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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
(First session, 10 and 11 April 2003)

**PROVISIONAL AGENDA FOR THE FIRST SESSION OF
THE STEERING COMMITTEE**

**to be held in the Palais des Nations, Geneva,
starting at 10.00 hours on Thursday, 10 April 2003^{*/}**

1. Adoption of the agenda

^{*/} For reasons of economy, delegates are requested to bring copies of the documents mentioned in this provisional agenda to the meeting. There will be no documentation available in the meeting room.

Before the meeting, missing documents may be obtained directly from the UNECE secretariat (Fax: +41-22-917-0039). All the documents may also be accessed and downloaded from the relevant THE PEP website (www.the-pep.org). During the meeting, missing documents may be obtained from the UNOG Documents Distribution Section (Room C.111, 1st floor, Palais des Nations, Geneva).

In accordance with the accreditation procedures applicable for all meetings held at the Palais des Nations, delegates are requested to fill-in the attached registration form (also available from THE PEP web site (www.the-pep.org)) and to transmit the duly filled-in form at the latest one week before the session to the secretariat, either by fax (+41-22-917-0039) or by e-mail (tea.aulavuo@unece.org). In Geneva, prior to the session, delegates are requested to present themselves at the Pass and Identification Unit of the UNOG Security and Safety Section, located at Villa Les Feuillantines, 13 Avenue de la Paix (see attached map), for issuance of an identification badge. In case of difficulties, please phone the UNECE secretariat (Int. 72453).

2. Election of officers
 - (a) Election of a chair and two vice-chairs
 - (b) Election of members of the Bureau
3. Rules of procedure and organization of work of the Steering Committee
 - (a) Rules of procedure of the Steering Committee
 - (b) Organization of work of the Steering Committee
4. Implementation of activities in THE PEP work plan: Draft programme of work 2003-2005
 - (a) Clearing House on Transport, Environment and Health
 - (b) Elaboration and implementation of urban plans for transport sustainable for health and the environment
 - (c) Transport related health impacts and their costs
 - (d) Establishment of a set of indicators to monitor the integration of environmental and health aspects into transport policies and the impact of the policies on health and the environment
 - (e) Other activities
5. Overview of relevant international activities in the field of transport, environment and health
6. Other business

1. ADOPTION OF THE AGENDA

The Steering Committee is expected to adopt the agenda of its first session based on a draft prepared by the UNECE and WHO/Euro secretariats (hereafter: the secretariat) (ECE/AC.21/2003/1 – EUR/03/5040828/1).

2. ELECTION OF OFFICERS

(a) Election of a chair and two vice-chairs

In accordance with the decision of the second High-level Meeting on Transport, Environment and Health (5 July 2002), each session of the Committee will be chaired by a representative of one of the sectors of transport, environment and health, with two vice-chairs representing the other two sectors. The chairmanship will rotate annually between the three sectors. The chairmanship should be maintained between its sessions to represent the Steering Committee and the Bureau (ECE/AC.21/2002/9-EUR/02/5040828/9, para. 9).

In accordance with this mandate, the Steering Committee may wish to elect the officers at its first session.

(b) Election of members of the Bureau

In accordance with the decision of the second High-level Meeting on Transport, Environment and Health (5 July 2002), the Steering Committee will be assisted by a tripartite Bureau, consisting of nine to fifteen members elected by the Steering Committee and representing the three sectors and the different parts of the region on an equal footing. The Bureau will hold bi-annual meetings and is responsible for preparing the meetings and follow-up on the decisions of the Steering Committee (ECE/AC.21/2002/9-EUR/02/5040828/9, para. 9).

In accordance with this mandate, the Steering Committee may wish to elect the Members of its Bureau. The secretariat will assist with the nomination of candidates.

3. RULES OF PROCEDURE AND ORGANIZATION OF WORK OF THE STEERING COMMITTEE

(a) Rules of procedure of the Steering Committee

The second High-level Meeting on Transport, Environment and Health (5 July 2002) has adopted the Terms of Reference of the Steering Committee and stated that its rules of procedure and method of work are to be decided by the Committee itself (ECE/AC.21/2002/9-EUR/02/5040828/9, para. 7).

The Steering Committee may, therefore, wish to consider and adopt its rules of procedure. As a basis for discussion, the secretariat has prepared draft rules of procedure that are, together with the already adopted Terms of Reference, annexed to this agenda.

(b) Organization of work of the Steering Committee

(i) Network of national focal points

In accordance with the decision of the second High-level Meeting on Transport, Environment and Health (5 July 2002), a network of national focal points on transport, environment and health is to be established. The objective of this network is to facilitate contacts and coordination between the countries of the regions and the relevant sectors involved (ECE/AC.21/2002/9-EUR/02/5040828/9, para. 12).

THE PEP network of focal points will consist of representatives from member States and organizations participating in the sessions of the Steering Committee. They will be responsible for the follow-up of THE PEP within their respective countries and organizations, as well as for dissemination of information to all the relevant stakeholders. The focal points should also ensure coordination of the positions of their respective countries and organizations in the Steering Committee.

The secretariat has prepared a list of persons to which, for the time being, all relevant information and documentation relating to THE PEP will be transmitted. This list is based on the contact information provided by member States following the request by the secretariat (letter of 16 October 2002) as well as on information available under the Vienna and London follow-up processes. A copy of this list will be distributed prior to, but will also be available at the session of the Committee for verification and updating by participants. If they have not yet done so, member States and concerned organizations are invited to transmit the names of their respective focal points to the secretariat as soon as possible.

(ii) Implementation of the activities in THE PEP work plan

In accordance with the decisions of the second High-level Meeting on Transport, Environment and Health (5 July, 2002), the Steering Committee may establish ad hoc working groups, task forces and other bodies, as needed, to implement the concrete activities and to dissolve them once the task is completed. They will report to the Steering Committee on a regular basis. Their composition will be determined on an ad hoc basis.

Countries and groups of countries together with relevant international organizations are encouraged to undertake a lead actor role for implementation of the work plan, e.g. by leading the work of the above-mentioned bodies (ECE/AC.21/2002/9–EUR/02/5040828/9, paras. 10 and 12). The secretariat will support the activities of these groups, in line with the provisions on secretariat support agreed by the second High-level Meeting (ECE/AC.21/2002/9–EUR/02/5040828/9, annex 2). However, to allow these bodies to operate within the available budget and in a most flexible manner, interpretation facilities and translation of relevant documentation cannot be provided.

The Steering Committee may wish to decide on the possible establishment of such ad hoc bodies in specific areas once the substantive projects to be implemented under THE PEP programme of work 2003-2005 have been agreed upon (see item 4 below).

(iii) Financial arrangements

The second High-level Meeting on Transport, Environment and Health agreed that the financial basis needed for an effective implementation of THE PEP will rely mainly on voluntary contributions from member States, international organizations and international financial institutions active in the areas of transport, environment and health. The availability of funds was also considered essential for ensuring adequate participation of representatives of countries with economies in transition in the meetings within the follow-up process. The requested secretariat services indispensable for the effective implementation of the PEP may also entail additional resources.

During the second High-level Meeting a number of Member States already pledged financial and in-kind support to some of the specific activities in THE PEP work plan. The Meeting suggested that the resources to be made available for the implementation of THE PEP should be earmarked through a UNECE trust fund and through ad-hoc allotments of voluntary donations to WHO (ECE/AC.21/2002/9–EUR/02/5040828/9, paras. 10, 13-15 and annex 2).

In accordance with these decisions, the UNECE secretariat has established a Trust Fund for “Transport, Health and Environment (THE PEP)”, Project ID No. E126 (ECE-EV-201). The resources made available through the UNECE trust fund would mainly support activities that have a

strong transport and environment component, whereas the funds promoting primarily health objectives would be directed to the WHO Regional Office for Europe. Funds received by the WHO to support the implementation of specific activities will be allocated to and managed through dedicated budget lines, in line with the financial and administrative procedures that apply to Voluntary Donations received by the Organization. Further details on the operation of the UNECE THE PEP Trust Fund can be obtained from the UNECE secretariat. So far the Netherlands and Finland have provided funds to support the implementation of THE PEP work plan. Other delegations who made pledges at the second High-level Meeting are invited to confirm them as well as to provide the Committee with any other information related to their intentions or preferences for their utilization. Delegations who have not yet expressed how they intend to contribute to the implementation of THE PEP, and wish to do so, are also invited to inform the Steering Committee of their plans on this.

The Committee may wish to have an exchange of view on this issue and consider ways and means to support the implementation of the Programme either financially or in kind.

4. IMPLEMENTATION OF ACTIVITIES IN THE PEP WORK PLAN: DRAFT PROGRAMME OF WORK 2003-2005

The second High-level Meeting on Transport and the Environment (5 July 2002) adopted THE PEP work plan, outlining a number of specific activities, which could serve as examples of how tangible progress could be made in the priority areas (ECE/AC.21/2002/9–EUR/02/5040828/9, annex 1). The work plan includes also indicative estimations of the expected costs of these activities. It was agreed that these activities could be undertaken on a step-by-step basis, in co-operation with other international organizations and taking account of the work carried out so far.

Based on the interest shown by member States, e.g. through financial pledges and through action already undertaken for their implementation, the secretariat proposes, as a first step, to focus attention on the implementation of the activities listed below, as drawn from the work plan. These activities as well as possibly other projects to be proposed by delegations, would constitute the programme of work of the Steering Committee for the period January 2003 to December 2005.

The Steering Committee may wish to consider and endorse the project proposals below, including the possible creation of ad hoc bodies to ensure their implementation and decide on its programme of work.

(a) Clearing House on Transport, Environment and Health

The Steering Committee will have before it document ECE/AC.21/2003/2–EUR/03/5040828/2 prepared by the secretariat. It outlines a start-up project towards the conceptual preparation and implementation of a web-based “THE PEP Clearing House on Transport, Health and Environment”. This project contributes to the implementation of the priority areas and actions of THE PEP work plan, namely: “I. Integration of environmental and health aspects into transport policy; 3. Dissemination of information, good practices and capacity building” (ECE/AC.21/2002/9–EUR/02/5040828/9, annex 1).

The document is based on the initial conceptual work on the objectives and substantive and technical requirements of such a Clearing House that had already been initiated by WHO/Euro in the framework of the London Charter implementation. The document describes also substantive and technical concepts for the expansion of the start-up project into a full-fledged clearing house.

The Steering Committee may wish to discuss and endorse the objectives and the expected outcome of the project as contained in the document. Delegations are invited to reflect on their possibilities to provide input and contributions to the implementation of the Clearing House, including its operation.

(b) Elaboration and implementation of urban plans for transport sustainable for health and the environment

Under the priority area on urban transport, the Steering Committee may wish to consider a project contained in document ECE/AC.21/2003/3–EUR/03/5040828/3. This project contributes to the implementation of the priority areas and actions of THE PEP work plan, namely: “III. Urban areas; I. Establishment of a framework for the elaboration and implementation of urban plans for transport sustainable for health and the environment by agglomerations (urban and suburban) beyond a defined sized” (ECE/AC.21/2002/9–EUR/02/5040828/9, annex 1).

This project aims at bringing together and harmonizing guidelines for urban planning with a view to providing a coherent framework linking urban development to transport, health and sustainable development. The project involves, as a first step, the organization of a workshop on urban transport patterns and land-use planning sustainable for health and the environment, to be held in Cyprus in 2003. This activity builds on the work initiated by the UNECE to develop guidelines for central and local governments on a strategic approach to integrate urban transport management with land-use planning and environmental policies as well as on the WHO publication "Healthy Urban Planning - A WHO guide to planning for people".

The Steering Committee may wish to discuss and endorse the objectives and the expected outcome of the project as contained in the document.

Furthermore, delegations are invited to consider ways and means to provide their contributions and input towards rapid implementation of the project.

(c) **Transport related health impacts and their costs**

The Steering Committee will have before it document ECE/AC.21/2003/4–EUR/03/5040828/4 prepared by Austria, France, Malta, the Netherlands Sweden and Switzerland. This project contributes to the implementation of the priority areas and actions of THE PEP work plan, namely: “II. Demand side management and modal shift; 4. Promotion, implementation and review of policies designed to internalize the health and environmental externalities (external costs) generated by transport activities” and “III. Urban areas; 5. Special care for groups at high risk, in particular children” (ECE/AC.21/2002/9-EUR/02/5040828/9, annex 1).

The document presents a joint project, which builds on and expands further the work that has already been carried out within the framework of the London Charter, with the objective to promote progress in the valuation of costs of transport-related health effects. The project contributes thereby to one of the key priority areas identified in THE PEP, namely, demand side management and modal shift.

The Steering Committee may wish to consider the project as described in the document. It may also wish to explore ways to extend its scope to cover the interests of the whole region and to promote it at the pan-European level. Finally, delegations are invited to consider their possibilities to contribute to the implementation of the project.

(d) **Establishment of a set of indicators to monitor the integration of environmental and health aspects into transport policies and the impact of these policies on health and the environment**

The Steering Committee will have before it document ECE/AC.21/2003/5–EUR/03/5040828/5 on the establishment of a set of indicators to monitor the integration of environmental and health aspects into transport policies and the impact of these policies on health and the environment. This project contributes to the implementation of the priority areas and actions of THE PEP work plan, namely: “I. Integration of possible actions and initial estimates of costs; 2. Definition and adoption of environment and health targets, identification of indicators for monitoring

of the implementation and of impacts, development of reporting mechanisms” (ECE/AC.21/2002/9-EUR/02/5040828/9, annex 1).

This activity proposes to further expand the set of indicators developed by the European Environment Agency (EEA) in the context of the “Transport and Environment Reporting Mechanism” (TERM) to fully incorporate health aspects, as well as at extending, as much as possible, the geographic scope of the system to countries with economies in transition, with appropriate adaptations. In so doing , the proposed work will build on contacts that have already taken place between the WHO and the EEA, and take into account other relevant initiatives such as the recent work carried out by the WHO European Centre for Environment and Health in Bonn to establish a core-set of indicators for monitoring and reporting on environmental health in the European Region.

The Steering Committee may wish to consider the project as described in the document. Delegations are invited to consider their possibilities to contribute to the implementation of the project.

(e) **Other activities**

Delegations are invited to present any other projects, including information on objectives, expected outcome and estimated costs for implementation under THE PEP work plan.

5. OVERVIEW OF RELEVANT INTERNATIONAL ACTIVITIES IN THE FIELDS OF TRANSPORT, ENVIRONMENT AND HEALTH

Delegations may wish to inform the Steering Committee of activities of relevance to the THE PEP work plan, that are at present carried out or are planned at the national and international levels, with the view to promoting co-ordination of efforts and encouraging synergies at the pan-European level.

6. OTHER BUSINESS

The Steering Committee may wish to consider any other issues of interest in the field of transport, health and environment.

The Steering Committee may wish to decide on the date of its second session. The secretariat has already tentatively scheduled the second session of the Steering Committee to be held on 1-2 April 2004.

* * *

The secretariat of the Steering Committee, composed of staff of the UNECE and WHO/Euro secretariats, may be contacted as follows:

Ms. Tea AULAVUO
Focal Point for Transport, Environment and Health
United Nations Economic Commission for Europe
Office 415
Palais des Nations
CH-1211 Geneva 10
Tel: +41-22-917-1723
Fax: +41-22-917-0107
E-mail: tea.aulavuo@unece.org

Ms. Francesca RACIOPPI
Technical Officer,
Injuries, Transport and Health Programme
World Health Organization (WHO)-European Centre for
Environment and Health, Rome office
Via Francesco Crispi, 10
I-00187 Rome
Tel: +39-06-487 75 45
Fax: +39-06-487 75 99
E-mail: fr@who.it

Annex

Terms of Reference
of
THE PEP Steering Committee

(adopted by the second High-level Meeting on Transport, Environment and Health (5 July 2002))

The tripartite Steering Committee would constitute the principal decision-making body for the WHO-UNECE activities on transport, environment and health, and be responsible for giving guidance and strategic directions to the Transport, Health and Environment Pan-European Programme (THE PEP). In particular, the Steering Committee will:

- Promote and co-ordinate the implementation of THE PEP, ensuring co-ordination with other international activities and avoiding overlaps.
- Monitor progress of the implementation of THE PEP; prepare assessments/ reviews of progress made and propose new priorities/actions, if need be, for adoption by member States; identify issues and propose corrective measures, where appropriate.
- Liaise and cooperate closely with relevant UNECE principal subsidiary bodies (PSBs), WHO bodies, as well as intergovernmental organizations, such as UNEP, OECD, ECMT, EU, CEI and non-governmental organizations that are active in the fields of transport, environment and health.
- Facilitate cross-sectoral co-ordination and international co-operation of public and private institutions.
- Establish ad hoc working groups, task forces and other bodies as needed to implement the activities agreed under THE PEP.
- Initiate proposals to identify funds for expected products, ensure products are timely and respond to needs, in particular with respect to results.
- Review and approve new proposals for action to be carried out within the framework of THE PEP implementation.

- Report to the WHO Regional Committee for Europe and to the United Nations Economic Commission for Europe, unless decided otherwise.
- Provide guidance on the need for the possible further development of existing or new instruments promoting transport sustainable for health and the environment.
- Serve as a forum where activities implementing those items in the Charter Plan of Action and Vienna Programme of Joint Action that do not fall under the priorities established by THE PEP can be reported on and taken note of.
- The Steering Committee will take decisions on a consensus basis.

Rules of Procedure
for
THE PEP Steering Committee

(to be adopted by the Steering Committee at its first session)

Sessions

A session of the Steering Committee shall be convened by the UNECE and WHO/Euro secretariats (hereafter: the secretariat) on an annual basis following consultation with the Chairperson and the two Vice-Chairpersons of the Steering Committee.

The sessions of the Steering Committee shall ordinarily be held at the United Nations Office at Geneva (UNOG).

Agenda

The provisional agenda for each session shall be drawn up by the secretariat in consultation with the Chairperson of the Steering Committee.

The first item on the provisional agenda for each session shall be the adoption of the agenda.

Representation

Sessions of the Steering Committee are open for representatives of UNECE and WHO/Euro member States and organizations representing the Transport, Environment and Health sectors.

Officers

The Steering Committee shall elect from among representatives a Chairperson as well as two Vice-Chairpersons. The chairmanship will rotate between representatives of the Transport, Environment and Health sectors, each sector taking one of the three posts. The chairmanship shall be maintained between the sessions and shall represent the Steering Committee and the Bureau.

Bureau

The Steering Committee will be assisted by a tripartite Bureau consisting of nine to fifteen members elected by the Steering Committee. The members of the Bureau shall represent the transport, environment and health sectors as well as the different parts of the UNECE and WHO/Euro region on an equal footing. The Bureau is responsible for preparing the meetings of the Steering Committee and for following-up on its decisions. The Bureau will hold bi-annual meetings.

Secretariat

The Steering Committee, its Bureau and any ad hoc bodies established by the Steering Committee will be serviced by the secretariat which is to be supplemented with the appropriate staffing from the three sectors for this purpose. The secretariat shall be responsible for the necessary arrangements being made for meetings of the Steering Committee, its Bureau and of the ad hoc bodies established by the Steering Committee.

In particular, the secretariat shall provide the following services:

- (a) Overall coordination of the implementation of THE PEP work plan and direct participation in the delivery of THE PEP, involving:
 - establishment and maintenance of contacts with member States, intergovernmental organizations and non-governmental organizations
 - organization of meetings
 - preparation of background documents
 - monitoring and reporting
 - drafting of reports/publications
 - planning, setting-up of ad hoc working groups/task forces, identification of experts
 - organization and follow-up of activities to be carried out by task forces/working groups.
- (b) Participation in dissemination activities to be organized to implement the programme as well as in other intergovernmental fora and major scientific events.
- (c) Participation in and contribution to fund raising activities.

Languages

English, French and Russian shall be the working languages of the Steering Committee. Ad hoc working groups, task forces and other subsidiary bodies established by the Steering Committee will not be provided by secretariat interpretation facilities and translation of relevant documentation.

Reports

Before the end of each session of the Steering Committee the chairperson will summarize the conclusions of the session, including any decisions taken. Following the session, a draft report will be prepared by the secretariat and transmitted to the participants of the session. Any comments on the report by participants will be incorporated into the final report by the secretariat in consultation with the Chairperson.

The Steering Committee will report on an annual basis to the WHO Regional Committee for Europe and to the United Nations Economic Commission for Europe.

Relations with other organizations

The Steering Committee will liaise with, inform and cooperate closely with relevant UNECE principal subsidiary bodies, in particular with the Inland Transport Committee (ITC) and the Committee on Environmental Policy (CEP), the Human Settlements Committee, with WHO bodies, in particular the European Environment and Health Committee (EEHC) as well as with intergovernmental and non-governmental organizations competent and interested in the fields of transport, environment and health.

Amendments and suspensions

Any of these rules of procedure may be amended or suspended by the Steering Committee provided that the proposed amendments and suspensions do not set aside the provisions contained thereon in the Terms of Reference of the Steering Committee laid down by the second High-level Meeting on Transport, Environment and Health (5 July 2002).

Other provisions

In the absence of other provisions in the Rules of Procedure of the Steering Committee, the rules of procedure of the United Nations Economic Commission for Europe and those of the World Health Organization/Euro shall be applicable, unless the Steering Committee decides otherwise.

UNITED NATIONS OFFICE AT GENEVA



Conference Registration Form

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THE PEP Steering Committee

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Participant

Mr. Family Name First Name
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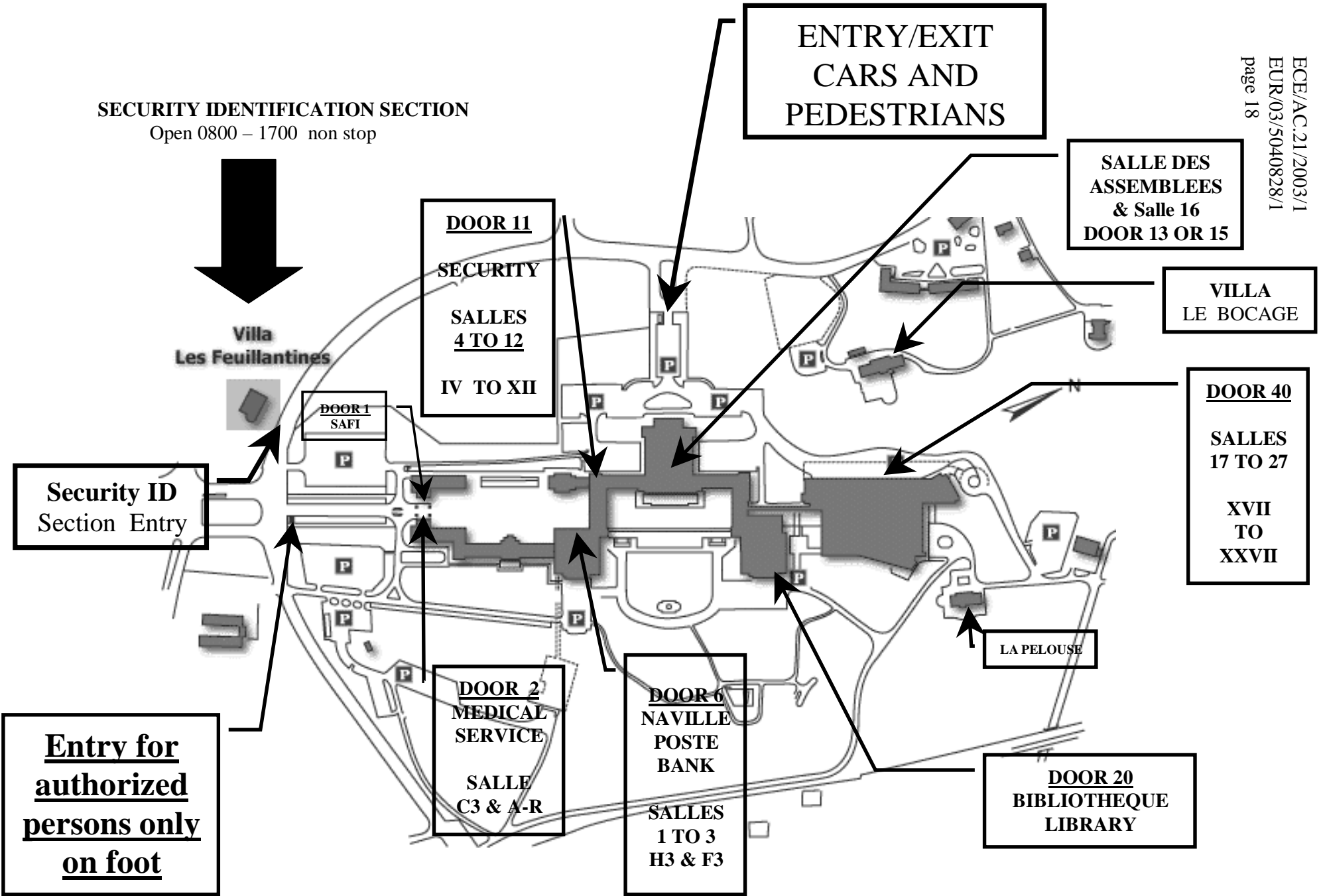
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