

## APPENDIX J

### FUNDING AND FUNDS ALLOCATION CHECKLIST

*Source: Robinson, R. (1998). Interview Guidelines. Produced for the Road Planning, Funding and Funds Allocation Study. Crowthorne: Transport Research Laboratory*

<b>1</b>	<b>Revenue</b>	
<b>1.1</b>	<i>Sources of funds</i>	
1.1.1	<p>What sources of funding are available to the road sub-sector:</p> <ul style="list-style-type: none"> <li>• General revenue</li> <li>- national</li> <li>- regional</li> <li>- local</li> <li>• Road fund</li> <li>• Private finance</li> <li>• Donor funds</li> <li>• Other?</li> </ul>	
1.1.2	Are revenues collected using effective and efficient mechanisms?	
1.1.3	Through which organisational channel do funds from the different sources arrive at the road administration?	
1.1.4	How much influence or control does the road administration have over the level of funding available from each source?	
<b>1.2</b>	<i>Charging mechanisms</i>	
1.2.1	<p>Which of the following road user charging mechanisms are in use:</p> <ul style="list-style-type: none"> <li>• Tolls</li> <li>• Vehicle licence fees</li> <li>• Heavy vehicle licence fees</li> <li>• Fuel levy</li> <li>• Weight-distance fees</li> <li>• International transit fees</li> <li>• Parking charges</li> <li>• Cordon charges</li> <li>• Area licences</li> <li>• Electronic road pricing</li> <li>• Other?</li> </ul>	

1.2.2	<p>What happens to each of these charges that are collected in terms of being deposited in:</p> <ul style="list-style-type: none"> <li>• General revenue</li> <li>- national</li> <li>- regional</li> <li>- local</li> <li>• Road fund</li> <li>• Private finance operator account</li> <li>• Other?</li> </ul>	
1.2.3	What proportion of total revenue raised from road users is spent on the road network?	
1.2.4	<p>Are road users charged in relation to the costs that they impose:</p> <ul style="list-style-type: none"> <li>• On the road network/administration</li> <li>• Other road users (through congestion)?</li> </ul>	
1.2.5	Do prices paid by road users reflect the level of service provided; do user charging mechanisms give appropriate market signals to road users in terms of use of the network?	
<b>2</b>	<b>Funding mechanisms</b>	
<b>2.1</b>	<b>General</b>	
2.1.1	Is the funding that is available from the various sources based on need, assessed using economic or other pre-defined criteria?	
2.1.2	Is funding available sufficient to manage a road network of the present size; if not, what steps are taken either to limit the size of network managed or to prioritise spending to reflect availability of funds?	
2.1.3	Under what budgets are funds allocated; are these appropriate or a constraint; under what circumstances can funds be vired between these?	
2.1.4	Is the funding available to the road administration secure, certain and reliable; from year-to-year, and within an individual financial year?	
2.1.5	Is funding, once awarded, independent from political interference on spending decisions?	
2.1.6	Is lack of access to foreign exchange a constraint?	

<b>2.2</b>	<b><i>Road fund</i></b>	
2.2.1	Does a road fund exist?	
2.2.2	Is the road fund managed by a board; what are their terms of reference; what is the structure and membership of the board?	
2.2.3	What revenues are deposited in the road fund (see list under 1.2.1)?	
2.2.4	Is the fund considered as tax or as a road tariff/utility charge?	
2.2.5	What is the legislative basis for the road fund; is it set up under the Finance Act or under its own legislation?	
2.2.6	Where is the road fund account located: at the Ministry of Finance or in a bank; who controls the account?	
2.2.7	Who collects the revenue in each case; is it collected under contract; do revenues pass through the Ministry of Finance?	
2.2.8	What is the mechanism for setting the tariff/utility charge in the road fund; are the amounts inflation-indexed; what influence does the road fund board have; is the mechanism separate from the national budgeting process?	
2.2.9	Are road expenditures financed only through the road fund, or are other government revenues used in addition?	
2.2.10	What are the auditing arrangements for the road fund; is it carried out by government or a private company?	
2.2.11	Are there sometimes problems with operation of the fund: <ul style="list-style-type: none"> <li>• Monies failed to be deposited</li> <li>• Release of funds delayed</li> <li>• Fund raided by Government</li> <li>• Other?</li> </ul>	
2.2.12	Is operation of the fund transparent, equitable, and considered fair by: <ul style="list-style-type: none"> <li>• Government and, in particular, the Ministry of Finance</li> <li>• The road administration</li> </ul>	

	<ul style="list-style-type: none"> <li>• Road users?</li> </ul>	
<b>2.3</b>	<b><i>Congestion pricing</i></b>	
2.3.1	Is any form of congestion pricing used?	
2.3.2	<p>Where is this approach used, and which mechanism is adopted:</p> <ul style="list-style-type: none"> <li>• Traffic restraint</li> <li>• Indirect charging <ul style="list-style-type: none"> <li>- ownership charges</li> <li>- differential licence fees</li> <li>- parking charges</li> </ul> </li> <li>• Direct charging <ul style="list-style-type: none"> <li>- off-vehicle recording using point pricing <ul style="list-style-type: none"> <li>- manual charging by admission through toll gates and reserved lanes</li> <li>- automatic scanning through automatic vehicle identification</li> <li>- combination of above</li> </ul> </li> <li>- on-vehicle metering <ul style="list-style-type: none"> <li>- point pricing based on cordon</li> <li>- point pricing based on zone</li> <li>- continuous pricing based on time and distance</li> </ul> </li> <li>- other?</li> </ul> </li> </ul>	
2.3.3	Is the system simple and convenient from the user's point of view?	
2.3.4	Is it transparent with a known pricing mechanism?	
2.3.5	Are there legal and other safeguards to ensure anonymity of drivers?	
2.3.6	Are there options available for pre-payment, or payment in arrears?	
2.3.7	Do charges relate directly to road use in terms of either distance or time?	
2.3.8	Do prices vary depending on vehicle type, temporally depending on peaks in demand, or spatially according to different factors?	
2.3.9	Is operation of the system reliable and secure?	
2.3.10	Is the system economically and financially viable; what percentage of revenues are	

	operating costs?	
2.3.11	Are evasion and enforcement easy or difficult; what are the rates of evasion and avoidance?	
2.3.12	What happens to the revenues generated; are they used for funding: <ul style="list-style-type: none"> <li>• Costs of road administration</li> <li>• Public transport</li> <li>• General revenue</li> <li>• Other?</li> </ul>	
2.3.13	What problems occur with this system of charging?	
2.3.14	Is the system popular with : <ul style="list-style-type: none"> <li>• Government and, in particular, the Ministry of Finance</li> <li>• The road administration</li> <li>• Road users?</li> </ul>	
<b>2.4</b>	<b><i>Road tolls</i></b>	
2.4.1	Are any road tolling systems used?	
2.4.2	Where are they used, and which mechanism is adopted: <ul style="list-style-type: none"> <li>• Closed system</li> <li>• Open system</li> <li>• Mixed system?</li> </ul>	
2.4.3	Are the tolls operated by: <ul style="list-style-type: none"> <li>• The road administration</li> <li>• A public toll road authority</li> <li>• Private sector toll road company?</li> </ul>	
2.4.4	Are toll rates set specifically for each toll facility and linked to specific traffic levels, vehicle types, operating conditions, construction costs; do toll rates increase when congestion is experienced?	
2.4.5	Do tolls relate directly to road use in terms of either distance or time?	
2.4.6	Are toll rates adjusted periodically to reflect changes in overall prices; is an inflation index used for this?	
2.4.7	Are there options available for pre-payment, or payment in arrears?	
2.4.8	Is operation of the system reliable and	

	secure?	
2.4.9	Is the system economically and financially viable; what percentage of revenues are operating costs?	
2.4.10	Are evasion and enforcement easy or difficult; what are the rates of evasion and avoidance?	
2.4.11	What happens to the revenues generated; are they used for funding: <ul style="list-style-type: none"> <li>• Costs of road administration, toll authority or company</li> <li>• General revenue</li> <li>• Other?</li> </ul>	
2.4.12	What problems occur with this type of charging?	
2.4.13	Is the system popular with: <ul style="list-style-type: none"> <li>• Government and, in particular, the Ministry of Finance</li> <li>• The toll authority or company</li> <li>• The road administration</li> <li>• Road users?</li> </ul>	
<b>2.5</b>	<b><i>Private finance</i></b>	
2.5.1	Is private finance used in the road sub-sector?	
2.5.2	Where is this used, and is it used for financing: <ul style="list-style-type: none"> <li>• New construction</li> <li>• Rehabilitation</li> <li>• On-going management</li> <li>• Combination of the above?</li> </ul>	
2.5.3	Which forms of financing are used: <ul style="list-style-type: none"> <li>• Private concessions</li> <li>- build, own/operate, transfer (BOT)</li> <li>- build, own, operate, transfer (BOOT)</li> <li>- build, own, operate (BOO)</li> <li>- build, own, operate, subsidise, transfer (BOOST)</li> <li>- build, lease, transfer (BLT)</li> <li>- design, build, finance, operate (DBFO)</li> <li>• Public toll roads</li> <li>• Shadow tolling</li> <li>• Public-private partnerships</li> <li>• Community funding</li> </ul>	

	<ul style="list-style-type: none"> <li>• Other?</li> </ul>	
2.5.4	Who is the legal owner of the roads in question?	
2.5.5	How are public interests safeguarded through regulation of monopoly and maintaining safety standards?	
2.5.6	Is there indirect government support through subsidies, tax concessions, or direct equity investment?	
2.5.7	Do competing or complementary roads exist?	
2.5.8	Who are the private sector participants: <ul style="list-style-type: none"> <li>• Shareholders in the concession company</li> <li>• Operating company</li> <li>• Bankers</li> <li>• Contractors</li> <li>• Others?</li> </ul>	
2.5.9	Is the mechanism of funding reliable, secure, competitive and transparent; are private funds readily available?	
2.5.10	Are private financing schemes economically and financially viable?	
2.5.11	What happens to the revenues generated; are they all retained by concessionaire, or are some passed to: <ul style="list-style-type: none"> <li>• The road administration</li> <li>• Government into general revenue</li> <li>• Other?</li> </ul>	
2.5.12	What problems occur with this type of financing?	
2.5.13	Is the system popular with: <ul style="list-style-type: none"> <li>• Government and, in particular, the Ministry of Finance</li> <li>• The toll authority or company</li> <li>• The road administration</li> <li>• Road users?</li> </ul>	
<b>2.6</b>	<b><i>Local financing</i></b>	
2.6.1	Is local or community financing used for the construction or management of any roads?	
2.6.2	Where are these roads, how many are there, and to which functional hierarchy do they	

	belong?	
2.6.3	Are works financed through a locally administered tax, or through a self-help scheme; how do these operate?	
2.6.4	What are the administrative arrangements for any cost-sharing with government: <ul style="list-style-type: none"> <li>• Legal framework</li> <li>• Incentive system for adoption of roads locally</li> <li>• Access to technical assistance and advice</li> <li>• Oversight arrangements for technical and financial supervision?</li> </ul>	
2.6.5	How successful is the approach; what problems occur with this type of financing?	
2.6.6	Is the system popular with: <ul style="list-style-type: none"> <li>• Government and, in particular, the Ministry of Finance</li> <li>• Local land owners</li> <li>• Other local people</li> <li>• The road administration</li> <li>• Road users?</li> </ul>	
<b>3</b>	<b>Funds allocation</b>	
<b>3.1</b>	<b><i>Budgetary process</i></b>	
3.1.1	What basic budgets are used by government for allocating funds; do these differ by administrative level or type of works funded?	
3.1.2	What is the budgetary process within government; how often is it undertaken; what steps are involved?	
3.1.3	What is the relationship between budgets and the government's policy framework?	
3.1.4	Are road works undertaken under budget heads pre-defined by the Ministry of Finance, or under a unified budget; what scope is there for the road administration to vire funds between budget heads?	
3.1.5	How are funding needs determined in the road sub-sector for different hierarchies of road?	
<b>3.2</b>	<b><i>Allocation mechanisms</i></b>	

3.2.1	<p>What allocation mechanisms are used between road hierarchies and road administrations:</p> <ul style="list-style-type: none"> <li>• Simple allocation formulae <ul style="list-style-type: none"> <li>- what are the formulae used</li> <li>- what is the basis of the formulae</li> </ul> </li> <li>• Indirect assessment of needs <ul style="list-style-type: none"> <li>- what criteria/parameters and formulae are used</li> <li>- what is the basis of these</li> </ul> </li> <li>• Direct assessment of needs, based on a condition assessment of all roads <ul style="list-style-type: none"> <li>- norms of need</li> </ul> </li> <li>• Other?</li> </ul>	
3.2.2	To what extent is the allocation process affected by, or free from, political influence?	
3.2.3	What problems occur with the methods of allocation?	
3.2.4	<p>Is the system popular with:</p> <ul style="list-style-type: none"> <li>• Government and, in particular, the Ministry of Finance</li> <li>• The road administration</li> <li>• Local authorities</li> <li>• Road users?</li> </ul>	