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**ECONOMIC COMMISSION FOR EUROPE
WORLD HEALTH ORGANIZATION**
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HIGH-LEVEL MEETING ON TRANSPORT, ENVIRONMENT AND HEALTH
THE PEP Steering Committee
(Second session, 29 and 30 March 2004,
agenda item 4.A(i))

CLEARING HOUSE ON TRANSPORT, ENVIRONMENT AND HEALTH
(THE PEP Clearing House)

Conceptual Design and Implementation Arrangements

Prepared by the WHO/Europe and UNECE secretariat
in cooperation with the Task Force on the Conceptual Design of THE PEP Clearing House

Addendum 1

Terms of Reference of the
Advisory Board of THE PEP Clearing House on Transport, Health and Environment

1. The Steering Committee shall establish an “Advisory Board of THE PEP Clearing House on Transport, Health and Environment” in line with the mandate set out below, to be operational during the implementation and pilot operation of the Clearing House.

2. The Advisory Board shall have an advisory and consultative role during the implementation and pilot operation of the Clearing House. It shall support, and act in close cooperation with, the WHO/Europe and UNECE secretariat, and in particular with the Clearing House’s Substantive Content Managers in the areas of transport, environment and health.

3. The Advisory Board shall provide guidance and advice to the secretariat and the Content Managers of the Clearing House as necessary, particularly in the following areas:

A. Target User Groups

- Assessment of existing target user groups’ needs and preferences, for instance through the feedback mechanisms and users’ statistics of the Clearing House, with particular emphasis on the use of additional services and the regional distribution of users;
- Identification and assessment of the needs and preferences of new target user groups;
- As necessary, re-orientation of the information content of the Clearing House.

B. Information Content and Management

I. Core content and information structure

- Guidelines and criteria for the type, quality and quantity of information and data to be included in the Clearing House;
- Selection and screening mechanisms for the choice of contents and links to be included;
- Inclusion of restricted information;
- Development and refinement of the substantive architecture of the Clearing House.

II. Information providers

- Identification of international and national nodes;
- Assessment of specific roles and responsibilities of nodes;
- As necessary, provision of co-operative arrangements.

III. Language policies

- Determination of appropriate language policies;
- Identification and implementation of various options for translation of contents from and into English.

IV. Additional (value-added) services

- Phased implementation procedures for additional services;
- Continuous appraisal of the needs of target users in terms of additional services.

C. Operational and resource requirements

- Assessment of the cost-effectiveness of the project;
- Maintenance of political and financial support.

4. The Advisory Board shall report to the Steering Committee and to its Bureau.

5. The Advisory Board shall, to the extent possible, work via electronic communication channels. It shall meet, as required, back-to-back to sessions of the Bureau. The WHO/Europe and UNECE secretariat will facilitate the work of the Advisory Board.

6. UNECE and WHO/Europe member States and organizations representing the transport, environment and health sectors are invited to nominate experts to participate in the work of THE PEP Clearing House Advisory Board on the implementation and pilot operation of the Clearing House. The Advisory Board should preferably consist of no more than ten experts and be regionally balanced. Its working language shall be English.
