

**ENERGY CHARTER  
SECRETARIAT**

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Brussels, 17 December 2001

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**DECISION OF THE ENERGY CHARTER CONFERENCE**

**Subject: Secretariat's Work Programme for 2002**

[The Energy Charter Conference at its 9<sup>th</sup> Meeting held on 17 December 2001, having considered the comments from the delegations, ***approved*** the Secretariat's Work Programme for 2002 as set out in document CC 202 (*Annex*).]

Keywords: Secretariat's Work Programme

## **Energy Charter Secretariat's Work Programme for 2002**

as adopted by the Energy Charter Conference  
at its 9<sup>th</sup> Meeting held on 17 December 2001

### **INTRODUCTORY NOTES**

#### **General**

As in previous years, the Secretariat's draft Work Programme for 2002 has been prepared on the assumption that a full programme of activities is to be continued under the auspices of the Charter process in relation to the Energy Charter's four main areas of focus: transit, investments, trade and energy efficiency and related environmental aspects. In addition, the Secretariat will continue to attach a high priority to facilitating the completion of ratification of the Charter's legal instruments by all Signatory states, through the provision of any necessary advice or assistance in this respect. The Secretariat also proposes to continue its efforts to deepen relations between the Charter process and interested non-Signatories, in line with the Conference's support for the principle of further expansion of the Charter's geo-political coverage, building on the progress achieved in this area over the last year in particular with respect to certain countries in the Asia-Pacific and Southern Mediterranean regions.

The Work Programme has been drafted on the assumption that two meetings of the Charter Conference and of each of its subsidiary bodies will be held during the course of 2002 - although it should be noted that this does not exclude, at this stage, the possibility that further meetings may be required depending on progress made in relation to specific issues.

By their very nature, certain of the activities described in the draft Work Programme will of necessity be residual - i.e. they are included on the understanding that the Secretariat will only actually undertake them if other activities envisaged for 2002 are completed. Under section 2 of the Work Programme ("Directorates") staff and consultancy months have been allocated to individual activities based on the priorities among them. Calculations of staff and consultancy months allocated to individual activities correspond to the proposed 2002 Budget and Establishment Table.

In all areas of activity described in the draft Work Programme, the Secretariat will strive, in accordance with Article 34(4) of the Treaty, to ensure that its activities are complementary with those of other relevant international organizations. Accordingly, the calculated staff time devoted to the activities described below encompasses in each case the need to devote certain Secretariat resources to the development of cooperation with such organisations. The Secretariat will also maintain regular contacts with the Brussels-based Missions of Contracting Parties/Signatories in between Conference meetings. It will seek active involvement of the energy industry of constituency countries, particularly in the area of transit, and will also aim to develop and strengthen its dialogue with relevant non-governmental organisations.

## **Investment Issues**

Based on discussions held in the Investment Group during 2001 and the resulting conclusions, the Secretariat's activities in this area will focus on the survey of Country Reports on investment climate and market structure (using a new combined format). A second work priority will be to reach a successful conclusion of the Supplementary Treaty. Furthermore, the Secretariat will continue monitoring and updating individual country-specific non-conforming measures in the "Blue Book", aiming to promote their reduction ("roll-back"). It is likewise intended to finalise work on "Recommendations/Best Practice Guidelines" with regard to privatization, in cooperation with other international organizations undertaking work in this area. Subject to the approval of the Investment Group in November 2001, discussions will also continue within the Group, based on information collated by the Secretariat, on recent developments in the investment policies of Contracting Parties/Signatories in the energy sector as reported in the press.

## **Trade**

The Secretariat will devote considerable resources in 2002 to an assessment of barriers to trade in electricity, on the basis of which it will commence the preparation of a survey of possible approaches to further liberalisation of trade in this area. Other activities relating to trade listed in the draft Work Programme below are based on the assumption that in 2002 energy-related trade with at least eleven Signatories/Contracting Parties that are not members of the World Trade Organization will remain governed by GATT/WTO rules as applicable under the Treaty. The Secretariat will continue to closely monitor developments in these countries' WTO accession negotiations and intensify co-operation with the WTO in order to develop synergies that would benefit those Contracting Parties/Signatories moving towards WTO membership. Closer information exchange with the WTO Secretariat will also be developed in order to keep abreast of developments in GATS 2000 negotiations as they relate to the energy sector and with developments in the envisaged new round of trade negotiations.

## **Transit**

Of necessity, the Work Programme for 2002 has to be flexible with regard to the timetable for finalisation of the Energy Charter Transit Protocol currently under negotiation. It is assumed that, once the Protocol is finalised and adopted, the Charter Conference will wish to envisage an ongoing programme of activities aimed at ensuring implementation of the Energy Charter's overall "transit regime" (i.e. the transit-related obligations contained in both the Treaty and the Transit Protocol). A continuation of the development of Model Agreements in 2002 is also foreseen. The Secretariat also proposes to undertake certain transit-related activities complementary to the Transit Protocol that were originally included in the Work Programme for 2001, but which could not be carried out due to the extension of the timetable for Protocol's finalisation. Subject to the timely conclusion of the Transit Protocol negotiations, this should include the preparation of a commentary on the Protocol and the transit-related provisions of the Treaty.

## **Energy Efficiency and Related Environmental Aspects**

It is proposed that the process of reviewing national energy efficiency policies and programmes, both through regular reviews and more intensive in-depth reviews in selected cases, should continue to constitute the Secretariat's core activity in this area, both during 2002 and in the run-up to the UN-ECE Ministerial Conference on "Environment for Europe" in 2003. The review process may also serve as the basis for additional analysis and reports to be undertaken in 2002. Other activities envisaged in the draft Work Programme relate to third-party financing and the integration of energy efficiency into wider economic policies. In all of the above areas, the Secretariat will aim to cooperate closely with other relevant international organisations, in particular the IEA.

# Energy Charter Secretariat's Work Programme for 2002

## ACTIVITIES

### 1. PRIVATE OFFICE

*(72 staff-months<sup>1</sup>)*

The Secretary-General and Deputy Secretary-General, supported by the Private Office, will be responsible for:

- overall direction and operational co-ordination of the Secretariat's work, and strategic and political aspects of the Secretariat's role, including the development of contacts with governments of Contracting Parties/Signatories at an appropriate political level, with their diplomatic representations in Brussels, and with relevant international organisations and institutions, with the aim of promoting implementation and awareness of the Treaty, the Transit Protocol, and activities relating to energy efficiency and environmental aspects;
- high-level political contacts with those Signatories that have yet to complete their ratification of the Charter's legal instruments, with the aim of facilitating the ratification process;
- consultations at political level with countries wishing to become more closely involved in the Charter process and eventually to accede to the Treaty;
- relations with the energy industry, including its Brussels-based associations or unions;
- dissemination of public information about the Treaty and its positive impact on the energy sector via public relations activities, participation in international conferences, and missions to constituent states and to the headquarters of relevant international organizations;
- advice and organisational support for the Conference Chairman to ensure his close engagement in policy matters relating to the Charter process and to facilitate informal political consultations where required between the Chairman and Contracting Parties/Signatories.

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<sup>1</sup> All staff-month calculations include secretarial support and secondees' output

## 2. DIRECTORATES

### 2.1 Ratification, Accession and Relations with Non-Signatories

#### 2.1.1 *Ratification of the Treaty/Protocol/Trade Amendment* (5 staff-months)

The Secretariat will continue to provide advice and support to those Signatories (Australia, Belarus, Iceland, Japan, Norway and the Russian Federation), which have not yet completed their national ratification procedures for the Treaty. Support and advice will also be provided to Contracting Parties/Signatories in relation to the ratification of the Trade Amendment; this latter support will focus on non-WTO Contracting Parties/Signatories because of the WTO related content of the Trade Amendment.

#### 2.1.2 *Accession* (3 staff-months)

The Secretariat will upon request assist new participants in signing the European Energy Charter and/or in gaining the status of a regular observer at the Charter Conference meetings, and will initiate the accession process as appropriate. The Secretariat will continue to assist the Federal Republic of Yugoslavia on the terms for accession to the Energy Charter Treaty and the Energy Charter Protocol on Energy Efficiency and Related Environmental Aspects.

#### 2.1.3 *Relations with Non-Signatories* (11 staff-months)

Contacts will be pursued with countries that have expressed interest in closer relations with the Charter process. The Secretariat will develop co-operation with the Mediterranean states which have shown interest in establishing closer ties with the Charter process with the eventual objective to accede. A Conference co-hosted by the Tunisian government for Arab countries is planned for spring 2002, after the translation of ECT to Arabic language, supported by a financial contribution from the European Commission. Based on the outcome of activities in 2001, including a Symposium on the Energy Charter in Beijing organized jointly with the Chinese State Development Planning Commission, the Secretariat will seek to enhance its dialogue with the authorities of People's Republic of China and potentially with other Asian countries. Where appropriate, dialogue will also be developed with other interested states with a view to increasing their familiarity with the Treaty. Co-operation between international and/or regional organizations may also be developed.

In pursuing these activities, the Secretariat will be mindful of the requirement to maintain a balance between expanding the coverage of the Charter process and deepening its substance within the limits of its existing constituency.

## 2.2 Investment Issues

### 2.2.1 Country Reports

*(21 staff-months+1 consultancy month)*

In accordance with the updated Table of Contents and schedule agreed by the Investment Group, the Secretariat, in cooperation with the countries concerned, will assist in the preparation of combined Reports on Investment Climate and Market Structure. The main purpose of this new approach (“merger concept”) is to streamline review procedures, to alleviate the workload of countries, to provide for more concise and up-to-date information, and to establish a more comprehensive basis for an assessment of the overall investment-related situation in member countries. The Reports will make increased use of information available through other sources (e.g. OECD, IEA, EBRD). At the end of each examination, the Investment Group will be invited to arrive at conclusions/recommendations. The overall goal is to make the Reports more practice-oriented and user-friendly, to deepen the analysis of the overall investment climate (including market structure issues), and to arrive at more specific conclusions.

The final Reports will continue to be available on the Energy Charter web site. The Secretariat will explore the possibilities available to make one of the Charter’s core products better known (e.g. publication of the Reports in the form of a booklet, etc.).

This new concept implies that more time and resources will have to be devoted to the preparation of each Report. This will make it necessary to reduce the number of surveys. It is planned to hold between six and eight (maximum) country surveys in 2002.

### 2.2.2 Supplementary Treaty Issues

*(14 staff-months+0,5 consultancy month)*

In June 2001, the Investment Group resumed discussions on issues relating to the Supplementary Treaty. Providing support for Contracting Parties/Signatories in their efforts to conclude the Supplementary Treaty is on the list of top priorities for the Secretariat in 2002.

The focus will be placed on the discussion of the following five outstanding issues: environmental protection and social rights, investor behaviour, investor-state dispute settlement, reciprocity and the REIO clause. In the case of positive developments, extensive work will also have to be carried out in analysing and converting the “best-effort” notifications registered in the “Blue Book” into an appropriate, legally binding part of the Supplementary Treaty.

### 2.2.3 Update of non-conforming measures (“Blue Book”)/peer reviews *(8 staff-months)*

The list of pre-investment non-conforming measures (“Blue Book”) will continue to be monitored and updated in accordance with the Treaty provision that Contracting Parties/Signatories shall endeavour to progressively remove restrictions for investors of other Contracting Parties/Signatories, and will be available on the Energy Charter web site.

One of the most efficient mechanisms to promote such a “roll-back” has proved to be peer sessions reviewing relevant legislation, with particular emphasis on market access developments. The Secretariat will pursue such peer-review activities with respect to

individual non-conforming measures notified by Contracting Parties/Signatories, as well as to categories of notified exceptions.

It is not envisaged to start a complete round of horizontal reviews (categories of exceptions) in 2002, because the second round was completed only in 2001. Therefore, the peer reviews in 2002 will be mostly linked to the analysis of existing country-specific exceptions.

#### *2.2.4 Recommendations/Best Practices Guidelines*

*(8 staff-months+0,5 consultancy month)*

The Secretariat will, within the limits of available resources, continue to work on Recommendations/ Best Practice Guidelines with regard to market restructuring, including privatisation, with the aim of providing appropriate guidance and advice for countries engaged in the restructuring of their domestic energy markets. It will seek close cooperation with other international organizations that are active in this area.

#### *2.2.5 Survey of Recent Developments concerning Investment Policies in the Energy Sector*

*(2 staff-months)*

The Secretariat will support the Investment Group with information about recent developments in the investment policies of Contracting Parties/Signatories in the energy sector that may be of relevance in the context of the ECT. The main purpose of this activity will be to inform Contracting Parties/Signatories about new measures taken by other Contracting Parties/Signatories, to give them the possibility of an informal exchange of views on these issues, and to address eventual problems concerning the implementation of the corresponding provisions of the ECT.

### 2.3 Trade

#### *2.3.1 Electricity initiative<sup>2</sup>*

*(17 staff-months plus 4 consultancy-months)*

The study on regional electricity markets mandated by the Conference in December 2000 will focus on the assessment of barriers to inter-regional trade and possible benefits of trade liberalization as well as more open and competitive energy markets.

Based on work carried out in this area in accordance with the Secretariat's Work Programme for 2001, an initial report on these issues will be submitted to delegations in early 2002. Taking into account reactions from delegations to the initial report, follow-up work may inter alia address issues such as: present organization of domestic electricity markets, restructuring and liberalization plans, existing trade regimes, system access rules and organization of transmission system operators. This fact-finding exercise will allow for a better understanding of the functioning of individual electricity markets and of the existing barriers to trade in electricity. It will also assist in the process of building a consensus on the possibilities for increased market access opportunities for electricity and the Energy Charter's role in advancing this objective.

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<sup>2</sup> *This horizontal project will use resources from both the trade and transit sections.*

Based on the discussions and the study on regional electricity markets, the Secretariat will commence the preparation of a survey of possible approaches to electricity trade liberalization.

*2.3.2 Notification system and follow-up on notifications* (10 staff-months)

The Secretariat will keep Contracting Parties/Signatories informed of their notification obligations. Notifications by non-WTO Contracting Parties/Signatories under the WTO-by-reference approach and Article 29(3) notifications will continue to be collected by intensively relying on direct contacts with governmental agencies responsible for trade. In order to introduce a more efficient review system, the Secretariat will develop written questions/answers procedure along the lines of WTO practice. Posting of notifications on the Internet will mirror WTO transparency practice and will be accompanied by appropriate links to the WTO website.

While all notifications will have to be reviewed by the Group on Trade, the Secretariat will focus on those key areas that the Group on Trade might wish to select as priority issues. At this stage, the areas of state trading, subsidies, technical barriers to trade and regional trade agreements appear to be candidates for special attention in 2002.

In the case of notification of balance-of-payment restrictions or regional trade agreements, the Secretariat will perform those activities that are triggered by the relevant WTO provisions.

*2.3.3 Trade dispute settlement under Annex D* (4 staff-months)

The Secretariat will continue to work towards the adoption of the Rules of Procedure for Panel Proceedings. It will maintain and seek to expand the roster of panelists, in order to be in a position to assist a possible panel if convened.

*2.3.4 Moving to a legally binding tariff regime* (3 staff-months)

The Secretariat will, in accordance with the provisions of the Trade Amendment, conduct the annual review on the possibilities to introduce a legally binding tariff regime. It will also update and consolidate the information on customs duties and other charges applied by Signatories/Contracting Parties.

*2.3.5 Technical cooperation* (8 staff-months)

The Secretariat will continue to offer to non-WTO countries the possibility of technical cooperation with them in relation to the ECT's trade provisions, including notifications. Individual non-WTO members that so request will be assisted in their efforts to fully implement the trade-related provisions of the Treaty.

The Secretariat will also seek voluntary contributions for technical assistance programmes and participate in the execution of such programmes.

## 2.4 Transit

### 2.4.1 *Energy Charter Protocol on Transit*

(22 staff-months)

The Work Programme, of necessity, has to be flexible with regard to the timing of finalisation of negotiations on the Transit Protocol and the resources required for this purpose. Even if an early completion of negotiations on the Protocol is achieved, there will still be an ongoing need in 2002 for the Secretariat to provide organizational, technical, legal and linguistic support in order to prepare the Protocol for final adoption and signature. Under this scenario, the Secretariat will provide advice and assistance to the Signatories in order to facilitate ratification and subsequent implementation of the Protocol. It will also contribute, as required, to the process of disseminating to the public information on the objectives and content of the Protocol.

### 2.4.2 *Transit Issues arising from the Protocol*

(19 staff-months plus 2 consultancy-months)

Subject to the timely conclusion of the Transit Protocol negotiations, the Secretariat will commence work in 2002 on preparing a commentary on the Protocol and the transit-related provisions of the Treaty for publication.

With a view to increasing transparency over transit activities, and in particular new pipeline projects, the Secretariat will propose the establishment of voluntary consultative services that may include periodical meetings to review plans for new transit infrastructure. It should be underlined that the aim of proposing these services is in no way to limit the rights of host countries to proceed with such projects. Rather, the purpose of such a consultative framework is to allow sponsors and host governments to present planned projects as well as to discuss with delegations concerned the ways to foster the optimal use of existing capacity and the optimal timing of additional capacity.

The Secretariat intends to undertake analysis and supply information to Contracting Parties/Signatories on existing methodologies for the calculation of pipeline tariffs. This should facilitate the understanding of costing and pricing of energy transport services under various tariff regimes. The Secretariat also intends to disseminate information on best practises in public regulation of pipeline operations and tariffs.

Furthermore, the Secretariat will continue to organize a forum for discussions on existing obstacles to cross-border flows of oil and gas. This activity will be conducted in close co-operation with other relevant international organizations. Future topics for discussion will include: a review of the role, jurisdiction and authority of governments and regulators in licensing, construction, operation and other aspects of the functioning of energy transport systems in selected countries (including transit capacity and tariff issues).

### 2.4.3 *Model Agreements*

(10 staff-months)

The Secretariat will continue to develop and provide support for the completion of the Inter-governmental and Host Government Model Agreements. In close consultation with governments and industry, the aim is to develop Model Agreements for hydrocarbon infrastructure projects and to submit them upon their completion to the Charter Conference.

Due to the extended negotiations on the Transit Protocol, work on Model Agreements that was scheduled for 2001 will be carried over to 2002. It is envisaged that a number of meetings for the Expert Group on Model Agreements and the Legal Task Force on Model Agreement will take place during the course of next year.

Upon completion and endorsement of the first draft of the Model Agreements, the Secretariat will consider transparent criteria and procedures in order to annotate, review and amend the completed models as required in future years.

Based on the experience gained through the above activities relating to hydrocarbons projects, the Secretariat will also commence work on the development of Model Agreements in relation to non-hydrocarbon (i.e. electricity) infrastructure projects.

### 2.5. Enquiry Points

*(1 staff-month)*

The Secretariat will facilitate and organize the integration of Enquiry Points into all aspects of the Charter process in order to raise efficiency of implementation of the Charter instruments and to ensure transparency, including on institutional developments. It will continue to inform Contracting Parties/Signatories on designated enquiry points, and where necessary will review existing enquiry points to make sure that they are available to provide relevant information. Utilization of the Energy Charter website will also be pursued to strengthen the function of Enquiry Points.

### 2.6 Environmental Aspects (Article 19 of the Treaty)

#### *2.6.1 Integration of environmental and energy efficiency objectives into economic and energy policies*

*(12 staff-months)*

In line with the provisions of the Treaty energy efficiency policies and programmes have to be integrated or at least correlated with more general economic policies and measures, and supported by market-oriented prices and fiscal and taxation policies.

A report will be compiled on the modalities of integrating energy efficiency policies within other economic policies, identifying key barriers as well as successful practices so far. The report will also be based on a discussion in the Working Group. Progress in promoting market-oriented energy prices and the elimination of subsidies with an adverse impact on the environment may also be analysed. The level of detail of such analytical work will, however, be dependent on possible co-operation with other organisations and the availability of external additional funding.

## **3. ENERGY CHARTER PROTOCOL ON ENERGY EFFICIENCY AND RELATED ENVIRONMENTAL ASPECTS (PEEREA)**

### *3.1 Review process*

*(12 staff-months plus 2.5 consultancy-months)*

The review process relies on two complementary actions: the development of a general monitoring system of national policies and programmes and in-depth energy efficiency reviews.

The regular reviews are the basis for monitoring progress of implementation of the PEEREA. Regular reviews will be completed or updated, on the basis of which a report is to be prepared for submission to the Charter Conference on progress made in implementation of the Protocol. During 2002, reviews have to be updated where necessary and countries should present recent developments and progress with a certain periodicity within the Working Group meetings. These reviews will also support follow-up work on the Aarhus commitments in the area of energy efficiency. The Secretariat will assist countries in preparing and presenting their reports. Once finalised these reports should be made available on the website of the Energy Charter.

The in-depth reviews serve as the main tool for offering peer guidance to governments in developing and implementing their energy efficiency policies and programmes. The Secretariat plans to undertake two in-depth reviews of energy efficiency policies for selected countries in 2002 within the limits of its own resources. In certain situations co-operation with other international or regional organisations (e.g. BASREC, IEA) may be envisaged. Follow-up on the implementation of the recommendations of the previous in-depth energy efficiency reviews will also be organised.

The Secretariat will continue to work on an overview of the situation relating to the implementation of the Treaty and PEEREA. The focus of this overview will reflect the main environmental concerns of the Aarhus process. This overview report should serve as the basis for reporting to the Kiev Environmental Ministerial Conference in 2003, in accordance with the UN-ECE's invitation.

As part of the review process, further attention will be paid to the role of energy efficiency indicators in assessing progress made in improving energy efficiency. The Secretariat will continue to co-operate with IEA on this subject and will contribute to an ADEME initiative, subject to its acceptance by the SAVE programme of the EU Commission.

Based on this review process, specific analysis and activities will be undertaken as outlined below. At the same time, improved dissemination of these analyses and of progress realised by the countries in the area of energy efficiency will be developed.

### *3.2 Third party financing and energy services companies (3 staff-months)*

A panel discussion was organised in the year 2001 on the issue of Third Party Financing, and Sweden has offered a voluntary contribution to support work to be undertaken in this area. A report should be prepared and discussed in the Working Group in 2002 with a view to: identify current national policies and framework conditions, evaluate market conditions and niche markets, address barriers and identify success factors, develop appropriate recommendations.

### *3.3 Cogeneration and District Heating opportunities in increasing overall economic efficiency and reducing CO2 emissions (5 staff-months plus 0.5 consultancy-month)*

The Working Group has welcomed the practice of organising panel discussions on issues that are relevant to PEEREA. Governments are requested under PEEREA to “support and promote cogeneration and measures to increase the efficiency of district heat production and distribution”. Despite this, the cogeneration and district heating industries face many problems in the context of market restructuring and liberalisation, accentuated by the

economic conditions in transition economies. While many studies and projects have been undertaken, a lack of co-ordination is often felt. Under these circumstances, a special panel discussion will be organised on the issue of cogeneration and district heating by the PEEREA Group. Subsequently a report will be produced focusing on how to tackle the main policy and strategy problems identified, notably in countries with economies in transition. This activity will also help in strengthening and disseminating other more complex initiatives launched by other international organisations and industry associations. Co-ordination with such organisations, in order to avoid duplication and exploit synergies, will be secured.

#### 4. LEGAL AFFAIRS (30 staff-months plus 1 consultancy month)

4.1 Legal Affairs will provide overall legal assistance and advice to the Charter Conference and its subsidiary bodies; in particular it will assist in:

- The finalisation of the Transit Protocol
- The development of Model Transit Agreements
- Providing legal advice to all Working Groups
- Any other legal matters concerning the Treaty and its related instruments.

4.2 Legal Affairs will also be responsible for the provision of technical and advisory support to the Legal Advisory Committee.

4.3 The Legal Adviser will continue to chair the Legal Task Force on Model Agreements.

4.4 Legal Affairs will assist and advise the Secretariat in respect of:

- The on-going negotiation with the Belgian authorities on social security issues in the context of the Headquarters Agreement
- Internal and external legal inquiries
- Expansion and accession to the Energy Charter Treaty.

4.5 Legal Affairs will further be responsible for:

- Relations with the Depositary
- Providing necessary legal advice regarding ratification and entry into force of the Treaty and its related instruments
- Keeping in a systematic manner the *travaux préparatoires* of the Treaty and its related instruments
- Collating the *travaux préparatoires* of the Transit Protocol
- Continuing represent and promote the Energy Charter process in international conferences and other legal circles.

#### 5. ADMINISTRATION AND FINANCE (66 staff-months plus 2 consultancy months)

The main areas of work of Administration and Finance are Budget, Personnel, Financial Administration, Information Technology and Administration and Support Services; specific activities are as follows:

#### Budget:

- Implementation of relevant provisions of Financial Rules;
- Financial control of expenditure
- Collection of contributions, and in particular special efforts to deal with outstanding arrears in national contributions
- Preparation of draft Budgets

#### Personnel:

- Implementation of Staff Regulations, Rules and Circulars
- Recruitment and appointment procedures
- Official travel, Representation and Leave administration
- Administration of the Secondment Programme
- Relations with relevant host country authorities (Registration, HQA)

#### Financial Administration:

- Implementation of Financial Rules and the Implementing Instructions thereto
- Processing and administration of commitments and payments
- Maintenance of accounting records
- Preparation of periodic expenditure statements and forecasts
- Preparation of periodic statements of collection of contributions
- Payroll administration
- Preparation of the annual Financial Statements and assistance in the audit procedure
- Belgian taxation and social security issues
- Treasury and cash-flow management
- Administration of financial support to invited experts
- VAT exemption procedures and control
- Contracts administration and control

#### Information Technology:

- Maintenance of all technical facilities
- Ensuring the functioning of all IT systems (hardware and software)
- Investigating the future technical requirements of the organisation
- Maintenance and upgrading as required of the organisation's Web-site, in particular the restricted-access part of the site used for the dissemination to delegations of official documents
- Maintenance of all other communication facilities of the Secretariat

#### Administration and Support Services:

- Reception services
- Office management and premises administration
- Visa support procedures
- Document dissemination procedures
- Insurance (medical, premises, travel) administration
- Meeting support (Conference and other meetings)

**WORK PROGRAMME 2002**  
**SUMMARY OF STAFF MONTH CALCULATIONS**

<b><u>I Directorates</u></b>	<b><u>No. of Staff Months</u></b>
Ratification	5
Accession	3
Non-Signatories	11
<b>Total Ratification/Accession/Non-Signatories</b>	<b>19</b>
Country Reports	21
Supplementary Treaty	14
Blue Book/Peers reviews	8
Recommendations/Guidelines	8
Surveys of Recent Developments	2
<b>Total Investments</b>	<b>53</b>
Notification System	10
Annex D Disputes	4
Legally-binding tariffs	3
Capacity-building assistance	8
<b>Total Trade</b>	<b>25</b>
Transit Protocol	22
Issues arising from the Protocol	19
Model Agreements	10
<b>Total Transit</b>	<b>51</b>
Regional Electricity Markets <sup>3</sup>	17
Environmental Aspects (Art. 19 of ECT)	12
PEEREA	20
<b>Total Energy Efficiency &amp; Environment</b>	<b>32</b>
Enquiry Points	1
<b>TOTAL FOR DIRECTORATES</b>	<b>198</b>
<b>II Private Office</b>	<b>72</b>
<b>III Legal Affairs</b>	<b>30</b>
<b>IV Administration &amp; Finance</b>	<b>66</b>
<b>GRAND TOTAL FOR ECS</b>	<b>366</b>

This calculation corresponds to the proposed Establishment Table of 29 staff (29 x 12 months per person = 348 months), plus 18 months' worth of secondees' time.

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<sup>3</sup> Activity requiring resources from both sections of the Directorate for Trade and Transit