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Introduction

This deliverable is part of WP2 – Dialogue Platform of SaferAfrica. The project aims at establishing a Dialogue Platform between Africa and Europe focused on road safety and traffic management issues. It will represent a high-level body with the main objective of providing recommendations to update the African Road Safety Action Plan and the African Road Safety Charter, as well as fostering the adoption of specific initiatives, properly funded.

The activity of the Platform will also focus on the reinforcement of the endogenous African capabilities through the dissemination of the EU know-how. In addition to Twinning Programs, different training activities will be identified and carried out. Local contexts will be taken into account and studies on specific risk factors as well as transferability analysis of measures already tested elsewhere will be conducted. The project activities will be oriented to the “Safe System” approach and grouped in four pillars: Road Safety Knowledge and Data; Road Safety and Traffic management Capacity Review (which is the focus of this report); Capacity Building and Training; Sharing of Good Practices. These have been specifically identified to be aligned with the mid-term review of the African Road Safety Action Plan.

The Platform is made by a decision-making level of the Platform comprising a Management Board of prominent institutions like the African Union and the United Nations, in addition to regional economic communities and development banks. The technical/operational level comprises government institutions (both European and African), international institutions, research institutions (both European and African) and representative organisations of African stakeholders. Among these, those not involved in the project as partners will constitute the stakeholder group. The technical level will be organised into Working Groups, each of which will address a specific issue. Additionally, a Platform Secretary is in charge of coordinating all the activities and the interactions between different levels.

The decision-making level of the Platform will discuss the evidence from the analysis conducted by the second level and will define recommendations and foster their adoption in the fields of: road safety and traffic management, capacity building and road safety interventions. It will also make decisions concerning Twinning Programs and other specific initiatives. These will be selected through a value-for-money assessment, and the related funding structure will be set up through the commitment of the development banks.

WP2 of SaferAfrica comprises activities related to decision making level and focuses on creating the conditions and tools necessary for

- setting up the Dialogue Platform
- realising specific institutional actions related to the decision-making level of the Platform
- ensuring that the Platform continues its activities following the project’s end.



To achieve this, 3 tasks will be carried out, namely:

Task 2.1: Platform setup

Task 2.2: Platform actions

Task 2.3: Network expansion

This Deliverable deals primarily with activities outlined in Task 2.1, more specifically the guidelines describing the responsibilities of the actors involved in the Dialogue Platform, the actions expected from each of them and the mechanisms of their cooperation with the objective to develop a stable institutional body. In particular, Chapter 1 provides a description of the Dialogue Platform and the interaction between its different levels. Chapter 2 and Chapter 3 defines all the activities of Technical level of the Platform, respectively those related to the Working Groups and those related to the Stakeholders Group. Chapter 4 describes the actions in charge of the Institutional level. Chapter 5 defines the tasks to be carried out by the Dialogue Platform Secretary. Chapter 6 defines the duration and the criteria for the modification of Dialogue Platform.

1 The Dialogue Platform

1.1 The concept

The overall concept of SaferAfrica is depicted by a pyramid articulated in three levels, shown in Figure 1-1.

The top of the pyramid represents road safety and traffic management actions oriented to the “Safe System approach”. The other two levels represent the Dialogue Platform. Of these two levels, the higher one is a decision-making level, namely the **Institutional level** (in blue), while the lower one constitutes the **Technical level** (in red). These two levels are closely interconnected to foster the appropriate match between African road safety policy evolution, application, knowledge enhancement and institutional delivery capacity.

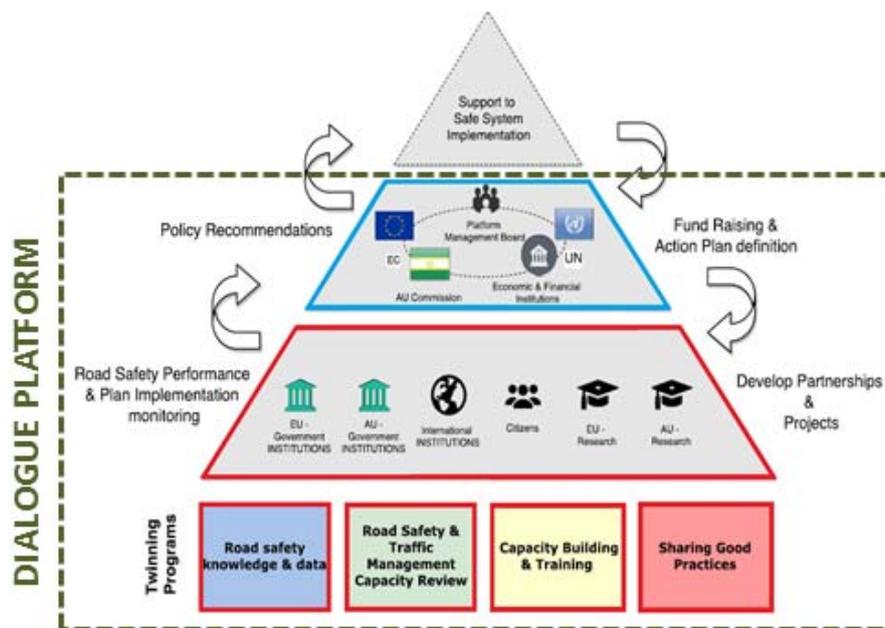


Figure 1-1: The SaferAfrica pyramid

The pyramid is based on the four building blocks, defined according to the priorities highlighted by the *Africa Road Safety Action Plan mid-term review*¹:

- 1- Road safety knowledge and data with the specific objective of setting up the African Road Safety Observatory;
- 2- Road safety and traffic management capacity reviews;
- 3- Capacity building and training;
- 4- The sharing of good practices.

¹ Based on the United Nation’s (UN’s) “2011-2020 a Decade of Action for Road Safety”, the African Union (AU) and the United Nations Economic Commission for Africa (UNECA) defined the *African Road Safety Action Plan 2011-2020*. In 2015, UNECA conducted a Mid-term Review of the Action Plan to assess the progress made by each country. The output of this review is constituted in the *Roadmap for Accelerating the Implementation of the African Road Safety Action Plan*.



The **Technical level** comprises both African and European government and research institutions, international institutions and organisations for citizens representation (e.g. NGOs). Among these, subjects not involved as project partners are part of the **Stakeholders Group**.

This level comprises Working Groups on specific road safety and traffic management themes. Each group includes European and African national experts representing all relevant stakeholders in the addressed theme. At this level, the different groups of the platform are in charge of different tasks for each building block, designed to identify issues related to road safety and traffic management and to verify the coherence of the existing activities with the principles of the African Road Safety Charter and Action Plan. The results of the different tasks constitute the input of the activities at the decision-making level. The activities of the Technical level and of the Stakeholders group are described in paragraph 2 and 3 respectively.

In particular, the **Stakeholders Group** is envisaged as consultative project body to strengthen the compliance of the project with the needs of the society. It is composed by external partners constituted by African public bodies, International research institutions and NGOs. It will contribute to the technical activities releasing advices on specific local issues, supporting data collection as well as the identification of good practices and knowledge sharing activities. With the objective of covering as much as possible the African Continent, the SaferAfrica consortium aims at expanding the SG throughout the entire project.

The **Institutional level**, run by a **Management Board**, comprises representatives of existing institutions and competent authorities at the country and continent levels tackling regulatory, financing and planning issues in the different fields involved in road safety. The actors belonging to this level include: the African Union, economic and financial institutions (e.g. African Regional Economic Communities), multilateral development banks and other relevant international organisations working in the African continent. At this level, the evidence stemming from the work done on the Technical level is discussed. Decisions will be made on specific initiatives (selected through value-for-money assessments), whose funding structures will be set up through commitments from development banks or the EC. The initiatives include projects or partnerships (e.g. Twinning Programs) between African and EU partners on particular issues related to the building blocks. Furthermore, policy recommendations to ensure the achievement of the Action Plan objectives are formulated. Then, the implementation of these initiatives will be entrusted to the Technical level of the Platform.

1.2 The African Road Safety Observatory

The African Road Safety Observatory (www.africanroadsafetyobservatory.org) is a web -portal developed within the SaferAfrica project and intended to allow users to easily access the Road Safety Knowledge Centre. The aim of the Centre is to support policy makers and stakeholders with evidence of critical risk factors and related actions and good practices on the basis of high-quality data and knowledge. The reference for this tool is the ERSO - European Road Safety Observatory², adjusted to the specific needs of African stakeholders, the particularities of road safety problems and the availability and quality of data in African countries. The African Road Safety Observatory includes various knowledge and tools, such as statistics, reports, fact sheets, knowledge resources

² The European Road Safety Observatory was developed by many SaferAfrica project partners in the framework of SafetyNet project co-financed by the European Commission: Directorate-General Transport & Energy.



and links and it is integrated with crowdsourcing functions to facilitate the participation of experts and end users. All the Dialogue Platform related events and final policy recommendations (see chapter 4) will be also published.

Moreover, the Observatory, through a reserved area, is designed as a tool for managing all the activities of the Dialogue Platform and, in particular, for the consultancy of the Management Board as well as of the Stakeholders Group.

Each member of the Dialogue Platform has unique access to the reserved area of the Observatory. According to the different roles of the Dialogue Platform, the contents and the tools available in the reserved area are distinguished according to three user groups:

- Working Groups Member (mainly project partners);
- Stakeholders Group Member;
- Management Board Member.

All the activities to be carried out by these categories are described in the following chapters.



2 Technical level activities

The Technical level acts as an advisory board to the Management Board (Institutional level) providing guidance and recommendations on strategic and investment priorities. It is structured into Working Groups addressing general road safety topics especially relevant for Africa; these are: *road safety data, road safety and traffic management, capacity building and training, good practices*. The main aim of the WGs is to draft policy recommendations on specific issues to be approved by the Dialogue Platform.

2.1 The Working Groups

There are four main Working Groups taking part to the Dialogue Platform, each WG is focused on specific topics, these are:

- **Road Safety Knowledge and Data** WG is aimed at gathering evidence, collecting data, analysing risk factors in order to support policy makers and stakeholders with evidence of critical risk factors.
- **Road Safety and Traffic Management Capacity Review** WG is aimed at assessing the status of traffic and road safety management, with a view towards developing remedial and sustainable programs and actions to fundamentally improve traffic and road safety management.
- **Capacity Building and Training** WG aims at identifying training and research and innovation needs of staff involved in road safety related activities and develop capacity building programs focused on road safety in African countries.
- **Sharing of Good Practices** WG focuses on the analysis of good road safety practices in Europe and Africa with a view to quickly deploy suitable solutions to address safety concerns and improve mobility in Africa, especially in urban areas and along the main corridors, in line with the goals of the African Road Safety Charter.

Especially partners involved in SaferAfrica project participate to the WGs, comprising governmental and research institutions (CTL, LOUGH, SWOV, IFSTTAR, NTUA, LNEC, SAFER, IBSR, ENSTP, OCAL, ICI-Sante, SITRASS), international institutions and NGOs (IRF, HI, CITA, SSATP, APRE).

The activities of the Working Groups will constitute the input for the formulation of draft recommendations to be discussed by the Dialogue Platform Management Board.

2.2 Release of Recommendations

Policy recommendations are key tools through which road safety policy decisions are taken. Within the SaferAfrica Dialogue Platform draft recommendations are prepared to foster discussions/decisions of the institutional level of the DP.

The preparation of recommendations may take advantage of the Stakeholders Group for specific consultation needs (see Chapter 3).



The recommendations can be integrated by a package of information covering the background, the analysis of the options and any other evidence and piece of information that was considered in arriving at the draft recommendation.

Once draft policy recommendations from a WG are ready, they are published on a password protected area of the African Road Safety Observatory and available for comments to the members of the Management Board for two months.



3 Stakeholders group activities

The Stakeholders Group (SG) is part of the Technical level of the Dialogue Platform and it is envisaged as consultative body to strengthen the compliance of the WG outputs with the needs of the society. The SG comprises actors not directly involved in the project as partners, including African and international members of different nature such as African public bodies, International research institutions and NGOs.

3.1 Stakeholders group composition and membership

Becoming a member of the SG shall be voluntary. Each SG member may sign the *Stakeholders Group's Declaration of Membership* (see Annex 2) and designate a person representative who is in charge to represent its institution in carrying out the activities required.

At any time Members may voluntarily resign from the SG.

The membership is completely free and no financial efforts will be required to the members.

3.2 Functions

The SG Members shall be expected to contribute proactively to the activities of the Technical level of the Dialogue Platform. The main tasks are:

1. releasing advices on specific local issues by its own or upon specific request of the Working Groups ;
2. supporting data collection needed for the project purposes;
3. helping on the identification of good practices as required by the Working Groups;
4. supporting knowledge sharing activities.

3.3 The Stakeholders Group consultation

The Stakeholders Group works in a virtual environment, supporting the technical activities of the SaferAfrica through an advisory role.

Every SG member has a unique access to the dedicated area of the African Road Safety Observatory.

In particular, as described in Figure 3-1, the leaders of the four technical work packages (corresponding to the four building base blocks of the pyramid), prepare a **Consultation Form** requiring a number of information to be asked to the SG for the specific activity undertaken.

The Consultation Form is sent to the Dialogue Platform Secretary, who is in charge to upload it on a dedicated area of the Observatory, send a consultation request to each member of the SG and provide all the instructions (including the completion deadline) needed to complete the Consultation Form.

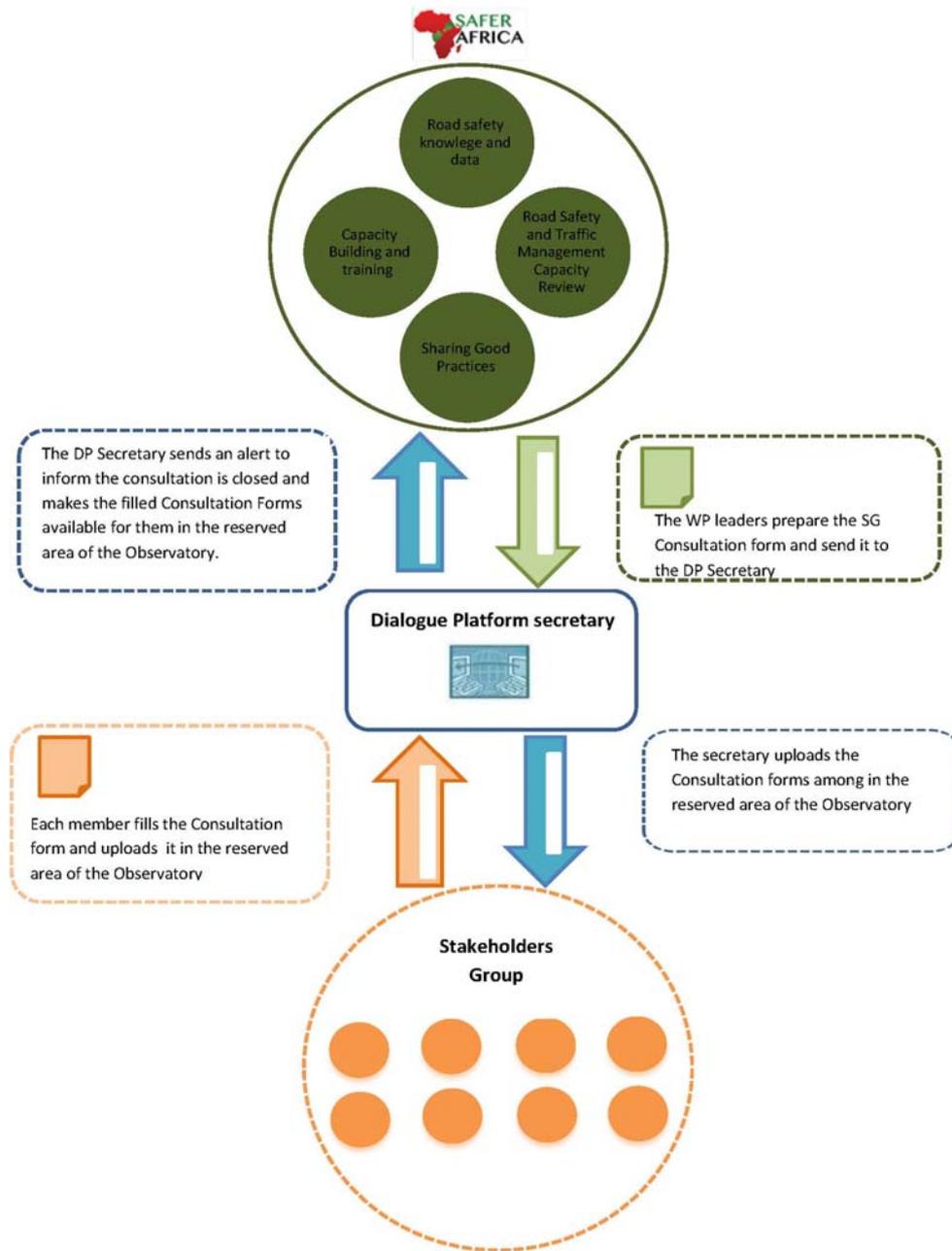
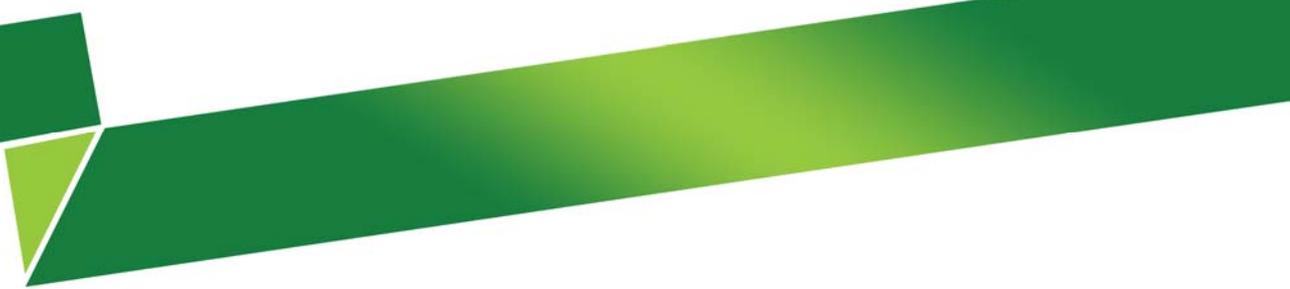


Figure 3-1: Contribution of the Stakeholders Group

Once completed, the SG Members upload the Consultation Form appropriately filled on the Observatory.

Then, the DP Secretary sends an alert to inform the interested WP leaders (one or more) that the consultation is closed and makes the filled Consultation Forms available for them on the Observatory.



The frequency of the consultancy it is not fixed, varying according to the nature of the issues addressed.

3.4 Other activities

According to the specific project steps and the nature of the stakeholders, some members of the SG will be invited to participate and contribute to the Dialogue Platform plenary meetings (see par. 4.3).

In some cases, members of the SG may participate to other activities such as surveys and questionnaires addressing specific road safety issues.

3.5 Stakeholders Group Expansion

The SaferAfrica's first objective is covering as much as possible the African Continent and, thus, expanding the Stakeholders Group during the life of the project.

The Stakeholders Group is of an open nature and any organisation requesting membership or being contacted by the SaferAfrica Consortium (see *Annex 1 – Stakeholders Group's letter of engagement*) may join upon signing the *Stakeholders Group's Declaration of Membership* (see Annex 2) over the entire duration of the project.



4 Management board activities

The Management Board (MB) is composed by the most prominent Institutions at international level, identified among policy makers, multilateral development banks, other key international institutions, able to effectively influence the process towards the African road safety improvement.

4.1 The Management Board composition and membership

Becoming a member of the MB shall be voluntary. Upon official invitation by the SaferAfrica Consortium (see *Annex 3 - Management Board's letter of engagement*), each MB member has to sign a *Management Board's Declaration of Membership* (see *Annex 4*) and designate a person representative who is in charge to represent his/her institution in carrying out the activities required.

At any time, Members may voluntarily resign from the MB.

The membership is completely free and no financial efforts will be required to the members.

4.2 Functions

The MB Members shall be expected to contribute actively to the activities of the higher level of the Dialogue Platform. The main tasks are:

1. expressing and sharing opinions as well as providing feedbacks on the draft policy recommendations formulated by the Technical Level of the Platform;
2. eventually fostering the adoption of the policy recommendations in the existing planning strategic documents or local interventions.
3. attending to key events and MB meetings.

4.3 Management Board Meetings

The Management Board is expected to meet once per year.

The meetings are intended as workshops or round tables organised by the DP Secretary and the project partners in order to promote the discussion on road safety issues in the African Continent and the main on-going project outputs.

The MB meetings are expected to be normally held in the same location of the project meetings. The convening of meetings, which shall always include the corresponding agenda, shall be done by the Secretary with adequate advance notice.

Expenses to attend the plenary meetings will be completely covered by the project funds.

4.4 Discussion on draft policy recommendations

The functioning of the Dialogue Platform and the interaction between the Technical level (in red) and the Institutional level (in blue) is shown in Figure 4 1.

The Management Board, representing the Institutional level, shall discuss the draft policy recommendations released by the Technical Level (see Chapter 2), basing on the activities conducted by the technical Work Group.

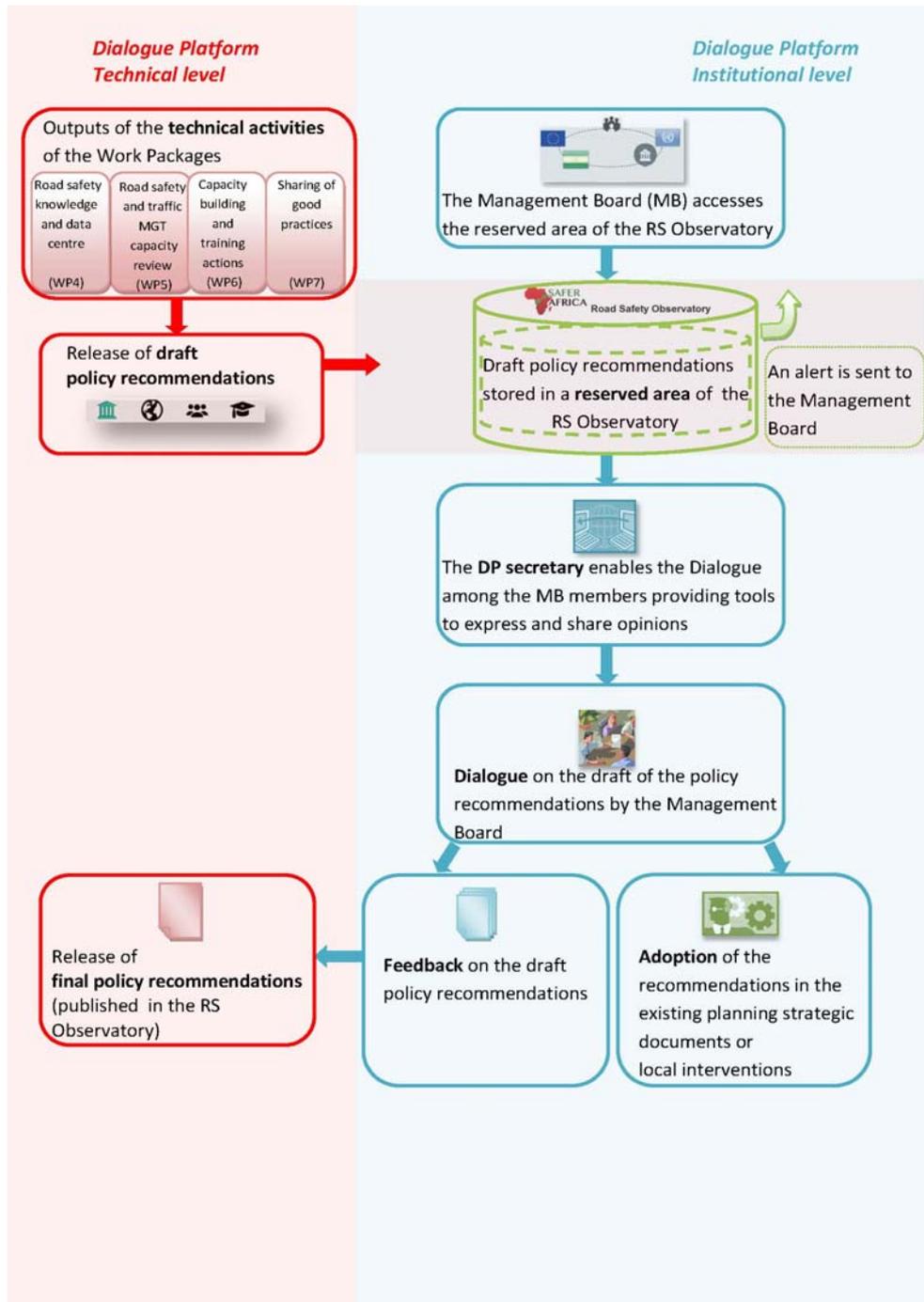


Figure 4-1: Dialogue platform functioning



The Management Board mainly work in a virtual environment. Every MB member has a unique access to a reserved area of the African Road Safety Observatory (www.africanroadsafetyobservatory.org) where **draft policy recommendations** are stored by the members of the Technical level of the Dialogue Platform.

Every time draft policy recommendations are released and stored in the ARSO by a WG, an alert is sent to each Member of the MB.

Then, the Secretary enables the dialogue among the Members, providing on line tools express and share opinions on the draft policy recommendations. Tools can be questionnaires, consultation forms, forum exc., specifically created on the reserved area of the Observatory.

The outcomes of the MB Dialogue can be:

- Feedbacks on draft policy recommendations with inputs for their improvement;
- Fostering the adoption of draft policy recommendations at strategic planning level or at local level.

Following the feedbacks of the Management Board, the members of the Technical level should release the **final policy recommendations** to be stored on the African Road Safety Observatory.



5 Dialogue Platform Secretary

The Dialogue Platform Secretary shall carry out the management of all the activities of the DP Members (Management Board, Stakeholders group, Working Groups and the interaction among them in accordance with the provisions of this Guidelines.

The role of Secretary will be undertaken by one or more members of the research Centre of Transport and Logistics (CTL).

The Secretary shall organize and administer the work of the Management Board and the Stakeholders Group, and in particular:

1. Contact potential Members of Management Board as well as of the Stakeholders Group (see Annex 1 – Stakeholders Group’s invitation letter and Annex 2 – Management Board invitation letter);
2. Provide each Member of the MB with a unique access to a reserved area of the African Road Safety Observatory where draft policy recommendations are stored by the members of the Technical level of the Platform;
3. Provide each Member of the SG with a unique access to a reserved area of the African Road Safety Observatory ;
4. Inform the MB members whenever a new draft policy recommendation is released and stored in the reserved area of the Observatory;
5. Upload under request the SG’s Consultation Form on the dedicated area of the Observatory;
6. Inform the SG members whenever a new Consultation Form is ready and provide all the instructions needed to fill it;
7. Provide the MB Members the consultation tools to express and share their opinion on draft policy recommendations (consultation forms, questionnaires etc.);
8. Inform the WG leaders whenever a SG’s Consultation is closed and make the related Forms available in the reserved area of the Observatory;
9. Draw MB meeting agendas and send invitations for the MB members;
10. Attend MB meetings;
11. Writing the MB meetings minutes and circulate them among the Members.



6 Dialogue Platform duration and Statute

The guidelines contained in the previous chapters can be modified and subject to refinements and reorientations of responsibility during the project.

The duration of the Dialogue Platform shall not be subject to the SaferAfrica's workplan since it is intended as a stable body, capable of operating beyond the end of the project.

Thus, at any time these guidelines can be formally amended and/or accepted as an **official Statute** and signed by the Institutions involved.



ANNEX 1 – Stakeholders Group’s letter of engagement



ANNEX 2 – Stakeholders Group’s declaration of Membership



ANNEX 3 – Management Board’s letter of engagement



ANNEX 4 – Management Board’s declaration of Membership



List of Abbreviations

EC	European Commission
ERSO	European Road Safety Observatory
EU	European Union
MB	Management Board
SG	Stakeholders Group
WG	Working Group



Dear Mr/Mrs

The African socio – economic condition is dramatically affected by **traffic accidents**, accounting for about 300,000 fatalities and over 5 million people injured per year. The negative impact on the livelihood of the citizens and the public health systems undermines the prospects of poverty reduction and economic development.

SaferAfrica is an Horizon 2020 EC-funded project with the objective of combining the African and European expertise on road safety through the involvement of key players in a **Dialogue Platform**. The general goal is to support the implementation of the *African Road Safety Action Plan* and of the *African Road Safety Charter*, as well as fostering the adoption of specific initiatives, in accordance with those leading documents.

SaferAfrica is founded on experiences and research results gained by the Consortium members through the participation to international projects like the following, financed by the European Commission: SafetyNET, SafetyCube, ESTEEM, DaCoTa, SUNflower.

The project officially started the 1st of October 2016 and will have a duration of three years.

Your engagement

The project consortium would be honored to engage you as member of the **Stakeholders Group**.

Your Institution, committed to better road safety conditions all over the African Continent, would provide a valuable contribution to the achievement of the SaferAfrica objectives, benefiting from the synergies stemming from a large network of stakeholders, and catching future opportunities. Furthermore it would be the occasion to support an innovative and strategic project for an effective and sustainable cooperation in Road Safety between Europe and Africa.

- The consortium

SaferAfrica is run by an international consortium coordinated by the Research Centre for Transport and Logistics (CTL) of “Sapienza” University of Rome and composed by 17 partners (see Table 1).

Table -1 – SaferAfrica Consortium

<i>European partners</i>		
Country	Organization	Type
Italy	Research Centre for Transport and Logistics – CTL	Research
Greece	National Technical University of Athens – NTUA	Research
Belgium	Belgian Institute for Road Safety – IBSR	Research
Switzerland	International Road Federation – IRF	Institution
France	French Institute of Science and Technology for Transport, Development and Networks – IFSTTAR	Research
United Kingdom	Loughborough University – LOUGH	Research
Portugal	National Laboratory of Civil Engineering – LNEC	Research
The Netherlands	Institute of Road Safety Research – SWOV	Research
France	International Solidarity on Transports and Research in Sub-Saharan Africa – SITRASS	Research
Italy	Agency for the Promotion of European Research – APRE	Research
Sweden	Vehicle and Traffic Safety Centre of Chalmers University – SAFER	Research
Belgium	Handicap International – HI	NGO
Belgium	International Motor Vehicle Inspection Committee – CITA	Institution
<i>African partners</i>		
Country	Organization	Type
Cameroon	National Advanced School of Public Works – ENSTP	Research
Benin	Abidjan – Lagos Corridor Organisation – OCAL	Institution
Burkina Faso	ICI-Santé	NGO
Kenya	Sub-Saharan Africa Transport Policy Program – SSATP	Institution

- The concept

The Dialogue Platform (in **Errore. L'origine riferimento non è stata trovata.**) is organised according to a Technical and an Institutional level. The **Technical level** (in red) is articulated into Working Groups addressing specific topics and involving governmental and research institutions, and stakeholders at European and Continental levels. Its activities are oriented to the “Safe System” approach and based on four pillars:

- Road Safety Knowledge and Data;

- Road Safety and Traffic management Capacity Review;
- Capacity Building and Training;
- Sharing of Good Practices.

One of the main objective of these activities is constituted by the support to the African Community in setting up a Road Safety Observatory (see Box 1), combining African and European knowledge and addressing the specific needs of the continent and of all the Regional Economic Communities.

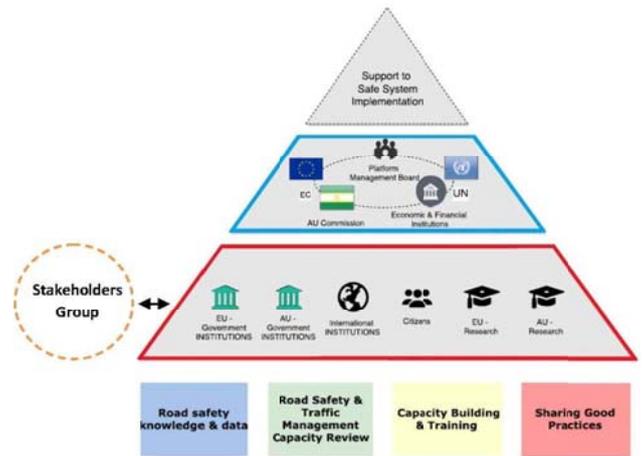


Figure 1 SaferAfrica Dialogue Platform

The technical level formulates draft policy recommendations on specific issues in order to ensure the compliance with the challenges identified by the African Road Safety Action Plan and the African Road Safety Charter.

The **Stakeholders Group (SG)** is envisaged as consultative project body to strengthen the compliance of the project with the needs of the society. It is composed by external partners constituted by African public bodies, International research institutions and NGOs. It will contribute to the technical activities releasing advices on specific local issues, supporting data collection as well as the identification of good practices and knowledge sharing activities. With the objective of covering as much as possible the African Continent, the SaferAfrica consortium aims at expanding the SG throughout the entire project.

The Road Safety Observatory

The Observatory will be a web-based portal aiming at supporting the activities of the Dialogue Platform, which will be designed to raise awareness and create knowledge. This portal will allow users to access the Road Safety Knowledge Centre, including various knowledge and management tools, such as statistics, reports, fact sheets, knowledge resources and links. Moreover the Observatory is designed also as a tool for the consultancy of the stakeholders.

Box 1 – The Road Safety Observatory

The **Institutional level** (in blue), run by a Management Board, will be composed by the most prominent Institutions at international level, identified among policy makers, multilateral development banks, other key international Institutions, able to effectively influence the process towards the African road safety improvement.

The Management Board discusses the draft policy recommendations formulated by the Platform technical level providing feedbacks and eventually fostering their adoption in the existing planning strategic documents or local interventions.

Contribution of the Stakeholders Group members

The Stakeholders Members will support the technical activities of the SaferAfrica through an advisory role. In particular, as described in Figure 2, the leaders of the technical work packages (structured on the basis of the four pillars presented before) will prepare a Contact Form which will describe all the information

required for the specific activity undertaken. The frequency of the consultancy it is not fixed, varying according to the nature of the issues addressed. The Form will be sent to the Project Secretary which in turn will deliver it to each SG member, providing instructions (including the completion deadline) and any eventual support in the task. Once completed, the SG members will send the Form back to the Secretary, in charge of elaborating for the WP leaders (one or more) requesting the consultancy the information collected.

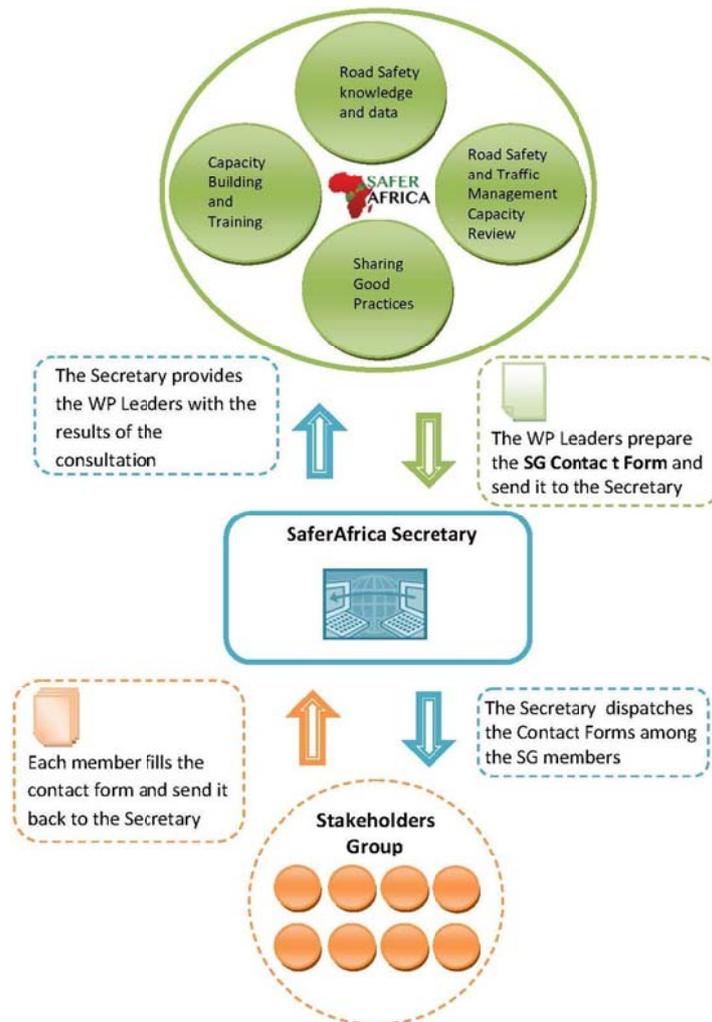


Figure 2 Contribution of the Stakeholders Group

According to the specific project steps and the nature of the stakeholders, some members of the SG will be invited to participate and contribute to the Dialogue Platform plenary meetings. In some cases, members of the SG could participate to “on-field” activities (for instance, surveys). The involvement of the members is secured through a specific budget dedicated to these activities.

Looking forward to hearing from You.

With the certainty to fruitfully cooperate for a Safer Africa!

Prof. Luca Persia
SaferAfrica Project Coordinator



Dear Mr/Mrs

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- Road Safety and Traffic management Capacity Review;
- Capacity Building and Training;
- Sharing of Good Practices.

One of the main objective of these activities is constituted by the support to the African Community in setting up a Road Safety Observatory (see Box 1), combining African and European knowledge and addressing the specific needs of the continent and of all the Regional Economic Communities.

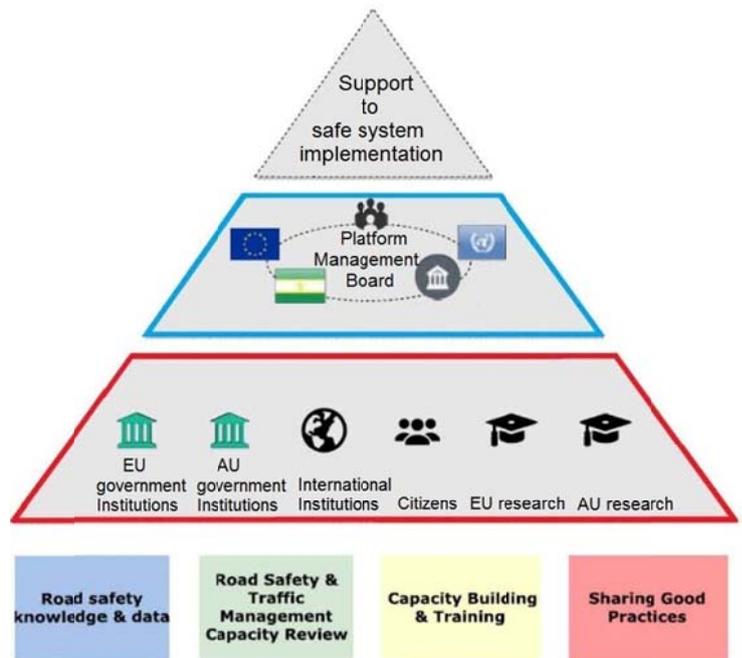


Figure 1 - SaferAfrica Dialogue Platform

The technical level formulates draft policy recommendations on specific issues in order to ensure the compliance with the challenges identified by the African Road Safety Action Plan and the African Road Safety Charter.

The **Institutional level** (in blue), run by a **Management Board**, will be composed by the most prominent Institutions at international level, identified among policy makers, multilateral development banks, other key international Institutions, able to effectively influence the process towards the African road safety improvement.

The Road Safety Observatory

The Observatory will be a web-based portal aiming at supporting the activities of the Dialogue Platform, which will be designed to raise awareness and create knowledge. This portal will allow users to access the Road Safety Knowledge Centre, including various knowledge and management tools, such as statistics, reports, fact sheets, knowledge resources and links. Moreover the Observatory is designed also as a tool for the consultancy of the stakeholders.

Box 1 – The Road Safety Observatory

The Management Board operates at strategic level strengthening the capacity of the Technical level to tackle the African Road Safety criticalities.

In particular, the Management Board discusses the draft policy recommendations formulated by the Platform technical level providing feedbacks and eventually fostering their adoption in the existing planning strategic documents or local interventions.

A **Stakeholders Group** is envisaged as consultative project body to strengthen the compliance of the project with the needs of the society. It is composed by external partners constituted by African public bodies, International research institutions and NGOs. It will contribute to the technical activities releasing advices on specific local issues, supporting data collection as well as the identification of good practices and knowledge sharing activities. According to the specific project steps, some members of the Stakeholders Group will be invited to participate to the Dialogue Platform plenary meetings.

Contribution of the Management Board Members

The Management Board will have the opportunity to discuss the draft policy recommendations released by the Technical Level, basing on the activities conducted in the technical work packages, in order to improve them and eventually foster their adoption in the existing planning strategic documents or local interventions.

As described in Figure 2, the Management Board will mainly work in a virtual environment. SaferAfrica will provide the members with a unique access to a reserved area of the “Road Safety Observatory web site” where draft policy recommendations will be stored by the members of the Technical level of the Platform.

The members of the Management Board will thus have the possibility to discuss and share opinions on the draft policy recommendations, providing inputs for their improvement, or directly foster their adoption. Following the feedbacks of the Management Board, the members of the Technical level will release the final policy recommendations to be stored on the Road Safety Observatory.

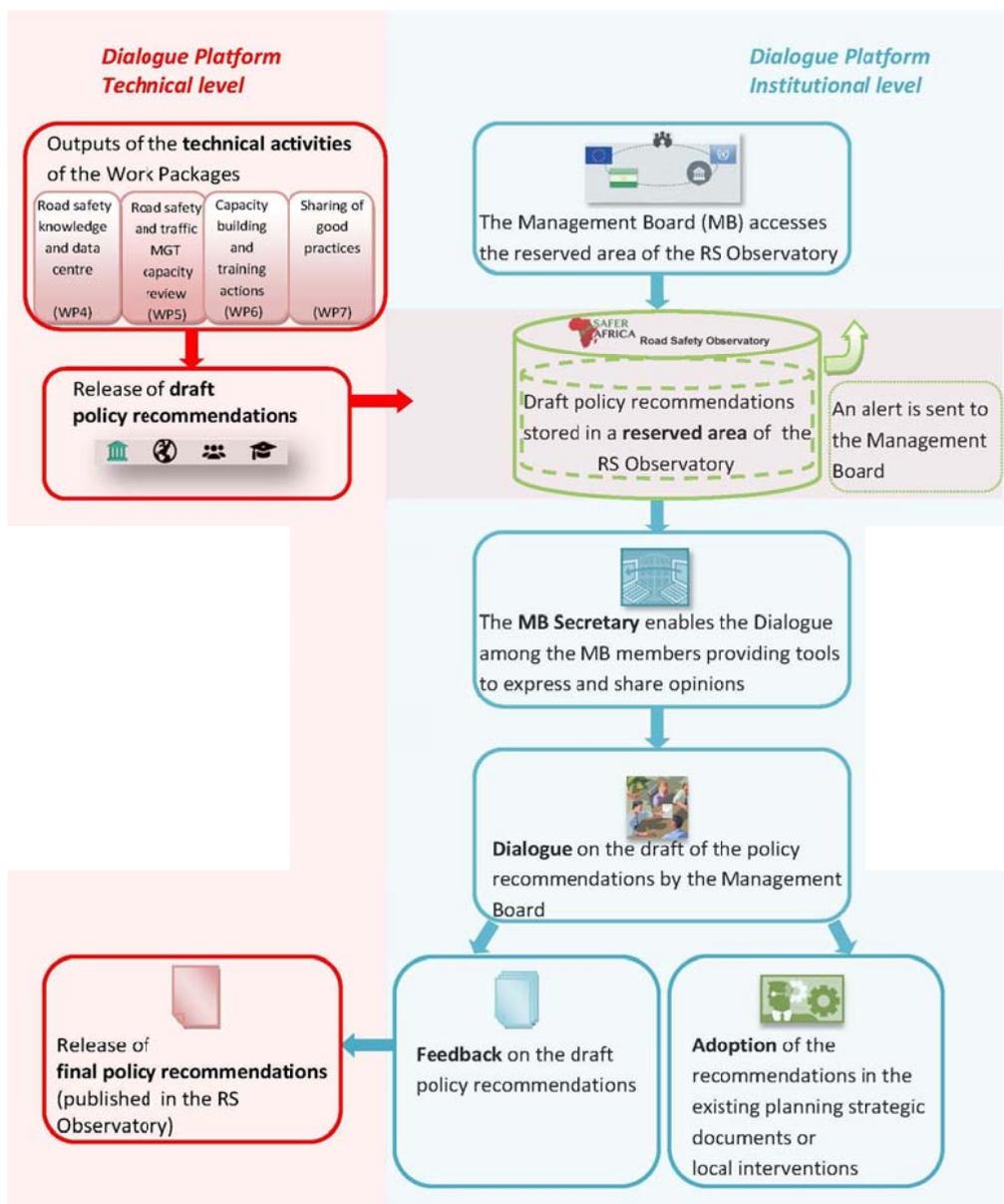


Figure 2 Dialogue Platform functioning

The Management Board will also physically meet every two project plenary meetings. A Management Board Secretary will be in charge of facilitating the coordination of the activities and communication among the members. During the conduction of the Management Board activities, no financial efforts will be required to the members and the expenses to attend the plenary meetings will be covered by the project.

Looking forward to hearing from You.

With the certainty to fruitfully cooperate for a Safer Africa!

Prof. Luca Persia
SaferAfrica Project Coordinator



LETTER OF APPLICATION FOR STAKEHOLDERS GROUP MEMBERSHIP

Dear Member of the Stakeholders Group,

On the behalf of the project's Consortium, I would like to thank you for your consent to participate in the SaferAfrica's Dialogue Platform.

Your Institution, committed to better road safety conditions all over the African Continent, would provide a valuable contribution to the achievement of the SaferAfrica objectives, benefiting from the synergies stemming from a large network of stakeholders, and catching future opportunities. Furthermore it would be the occasion to support an innovative and strategic project for an effective and sustainable cooperation in Road Safety between Europe and Africa.

According to that, we kindly ask you to fill the following needed information:

I/We *[name of the Institution]*

Hereby agree to join the **Membership of the Dialogue Platform's Stakeholders Group** in the field of SaferAfrica project.

The deputy representative(s) of our Institution will be:

[Name, contact details, signature, stamp]

[Name, contact details, signature, stamp]

Prof. Luca Persia
SaferAfrica Project Coordinator



LETTER OF APPLICATION FOR MANAGEMENT BOARD MEMBERSHIP

Dear Member of The Management Board,

On the behalf of the project's Consortium, I would like to thank you for your consent to participate in the SaferAfrica's Dialogue Platform.

Your Institution, committed to better road safety conditions all over the African Continent, would provide a valuable contribution to the achievement of the SaferAfrica objectives and could benefit from the synergies arising among the project members. Furthermore, it would be the occasion to support an innovative and strategic project for an effective and sustainable cooperation in Road Safety between Europe and Africa.

According to that, we kindly ask you to fill the following needed information:

I/We *[name of the Institution]*

Hereby agree to join the **Membership of the Dialogue Platform's Management Board** in the field of SaferAfrica project.

The deputy representative(s) of our Institution will be:

[Name, contact details, signature, stamp]

[Name, contact details, signature, stamp]

Prof. Luca Persia
SaferAfrica Project Coordinator