



**Asia-Pacific
Economic Cooperation**

2014/TPTWG39/HOD1/007

Agenda Item: 7

Revised TPTWG Management Guide Roles and Responsibilities

Purpose: Information

Submitted by: Lead Shepherd (Canada)



**Head of Delegation Meeting One
Christchurch, New Zealand
31 March 2014**

TPT-WG Management Guide – Roles and Responsibilities

The TPT-WG Management Group consists of the Lead Shepherd, Deputy Lead Shepherd, Modal Expert Group Chairs and Vice Chairs as well as the APEC Programme Director. Heads of Delegation provide advice to the TPT-WG Management Group on policies and practices.

The following is a summary of the main responsibilities of each of the management group positions, Heads of Delegation and economies as appropriate. The TPT-WG organizational structure is also included. (Attachment A). The current version is an adaptation of the previous TPT-WG Management Guide approved at TPT-WG17 in Singapore (March 2000) and reflects the new structure adopted at TPT-WG26 in Vladivostok (September 2005) and later at TPT-WG28 in Vancouver (September 2006). It is not intended to be definitive but rather a guide to the major roles and responsibilities of TPT-WG members.

This document should be read in conjunction with the Guidebook on APEC Procedures and Practices. Other management documents for the TPT-WG, including TPT-WG Project Guidelines, Hosting Responsibilities for Ministerial and TPT-WG Meetings and Strategic Direction can be found on the TPT-WG website (www.apec-tptwg.org.cn/).

Lead Shepherd

The Lead Shepherd is elected by Heads of Delegation for a period of 2 years. A member economy should serve for a maximum of two consecutive 2-year terms. The Lead Shepherd's role is to ensure the efficient management of the group and assist the working group in achieving objectives set for them by Leaders, APEC Ministers, Transport Ministers and Senior Officials.

General responsibilities

- Oversee the development of activities ensuring that the TPT-WG responds to Leaders' and Ministers' priorities and co-ordinate with other APEC bodies,
- Lead the implementation of activities to fulfill instructions given by the APEC Leaders, Ministers and Senior Officials and report periodically to Senior Officials on the development of these issues,
- Provide advice and support to the Modal Expert Group Chairs,
- Act as the spokesperson for TPT-WG,
- Provide a policy paper two months in advance of each meeting giving direction for work of the TPT-WG, and should a Transportation Ministerial Meeting (TMM) follow a TPT-WG meeting, an addendum policy paper shall be issued within a month of TMM, and
- Encourage participation in TPT-WG meetings and projects by international organizations, other APEC fora, businesses and transport operators.

Responsibilities related to TPT-WG meetings

- Advise HODs of all major issues for discussion at each TPT-WG meeting,
- Distribute information relative to discussions that will be held during the HODs and Plenary meetings,
- Approve Sub-Group meetings as part of TPT-WG when intersessional meetings are not possible,
- Approve the establishment of any required taskforces and determine a time frame in which the taskforces will operate,
- Approve agendas for Modal Expert Group meetings,
- Chair HOD and Management Group meetings,

- Provide advice to the Chair of the Plenary meeting (or chair the Plenary meeting if requested by the host economy), and
- Assist with preparing (or prepare if requested by the host economy) the Chair's report.

Responsibilities related to projects

- Assist with clearing project proposals for submission to the Budget Management Committee (BMC), as required.

Deputy Lead Shepherd

The Deputy Lead Shepherd is elected by Heads of Delegation for a period of 2 years. A member economy should serve for a maximum of two consecutive 2-year terms. The role of the Deputy Lead Shepherd is to assist in the efficient management of the TPT-WG with special responsibility for project management.

General Responsibilities

- Provide support and assistance to the Lead Shepherd in the administration of the TPT-WG.

Responsibilities related to projects

- Lead a small group, comprising relevant Modal Expert Group Chairs and Project Overseers (or their appointed representatives) to review all Concept Notes, Quality Assessment Framework (QAF), Evaluation and Progress Reports before sending them to the Programme Director, and
- Ensure Modal Expert Group Chairs are aware of reporting requirements in regard to all projects.

Heads of Delegation

The Heads of Delegation are primarily responsible for the organization of their delegations, submission of new papers and status reports of prior commitments/projects of the economies they represent.

General Responsibilities

- Advise the Management Group, through the Lead Shepherd, of policy direction, emerging issues, projects and meeting agendas.

Modal Expert Group Chairs

Modal Expert Group Chairs are elected by the members of their particular modal group. Their role is to manage their Modal Expert Group and help achieve the objectives set by Leaders, APEC Ministers, Transport Ministers and Senior Officials.

General Responsibilities

- Ensure that TPT-WG projects and Workplans under the Modal Expert Group's purview meet overall APEC goals (i.e., trade and investment liberalisation and facilitation and economic and technical co-operation) as well as TPT-WG goals (as indicated by APEC Transport Ministers in their joint ministerial statements),
- Be responsible for activities of the Modal Expert Group and any sub-groups,
- Keep the Management Group, HODs and economies informed of group activities,
- Provide support to the Lead Shepherd as required, and
- Encourage business and transport sector participation in TPT-WG meetings and projects.

Responsibilities related to Working Group Meetings

- Co-ordinate with the Management Group and host economy to determine which meetings will take place,
- Advise the Lead Shepherd of agendas and other papers,
- Prepare and distribute an agenda for the Modal Expert Group meeting,
- Agree to sub-group meeting arrangements and agenda with sub-group chairs,
- Distribute information relative to discussions that will be held during the Modal Expert Group meetings,
- Chair Modal Expert Group meetings,
- Represent the Modal Expert Group's view at Management Group Meetings, HODs and Opening and Closing Plenaries,

- Prepare the Modal Expert Group report including required updates to the Operational Plan and relevant documentation for submission to and approval by the Management Group at the TPT-WG meeting, and
- Contribute to the Chair's report at TPT-WG Plenary meetings.

Responsibilities related to projects

- Oversee the development of proposals for new projects as appropriate to meet APEC and TPT-WG goals and objectives,
- Determine with HODs those projects that need or require APEC funding and make recommendations with respect to their prioritisation for consideration by the TPT-WG,
- Ensure that all project budget proposals meet the APEC Project Guidelines and BMC project development instructions,
- Regularly review the status of each project handled by the Modal Expert Group to assess and ensure progress, including intersessional communication with lead economies,
- Ensure that Progress and Evaluation Reports for all projects are completed and submitted to the Deputy Lead Shepherd and posted on the TPT-WG website in a timely manner,
- Participate in the small group, convened by the Deputy Lead Shepherd, that reviews all project progress and evaluation reports,
- Evaluate projects to determine those projects that could or should be terminated or combined with other TPT-WG projects to rationalize and better co-ordinate TPT-WG work,
- Determine areas of overlap with other APEC projects (i.e., those handled in other APEC working groups or committees) and propose appropriate methods for coordinating in those areas (including the possibility of joint projects).

Economies

It is the responsibility of each member economy to organize its delegation for TPT-WG meetings, which can include industry representatives.

General Responsibilities

- Through HODs, advise on policy direction and project implementation,
- Provide a TPT-WG contact officer for their economy and ensure contact details are current on the website,
- Ensure information emanating from the TPT-WG is distributed to appropriate APEC delegates, government and business interests in the economy,
- As a project proponent, prepare relevant project proposals with Modal Expert Group Chairs in accordance with APEC Project Guidelines and BMC project development instructions,
- Assist the Management Group in the administration of the TPT-WG by providing relevant economy reports and necessary information on behalf of their economy, and
- Respond promptly to requests from members of the TPT-WG Management Group.

Programme Director (APEC Secretariat)

The APEC Secretariat is based in Singapore and operates as the core support mechanism for the APEC process. A Programme Director is assigned to each APEC Working Group to assist in the management of the group. The duties of this position include:

General Responsibilities

- Conveying mandates and directives from Senior Officials, Budget Management Committee, and Leaders' meetings to the TPT-WG economy contacts,
- Monitor the performance of the TPT-WG in meeting the requests or directives of higher APEC fora, and advise the Management Group and HODs where deficiencies exist,
- Assist Lead and Deputy Lead Shepherds and Modal Expert Group Chairs with TPT-WG budget and management matters,
- Provide advice and information on APEC processes and activities, and
- Prepare information packages and brief incoming Lead Shepherd, Deputy Lead Shepherd, Management Group members and Heads of Delegation on their responsibilities.

Responsibilities related to Working Group Meetings

- Help with the drafting of the TPT-WG Chair's Report, and
- Raise suggestions to improve the meeting arrangements, schedules, co-ordination among Lead and Deputy Lead Shepherds, Modal Expert Groups, economy contacts, and TPT-WG members.

Responsibilities in relation to projects

- Brief Management Group, HODs and Modal Expert Group Chairs on the project cycle, and
- Help Modal Expert Groups to "fine-tune" project proposals; conduct tendering processes; draft contracts, and prepare bills.

Meeting Hosts

Economies host TPT-WG meetings on a voluntary basis. Economies hosting TPT-WG must comply with APEC guidelines as found in 'Guidelines for Hosting APEC Meetings' available on the APEC website.

General Responsibilities

- Prepare a letter of invitation and *First Bulletin* announcing meeting details and a preliminary programme. Bulletins should include hotel, registration, arrival details and visa requirements, as well as a draft programme based on advice from Modal Expert Group Chairs and Lead Shepherd,
- Circulate a *Second Bulletin* announcing final details,
- Ensure that a complete list of meeting participants is prepared and distributed to all economies,
- Maintain a document register and ensure that a complete set of documentation, in electronic and paper format, is made available to all participating economies in a standardized format, and that documents are placed on the TPT-WG website, and
- Chair Plenary meetings, if desired.

Management Instruments

TPT-WG employs a number of management instruments to detail, monitor, evaluate and report on its activities. These include:

Operational Plan

In addition to planning and reporting requirements mandated by the SOM Steering Committee on ECOTECH (SCE), the Operational Plan catalogues directives contained in the Joint Transportation Ministerial Statement. It contains both general and specific modal directives and allows TPT-WG to detail and track progress. The Operational Plan also serves as the basis for TPT-WG's annual report to Transportation Ministers and SCE.

Project Management Instruments

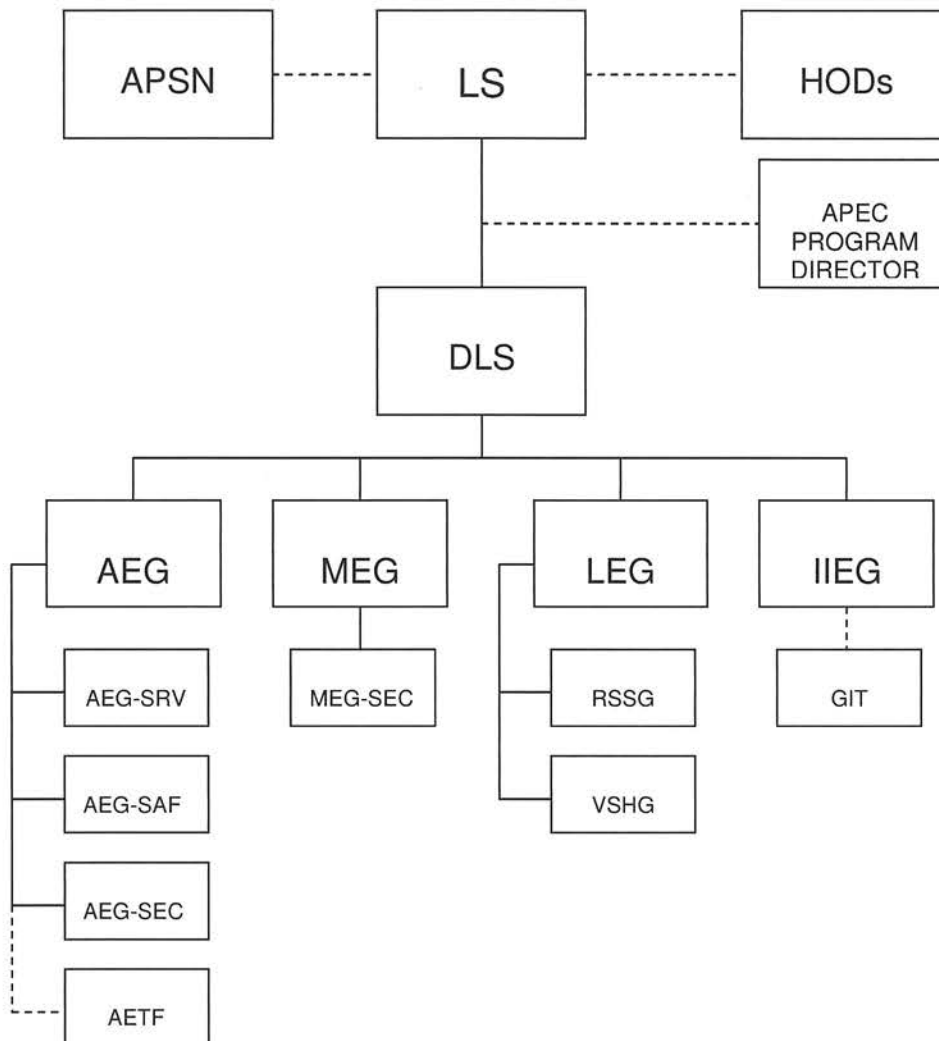
A number of instruments are used to facilitate the development of project proposals and monitor their status as they move through their life cycle. Instruments include:

- Project Concept Note Template
- Project Quality Assessment Framework
- APEC Project Proposal
- Progress Report on APEC Projects
- Evaluation Report on APEC Projects

These BMC-approved instruments are posted on the Projects page of the Transportation Working Group website.

ATTACHMENT A

APEC TRANSPORTATION WORKING GROUP ORGANIZATIONAL STRUCTURE



Legend:

LS – Lead Shepherd
 DLS – Deputy Lead Shepherd
 HODs – Heads of Delegation
 APSN – APEC Port Services Network
 AEG – Aviation Experts Group
 AEG – SRV – Air Services Sub-Group
 AEG – SAF – Aviation Safety Sub-Group
 AEG – SEC – Aviation Security Sub-Group
 AETF – Aviation Emissions Task Force

MEG – Maritime Experts Group
 MEG-SEC- Maritime Security Sub-Group
 LEG – Land Experts Group
 RSSG – Road Safety Sub-Group
 VSHG – Vehicle Standards Harmonization Sub-Group
 IIEG – Intermodal and Intelligent Transport Systems Expert Group
 GIT – Global Navigation Satellite System (GNSS) Implementation Team