

Technical Specifications Services:

Study on the Availability, Quality and EU Compliance of TEN-T Rest Areas, Safe and Secure Truck Parking Areas in the Western Balkans

PS/SRV/TEN/010/2026

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1. Introduction

This document includes all the requirements on the basis of which each Tenderer will prepare its tender (Technical Proposal and Financial Proposal) for the performance of the services that are the subject of the Contract resulting from this procedure.

The Contracting Authority is the Transport Community, represented by the Permanent Secretariat of the Transport Community.

Permanent Secretariat of Transport Community - is one of the institutions set up under the Transport Community Treaty ("Treaty"). The Transport Community is an international organisation in the field of mobility and transport. It has 36 participants – the European Union member states represented by the European Commission, the six South East European Parties (the Republic of Albania, Bosnia and Herzegovina, Kosovo*¹, Montenegro, the Republic of North Macedonia, and the Republic of Serbia) and the three observing participants (Georgia, Republic of Moldova and Ukraine).

The Permanent Secretariat of the Transport Community ("the Secretariat") provides administrative support to the other institutions of the Transport Community (the Ministerial Council, the Regional Steering Committee, the technical committees and the Social Forum). The Secretariat acts as Transport Observatory to monitor the performance of the indicative TEN-T extension of the comprehensive and core networks to the Western Balkans and supports the implementation of the Western Balkans Six (WB6) Connectivity Agenda aiming to improve links within the Western Balkans as well as between the region and the European Union.

The Secretariat also reviews the implementation of the obligations under the Treaty.

Address: Beogradjanka building, Masarikova 5/8, 11000, Belgrade, Serbia

Internet addresses: <https://www.transport-community.org/>

¹ * This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

2. Background

2.1. Information about the Contracting Authority

The Transport Community is an international organisation in the field of mobility and transport. Transport Community is working on integrating Western Balkans' transport markets into the EU by assisting the regional partners in adopting and implementing the EU legislation in the transport field and supporting projects connecting the region and with the EU. The aim of the Treaty therefore is the creation of a Transport Community in the field of road, rail, inland waterway, and maritime transport as well as the development of the transport network between the European Union and the Western Balkan Parties.

The Permanent Secretariat of the Transport Community (further on "TCT") has been tasked to support the parties on the path towards achieving their common goals. The organisation was founded by the Treaty² establishing the Transport Community signed on 9th of October 2017 by all partners (Council Decision (EU) 2019/392).

2.2. Information about the context which has made necessary the procurement of the services

The Transport Community Treaty (TCT) commits the six Regional Partners - Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia - to progressively align their transport systems with the European Union transport acquis and to support the development of an integrated, sustainable and digital transport market in the Western Balkans.

The Trans-European Transport Network (TEN-T) provides the framework for developing a connected and interoperable transport network across Europe. For the Western Balkans, the progressive alignment of road infrastructure with the TEN-T requirements is an important element of improving regional connectivity, road safety, freight transport, efficiency, and the overall quality of transport services. Regulation (EU) 2024/1679 on Union guidelines for the development of the TEN-T establishes updated requirements for the development of the network, including provisions concerning the availability and quality of rest areas and safe and secure parking areas for trucks and commercial vehicles.

² <https://www.transport-community.org/wp-content/uploads/2022/10/treaty-en.pdf>

Adequate rest and safe and secure parking facilities are an important component of a functioning road network. The availability, capacity, quality, safety, security and accessibility of such facilities directly affect the working conditions of professional drivers, road safety, and the efficiency and resilience of road freight transport. In this context, the EU framework also provides specific requirements concerning the provision of information services on safe and secure parking places, notably through Commission Delegated Regulation (EU) No 885/2013 supplementing the ITS Directive as well as in the Directive 2008/96/EC of the European Parliament and of the Council of 19 November 2008 on road infrastructure safety management.

The European Commission has undertaken a number of studies and initiatives addressing the availability and development of suitable rest facilities and safe and secure parking areas for professional drivers. These have established methodologies, criteria and good practices for assessing existing provision, identifying gaps and supporting the development of safe and secure parking networks. The assignment should therefore make use of relevant existing European and regional studies, guidance and data sources and focus on their practical application to the Western Balkans, avoiding unnecessary duplication of previous work.

Although the Regional Partners have made progress in developing their road networks and improving road freight infrastructure, the availability and quality of rest and safe and secure parking facilities remain uneven across the region. Information on the location, capacity, occupancy, services, safety and quality of existing facilities is also not yet available in a sufficiently harmonised form at regional level. Furthermore, differences in national regulatory frameworks, technical requirements, operational practices and approaches to quality and safety create challenges for establishing a consistent level of service along the TEN-T network.

The implementation of the new TEN-T requirements provides an opportunity to establish a common regional baseline for rest areas and safe and secure parking areas, assess their compliance with applicable EU requirements, identify infrastructure and regulatory gaps, and define priorities for improvement. Particular attention should be given to the continuity of services along the TEN-T network and at relevant border-crossing locations, as well as to the needs of professional drivers and the requirements associated with safe, secure, accessible and high-quality facilities.

Against this background, the Transport Community Permanent Secretariat intends to procure technical assistance to assess the current availability, quality and compliance of rest areas and safe and secure parking areas along the TEN-T network in the Western Balkans, including border-crossing locations. The assignment will provide a harmonised regional assessment, including a GIS-based inventory and compliance and gap analysis, and will develop practical

recommendations and an implementation framework to support the Regional Partners in meeting the relevant TEN-T requirements and improving the provision and quality of these facilities across the region.

2.3. Objectives (Information about the expected benefits)

The overall objective of the assignment is to support the Regional Partners in improving the availability, quality, safety and security of rest areas (RAs) and safe and secure parking areas (SSTPAs) along the TEN-T network (including border-crossing locations), in line with the applicable European Union requirements and standards.

The assignment will establish a harmonised regional baseline of existing RAs and SSTPAs, assess their compliance with the relevant TEN-T requirements, identify infrastructure, regulatory and service gaps, and provide practical recommendations and priorities for their improvement. The expected benefits include improved conditions for professional drivers, enhanced road safety and security, better quality and continuity of services along the TEN-T network and strengthened regional cooperation and consistency in the development and management of such facilities.

2.4. Stakeholders

Information about the stakeholders and their implications in the Contract implementation:

- Transport Community Treaty Permanent Secretariat (TCT Secretariat) – Contracting Authority;
- Transport ministries and relevant competent authorities of the Regional Partners, responsible for the implementation and enforcement of the relevant transport legislation and policies;
- Road authorities and infrastructure managers, responsible for the planning, development, operation and maintenance of the road network and associated facilities;
- Operators and owners of rest areas and safe and secure parking facilities, including private operators;
- Road freight transport operators and professional drivers as key users and beneficiaries of the facilities.

3. Description of the services

3.1. General objective to which the services shall contribute

The overall objective of the assignment is to support the Regional Partners in establishing a common understanding of the current availability, quality, safety, security and compliance of RAs and SSTPAs along the TEN-T network, and to provide a practical framework for addressing identified gaps and progressively improving the provision of such facilities in accordance with the EU regulatory framework and standards.

The assignment shall contribute to a more consistent and connected network of high-quality rest and safe and secure parking facilities, supporting road safety, the efficient movement of goods, the working conditions of professional drivers and the resilience and competitiveness of the regional road transport network.

3.2. Specific objective to which the services shall contribute

The specific objectives of the assignment are to:

- Establish a comprehensive regional baseline of existing RAs and SSTPAs along the TEN-T network, including their location, capacity, occupancy, available services, accessibility, safety and security characteristics;
- Assess the legal and regulatory framework applicable to RAs and SSTPAs in the Regional Partners and the level of alignment with the relevant EU requirements, including Regulation (EU) 2024/1679 and Commission Delegated Regulation (EU) No 885/2013;
- Assess compliance with the applicable TEN-T criteria and technical requirements and identify infrastructure, capacity, safety, security, accessibility, service and regulatory gaps;
- Identify priority needs and interventions for the improvement, upgrading and, where necessary, development or expansion of RAs and SSTPAs along the TEN-T network (including border-crossing points);
- Develop a coordinated regional implementation plan and roadmap setting out priority actions along with the estimated budget, indicative timelines and responsibilities for addressing the identified gaps and supporting compliance with the relevant TEN-T requirements.

3.3. Services and Activities to be Performed

The Contractor is requested to carry out the following tasks to **assess the current availability, quality and compliance of rest areas (RAs) and safe and secure parking areas (SSTPAs) along the TEN-T network in the Western Balkans**, identify the key infrastructure, regulatory

and service gaps, and develop an implementation plan to address the identified gaps and support alignment with the applicable EU requirements:

Task 1. Baseline Assessment of Rest Areas and Safe and Secure Parking Areas

The Consultant shall establish a **comprehensive regional baseline** of the existing rest areas (RAs) and safe and secure parking areas (SSTPAs) along the TEN-T network in the Western Balkans.

The baseline assessment shall cover both the **physical infrastructure and the applicable legal and institutional framework** in each Regional Partner.

The assessment shall include:

- identification and georeferencing of existing RAs and SSTPAs, including relevant facilities at or near border crossings, together with the position for Weight-in-Motion (WIM) systems, for the purpose of supporting safety analysis and EU compliance in the field of freight traffic management;
- assessment of available capacity, occupancy and availability of parking spaces, including seasonal variations where data are available;
- inventory of available services and facilities, including sanitation, catering, lighting, security, information services, accessibility and facilities for persons with reduced mobility;
- assessment of the physical condition, accessibility, safety and security of the facilities;
- identification of available information and ITS services related to SSTPAs;
- review of the national legal, regulatory and institutional framework governing RAs and SSTPAs;
- assessment of the status of transposition and implementation of relevant EU requirements, in particular Regulation (EU) 2024/1679 and Commission Delegated Regulation (EU) No 885/2013;
- identification of existing national standards, certification, permitting, inspection and quality-control arrangements; and
- development of a **harmonised regional GIS-based inventory and baseline database**, including the integration of relevant information into TODIS (Transport Observatory Database/Information System).

The Consultant shall make use of existing studies, available national and regional data and relevant European Commission methodologies and studies, avoiding duplication of existing work.

Task 2. Analysis of compliance with TEN-T criteria and technical standards, gap analysis in the Western Balkans

Based on the baseline established under Task 1, the Consultant shall assess the performance and compliance of existing RAs and SSTPAs against the applicable TEN-T requirements and agreed regional KPIs.

The assessment shall:

- define and/or confirm a set of common KPIs and assessment criteria covering availability, capacity, quality, safety, security, accessibility, services and information provision;
- assess each identified RAs/SSTPAs against the relevant KPIs and TEN-T requirements;
- assess the adequacy of the geographical distribution and continuity of facilities along the TEN-T network, based on available data;
- identify physical infrastructure, capacity, service, safety, security, accessibility, regulatory and institutional gaps;
- identify facilities requiring upgrading, reconstruction, capacity expansion or other improvements;
- identify locations where additional RAs/SSTPAs may be required to address identified gaps;
- benchmark the findings against relevant EU requirements, standards and good practices; and
- prepare a regional compliance and gap assessment, including GIS-based visualisation of the results.

The assessment shall distinguish between legal/regulatory gaps and physical or operational gaps, allowing the subsequent implementation of measures to be clearly targeted.

Task 3. Regional and National Implementation Plan to Address Identified Gaps

Based on the findings of Tasks 1 and 2, the Consultant shall develop a practical and prioritised regional implementation plan for addressing the identified gaps and progressively improving the availability and quality of RAs and SSTPAs along the TEN-T network.

The implementation plan shall include:

- priority measures for addressing identified legal, regulatory and institutional gaps;
- technical recommendations and minimum requirements for the development, upgrading, operation and maintenance of RAs and SSTPAs;

- prioritisation of existing facilities requiring improvement and locations requiring new or expanded facilities;
- recommendations for safety, security, accessibility, service quality, information provision and sustainable solutions;
- recommendations for certification, monitoring, inspection and quality assurance arrangements, where appropriate;
- identification of potential investment projects and investment priorities, including indicative cost categories where feasible;
- identification of potential sources of financing, including national resources, EU funding and other available international donors' support;
- proposed short-, medium- and long-term measures, with indicative timelines and responsible stakeholders;
- recommendations for regional coordination and harmonisation; and
- a regional implementation roadmap, consolidating the priority actions for all six Regional Partners.

The Consultant shall prepare a Regional and National Implementation Plan, comprising one Regional Implementation Plan with proposed corridor level projects and six National Implementation Plans together with indicative implementation costs and investment and financing framework.

3.4. Expected results/outcomes following the performance of the services

All deliverables shall be prepared in English and shall be handed over in electronic editable format.

Deadlines for delivery refer at the draft version of the reports. In principle, the deadlines set out below cannot be extended. The Contractor is deemed solely responsible for delays occasioned by subcontractors or other third parties (except for rare cases of *force majeure*). Adequate resources and appropriate organisation of the work including management of potential delays should be put in place in order to observe the timetable.

The following deliverables shall be produced by the Contractor under the Contract:

No.	Deliverable	Deadline for submission
1.	Inception Report and Methodology	1 month after the commencement date

2.	Task 1. Baseline Assessment of Rest Areas and Safe and Secure Parking Areas The report should ideally not exceed 50 pages in total.	5 months after the commencement date
3.	Task 2. Analysis of compliance with TEN-T criteria and technical standards, gap analysis in the Western Balkans The report should ideally not exceed 50 pages in total.	7 months after the commencement
4.	Task 3. Regional and National Implementation Plans The report should ideally not exceed 50 pages in total.	10 months after the commencement
5.	Final Report and supporting datasets/GIS outputs The report should ideally not exceed 50 pages in total.	11 months after the commencement

4. Duties and responsibilities of the parties

The Contractor shall be fully responsible for:

- ensuring resource planning in relation to the estimated schedule for the performance of the Contract and presented in this document;
- fulfilling its obligations, in compliance with the best practices in the field, the relevant legal and contractual provisions, as well as with full understanding of the complexity related to the successful execution of the Contract, so as to ensure the fulfilment of the established objectives, ensuring that the activities performed and the obtained results are at the required quality parameters;
- ensuring the validity of all authorisations and certificates which might be needed for the performance of the services;
- ensuring a certain degree of flexibility in the performance of services according to the objective needs of the Contracting Authority at any time during the course of the Contract, and this might include slight adaptations of the schedule of performing the services, to bring it in line with challenges on the ground;
- performing the services - and presenting the results - in accordance with the requirements of the Technical Specifications;
- Consultants are expected to organise workshop/s to discuss with stakeholders project deliverables online and in person, and cost of participants coming to in-person meetings will not be covered through budget of this project;

- collaborating with the assigned staff of the Contracting Authority.

The Contracting Authority shall be responsible for:

- facilitating contacts with relevant stakeholders in all regional partners;
- taking over the deliverables and paying the Contract price at the time and in the manner prescribed in the Contract.

5. Assumptions and risks

The Consultant is deemed to have acknowledged all the relevant constraints in this regard and include in its bid all the costs for addressing them accordingly.

6. Approach and methodology

The Contractor will have to define a methodology, describing in detail the activities and sub-activities (if any) that will be performed according to these ToR to achieve the expected results. Additional activities may also be suggested, and their need justified for the successful implementation of the assignment.

The methodology should indicate the intended results in the realisation of the respective (sub)activity by linking it to the specifics of the activity itself and the proposed way of its implementation and to clearly describe the chronological, technological, and logical interconnection of the processes in the implementation of the individual (sub)activities.

The methodology should include a detailed schedule with specific deadlines for the implementation of specific activities in the individual stages and the assignment as a whole. The proposed timetable should comply with the overall deadlines under the project and shall be presented in the form of a Gantt Chart.

The Contractor has to apply a system for the management of the risks within this assignment. This risk management process of the Contractor has to include, as a minimum, a risk analysis, identification of possible risks and the necessary actions to avoid, transfer, mitigate or accept them.

The methodology shall be included in the tender and further refined at Inception stage.

6.1. Work plan for activities/services

The main relevant milestones for the implementation of the Contract are defined in sections 3. In due observance of the deadlines therein provided, the Contractor will prepare the implementing schedule as part of its methodology.

7. Place and duration of activities/services

7.1. Place and duration of activities/services

Contracting Authority's headquarters is located in Belgrade, Republic of Serbia. While the Contractor shall not be asked to open a branch office or otherwise register in Serbia for the scope of performing the Contract, physical presence of its team in Belgrade shall be required from time to time.

7.2. Commencement date and completion date for the execution of the services or the Time/Period for Completion of the Services

The Contract shall last 12 months from the commencement date.

8. Staff

The team delivering the services should include, as a minimum, the profiles hereunder provided.

The team should provide experts who have qualification and legal capacity to perform in a timely manner all the obligations of the Contractor described in this Terms of Reference throughout the term of the Contract.

Experts who have a crucial role in implementing the Contract are referred to as key experts. The profiles of the key experts for this Contract including minimum requirements with regard to qualification and skills, specific professional and project related experience are provided below.

For carrying out the activities under the Contract, the Contracting Authority anticipates that certain fields of expertise or the following categories of professions (as applicable).

The team should include experts of sufficient qualification and capacity to perform in a timely manner all the obligations of the Contractor described in this Technical Specifications throughout the term of the Contract.

The team delivering the services should include, as a minimum, the profiles provided under Instruction to Tenderers.

The Contractor is responsible to select, hire and/or use any other experts whose inputs might prove necessary for the proper delivery of services without seeking Contracting Authority's prior approval in this regard.

The costs for other experts, backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

8.1. Main / key experts' profile

Role of expert: Team Leader / Senior TEN-T and Road Infrastructure Expert	
Educational and/or professional qualification	University degree in civil engineering, transport engineering, road engineering, transport planning or equivalent. Proficient English user.
General professional experience	At least 15 years of professional experience acquired after graduation in road transport infrastructure, transport planning, TEN-T development, road network management or transport policy.
Specific professional experience	At least 8 years of experience in the assessment, planning or development of road transport infrastructure and/or TEN-T networks, including experience in assessing compliance with EU transport requirements, infrastructure standards, road safety, service quality or related areas. Demonstrated knowledge of the TEN-T regulatory framework, in particular Regulation (EU) 2024/1679 and requirements applicable to road infrastructure and rest and safe and secure parking areas. Experience in EU Member States and/or EU accession countries.

Project related experience	Experience as Team Leader in at least 2 completed projects of comparable scope and complexity related to TEN-T, road infrastructure assessment, road network development, infrastructure compliance or rest and/or safe and secure parking facilities, including management of multidisciplinary teams of at least 3 experts.
Responsibilities under the Contract	Overall contractual and technical management of the assignment; coordination of all experts and project activities; liaison with the Contracting Authority and Regional Partners; overall coordination of the baseline, KPI and gap assessment; coordination of the development of the implementation plan and investment priorities; quality assurance; and overall responsibility for the project deliverables. The Team Leader shall also contribute directly to the assessment of the TEN-T network, infrastructure needs, capacity and prioritisation of interventions, drawing on their experience in road infrastructure and transport planning.

Role of the expert: Road Infrastructure, Safety, Security and Data/GIS Expert	
Educational and/or professional qualification	University degree in civil engineering, transport engineering, road engineering, geography, GIS or equivalent. Proficient English user .
General professional experience	At least 10 years of professional experience acquired after graduation in road infrastructure, transport planning, road safety, transport data management or related fields.
Specific professional experience	At least 7 years of experience in the assessment, planning, design, development or upgrading of road infrastructure and associated facilities, including rest areas, truck parking areas, service areas and/or safe and secure parking areas.

	Demonstrated experience in assessing capacity, physical condition, accessibility, safety, security, services and quality of road infrastructure facilities. Experience in GIS-based transport infrastructure inventories, spatial analysis and transport data collection and management. Knowledge of relevant TEN-T requirements and European good practices for rest and safe and secure parking areas.
Project related experience	Participation in at least 2 completed projects involving the assessment, planning, development or upgrading of road infrastructure and/or rest and parking facilities, preferably on TEN-T or other strategic road networks, including GIS-based mapping or infrastructure databases.
Responsibilities under the Contract	Lead the physical baseline assessment of RAs and SSTPAs; coordinate the collection and validation of information on location, capacity, occupancy, services, accessibility, safety and security; establish the GIS-based inventory and database; assess facilities against the agreed KPIs and technical requirements; identify physical, capacity, safety, security and service gaps; and develop technical recommendations for upgrading, expansion and development of facilities. The expert shall also contribute to the implementation plan, including prioritisation of infrastructure interventions, technical measures, indicative investment needs and recommendations for safety, security, accessibility and quality improvement.

Role of the expert: TEN-T Legal and Regulatory Compliance Expert	
Educational and/or professional qualification	University degree in law, transport policy, public administration or another relevant discipline. Proficient English user.

General professional experience	At least 10 years of professional experience acquired after graduation in transport legislation, regulatory analysis, EU approximation, public administration or transport policy.
Specific professional experience	At least 7 years of experience in the assessment of national legislation and institutional frameworks against EU transport legislation, preferably in the road transport and TEN-T sectors. Demonstrated knowledge of Regulation (EU) 2024/1679 and relevant EU legislation concerning road infrastructure, road safety, rest areas, safe and secure parking areas and ITS, including Commission Delegated Regulation (EU) No 885/2013. Experience in legal and regulatory gap analysis, transposition of EU legislation, institutional arrangements, permitting, certification, inspection and quality-control requirements.
Project related experience	Participation in at least 2 completed projects involving EU legal approximation, TEN-T compliance assessment, road transport legislation or regulatory and institutional gap analysis.
Responsibilities under the Contract	Assess the applicable national legal, regulatory and institutional frameworks; assess the status of alignment and implementation of relevant EU requirements; identify legal, regulatory and institutional gaps; assess existing permitting, certification, inspection and quality-control arrangements; contribute to the definition of compliance KPIs where relevant; and prepare recommendations for regulatory and institutional improvements. The expert shall also contribute to the implementation plan, particularly measures requiring legislative, regulatory or institutional changes.

8.2. Non-key experts (secondary experts)

The Contractor is responsible to select, hire and/or use additional experts such as road and GIS expert or local experts in each WB6 partner if needed, especially for data collection and other activities, as well as other experts whose inputs might prove necessary for the proper delivery of services without seeking Contracting Authority's prior approval in this regard.

The costs for other experts, backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

9. Contract Management and approval of services

a) Services approval

All the services and deliverables to be produced under the Contract shall be subject to acceptance by the Contracting Authority. The following acceptance procedures shall apply.

Contracting Authority's feedback shall be submitted within 20 calendar days upon receipt of the draft version of a deliverable and may take one of the following forms:

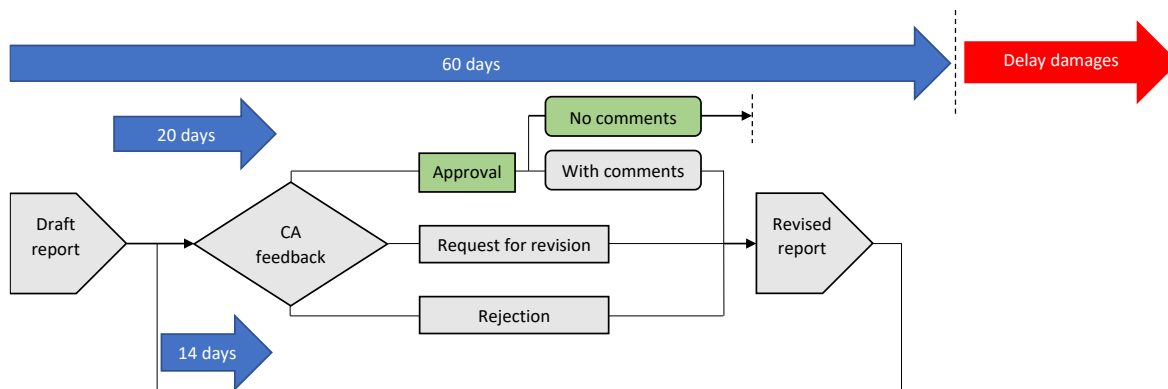
- a. Unconditioned approval;
- b. Approval with comments;
- c. Request for revision (in case the deliverable needs quality and/or content improvement);
- d. Rejection (in case the minimum contractual requirements on the deliverable's content and quality are not met).

In cases listed at points b, c and d above Contracting Authority's decision shall be accompanied by a list of comments that the Contractor will have to consider when preparing a revised version of the deliverable. The Contractor shall send the revised version as soon as practically possible, and the Contracting Authority shall provide its feedback within 14 calendar days from such submission.

Notwithstanding Contracting Authority's entitlement to reject or request revision of a deliverable until its feedback properly addressed, failure of the Contractor to have its reports approved within 60 calendar days from the initial submission would trigger delay damages applicable starting from the first day following such deadline.

Contracting Authority's failure to send feedback within the time limits set under this article would result in the reports being deemed approved starting from the day following the date such feedback was due.

The typical sequence of report approval events is presented graphically below:



b) Meetings and phone conferences

TCT Secretariat will seek to facilitate the communication between the Contractor and beneficiaries whenever needed, but it is the ultimate responsibility of the Contractor to obtain a sufficient flow of information from the national focal points to be able to complete each of the tasks of this Contract.

The Contractor shall be in regular communication with the Road Coordinator and Road Project Officer from the TCT Secretariat for the entire duration of the Contract.

The Contractor is expected to participate in the following meetings and phone conferences:

- A kick-off meeting, virtual or in TCT Premises in Belgrade, at the latest 7 calendar days following the entry into force of the Contract.
- Conference calls between the Contractor, TCT Secretariat and national focal points – shall be organised to discuss key deliverables, and any other important issues on request of any of the parties, Contractor or TCT Secretariat.
- Progress calls between the Contractor and TCT Secretariat shall be organised twice per month. The Contractor will be notified in case a summary record is deemed necessary for any of those meetings or conference calls. If requested, the summary record should be drafted by the Contractor within 3 working days following the meeting and it needs to be agreed among the participants.
- Online meeting to present deliverables and receive feedback will be held with the stakeholders from RPs for each deliverable (excluding inception report) at least three times.
- In - person meeting to present deliverables and for purpose of stakeholder training and consultation will be held at least once.

