

**Economic and Social Council**Distr.: General  
25 August 2016

Original: English

**Economic Commission for Europe****World Health Organization  
Regional Office for Europe****High-level Meeting on Transport, Health  
and Environment****Steering Committee of the Transport, Health  
and Environment Pan-European Programme****Fourteenth session**

Geneva, 7–9 November 2016

Item 7 (c) of the provisional agenda

**Implementing the Paris Declaration: THE PEP Partnerships****Draft revised terms of reference for THE PEP Partnerships****I. Terms of reference**

1. At the Third High-level Meeting on Transport, Health and Environment (Amsterdam, 22–23 January 2009) consensus was reached to develop the Transport, Health and Environment Pan-European Programme (THE PEP) Partnership as one of the mechanisms for achieving the four Priority Goals of THE PEP in the period 2009–2014 (see Amsterdam Declaration, ECE/AC.21/2009/2–EUR/09/5086385/2, annex I).<sup>1</sup> At the Fourth High-level Meeting on Transport, Health and Environment (Paris, 14–16 April 2014) States reconfirmed their commitment to implementing the four THE PEP Priority Goals and adopted a fifth Priority Goal in the Paris Declaration (ECE/AC.21/2014/2–EUDCE1408105/1.6/4HLM/2, annex).<sup>2</sup>

2. THE PEP Partnership was established to serve three main objectives:

(a) To provide THE PEP with an effective mechanism to support the implementation of its workplan in aspects related to the development of tools and methods, as well as to provide technical capacity to support member States in the implementation of THE PEP at the national level;

(b) To strengthen ownership among potential partners (including member States, as well as international financial institutions, non-governmental and intergovernmental

<sup>1</sup> Available from <http://www.unece.org/index.php?id=2519#/>.

<sup>2</sup> Available from <http://www.unece.org/index.php?id=31244#/>.



organizations and relevant academic and technical institutions) which would be closely involved in the work to be carried out under the umbrella of the Partnership;

(c) To provide a more solid and sustainable basis for human and financial resources to be made available for the implementation of THE PEP workplan at the national and international levels, thereby overcoming one of the key weaknesses of THE PEP.<sup>3</sup>

3. The main activities of the Partnerships include:

(a) Developing guidance, methods, tools and training packages for integrated approaches to policymaking in transport, health and environment;

(b) Providing technical assistance at the national and subnational levels for the development, implementation and evaluation of integrated policy approaches and the implementation of guidance, methods and tools, such as guidance on national transport, health and environment action plans, in particular in countries of Eastern and South-Eastern Europe, the Caucasus and Central Asia;

(c) Fostering capacity-building, training and the exchange of know-how and expertise, with a focus on the needs of ECE countries with economies in transition;

(d) Developing supportive material and promoting research and the dissemination of results in areas addressed by THE PEP relay race;

(e) Fostering international advocacy and cooperation;

(f) Encouraging information sharing and increasing the visibility of THE PEP;

(g) Contributing to other areas of work in line with the Paris Declaration.

4. Each Partnership coordinates its activities in close contact with other relevant international governmental and non-governmental organizations represented on the Steering Committee and cooperates with international financial and donor organizations that provide funds for programmes and projects related to the relevant topics for the implementation of THE PEP activities and the declarations emanating from the High-level Meetings of THE PEP.

5. Partnerships encourage cooperation between the public and private sectors and their involvement in implementation of activities in line with its programme of work. They also encourage cooperation with educational institutions for enhancing capacity-building activities in areas relevant to the achievement of sustainable and healthy transport.

## **II. Operational set-up**

### **A. THE PEP Partners**

6. THE PEP Partnerships operate flexibly under the auspices and guidance of THE PEP Steering Committee and in coordination and collaboration with THE PEP secretariat. Membership in a Partnership is established on a voluntary basis and is open to member States, key non-governmental organizations that are members of the Steering Committee, relevant intergovernmental organizations and possibly international financial institutions (“THE PEP Partners”), committed to engaging in the Partnership.

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<sup>3</sup> See also *The Pan-European Programme on Transport, Health and Environment: Assessment and Progress Made* (ECE/AC.21/2), available from <http://www.unece.org/index.php?id=2527>.

7. THE PEP Partners support the Partnership and are involved in the development and implementation of specific activities or projects, in line with the work programme of THE PEP. Partners also support dissemination activities and resource mobilization efforts.

8. Activities of the Partnerships are coordinated by the secretariat, within the framework of an agreed workplan, and the availability of the necessary resources, unless otherwise specified by the Partnership Description (see below). This allows resources to be concentrated on the development of highly visible products to establish the Partnership as an effective mechanism (a “trademark” for action in the area of transport, environment and health), with the intention of attracting other partners.

9. THE PEP Partners are invited to actively contribute to the coordination and management of the Partnership and its substantive work, either financially, by providing dedicated funds made available to THE PEP secretariat, and/or in kind, through secondments of staff to THE PEP secretariat. In any case, the effective operation of the Partnership will depend on the functioning of a core staff on a sustainable basis, with sufficient time and resources dedicated to the management of the Partnership, as requested by the Partners from the secretariat, and the development and implementation of the activities and projects of the Partnership.

10. Each Partnership is required to formally report in writing to the Steering Committee on an annual basis on its completed, ongoing and planned activities, as well as any new partners or changes to the Partnership description. Interim status updates should be made available to the Bureau at its mid-session meetings.

#### **B. THE PEP Partnership Resource Network**

11. THE PEP Partnership Resource Network will be established by the Partners to pool technical expertise from academic and public institutions, centres of excellence and WHO Collaborating Centres from areas relevant to THE PEP implementation. The Resource Network will provide technical expertise and could be invited to contribute to the development of training and capacity-building material, as well as to assist in dissemination and implementation of this material and to provide in-country expertise when needed. The Resource Network will ensure the cost-effectiveness of the Partnership, by engaging the best available expertise according to the needs of the project, and will be linked up through THE PEP Toolbox and Clearing House.

#### **C. Procedure for establishing, amending, joining and for closing a THE PEP Partnership**

12. THE PEP Partnerships have a clearly defined scope, fill identified gaps in knowledge and practice, be action oriented and targeted at providing member States with high quality products, in the pursuit of THE PEP Priority Goals. They aim to provide value added through the development of tools, methodological approaches and the sharing of good practices. THE PEP Partnerships are open-ended in terms of membership and can benefit from both financial and in-kind contributions.

13. New THE PEP Partnerships can be established by a decision of the Steering Committee. To facilitate such a decision, the interested partners, in collaboration with the secretariat, prepare a Partnership Description using a form provided by the secretariat to be submitted to the Steering Committee for approval. The form should contain the following elements:

- (a) The objective;
- (b) The scope and purpose;
- (c) A list of initial partners (at least two);

- (d) Management arrangements (lead partner(s), coordination mechanism and role of the secretariat);
- (e) Target groups;
- (f) An indication of how the proposed Partnership will fit under the existing workplan of THE PEP and contribute to the achievement of one or more of THE PEP Priority Goals;
- (g) A specific workplan with deliverables for a two to four-year period and potential contributions to the next high-level meeting;
- (h) An indication of how the financial needs of the Partnership will be met;
- (i) A proposal for monitoring implementation and reporting to the Steering Committee.

14. Additionally, initial partners may confirm their participation by submitting to the secretariat a signed letter of intent expressing their interest in joining the respective Partnership and indicating the type and level of their expected contribution.

15. Partners interested in joining an already existing THE PEP Partnership are equally welcome to do so by submitting to THE PEP secretariat a signed letter of intent expressing interest in joining a specific Partnership and indicating the type and level of their expected contribution.

16. The Steering Committee may entrust the Bureau to preliminarily approve possible changes to the Partnership Description, as captured in the form submitted to the Steering Committee for initial establishment of the Partnership (see para. 13), in order to not delay the implementation of the Partnership's workplan. The Steering Committee will review and confirm the proposed changes on the occasion of its first session following the change.

17. An existing THE PEP Partnership may be closed by a decision of the Steering Committee.

#### **D. Financing**

18. A Partnership should mainly be supported through voluntary contributions by its partners. Such resources may be made available financially or in kind. THE PEP Partners may provide ad hoc project-specific resources to be used for concrete time-limited projects. THE PEP Partners are also invited to provide regular funding for secretariat functions to ensure adequate servicing of the Partnership. The secretariat, together with the Resource Network, will carry out the core functions, including coordination and implementation of core activities, development of project proposals and resource mobilization for ad hoc activities in line with the mandate and terms of reference of the Partnership. The Resource Network creates no additional financial implications for the United Nations.

#### **E. Use of THE PEP logo in activities developed under the Partnership**

19. Since THE PEP logo is an authoritative "seal of quality" for the activities and products developed by THE PEP Partnership, and implies an endorsement and responsibility by ECE and WHO, its use (also for communication purposes) is subject to written approval by the secretariat.

#### **F. Engagement of non-State actors in THE PEP Partnerships**

20. While the engagement of non-State actors (e.g., academic institutions, non-governmental organizations, private sector entities and philanthropic foundations) in the implementation of THE PEP Partnerships is welcomed and encouraged, all precautions

need to be taken to avoid any real or perceived conflict of interest in the design, objectives and outcomes of a Partnership, as well as in its management and governance. This includes aspects such as financing and co-sponsorship of events and publications. For this reason, the involvement of non-State actors should be carefully assessed on a case-by-case basis, and clearance must be sought from the relevant departments within ECE and WHO.

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