



**Economic and Social
Council**

Distr.
GENERAL

ECE/AC.21/2004/3
EUR/04/5045236/3
19 January 2004

Original: ENGLISH

**ECONOMIC COMMISSION FOR EUROPE
WORLD HEALTH ORGANIZATION**
Regional Office for Europe

HIGH-LEVEL MEETING ON TRANSPORT, ENVIRONMENT AND HEALTH
THE PEP Steering Committee
(Second session, 29 and 30 March 2004,
agenda item 4.A(i))

**CLEARING HOUSE ON TRANSPORT, ENVIRONMENT AND HEALTH
(THE PEP Clearing House)¹**

Conceptual Design and Implementation Arrangements

Prepared by the WHO/Europe and UNECE secretariat
in cooperation with the Task Force on the Conceptual Design of THE PEP Clearing House

¹ In this document, “clearing house” is used as a general term, while the term “Clearing House” refers to THE PEP Clearing House.

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I. MANDATE AND WORK ARRANGEMENTS

A. Mandate

1. The present report on the conceptual design and implementation arrangements of a web-based THE PEP Clearing House on Transport, Environment and Health has been prepared in accordance with the decisions taken by THE PEP Steering Committee and its Bureau. It is based on, and is in line with, the priority areas and actions constituting the policy framework of the Transport,

Health and Environment Pan-European Programme (THE PEP) and the Work Plan of THE PEP adopted by the Second High-Level Meeting on Transport, Environment and Health (5 July 2002) (ECE/AC.21/2002/6 - EUR/02/5040828/6; ECE/AC.21/2002/9 - EUR/02/5040828/9).

2. The Steering Committee endorsed, at its first session (10-11 April 2003), the overall project, concept and phased approach to the implementation of the Clearing House on Transport, Environment and Health (THE PEP Clearing House) for promoting the integration of environmental and health aspects into transport policy (ECE/AC.21/2003/2 – EUR/03/5040828/2), and stressed its importance for the dissemination of information on all activities carried out under THE PEP (ECE/AC.21/2003/6 - EUR/03/5040828/6, paras. 12 and 14). It is planned that THE PEP Clearing House will become the principal component of THE PEP web portal (www.the-pep.org) together with THE PEP Corporate website, which provides information on THE PEP mechanism, programme and activities as well as related documentation and services provided by the WHO/Europe and UNECE secretariat administering THE PEP.

3. The Bureau of the Steering Committee acknowledged, at its first meeting, the progress made in the preparation of the present report and in the development of the conceptual design of THE PEP Clearing House and website, and recommended the development of a demonstration to test the proposed conceptual design of the Clearing House (ECE/AC.21/2004/2 - EUR/03/5045236/4).

B. Work Arrangements and Procedure

4. The Steering Committee decided, at its first session, to establish a Task Force to provide guidance on technical and policy aspects during the development of the conceptual design of THE PEP Clearing House and to work in close cooperation with the WHO/Europe and UNECE secretariat (ECE/AC.21/2003/6 - EUR/03/5040828/6, para. 13 and annex 2). Since its establishment, the Task Force has been consulted regularly by the secretariat in all substantive matters and closely involved in the work undertaken. The feedback provided by the Task Force² and THE PEP Focal Points, as well as the reports and background material prepared by the secretariat, were used as the basis for the present report in developing the conceptual design of the Clearing House. All relevant reports and background material drawn up for the preparation of this report are referenced in annex 1 to this report. They are available at the secretariat, and may also be consulted and downloaded on THE PEP web site (see annex I below).

² For details, see secretariat document No. 3 in annex 1 to this report.

II. SCOPE AND PURPOSE OF THE PEP CLEARING HOUSE

5. The “clearing house” concept has become popular over the past years along with the considerable advances made in the development of the Internet and in the fields of information management technology and computer networking. A clearing house can be defined as an Internet-based centre for the collection, classification and distribution of information held by recognized (authorized) organizations that are competent in the issues dealt with by the clearing house. As such, a clearing house provides its users with sophisticated search tools to access relevant information and data that are kept and maintained, to a large extent, by the original sources of information. The term “node” is generally used to refer to these original sources of information.

6. Pursuant to the mandate laid out by the Steering Committee, THE PEP Clearing House has as its primary purpose to provide easy access for policy makers at the local, national and regional levels to policy, legal and scientific information, including good practices, on the integration of transport, environment and health. Focus is put on the development of capacity and skills in Eastern Europe, Caucasus, Central Asia (EECCA)³ and South-Eastern Europe.⁴ The Clearing House is conceived as a user-friendly and client-oriented information broker (“one-stop-shop”) with links, search mechanisms and interactive facilities. It should also provide additional (value-added) services, such as, for instance, links to on-line databases and statistics, sources of funding at the international level, and capacity-building resources, electronic forums and/or a roster of experts.

7. A well-maintained and structured THE PEP Clearing House could be a highly valuable instrument for an effective and visible implementation of THE PEP, both at the national and international levels, and a powerful advocacy tool promoting forcefully the objectives and ideas of THE PEP. It could also serve as a reference base and main platform for the exchange of views and good practices for the implementation activities undertaken by all actors and organs within the framework of THE PEP.

8. The Clearing House has the potential to occupy a particularly significant market niche compared to existing Internet portals:

³ The term “EECCA” refers here to Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Republic of Moldova, Russian Federation, Tajikistan, Turkmenistan, Ukraine and Uzbekistan.

⁴ “South Eastern Europe” includes Albania, Bulgaria, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Romania, Serbia and Montenegro.

- (i) While there are numerous websites containing a vast amount of information, data, studies and views on transport, environment and health issues, the Clearing House can provide a cross-sectoral approach by promoting and disseminating specialized information and data on the inter-relationship and interdependence between the three sectors.
- (ii) The Clearing House will address the pan-European context, and, with its geographical focus on EECCA and South-Eastern Europe and accessibility to Russian speaking users, can also offer information and advice for users outside Western Europe. It can foster a flow of expert knowledge throughout the pan-European region, amongst other things by enabling the dissemination of research and good practices to and from EECCA and South-Eastern Europe.
- (iii) Whereas a typical website will search the whole of the Internet, which often results in considerable work by the user to filter and find the information that is required, the Clearing House mechanism offers structured queries and searches to member sites (nodes). It thus represents a focused, state-of-the-art tool essential in today's world to address complex and cross-sectoral issues through a decentralized approach, which enables to benefit from the input of a large variety of national, regional and international sources and from sophisticated search mechanisms.

III. CONCEPTUAL DESIGN OF THE PEP CLEARING HOUSE

9. Work on the development of the conceptual design of THE PEP Clearing House covering policy, technical and legal issues has evolved under the guidance of the Task Force established by the Steering Committee.⁵ On the basis of an in-depth analysis of the needs and preferences of target users, it has been of utmost importance in the planning phase to determine the features of the information content and management, including the core content, of the Clearing House, the structure of information and data, possible search mechanisms, and the role and responsibilities of the nodes. Other aspects relating to the development and implementation of the Clearing House include language policies, additional (value-added) services that could be offered by the Clearing House, applicable legal considerations and information technology (IT) aspects.

10. Furthermore, as proposed by the Bureau to the Steering Committee, a demonstration has been prepared to illustrate and test the proposed conceptual design of the Clearing House, and serve as a dissemination and promotion tool. As the topics selected for the demonstration should be relevant to all member States and be linked to major forthcoming regional events, the demonstration

⁵ For details, see secretariat document No. 1 in annex 1 to this report.

will have as overarching theme that of Urban Areas, with a more specific focus on (a) cycling and walking, (b) safety aspects, with emphasis on children's issues, and (c) congestion. This demonstration will be presented at the session of the Steering Committee.

A. Needs and Preferences of Target Users

11. A questionnaire survey on the needs and preferences of target users regarding the contents of the Clearing House has been undertaken by the secretariat to ensure that the contents and services to be provided by the Clearing House respond to the needs and expectations of its target audience, especially in view of the priority areas to be pursued and the pan-European character of THE PEP.⁶ Respondents included principally THE PEP Focal Points, with the remaining group comprising experts and stakeholders in the field of transport, environment and health integration. The results of the survey reflected the transport, environment and health sectors as well as the different respondent groups and regions in a balanced manner.

12. The survey concluded that, at the first stage of the project, national administrations should be given the highest priority as target user groups of the Clearing House. In a next step, non-governmental organizations and the academic audience should be progressively integrated. Inter-governmental organizations and related initiatives could be additional target audiences at a later stage of the project, although they should be regarded as main information sources from the beginning.

13. The conclusions drawn from the survey on the needs and preferences of target users can be summarized as follows:

- The main objective should be to provide well-focused and processed information and additional services, without overloading the project;
- The core content should consist in (a) relevant international policy processes and their course of implementation, (b) practical examples of interventions, case studies, ideally including evaluation of effectiveness, (c) key international technical and scientific documents and reports, and (d) news and outcomes of the other THE PEP projects;
- Additional elements should include (a) updated calendar of relevant events and meetings, (b) access to relevant legislation and standards (c) directories of key stakeholders, (d)

⁶ For details, see secretariat document No. 2 in annex 1 to this report.

- instructions and forms for information providers, and (e) feedback mechanisms and mailing list services;
- Additional services should comprise (a) access to relevant databases, statistics, relevant tools and software, and (b) assistance to identify sources of funding at the international level and training resources;
 - Quality mechanisms should be developed, including (a) quality criteria and selection procedures for inclusion of information and documents into the Clearing House, and (b) regular evaluation of use of contents and satisfaction of users;
 - The use of the Clearing House should be free of charge.

B. Information Content and Management

(a) Core Content

14. The core content of the Clearing House should cover THE PEP priority areas concerning the integration of environmental and health aspects into transport policies, demand side management and modal shift, and urban transport (see also section (b) below). One of the advantages of a clearing house is that the information and data provided do not necessarily have to be collected, analyzed and inserted by the owners of the site alone, as the clearing house mechanism refers and provides links to other sites (nodes) that are responsible for their content. The Clearing House should thus offer mechanisms allowing users to search and retrieve information found on the websites of the nodes, rather than providing all the information itself. It should also allow users to access documents that are not on the Internet by scanning such documents and inserting them on the Clearing House website. Overall, the content of the Clearing House, and the amount of information to be provided, can be defined and developed in a flexible way, to respond to the needs and expectations of its target audience.

15. As the three target audience groups identified in the survey on target users may have differing needs and preferences, the survey concluded that priority should be given at first to contents on transport, environment and health integration that are equally important to these groups, namely (a) key documents on international policy processes and their implementation, (b) case studies and practical examples of implementation, including good practices, and (c) key international technical and scientific documents. Key facts on the synergies between transport, environment and health, abstract or referenced summaries of scientific papers and key national documents, as well as relevant international, national and regional legislation and standards, should also be made available. Already existing information and tools should be given priority and the

work already carried out by other institutions and organizations taken into account as much as possible.

16. In the survey carried out among THE PEP Focal Points, the secretariat got a preliminary overview of the availability of information and data, and identified some of the main national and international nodes to which the Clearing House could establish links.⁷ The focus of the survey was on the themes related to the Clearing House demonstration, namely (a) cycling and walking, (b) safety aspects, with emphasis on children's issues, and (c) congestion. Priority was put on cataloguing information and data on national, regional and international policy processes and their implementation, case studies and practical examples of implementation, including good practices, and relevant studies and methods regarding the assessment of the effects of transport on the environment and health.

(b) Structure of Information and Data

17. Clearly, the Clearing House website should have a user-friendly design and architecture in order to allow easy access, navigation and downloading of information and documents especially by policy makers who might not necessarily be well acquainted with search procedures and data retrieval mechanisms. Such an "intuitive" approach has also been advocated by the Bureau, which has underscored the importance of a flexible architecture for the Clearing House to allow users to move from general to more specific topics, with provision of multiple entry options to search the site. The Bureau has also highlighted the importance of developing a search engine that allows optimizing the trade-off between completeness and specificity of searches (see section (c) below).

18. A study undertaken by the secretariat has further determined the definition, lay-out and hierarchical structure of substantive transport, environment and health themes allowing for intuitive and accessible navigation and search of information, with a focus on use by policy makers and governmental authorities.⁸ While providing the framework for structured search mechanisms, the architecture of the Clearing House would also fulfil an educational role by integrating texts explaining the terminology and substantive issues highlighted by THE PEP policy framework and identified in THE PEP Work Plan.

⁷ For details, see secretariat document No. 8 in annex 1 to this report.

⁸ For details, see secretariat document No. 5 in annex 1 to this report.

19. To facilitate the easy access and retrieval of information sought by the target users in the areas of transport, environment and health, information and data available on the Clearing House could be grouped by subject matter into categories reflected on the main (horizontal) navigation bar of the Clearing House website. To ensure optimum intuitive navigation, the information organization system should be structured in a hierarchically-related way with a depth of a maximum of three levels. Annex 2 to the present report provides an example of the way in which the architecture of the Clearing House could be conceived in a web-based environment.

20. The preliminary substantive architecture of the Clearing House developed by the secretariat does not only provide the basis for the demonstration, but also serves to illustrate the way in which the architecture of the Clearing House could ultimately be structured. In developing the architecture, three overarching objectives should be taken into consideration, namely the need to integrate THE PEP priority areas, the need to achieve a coherent and systematic information structure, and the need to preserve accessibility by avoiding too many specialized insider terms. According to the proposed architecture, the first level headings would reflect THE PEP priority areas and actions, namely (a) Transport, Health and Environment (THE) Integration, (b) Urban Transport, (c) Demand Management, and (d) Cross-cutting Issues (such as ecologically particularly sensitive areas and specific needs of EECCA and South Eastern Europe). While these first level headings reflect the four THE PEP priority areas as agreed upon at the Second High-Level Meeting on Transport, Environment and Health, the specialized terminology might prove an initial obstacle for non-specialists or users who are not familiar with THE PEP work programme. This problem could be mitigated by presenting on the first screen of the Clearing House site some of the topics and themes found under the first, second and third level headings of the Clearing House architecture.⁹

21. The second level headings should enable users to get closer to the concrete fields of action, and could be based largely on the issues identified in THE PEP Work Plan. Accordingly, the sub-categories of the first level heading “Urban Transport” could for example subsume related modes (“walking and cycling”, “public transport”, “private cars”, “urban traffic safety”), problems (“pollution and noise”, “landscapes and nature”, “physical inactivity”), as well as the overarching issue of “urban planning”. The third level sub-headings would reflect the most specialized issues and concrete measures or impacts to be addressed within THE PEP priority areas.

⁹ For an illustration, see screen I in annex 2 to this report.

(c) Information and Data Search Mechanisms

22. On the basis of the determination of the Clearing House's architecture, a powerful, sophisticated and user-friendly search mechanism should be provided that allows users to search for the full range of information and data on transport, environment and health integration stored in the Clearing House database. For this purpose, the Clearing House would index documents and websites to enable searches based on two different methods, namely (a) search by keywords (indexes), and (b) search by categories (directories).

23. The index method (a) would be fully automatic, with the IT Content Manager having only to insert into the system the websites that are to be stored into the index. The search engine would then automatically store the contents of indexed sites (HTML pages, Pdf, DOC, images, etc.), update every page it has already stored at determined intervals and delete those that are no longer available on the nodes' websites. Therefore, the nodes would only be required to update their own website, and would not need to constantly upload information and data to the Clearing House. This first search method would allow users to search by keyword within pre-selected websites, with the search engine ranking the search results by relevance. The search engine could also specify the categories within which a given document is located. Although it requires an important initial investment in terms of hardware, the first search method would imply minimal human intervention, and thus operational costs, and would ensure a fast, comprehensive and updated retrieval of documents. Keyword searches might also be a more familiar method for most web users today. On the other hand, it requires that all documents searched have to be on the Internet, therefore entailing that relevant documents that are not available on a website would need to be stored on a web-accessible database by the Clearing House secretariat.

24. The directory method (b) is not managed automatically, as the classification of websites and documents is handled (manually) by the IT Content Manager. Here, a brief description of the site or document, its name and the category or categories in which it should appear would have to be provided. Therefore, the directory method requires considerable human resources in the categorization of websites and documents, although it is less hardware-intensive. This search method would allow users to browse subject trees to find relevant information and data.

25. From the point of view of the users of the Clearing House, the two search methods are complementary to each other. Although a keyword search may prove faster to find information on a specific topic, the directory method is particularly useful in assisting users to understand how topics in a specific field are related and providing relevant keywords. This search method also gives users

the possibility to limit searches to one particular thematic category. By offering both search options, the Clearing House would supply a comprehensive and facilitated approach to finding information and data relating to the integration of transport, health and environment.

(d) Role and Responsibilities of Nodes

26. In addition to the determination of the core content of the Clearing House, the structure of information and data and the appropriate search mechanisms, it is important to identify in a comprehensive manner the nodes at the international and national levels, their responsibilities, and the information they can make available to the Clearing House.

27. Unlike other clearing house concepts, THE PEP does not provide a legal and institutional framework encompassing the Clearing House and its nodes.¹⁰ As a consequence, a common information content and structure among participating nodes does not exist and is not likely to be established. The Clearing House secretariat would be responsible for maintaining and updating the Clearing House, both manually and electronically, and for obtaining the information. This would avoid the creation of new nodes and minimizes the burden put on existing nodes.

28. While the nodes should remain responsible for the quality of the information they provide, cooperative arrangements could specify, as necessary, a set of common quality criteria to be agreed upon by all providers of information to ensure that the information and data made available by the Clearing House is relevant and up-to-date. Such quality criteria could possibly be compiled in the form of a code of conduct or similar arrangement.

29. Several international partners have been identified that would be important sources of information, such as the European Environment Agency (EEA), the United Nations Environment Programme (UNEP), the European Conference of Ministers of Transport (ECMT), the Regional Environmental Center for Central and Eastern Europe (REC), as well as the international financial institutions. Moreover, WHO/Europe and UNECE will be two important providers of information for the Clearing House. Potential nodes at the national level could include governmental or local authorities, non-governmental organizations, research centres, and universities. An initial range of nodes at the international and national levels has been identified through the survey on information providers mentioned above.¹¹

¹⁰ For details, see secretariat document No. 9 in annex 1 to this report.

¹¹ For details, see secretariat document No. 8 in annex 1 to this report.

C. Language Policy

30. From the very outset, it has been emphasized that the availability on THE PEP Clearing House of key documents in Russian is essential to maintain a strong interest of Russian-speaking policy makers both at the national and local levels. Given the focus of the Clearing House on the needs of EECCA and South-Eastern Europe, it appears of utmost importance to ensure that information of particular relevance for those countries is also made available in Russian. This would ensure access to information and data on transport, environment and health integration to policy makers in most countries within EECCA and South-Eastern Europe, also at a local level, thereby increasing the chances for cross-sectoral influence. In addition to Russian, the availability of some of the Clearing House contents in the French language would be very valuable.

31. Different options for translation should be considered.¹² On the one hand, the translation of THE PEP Clearing House main pages templates, which do not require frequent updating, could be done by tapping into regular resources of the UNECE and WHO/Europe. At present, the UNECE secretariat is already maintaining THE PEP website both in English and Russian.

32. The translation of information available on the Clearing House is, on the other hand, extremely resource-intensive. For this reason, it would be necessary to compile in a first stage a list of documents of particular importance for THE PEP implementation that would deserve to be translated. Existing translations of such key documents should be used when available. For documents that have not been already translated, external translation services should be sought, in particular from THE PEP Focal Points and the nodes in Russian-speaking countries. The survey on target users indicates a willingness on the part of respondents to offer assistance with translation, for example to crosscheck translations or to supply translations of texts, reports, abstracts or summaries. Rather than to translate documents in their entirety, the Clearing House could offer translated abstracts or executive summaries of the documents. In addition to translating documents found in the English language, the translation of Russian documents into English could be instrumental in fostering the dissemination of know-how and good practices from EECCA and South-Eastern Europe as well as a broader understanding of country-specific issues. External translation services could be complemented by in-house translation services, on the basis of available resources.

¹² For details, see secretariat document No. 6 in annex 1 to this report.

33. Manual translation could be complemented by automatic translation services. For this purpose, a translation tool could be integrated into the Clearing House search engine so that any document provided by the search engine is automatically accompanied by a translation into the required language. This tool, although perhaps not of adequate quality for achieving an exact translation, could be very useful in providing an overview of the meaning of a given document, especially when technical issues are concerned.

D. Additional Services

34. THE PEP Work Plan did already foresee that, in addition to information brokerage, the Clearing House could also offer additional services focusing on integration of environmental and health concerns in transport-related policies that provide new information or enable interaction between different partners. According to the survey on the needs and preferences of target users, such services are considered an especially high priority by countries within EECCA and South-Eastern Europe. Whilst catering to the expectations of these countries, additional services could contribute to the significance of the Clearing House mechanism itself by widening its appeal for potential users. The range of potential additional services that could be provided by the Clearing House, and the resources they would entail, have been analyzed by the secretariat.¹³ Such services could be accessible through a toolkit found on the left-hand (vertical) navigation bar of the Clearing House. The left-hand navigation bar would also enable users to have an alternative entry into the Clearing House, for instance by searching for a specific type of document (policy, legislation, good practices, etc.) related to a given theme of transport, health and environment integration.¹⁴

35. At the same time, the implementation of additional services through the Clearing House can be resource-intensive. The Bureau has recommended that a step-wise and cautious approach be followed, and it is thus important not to initially overload the project by implementing a large range of services at once, but to find a balance between attractiveness for users, manageability and available resources. A phased approach to the implementation of additional services could cater to the concerns expressed while ensuring that the services offered fulfil tangible expectations and needs of users. Moreover, the survey on the needs and preferences of target users denotes a willingness on the part of the respondents to support the implementation of such additional services through various means. In an initial stage, priority could be put on the development of the following services:

¹³ For details, see secretariat document No. 6 in annex 1 to this report.

¹⁴ For an illustration, see screen II in annex 2 to this report.

- (i) Databases and statistics: This service could provide links to on-line databases and statistics concerning transport, environment and health integration aspects, as well as relevant tools (such as indicators, tools for impact assessment, software, etc.). In the survey on target users, approximately two-thirds of respondents assigned a high priority to this service, with a high interest by respondents from the Central and South-Eastern European countries as well as from Ukraine and the Republic of Moldova (referred to as “CEEC/CIS countries”). Access to links to on-line databases and statistics could be offered through an appropriate search engine, after the links have been identified and added to the database.
- (ii) Sources of funding: A further service could offer links to sources of funding at the international level, with particular emphasis on the needs of EECCA and South-Eastern Europe. This service was welcomed by a majority of respondents in the survey on target users, with a high interest by CEEC/CIS countries. It could also be implemented through the search engine.
- (iii) Capacity-building and training: This service could be valuable in providing information on capacity-building and training resources, including related tools. According to the target user survey, approximately half of the respondents rated tools for capacity-building and training as a highly important additional service, with a high interest by CEEC/CIS countries. The inclusion of relevant links into the Clearing House would follow the same procedure as above.
- (iv) Electronic newsletter: A newsletter could contribute to the visibility of THE PEP and its Clearing House by disseminating to subscribed users current news on major developments, reviews and appraisals of progress in the implementation of THE PEP, outcomes of other PEP projects, and feature articles that highlight themes of interest to THE PEP. It should be produced both in English and Russian, with later availability in French a desirable option. Respondents to the survey on target users have indicated their willingness to provide articles and to designate providers of articles for such a newsletter.

36. The usefulness of the proposed additional services should be monitored through regular feedback and user statistics. These services could gradually be complemented by other types of services according to available resources, such as the provision of analytical services, a multilingual technical glossary, networking opportunities, and advisory services.

37. Additional tools should be provided by the Clearing House that are accessible from any page of the website and managed separately from the information content. Such tools could include:

- (i) Electronically up-dated calendar of news and events in the field of transport, environment and health. This tool should allow the Administrator to easily publish any type of event with the ease of desktop applications.
- (ii) “People databases” allowing users to easily search for key stakeholders or experts in a specified field. Such databases could be linked to the Clearing House’s main search engine.
- (iii) Feedback mechanisms for users and mailing list services. Feedback mechanisms would facilitate the dynamic development and continuous adaptation of the Clearing House to the needs of users. Mailing list services would be useful to assist the secretariat in disseminating information and news on the Clearing House, as well as to facilitate communication between actors in THE PEP community.

E. Legal Considerations

38. A range of legal considerations should be taken into account in the development and implementation of THE PEP Clearing House regarding, in particular, the access to databases and link policies, the collection, analysis and dissemination of information from participating nodes as well as applicable copyright and disclaimer policies. These have been analyzed by the secretariat taking into account the early stage of development of the project and the possibility that the project may evolve.¹⁵

39. The principal intellectual property considerations relevant to the Clearing House concern copyright and trademark issues, which may, for instance, have an impact on the structure of the Clearing House in terms of the type of links the site will include (hyperlinks, deep links, image links, and/or frames). The Clearing House should use only copyrighted material with the copyright owner’s prior written authorization, and should attribute any copyrighted material to its author. The use of non-copyrighted information should be subject to a “terms and conditions” agreement, for instance through a “click-wrap” agreement.

40. The Clearing House should comply with rules laid down in the United Nations Publishing Guidelines relating to the Internet and UN websites, which are applicable to THE PEP website and the Clearing House as jointly provided by a UN Regional Commission (UNECE) and a UN Specialized Agency (WHO/Europe), in addition to relevant internal regulations applicable at WHO/Europe and UNECE. The UN guidelines regulate such aspects as the establishment of links to outside websites, hosting a joint website with other organizations, the use of official and non-official

¹⁵ For details, see secretariat document No. 4 in annex 1 to this report.

UN material on the website, the use of the UN emblem, proper attribution and acknowledgment of material used, required authorizations for posting copyrighted material, disclaimers for non-UN material, and electronic newsletters.

41. Technological and legal protective measures should also be considered in developing the Clearing House website. Disclaimer policies on the site should make clear that links to external websites must not be seen as an endorsement of those websites' activities or policies by WHO/Europe or UNECE. Disclaimers could also be used regarding the use of the Clearing House generally, for instance by making users accept terms and conditions before entering the website through a "click wrap" agreement. Linking agreements could furthermore be required with linked sites.

F. Information Technology (IT) Features

42. A report has been prepared by the secretariat on possible alternatives regarding the layout, content and structure of information and data and additional services to be provided by THE PEP Clearing House from an IT point of view.¹⁶ The report also provides an analysis of the development and installation of state-of-the-art electronic data and information search mechanisms and procedures, and will serve as a basis for the procurement, installation and maintenance of IT equipment for the Clearing House.

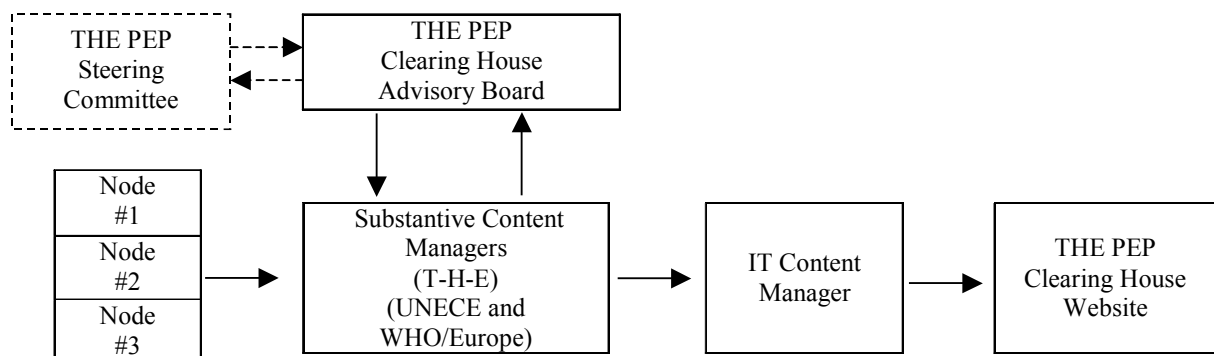
IV. OPERATIONAL AND ADMINISTRATIVE REQUIREMENTS

43. Under the overall guidance of the Steering Committee, which will supervise in general terms the functions and role of THE PEP Clearing House as well as the information and data content to be provided, all necessary institutional and administrative arrangements for the joint operation of the Clearing House will need to be agreed between the WHO/Europe and UNECE secretariat. A cooperative arrangement between UNECE and WHO/Europe should provide for a clear definition and sharing of charges and responsibilities for operating the Clearing House website. Initially, THE PEP Clearing House and THE PEP Corporate site, which will constitute THE PEP web portal, will be hosted on a server provided for by the UNECE and the United Nations Office at Geneva (UNOG). Access for the uploading and administration of data by the WHO/Europe and UNECE secretariat will be provided, as required.

¹⁶ For details, see secretariat document No. 7 in annex 1 to this report.

44. The role of the Task Force established by the Steering Committee proved quite valuable during the conceptual phase of the Clearing House in allowing the secretariat to consult with experts from member States. It is proposed that the mandate of the Task Force be terminated and that the Steering Committee establish an “Advisory Board of THE PEP Clearing House on Transport, Health and Environment” to be operational for the implementation and pilot operation of the Clearing House. A main aspect of the consultative role of the Advisory Board should be the development of quality criteria and of a selection mechanism for the choice of content and links to be included in the Clearing House, as well as the determination of cooperative arrangements with national nodes. For this purpose, the secretariat has drafted Terms of Reference (ToRs) of THE PEP Clearing House Advisory Board that are contained in Addendum 1 to this report (ECE/AC.21/2004/3/Add.1 - EUR/04/5045236/3/Add.1).

45. The maintenance and updating of THE PEP Clearing House requires a clear division of responsibilities between the selection and screening of relevant information on the one hand, and the uploading of information onto the site on the other. For this purpose, a team of specialists in the transport, environment and health fields should be responsible for the identification and quality screening of the information content (Substantive Content Managers), with overall guidance from the Clearing House Advisory Board. Once the information is identified, processed, and selected, it would be transmitted to the IT Content Manager responsible for putting the contents on the Clearing House site. The following diagram illustrates this workflow:¹⁷



46. Initially, it is envisaged that at least one full-time person and one half-time person would be needed to manage the substantive aspects of the maintenance and updating of the information

¹⁷ For details, see secretariat document No. 10 in annex 1 to this report.

content, assisted by three part-time staff covering the fields of transport, environment and health, respectively. For IT management, one full-time person needs to be envisaged, at least during the initial implementation of the Clearing House. After that time, one part-time staff could be sufficient.

V. IMPLEMENTATION AND RESOURCES REQUIREMENTS

47. The Bureau has noted that there is only a very limited possibility that, during the 2004-2005 biennium, adequate resources from the UNECE and WHO Regular Budgets would become available to ensure the implementation of the Clearing House. Therefore, alternative strategies to secure adequate funding need to be explored. To that extent, the Bureau recommended that the secretariat develop estimates for running costs under different implementation stages and options of complexity/completeness of the Clearing House.

48. From April to December 2004, it is envisaged that the Clearing House would go through an initial, resource-intensive implementation phase. During this phase, the Clearing House should be implemented as an information broker offering only very limited additional services, such as for example an electronic calendar, a newsletter, feedback and mailing list services, as well as access to on-line databases and statistics, sources of funding at the international level and capacity-building/training resources. During the pilot operation phase of the Clearing House in 2005, further services could be implemented on the basis of available resources. These could include more important translation services, analytical and advisory services, people databases, networking opportunities and/or a technical glossary. The following table supplies an overview of the estimated amount and type of technical and substantive work that would need to be undertaken during the initial implementation and pilot operation phases of the Clearing House in 2004 and 2005.¹⁸

¹⁸ For details, see secretariat document No. 10 in annex 1 to this report.

**Implementation and Pilot Operation of
 THE PEP Clearing House
 (2004 and 2005)**

	TECHNICAL WORK	SUBSTANTIVE WORK
IMPLEMENTATION PHASE (April-December 2004) (9 months)	April-June: <ul style="list-style-type: none"> - Evaluation of performance of search engine; - Installation and configuration of server; - Installation of website. June-September: <ul style="list-style-type: none"> - Installation of search engine; - Installation of necessary plug-ins for selected additional services; - Performance of ergonomic audit; - Testing of software; - Cataloguing, structuring and organization of information, data and websites, in collaboration with Substantive Content Managers. September-December: <ul style="list-style-type: none"> - Structuring of information and data and inclusion in databases; - Undertaking of user tests (with limited circle of users); - Ergonomic audit; - Provision of adjustments and/or corrections. ... 	April-May: <ul style="list-style-type: none"> - Administrative requirements for setting up website; - Account of relevant legal requirements; - Identification of nodes; - Criteria and procedures applicable to the selection of nodes; - Development of substantive architecture; May-September <ul style="list-style-type: none"> - Collection and analysis of information, data and websites; - Cataloguing, structuring and organization of information, data and websites, in collaboration with IT Content Manager; - Summarizing of information; - Scanning and storage of documents; - Integration of language policies. September-December: <ul style="list-style-type: none"> - Structuring of information and data and inclusion in databases; - Implementation of selected additional services; - Development of newsletter. ...
PILOT OPERATION PHASE (January-December 2005) (12 months)	January-June: <ul style="list-style-type: none"> - Pilot operation of the site with continuous processing of feedback from selected number of users; - Implementation of other additional services. June-December: <ul style="list-style-type: none"> - Pilot operation of the site with processing of feedback from greater number of users; - Monitoring of website. ... 	January-June: <ul style="list-style-type: none"> - Finalization of collection and analysis of information, data and websites; - Assessment of adequacy of contents and necessary adjustments. June-December: <ul style="list-style-type: none"> - Determination and implementation of additional services; - Assessment of further translation requirements. ...

49. In order to provide a rough estimate of the resources required for the implementation and pilot operation phases of the Clearing House, the secretariat presents below some financial options for endorsement by the Steering Committee. It is estimated that the initial costs for the implementation of THE PEP Clearing House during 2004 would amount to US\$ 220,000 that are required to be covered by extra-budgetary sources. The UNECE and WHO/Europe should contribute very substantially to these initial costs by providing the services of regular substantive, IT and secretariat staff as well as the technical and administrative infrastructure of offices.

50. The cost for the pilot operation phase in 2005 should depend, to a large extent, on the additional services to be provided by the Clearing House, and are estimated to lie between US\$

188,000 and over US\$ 314,000, in addition to the substantial regular budget contributions of UNECE and WHO/Europe.

**Implementation and Pilot Operation of the Clearing House:
Estimated Costs (2004 and 2005) (in US\$)**

	IMPLEMENTATION PHASE April – December 2004 (9 months)			PILOT OPERATION PHASE January-December 2005 (12 months)		
Resources XB = extra-budgetary costs RB = UN Regular Budget	XB	UNECE RB	WHO/ Europe RB	XB	UNECE RB	WHO/ Europe RB
PERSONNEL						
1.5 professional staff (substantive) [locally recruited] (7,000 per person/month)	95,000 (Full-time)			126,000 (Full-time)		
1 professional staff (IT) [locally recruited] (7,000 per person/month)	63,000 (Full-time)			42,000 (Half-time)		
1 professional staff (environment expert) (2/1 months/year)		X (2)			X (1)	
1 professional staff (transport expert) (2/1 months/year)		X (2)			X (1)	
1 professional staff (health expert) (3.5/1 months/year)			X (3.5)			X (1)
1 General Service staff (incl. limited translation) (1 month/year)		X (1)			X (1)	
INFORMATION TECHNOLOGY						
Hardware: PC + related equipment	5,000	X	X	5,000	X	X
Software:						
- Search engine	28,000					
- Documents storage application	10,000					
- On-line address book application, specific maintenance, etc.	3,000			3,000		
Web-Server (incl. possible commercial provider)	10,000	X		12,000	X	
Ergonomic audits	6,000					
Regular IT maintenance		X			X	
TOTAL COST (XB only)	220,000			188,000		
Additional Services: - Further translation services - Analytical and advisory services, people database, networking opportunities, technical glossary				Free-lance and national nodes 1 professional staff (substantive) (Full-time) 84,000 1 professional staff (IT) (Part-time) 42,000		
TOTAL COST (XB only) incl. Additional Services				314,000 ++		

VI. ACKNOWLEDGMENTS

51. The thorough analytical work undertaken by the Task Force and the WHO/Europe and UNECE secretariat for the preparation of the present report, as well as the technical reports and background material referenced in annex 1 to this report, would not have been possible without the generous financial and in-kind support made available by Finland, Germany, Netherlands, Norway, Switzerland, and the United Kingdom.

VII. DECISIONS TO BE TAKEN BY THE STEERING COMMITTEE

52. Following the decision, taken at its first session, to endorse the overall project, concept and phased approach to the implementation of THE PEP Clearing House, the Steering Committee may wish to consider the present report, and comment on and endorse in particular the following issues with a view to providing the basis for the implementation and pilot operation of the Clearing House during 2004 and 2005:

- Conceptual design of the Clearing House, particularly with regard to the information content and management, language policies and additional services (paras. 9-42);
- Operational and administrative requirements (paras. 43-46);
- Implementation and resources arrangements (paras. 47-50);
- Draft Terms of Reference (ToRs) of THE PEP Clearing House Advisory Board (Addendum 1 to this report).

53. Should the Steering Committee endorse this report and the proposed arrangements for the implementation and pilot operation phases of THE PEP Clearing House, it may wish to invite (a) WHO/Europe and UNECE to provide the estimated Regular Budget resources and (b) WHO/Europe and UNECE member States as well as inter-governmental and non-governmental organizations to provide the estimated extra-budgetary resources to cover the implementation and the pilot operation phases of the Clearing Houses in 2004 and 2005.

54. Information on the transfer of such extra-budgetary contributions to be made for this THE PEP project will be provided in a separate document and can be obtained directly from the WHO/Europe and UNECE secretariat.

ANNEX 1 REPORTS AND BACKGROUND MATERIAL

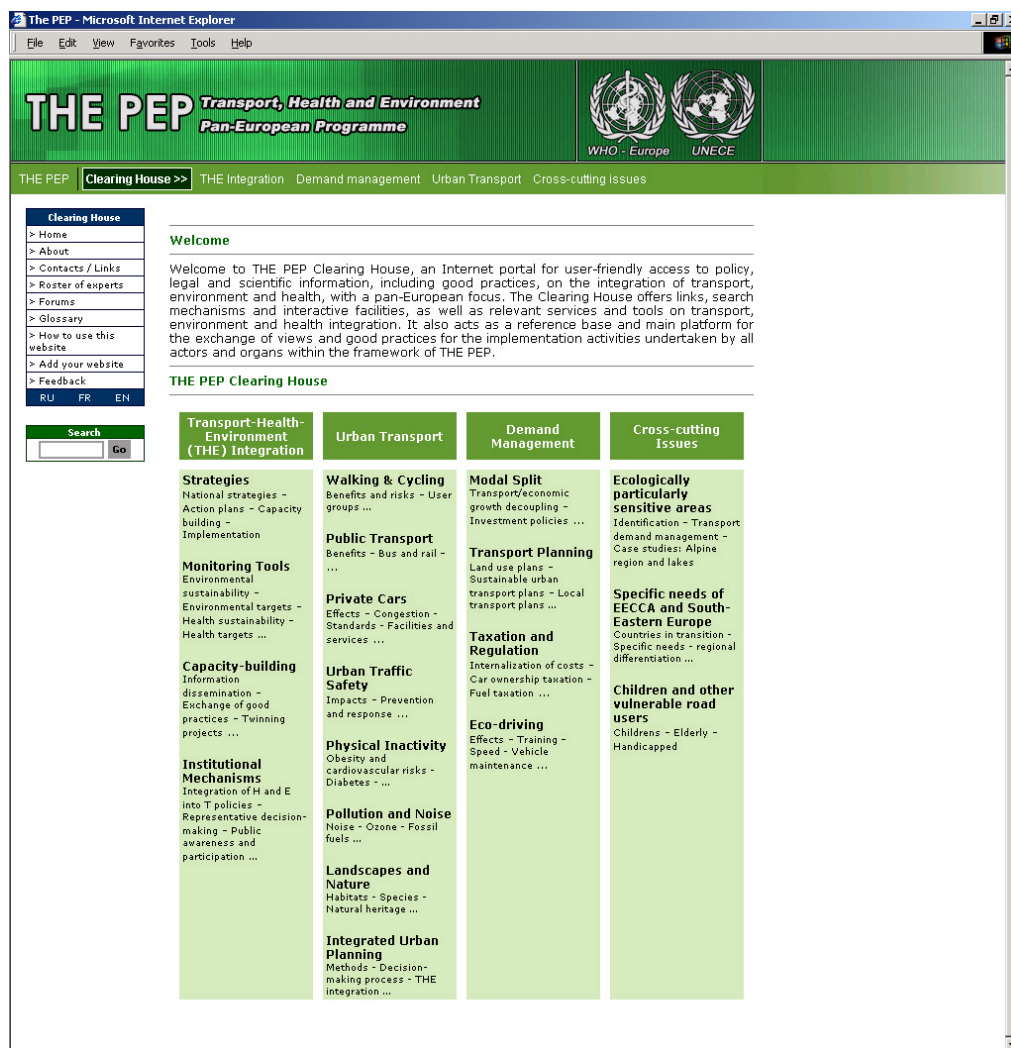
The reports and background material listed below were prepared by the WHO/Europe and UNECE secretariat between June and December 2003 in view of the development of the present report. They can be obtained from the secretariat and are also available on THE PEP website (<http://unece.unog.ch/the-pep/en/temp.htm>) (English only), from 2 February 2004.

- Document No. 1: *Draft Concept of THE PEP Clearing House*, Transport, Health and Environment Pan-European Programme (THE PEP), WHO/Europe and UNECE secretariat (June 2003).
- Document No. 2: *Survey on the Needs and Preferences of Target Users Regarding the Contents of the Clearing House*, THE PEP, WHO/Europe and UNECE secretariat (August 2003).
- Document No. 3: *Conceptual Design of THE PEP Clearing House: Comments by the Task Force*, THE PEP, WHO/Europe and UNECE secretariat (October 2003).
- Document No. 4: *Legal Considerations in the Development of THE PEP Clearing House*, WHO/Europe and UNECE secretariat (November 2003).
- Document No. 5: *Core Content, Structure of Information and Data and Architecture of THE PEP Clearing House*, THE PEP, WHO/Europe and UNECE secretariat (December 2003).
- Document No. 6: *Additional Services and Language Policies for THE PEP Clearing House*, THE PEP, WHO/Europe and UNECE secretariat (January 2004).
- Document No. 7: *Information Technology Requirements of THE PEP Clearing House*, THE PEP, WHO/Europe and UNECE secretariat (December 2003).
- Document No. 8: *Survey on Information Providers*, THE PEP, WHO/Europe and UNECE secretariat (December 2003).
- Document No. 9: *Overview of Existing Clearing Houses*, THE PEP, WHO/Europe and UNECE secretariat (December 2003).
- Document No. 10: *Operational Aspects of THE PEP Clearing House Implementation and Pilot Operation*, THE PEP, WHO/Europe and UNECE secretariat (December 2003).
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ANNEX 2 ILLUSTRATION OF THE CLEARING HOUSE ARCHITECTURE¹⁹

In order to illustrate the way in which the Clearing House architecture could be structured, screen I below displays examples of first, second and third level substantive categories. Screen II shows the organization of the second level (here “Urban Transport”), with relevant tools on the left-hand (vertical) navigation bar.

Screen I



¹⁹ For technical reasons, these screen shots are in English only.



Screen II

The PEP - Microsoft Internet Explorer

File Edit View Favorites Tools Help

THE PEP

Transport, Health and Environment
Pan-European Programme

WHO - Europe UNECE

THE PEP [Clearing House >>](#) [THE Integration](#) **Urban Transport** [Demand management](#) [Cross-cutting issues](#)

Urban Transport

- > Policy
- > Legislation
- > Research & methods
- > Case studies
- > Indicators & data
- > Capacity building
- > Funding
- > Links
- > Regional

Clearing House

- > Home
- > About
- > Contacts / Links
- > Roster of experts
- > Forums
- > Glossary
- > How to use this website
- > Add your website
- > Feedback

RU FR EN

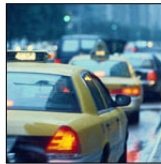
THE Clearing House

Urban Transport

Presentation

Activities in the field of "Urban transport" constitute one of the priority areas of THE PEP. In particular, the following priority actions have been identified:

1. Establishment of a framework for the elaboration and implementation of urban plans for transport sustainable for health and the environment.
2. Further development of a common set of indicators for urban transport.
3. Development of measures for promoting high quality and integrated public transport and reducing the need for, and volume of, car traffic.
4. Development of measures for promoting and improving safe conditions of cycling and walking.
5. Special care for groups at high risk, in particular children



Categories

Public Transport
Benefits - Bus and rail - Performance of services - Institutions and organization ...

Private Cars
Effects - Congestion - Standards - Facilities and services - Behaviour ...

Air Pollution and Noise
Noise - Ozone - Fossil fuels ...

Integrated Urban Planning
Methods - Decision-making process - THE integration ...

Walking & Cycling
Benefits and risks - User groups - Urban planning - Infrastructure - Services ...

Urban Traffic Safety
Impacts - Prevention and response - Political targets and indicators ...

Physical Inactivity
Obesity and cardiovascular risks - Diabetes - Exercise ...

Nature and Landscapes
Habitats - Species - Natural heritage ...

Related websites

European Environment Agency - http://themes.eea.eu.int/Sectors_and_activities/transport
The European Environment Agency and its partners in EIONET provide access to information through environmental themes and various services to quickly locate relevant reports, data and links.

European Conference of Ministers of Transport (ECMT) - <http://www1.oecd.org/cem/>
The European Conference of Ministers of Transport (ECMT) is an intergovernmental organisation. Aims: Ensure the most efficient use and rational development of European inland transport.

Environmentally Sustainable Transport - <http://www.unep.ch/est-east/about.shtml>
Transport is sustainable when it provides for safe, economically viable and socially acceptable access to people, places, goods and services while meeting generally accepted objectives for health and environmental quality, protecting ecosystems and minimizing adverse impact on global phenomena such as climate change, stratospheric ozone depletion and the spread of persistent organic pollutants.

UNEP - <http://www.unep.org/energy/act/tp/>
UNEP is planning a voluntary initiative with the automotive industry. Jointly with the OECD, UNEP released two studies. UNEP's Regional Office for Europe and the UNEP Collaborating Center on Energy and Environment are actively involved in transport issues.

World Bank - http://www.worldbank.org/transport/pol_econ/tsr.htm
The mission of the transport group in the Bank is to assist clients to reduce poverty by improving the efficiency and equity of transport policy and interventions .

Done

Local intranet