### APEC Transportation Working Group

### Terms of Reference

1. **Goals and Objectives – Strategic Focus**

Established in 1991, the APEC Transportation Working Group (TPT-WG) works towards trade liberalization and facilitation in the transport sector, economic and technical assistance, and capacity building. The goals of the Working Group are to develop systems and mechanisms that promote the safe, secure, efficient and sustainable movement of people and goods throughout the region; and to assist with capacity building in Member Economies to contribute to efficient, safe, secure and sustainable transport in the APEC region.

The TPT-WG works to achieve effective transport systems that take account of economic efficiency, safety, the environment, technological change and security issues, and that support the continued growth of trade and commerce in the APEC region.

1. **Priorities, Project Outputs and Deliverables**

*Priorities*

The TPT-WG’s priorities and project outputs respond to directives from APEC Transportation Ministers, APEC Economic Leaders, and the outcomes of APEC Transportation Working Group (TPT-WG) meetings. The priorities include:

* finding ways in which liberalization of transport can promote regional economic integration while ensuring economically productive and healthy competition;
* responding to new and emerging transport challenges;
* assisting in the formulation andimplementation of standards and mechanisms that improve interoperability and sustainabilityof transport systems;
* identifying opportunities to collaborate in maximizing the uptake, opportunities and benefits of technological developments and other innovations, and in mitigating any attendant challenges;
* increasing the priority placed on transport safety, security, efficiency, and sustainability, while assisting in the development of comprehensive strategies for individual APEC Member Economies; and
* implementing projects.

TPT-WG focuses on issues where it can make a uniquecontribution, rather than on replicating work already undertaken by other international fora.

*Outputs and Deliverables*

TPT-WG’s work priorities are implemented through a range of activities. The Working Group’s main outputs and deliverables are:

* APEC-funded projects in such crucial transport areas as safety, security, efficiency, sustainability and supply chain technologies;
* special events, including seminars and conferences, to address and facilitate the implementation of directives from APEC Transportation Ministers and Economic Leaders;
* capacity building through the exchange of information; and
* support for meetings of APEC Transportation Ministers and ensuring that relevant transportation issues are communicated to APEC Ministers and Leaders and to APEC Senior Officials Meetings, as required.

The TPT-WG’s priorities, projects, outputs, and deliverables are undertaken through its annual work plan and strategic plan.

1. **Structure of TPT-WG**

The TPT-WG is composed of the Intermodal/Intelligent Transport Systems Experts Group, Land Experts Group, Aviation Experts Group, and Maritime Experts Group. The TPT-WG typically meets twice a year. Work undertaken by TPT-WG and its Experts Groups shall be conducted through consensus. All Member Economies have responsibility for leading TPT-WG projects and for hosting TPT-WG and Transportation Ministers Meetings.

Each Member Economy is encouraged to appoint one or more representatives to serve as members of each Experts Group (and Sub-group, as required) to advance the work of the TPT-WG. Each Economy shall also designate one Head of Delegation (HoD) as their key interlocutor with the TPT-WG, and to represent them at Plenary Meetings and at meetings of HoDs.

Representatives of non-APEC Economies**,** regional and international organizations, and industry representatives may attend TPT-WG meetings at the invitation of the Working Group.

The Experts Groups typically meet during the APEC TPT-WG sessions and report back to Heads of Delegation of the APEC TPT-WG. Sub-groups or ad hoc groups, reporting to the Chair of a Modal Experts Group, will be established when and as needed to work toward objectives. Recognizing that other organizations and APEC Committees may have a mandate to address some modal transportation issues, Experts Groups will seek to coordinate efforts in the APEC region, and to avoid duplication with work undertaken in other multilateral bodies.

TPT-WG Modal Experts Groups seek to:

* Promote a shared commitment to developing transportation in the APEC region;
* Contribute to policy development for transportation, consistent with the APEC agenda;
* Develop and implement projects to inform and advance the APEC agenda;
* Enhance cooperation on trade liberalization and facilitation, as well as on economic and technical assistance, for transportation in the APEC region;
* Promote an efficient, safe, secure, integrated, competitive and environmentally sustainable transportation system in the APEC region;
* Harness new technologies and best practices in transportation to facilitate travel and trade;
* Improve human capacity and skills development in transportation in the APEC region;
* Develop concrete, and specific action plans to carry forward economic and technical cooperation between APEC Member Economies;
* Share information on best practices and lessons learned with Member Economies and partner organizations in the public and private sectors;
* Address the priorities set out by the TPT-WG and its Heads of Delegation; and
* Comply with relevant policies and procedures identified by the APEC Secretariat.

In addition, each Modal Experts Group will focus on areas related to its specific mode of transportation as per the following:

***Aviation Experts Group (AEG)***

The Aviation Experts Group’s scope comprises issues directly linked to ­­­­­­­­­­­­air services, and aviation security and safety in the APEC region.

AEG has three Sub-groups: the Air Services Sub-group (AEG-SRV), Aviation Safety Sub-group (AEG-SAF), and Aviation Security Sub-group (AEG-SEC). The AEG and its Sub-groups’ work programs relate to cooperation for aviation safety, security, and facilitation in line with standards and recommended practices of the convention on international civil aviation (Chicago Convention). Recognizing that other organizations may have a mandate to address aviation issues, the AEG will also seek to coordinate efforts with work undertaken in other multilateral bodies, including the International Civil Aviation Organization (ICAO) and the International Air Transport Association (IATA).

***Maritime Experts Group (MEG)***

The aim of the Maritime Experts Group is to promote, through maritime policy development, an efficient, safe, secure and competitive operating environment for maritime transport, including maritime auxiliary services in the APEC region; to increase ports’ capacity by improving the efficiency of ports and related activities in the APEC region; to support Member Economies in working cooperatively to develop and implement measures to strengthen maritime security in the APEC region; and to achieve environmentally friendly development and operation. Recognizing that other organizations may have a mandate to address maritime transport issues, the MEG will seek to coordinate efforts with work undertaken in other multilateral bodies, including the International Maritime Organization (IMO) and the World Trade Organization (WTO), and fill in any gaps identified.

MEG has one Sub-group: the Maritime Security Sub-group.

***Land Experts Group (LEG)***

The Land Experts Group is a forum for Member Economies to work cooperatively in developing measures to promote efficient, safe, secure, integrated, competitive and environmentally sustainable land transportation systems in the APEC region. In response to TPT-WG priorities, LEG also seeks to strengthen APEC Member Economies’ cooperation on human resources development and personnel training. Work undertaken by the LEG may be conducted through APEC-funded or self-funded projects. Recognizing that other organizations may have a mandate to address land transportation issues, LEG will also seek to coordinate efforts with work undertaken in other multilateral bodies.

LEG has two Sub-groups: the Road and Rail Safety Sub-group and the Vehicle Standards Harmonization Sub-group.

***Intermodal and Intelligent Transportation Systems (ITS) Experts Group (IIEG)***

The IIEG is a forum for Member Economies to promote the implementation of seamless, efficient, sustainable and integrated intermodal transportation systems to facilitate trade in the Asia-Pacific region. The IIEG also promotes the application of electronic commerce, global navigation satellite systems (GNSS), and other advanced ITS technologies. Recognizing that other organizations may have a mandate to address intermodal and ITS issues, the IIEG will also seek to coordinate efforts with work undertaken in other multilateral bodies.

IIEG has one sub-group: the GNSS Implementation Team (GIT).

TPT-WG also oversees the work of the following two networks through the MEG:

***APEC Port Service Network (APSN)***

The APSN aims to achieve APEC’s overall goals through economic cooperation, capacity building, and exchange of information and persons among ports, port-associated industries, and services. The APSN reports on its work to TPT-WG annually or when required.

APSN is a non-profit and self-funded organization, comprised of a Council, Advisory Board, and members of APEC Economies. A “member of the Council" is a senior representative of the competent authority designated, from time to time, by each APEC Member Economy. An “Advisory Board member" is a senior representative from a port or a port-related industry who is not a representative of the competent authority designated as the Council member. A “regular member" means any other organization including public administrations, business corporations, institutions, associations and individuals engaged in port, shipping, logistics, trade, manufacturing, and finance sectors of the APEC Member Economies.

APEC Member Economies shall designate the Council members. The Council members nominate the members of the Advisory Board. Also, the Council appoints the Secretary-General and makes decisions regarding membership applications or terminations. The Council and Advisory Board have a chair and a deputy chair. The quorum of a Council meeting is two-thirds of the total members.

***APEC Seafarers’ Excellence Network (APEC SEN)***

The aim of APEC SEN is to seamlessly fulfill the demands of the current and emerging needs of the shipping industry and seafarers of the APEC region, by placing a strong emphasis on strengthening employability through strong online and offline networks to yield implementation of quality maritime education and training; attaining better welfare by providing collaborative supports; and career development and re-training for seafarers’ job transitions in the digital age.

The organization of SEN is comprised of the Steering Council, Expert Groups, Associates and Secretariat. The APEC SEN Steering Council is the governing body of APEC SEN, and is comprised of representatives of APEC SEN Member Economies. Expert Groups primarily oversee three specialized domains of seafarers’ career lifecycle (i.e., maritime education and training; seafarers’ better welfare; and recruitment, career development, and job transition). APEC SEN Associates are officials and experts in relevant academic, public and/or private sectors who provide strategic and operational guidance to the APEC SEN. The Secretariat implements a full range of administrative tasks and procedures of APEC SEN under the leadership of the Secretary-General.

1. **Governance**

TPT-WG is accountable is to APEC Transportation Ministers. The Lead Shepherd is responsible for reporting to Ministers on the outcomes and status of the TPT-WG work plan and strategic plan, and for providing progress reports to the APEC Senior Officials’ Steering Committee on Economic and Technical Cooperation (SCE). The TPT-WG work plan and strategic plan include activities undertaken by the Experts Groups. These are updated annually to reflect the outcomes of, and decisions made during, TPT-WG meetings and after each APEC Transportation Ministers Meeting.

The quorum for TPT-WG meetings constitutes attendees from 14 Member Economies. Should the TPT-WG or any of its Experts Groups or Sub-groups (where they meet separately) fail to meet the quorum for two consecutive meetings, it shall be referred to Senior Officials for a decision on whether the Experts Group or Sub-group should continue to exist.

The TPT-WG Management Group consists of the Lead Shepherd, Deputy Lead Shepherd, Modal Experts Group Chairs and the APEC Secretariat Program Director.

*Meetings*

Two TPT-WG meetings will be held each year, except in years that coincide with the three-yearly APEC Transportation Ministers Meeting. In those years, one TPT-WG meeting will be held. Intercessional work will also be carried out throughout the year. The spacing between TPT-WG meetings shall be as close to six months apart as possible.

One TPT-WG meeting per year may be held in conjunction with either SOM1 or SOM3, subject to consultation with, and decision of, the APEC Host Economy. This would assist cross-fora collaboration and make travel arrangements easier for some Economies. As this could place a significant burden on the APEC Host Economy, depending on the number of TPT-WG delegates who attend, it will not be an expectation that they will host a TPT-WG meeting. If not in conjunction with either SOM1 or SOM3, TPT-WG meetings will be held in Economies that offer to host.

The Lead Shepherd, Modal Experts Group Chairs and other presenters should circulate final agendas and papers at least three weeks before a TPT-WG meeting. All documents should be submitted in advance to the APEC Secretariat Program Director to ensure compliance with APEC procedures.

Where possible, the TPT-WG should use communication technologies to maximize participation by Member Economies and by outside experts/speakers. Communication technologies may also be used to interact with other Working Groups. However, communication technologies, while an enabler of broader attendance in TPT-WG discussions, should not substitute for the inter-personal contact afforded by TPT-WG meetings.

*Heads of Delegation Meetings*

Heads of Delegation (HODs) meetings may be held before the opening and closing plenary sessions. Their primary purpose is to allow discussion of any items that require a confidential environment not afforded by the plenary sessions and Modal Experts Groups meetings.

*Plenary Sessions*

An Opening and Closing Plenary session should be held at each TPT-WG meeting. The plenary sessions are open to all TPT-WG delegates and are the main decision-making fora for the TPT-WG.

*Sub-groups and Side Meetings*

Sub-groups of the Modal Experts Groups may meet on an as-required basis. The approved Sub-groups are identified in the governance chart attached to these Terms of Reference. A Sub-group should meet only where its proposed area of work cannot be incorporated in the agenda of its relevant Modal Experts Group due to the length of discussion, technical complexity, or specialized knowledge involved. Sub-group meetings must be agreed upon in advance by Heads of Delegation, ideally at the previous TPT-WG meeting. The final decision on the meeting of a Sub-group rests with the Host Economy of the TPT-WG meeting concerned.

The use of side meetings should be limited. In the first instance, the proposed topic for a side meeting should be included on the agenda of the most relevant Modal Experts Group or of a joint meeting of Modal Experts Groups, or should be considered in the Opening Plenary session. Side meetings may be used to advance cross-modal initiatives and should not be used as fora to discuss new work items. The topic of any side meeting should relate to work streams previously endorsed by Ministers. Side meetings are subject to approval by Heads of Delegation and require the approval of the Host Economy.

*Technical Tours*

Because technical tours add to the cost of TPT-WG meetings, the decision to provide technical tours is discretionary with no expectation upon the Host Economy.

*Roles and Responsibilities*

The Lead Shepherd is elected by the consensus of TPT-WG members for a period of two years with possible extension for another two-year term. Representatives from a single Member Economy should not, in principle, serve as Lead Shepherd for more than two consecutive two-year terms. The Lead Shepherd’s role is to ensure the efficient management of the TPT-WG, to oversee its activitiesand to assist the Working Group in achieving the objectives set by APEC Economic Leaders, APEC Ministers, APEC Transportation Ministers, and Senior Officials.

Like the Lead Shepherd, the Deputy Lead Shepherd is elected by the consensus of TPT-WG members for a period of two years with possible extension for another two-year term. Representatives from a single Member Economy should not, in principle, serve as Deputy Lead Shepherd for more than two consecutive two-year terms. The role of the Deputy Lead Shepherd is to assist the Lead Shepherdin the efficient management of the TPT-WG, with specific responsibility for project management.

The APEC Secretariat, represented by the Program Director for the TPT-WG, operates as the support mechanism of the TPT-WG process. The role of the Program Director is to assist in the management of the TPT-WG relating to overarching APEC requirements, procedures, and activities for the Working Group.

Chairs and Deputy Chairs of the Modal Experts Groups (and Sub-groups, where these are agreed upon) are elected by a consensus of members of their particular Experts Group (and Sub-group, as required) for a period of two years. At the end of the two-year term, the Chair will solicit nominees for the positions of Chair and Deputy Chair for the next termfrom within the Experts Group or Sub-group members to be the next Chair or Deputy Chair.

In the event an elected Economy member cannot fulfill the two-year term as Chair of an Experts Group or Sub-group (e.g., a new job or workload issue), the Deputy Chair will assume the role of Chair until the Experts Group or Sub-group members can elect a new Chair at the next possible meeting. If an Experts Group has Sub-groups, a Sub-group Chair may also assume the role of Chair of the Experts Group.

In the event an elected Economy member cannot fulfill the two-year term as Deputy Chair, the Chair will solicit interest within the Experts Group or Sub-group to take up the role of Acting Deputy Chair for the remainder of the two-year term. At the end of the two-year term, the Chair will solicit nominees from among the Experts Group or Sub-group members to be Deputy Chair. Chairs and Deputy Chairs of the Modal Experts Groups and Sub-groups may be re-elected for additional two-year terms.

The roles and responsibilities of Experts Group participants are as follows:

**Chair:**

* Chair the Experts Group’s meetings;
* Manage the business of the Experts Group’s meetings, such as preparing meeting agendas and final reports, maintaining contact lists, and circulating meeting documents to all representatives and observers;
* Represent the Experts Group at TPT-WG Plenary and HODs meetings;
* Review and coordinate the submission of concept notes;
* Follow up on overdue action items that cannot be resolved during the Experts Group’s meetings;
* Liaise with HODs, the Lead Shepherd, the Deputy Lead Shepherd, the APEC Secretariat, and other Experts Group Chairs to discuss TPT-WG-related activities; and
* Be the point of contact with other organizations having a mandate for topics related to the Experts Group.

**Deputy Chair:**

* Carry out duties identified collaboratively with the Chair; and
* Carry out the duties of the Chair whenever the Chair is unavailable, such as chairing meetings and representing the Experts Group at Plenary and HODs meetings.

**Member Economy Representatives:**

* Further to necessary domestic consultations, represent their Economy on all relevant agenda items;
* Respond to proposals and recommendations;
* Brief their Head of Delegation as required;
* Prepare concept notes, and conduct self-funded or APEC-funded projects, as required;
* Actively participate in meetings and email/online discussions on all Experts Group-related discussions and activities; and
* Inform the Chair, the Deputy Chair (and Sub-group Chair/Deputy Chair, as required) and the APEC Secretariat of any changes in their respective Economy’s representative and contact information.

1. **Collaboration with Other APEC Fora and Other International Organizations**

The TPT-WG works in collaboration with other APEC fora and other organizations on a range of transport-related matters. Specialist organizations and academic institutions may be invited to participate with “guest status” in some meetings of TPT-WG Modal Experts Groups, if approved in advance by the TPT-WG.

Cross-fora collaboration can be achieved through holding TPT-WG meetings at the same time and in the same location as other Working Groups, or alongside a SOM meeting. Alternatively, when other Working Groups are considering matters of interest to the TPT-WG, a relevant transport official from the Member Economy hosting the meeting may be designated to attend and participate as a TPT-WG representative, subject to an invitation from the other Working Group, and report back to the TPT-WG. The official should have a clear mandate to represent the TPT-WG. Other Working Groups should be invited to send representatives to TPT-WG meetings when matters of common interest are under consideration.

Modal Experts Groups, Member Economies, and project coordinators should make appropriate links to other fora at the project level.

1. **Work Plan**

The TPT-WG and Experts Groups shall maintain a work plan that is updated at every meeting and annually, and is to be provided to the Lead Shepherd, Deputy Lead Shepherd and Heads of Delegation for approval (if necessary, intersessionally).

1. **Term of the TPT-WG**

The TPT-WG has a term of four years starting from 2018. At the expiration of this term, and any subsequent term, the mandate of the TPT-WG and its Terms of Reference should be reviewed by the TPT-WG and the Steering Committee on ECOTECH, and a recommendation on renewal should be put to Senior Officials for approval.

ANNEX 1. TPT-WG Governance Chart

**APEC Port Services Network (APSN)**

Sub-group:

GNSS Implementation Team

The Sub-groups meet on an as required basis only.

**Intermodal and ITS Group**

**Heads of Delegation**

Advise on policies

**APEC Seafarers Excellence Network (APEC SEN)**

**Management Group:**

Lead Shepherd

Deputy Lead Shepherd

Modal Experts Group Chairs

APEC Secretariat

Program Director

**Maritime Experts Group**

**APEC Transportation Working Group**

Sub-groups:

1/ Air Services

2/ Aviation Safety

3/ Aviation Security

Sub-groups:

1 / Road and Rail Safety

2/ Vehicle Standards Harmonization

Sub-group:

1/ Maritime Security

**Aviation Experts Group**

**Land Experts Group**