



Briefing No 1

**ISG Meeting
2nd March 2005, Brussels**

Key achievements

- Project start September 27th 2004
- First mission November 8th – 25 November 2004
- Draft Inception Report December 5th 2004
- Steering Committee – all nominations received January 2005
- SEETO National Coordinators Appointed January 2005
- Project team in Belgrade 2nd February 2005
- Closing date for comments on Inception Report 7th February.
- Final Inception Report completed in English (Local Language versions to come)
- Office of SEETO agreed with Serbian Government
- Job Descriptions of local experts circulated 12th February
- Legalisation of SEETO in Serbia to be signed March
- Specifications for the IT equipment finalised February 14th Tender to be launched.
- SEETO Office alteration works started 21st February, moving date to be fixed.



SEETO

South-East Europe Transport Observatory



- First Steering Committee March 9th 2005 Croatia, to prepare the SEETO protocol
- Full Steering Committee provisionally planned 26 27 April 2005.

Hindenburgring 18, 61348 Bad Homburg, Germany
Tel.: +49-6172-930 528, Fax:+49-6172-930 550
e-mail: Bernd.Brunnengraeber@gopa.de

21, Kodratou Str., 104 36 Athens, Greece
Tel.: +30 210-52.79.300, Fax: +30-210.52.79.399
e-mail: production@sgi-trademco.gr

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Inception Phase

The specific SEETO project objective is to implement the MoU. Below is a briefing on the main activities as appears in Project Summary sheet of the Inception Report: The first period concentrates more on the organisational aspects. Subsequent briefings will focus more on operational matters as progress is made. Briefings will appear on the SEETO web site.

Establishing and operating the SEETO

Good start with good cooperation from all partners. Very positive contributions from the Government of Serbia with respect to providing good office space and in legalising the SEETO. High interest by the EC and delegations. There is a palpable desire for SEETO to be a success.

Supporting the South East Europe Core Network Development Steering Committee

All Steering Committee members and National Coordinators have been nominated. A protocol for the operation of SEETO has been drafted, will be developed further to be endorsed by the SC. This establishes the role and functionality of SEETO, future financing and the takes the first and most important step to ownership and sustainability of the SEETO. The first full meeting is planned for 26 / 27 April.

Specifying and procuring IT equipment

The concept is to provide an intranet system for all users and providers of information throughout the region as well linking IFIs / EC. The first step will be to intranet connect with National Coordinators and DGTREN. The full specifications for the IT equipment needed for such a system has been prepared, procurement will comply with EU regulations. Delivery expected July 05.

Creating a GIS data base of information on South East Europe Core Transport Network

The IT system is to be GIS based using the GISCO – EC standard geodetic system. Obtaining the EC owned GIS system and geodetic data is underway. The first technical note on Regional Information flows is being prepared.

Advising of best practises in international transport planning and operations

SEETO will issue technical advise notes as a means of transmitting best practise information and also the methodology and procedures for regional planning. The first technical note for planning is being drafted.

Producing 5 year rolling multi-annual work plans for 2005, 2006 and 2007.

The concept of the plan is that will include

- a) network mapping
- b) monitoring network condition
- c) traffic and performance



- d) 5 year plan
- e) project status
- f) project fiche

The concept included in the Inception Report is to be approved by the Steering Committee. Also to be approved will be the methodology for prioritising projects. The first plan will be published month 13 November 2005 and then annually.

Ensuring that SEETO is locally staffed and resourced.

The full time positions envisaged are SEETO General Secretary, SEETO Planning Manager and SEETO Information Resources Manager a part time position of legal and Institutional Adviser is also included. There will also be 2 administrative positions. Job descriptions have been circulated. Partners require the secretariat to be locally staffed at the earliest stage. This is entirely consistent with sustainability requirements.

Development of a web site.

The web site links to the Information System providing summarised information, access to SEETO library and discussion forum. The web site is being designed.

Training

Training programmes for a) transport planners and b) information providers and users will be prepared. On the job training will be structured for counterparts at the secretariat. Workshops will also be held covering activities agreed to be of priority by the steering committee. Training will commence from second half of 2005.

Annual Meeting

The first ministerial meeting will be held November 2005 coinciding with the first SEETO annual plan.

Douglas Rasbash

SEETO Manager