



TRANS-EUROPEAN NORTH-SOUTH MOTORWAY (TEM)

71st Session of the TEM Steering Committee

Warsaw, 10-12 October 2018

List of main decisions

At its 71st session, TEM Steering Committee meeting:

1. Adopted Agenda of the meeting;
2. Took note of the Report of PCO for period III 2018-X 2018. Asked PCO to contact National Coordinators more frequently between SC meetings;
3. Approved Report from 70th TEM Steering Committee as amended;
4. Welcomed presentation of three TEM thematic reports (C1 report Maintenance Service Levels, B1/B3 report Exploring of business models for road sub-Sector and TEM Network Report);
5. Requested PCO to re-send questionnaires related to all three TEM thematic reports by Monday, 15th of October 2018;
6. Requested PCO to prepare draft outline of the country fact sheet to be included in TEM Network Report 2018;
7. Noted deadline for National Coordinators to send completed questionnaires by 15th of November;
8. Agreed that three TEM thematic reports should be ready by the end of 2018;
9. Welcomed engagement of TEM Project in preparation of the UNECE report 'Mobility as a Service' and noted possibility of presentation of TEM participating Governments (pG) national experiences;
10. Appreciated results of the cooperation within iHEEP in 2018 and welcomed presentation of TEM pG during the meeting in USA;
11. Approved Building Information Modelling (BIM) as a next year topic for iHEEP meeting in Europe;
12. Requested TEM Project Manager to prepare the TEM PCO annual report 2018 by the end of 2018 with detailed description of all TEM PCO actions;
13. Approved the Report on TEM Trust Fund Contributions and Expenditures 2017;

14. Noted status of TEM Trust Fund Contributions for 2018;
15. Adopted TEM calendar of events and meetings for 2019;
16. Requested TEM pG to confirm interest to host next year autumn Steering Committee meeting and iHEEP meeting by the end of October;
17. Welcomed and approved follow-up activities within TEM Strategic Plan 2017-2021;
18. Approved preparation of three TEM thematic reports for 2019 and agreed that report "Tolling systems deployment: considerations and recommendations" will be prepared by TEM PCO;
19. Adopted as amended TEM Programme of Work 2019 and requested PCO to introduce minor changes by the end of October;
20. Requested PCO to introduce changes within presented TEM Budget 2019 by the end of October and approved document as amended;
21. Decided to have all TEM thematic reports prepared in 2018 in hard copy/paper version;
22. Request to add printing and design of TEM thematic reports prepared in 2018 into TEM Budget and TEM Work plan 2019;
23. Agreed to print report in 150 hard copies each with the budget as of 10000 USD
24. Agreed to allocate USD 2000 for preparation and printing of the maps for TEM Network Report.
25. Agreed to increase the hospitality budget line for iHEEP meeting to USD 4,000;
26. Welcomed and approved outlines of three reports foreseen to be prepared in 2019;
27. Requested PCO to prepare the draft ToR for consultant for "Building Information Modelling BIM for road Infrastructure: requirements and recommendations" report by the end of October in order to hire consultant in February 2019 at latest;
28. Approved proposal of PCO to disseminate the draft ToR for the report "Tolling systems deployment: considerations and recommendations" by the end of October 2018;
29. Decided on the amount of remuneration for consultants for C2 (USD 10,000) and D2 (USD 12,000) reports;
30. Agreed that contracts for Project Manager and Strategy Coordinator will be extended by the end June of 2019.
31. Requested PCO to prepare a list of main decisions of TEM Steering Committee meeting by Wednesday, 17th of October.

REPORT

PARTICIPATION

1. The 71st session of the TEM Steering Committee took place in Warsaw, Poland, on 10-12 of October 2018. The representatives of Austria, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Poland and Turkey as well as the representatives of the UN Economic Commission for Europe (UNECE), the Project Manager and Strategy Coordinator took part in the session.

OPENING OF THE SESSION

2. Session was opened by Project Manager, Mr. Maciejewski with reminder that TEM Project is chaired in 2018 by the Czech Republic. Project Manager thanked Poland for hosting the Steering Committee meeting in the premises of General Directorate for National Roads and Motorways (GDDKiA).

ADOPTION OF THE AGENDA

3. Agenda was approved as presented.

ELECTION OF OFFICERS

4. Officers of the meeting were elected in line with TEM Trust Fund Agreement procedures. As the Czech Republic is chairing TEM Project in year 2018, Mr. Kalis was elected as a Chair and Mrs. Cybulska, Strategy Coordinator as a Rapporteur of the meeting.

REPORT OF PCO FOR 2018

5. The report was presented by Mr. Maciejewski with general overview of the project development since last Steering Committee meeting.

Mr. Maciejewski reminded that according to Strategy TEM Project focus on three main areas: Network, operational proficiency and trends. Within this area's actions were taken by PCO. Mr Maciejewski presented taken actions regarding reports, interchanges with UNECE bodies working groups, international cooperation and cooperation with other bodies.

Project Manager underlined that three reports foreseen for 2018 are under preparation. It was agreed by National Coordinators that there is a need of resending questionnaires for three reports. PCO is obliged to send those documents by Monday following Steering Committee Meeting.

National Coordinator from Croatia requested PCO to prepare fact sheets for each TEM Member county which will include key data as part of TEM Network Report. Draft of fact sheets will be prepared and send to National Coordinators by PCO.

It was agreed that National Coordinators will send back filled questionnaires by 15th of November and reports should be ready by the end of the year.

Mr. Maciejewski reported presentation of TEM Project to WP.5 in September this year and underlined that TEM is chairing group Benchmarking transport infrastructure construction costs. What is important chapter treating about roads is the best developed. Mr. Maciejewski invited Member Countries to send case studies as they are welcomed to be presented in the final report.

Project Manager mentioned cooperation with International Transport Infrastructure Observatory of UNECE and possible future development. Main aim is to become a partner not only provider of data.

National Coordinators were informed that TEM Project was invited by WP5 to engage in the new report regarding Mobility as a service where TEM Project will be responsible for description role of infrastructure provider. Countries are invited to send their experiences in that matter.

Mr. Maciejewski described current status of relations with iHEEP. Meeting of iHEEP and Area 5 was organized in Czech Republic. Main topics focused on maintenance and asset management. Project Manager mentioned also iHEEP conference in USA which took place in Lincoln, USA in September. During the conference meeting regarding asset management with presence of Area V representatives was organized. Mr. Maciejewski underlined great support from US experts to solutions and knowledge of TEM Member Counties in this regard. European presentations were welcomed with high interest. It was agreed that presentations are going to be shared with SC members.

Steering Committee members agreed with proposal to focus iHEEP meeting 2019 within Building Information Modelling (BIM) topic.

Mr. Maciejewski informed Steering Committee members about upcoming European Road Conference organized by IRF in Dubrovnik where high presence of TEM Project is foreseen. TEM Project will be active in three panels.

National coordinators requested for final report in written form by the end of the year. In the report all the parties must be described with their roles i.e. PCO, UNECE and National coordinators.

It was agreed that PCO will prepare short presentations for each Steering Committee meeting with last developments within the project, nevertheless exhaustive written version is going to be prepared by the end of each year.

Mr. Nikolic requested National Coordinators to inform national stakeholder regarding activities of TEM during Inland Transport Committee meeting to show full support for the project from the nations. In the same time, he underlined that presentation of TEM Project during Inland Transport Committee meeting and WP5 are highly appreciated.

Presentation was accepted as presented and Steering Committee is anticipating final yearly report in written version.

REPORT FROM STEERING COMMITTEE MEETING GENEVA III 2018

6. Mrs. Cybulska, TEM Project Strategy Coordinator, presented the final version of the Report and list of main decision, after 70th meeting of Steering Committee, which was held 14-16th of March 2018 in Geneva (as attached).

Report was adopted as amended.

REPORT ON TEM TRUST FUND CONTRIBUTIONS AND EXPENDITURES 2017

7. Document was presented by UNECE Regional Advisor, Mr. Nikolic. Document is attached to the report (annex II). National Coordinator from Croatia requested for details regarding expenditures for the consultants working for the TEM project. This issue was clarified by Mr. Nikolic who also said that further information he will provide to the Croatian National Coordinator on next day of the meeting in appropriate moment in line with agenda.

Report was accepted.

STATUS OF TEM TRUST FUND CONTRIBUTIONS FOR 2018

8. Information presented by Mr. Nikolic and acknowledged by the Steering Committee.

Steering Committee sustained the amount for yearly contribution on the level of USD 7 500.

It was agreed that reminder letter is going to be prepared by UNECE for countries that remaining with payment of contribution for 2018.

PROMOTION PLAN OF TEM PROJECT/ CALENDAR OF EVENTS/ MEETINGS FOR 2019

9. The promotion plan was presented by Mrs. Cybulska. According to National Coordinator from Turkey, next host of Steering Committee, meeting is planned for April/May 2019 in Turkey and dates will follow shortly. National Coordinator from Croatia proposed to organize the fall Steering Committee meeting in Croatia, however by the end of October 2018 the Croatian National Coordinator will confirm that possibility.

TEM PCO highlighted that decision concerning TEM budget must be undertaken before the beginning of December 2018 and by that time all meeting places for 2019 must be established.

TEM STRATEGIC PLAN 2017-2021 – FOLLOW-UP ACTIVITIES

10. Proposal of changes in Strategic Plan 2017-2021 was presented by Project Manager in line with request of Steering Committee members from last meeting in Geneva (annex 3).

Deliverables for 2018 were presented. Flow of next actions for following years was presented in emphasis on operational proficiency.

National Coordinators discussed need of engagement of consultant for each planned report. Croatia and Bulgaria supported idea of need of consultant for each action as Turkey, Poland, Austria, Czech Republic, Bosna and Hercegovina proposed that one of three topics can be covered by PCO.

It was decided that in 2019 report Tolling systems deployment: considerations and recommendations should be prepared in-house by PCO.

Mr. Nikolic requested to add pictograms of UN SDG in the reports to make clear liaison between TEM actions and UN challenges.

Mr. Nikolic suggested to add in 2021 workout of new strategy 2022-2027 and suggested that TEM network report should be done biannually.

Steering Committee accepted proposal of changes in timing for Strategic Plan 2017-2021.

TEM PROGRAMME OF WORK 2019

11. TEM Programme of Work presented by Strategic Coordinator, Mrs. Cybulska. In line with proposals of National Coordinators and Mr. Nikolic it was agreed to add in the programme of work detailed actions which are taken by PCO in support of National Coordinators and UNECE within selection of consultants for TEM Project reports in line with planned action for the following year.

It was agreed that in the work plan will be added obligation of PCO regarding preparation of draft report within two weeks after each meeting.

National Coordinator from Croatia requested to place also point regarding agreed preparation, proofreading, design and printing of report prepared in 2018.

Chair requested National Coordinators if they would prefer to have hard copy of reports from 2018. Bosna and Hercegovina, Turkey, Croatia, Czech Republic would prefer to have hard copy and Bulgaria, Poland and Austria would prefer to have an original format as easy to read but not hard copy. As majority of National Coordinators requested for hard copy of reports this action will be taken in 2019 by PCO.

Work Programme was adopted as amended.

TEM BUDGET FOR 2019

12. TEM budget presented by Strategic Coordinator, Mrs. Cybulska. As agreed, budget must be updated in line with amendments within Working Programme for 2019. Costs for preparation and printing of reports for 2019 were added.

National Coordinator from Croatia requested to increase the hospitality fund for iHEEP meeting, as proposed USD 3000 is often not sufficient amount for host country. This idea was supported by other National Coordinators. Mr. Jujnovic proposed amount of USD 5000. Proposal from Turkey, Austria, Poland and Czech Republic was USD 4000 and USD 4500 from Bosna and Hercegovina. As majority of National Coordinators proposed USD 4000 this amount was agreed as hospitality fund for 2019.

Issue of DSA was raised. National Coordinator from Turkey stated that DSA should be flexible. National Coordinator from Croatia requested to have additional DSA. Mr. Nikolic stated that rules and procedures within UNECE are clear and flexibility is not possible. DSA are paid according to the number of days of the meeting.

National Coordinator from Croatia proposed to add in the budget 1000 USD for the hospitality for each Steering Committee meeting.

Mr. Nikolic informed that this solution it will make additional burden as this process is long and lead to delays. In opinion of Czech Republic this additional fund is not needed. Austria, Bosna, Bulgaria, Turkey, Poland were against and no additional money should be foreseen. It was decided that hospitality fund is only for iHEEP host country.

According to the decision regarding printing of all reports in hard copy it was discussed number of copies. It was agreed that it should be no more than 150 copies for each report. If there will be a need for more copies, reports could be reprinted next year.

National Coordinates agreed that maximum cost for design, proofread and printing should be no more than USD 10 000 and additional budget for maps for TEM Network Report will consist of additional USD 2000. In the budget additional budgetary line will be added for USD 12 000.

Budget was adopted as amended.

TEM REPORTS – PLAN FOR 2019

13. Mr. Maciejewski, TEM Project Manager proposed three reports for 2019 regarding Building Information Modelling (BIM) for road Infrastructure: requirements and recommendations, Tools for asset management: recommendations for road operators and Tolling systems deployment: considerations and recommendations.

Croatian National Coordinator is expecting consultant in iHEEP meeting for Building Information Modelling (BIM) for road Infrastructure: requirements and recommendations report. PCO will send Terms of Reference (ToR) by the end of October to sign contract with consultant at latest in February.

For C2 report - Tools for asset management: recommendations for road operators consultant CVs must be presented during first Steering Committee meeting in Turkey.

For Tolling systems deployment: considerations and recommendations report draft report must be distributed two weeks in advance before Steering Committee meeting in Turkey. Terms of Reference (ToR) for this report will be send by the end of October.

Steering Committee members agreed fees for C2 report - Tools for asset management: recommendations for road operators as USD 10 000 and D2 report - (Building Information Modelling) BIM for road Infrastructure: requirements and recommendations should be paid USD 12 000.

OTHER BUSINESS

14. Mr. Nikolic asked for confirmation of Steering Committee members for engagement of consultants within PCO. He assured that next six month are secured and PCO will be leaded without any obstacles. In the next period all options for TEM staff engagement should be discussed. A table with all options will be circulated by the end of this year by UNECE.

PCO was requested to prepare written annual report where should be included all possible details and all the names from counties with which PCO had meetings in order to promote the project as for new members.

Mr. Nikolic prized Poland for outstanding meeting and hosting 71st Steering Committee meeting in Warsaw.

Mr. Nikolic underlined that by the end of the year 2018 TEM Project will provide three reports and this report will be ready only when data will be send by national coordinators. He is looking also for future development of the project.

ADOPTION OF THE REPORT

15. It was agreed that main decisions will be send to Steering Committee members within 5 days after the meeting and draft report two weeks after the meeting.