

ORGANISATION FOR CO-OPERATION OF RAILWAYS (OSJD)

I Edition

Approved by the IX Conference of General Directors
(authorized representatives) of OSJD Railways
(Voronezh, Russian Federation, 18-22 November 1996)

A-12

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Note:

Applied in the field of activities of the working bodies established by the Ministers Conference on the basis of the decision made by the XXV Ministers Conference (Tashkent, Republic of Uzbekistan, 3-6 June 1997). However, the provisions concerning "railways" shall respectively relate to "transport ministries"

**METHOD
FOR THE PREPARATION AND DEVELOPMENT
OF TOPICS WITH SPECIAL FINANCING**

ARTICLE 2

General

1. Method for the preparation and development of topics with special financing (hereinafter referred to as “Method”) was made in order to conduct studies and develop individual topics and issues which are solved and tackled with participation of OSJD Members concerned with the use of special financing.

2. The method, modifications and supplements in it shall be approved Conference of General Directors (authorized representatives) of OSJD Railways.

ARTICLE 2

Making proposals on the topic development

1. A proposal on the topic development with special financing may be submitted by any OSJD Member or OSJD body.

2. Proposals shall be sent to OSJD Committee and include as follows:

- name of topic,
- objective of topic,
- justification of importance of the topic to be developed,
- required development and form of the work completion,
- timing of work to be carried out,
- estimated costs for the topic to be developed (in case of long-term topics, with distribution by years and stages),
- proposals on the possible topic performers and ways to elect them,
- proposals on the leading performers of the topic,
- proposals on the pattern of participation of OSJD Members in the topic (concerning all or some OSJD Members only),
- proposals on the possible participants in the special financing,
- proposals on the principles to specify the financial

- contribution of participants,
- expected effect from the introduction of research work outcome.

ARTICLE 3

Discussion and approval of proposals on the topic development

1. OSJD Committee shall provide a respective recommendation for the proposal submitted on the topic development.
2. The recommendation must include an opinion on individual articles of the proposal as well information on the possible use of researches conducted earlier and outcome of work carried out within OSJD and in other international organisations.
3. OSJD Committee shall send the proposal on the topic together with its recommendation to all the OSJD Members so that they could express their opinion before the deadline established by the Committee and specify their interest in the implementation of the topic and readiness to take financial participation.
4. Upon receipt of replies from the railways, OSJD Committee shall call a meeting of representatives from the railways concerned, on this topic.
5. The meeting shall consider and deal with the issues:
 - on how to organize work on the topic,
 - on election of the leading group or leading performer of the topic,
 - on the method to specify the topic performers,
 - on the existing disagreements.
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ARTICLE 4

The leading group (leading performer of the topic)

1. To manage the topic development and currently control the performance of topic work, the participating railways shall elect the leading group and its Chairman or leading performer of the topic.

2. The leading group shall be composed of not less than 3 members from the individual topic participants. OSJD Committee's expert may be included in the leading group.

3. Main tasks of the leading group (leading performer of the topic) are:

- to prepare a task on the topic development,
- to specify the performers,
- to control the progress of work carried out by developers (performers) and observance of timing as scheduled,
- to assess the carried out work quality,
- to track the financial costs in terms of their correctness,
- to inform the topic participants on the progress of work not less than once a year.

ARTICLE 5

Topic performers

1. To carry out work envisaged by topic, performers shall be specified.

2. If the performers are specified by tender, the tendering process will be assigned to the leading group or *ad hoc* tender committee.

3. At the recommendation of the leading group, a work execution agreement shall be concluded with each performer.

ARTICLE 6

Special financing

1. Special financing shall be applied to work only which is impossible to perform in a usual way of co-operation or which requires urgent execution.

2. Topic participants (performers) shall:

- consider the cost estimating documentation on the costs for the topic under development, presented by the developer,
- specify the procedure and conditions for the conclusion of an agreement with the developer,
- establish the level and form of the participation taken by railways for financing the topic.

ARTICLE 7

Conclusions

1. The outcome achieved upon the completion of the topic development with the use of special financing shall be the topic participants' common property.

2. The topic participants shall decide to present the topic development results to the non-participating railways or third parties and under what conditions they may be presented.

3. The topic participants shall specify the conditions for a new participant to join the topic during its progress.