy Coordinator must be in line with annual work plan. Project Manager with ask for Steering Committee approval for any meeting which is not in adopted annual working plan, in a short procedure.

Decision on number of copies to be printed, will be asked from the Steering Committee for all foreseen publications.

TEM STRATEGIC PLAN 2017-2021 – FOLLOW-UP ACTIVITIES

9. Changes in documents were presented by Project Manager. It was accepted by Steering Committee that consultant fees for each report cannot be higher than 12.000 euro.

TEM Network Report (former TEMSTAT) expenses were discussed in the SP budget 2017-2021. Mr. Nenad Nikolic noted that last TEMSTAT report was prepared by the consultant in 2012. A new document will increase visibility of the project. and, due to its complexity, should be prepared by specialized consultant.

Mr Arman underlined that it must be appreciated what was prepared by in the previous years.

It was stated by Project Manager that former consultant did not shared all necessary information, and PCO don't have methodology and GIS system used before.

For the next Steering Committee, TEM PCO will request from the previous consultant to have all possible information and TEM PCO will prepare template of TEM Network Report on that basis.

Mr. Arman asked for possibility of modification of Strategy Areas and Initiatives. He recommended that it can be foreseen to merge initiatives in Area A. PCO will prepare update version of all Areas for spring Steering Committee meeting.

Mr. Jujnovic asked for prognosis of the budget situation in the next five years. Project Manager presented bank account balance as for 1st of January 2017. He presented current incomes and expenditures and scenario of increased fees and number of member countries.

Chair concluded that TEM budget is safe and even most negative scenario (no new participating Governments) is acceptable.

Project Manager mentioned that only good quality of project outcomes can bring more members and interest into the project.

Chair, on behalf of the Steering Committee, requested that reports in 2018 have to be with the best possible quality.

TEM PROGRAMME OF WORK FOR 2017-2021

10. This document was compared with other documents in the project. It was shaped and structured to be in line with Trust Fund Agreement and Strategy of TEM Project.

SC members discussed on National Area Coordinator (NAC) positions. It will be necessary to verify already received commitments. Table will be sent by Strategy Coordinator, and Steering Committee members will respond by the end of the year 2017 and on that basis final proposal for NAC for next Steering Committee meeting will be prepared.

Mr. Jujnovic expressed his reserve to presented document in regard to TEM calendar of events in 2018 where active participation of PCO staff is foreseen. Strategic Coordinator gave information regarding table. Ms. Prokop, Polish National Coordinator confirmed that it is important to have contacts with other countries, institutions and organizations in order to attract other members. Ms. Mastilovic also confirmed that it is line with interest of the project but she expects reports from the meetings, the same as representative from Czech Republic. Mr. Arman asked to revise strategy to be more effective and in the same time use more internet website of the project. Bulgarian National Coordinator accepted multilateral meetings but she asked to look for other ways for bilateral contacts. Croatian National Coordinator underlined that we have to focus on three reports, update of the project website, update of information for existing members. He proposed

to use opportunity of meeting of Mr. Nikolic with international representatives in Geneva. Mr. Nenad Nikolic stated that Project Manager has to be present during meetings within UNECE bodies (ITC, WP.5, Expert Group on infrastructure costs) and it cannot be excluded from Work Plan. He underlined that if we are successful in delivering of the result it will be good way of presenting TEM Project. Three years ago project could be seen as frozen, nowadays is going back to the scene.

Mr. Nenad Nikolic agreed that idea of reports after travels can be good solution and project management has to have some freedom to choose missions in line with the work plan and budget.

According to Steering Committee decision first two groups of travels presented in the table are mandatory and other trips up to available budget.

PROGRAMME OF WORK 2018

11. On basis of proposal of Mr. Arman it was agreed that in the 2018 programme of work topics B1 and B3 will be merged. A workshop dedicated to topics B1 and B3 will be organized to present findings and results of the report.

It was decided to postpone initiative C3.

In 2018 two reports and TEM Network Report will be produced.

Workshops are going to be combined with Steering Committee meetings.

First workshop will be dedicated to the results and findings of C1 report.

IHEEP meeting will cover road financing issues.

There was a proposal from Turkey that Area C title should be changed and delete first word and that we should consider hiring one consultant for each area.

PCO will change adopted programme as amended in two weeks' time and wait two weeks for comments. After that time document will be treated as accepted.

Mr. Nikolic will send to all National Coordinators monthly reports of Project Manager and Strategy Coordinator on request of members of Steering Committee.

Project Manager for next Steering Committee meeting will prepare two page report for Strategy Coordinator and Project Manager regarding all actions and result since begging of their contracts.

REPORT ON TEM TRUST FUND CONTRIBUTIONS AND EXPENDITURES 2016

12. Report was presented by Mr. Nikolic. Situation in the budget is stable and document was adopted by Steering Committee.

STATUS OF TEM TRUST FUND CONTRIBUTIONS FOR 2017

13. Status was presented by Mr. Nikolic. Eight countries already paid their yearly contributions and kind reminder will be sent next week for pending payments.

STATUS OF TEM BUDGET 2017

14. Status of TEM budget in 2017 was presented by Mr. Nikolic. Budgetary situation (income and expenditures) is very good and costs are less than foreseen.
Final figures will be presented in line with TFA, during the spring meeting next year.
Report was adopted as information.

TEM COST PLAN FOR 2018

15. Document was presented by Strategy Coordinator. It was agreed that document will be changed according to changes in Working Programme. Accepted as amendment.

PROMOTION PLAN OF TEM PROJECT

16. Document regarding Calendar of events was presented by Project Manager and it was agreed that more efforts have to be done in mailing and contacts of regional organizations as to example SEETO. Final calendar and value proposition flyer of TEM project will be prepared and sent to Steering Committee Members by the end of January 2018.
In order to be presented in the TEM publication, National Coordinators will be asked to send photos of TEM network with information concerning number of road and publishing rights.
This idea was supported by National Coordinator from Turkey.
Final version of both documents will be presented for final adoption on the next Steering Committee meeting.

TEM REPORTS - TERMS OF REFERENCE

17. The main formulations in the Terms of References for consultant in initiative C1 were adopted. Top priority given by Steering Committee to PCO was to prepare B1/B3 ToR as soon as possible and to be finally adopted in December.
It was accepted to add into ToR request that consultant should be present at SC meeting.
It was adopted to initiate contract for C1 consultant in January.

It was decided that selection criteria will be prepared by PCO and send to Steering Committee member for comments and adoption together with ToR. In the same time Steering Committee will send to PCO proposals of consultants together with CVs. PCO will incorporate comments to selection criteria and ToR and make selection process. PCO will prepare final ToR with proposal of best candidate for adoption by Steering Committee.

TEM NETWORK

18. It was decided that TEM Network Report will be prepared by PCO, with assistance of National Coordinators and national experts based on previous legacy.

OTHER BUSINESS

19. It was agreed that next meetings will be held at: spring SC - March/April in Geneva and fall SC in Krakow in October/November.

It was proposed to organize iHEEP in Czech Republic in June. PCO will check this possibility together with Czech National Coordinator.

It was decided that during the next Steering Committee TEM Network Report will be discussed.