

European Commission

**Regional Balkans
Infrastructure Study -
Transport**

Appendix 16 - Final Report

Concept Paper for Western Balkans
Transport Observatory - SEETO

July 2003

European Commission

**Regional Balkans
Infrastructure Study -
Transport**

Appendix 16 - Final Report

Concept Paper for Western Balkans Transport
Observatory - SEETO

July 2003

Report no. 2
Issue no. Final
Date of issue 23 July 2003

Prepared PCH
Checked KRD
Approved ELH

Table of Contents

1	Introduction and background	3
1.1	Introduction	3
1.2	General background	3
1.3	Current state of affairs for transport sector	4
1.4	Related programmes and other donor activities	5
1.5	Existing regional mechanisms	5
2	Mechanisms for implementing the Core Network	7
2.1	Core network implementation and monitoring	7
2.2	Direct stakeholders in monitoring and implementing Core Network	8
2.3	Specific institutional framework	9
3	Objectives of SEETO	11
3.1	General objectives	11
3.2	Specific objectives	11
4	Tasks	12
4.1	Overview of tasks	12
4.2	Task 1: Annual and multi-annual work plans	13
4.3	Task 2: Database for infrastructure and traffic flows	13
4.4	Task 3: Compiling reports and information and disseminating information	14
4.5	Task 4: Improving planning practices	14
4.6	Task 5: High-level transport conferences	15
5	Organisational issues for SEETO	16
5.1	Organisation of SEETO	16
5.2	Duties and profiles of staff members	17
5.3	Key contact points by stakeholders	19

6	Budget and contribution by the countries	20
6.1	Contribution of the countries to Core Network Secretariat	20
6.2	Contributions of the countries to SEETO operations	20
6.3	Budget for SEETO and countries direct financial contribution	22

1 Introduction and background

1.1 Introduction

The EU Commission is considers assisting the western Balkan countries with the establishment of a regional transport observatory: South East European Transport Observatory - SEETO. As a part of the REBIS (Regional Balkans Infrastructure Study) project, the present concept paper for SEETO has been prepared. This concept paper describes:

- The background, present regional co-operation, issues for regional core network implementation and objectives for SEETO in light of this
- The way SEETO fits into the overall regional implementation of the core network
- The tasks and responsibilities of SEETO
- The organisation of SEETO and its relation to the Core Network Steering Committee and its relation to the national ministries, and
- The budget for SEETO and the countries contributions to the operation of SEETO

The proposed concept for SEETO and the associated budget and financing plan have been prepared by the REBIS consultant taking into account guidance received from the EU Commission and ISG and from the countries during the Seminar in Skopje on 8/5-2003. The text is solely the responsibility of the Consultant, and the proposals and suggestions presented are not necessarily coinciding with those of the Client i.e. the EU Commission. The text is intended to form the basis for a further discussion at the HLM in London on 26-27/6-2003 on the best concept for a mechanism for technical support for regional co-ordination of transport infrastructure and associated bottlenecks, and the text should be seen in this light. The paper will also be included in the Consultants draft final report for REBIS. The paper will be finalised after the HLM in London and included in the Final report for REBIS. The paper is not binding in any way for the Client, i.e. the EU Commission.

1.2 General background

In 1998, the five CARDS countries (Region) had a population of about 25 million people i.e. 6.6 % of the population on the European Union. They had an average Gross Domestic Product per capita of about EUR 2,050, about 11 % of

the EU figure. Per capita GDP is ranging from EUR 1,000 in Albania to EUR 5,000 in Croatia.

These five Countries are looking forward to years of greater political and economic stability in the Region. They are all part of the Stabilisation and Association process and most of them have signed or are in the process of negotiating Stabilisation and Association Agreements. In this context, the countries' joint objective is to tighten their economic links among themselves and with the European Union and the accession countries, in particular their direct neighbours. The creation of new nation states in the last decade resulted in a multiplication of international borders and of decision centres for planning, regulation and investment in the transport sector. Trade liberalisation and trade facilitation through improved transport links among themselves and to the European Union and to the neighbouring accession countries are now high on the agenda of all countries. For several important issues, such as designing investments in an appropriate regional framework - through prioritisation of major transport regional links, ensuring compatibility of regulation and facilitating border crossing - a regional approach instead of several national ones is expected to bring substantial benefits.

The EU countries, the International Financial Institutions (IFI) and other donors assist very actively the countries of the Region in their development efforts; and in building institutional capacities needed for economic reform towards market economy. In the transport sector alone, investments, worth EUR 2.4 billion and principally financed by international financial institutions, the European Union and bilateral donors are under way in the Region.

1.3 Current state of affairs for transport sector

The recent wars in the Balkans stalled the process of reform to market economy in transport as well as other sectors for the five Western Balkan countries to which their neighbours had previously embarked on. Parts of the transport infrastructure were destroyed from the wars. Lack of maintenance and lack of attention throughout the regional network have further contributed to its deterioration. Hence, the Western Balkan countries were left much further behind than other CEE and SEE countries in their development of transport infrastructure and transport institutional reform and strengthening.

The human capital in the Region, while rich in talent and well educated, has not yet been able to fully make the transition from the central planning economy to the demands of market economy, which is the current reality of the countries in the Region. There is need for adaptation through human resources training programmes consisting of formal seminars, study tours and in-service training.

It is evident that the transport sector being a prerequisite to the economic development of the Region needs priority attention. The challenges are great in terms of ensuring the rehabilitation, reconstruction and sustainability of infrastructure to effectively facilitate the movement of people and goods. Further, the break-up of Yugoslavia into four countries (in fact in six separate entities)

has resulted in multiplicity of border crossings / check points which are further obstacles to transport and trade.

Unless immediate attention is accorded to the transport sector in the Region the countries will fall further behind their neighbours and will be much slower in reaching their economic development potential. Furthermore the Region will become an obstacle to transport and trade for the neighbouring regions including the EU.

Time is of essence to address the fundamental transport problems of the Region by ensuring adequate and well maintained infrastructure for the benefit of the economies of the Region and their neighbours, including candidates EU countries (eg Hungary, Slovenia, Romania, Bulgaria) as well as EU countries (eg Austria, Greece and Italy).

1.4 Related programmes and other donor activities

This project is building up on the information and strategies formulated in a number of earlier projects, and it collaborates closely with other currently conducted projects of important relevance to the Region, including the ones below.

- The EC finalised on 15 October 2001 its strategy paper “Transport and Energy Infrastructure for South Eastern Europe”
- Transport Infrastructure Regional Study (TIRS) completed in February 2002
- Regional Balkans Infrastructure Study Transport - REBIS Transport started in June 2002 for 12-month duration
- The ongoing Trade and Transport Facilitation in Southeast Europe (TTFSE), and
- Pan European Transport Corridors and their secretariats

1.5 Existing regional mechanisms

There are at present no existing regional mechanism focusing on monitoring and implementing the regional core network.

However, a number of regional co-ordination mechanisms and initiatives do exist. Some, like e.g. the Danube Commission, focus on one specific corridor within the core network. Others, like e.g. TTFSE, look broadly on the whole international transport system including but not only focusing on the core network to promote regional trade. General co-operation on all levels including transport as a component out of many components are also subject of regional initiatives like e.g. the SECI initiative. Finally, some initiatives, e.g. the Sava River Initiative look at specific regional infrastructure elements outside the core network.

Main regional initiatives directly relevant for transport on the core network are:

- The TTFSE project, with World Bank financing, is currently focussing on the facilitation of trade and transport across borders in Southeast Europe with special attention to the rehabilitation and reconstruction of border posts, to the streamlining of procedures and institutional strengthening including training.
- The ongoing work of the Corridors (V, VI, VIII and X) crossing the Region is highly relevant and of extreme importance to regional cooperation in transport and to integration among the countries in the Region.
- Danube Commission focusing on the Danube corridor only.

Given the facts that:

- none of the existing initiatives have a strict focus on developing the regional Core Network, and
- the strong strategic attention given to the Core Network by all countries, the EU Commission and the International Financing Institutions, as last discussed at the High-level meeting at EIB in Luxembourg in February 2003

an initiative focusing on developing and monitoring development of the core network seems warranted.

2 Mechanisms for implementing the Core Network

2.1 Core network implementation and monitoring

Experience shows that progress in implementing a regional core network in CEE implies **three essential requirements**:

- A firm and clear **political commitment** by the parties to subsume their individual interests in agreed regional goals typically expressed through a Memorandum of Understanding
- A **monitoring mechanism**, however light, in the form of a Steering Committee supported by a Core Network Secretariat (CONS) to provide capacity for discussing and evaluating progress and for agreeing priorities and resolving problems on a multilateral basis, and
- Shared **technical back-up** to ensure that key data can be collected, analysed and used

Experience also shows that if regional co-operation is to prosper, the involved countries are much assisted and the process accelerated when a leading international organisation is devoting i) funds for technical back-up, and also ii) expert/policy resources in support of the process. In general, on a world-wide basis, organisations such as the EU Commission and IFIs, e.g. EBRD, EIB, World Bank and ADB, are often dedicating funds and expert/policy resources in support of regional co-operation processes with clear positive catalytic results.

For several important issues, such as designing investments within an appropriate regional framework - through prioritisation of major regional transport links, ensuring compatibility of regulation and facilitating border crossing - a regional approach instead of several national ones is expected to bring substantial benefits.

REBIS is investigating the presently operating infrastructure management systems in the region. In general there are large differences between the countries and between the modes, and data are not collected nor compiled in a way suitable for monitoring regional development of the core network. This underpins the fact that some form of technical back-up to ensure that key data are com-

piled in a form suitable for regional network monitoring, analysed and used is needed if monitoring and implementation of the core network is to be achieved.

The present paper focuses on one important instrument amongst others to ensure such a secretarial and technical back-up function in the form of a joint office, SEETO, shared between the countries. The paper will also describe how the monitoring mechanism including technical back-up will work.

2.2 Direct stakeholders in monitoring and implementing Core Network

There are three main types of organisations involved in monitoring and implementing the core network:

- The financing organisations including donors, i.e. the EU Commission EuropeAid, World Bank, EBRD and EIB and their co-ordinating body i.e. ISG, and the national ministries of finance
- The policy institutions i.e. the national ministries of transport, and DG TREN and DG RELEX of the EU Commission, and
- Expert organisations supporting project and policy preparation e.g. national and international research institutes and consultants

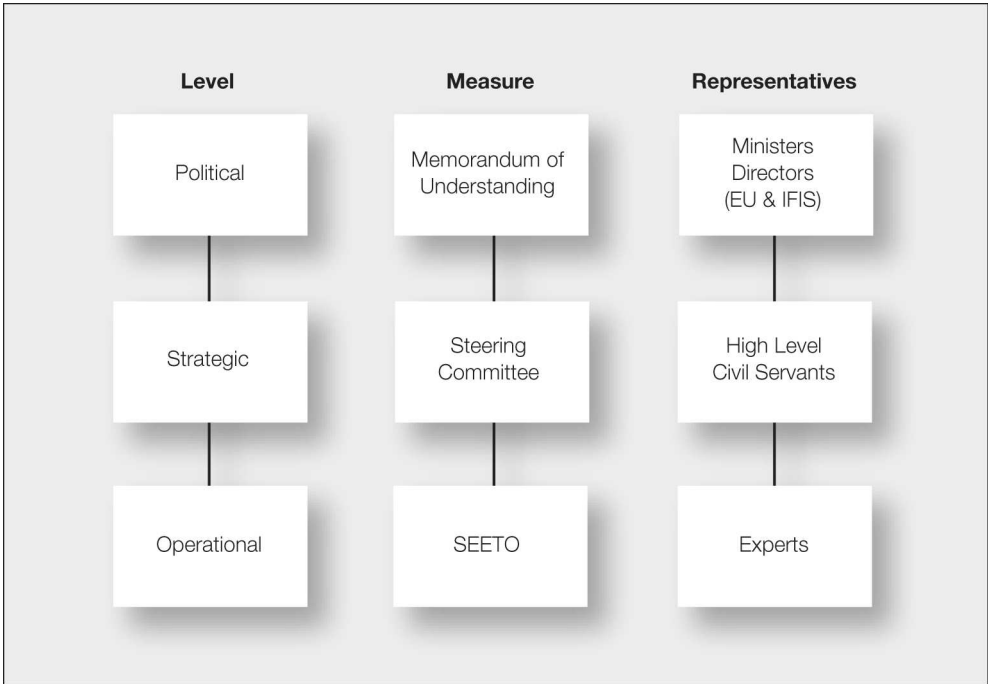
SEETO will also maintain links with other relevant organisations i.e. International Road Union, UIC and national associations for hauliers and forwarders in the countries. This will facilitate direct feed-back from the users on the development of the network and bottlenecks encountered e.g. border crossing problems.

An overview of the general environment in which SEETO is operating is provided in the figure below.



2.3 Specific institutional framework

The specific institutional framework for SEETO is based on the levels described in section 2.1 and the general stakeholders described in section 2.2. An overview of the specific institutional framework is provided in the figure below.



3 Objectives of SEETO

3.1 General objectives

The wider objective is to enable the countries to jointly address the needs for economic development of their Region through co-ordinated development of the regional transport systems. The co-ordinating mechanism should also promote closer economic and social integration among the countries as well as with countries in neighbouring regions and the EU.

3.2 Specific objectives

SEETO should be technical and secretarial support for the Core Network Steering Committee enabling closer integration of the countries through transport. This will allow the countries to address effectively priority inadequacies and obstacles in the regional transport infrastructure network (Core network) as well as in operational and regulatory issues of regional importance e.g. border crossing bottlenecks and interoperability of rail systems.

SEETO should target the following specific objectives:

- Preparation of annual and multi-annual work plans, and in the preparation and implementation of regional transport conferences and seminars
- Being a recognised information centre for projects related to the Core Network, and
- Running and maintaining a GIS based system with information and data on the Core Network

4 Tasks

This section provides an overview of SEETO tasks, i.e. which functions are the Observatory expected to undertake.

4.1 Overview of tasks

In order to meet its specific objectives, SEETO will have the following main tasks:

- Task 1 - Assist the Steering Committee by preparing and updating annual and multi-annual work plans for the development of core network projects and priority areas.
- Task 2 - Maintaining a core network database with information on the network and its bottlenecks. The database - implemented in GIS - will also contain information on traffic flows on the core network. Preparing a yearly report on status and developments.
- Task 3 - Compiling and disseminating information on projects and policy development including reports on project preparation e.g. feasibility studies, papers on technical assistance e.g. reports on rail restructuring etc of relevance for the axes on the Core Network. Further, disseminating of information on regional projects and progress on the development of the Core Network through e.g. a quarterly newsletter, the internet, etc are prime tasks.
- Task 4 - Improving planning practices. Arranging two yearly 2-day best practice regional transport seminars. One seminar per year is focusing at working level for public organisations involved in managing international funded projects e.g. staff from PMUs, PIUs and similar units. Similarly one seminar per year will focus on selected professional topics, e.g. best practice in organising railways. SEETO will also provide input and ideas for improving data collection methods, improving infrastructure management systems etc to be included in the annual and multi-annual work plans and also disseminate examples of good planning e.g. good and illustrative feasibility studies carried out in the region and compiled under task 2.

- Task 5 - Make the practical arrangements for 6-monthly high-level regional transport conferences (from 2005 and onwards), and attending the already scheduled conferences in 2004 to be financed by the EU Commission funded TPPF-project (transport project preparation facility).

A more detailed description of the tasks is provided in the following paragraphs. It is expected that task 2 will be the most resource-demanding for SEETO.

4.2 Task 1: Annual and multi-annual work plans

The annual and multi-annual work plans are updated and extended every six months in connection with each Steering Group meeting. The work plan will detail:

- Status and completion for tasks agreed in previous work plan (not relevant for first work plan)
- Tasks to be undertaken in the coming 12 months, and the indicator to be used for monitoring their progress and completion, and
- other issues of importance for achieving the objectives of the Memorandum of Understanding

Tasks to be included in the annual and multi-annual work plans can include:

- Development of pre-investment studies for sections of the Core Network;
- Implementation of works, e.g. rehabilitation/extension for sections on the Core Network
- Actions to reduce other bottlenecks e.g. border crossing procedures on the Core Network, duly co-ordinated with the TTFSE initiative
- Improvement of basis for traffic data on the Core Network through e.g. improved collection via automatic counters on roads etc.
- Actions to improve the planning basis e.g. maintenance systems, forecasting methods and development of unit values for feasibility assessments for the Core Network, and
- Joint training actions and conferences, hosted by the countries

Actions will be listed and responsibilities assigned for each action.

4.3 Task 2: Database for infrastructure and traffic flows

A database containing information on the core network will be maintained by SEETO. The database will contain information on:

- Physical conditions on the core network. REBIS will provide current status for rail and road, whereas SEETO through the national authorities will collect data for ports and airports
- Detailed information on traffic flows divided by sections and forecasts in a GIS application. REBIS will provide initial levels and initial forecasts

- Preliminary cost estimates for upgrading the network to EU standard. REBIS will provide the initial values for this for rail and road
- Information on service levels on the core network e.g. transit times for trains and congestion levels for road traffic in the form of simple performance indicators, and
- Detailed inventory of bottlenecks

The database will be based on the database developed in the REBIS project for the transport infrastructure and the bottlenecks, and for traffic figures the initial data will be those collected during the REBIS project and the GIS application developed during REBIS. The database developed during the REBIS project follows the TINA format.

Updates of data will be done through questionnaires filled-in by the national authorities.

4.4 Task 3: Compiling reports and information and disseminating information

SEETO will be compiling and disseminating information on projects and policy development including reports on project preparation e.g. feasibility studies, papers on technical assistance e.g. reports on rail restructuring etc of relevance for the axes on core network. Main activities include:

- Liaise with ISG, IFIs and the EU Commission to receive copies of all reports of relevance e.g. final reports for major feasibility studies and of all relevant policy papers
- Liaise with national ministries of transport to receive copies of all relevant policy papers and reports not prepared by/for IFIs and the EU Commission
- Maintain a library of reports and papers preferably both electronically and in hard copies
- Disseminate information on existing reports and their contents to maximise regional synergy and to minimise doubling of efforts
- Disseminate information on developments related to the core network through e.g. a yearly report and maps for distribution, both available electronically and in hard copies, and
- Maintain a SEETO internet home page with instant and open access to key documents, maps, data on infrastructure, etc

4.5 Task 4: Improving planning practices

SEETO will help identify areas for improvement in planning practices. As a starting point, the REBIS work on infrastructure management systems will be reviewed and results disseminated.

It is often seen that feasibility studies within the same country uses different unit costs for vehicles, different forecasts for general traffic growth etc. In this light, further activities could include:

- Establishing concrete and easy to use paradigm's for forecasting methods, unit cost catalogues for e.g. vehicle operation costs and value of travel time
- Establishing best practices for feasibility studies in the form of dissemination of methods from good examples from the region compiled under task 2, and
- Propose training programmes in planning and project preparation

Furthermore, SEETO will every year arrange two two-day seminars under the auspices of the Steering Group. Subjects can be:

- Sharing of best practice on project implementation for international financed projects. This could e.g. be experience on tendering processes, human resource development, organisational set-up of organisations responsible for project implementation etc
- Methods for data collection to meet the requirements of the core network database, and
- Sharing of best practice in selected professional areas. This could e.g. be rail restructuring, preparation of feasibility studies, and impacts and financing aspects of road user charges. 3 to 4 key note speakers from EU countries including the new members having special experience in transition will be invited

The subjects will be proposed by SEETO and discussed and agreed at Steering Group meetings.

4.6 Task 5: High-level transport conferences

In the period 2005-2007, SEETO will arrange 6 high-level regional transport conferences similar to those arranged by REBIS in February and June 2003, and by the TPPF project on November 2003, June 2004 and October 2004. These seminars will be arranged under the auspices of the Steering Group. Tentative timing for further meetings to be arranged by SEETO is:

- March 2005
- September 2005
- March 2006
- September 2006
- March 2007, and
- September 2007

The participants will be two high-level officials from each country and representatives from the international organisations mentioned in 2.2.

After 2007, it is expected that SEETO similarly will be arranging two such conferences per year.

5 Organisational issues for SEETO

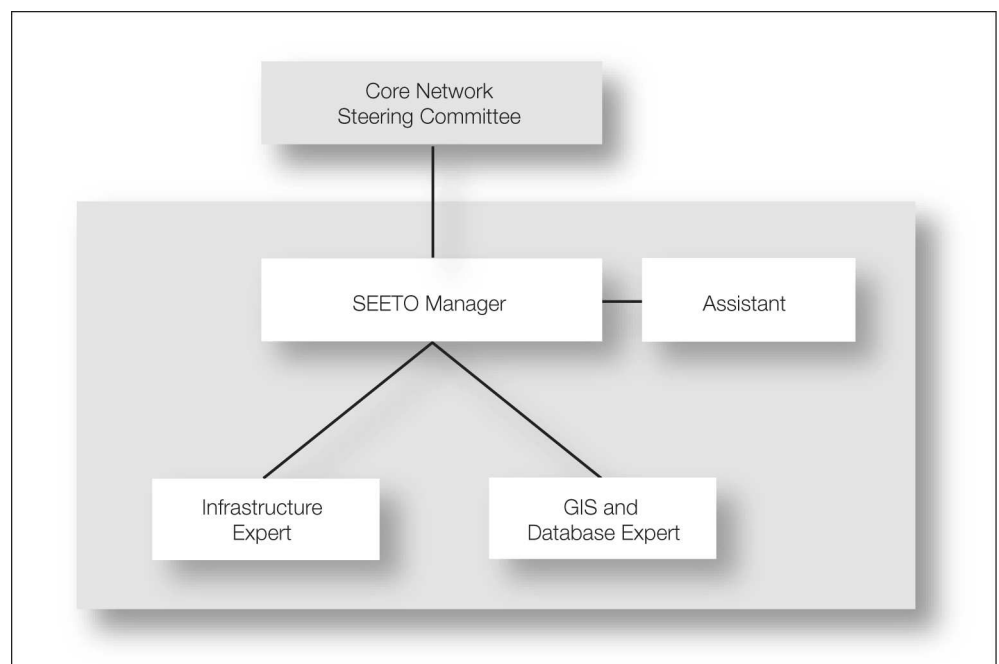
This chapter focus on the internal organisation of SEETO and the technical profiles and duties of the SEETO staff members. Furthermore, SEETO contact points by key stakeholders are nominated.

5.1 Organisation of SEETO

Within SEETO, the observatory will initially be manned with three four members of whom at least one has significant international experience. The four staff members are nominated as follows:

- SEETO Manager and Transport Advisor
- Infrastructure engineer, with experience from transport studies and infrastructure projects in the region
- Database and GIS expert, and
- Assistant

An overview of the organisation of SEETO is provided in the figure below.



5.2 Duties and profiles of staff members

The duties and expected profile of each of the three staff members are presented below. The division of tasks is indicative only, and SEETO should be free to organise itself in the most efficient manner.

The Manager will be responsible for:

- Acting as Secretary for the Core Network Steering Committee
- Preparing the 6-monthly steering group meetings including i) updating annual and multi-annual work programmes, and ii) status and completion of actions included in previous annual and multi-annual work programmes (SEETO task 1)
- Maintaining and develop working relations with organisations involved in the transport sector in the region on both bilateral and multilateral levels, and constantly work for a regional focus for transport projects and for obtaining all new relevant reports, papers etc (SEETO task 3)
- Preparing of all material for dissemination including being editor of the quarterly news magazine (SEETO task 3)
- Suggesting of ideas and preparing papers on best practice in planning (SEETO task 4)
- Organising the 6-monthly regional transport conferences in 2005, 2006 (SEETO task 5), and
- Daily management of SEETO and its staff, and for assuring that SEETO meets its objectives

The Manager will have the following profile:

- Internationally experienced transport expert, preferably with experience from similar tasks in the accession countries
- Ability to work in an international and multi-cultural environment and to create consensus and agreement between several involved stakeholders
- MSc as Economist or Transport Planner with thorough understanding of investment criteria of the EU Commission and IFIs
- At least 10 years experience in transport economic/planning
- Excellent command of English
- Strong ability to train colleagues "on-the-job"
- Good knowledge of the region and of EU policies in the region, and
- Good knowledge of EU transport policies

The Infrastructure Engineer will be responsible for:

- Assisting the Manager in the preparation of material for the six-monthly steering group meetings (SEETO task 1)
- Arranging data collection via the national counterparts of data for update of the database by issuing relevant guidelines and by providing follow-up and working as a data collection hot-line (SEETO task 2)
- Supervising the updating of the infrastructure and traffic flow databases for the core network, and preparing yearly reports showing the developments and present status (SEETO task 2)

- Organising the electronic and hard copy "library" of reports, papers etc (SEETO task 3), and
- Organising the two yearly best practice sharing seminars (SEETO task 4)

The Infrastructure Engineer will have the following profile:

- Experienced transport infrastructure expert, preferably with knowledge of infrastructure management systems and data of the region
- Ability to work in an international and multi-cultural environment and to build strong networks in the region
- MSc as Engineer with thorough understanding of key transport infrastructure parameters
- At least 5 years experience in transport infrastructure planning;
- Good command of English, and
- Good knowledge transport policies in the region

The Database and GIS expert will be responsible for:

- Compiling the yearly updated data for the infrastructure and traffic flow databases, and entering these data in the data base (SEETO task 2)
- Preparing maps and other presentation material in GIS (SEETO task 2 and 3)
- Preparing and maintaining the SEETO internet home page (SEETO task 3), and
- Organising and running the IT systems of SEETO and the Core Network Secretariat

The Database and GIS expert will have the following profile:

- Experience in databases and GIS and strong interest in establishing and running databases/GIS
- Higher level, e.g. University, education in traffic planning, traffic engineering or similar with a strong emphasis on GIS and databases
- Ability to work in an international and multi-cultural environment
- Good knowledge of MS Office and small IT systems, and
- Good command of English

The Assistant will the following duties:

- Telephone and reception facilities
- procurement of office supplies etc under the guidance
- language check of all material published whether in reports, in newsletters or at the internet home page, and
- assist with organising conferences and seminars including taking care of travelling arrangements for participants

The Assistant will have the following profile:

- Very good command of English
- service-minded personality and good communication skills

- strong skills in organising events and keeping deadlines, and
- ability to undertake several tasks simultaneously

5.3 Key contact points by stakeholders

The SEETO Manager will be the official contact point for SEETO, and he/she will be responsible for all formal contacts. He/she is also responsible for all contacts to the Steering Committee.

The working contact points for SEETO could be nominated as follows.

Country/Organisation	Contact person
TO BE FILLED AFTER LONDON CONFERENCE	

6 Budget and contribution by the countries

This chapter contains a preliminary budget for SEETO and provides an overview on how the countries can take an active and committed part in the running of SEETO. The chapter does not describe the efforts the countries will put into the Steering Committee. **The options presented are for discussion purposes only.**

6.1 Contribution of the countries to Core Network Secretariat

The country hosting SEETO could provide the Assistant.

The hosting country could also provide an income tax exemption for the SEETO Operations Manager.

Furthermore, the hosting country could also provide office facilities for SEETO - with or without furniture and/or equipment.

6.2 Contributions of the countries to SEETO operations

Besides the direct financing of SEETO, the countries can take an active part in the running of SEETO as follows for each of SEETO main areas of work.

For each of the relevant areas of work, resource requirements and suggestions on how the countries can contribute are outlined in the following. The countries contribution is divided over three periods:

- 2004-2006
- 2007, and
- 2008-2010

This allows a gradual increase in the contribution of the countries, and a gradual decrease in the catalytic support from the European Union.

6.2.1 Task 1: Annual and multi-annual work plans

It is important to note that the countries through the acceptance of the work plans commit themselves to undertake the actions agreed. However, of direct relevance to the workings of SEETO, the main resource requirement of the countries is mainly to provide a brief status on relevant developments for the update of the annual and multi-annual work plans upon request typically one month in advance of the Steering Group meetings.

It is suggested that this responsibility is assumed by the countries from the first day of operations of SEETO.

6.2.2 Task 2: Database for infrastructure and traffic flows

The countries could provide the following:

- Manpower in Ministries, Road Directorates, Rail administration etc to participate in data collection for the yearly updates of the database as regards state of development of infrastructure following simple questionnaires from SEETO. This contribution could cover 2004-2010
- Manpower in Ministries, Road Directorates, Rail administration etc to participate in data collection for the yearly updates of the database as regards traffic data following simple questionnaires from SEETO. This contribution could cover 2004-2010
- Manpower in Ministries and at the rail administrations to collect operational/service level data e.g. transit times for trains, and
- Manpower in Ministries, Road Directorates, Rail administration etc to participate in data collection for the yearly updates of the database as regards other types of bottlenecks e.g. border crossing procedures and help in arranging meetings with other relevant authorities for such kinds of problems. This contribution could cover 2004-2010

6.2.3 Task 3: Information and dissemination centre

The countries could provide the following:

- Providing copies of all reports and papers of relevance of for the Core Network prepared for the country. The contribution could cover 2004-2010
- Inputs for mailing lists for SEETO news letters. The contribution could cover 2004-2010
- Translation of key SEETO documents e.g. the yearly reports on Core Network development into local language. The contribution could cover 2007-2010

6.2.4 Task 4: Improving planning practices

For the items of direct relevance to the workings of SEETO, the main resource requirement of the countries is mainly to provide information in the form of interviews/short questionnaires on planning methods and issues upon request.

REBIS will provide significant background material on present infrastructure management systems in the region.

For the seminars on best practice, the countries could contribute as follows:

- Manpower to participate in the seminars organised by SEETO under the auspices of the Steering Group. This contribution could cover 2004-2010
- Hosting cultural events and dinner at seminars. This contribution could cover 2004-2010
- Providing seminar venues. This contribution could cover 2007-2010, and
- Travel and accommodation of participants to seminars arranged by SEETO. This contribution could cover 2007-2010

6.2.5 Tasks 5: Conferences

Relevant resource elements are:

- Manpower to participate in the conferences organised by SEETO under the auspices of the Steering Group. This contribution could cover 2004-2010
- Hosting cultural events and dinner at conferences. This contribution could cover 2004-2010
- Providing conference venues. This contribution could cover 2007-2010, and
- Travel and accommodation of participants to meetings arranged by SEETO. This contribution could cover 2008-2010

6.3 Budget for SEETO and countries direct financial contribution

6.3.1 Budget for SEETO operations

The budget for SEETO will depend on the resources made available by the hosting country and by the other countries. In the following, it is assumed that the hosting country provides: The assistant, office facilities without furniture and equipment, and an income tax exemption for the SEETO Operations Manager. Furthermore, it is assumed that the countries provide the resources outlined in section 6.2.

The operational budget for SEETO for the period 2004-2010 is presented in the table below.

Yearly budgets for SEETO, 2004-2010 broken down in three periods.

Table 1 SEETO budget for 2004-2010, all amounts are 1,000-EUR/year, current prices.

	2004-2006 (average)	2007	2008-2010 (average)
Fees manager ¹	153	132	34
Fees other staff	51	56	63
Equipment	11 ²	14	0
Office expenses and printing	28	30	32
Travel	18	19	20
Conferences and seminars	70	75	0
Total costs per year	331	326	149

Note 1: Internationally experienced expert until 4th quarter 2007, afterwards local experienced expert

Note 2: All cost incurring in 2004

The much cheaper operations per year from 2007 and onwards are mainly due to the following:

- The countries assume the responsibility for financing seminars and conferences including travel costs and conference venue costs, and
- The SEETO Operations Manager is changed from an internationally experienced expert to a locally experienced expert

6.3.2 Financing plan for SEETO

The budget divided into two periods is **EUR 1.3 million** to be disbursed in the period 2004-2007 (first three quarters of 2007) and **EUR 0.4 million** to be disbursed in the period 2007-2010 (last quarter of 2007).