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**ECONOMIC COMMISSION FOR EUROPE
WORLD HEALTH ORGANIZATION**
Regional Office for Europe

HIGH-LEVEL MEETING ON TRANSPORT, ENVIRONMENT AND HEALTH
THE PEP Steering Committee
(Third session, 11-12 April 2005,
agenda item 4. B. (a))

**IMPLEMENTATION OF THE COMMITTEE'S WORK PROGRAMME
FOR 2003-2005**

Overview of resources made available and further required

Note by the secretariat

A. INTRODUCTION

1. The present document reports on the use of the financial and in-kind resources made available by donor countries for the implementation of THE PEP work programme 2003-2005. It complements the report made by the UNECE and WHO/Europe secretariats submitted at the second session of the Steering Committee (29-30 March 2004) (ECE/AC.21/2004/7-EUR/04/5045236/7) containing information for the year 2003.

2. The present report also provides detailed information on the extra-budgetary resource requirements estimated by the secretariat for the implementation of the mandated projects of THE PEP Work Plan for 2003-2005.

B. ESTIMATED EXTRA-BUDGETARY RESOURCE REQUIREMENTS FOR THE IMPLEMENTATION OF THE PEP WORK PLAN 2003-2005

3. Following endorsement by THE PEP Steering Committee of a number of projects requiring extra-budgetary assistance as contained in THE PEP Work Plan 2003-2005 and in line with the request of the Steering Committee, the WHO/Euro and UNECE secretariats, on 26 May 2004, have informed Member States of the resources needed for its implementation. Member States were invited to contribute financially or in-kind to the implementation of these projects.

4. Based on information available in early 2004, the following estimates for resources to implement the endorsed THE PEP projects have been made by the WHO/Euro and UNECE secretariats:

Overview of projects and estimated resources needed

Project	Overall costs (US\$)
I. Internet-based THE PEP Clearing House Collection, dissemination and exchange of information, data, and good practices on transport, health and the environment.	220,000 (Apr-Dec 2004) 188,000 (Jan-Dec 2005)
II. Sustainable and healthy urban transport and land-use planning Organization of a workshop focusing on urban transport in the Russian Federation and in other East-European and Central Asian countries.	21,000
III. Transport related health impacts (costs and benefits), with focus on children Development of guidance on how to assess transport-related health effects and their costs, and development of children-friendly mobility plans.	To be defined in late 2004 on the basis of an implementation plan
IV. Institutional and administrative arrangements for integrated policy and decision-making in environment, health and transport Collection, dissemination and analysis of good practices, preparation of practical guidance.	15,000
V. Promotion of safe walking and cycling in urban areas Preparation of a background report and organization of a workshop to develop guidance on how to assess the costs and benefits of promoting safe cycling, taking health effects into consideration.	72,000 plus in-kind contributions

I. THE PEP Clearing House

5. The conceptual design and appropriate implementation mechanisms of a web-based Clearing House on transport, environment and health, as well as its phased implementation and operation during 2004 and 2005, have been set forth by the WHO/Europe and UNECE secretariats in document ECE/AC.21/2004/3-EUR/04/5045236/3 and Add.1. The conceptual design of the Clearing House was endorsed by the Steering Committee at its second session. For purposes of clarifying the need for extra-budgetary resources for the implementation and operation of the Clearing House, a detailed table of costs is provided below, which should be read in conjunction with the document mentioned above, as well as with the background documents prepared by the secretariats (in particular documents No. 7 and 10 available at <http://unece.unog.ch/the-pep/en/temp.asp>). The resources required cover both the substantive content management of information contained in the Clearing House, as well as all technical requirements related to the installation, operation and maintenance of the website and search mechanisms. The extra-budgetary resource requirements (XB resources) will be matched by Regular Budget resources (RB resources) made available by the secretariats.

Estimated costs (2004-2005) (in US\$)

RESOURCES XB = extra-budgetary costs RB = regular budget (UNECE and WHO/Europe)	IMPLEMENTATION PHASE April – December 2004			PILOT OPERATION PHASE January-December 2005		
	XB	UNECE RB	WHO RB	XB	UNECE RB	WHO RB
PERSONNEL						
<u>1.5 professional staff (substantive)</u> [locally recruited] (7,000 per person/month) One and a half full-time professional staff is required during implementation pilot operation of the Clearing House to manage its contents, including compilation, analysis, organization and maintenance of information made available, establishment of links with national and international information providers, etc.	95,000 (Full-time)			126,000 (Full-time)		
<u>1 professional staff (IT)</u> [locally recruited] (7,000 per person/month) A full-time professional staff is required during the implementation of the Clearing House, and part-time during its pilot operation, to manage the IT-related aspects of the Clearing House, including the finalization and maintenance of the website, installation and configuration of the search engine, implementation of the document management software and databases, etc.	63,000 (Full-time)			42,000 (Half-time)		
1 professional staff (environment expert) (2/1 months/year)		X (2)			X (1)	
1 professional staff (transport expert) (2/1 months/year)		X (2)			X (1)	
1 professional staff (health expert) (3.5/1 months/year)			X (3.5)			X (1)
1 General Service staff (incl. limited translation) (1 month/year)		X (1)			X (1)	

RESOURCES XB = extra-budgetary costs RB = regular budget (UNECE and WHO/Europe)	IMPLEMENTATION PHASE April – December 2004			PILOT OPERATION PHASE January-December 2005		
	XB	UNECE RB	WHO RB	XB	UNECE RB	WHO RB
INFORMATION TECHNOLOGY						
<u>Hardware: PC + related equipment (for XB staff)</u> Necessary hardware includes 3 workstations to be purchased in 2004 and 2005 for newly recruited professional XB staff, including related peripheral equipment allowing access to and maintenance of web and database content on servers. 3,500 are estimated per workstation, PC and related equipment (i.e. printer, scanner, etc.).	5,000	X	X	5,000	X	X
<u>Software: Search engine:</u> Research undertaken by the secretariat has shown that the Google Search Appliance solution matches the needs of the Clearing House for appropriate search engines in terms of efficiency, quality and user friendliness. The estimated cost of this solution includes two years of technical support, installation and configuration of the server, as well as maintenance, and, if necessary replacement of the server, during two years of warranty.	28,000					
<u>Software: Documents storage application</u> The document storage application enables the automated management of documents available on the Clearing House. The software would allow the Content Manager to include documents on the site, classify them in the appropriate categories, and describe them. It would also enable to store and manage non-electronic documents, which are not available on the Internet. The standard cost for such products is approximately 10,000.	10,000					
<u>Software: Address book applications, specific maintenance, etc.</u> The on-line address book application software consists of a web-based application to manage and access contact information on-line. The maintenance of the website would also require the purchase of other applications, such as software providing user identification, statistics on users and other necessary support tools.	3,000			3,000		
<u>Web-Server</u> Costs for hosting the Clearing House on an external server are estimated at 1,000 per month. This includes also the possible hosting of a "Google" solution at UN headquarters. These costs could be reduced if adequate UN server facilities could be utilized.	10,000	X		12,000	X	
<u>Ergonomic audits</u> Ergonomic audits consist in services provided by an external company to review the Clearing House website and its proposed functionalities, to identify evaluate appropriate software tools and functionalities, evaluate its content and graphics, etc. This should enable to identify strengths and weaknesses of the Clearing House. The audit should also enable to conduct user tests with different groups of external users. Such audits are standard practice for large scale and complex web portals to ensure their effective and cost-efficient functioning	6,000					
Regular IT maintenance		X			X	
TOTAL COST (XB only)	220,000			188,000		

RESOURCES XB = extra-budgetary costs RB = regular budget (UNECE and WHO/Europe)	IMPLEMENTATION PHASE April – December 2004			PILOT OPERATION PHASE January-December 2005		
	XB	UNECE	WHO	XB	UNECE	WHO
		RB	RB		RB	RB
Additional Services (to be decided later): - Further translation services - Analytical and advisory services, people database, networking opportunities, technical glossary These costs have been estimated for free-lance translation services of documents on the Clearing House as well as for software required for additional services, such as electronic fora, people databases, etc.				Free-lance and national nodes 1 professional staff (substantive) (Full-time) 84,000 1 professional staff (IT) (Part-time) 42,000		
TOTAL COST (XB only) incl. additional services				314,000 +		

II. Sustainable and healthy urban transport and land-use planning

6. At its second session, the Steering Committee appreciated the outcome of a workshop organized by the secretariat in cooperation with the host country, Cyprus, in November 2003. The workshop reviewed good practices and lessons learned in integrating environment and health considerations into urban transport and land-use planning (the report of the workshop ECE/AC.21/2004/4-EUR/04/5045236/4 as well as discussion papers and case studies presented are available at: http://www.thepep.org/en/workplan/urban/urban_docs.htm).

7. In line with the conclusions of the workshop, the Steering Committee encouraged the secretariat to initiate further activities that would focus on the severe transport related environmental and health problems in the cities of Eastern Europe, Caucasus and Central Asia as well as on the appropriate solutions for sustainable and healthy urban travel in these countries. To this end, the Steering Committee endorsed the proposal to organize, jointly with the ECMT and the Russian Federation, a conference in Moscow on 30 September and 1 October 2004. It also stressed the importance of ensuring active participation of environment and health experts from the countries in question, representing local and central Governments as well as NGOs.

Estimated costs (in US\$)

Items XB = extra-budgetary costs; RB = regular budget (UNECE and WHO/Europe)	XB costs	RB costs
Preparation and servicing of the conference jointly with ECMT and the Russian Federation, including: Drafting of the workshop programme and main background report (incl. consultancy for urban transport related environment and health aspects in Eastern Europe) - Collection of key-note speeches and case-studies -Organizational and logistical aspects - Preparation, translation and circulation of conference report - Insertion of documentation onto THE PEP Clearing House	Approx. 5,000 (input from external senior consultant for approximately half a month)	X
Travel and accommodation of experts and speakers from EECCA countries (7 participants)	10,000 (1,400 per participant)	
Travel and subsistence of UNECE and WHO staff (3)	6,000 (2,000 per person)	
Total	21,000	

III. Transport related health impacts, with focus on children

8. At its second session, the Steering Committee considered document ECE/AC.21/2004/6-EUR/04/5045236/6 prepared by Austria, France, Malta, the Netherlands, Sweden and Switzerland containing the principal outcomes of four workshops that took place in these countries on transport-related health impacts, with particular focus on children. In addition, an update on the project, including proposals for policy recommendations and follow-up activities within THE PEP, was presented to the Steering Committee. The presentation highlighted proposed policy recommendations and input provided to the development of the European Children's Environment and Health Action Plan for Europe (CEHAPE), to be adopted by the Fourth Ministerial Conference on Environment and Health (Budapest, 23-25 June 2004). Follow-up action includes the preparation of specific policy recommendations, the finalization and publication of deliverables and a synthesis report for dissemination. The results have been presented at the Budapest Ministerial Conference on Environment and Health in June 2004.

9. On this basis, the Steering Committee recommended that future work should further develop the methodological guidance on how to carry out comprehensive assessments of transport-related health costs and on the implications for transport policy development. In particular, it recommended the broad dissemination of the results achieved to date. It also endorsed the proposal for follow-up actions and the establishment of a Task Force.

10. Initial proposals for follow-up activities include the development and pilot testing of economic methodologies available to estimate transport-related health effects and the development of guidance on their application through economic valuations, cost-benefit analysis as well as development and pilot testing (including evaluations) of children-friendly mobility plans in different European settings. These proposals, including an assessment of resources required for their implementation, have been discussed and developed on the basis of feedback received at the Budapest Conference as well as of input provided by THE PEP Bureau.

IV. Institutional and administrative arrangements for integrated policy and decision-making in environment, health and transport

11. In spite of the relative abundance of international and national policy documents on the importance of integrating environment and health concerns into decision-making on transport, policy integration remains very difficult to implement in practice for most of the countries. The member Governments of the UNECE and WHO/Europe have therefore requested that further activities in this field be given priority under the framework of THE PEP. At the Cyprus workshop a number of countries, in particular from Eastern-Europe, Caucasus and Central Asia (EECCA), expressed the need to receive very specific guidance in

this respect focusing on the concrete institutional and administrative arrangements that could be adopted to facilitate integrated decision making across the relevant sectors and the different levels of government.

12. At its second session, the Steering Committee considered the activity proposed by the secretariat to meet these needs (ECE/AC.21/2004/11-EUR/04/5045236/11). The Committee acknowledged the importance of well-adapted institutional structures and adequate organizational support for cross-sectoral integration, and the existing insufficiencies in this field especially in the EECCA countries. The delegations committed themselves to providing relevant experiences, good practices and lessons learned in reforming their central and local governmental structures and administrative mechanisms to facilitate policy integration.

13. The resources required for this project will enable the preparation of background documentation by a senior consultant and the development of practical guidance for the reporting and analysis of relevant information. In order to make them useful and applicable for other countries, the experiences of UNECE and WHO/Europe member States would also be analyzed and presented within a synthesis report, assessing their relative merits and weaknesses and focusing on their transferability, in particular to EECCA countries. Interviews with selected key informants could also be held to further clarify and integrate the information provided, as needed.

Estimated costs (in US\$)

Items <small><u>XB = extra-budgetary costs; RB = regular budget (UNECE and WHO/Europe)</u></small>	XB costs	RB costs
Collection and dissemination of the relevant national and local experiences. Analysis of the information provided. Presentation of the information in a synthesis report. Support by a senior consultant (1,5 months) to provide guidance for the reporting and analysis of relevant information and preparation of the synthesis report.	15,000 (input of a senior consultant for 1,5 months)	X
Total	15,000	

V. Promotion of safe walking and cycling in urban areas

14. As outlined in document ECE/AC.21/2004/13 - EUR/04/5045236/13, the proposed project on safe walking and cycling in urban areas aims at promoting and improving safe conditions for walking and cycling in urban areas, which is an important pre-requisite for inducing a shift towards a healthier and more environmentally friendly mobility based on physical activity, in combination with public transport. More particularly, this project would lead to the following expected outcomes: (a) a background paper; (b) a review of methods and practices for cost-benefit analysis of transport-related policies and infrastructures that take into consideration the possible health and environment benefits resulting from safer walking and cycling; (c) an international workshop to focus on the findings of the reviews and good

practices on walking and cycling, with a special focus on the challenges faced by EECCA countries; and (d) development of guidance on how to increase cycling and walking in urban areas.

15. At its second session, the Steering Committee considered and appreciated the relevance of the proposed project and decided to establish a Task Force (experts, member States and organizations).

Estimated costs (in US\$)

Items XB = extra-budgetary costs RB = regular budget (UNECE and WHO/Europe)	XB costs (including in-kind contributions)	RB costs
Coordination and preparation of documentation		X
Consultancy funds for review of relevant policy and technical documents, (equivalent to approximately 3 person/months)	24,000 (to be covered partially or totally by secondments of technical experts)	
Preparation and servicing of the workshop, involving - Drafting of workshop programme - Identifying, inviting and preparation of background papers - Managing organizational and logistical aspects - Preparation and translation of report and co-ordination of its publication/dissemination, also through Clearing House		X
Travel and accommodation of experts from countries in transition (15 persons at 2,000/person)	30,000	
Travel and accommodation of invited keynote speakers (5 persons at 2,000/person)	10,000	
Workshop Chair (2.5 work days)	in-kind	
Conference rooms and equipment	in-kind	
Interpretation	in-kind	
Liaison officer	in-kind	
Workshop personnel (2 persons x 2.5 days)	in-kind	
Registration of participants, hotel reservation	in-kind	
Reception	in-kind	
Mission cost of UNECE/ WHO staff (3-4 persons at 2,000 each)	8,000	
Total	72,000	

C. EXTRA-BUDGETARY RESOURCES RECEIVED AND UTILIZED

16. During 2003 and 2004, official extra-budgetary financial and in-kind assistance has been received by WHO/Europe and UNECE from Austria, Cyprus, Finland, France, Germany, Malta, Netherlands, Norway, Sweden, Switzerland and the United Kingdom. As provided in detail below, the large majority of financial and in-kind assistance provided during 2003 and 2004 has been earmarked by donors for the development and pilot operation of THE PEP Clearing House.

I. Financial resources received and used by WHO/Europe (in US\$)

Donor	Amount of contribution	Activity supported	Progress (until 31.03.2004)	Progress¹ (until 31.12.2004)
United Kingdom Department of Transport	178,025 (141,104 in 2003 36,921 in 2004) Programme support costs (13 %): 20,481 Net: 157,544	75,000 (2003) + 16,336 (2004) THE PEP Clearing House (CH)	5,000 Contents and Health-related aspects of Clearing House (EU/04/014492 – 5,000) 1,367 1st Bureau Meeting (12.03) – 1 consultant (2003) (EU/03/659698- 1,367)	666 2nd Bureau meeting (Dec 2004) - 1 consultant (EU/04/656037- 666)
		Total: 91,336	Spent: 6,367	Spent: 666
		35,000 Support of NIS/South- eastern Member States	7,305 Participation of NIS/South Eastern Member States in: 1st Steering Committee: - 3 persons (2003) (EU/03/616085 - 2,177) (EU/03/616098 - 1,516) (EU/03/616132 - 1,610) 1st Bureau Meeting (12. 2003): - 1 person (2003) (EU/03/659702 - 783) Cyprus Workshop: - 2 persons (2003) (EU/03/659685 - 726) (EU/03/659715- 493) 7,883 2nd Steering Committee: - 5 persons (2004) (EU/04/610085 - 1,362) (EU/04/610098 - 1,361) (EU/04/610102 - 1,605) (EU/04/612133 - 1,940) (EU/04/613675 - 1,615)	2,811 Preparation and editing of background document for Moscow workshop (ECMT) (EU/04/027742 - 1,500) (EU/04/055174 - 1,311) 6,051 Moscow workshop Participation of NIS/South Eastern Members (3 persons) (EU/04/639594 - 1,338) (EU/04/643523 - 916) (EU/04/645403 - 908) Participation of 1 consultant (EU/04/634995- 1,277) THE PEP Chairperson (EU/04/634982 - 1,612)
		Total: 35,000	Spent: 15,188	Spent: 8,862
		14,870 Other relevant activities	1,335 Consultants for 2nd Steering Committee (2004) -Stead (EU/04/612423 - 593) -Rutter (EU/04/612545 - 742)	1,500 Common services; i.e. mailing of reports to the Budapest Conference (EU/04/058625 – 1,500)
		Total: 14,870	Spent: 1,335	Spent: 1,500
		16,336 Promotion of Safe Walking and Cycling in urban areas	Nothing to report	Nothing to report
Total: 16,336	Spent: 0.0	Spent: 0.0		

¹ Planned translations into Russian: (a) Overview of the environmental and health effects of urban transport in the Russian Federation and other countries in Eastern Europe, the Caucasus and Central Asia; (b) THE PEP Clearing House brochure; (c) Executive summary: Transport-related health effects with a particular focus on children: "Towards integrated assessment of their costs and benefits: State of the art, knowledge, methodological aspects and policy directions.

Donor	Amount of contribution	Activity supported	Progress (until 31.03.2004)	Progress ² (until 31.12.2004)
Norway Ministries of Transport, Environment and Health	22,857 Programme support cost (13 %): 2,630 Net: 20,227	19,836 THE PEP Clearing House (translation into Russian, software, consultancies)	Nothing to report	1,446 Equipment for THE PEP stand at Min. Conference on Environment and Health (Budapest, June 2004) (EU/04/027404 - 1,446) 1,614 Production of THE PEP Clearing House brochure: Editing (EU/04/027417-86) Lay-out (EU/04/015285 - 763) Printing 500 copies (EU/04/027452 - 765) 1,212 Gualtieri Budapest Conf. (EU/04/620342 - 1,212) 675 2 nd THE PEP Bureau: Sochirca (EU/04/656024 - 675)
		Total: 19,836		
USA EPA	40,000 (New contribution)	Economic valuation of transport-related health effects on children	Nothing to report	Nothing to report

² Planned translations into Russian: (a) Overview of the environmental and health effects of urban transport in the Russian Federation and other countries in Eastern Europe, the Caucasus and Central Asia; (b) THE PEP Clearing House brochure; (c) Executive summary: Transport-related health effects with a particular focus on children: "Towards integrated assessment of their costs and benefits: State of the art, knowledge, methodological aspects and policy directions.

II. Financial resources received and used by UNECE

Financial resources received by UNECE in 2004 (in US\$)				
Donor	Amount of contribution	Activity supported	Progress (until 31.03.2004)	Progress (until 31.12.2004)
Netherlands Ministry of Environment	53,706 (50,000 EUR) 24 February 2003 62,714 (55,000 EUR) 5 August 2003 60,168 (50,000 EUR) 29 September 2004 Total: 176,588 (Programme support 13%: -22,956) Net: 153,632	138,269 THE PEP Clearing House Conceptual design of the Clearing House and implementation and pilot operation phases	Establishment of the <u>conceptual design</u> and implementation mechanisms (implementation (2005) and pilot operation (2006) phases of the Clearing House ECE/AC.21/2004/3- EUR/04/5045236/3 Background reports No. 1-10 Endorsed by THE PEP Steering Committee in 2004 Completed Expenditure figures for 2004 are given below (for 2003 figures refer to: ECE/AC.21/2004/7)	Technical and substantive work under the <u>implementation phase</u> of the Clearing House ECE/AC.21/2004/3- EUR/04/5045236/3 Completed Expenditure figures for 2004 are given below (for 2003 figures refer to ECE/AC.21/2004/7)
		15,363 Support for EECCA countries	Participation at THE PEP Steering Committee: 1. meeting (2003) 2 persons 2. meeting (2004): 3 persons	Participation at Moscow workshop (9/10.2004) 1 person
Finland	20,877 (20,000 EUR) 14 January 2003 18,270 (15,000 EUR) 5 July 2004 Total: 39,147 (Programme support 13%: -5,089) Net: 34,058	34,058 THE PEP Clearing House Conceptual design of the Clearing House and implementation and pilot operation phases	For details see Netherlands above	For details see: Netherlands above
United Kingdom Ministry of Transport	18,003 (9,919 £) 4 August 2004 (Programme support 13%: -2,340) NET: 15,663	15,663 THE PEP Clearing House Implementation and pilot operation phases of THE PEP Clearing House		For details see Netherlands above
Switzerland Ministry of Transport	15,625 (20,000 CHF) 21 September 2004 (Programme support 13%: -2,031) NET: 13,594	13,594 THE PEP Clearing House: Implementation and pilot operation phases		For details see Netherlands above
Germany	23,219 (18,250 EUR) 30 November 2004 (Programme support 13%: -3,018) NET: 20,201	20,201 THE PEP Clearing House: Implementation and pilot operation phases		For details: See Netherlands above.

Financial resources received by the UNECE and expenditures incurred in 2004						
UNECE Local Technical Cooperation Trust Fund Project entitled: THE PEP Project ID No: E126 - ECE-EV-201						
Estimated Unencumbered Balance as at 31 December 2004 (in US\$)³						
	Receipt No:	Receipt date	Currency	For Year	Total US\$	Donors
(a)	Total unencumbered fund balance and reserve as at 31 December 2003				97,494.51	
	CONTRIBUTIONS (DEPH/PDCA)					
	14837/17157	5-Jul-04	EUR15,000	2004	18,270.40	Finland
	15293/17584	4-Aug-04	£9,919.43	2004	18,002.60	UK
	15811/18193	21-Sep-04	CHF20,000	2004	15,625.00	Switzerland
	15908/18299	29-Sep-04	EUR50,000	2004	60,168.47	Netherlands
	16701/19191	30-Nov-04	EUR18,250	2004	23,218.83	Germany
	Total contributions received in 2004				135,285.30	
	Plus: Interest Income				0.00 (provisional)	Amount not yet calculated
	Plus: Other Miscellaneous Income				0.00	
(b)	Total contributions/Income received in 2004				135,285.30	
(c)	= (a) + (b) Total funds available in 2004				232,779.81	
(d)	Less: Total expenditures				-115,083.00	
(e)	Less: 13% Programme support costs of (d) for 2004				- 14,960.79	
(f)	Less: Total requirements for 2004 = (d) + (e) + (f)				-130,043.79	
(g)	= (c) - (h) Total unencumbered net fund balance as at 31 December 2004				102,736.02	
Expenditures in 2004 (in US\$) (net of programme support costs)						
	Object	Project		Expenditures	Explanations	
	Short-term staff	Clearing House		100,288.69	Salaries for 2 managers (substance and IT)	
	Consultants	Clearing House		4,500.00	Cost for 1 IT expert	
	Travel of staff	Clearing House		945.49	Mission of 1 CH staff at EH Budapest meeting	
	Mission cost for EECCA countries	Support for EECCA countries		6,468.82	3 EECCA participants (Steering Committee - March 2004); 1 EECCA participant (Moscow workshop - September 2004)	
	Non-expendable equipment	Clearing House		2,780.00	US\$ 180: Web domain (annual fee) US\$ 2,600: Set-up + annual fee of search engine	
	Total expenditures in 2004				115,083.00	
	Expenditures: Clearing House				108,614.18	
	Expenditures: EECCA country support				6,468.82	

³ For details on budget and expenditure figures for 2003 refer to document ECE/AC.21/2004/7-EUR/04/5045236/7.

III. In-kind resources received and used by WHO/Europe and UNECE

17. The table below provides detailed information on the in-kind resources received and used by WHO/Europe and UNECE during 2003 and 2004.

In-kind resources received and used by WHO/Euro and UNECE			
Donor	Type of activity	Description	Status
Switzerland (Ministry of Health)	In-kind: secondment of a consultant to the for a period of 3 months (19 May-19 August 2003)	THE PEP Clearing House: 1. Development, implementation and analysis of a survey addressed to target use to identify information needs and priority contents and services to be provided by the Clearing House (Final report available); 2. Support to the further development of lay-out and contents of THE PEP web site.	Assignment completed
Cyprus (Ministry of Interior, Land-use planning)	In-kind: Workshop facilitation	Urban Plans for Transport Sustainable for Health and the Environment (hosting a workshop, including providing simultaneous translation into Russian and supporting travel expenses of a number of invited speakers, NIS participants and the secretariat).	Workshop held
Germany (Federal Ministry of Environment)	In-kind: consultant for 3,5 months (15 September – December 2003)	THE PEP Clearing House (In-depth analysis of the content, of the structure and the sources of information and data provided (collected and disseminated) by THE PEP Clearing House.	Assignment completed
France (Ministry of Transport)	In-kind: Technical assistance	THE PEP Clearing House (Analysis of content management and provision of substantive references for inclusion into Clearing House data base).	Assignment completed
Russian Federation (Ministry of Transport)	In-kind: Workshop facilitation	Urban Plans for Transport Sustainable for Health and the Environment (hosting of the workshop held at Moscow (29.9.-1.10.2004).	Workshop held
Austria, France, Malta, Netherlands, Sweden, Switzerland	Preparation of documentation and workshop facilitation	Transport related health impacts and their costs and benefits with particular focus on children (preparation of substantive documentation, policy recommendations, preparation and organization of four workshops (Vienna, Stockholm, The Hague, Valletta).	Policy recommendations completed and input to CEHAPE

D. EXTRA-BUDGETARY FUNDING REQUIREMENTS (2005 AND BEYOND)

I. General considerations

18. To the extent possible, the UNECE and WHO/Europe secretariats have made provisions to support the implementation of the projects endorsed by the Steering Committee under THE PEP work plan. However, regular budget resources cannot be allotted to ensure implementation of these projects, such as THE PEP Clearing House, the preparation and organization of major workshops or seminars, including necessary scientific background work, unless the competent governing bodies of UNECE and WHO/Europe so decide. As this

is not yet the case, extra-budgetary resources are required as has been estimated by the UNECE and WHO/Europe secretariats (refer to section A).

19. Considerable financial and in-kind resources have already been made available by some UNECE and WHO/Europe member States to provide, in particular, for the conceptual design and start-up costs of THE PEP Clearing House. These resources have been complemented by considerable contributions of the UNECE and WHO/Europe secretariats. As shown in section B, these combined efforts were however not sufficient to implement all projects in THE PEP work plan. This is all the more regrettable as THE PEP work plan was designed as a deliberately lean, consolidated and well-focused programme consisting of only a few carefully chosen projects that, according to the Steering Committee, would provide a clear value-added for promoting sustainable policies for implementation at the pan-European level.

20. The present ad hoc extra-budgetary funding arrangements for THE PEP also complicate the planning and execution of secretariat work, since neither the amount of extra-budgetary funds, nor the time of availability, nor their intended use and destination (UNECE or WHO/Europe) are known beforehand with sufficient certainty to allow for efficient programming and implementation of these projects. This is even more so for resource-intensive and longer-term projects, such as THE PEP Clearing House.

II. Need for new extra-budgetary funding mechanisms

21. For the above reasons and in view of the fact that the possibilities for obtaining additional resources for THE PEP from regular budget allocations of UNECE and WHO/Europe are very limited, the secretariats feels that the present extra-budgetary funding arrangements for THE PEP need to be revised to ensure:

- sufficient extra-budgetary funds for THE PEP projects endorsed by the Steering Committee,
 - timely, stable and predictable provision of extra-budgetary funds,
 - fair sharing of the burden in the provision of funds,
- thus allowing for proper implementation of THE PEP work plan.

22. The Bureau of the Steering Committee has already considered this issue and acknowledged the importance of finding ways of sustaining the substantial investments that have already been made into THE PEP implementation, in particular for the operation of THE PEP Clearing House. The Bureau also acknowledged the need to develop a more permanent collection system and invited the secretariat to prepare proposals in this respect for

consideration by the Steering Committee (ECE/AC.21/2005/2-EUR/05/5046203/2, paras. 24 and 25).

23. The Steering Committee may, therefore, wish to provide guidance on possible future extra-budgetary funding arrangements to ensure proper implementation of THE PEP work plan. As a basis for its considerations, the secretariats propose the following not mutually exclusive schemes for consideration and approval at the present session:

(a) Pledging arrangements

UNECE and WHO/Europe member States and other donors would announce, at the annual session of the Steering Committee, their financial and in-kind contributions for the implementation of THE PEP work plan on the basis of the resource estimates made by the secretariats in cooperation with the Bureau. Potential donors are invited to inform the Steering Committee, at its present session, on the amount and timing of their contributions taking account of the resource situation as described in this document.

(b) Voluntary contribution scheme

Establishment of a voluntary scheme of contributions based on the principles of stable and predictable funding and a fair sharing of the burden. Such a scheme, similar to arrangements that been made and work well in the framework of the Aarhus Convention⁴, could consist of a differentiated system of shares of:

- (i) THE PEP Share of type A: US\$ 20,000;
- (ii) THE PEP Share of type B: US\$ 1,000.

UNECE and WHO/Europe member States as well as other donors could make annual contributions to THE PEP in the form of at least one or more shares from either of the two types. On the basis of annual resource estimates for THE PEP to be made by the secretariats in cooperation with the Bureau, donors could indicate their intention to subscribe to such shares prior to the annual session of the Steering Committee. The Committee would then be able to decide on project implementation on a rational basis taking account of the wishes of the donors.

While such a scheme does not modify underlying financial procedures, it might nevertheless increase transparency and predictability in the provisions of funds, induce a larger number of UNECE and WHO/Euro member States and other donors to contribute to THE and could

⁴ Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters (25 June 1998).

support national activities to obtain funds. Such a scheme could also facilitate efforts to secure resources for THE PEP from the three sectors or Ministries involved (Transport, Health and Environment).

The secretariats would monitor the scheme and report regularly to the Bureau and the Steering Committee. Should the Steering Committee agree in principle with this approach, the secretariats in cooperation with the Bureau could, immediately following the present session, develop detailed provisions for the application of this scheme and circulate relevant information to UNECE and WHO/Europe member States and other potential donors. An evaluation of the scheme could be made by the Steering Committee at its next session in 2006.

(c) User charges and fees

Development of a system of user charges or user fees for the provision of specific services to be provided by THE PEP Clearing House (value-added services, such as provision of analytical expert services, translation of documents, user fora, networking arrangements, etc.). Should the Steering Committee agree to such an approach, the secretariats could prepare detailed proposals in this respect for consideration by the Steering Committee at its next session taking account of the facilities planned to be provided by the Clearing House.

24. The Steering Committee is invited to decide on the future course of action in this field with a view to better implementing the projects of THE PEP work plan and to be able to report on concrete progress and value-added produced by THE PEP at the forthcoming third session of the High-Level Meeting in 2007.

III. The case of THE PEP Clearing House

25. The above considerations have shown that the present funding arrangements are not adequate to ensure the operation of the Clearing House following the conclusions of its pilot operation phase in 2005.

26. It is obvious that the relatively high start-up (investment) costs for such a complex undertaking are only justified if the Clearing House is able to operate for a “reasonable” amount of time. Secondly, qualified personnel can only be attracted and/or kept, particularly in case of working abroad, if a minimum of stable working conditions/contracts can be assured. Finally, the Clearing House will only be accepted and beneficial for its users if it can provide its services and feed-back on a permanent, up-to-date and uninterrupted basis. For all these reasons, it seems imperative to develop and implement now mechanisms that provide stable and predictable resources for the regular operation of the Clearing House in the years to

come also taking account of the financial arrangements in place for other existing Clearing Houses, such as on Biodiversity, etc.

27. The implementation phase of THE PEP Clearing House has been concluded, as planned, by the end of 2004. In January 2005, the pilot operation phase of the Clearing House has started and the number of users will gradually be extended to include all national THE PEP Focal Points (more than one hundred). During the pilot operation of the Clearing House and pending the designation of national nodes as information providers, the Focal Points will be able to upload information, data and websites onto the Clearing House under the quality control of the Information Content Manager.

28. In view of initial uncertainties about the availability of resources, the secretariat has utilized in 2004, to the extent possible, IT and personnel resources available at the UNECE to minimize use of extra-budgetary funds. This has led to considerable savings in some areas (web-server, search engine, etc.), but also required the re-scheduling of a number of activities planned to be carried out in 2004 (such as audits)⁵. Total expenditures financed from THE PEP Trust Fund for the development of the Clearing House in 2004 amounted to US\$ 108,614 (US\$ 122,734 including programme support costs).

29. The estimated extra-budgetary resources for the pilot operation phase of the Clearing House (January-December 2005), as endorsed by THE PEP Steering Committee (refer to section A), have been estimated to vary between US\$ 188,000 (basic version) and US\$ 314,000 + depending on the amount of additional services to be installed and operated by the Clearing House, such as translation and analytical services.

30. Due to savings and re-scheduled activities, funds from 2003 and 2004 in the order of US\$ 102,000 will be available in 2005 to finance part of the pilot operation phase of the Clearing House (refer to section B). Therefore, based on the budgeted amount of US\$ 188,000, extra-budgetary resources in the order of at least US\$ 86,000 are required in 2005 to conclude the pilot operation phase (basic version) successfully. In case the UNECE is able and willing to continue its substantive and technical support for the Clearing House in 2005, these extra-budgetary resource requirements could be further reduced. In addition, funds in the order of US\$ 81,000 are still available with WHO/Europe (refer to section B) that could be utilized to develop and install in particular additional services to be provided by the Clearing House, such as analytical work, dissemination, networking and translation.

⁵ A detailed report on this issue has been submitted to the Bureau in December 2004 and may be obtained from the secretariats.

31. As of 2006, possibly already in mid-2005, THE PEP Clearing House will become fully operational and provide its services to the general public and/or registered user groups and national information nodes in particular. Under the assumption that the UNECE can continue to host the Clearing House on one of its servers and provides the required technical and substantive back-up support (assistance by UNECE staff, provision of offices, equipment and IT services), the large majority of extra-budgetary resources to operate the Clearing House as of 2006 is required for qualified personnel (Information Content and IT Managers).

32. Under the above circumstances, the annual cost for the operation of the Clearing House, if administered by the UNECE, could be estimated to range between US\$ 168,000 and US\$ 240,000, depending on the qualifications and experiences of recruited personnel, local and/or international recruitment, length of contracts, etc.⁶ In addition considerable additional funds are required to ensure a continued operation of additional Clearing House services (databases, newsletters, analytical services, etc. as described in detail in document ECE/AC.21/2005/3-EUR/05/5046203/3).

33. In this context, it should be noted that synergies with other Clearing Houses currently operated under the auspices of UNECE, such as the Aarhus Clearing House, could be reaped. The total resource requirements for the sustained operation of THE PEP Clearing House would need to be further analyzed in light of the experiences made during the pilot operation phase of the Clearing House in 2005 and in comparison with other international Clearing Houses.⁷

34. It is highly unlikely that the cost for the operation of THE PEP Clearing House could be absorbed by the regular budget of the United Nations secretariat or possibly by WHO. Therefore, extra-budgetary funds in the order of US\$ 168,000 to US\$ 240,000 for personnel alone as well as funds for the provisions of the above-mentioned additional services would be required on a predictable basis to ensure the sustainability of THE PEP Clearing House.

35. For these reasons, the above considerations on the establishment of stable and predictable extra-budgetary funding mechanisms for THE PEP are of particular importance for the functioning of its Clearing House.

⁶ These estimates are based on annual cost figures for professional staff (incl. overhead costs) of US\$ 84,000 to US\$ 120,000 for one person (for 1.5 information content managers and 0.5 IT manager).

⁷ For more information, see also Informal Document No.9 (2004) submitted to THE PEP Steering Committee in March 2004.

E. GUIDELINES FOR THE TRANSFER OF VOLUNTARY CONTRIBUTIONS.

36. The secretariat provides below bank information for the transfer of voluntary contributions to UNECE and WHO/Euro to ensure the effective implementation of THE PEP work plan as well as adequate participation of representatives of countries with economies in transition in its meetings. Contributions should be transmitted to the UNECE THE PEP Trust Fund and/or to WHO/Europe. For administrative reasons, funds for personnel and IT infrastructure for THE PEP Clearing House should be made available to the UNECE Trust Fund while support for additional services to be provided by the Clearing House could be made available to either organization. In general, resources made available through the UNECE Trust Fund would mainly support activities that have a strong transport and environment component. Funds promoting primarily health objectives could be directed to WHO/Euro.

UNECE BANK INFORMATION

Contributions should be made to the United Nations Economic Commission for Europe (UNECE) and should be labelled and transferred or sent as follows:

US\$	Account number:	485-001802
	Account currency:	US Dollars
	Account title:	UNOG General Fund
	Bank name and address:	JP Morgan Chase Bank, New York International Agencies Banking 1166, Avenue of the Americas, 17 th Floor New York, N.Y. 10036-2708, USA
	ABA (US Bank Code):	021000021
	Swift Code:	CHASUS33
	Reference:	Indicate "Credit account ECE/E126 (ECE-EV-201):THE PEP"
€	Account number:	23961-901
	Account currency:	EUR
	Account title:	United Nations Office in Geneva
	Bank name and address:	JP Morgan Chase Bank, London International Agencies Banking 125 London Wall, London, EC2Y 5AJ, the United Kingdom
	Sorting Code:	60-92-42
	IBAN Number	GB25 CHAS 6092 4223 9619 01
	Swift Code:	CHASGB2L
	Reference:	Indicate "Credit account ECE/E126 (ECE-EV-201): THE PEP"
£	Account number:	23961-903
	Account currency:	GBP
	Account title:	United Nations Office in Geneva
	Bank name and address:	JP Morgan Chase Bank, London International Agencies Banking 125 London Wall, London, EC2Y 5AJ, the United Kingdom
	Sorting Code:	60-92-42
	IBAN Number	GB25 CHAS 6092 4223 9619 01
	Swift Code:	CHASGB2L
	Reference:	Indicate "Credit account ECE/E126 (ECE-EV-201): THE PEP"
CHF	Account number:	240-C0590160.0
	Account currency:	CHF
	Account title:	UN Geneva General Fund
	Bank name and address:	UBS AG Rue des Noirettes 35, CH- 1211 Geneva 2 Switzerland
	Bank Clearing Code:	240
	Swift Code:	UBSWCHZH12A
	Reference:	Indicate "Credit account ECE/E126 (ECE-EV-201): THE PEP"

WHO BANK INFORMATION

Any contribution should be made to the World Health Organization, European Centre for Environment and Health and should be labelled and transferred or sent as follows:

For amounts less than 10,000.00 US\$

- Bank's name: UniCredit Banca d'Impresa
- Bank's address: Filiale 06822 Roma Centro
Via Sardegna, 44
00187 Roma
- Payee's name: World Health Organization
European Centre for Environment and Health
- Account No.: 000004793067 (account in EUR)
- ABI: 03226
- CAB: 03201
- CIN National V

Please add, for bank transfers from outside Italy, the following useful numbers:

- CIN EUR: 60
- Swift (= BIC) Code: UNCRIT2V
- IBAN code: IT/60/V03226/03201/000004793067

Reference: Indicate clearly "Implementation of Transport, Health Environment Pan-European Programme THE PEP – 1334.03.01: 5046201"

For amounts more than 10,000.00 US\$

- Bank's name: Nordea Danmark A/S
- Bank's address: Strandvejen 159, DK-2900 Hellerup
- Payee's name: World Health Organization
- EURO Account No.: 5005855876
- US\$ Account No.: 5005553601
- Registration No.: 2228
- Swift (= BIC) code: NDEADKKK
- IBAN Code: DK40 2000 5005 855 876

Reference: Indicate clearly "Implementation of Transport, Health Environment Pan-European Programme THE PEP – 1334.03.01: 5046201"
