



Traceca Inter-Governmental Joint
Committee for Implementation of a
Basic Agreement

Draft Final Report

30 November 2000

REPORT COVER PAGE

Project Title	TRACECA – Inter-Governmental Joint Committee For Implementation of a Basic Agreement TNREG 9803		
Project Number	99-0201		
Countries	Armenia, Azerbaijan, Bulgaria, Georgia, Kazakhstan, Kyrghyzstan, Moldova, Romania, Tadjikistan, Turkey, Ukraine, Uzbekistan		
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1 Project Synopsis

Project Title:	TRACECA - Intergovernmental Joint Committee for Implementation of a Basic Agreement
Project Number:	99.0201 / TNREG 9803
Countries:	Armenia, Azerbaijan, Bulgaria, Georgia, Moldova, Kazakhstan, Kyrgyzstan, Romania, Tajikistan, Turkey, Ukraine, Uzbekistan
Project Starting Date:	December 16, 1999
Project Duration	14 months (module to be completed within 12 months)

1.1 Overall Objective

Competitiveness of Traceca route increased by improvement of co-operation between Traceca states

1.2 Specific Objective

The IGC-TRACECA, the Permanent Secretariat and the National Commissions set up to administer and promote the Basic Agreement and its Technical Annexes

1.3 Planned Outputs

The MLA is ratified by all 12 beneficiary states

A legal framework for the IGC-TRACECA and the Permanent Secretariat is adopted

The Permanent Secretariat has an elected Secretary General, a Deputy Secretary General and is staffed

The office of the Permanent Secretariat Baku is operating

National Commission are set up and operate in co-operation with the Permanent Secretariat

Working Groups decided by the IGC are in operation

One (or two) Conference(s) is (are) organised

An information system starts to be developed including the Traceca web site

"Quasy" Business Plan IGC for three years

Selection process of Traceca projects adapted

1.4 Activities

General Management

Financial Management (Permanent Secretariat / Baku)

Financial Management (support of National Commissions)

Design of Rules of Procedure of the IGC-TRACECA and design of Statutes of the Permanent Secretariat.

Registration of Permanent Secretariat

Refurbishing (Baku office)

Procurement of equipment to the Permanent Secretariat in Baku

Procurement of equipment to the National Commissions

Management of the Tbilisi Conference

Second Conference

Design of a "kick-off" handbook and conduct of "kick-off" meetings

Design of a "National Commission" handbook and conduct of "set up" meetings

Working Group on legal aspects

Working group on projects

Working group on Rail Tariffs (to be decided)

Working Group on Road transport / transit procedures (to be decided)

Transfer of the TRACECA web site to the Permanent Secretariat

Training of a technician

1.5 Target Groups :

Cabinets of Ministers, Ministries of Transport, Ministries of Foreign Relations, Trade and Transport Associations, International Organisations

2 Summary of Project Progress since the start

According to the TORs this report should be dated October 31st. However all dates have been postponed by one month since the beginning of the project in order to take into account the first Conference and the first Working Groups; besides the General Rules state that the Draft Final Report should be issued one month before the end of the project..

The end of the active part of the project has been postponed to December 31st (instead of December 16); the contract though is for 14 months i.e. the contractual end of the project is set on February 16, 2001.

2.1 Ratification of the MLA and Set Up of IGC-TRACECA Institutions :

2.1.1 Ratification :

At the beginning of the project only 3 countries had ratified the MLA. At the time of this report 7 more have completed the ratification process and for the last 2 countries (Kazakhstan and Turkey) ratification is said to be on the agenda of the Parliament (see Annex)

2.1.2 Set up of the IGC-TRACECA / Founding Conference : Tbilisi March 10-11

The Founding Conference organised in Tbilisi adopted its Rules of Procedures and the Statutes of its Permanent Secretariat on consensus (as it is the rule for the implementation of the MLA); it elected its first Chairman, Mr. Merab ADEISHVILI, Minister of Transport of Georgia, who will preside the IGC-TRACECA until next General Assembly in Tashkent.

The Secretary General and the Deputy Secretary General of the Permanent Secretariat were also elected during this conference (respectively MM. Zviad KVATCHANTIRADZE from Georgia and Ikrom NAZAROV from Uzbekistan)

2.1.3 Set Up of the Permanent Secretariat

The Permanent Secretariat is seated in Baku; it has been registered as a separate legal body according to the laws of Azerbaijan.

The Government of Azerbaijan offered the office building hosting the Permanent Secretariat since August of this year.

The European Union granted the funds necessary for the renovation of the first floor of the building; renovation of the ground floor is planned for next year.

Staff was hired as soon as the office was made available. After some adjustments, a full team is now effectively working under the authority of the Secretary General.

2.1.4 Appointment of National Secretaries

Before the first Conference could be considered, the Consultant managed to visit 11 countries in order to review the project in details with beneficiaries.

A "kick-off handbook" was provided to the beneficiaries, which includes all texts and documents regarding the MLA and the project. Visits cleared the most urgent matters and helped prepare the Conference. Practical matters such as the procurement of equipment or transferring monthly indemnities were discussed and settled.

Gradually, all National Secretaries have been appointed (see list in Annex)

2.1.5 Set Up of National Commissions

The Consultant visited again all 12 states in order to deliver a "National Commission Handbook" to all National Secretaries and help them discuss with their authorities the objectives, composition, set up and management of National Commissions.

At present 9 Commissions have been set up and are functioning (see list in Annex) except in 3 states : Azerbaijan, Kazakhstan and Turkey.

For Kazakhstan and Turkey this is related to ratification problems, as lists of members have been prepared but the decree appointing them is still not signed.

For Azerbaijan, depository of the MLA and initiator of the project a quick solution must be expected.

National Commissions have been equipped jointly by the E.U. (electronic equipment) and by the relevant partner states providing office space, furniture and staff (see Annex).

2.2 Organisational tasks

2.2.1 Second "Action Plan" Working Group, Yerevan, October 18-19

This Working Group was organised in Yerevan. Unfortunately representatives of Azerbaijan and Turkey did not show up.

The Working Group was devoted to :

- collecting information (List of International Conventions)
- delivering advice to E.U. experts writing the TORs of new TRACECA projects
- making proposals for a temporary set of rules on Railways Tariffs (in order to wait for the results of the future Traceca project devoted to this matter).
- making proposals for adapting the MLA on transit Matters.

Valuable working papers were produced by some National Secretaries though some others did not have the opportunity to do their "homework".

It was decided to appoint "Key Note Speakers" on specific subjects as follows :

- Tariff and Transit Matters in Road transport : Suleiman ZAKIROV
- Tariff and transit matters in Railways : Vadim TURDZELADZE
- Glossary on Traceca matters : Dan CAPATINA

Proposals were compiled by the Permanent Secretariat and delivered to experts afterwards.

2.2.2 Financial Management : Equipment

Permanent Secretariat :

The ground floor of the office building was renovated during the third and fourth quarter of 2000. Apart from renovation, the necessary equipment was bought and delivered to the office : it consists of furniture and all necessary electronic and communication equipment .

National Secretariats :

Electronic equipment was financed in all 12 countries and offices of National Secretaries are equipped with 2 PCs (one portable and one desktop), one printer, one fax and one copier.

The total amount invested by the E.U. in equipment and renovation is 260.000 EUROS.

2.2.3 Financial Management : Expenses of the Secretariats

2.2.3.1 Indemnities and Salaries

Permanent Secretariat :

The monthly indemnities for the Secretary General (1.500 EUROS) and his Deputy (1.200 EUROS) as well as the salaries of the staff are financed by the E.U.

National Secretariats :

A monthly indemnity of 800 EUROS is allowed to each National Secretary.

2.2.3.2 Office expenses :

The E.U. is also covering the monthly expenses of the Permanent Secretariat and allowing 500 EUROS per month to each National Secretary.

2.2.4 Financial Management : Investments of the Partner States

Partner states started to support financially their National Commissions; a list of investments and current expenses covered by partner states appear in Annex.

No agreement on a stable financial contribution by partner states could be reached so far. Therefore the Consultant has not been able to draw a "quasi business plan" for the IGC-TRACECA, only the expenses of the Permanent Secretariat being clearly budgeted after discussion with the Secretary General.

3 Project progress in reporting period

3.1 Achievements in comparison with planned results

3.1.1 Ratification and mobilisation of state authorities

In spite of several discussions and close contact with authorities or representatives of Kazakhstan and Turkey no progress was made on this subject..

The Consultant advised IGC-TRACECA authorities to raise the matter during the last meeting of 2000 (in fact a "Special Working Group" chaired by the Chairman of the IGC-TRACECA°

3.1.2 National Commissions

Most National Commissions started working and some valuable working papers were delivered during the Second Action Plan working Group.

3.1.3 Successes and drawbacks of the second Working Group :

Effective work started during the second Action Plan Working Group in Yerevan.

Though some valuable information was delivered, some National Secretaries were unable to list all International Conventions.

3.1.4 Communication network and web site

The equipment has been installed in June and the web master is being trained in July and August.

A new section "IGC-TRACECA" appeared on the web site and other updates were started.

3.2 Deviations from original planning

3.2.1 Baku office building

The main deviation from project planning was that the Permanent Secretariat could not be installed in its office in Baku on time.

The Secretariat managed to operate in spite of the difficult conditions and no real problems resulted from this delay.

3.2.2 National Commissions

Late set up of National Commissions prevented the Consultant from visiting them again and attending some of their meetings (except in Bulgaria).

This should be organised as soon as possible in early 2001.

3.3 Specific action needed from authorities

Azerbaijan : authorities from Azerbaijan should decide to appoint their National Commission before the next meeting in Baku (December 2000) at the latest; the MLA has been promoted by the President of Azerbaijan himself and the present situation is not understood by fellow partner states.

Kazakhstan : ratification is in process; authorities from Kazakhstan should set up the National Commission as soon as ratification has been approved.

Turkey : ratification should be pushed by all authorities concerned (Chairman, E.U. representatives, fellow partner states)

Form 2.2 : PROJECT PROGRESS REPORT

Project title : TRACECA				Countries : Armenia, Azerbaijan, Bulgaria, Georgia, Kazakhstan, Kyrgystan, Moldova, Romania, Tajikistan, Turkey, Ukraine, Uzbekistan									
Intergovernmental Joint Commission				EC Consultant : AXIS& Associés, 24-26, rue du Cotentin - 75015 - PARIS, France									
Planning period : from August 1 to November 30, 2000													
Project objectives : to set up the TRACECA Intergovernmental Commission													
N°	MAIN ACTIVITIES				INPUTS								
					EC PERSONNEL (western experts)		Local Representatives		EQUIPMENT & MATERIAL	OTHER			
					Days planned	Days Utilised	Days planned	Days utilised		FLIGHTS	PER DIEM	LOCAL TRAVEL	
8	9	10	11										
1	1.1	General Management / Support of the Secretary General			40	38	1210	1210			2	35	3
2	1.2	Financial management (Permanent Secretariat Baku)			20	15						15	
3	1.3	Financial Management (support of National Commissions)			7	8						8	
4	2.1	Design of Rules and Statutes											
5	2.2	Registration of Permanent Secretariat											
6	3.1	Refurbishings (Baku office)			55	60			see Annex			60	
7	3.2	Procurement of Equipment (Baku office)				5			see Annex			5	
8	3.3	Procurement of Equipment (National Commissions)							see Annex				
9	4.1	Management of TBILISI Conference											
10	4.2	Second Conference											
11	5.1	Kick-Off meetings											
12	5.2	Set up of National Commissions											
13	6.1	LEGAL WORKING GROUP				2						2	
14	6.2	PROJECTS (ACTION PLAN) WORKING GROUP			25	29					1	29	2
15	6.3	RAIL TARIFFS (to be decided)											
16	6.4	ROAD TRANSPORT /TRANSIT PROCEDURES (to be decided)											
17	7.1	Transfer of the web site			5								
18	7.2	Training of technician and up dating procedure			10	13					1	13	
					162	170					4	167	5

Form 2.3 : RESOURCE UTILISATION REPORT

Project title : TRACECA Intergovernmental Joint Commission		Project Number : TNREG9803 Contract N° : 99-0201.00	Countries : Armenia, Azerbaijan, Bulgaria, Georgia, Kazakhstan, Kyrgystan, Moldova, Romania, Tajikistan, Turkey, Ukraine, Uzbekistan		
Planning period : from August to November 2000		Prepared on : November 30, 2000	EC Consultant : AXIS& Associés, 24-26, rue du Cotentin - 75015 - PARIS, France		
Project objectives : to set up the TRACECA Intergovernmental Commission					
RESOURCES / INPUT	TOTAL PLANNED	PERIOD PLANNED	PERIOD REALISED	TOTAL REALISED	AVAILABLE FOR REMAINDER
PERSONNEL	days	days	days	days	days
PROJECT MANAGEMENT <i>Project Director and Co-director and Local team leader</i>	131	67	61	162	-31
ASSITANCE ON LEGAL MATTERS <i>Legal Experts</i>	40	0	0	25	15
PROCUREMENT <i>Project Co-Director, Local Team Leader,</i>	141	55	65	176	-35
CONFERENCES <i>All Team</i>	100	0	0	70	30
KICK-OFF and SET-UP MEETINGS <i>Legal expert Training Expert Project Co-Director</i>	88	0	0	71	17
WORKING GROUPS <i>Projects Co-Director Team Leader, Legal Expert, Ttraining Expert</i>	100	25	31	62	38
INFORMATION MANAGEMENT <i>Communication Expert</i>	35	15	13	30	5
SUB TOTAL	635	162	170	596	39

Form 2.3 : RESOURCE UTILISATION REPORT

RESOURCES / INPUT	TOTAL PLANNED	PERIOD PLANNED	PERIOD REALISED	TOTAL REALISED	AVAILABLE FOR REMAINDER
EQUIPMENT AND MATERIAL	units	units	units	units	units
PERMANENT SECRETARIAT					
<i>PC</i>	7	0	0	7	0
<i>Lap Tops</i>	12	0	0	12	0
<i>Printer</i>	9	0	0	9	0
<i>Scanner</i>	1	0	0	1	0
<i>CD writer</i>	1	0	0	1	0
<i>Modems</i>	21	0	0	21	0
<i>Fax</i>	4	0	0	4	0
<i>copiers</i>	3	0	0	3	0
<i>UPS</i>	7	0	0	7	0
<i>Refurbishings (see list)</i>					
<i>Furniture (see list)</i>					
NATIONAL SECRETARIATS					
<i>PC</i>	12	0	0	12	0
<i>Printer</i>	12	0	0	12	0
<i>Fax</i>	12	0	0	12	0
<i>copy machine</i>	12	0	0	12	0
<i>UPS</i>	12	0	0	12	0
SUB TOTAL	125	0	0	125	0
OTHER INPUTS					
<i>Air tickets Europe/NIS</i>	24	4	4	25	-1
<i>Local travel</i>	40	3	5	29	11
SUB TOTAL	64	7	9	54	10

2.4 OUTPUT PERFORMANCE REPORT

Project title : TRACECA Intergovernmental Joint Commission Planning period : 1st August to November 30, 2000	Project number : TNREG9803 Contract n° :99-0201.00 Prepared on November 30, 2000	Countries : Armenia, Azerbaijan, Bulgaria, Georgia, Kazakhstan, Kyrgystan, Moldova, Romania, Tajikistan, Turkey, Ukraine, Uzbekistan EC Consultant : AXIS & Associés	
Output results	Deviation original plan + or - %	Reasons for deviation	Comments on constraints and assumptions
1 - The MLA is ratified by all beneficiary states	2 states out of 12 have not retified the MLA	Kazakhstan and Turkey have not ratified the MLA yet Delay is said to be due to the excessive work load of Parliaments	Discussions from authorities or the Consultant did not bring any progress
3 - The Permanent Secretariat has an elected Secretary General a Deputy Secretary General and is properly staffed	Staff is operational though not experienced enough yet	Staff could not be hired before the "temporary" office was made available by the authorities of Azerbaijan (i.e. July 2000)	Hired staff need more training in order to become fully operational and make the most of the equipment installed
4 - The office of the Permanent Secretariat in Baku is functioning	Renovation is till in progress at the date of this report and the Secretariat is still using a temporary office In spite of theses difficulties and late start the office is functioning	The office buliding was made available in July only by the government of Azerbaijan.	The secretariat will move in its definite premises by the end of this year (end of November)
5 - National Commissions are set up and operate in close co-operation with the Permanent Secretariat	3 National. Commissions have not ben set up : Azerbaijan Kazakhstan Turkey	Azerbaijan : no clear reason; the problem might be solved after the elections Kazakhstan : the new Minister of Transport has not signed the decree yet (and ratification is still pending) Turkey : ratification is still pending	The situation is expected to be normalised by the end of this year

2.4 OUTPUT PERFORMANCE REPORT

Output results	Deviation original plan + or - %	Reasons for deviation	Comments on constraints and assumptions
6 - Working Groups decided by the IGC are in operation	ACTION PLAN WG : One was organised in October (in Yerevan) 2 National Secretaries did not attend working papers were of varying value : some were extremely good and some almost non existent	unexpectedly Yerevan proved a difficult destination for 2 National Secretaries some National Secretaries are not doing their "homework"	IGC-TRACECA authorities (and the E.U.) must devise a way to make sure that all partners are effectively working on the MLA
8 - An information system starts to be developed (including the TRACECA web site)	no deviation		training of the webmaster continues effectively Updates : updates must be managed from Baku under the control of a western expert
10 - Selection process of Traceca projects is adapted	no deviation TORs of new projects have been designed with the help of NS and of the Permanent Secretariat most NS will be beneficiaries of future projects		A clear updated process is proposed specifying the persons and bodies in charge of : identification (and proposals) of new projects collection of information on project contents selection of projects among proposed ones co-ordination of projects

4 Overall report on the total project (draft completion report / situation to date)

4.1 Organisational tasks

4.1.1 Importance of organisational tasks

The IGC-TRACECA is similar to some institutions of this kind set up in western Europe. It took years to organise them and reach the level of efficiency experienced now in the west.

Needless to say it would be naive to expect to reach this level in a matter of a few months, particularly as its main body, the Permanent Secretariat, could only start working (in temporary premises) in July of this year.

As a result, and in spite of the effective support of all concerned authorities, the Consultant devoted much of its time to practical (and financial) organisation of IGC-TRACECA activities.

Staff of the Permanent Secretariat :

As stated in an earlier report, an Office Manager was recruited and is working effectively in Baku; other adjustments were made and the Secretariat is getting more and more efficient.

Preparation of Working Groups :

The Permanent Secretariat has been able to prepare carefully the Yerevan Working Group with the assistance of the Consultant. A booklet on proposals was delivered to all participants; afterwards documents compiling all proposals could be issued and delivered to all involved parties.

4.1.2 Role of IGC-TRACECA authorities

At present the IGC-TRACECA meet only once a year. The Secretariats have been conducting their business with little presence (interference ?) of IGC-TRACECA members (represented by the Heads of Delegations) or IGC-TRACECA elected authorities.

There is no such thing as a work programme; only 2 Working Groups have been created without any detailed objectives and agenda.

This apparent free hand given to the Permanent Secretariat ensures imagination, free speech and comforts National Secretaries.

However, some participants feel that more involvement from IGC-TRACECA authorities should be discussed.

4.1.3 Status of National Commissions

National Commissions are not defined in the MLA. They only result from the present Traceca project and no specific statute has been agreed upon by all governments.

Apart from the contents of the decrees that set them up, there is almost no text reviewing their composition, objectives, management, etc ... The Consultant provided a handbook which gives advice and information based on the western experience. However, this should be completed in the future and the Consultant suggests the following lines :

National Commissions have a double objective :

- on one hand, to allow professionals to provide information to the National Secretaries so that they keep abreast of the ever changing transport scene
- on the other, to allow National Secretaries to spread the message that harmonisation along the lines set by the MLA is the key to the development of international trade.

Therefore all operators involved in transport operations must be represented in National Commissions including through their professional associations.

Some countries seem to have restricted the access to their National Commission to government officials only.

This subject should be raised again within the framework of the next Working group and if need be a document, possibly including a draft decree.

In spite of these remarks, the Consultant wishes to note that 9 countries (out of 12) effectively set up National Commissions and that they started working gradually during the second and third quarter of this year.

4.2 Functional tasks (of the Permanent Secretariat)

The list appearing in the TORs covers the whole world of transport and transit.

Wisely, the IGC-TRACECA authorities, under the chairmanship of Merab ADEISHVILI, decided to concentrate on practical and urgent matters :

- Railways tariffs : based on the proposals made in two meetings (including the second "Action Plan Working Group") a "Special Working group" is called in Baku on December in order to approve a set of temporary rules designed to keep the Traceca line competitive.
- Transit difficulties : a text provided by Suleiman ZAKIROV ("Key Note Speaker") during the Yerevan Working Group is being studied so that main transit problems can start to be solved in the next meetings.
- International Agreements : a first draft was delivered in Yerevan; by the end of this year more thorough information should be delivered by National Secretaries.

4.3 Planned Outputs

All planned outputs have been delivered apart from the following :

- Delivered in part : ratification (10 states out of 12 have ratified the MLA and in Kazakhstan it is in process. For Turkey see comments above)
- Delivered in part : National Commissions set up and functioning (see comments above for Azerbaijan, Kazakhstan - though in process – and Turkey)
- Not delivered : "Quasi Business Plan" (Impossible as long as partner states do not agree on contributions; the matter raised in Baku on July has not been seriously considered by partner states so far)

Form 3.2 : PROJECT COMPLETION REPORT
(Draft Final)

Project title : TRACECA Intergovernmental Joint Commission		Project Number : TNREG9803 Contract N° : 99-0201.00		Countries : Armenia, Azerbaijan, Bulgaria, Georgia, Kazakhstan, Kyrgystan, Moldova, Romania, Tajikistan, Turkey, Ukraine, Uzbekistan															
Planning period : from start to November 2000		Prepared on : November 30, 2000		EC Consultant : AXIS& Associés, 24-26, rue du Cotentin - 75015 - PARIS, France															
Project objectives : to set up the TRACECA Intergovernmental Commission																			
N°	ACTIVITIES	Reporting period (months of 2000)										INPUTS							
		1	2	3	4	5	6	7	8	9	10	EC PERSONNEL (western experts)		Local Representatives		EQUIPMENT & MATERIAL	OTHER		
												Days planned	Days Utilised	Days planned	Days utilised		FLIGHTS	PER DIEM	LOCAL TRAVEL
1	1.1	General Management / Support of the Secretary General										96	109	1110	1110		8	102	13
2	1.2	Financial management (Permanent Secretariat Baku)										29	38					37	
3	1.3	Financial Management (support of National Commissions)										19	15					14	
4	2.1	Design of Rules and Statutes										20	20					12	
5	2.2	Registration of Permanent Secretariat										10	5					5	
6	3.1	Refurbishings (Baku office)										85	119			see Annex		117	
7	3.2	Procurement of Equipment (Baku office)										40	44			see Annex		42	
8	3.3	Procurement of Equipment (National Commissions)										41	15			see Annex		13	
9	4.1	Management of TBILISI Conference										70	70				5	68	
10	4.2	Second Conference																0	
11	5.1	Kick-Off meetings										40	26				3	26	6
12	5.2	Set up of National Commissions										36	43				3	43	8
13	6.1	LEGAL WORKING GROUP										0	4					4	
14	6.2	PROJECTS (ACTION PLAN) WORKING GROUP										55	58				4	58	2
15	6.3	RAIL TARIFFS (to be decided)																	
16	6.4	ROAD TRANSPORT /TRANSIT PROCEDURES (to be decided)																	
17	7.1	Transfer of the web site										15	5					0	
18	7.2	Training of technician and up dating procedure										25	25				2	25	
											581	596				25	566	29	

3.3 OUTPUT PERFORMANCE SUMMARY (Draft Final)

Project title : TRACECA Intergovernmental Joint Commission Planning period : year 2000	Project number : TNREG9803 Contract n° :99-0201.00 Prepared on November 30, 2000	Countries : Armenia, Azerbaijan, Bulgaria, Georgia, Kazakhstan, Kyrgystan, Moldova, Romania, Tajikistan, Turkey, Ukraine, Uzbekistan EC Consultant : AXIS & Associés	
Output results	Deviation original plan + or - %	Reasons for deviation	Comments on constraints and assumptions
1 - The MLA is ratified by all beneficiary states	(92 %) 2 states out of 12 have not ratified the MLA	Kazakhstan and Turkey have not ratified the MLA yet Delay is said to be due to the excessive work load of Parliaments	The Chairman of the IGC-TRACECA will raise the subject during the last meeting of 2000 Partner states not having ratified the MLA might not be allowed to participate (and receive financing) much longer
2 - A legal framework for the IGC-TRACECA and the Permanent Secretariat is adopted	(100 %) Statues and Rules of procedures have been adopted during the Tbilisi Conference The Permanent Secretariat is registered in Baku as planned	no deviation	Some member states wish to complete and update the legal framework A "Legal" working group could be convened by the end of 2000 or early 2001
3 - The Permanent Secretariat has an elected Secretary General a Deputy Secretary General and is properly staffed	(80%) Secretary General and Deputy Secretary General are elected Staff is operational though not experienced enough yet	Staff could not be hired before the "temporary" office was made available by the authorities of Azerbaijan (i.e. July 2000)	Hired staff need more training in order to become fully operational and make the most of the equipment installed

3.3 OUTPUT PERFORMANCE SUMMARY
(Draft Final)

Output results	Deviation original plan + or - %	Reasons for deviation	Comments on constraints and assumptions
4 - The office of the Permanent Secretariat in Baku is functioning	<p style="text-align: center;">(80 %)</p> <p>Renovation is still in progress at the date of this report and the Secretariat is still using a temporary office</p> <p>In spite of these difficulties and late start the office is functioning</p>	The office building was made available in July only by the government of Azerbaijan.	The secretariat will move in its definite premises by the end of this year (end of November)
5 - National Commissions are set up and operate in close co-operation with the Permanent Secretariat	<p style="text-align: center;">(75 %)</p> <p>3 National Commissions have not been set up : Azerbaijan Kazakhstan Turkey</p>	<p>Azerbaijan : no clear reason; the problem might be solved after the elections</p> <p>Kazakhstan : the new Minister of Transport has not signed the decree yet (and ratification is still pending)</p> <p>Turkey : ratification is still pending</p>	<p>Some partner states might challenge participation of fellow states not applying the MLA</p> <p>The E.U. might block the financing of Secretariats of partner states not having set up their National Commission</p>
6 - Working Groups decided by the IGC are in operation	<p style="text-align: center;">(75 %)</p> <p>1) ACTON PLAN : one in the second quarter (Baku) and another one in October (Yerevan)</p> <p>2) LEGAL : no Working Group to date</p>	<p>Needed Working Groups have been organised as planned</p> <p>Participation was not at the level expected :</p> <p>1) first Working Group : it brought few results</p> <p>2) second Working Group : some Secretaries offered very useful texts; some others did not do their "homework"; 2 of them did not attend at all</p>	<p>National Secretaries built up a very good working spirit in Baku</p> <p>However, effective participation must be demanded from every National Secretary.</p> <p>IGC-TRACECA authorities (and the E.U.) must devise a way to make sure that all partners are effectively working on the MLA</p>

3.3 OUTPUT PERFORMANCE SUMMARY (Draft Final)

Output results	Deviation original plan + or - %	Reasons for deviation	Comments on constraints and assumptions
<p>7 - One (or two) Conference(s) is (are) organised</p> <p>First Conference in Tbilisi</p> <p>Second Conference</p>	(100%)	<p>no deviation</p> <p>no expected deviation (planned for the end of 2000) whether it is a Meeting or a "Special Working Group"</p>	<p>The first Conference achieved the actual set up of the IGC-TRACECA; as such it is considered a success.</p> <p>The second is supposed to offer a set of rules to the Traceca Railways in order to increase the competitiveness of the Traceca line : this achievement would be of major importance</p>
<p>8 - An information system starts to be developed (including the TRACECA web site)</p>	(100 %)	no deviation	<p>Budget : no budget has been specifically figured out for the web site; expenses must be compatible with the office expenses budgeted for the Permanent Secretariat</p> <p>Updates : updates must be managed from Baku under the control of a western expert</p>
<p>9 - "Quasy" business plan for three years is drafted</p>	(25 %)	<p>Some partner states insist on getting more funding from the E.U. (in order to finance local experts for instance)</p> <p>Most have been financing part of their National Commissions mentioning that more efforts are not compatible with their budget</p>	<p>Ministries of Transport of partner states do not realise yet the economic benefits drawn from an orderly harmonisation of transit procedures</p> <p>This should be considered a priority in 2001</p>

3.3 OUTPUT PERFORMANCE SUMMARY (Draft Final)

Output results	Deviation original plan + or - %	Reasons for deviation	Comments on constraints and assumptions
10 - Selection process of Traceca projects is adapted	<p style="text-align: center;">(100 %)</p> <p>1) New projects have been adopted during the first IGC-TACECA Conference</p> <p>2) National Commissions are generally considered as beneficiaries of the new Traceca projects</p> <p>3) new TORs have been reviewed with the Secretary General</p>	no deviation	A clear updated process is proposed specifying the persons and bodies in charge of : identification (and proposals) of new projects collection of information on project contents selection of projects among proposed ones co-ordination of projects

5 Lessons learnt and recommendations

5.1 Positive outcome :

- Partner states took the opportunity of the project to show again their concern about the TRACECA programme : they appointed high level persons to the position of National Secretaries some of them having a long experience in transport and/or freight forwarding
- Support of the MLA has been renewed : ten partner states, out of 12, ratified the MLA before the end of 2000 and ratification in Kazakhstan is presently in process
- Partner states can work on consensus : all recommendations submitted to the Tbilisi Conference were approved by a unanimous vote (Rules of Procedures, Statues of the Permanent Secretariat, election of the Chairman, election of the Secretary General, election of the Deputy Secretary General) even though some clarifications need to be done in the future.
- National Commissions, which are a major element of the project but were not included in the MLA, have been appointed in 9 partner states which showed their willingness to go beyond their strict obligations.
- National Commissions have been selected as beneficiaries of TRACECA projects in most instances; this shows the concern of partner states for the IGC-TRACECA and its related institutions
- The involvement of the Permanent Secretariat and of National Secretaries has improved the establishment of the TORs of new projects.
- The importance of the TRACECA website is gaining momentum with the opening of a specific "IGC-TRACECA" section.

5.2 Difficulties :

-
- Rules of Procedures of the Working Groups : some matters were not settled and created some difficulties (presence of "experts" in addition to the National Secretaries, absence of National Secretaries to Working Groups or to part of them, confusion between the position of National Secretary and some other official position)
- The purpose and working rules of National Commissions is not clearly established; in some cases membership is restricted to government officials so that information and advice cannot be collected from operators.
- Free access to all partner states by all IGC-TRACECA representatives should never be challenged nor discussed and simple procedures should be established even when visas are required.
- Some National Secretaries holding other positions have been too busy to prepare valuable working papers or collect valuable information; this should be put to an end by the most appropriate means decided by each partner state
-

5.3 Recommendations :

- The responsibility for the management of the IGC-TRACECA activities should be clarified; decisions have been delayed or overruled at the last minute creating confusion and difficulties for members. The respective role of the Chairman and the Secretary General could be better defined.

- Financial contribution from partner states should be approved definitely as soon as possible; the IGC-TRACECA has long term goals; it cannot live with short term support only.
- Senior Experts should join the staff of the Permanent Secretariat as planned originally
- Working relations with other professional international institutions should be organised
- Agendas should be established well in advance in order to allow time for the National Commissions to prepare good quality working papers
- The MLA covers an extremely wide range of matters; major subjects should be selected so that a "working programme" can be established and approved during the Annual Meeting taking place in the spring.
- An "interim" Meeting could be convened in autumn so as to adapt the "working programme".
- One major objective could be to clarify the purpose and contents of the MLA : at present it is a combination of operating rules which concern transport operators (and not the states) and regulations which are under the direct responsibility of sovereign states.

6 ANNEX

6.1 Ratification / Situation on November 30, 2000

6.2 National Commissions

6.2.1 List of Commissions set up

6.2.2 Equipment of National Commissions financed by member states

6.3 Second “Action Plan” Working Group / Yerevan, October 18-19

6.3.1 List of Participants

6.3.2 Agenda

6.3.3 Recommendations

6.3.4 Press Release

6.1 - RATIFICATION OF THE BASIC MULTI LATERAL AGREEMENT

Situation on November 30, 2000

COUNTRY	SIGNED	RATIFIED
Caucasus		
Azerbaijan	YES	YES
Armenia	YES	YES
Georgia	YES	YES
Central Asia		
Kazakstan	YES	NO
Kyrgyzstan	YES	YES
Tadjikistan	YES	YES
Turkmenistan	NO	NO
Uzbekistan	YES	YES
Eastern Europe		
Bulgaria	YES	YES
Moldavia	YES	YES
Romania	YES	YES
Ukraine	YES	YES
Turkey	YES	NO

Ratification process has just started in Kazakhstan.

Turkey mentions that ratification is on the agenda of the Parliament and that only excessive workload prevents this text from being ratified at present.

6.2.1 - NATIONAL COMMISSIONS

During the 6 months period between the Tbilisi Conference and the month of November, 9 National Commissions have been set up and are functioning.

These 9 Commissions are staffed and have equipped offices partly financed by the European Commission.

Countries	Commission set up	Date of decree	Number of Members	Date of first meeting	Number of Meetings to date
Armenia	Yes	23/02/2000	8	5/03/2000	3
Azerbaijan	No				
Bulgaria	Yes	19/07/2000	18	13/10/2000	1
Georgia	Yes	16/01/1999	30	25/05/1999	5
Kazakhstan	No				
Kyrgyzstan	Yes	06/03/2000	10	10/03/2000	3
Moldova	Yes	28/08/2000	8	02/09/2000	1
Romania	Yes	03/04/2000	16	10/04/2000	3
Tajikistan	Yes	22/06/2000	10	30/06/2000	2
Turkey	No				
Ukraine	Yes	not applicable	12	not applicable	2
Uzbekistan	Yes	8/11/2000	15	28/06/2000	3

EQUIPMENT OF NATIONAL COMMISSIONS FINANCED BY PARTNER STATES

National Commissions	Office space			telephone lines	Fax line	staff (apart NS)	car
	sq. m.	nb. Rooms	furnished				
Armenia	24	1	yes	4	1		
Azerbaijan	20	1					
Bulgaria	30	1	yes	1	1	2	
Georgia	35	2	yes	1	1	4	
Kazakhstan	12	1	yes	1			
Kyrgyzstan	n.a.						
Moldova	32	2	yes	1	1		1
Romania	104	2	yes	2	1	2	
Tajikistan	60	2	yes	3			
Turkey	n/a.						
Ukraine	15	1	yes				
Uzbekistan	48	1	yes	1	1	2	

6.3.1 - ACTION PLAN WORKING GROUP

Yerevan/Armenia, October 18-19, 2000

LIST OF PARTICIPANTS

Country	Name	Day 1	Day 2
Secretary General	Zviad KVATCHANTIRADZE	Yes	Yes
Deputy Secretary General	Ikron NAZAROV	Yes	Yes
Azerbaijan	Rafik ZEYNALOV	*	*
Armenia	Gagik GRIGORYAN	Yes	Yes
Bulgaria	Ludmila TRENCOVA	Yes	Yes
Georgia	Vadim TURDZELADZE	Yes	*
Kazakhstan	Yerzhan SULEIMENOV	Yes	Yes
Kyrgyzstan	Suleyman ZAKIROV	Yes	*
Moldova	Vacheslau UNTILA	Yes	Yes
Romania	Dan CAPATINA	Yes	Yes
Tajikistan	Tohirjon KURBANOV	Yes	Yes
Turkey	Ahmet BALCI	*	*
Ukraine	Yuri TERTISHNIK	Yes	Yes
Uzbekistan	Sabirdjan ABDURAKHMANOV	Yes	Yes

6.3.2. – ACTION PLAN WORKING GROUP / YEREVAN - October 18/19, 2000

AGENDA DAY 1

7:00 - 10:00 breakfast (hotel)

10:30 – 13:30 working session

10:30 – 10:45 Welcome speech by Mr. Hrant BEGLARYAN, First Deputy Minister of Transport and Communication / Head of TRACECA National Commission

10:45 – 11:00 Address by Zviad KVATCHANTIRADZE, Secretary General, IGC-TRACECA

11: 00 – 11:15 Coffee break

11:15 – 11:45 Information from the Consultant

11:45 – 13:30 International Conventions

- Delivery of updated lists of International Conventions by all National Secretaries (see handbook, and decision made in Baku)
- Comments by each National Secretary on the situation of his country regarding the signature of International Conventions

13:30 – 14: 30 lunch (hotel)

14:30 – 19:00 working session

14:30 – 16:30 International Conventions (continued)

New Traceca Projects

- Information from the Consultant on the status of pre-selected project
- Three first projects (Harmonisation of Border Crossing, Unified Policy on Transit Fees and Tariffs, Common Legal Basis for Transit transportation): analysis and comments by the Secretary General and the Consultant based on the recommendations sent in writing by all National Secretaries
- 6 other projects of the Tbilisi list: delivery of recommendations in writing made by all National Secretaries; brief comments by all National Secretaries.
- Clear identification of Beneficiaries of all 9 projects / approval of the list of beneficiaries to be sent to the EC-Traceca Team in Brussels

16:30 – 17:00 Coffee break

17:00 – 19:00 New Traceca projects (continued) and Traceca routes

- Proposals for adding new Traceca routes to the present map
- Recommendation to be submitted to the Baku ad hoc Meeting

19:30 – 21:00 dinner (hotel)

AGENDA DAY 2

7:00 - 9:30 breakfast (hotel)

10:00 - 13:30 working session

10:00 – 11:30 Railways Tariff Policy

- Comments made by the SG on the Protocol signed in Tbilisi on September 4/5 by 6 participants
- Review of relations between the Railways and the states (country by country review): level of independence of Railways from the state / decision making process for the Railway Tariff Policy
- Preparation of draft proposals that will be submitted to the December Ad hoc Meeting in Baku: measures to be taken until completion of the new Traceca project on Tariff Policy / amendments suggested to present Tariff Policies / Marketing and Promotion of the Traceca line

11:30 – 12:00 Coffee break

12:00 – 13:30 Railways Tariff Policy

13:30 – 14:30 lunch (hotel)

14:30 – 18:00 working session

14:30 – 16:00 Transit matters

- Delivery of a note by National Secretaries listing precise and concrete difficulties met by their transport operators while crossing other Traceca countries (state by state and by means of transport)
- List of transit fees (to be provided in writing by each national Secretary)
- List of transit taxes - taxes on specific goods – (to be provided in writing by each national Secretary)

16:00 - 16:30 Coffee break

16:30 - 18:00 Transit matters (continued)

18:00 end of working sessions

19:30 – 21:30 formal dinner

6.3.3 - ACTION PLAN WORKING GROUP

Yerevan/Armenia, October 18-19, 2000

RECOMMENDATIONS AND DECISIONS

The Action Plan Working Group met on October 18-19, 2000, on the initiative of the Secretary General and discussed the questions put on the attached agenda.

National Secretaries from ten member states were present. The meeting was chaired by the Secretary General and the Deputy Secretary General, with the assistance of the Director of the EC "IGC-TRACECA" project.

At the end of its sessions the following final resolutions were taken.

The Working Group:

1. Decides to select KEY NOTE SPEAKERS who will make special research in specific fields of interest: Mr. Suleiman ZAKIROV (Kyrgyzstan) for Tariff and Transit matters in Road Transport, Mr. Vadim TURDZELADZE (Georgia) for Tariff and Transit matters in Railway Transport, Mr. Dan CAPATINA (Romania) for elaborating a glossary on Traceca matters
2. Recommends that the Legal Working Group studies the status of the National Commissions and propose an adjustment of the MLA for the next Conference
3. Finds necessary to fix rules governing the attendance to all Working Groups so as to make sure that the decision making process is effective; to that effect it recommends that the Legal Working Group studies the matter during its next session
4. Decides that each Working Group will select the place of its next meeting on consensus
5. Stress that a deeper involvement of National Commissions / National Secretariats in the implementation of future Traceca projects is desirable; as often as possible, National Commissions / National Secretariats should be considered beneficiaries of the projects.
6. Has listed the beneficiaries of the 9 future Traceca projects; the beneficiaries appear on annex 1
7. Considers that the Traceca routes showed on the Traceca map should be up-dated and request the European Commission to add on this map the following new links:
 - Rail link from Navoi/Uchkuduk/Miskent/Sultanuizdak in Uzbekistan
 - Road and Rail links from the port of Ilyichevsk to the Ukraine/Hungarian border (proposal to be finalised)
8. Has studied and discussed proposals made by National Secretaries concerning Railway tariffs on the Traceca corridor and recommends:
 - That Railway tariffs be put on the agenda of the Ad Hoc Meeting called by the Chairman of IGC-TRACECA in December 2000
 - That the Permanent Secretariat synthesise all proposals made by National Secretaries and present it for discussion on the Ad Hoc Meeting
 - That highest level Railway tariff experts from the member states be invited in the Ad Hoc Meeting
 - That highest level of railway ferry operators on the Black and Caspian seas be also invited in the Ad Hoc Meeting

9. Request the Permanent Secretariat to collect Russian versions of all International Conventions on Transport and set up a date base in the office of the Permanent Secretariat
10. Request that the European Commission extends the IGC-TRACECA project with a team of several western experts that would have the flexibility to continue supporting the Permanent Secretariat, the National Commissions and the various Working Groups and Meetings
11. Requests that the European Commission consider financing a limited team of high level local experts to assist National Commissions
12. Participants to the meeting thank the Traceca National Commission of the Republic of Armenia for the important assistance provided in the organisation of the meeting and thank for the hospitality showed all along.

Zviad KVATCHANTIRADZE
Secretary-General
Permanent Secretariat
Intergovernmental Commission TRACECA

6.3.3 - ACTION PLAN WORKING GROUP

Yerevan/Armenia, October 18-19, 2000

RECOMMENDATIONS AND DECISIONS

Annex 1

SELECTED BENEFICIARIES OF FIVE FUTURE TRACECA PROJECTS

(Listed on Action Plan WG of the IGC TRACECA, Yerevan, October 18-19, 2000)

1. Harmonisation of Border Crossing Procedures

Armenia:	National Commission TRACECA
Azerbaijan:	
Bulgaria:	National Commission TRACECA
Georgia:	National Commission TRACECA
Kazakhstan:	National Commission TRACECA (not yet established)
Kyrgyzstan:	National Commission TRACECA
Moldova:	National Commission TRACECA
Romania:	National Commission TRACECA
Tajikistan:	National Commission TRACECA
Turkey:	
Ukraine:	State Committee on State Border Issues State Customs Service Ministry of Transport
Uzbekistan:	National Commission TRACECA

2. Unified Policy on Transit Fees and Tariffs

Armenia:	National Commission TRACECA
Azerbaijan:	not selected
Bulgaria:	National Commission TRACECA
Georgia:	National Commission TRACECA
Kazakhstan:	National Commission TRACECA (not yet established)
Kyrgyzstan:	National Commission TRACECA
Moldova:	National Commission TRACECA
Romania:	Ministry of Transports
Tajikistan:	National Commission TRACECA
Turkey:	not selected
Ukraine:	Ministry of Transport (prioritised) Ministry of Economy
Uzbekistan:	National Commission TRACECA

3. Common Legal Basis for Transit Transportation

Armenia:	National Commission TRACECA
Azerbaijan:	not selected
Bulgaria:	National Commission TRACECA
Georgia:	National Commission TRACECA
Kazakhstan:	National Commission TRACECA (not yet established)
Kyrgyzstan:	National Commission TRACECA
Moldova:	National Commission TRACECA
Romania:	National Commission TRACECA
Tajikistan:	National Commission TRACECA
Turkey:	not selected
Ukraine:	Ministry of Transport
Uzbekistan:	National Commission TRACECA

4. Road Transport Security

Armenia:	National Commission TRACECA
Azerbaijan:	not selected
Bulgaria:	National Commission TRACECA
Georgia:	National Commission TRACECA (prioritised) Ministry of Internal Affairs
Kazakhstan:	National Commission TRACECA (not yet established)
Kyrgyzstan:	National Commission TRACECA
Moldova:	National Commission TRACECA
Romania:	National Commission TRACECA
Tajikistan:	National Commission TRACECA
Turkey:	not selected
Ukraine:	Ministry of Transport (prioritised) Ministry of Internal Affairs
Uzbekistan:	Ministry of Internal Affairs

5. TRACECA Information and Training Centre

Armenia:	National Commission TRACECA
Azerbaijan:	not selected
Bulgaria:	National Commission TRACECA
Georgia:	National Commission TRACECA
Kazakhstan:	National Commission TRACECA (not yet established)
Kyrgyzstan:	National Commission TRACECA
Moldova:	National Commission TRACECA

Romania: National Commission TRACECA
Tajikistan: National Commission TRACECA
Turkey: not selected
Ukraine: Ministry of Transport (prioritised)
Ministry of Education and Science
Uzbekistan: National Commission TRACECA

INTERGOVERNMENTAL COMMISSION OF THE TRANSPORT CORRIDOR EUROPE - THE CAUCASUS - ASIA "TRACECA"

Baku, 16 November 2000

Press – release

The second meeting of the Working Group for working out the action plan, according to "TRACECA" projects.

The second meeting of the Working Group was held on October 18-19 in Yerevan, for working out the action plan, according to "TRACECA" projects.

The National Secretaries of 10 countries – participants of the "Basic Multilateral Agreement on International Transport for Development of the Europe – the Caucasus – Asia" as Armenia, Bulgaria, Georgia, Kazakhstan, Kirgystan, Moldova, Romania, Tajikistan, Ukraine and Uzbekistan took part in this meeting.

New TRACECA Projects, railway tariff policy, TRACECA routes and transit matters have been discussed in details during this Session.

During the meeting all participants expressed their opinions on the discussed issues, made their proposals and recommendations. In particular, the participants have made comments upon current situation in railway tariff policy, decided to prepare draft proposals upon this matter for further submitting to the December Ad hoc Meeting in Baku. Besides, meeting participants proposed to add new TRACECA routes to the present map. At the same time they noted a number of difficulties, related with transit matters and presented a list of transit fees and transit taxes upon each member state of MLA.

This Meeting had resulted the adoption of the "RECOMMENDATIONS AND DECISIONS" of Working Group. The list of beneficiaries of future projects of technical assistance on EU program also was approved.