

Proposed changes to the terms of reference for THE PEP Partnership

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A. Background

1. At its eighth session, the Steering Committee of THE PEP adopted terms of reference (TOR) for THE PEP Partnership¹, one of the implementation mechanisms of THE PEP. Since the launch of THE PEP Partnerships in 2009, this mechanism has offered a platform for international collaborative efforts of diverse partners, and was able to mobilize resources and capacities from different disciplines while supporting the achievement of one of the four goals of the Amsterdam Declaration.
2. In 2014 at the Fourth High-level Meeting on Transport, Health and Environment held in Paris, the ministers in the UNECE-WHO/Europe region adopted the Paris Declaration² in which they agreed to strengthen their commitment to the four existing goals and added a new goal 5. Furthermore, they renewed their commitment to the existing implementation mechanisms of THE PEP for achieving the five priority goals in the period 2014-2019.
3. At its 12th session, the Steering Committee discussed the procedure proposed by the Bureau for establishing and joining a Partnership. The Committee concluded that the secretariat should revise the existing TOR for Partnerships and incorporate the procedure for joining/establishing them, as well as the role and responsibilities of the Partners.
4. Following the 26th meeting of the Bureau of THE PEP, the secretariat revised the terms of reference, including the proposed procedure for establishing and for joining a THE PEP Partnership, as follows below.
5. The Bureau may wish to discuss the proposal on the revised TOR of THE PEP Partnerships, in particular also how far these should apply to Partnerships that already exist as of June 2015, and recommend adopting the revised TOR by the Committee.

Note: Changes made by the secretariat to the text of the TOR have remained in the document as tracked changes to specify the amendments. The added procedure for joining/establishing Partnerships is highlighted to facilitate the review.

¹ <http://www.unece.org/fileadmin/DAM/thepep/en/committee/documents/2010/ece.ac.21.sc.2010.3.e.pdf>

² http://www.unece.org/fileadmin/DAM/thepep/documents/Déclaration_de_Paris_EN.pdf

Terms of Reference

I. THE PEP partnership

1. At the Third High-level Meeting on Transport, Health and Environment (2009, Amsterdam) consensus was reached in the Amsterdam Declaration to develop THE PEP Partnership (hereafter “the Partnership”) as one of the mechanisms for achieving the four priority goals of THE PEP in the period 2009–2014 (ECE/AC.21/2009/2– EUR/09/5086385/2).³ [The Fourth High-level Meeting on Transport, Health and Environment \(2014, Paris\) carried these forward and adopted a new fifth priority goal in the Paris Declaration](#)⁴.

2. The Partnership would serve three main purposes:

(a) To provide THE PEP with an effective mechanism to support the implementation of its work plan 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 national level;

(b) To strengthen ownership among potential partners (including member States, as well as international financial institutions, non-governmental and intergovernmental organizations and relevant academic and technical institutions) who 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 made available for the implementation of THE PEP work plan at the national and international level, thereby overcoming one of the key weaknesses of THE PEP.⁵

3. The main activities of the Partnership are:

(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 level for the development, implementation and evaluation of integrated policy approaches and the implementation of developed guidance, methods and tools, such as guidance on national transport, health and environment action plans (NTHEAPs), in particular in countries of Eastern Europe, Caucasus and Central Asia (EECCA) and in South-Eastern Europe (SEE);

³ <http://www.unece.org/thepep/en/hlm/documents/2009/ece.ac21.2009.2.e.pdf>.

⁴ http://www.unece.org/fileadmin/DAM/thepep/documents/Déclaration_de_Paris_EN.pdf

⁵ See also: THE Pan-European Programme on Transport, Health and Environment: assessment and progress made. 2008: UNECE and World Health Organization (WHO); Geneva and Copenhagen: United Nations (<http://www.unece.org/thepep/en/publications/THEPEP.assessment.en.pdf>).

(c) Fostering capacity building, training and the exchange of know-how and expertise, with a focus on the needs of EECCA and SEE countries;

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

(e) International advocacy and cooperation; and

(f) Information-sharing and dissemination and increased visibility of THE PEP.

4. The Partnership coordinates its activities in close contact with other international governmental and non-governmental organizations and cooperates with international financial and donor organizations which provide funds for programmes and projects related to the relevant topics for the implementation of THE PEP activities and of [the Declarations emanating from THE PEP High-level Meetings](#).

5. The Partnership encourages partnership between the public and private sectors and their involvement in implementation of activities in line with its programme of work. The Partnership encourages 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 Partnership would operate flexibly under the auspices and with the guidance of THE PEP Steering Committee and the coordination of and collaboration with THE PEP Secretariat. The membership is established on a voluntary basis and open to member States, key non-governmental organizations (e.g. International Association of Public Transport (UITP), European Cyclists' Federation (ECF), International Council for Local Environmental Initiatives (ICLEI), [POLIS, the European Environment and Health Youth Coalition \(EEHYC\)](#)), the European Commission and possibly representatives of international financial institutions (“THE PEP Partners”), committed to engage in the Partnership.

7. ~~Interest in the Partnership would be determined following the eighth session of THE PEP Steering Committee.~~ THE PEP Partners would support the Partnership ~~(financially and/or in kind)~~ and be involved in the development and implementation of specific activities or projects, in line with the work programme of THE PEP. Partners will also support dissemination activities and resource mobilization efforts.

8. Activities of the Partnership will be coordinated by UNECE and WHO, [within the framework of an agreed plan of work, and the availability of the necessary resources, unless otherwise specified by the Partnership Description \(see below\)](#). This would allow 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 will be invited to actively contribute to the coordination and management of the Partnership and of its substantive work, by either dedicated funds made available to the joint UNECE–WHO/Europe secretariat of THE PEP and/or through secondments of staff to THE PEP secretariat. In any case, the functioning of a core staff on a sustainable basis with sufficient time and resources dedicated to the management of the Partnership and the development and implementation of its activities and projects, needs to be ensured for effective operation.

10. Each Partnership will formally report on its completed, ongoing and planned activities on an annual basis to the Steering Committee. Interim status updates will be made available to the Bureau at its mid-session meetings.

B. THE PEP Partnership Resource Network

101. THE PEP Partnership Resource Network (hereafter “Resource Network”) would be established through the Partners. It would be a network able 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 would 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 providing in-country expertise when needed. The Resource Network would ensure the cost-effectiveness of the Partnership, by engaging the best available expertise according to the needs of the project and would be linked up through THE PEP Toolbox and Clearing House.

C. Procedure for establishing and for joining a THE PEP Partnership

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

123. 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, ~~in collaboration with interested partners~~, would prepare the following supporting documentation on the proposed Partnership (i.e. the Partnership Description) using a form provided by the Secretariat:

- objective;
- scope and purpose;
- list of initial partners (at least two);
- management arrangements (in particular the role of the Secretariat);
- target groups;

- an indication of how the proposed Partnership would fit under the existing work plan and contribute to the achievement of one or more of the Paris Declaration goals; ~~and~~
- ~~a proposal for monitoring implementation; and-~~
- ~~s~~Specific activities and a timetable for carrying them out, e.g. over a 2 to 4 year period, ~~should be described.~~

14. Initial partners would confirm their participation by submitting to the secretariat a signed letter of intent expressing interest to join the respective Partnership and indicating the quality-type and quantity-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 to join a specific Partnership and indicating the quality-type and quantity-level of their expected contribution with a description of the joint or separate activities to be carried out under the Partnership and a timetable.

D. Financing

15. The Partnership would be supported through voluntary contributions by its partners. Such resources could be made available financially or in kind. THE PEP Partners can provide ad hoc project-specific resources that would be used for concrete time-limited projects. THE PEP Partners are asked to also provide regular unspecified funding for secretariat functions to ensure adequate servicing of the Partnership. The secretariat, together with the Resource Network, would carry out the core functions which would include coordination and implementation of core activities, including support to development, implementation and evaluation of THE PEP and of NTHEAPs in member States, development of project proposals and resources 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 connection with activities developed under the Partnership

16. ~~Since THE PEP logo is an authoritative “seal of quality” of the activities and products developed by THE PEP Partnership, and implies an endorsement and responsibility by the UNECE and WHO, its use (also for communication purposes) is subject to written agreement by the secretariat. the same rules and regulations that apply to events and publications of which the UNECE and WHO are organizers or (co)-authors.~~

F.- Engagement of non-state actors in THE PEP partnership

137. While the engagement of non-state actors (e.g. academia, NGOs, private sector) in the implementation of THE PEP Partnerships is to be 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-sponsorships of events and publications. For this reason the involvement of non-state actors should be carefully assessed on a case-by-case basis, and guidance should be sought from the relevant Departments within the UNECE and WHO.