Asia-Pacific
Economic Cooperation

2006/TPT-WG-28/HOD/003_V3

Revised TPT-WG Management Guide
Roles and Responsibilities

TPT-WG Management Guide – Roles and Responsibilities

This guide was considered and agreed to at TPT-WG28 in Vancouver September 2006

The TPT-WG Management Group consists of the Lead Shepherd, Deputy Lead Shepherd, Modal Expert Group Chairs and the APEC Programme Director. The TPT-WG Management Group is supported by the Heads of Delegation (HODs). Any one of these office holders may have need to approach TPT-WG economy contacts for information or to coordinate TPT-WG activities. In addition, many member economies have responsibility for the leadership of TPT-WG projects and for hosting TPT-WG meetings.

The following is a summary of the main responsibilities of each of the management group positions and for economies as appropriate. It is an adaptation of the previous TPT-WG Management Guide approved at TPT-WG17 in Singapore in March 2000. It is a reflection of the new structure adopted at TPT-WG26 in Vladivostok, September 2005. 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 at the TPT-WG website.

Lead Shepherd

The Lead Shepherd is elected by the consensus of TPT-WG members 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 the Operational Plan and other activities to fulfil 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 by February each year giving direction for work of the TPT-WG, and

- Encourage business and transport operator participation in TPT-WG meetings and projects.

Responsibilities in regard to TPT-WG meetings

- Advise economy contacts 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 a 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 taskforce will operate,

- Approve agendas for Modal Expert Group meetings,

- Chair the HODs meetings,

- Provide advice to the Chair of the Plenary meeting (or chair the Plenary meeting if requested by the host economy)[1], and

- Assist with preparing (or prepare if requested by the host economy) the Chair's report.

Responsibilities in relation to projects

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

[1] The APEC Guidelines state that 'the host economy may be asked to Chair or Co-chair the Meeting'.

Deputy Lead Shepherd

The Deputy Lead Shepherd is elected by the consensus of members 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 in relation to projects

- Lead a small group, comprising relevant Modal Expert Group Chairs and Project Overseer (or their appointed representatives) to review all 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.

Modal Expert Group Chairs

Modal Expert Group Chairs are elected by the consensus of 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 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 Ministers of Transport in their joint ministerial statements and in the TPT-WG Operational Plan),
- Be responsible for activities of the Modal Expert Group and any sub-groups,
- Keep the Management Group 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 in regard to Working Group Meetings

- Co-ordinate with the Management Group and host economy to determine which meetings will take place,
- Advise 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 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 in relation to projects

- Oversight the development of and 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 TPT-WG and BMC guidelines,

- 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,

- 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 rationalise and better co-ordinate TPT-WG work, and

- Determine areas of overlap with other APEC projects (i.e., those handled in other APEC working groups or committees) and propose appropriate methods for co-ordinating in those areas (including the possibility of joint projects).

Economies

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

General Responsibilities

- Provide a TPT-WG contact officer for their economy and ensure contact details are current on the web site,
- 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 TPT-WG and BMC guidelines,
- 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 requests or directives of higher APEC fora, and advise the Management Group where deficiencies exist,

- Assist Shepherds and Modal Expert Group Chairs with TPT-WG budget and management matters, and

- Provide advice and information on APEC processes and activities.

Responsibilities in regard 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 Shepherds, Modal Expert Groups, economy contacts, and TPT-WG members.

Responsibilities in relation to projects

- Brief Management Group 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 *First Bulletin* announcing meeting details and including a preliminary programme. Meeting details should include hotels, how to register, how to arrive at hotels, visa requirements, etc, and 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 standardised format, and that documents are placed on the TPT-WG website, and

- Chair the Plenary meetings, if desired.