ECONOMIC COMMISSION FOR EUROPE
WORLD HEALTH ORGANIZATION
Regional Office for Europe

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

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

Implementation and pilot operation phases

Note by the secretariat

Addendum 1

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A. REPORTS AND BACKGROUND MATERIAL

The reports and background material listed below were prepared by the WHO/Europe and UNECE secretariat between June and December 2003 in view of the development of the Clearing House Conceptual Design and Implementation Arrangements report. They served to guide the work of the secretariat during the implementation and pilot operation phases. They can be obtained from the secretariat and are also available on THE PEP website (http://www.thepep.org/en/temp.asp) (English only).


## B. CLEARING HOUSE INFORMATION TREE

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C. THE PEP CLEARING HOUSE TERMS OF USE

1. The Clearing House is an on-line portal of information on transport, health and environment and their integration that is managed and maintained by the UNECE and WHO/Europe secretariats (THE PEP secretariat).

2. The Clearing House aims at:
   (a) Promoting, disseminating and exchanging focused and comprehensive information and good practices relevant to the interrelationship between transport, health and the environment and their integration throughout the pan-European region, with a particular focus on the countries of Eastern Europe, Caucasus and Central Asia (EECCA) and of South-Eastern Europe;
   (b) Addressing, in particular, the needs of national and local authorities involved in the transport, health and environment sectors, but also other stakeholders, such as non-governmental organizations, the academic community, international organizations and related programmes and the general public.

3. The publication of information in the Clearing House website is subject to a selective assessment by THE PEP secretariat.

4. THE PEP secretariat encourages the submission of appropriate information and welcomes comments and feedback about the Clearing House in general. Please let us know what you think, and how we can improve the service by e-mailing CHfeedback@thepep.org.

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6. The content of the information submitted should be relevant to the goals and topics covered by the Clearing House, i.e. must pertain to transport, health and environment issues and, in particular, to the priority areas of THE PEP:
   (a) Transport, health and environment integration;
   (b) Urban transport;
   (c) Demand management;
   (d) Cross-cutting issues (specific needs of EECCA and South-Eastern European countries and ecologically particularly sensitive areas).
7. Information can relate to:
   (a) Policies (e.g., policy documents, programmes, and initiatives on the international, subregional and national levels);
   (b) Legislation (e.g., legally binding documents adopted in international, subregional and national jurisdictions);
   (c) Research and methods (e.g., scientific and academic work);
   (d) Case studies (at international, subregional and national levels);
   (e) Indicators (developed at international, subregional or national levels);
   (f) Capacity building and funding opportunities at the international level.

8. Documents (materials) for submission can be of three types:
   (a) Web links;
   (b) Document files;
   (c) Document references.

III. Submitting items

9. When uploading information, registered users need to fill in all the required fields contained in the submission form and comply with the present Terms of Use. Users have to also link the information they submit to the given categories (the priority areas of action under THE PEP). Information can be submitted to more than one category or sub-category.

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11. At present, information submitted to the Clearing House should be in the English, French and Russian languages (other languages may be added at a later stage). When submitting information, the relevant language should be indicated. Wherever possible, the URL of websites in other languages as well as translations of documents should be provided.

12. The registered user will be also asked to indicate the type(s) of information submitted (i.e. policies; legislation; research and methods; case studies; indicators; capacity building; and funding opportunities at the international level). For instance, a research paper addressing the implementation of EU directives will be classified under “Research and methods” and not under “Legislation”. A EU directive should be classified under “Subregional/National (EU) legislation” and an international treaty on air pollution under “International legislation”.

13. When filling in the form for uploading the information in the “Author” field please indicate (1.) the official acronym or abbreviation (in the relevant language) of the author (if appropriate), and after the dash (2.) spell the name of the author (e.g. UNECE – United Nations Economic Commission for Europe; or EC – European Community; or CEC – Commission of the European Community; etc.).

14. Please note that you have up to 1 hour to fill in the form for a single entry. If the time of 1 hour is overrun you should start the uploading again.

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(b) Sites with an address that redirects to another address.
(c) Sites with illegal content, such as material that infringes any intellectual property right and material that specifically advocates, solicits or abets illegal activity (such as fraud or violence).
(d) Sites with commercial purposes.

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20. Document files (in PDF format) can be submitted for inclusion on the Clearing House. Users must include information on the document such as its title, URL, short description, author, key words, language, and date. Users submitting document files should ensure proper editing of the document prior to submission.
21. Attribution to author and contact information of the document's author should be provided, if required. The full surname and the first letter of the first name of the principal author should be indicated (e.g., Brown, E). If there is more than one author, the denomination “et al” is to be used (Brown, E. et al). In the case of multiple authors, the authors should be listed (following the same rules as above), separated by a comma.

DOCUMENT REFERENCES

22. For documents that are not accessible via the Internet:
   (a) Bibliographical information can be provided; or
   (b) A hard copy of the document can be made available to the Clearing House managers, who can then store the document on the server.

IV. Edit submitted information

23. You have the possibility to edit the information submitted by you by clicking the ‘Edit Information’ in the right side upper corner of the uploading form page. A new window will open with the Clearing House in “edit” mode. By searching the Clearing House information tree, you should find the information which you have submitted and would like to edit. Click on the “edit” button and make the corrections as needed.

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25. Depending on the workload of THE PEP secretariat, it may take several days before a submission is reviewed.

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¹ See Clearing House background document No. 4 (November 2003)
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(a) Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;

(b) Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent or unlawful material or information;

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(e) Delete any author attributions, legal notices or proprietary designations or labels in any file that is uploaded;

(f) Falsify the origin or source of software or other material contained in a file that is uploaded;

(g) Advertise or offer to sell any goods or services, or conduct or forward surveys, contests or chain letters, or download any file posted by another user of a Forum that the User knows, or reasonably should know, cannot be legally distributed in such manner.

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describe in detail the problem you encountered as well as what you were trying to do. The
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E. ILLUSTRATION OF THE CLEARING HOUSE WEBSITE
F. ILLUSTRATION OF THE CLEARING HOUSE SUBMISSION FORM

[Image of the clearing house submission form]

Please fill in the following form to submit your document. (Refer to the Terms of Use)

- **Document format**: WebLink
- **Title**: [Input field for title]
- **Author**: [List of options including 'Central European Initiative', 'CERTU']
- **Publication date**: [Input field for publication date]
- **Language**: English
- **URL**: [Input field for URL]
- **Short description**: [Input field for short description, 255 characters left]

Please specify the type of document:
- **Policy**: [Options: International, Subregional, National, Unspecified]
- **Legislation**: [Options: International, Subregional, National, Unspecified]
- **Case Studies**: [Options: International, Subregional, National, Unspecified]
- **Research and Methods**: [Options: International, Subregional, National, Unspecified]
- **Indicators and Data**: [Options: International, Subregional, National, Unspecified]
- **Capacity building**
- **Funding**

Please assign your document to one or several of the categories or sub-categories below:
- **THE integration**
- **Urban transport**
- **Demand management**
- **Cross-cutting issues**

- **Strategies**: [Options: National strategies, Action plans, Capacity building, Implementation, Institutional mechanisms]
- **Public transport**: [Options: Benefits, Bus and rail, Performance of services, Institutions and organisation, Urban planning]
- **Modal split**: [Options: Information/knowledge management, Maritime transport, Rail transport, Aviation, Subsidies]
- **Ecologically sensitive areas**: [Options: Catalonia, Transport demand management, Case studies: Alpine region and islands, Children and other]
## G. Timetable for Activities Under the Pilot Operation Phase (2005)

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