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Item 8 of the provisional agenda

Revision of the terms of reference and rules of procedure for WP.1

Terms of reference and rules of procedure of the Working Party on Road Traffic Safety (WP.1)

Revision

Submitted by the Experts of Austria, France and Laser Europe

This document, submitted by Governments of Austria and France as well as Laser Europe, contains a proposal to amend the current rules of procedure of the Working Party on Road Traffic Safety (WP.1). This proposal is prepared following guidance contained in the documents:

E/ECE/1468 Appendix III (Guidelines on procedures and practices for ECE bodies);

ECE/EX/1 of 9 October 2006 (Guidelines for the establishment and functioning of working parties within UNECE);

ECE/EX/2/Rev.1 (Guidelines for the establishment and functioning of teams of specialists within UNECE);

E/ECE/778/Rev.5 (Fifth revised edition of Terms of reference and Rules of procedure of the ECE).

The modified parts of the rules of procedure appear in bold.

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Terms of reference of the Working Party on Road Traffic Safety (WP.1)

1. The Working Party on Road Traffic Safety (hereinafter referred to as WP.1), acting within the framework of the policies of the United Nations and the Economic Commission for Europe (hereinafter ECE) and subject to the general supervision of the Inland Transport Committee shall, provided such actions are in conformity with the Terms of Reference of the ECE (document E/ECE/778/Rev.5) and consistent with the legal instruments listed in the annex:

Initiate and pursue actions aimed at reinforcing and improving road safety, developing and harmonizing traffic regulations and rules for road signs and signals while also taking account notably of the environment, and strengthening relations between countries. To this end:

(a) Develop and keep up to date the Conventions on Road Traffic and on Road Signs and Signals, done at Vienna in 1968, and the European Agreements which supplement them of 1971, as well as other relevant legal instruments.

(b) Encourage the accession of new countries to the Conventions and Agreements mentioned above.

(c) Develop, update and circulate the Consolidated Resolutions on Road Traffic (R.E.1) and on Road Signs and Signals (R.E.2), and make them documents for recommending best road safety practices; also draft recommendations on specific subjects.

(d) Organize and prepare road safety campaigns, to be known as "Road Safety Weeks", at regular intervals (at least every four years) in the ECE region and promote them outside the ECE in conjunction with the other United Nations regional commissions.

(e) Encourage participation in its activities by fostering cooperation and collaboration with the countries, the European Commission, international governmental and non-governmental organizations concerned with road safety and the other United Nations regional commissions and other organizations of the United Nations system, particularly the World Health Organization (WHO); in this context, organize seminars on appropriate issues as need arises.

(f) Encourage exchanges of data between countries by compiling and circulating information on road accidents and their causes and on the legal provisions in force in the countries and best national and international road safety practices.

(g) Collaborate closely with the other subsidiary bodies of the Inland Transport Committee, particularly the World Forum for Harmonization of Vehicle Regulations (WP.29), the Working Party on Road Transport (SC.1), the Working Party on the Transport of Dangerous Goods (WP.15) and the Working Party on Transport Statistics (WP.6), on issues of common interest involving road safety.

(h) Define and implement a work programme relating to the legal instruments and the Consolidated Resolutions in a coordinated and logical manner.

(i) Ensure openness and transparency during the sessions.

2. These Terms of Reference and Rules of Procedure apply to WP.1 and do not modify the provisions of the legal instruments listed in the annex.

Rules of procedure of the Working Party on Road Traffic Safety (WP.1)

Chapter I

Participation

Rule 1

(a) Members of the ECE which are specified in paragraph 7¹ of the Terms of Reference of the ECE (document E/ECE/778/Rev.5) shall be full participants.

(b) **In accordance with paragraph 2 of the Guidelines for the establishment and functioning of working parties within UNECE (document ECE/EX/1), non-UNECE member states that have acceded to at least either the Convention on Road Traffic, done at Vienna in 1968, and/or the Convention on Road Signs and Signals, done at Vienna in 1968 (hereinafter, the 1968 Vienna Conventions), or to the Convention on Road Traffic, done at Geneva in 1949, may also be full participants. The countries concerned shall make a formal request via their official representation at the United Nations.** (c)

~~May participate ex officio, in consultative capacity, the other non members of the ECE at their request, subject to whether Contracting Parties either to the Convention on Road Traffic, done at Vienna in 1968, and/or the Convention on Road Signs and Signals, done at Vienna in 1968 (hereinafter, the 1968 Vienna Conventions), or to the Convention on Road Traffic, done at Geneva in 1949.~~

Otherwise non-UNECE member states that have acceded to one of the Conventions mentioned in paragraph (b) may participate ex officio in a consultative capacity.

(d) In accordance with paragraph 11²² of the Terms of Reference of the ECE, **the countries not covered by the provisions of the paragraphs (a) to (c) above, may participate at their request or on invitation in a consultative capacity in WP.1 on any matter of particular concern to them.**

(e) Specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council, in accordance with paragraphs 12 and 13 of the Terms of Reference of the ECE, may, after notification of

¹ Paragraph 7: «A complete list of ECE member countries is contained in the Annex (this list contains the UNECE members, the United States of America, Canada and Israel. »

² Paragraph 11: “The Commission shall invite any Member of the United Nations not a member of the Commission to participate in a consultative capacity in its consideration of any matter of particular concern to that non-member.”

³ Paragraph 12: “The Commission shall invite representatives of specialized agencies and may invite representatives of any intergovernmental organizations to participate in a consultative capacity in its consideration of any matter of particular concern to that agency or organization, following the practices of the Economic and Social Council.”

⁴ Paragraph 13: “The Commission shall make arrangements for consultation with non-governmental organizations which have been granted consultative status by the Economic and Social Council, in accordance with the principles approved by the Council for this purpose and contained in Council resolution 1296 (XLIV), parts I and II.”

the secretariat, participate in a consultative capacity in WP.1 in the consideration of any matter of particular concern to those agencies or organizations.

Chapter II

Sessions

Rule 2

Sessions shall be held on dates fixed by the ECE Secretariat.

Rule 3

Sessions shall ordinarily be held at the United Nations Office at Geneva (UNOG), Switzerland. WP.1 may, with the concurrence of the Inland Transport Committee, hold a particular session elsewhere. In that case, the relevant United Nations rules and regulations shall apply.

Rule 4

The secretariat shall, at least six (6) weeks before the commencement of a session of WP.1, distribute a notice of the opening date of said session, together with a copy of the provisional agenda.

The basic documents relating to each item appearing on the provisional agenda of a session or meeting shall be available on the UNECE WP.1 web site of the Internet in all official languages of ECE before the session. On request, hard copies may be transmitted before the opening of the session. In exceptional cases, the secretariat may distribute basic documents at the session, but in this case such documents may only be used for preliminary consideration unless WP.1 decides otherwise.

Non-governmental organizations with general consultative status may circulate to the members of the Commission written statements and suggestions on matters within their competence wise. (E/ECE/778/Rev.5, part of rule 52).

Any participant may also submit informal documents, after consultation with the secretariat, prior to or during a session. Such informal documents shall relate to items on the agenda of the respective session. To the extent possible, these documents shall be made available on the UNECE WP.1 web site of the Internet.

Chapter III

Agenda

Rule 5

The provisional agenda for each session of WP.1 shall be drawn up by the secretariat, in coordination to the extent possible with the Chairperson or Vice Chairperson (acting as Chairperson) of WP.1.

Rule 6

The provisional agenda for any session of WP.1 may include:

- (a) Items arising from previous sessions of WP.1;
- (b) Items proposed by the ECE or the Inland Transport Committee;
- (c) Items proposed by any member of the ECE **or other full member of WP.1**;
- (d) Items proposed by any participant relating to the programme of work of WP.1;
- (e) Any other items which the Chairperson or Vice-Chairperson(s) of WP.1 or the secretariat see(s) fit to include.

Rule 7

The first item on the provisional agenda for each session shall be the adoption of the agenda.

Rule 8

The order in which items on the agenda are considered may be modified at any moment by WP.1 during the session.

Chapter IV

Representation

Rule 9

Members of the ECE and the other participants as defined in Rule 1 shall be represented at sessions of WP.1 by an **accredited** representative.

Rule 10

The representative may be accompanied by alternate representatives and/or advisers and, when absent, the representative may be replaced by an alternate representative.

Rule 11

The names of representatives, alternate representatives, advisers, shall be submitted to the ECE secretariat before the holding of the session. A list of the names of all persons having participated in the session is prepared by the secretariat and made available during the course of the session.

Chapter V

Officers

Rule 12

Candidates for the Bureau shall be nominated by member States based on the person's expertise, professionalism, and expected support from the membership. The candidatures for election should be made available to all member States in advance of the elections and preferably agreed upon. (E/ECE/1468, paragraph 7)

Rule 12 bis

WP.1 elects every two years, during the last meeting of the second year, a Chairperson and two Vice-Chairpersons from among the representatives of ECE members. **Depending on the circumstances, WP.1 may elect a Vice President from among the representatives of non-ECE members referred to in paragraph (b) of Article 1 of these Regulations. However, priority will always be given to representatives of UNECE members if several candidates.**

The officers shall take office at the start of the first session of the year following their election. They shall be eligible for re-election.

Rule 12 ter

(E/ECE/1468, paragraph 10)

The key functions of the Bureau are:

- (a) To monitor and ensure implementation of the programme of work and of past decisions and recommendations during intersessional periods;**
- (b) To ensure effective and transparent preparations of forthcoming sessions and, for that purpose, to collectively outreach and consult with all member States, and other stakeholders as appropriate;**
- (c) To ensure effective conduct of business during the sessions in full compliance with their respective Rules of Procedure, taking into account these guidelines, and to facilitate reaching agreement on decisions and recommendations**

Rule 12 quater

In addition to these tasks, the Bureau helps the consensus-building process by means of transparent and inclusive consultations on draft outcomes of WP.1, including draft decisions, conclusions and recommendations that might be proposed by representatives of member States. (E/ECE/1468, paragraph 11)

The Bureau does not adopt the conclusions, recommendations, decisions and meeting reports. (E/ECE/1468, paragraph 12)

In its activities the Bureau should coordinate with the secretariat on all relevant issues. (E/ECE/1468, paragraph 13)

The Bureau may invite major stakeholders active in the area of the subprogramme to attend the meetings of the Bureau and contribute to its work, without the right to vote. (E/ECE/1468, paragraph 9)

Rule 13

If the Chairperson is absent from a session, or part thereof, one of the Vice-Chairpersons, designated by the Chairperson, shall preside.

Rule 14

If the Chairperson ceases to represent a member of the ECE, or can no longer hold office, one of the Vice-Chairpersons, designated by WP.1, shall become Chairperson for the unexpired portion of the term. In that case, or if one of the Vice-Chairpersons ceases to represent a member of the ECE, or can no longer hold office, WP.1 shall elect another Vice-Chairperson for the unexpired portion of the term.

Rule 15

The Vice-Chairperson acting as Chairperson shall have the same powers and carry out the same duties as the Chairperson.

Rule 16

The Chairperson shall participate in WP.1 in this capacity and not as the representative of his/her State. WP.1 shall admit an alternate representative to represent that country, and to exercise its right to vote.

Chapter VI

Secretariat

Rule 17

The Executive Secretary shall act in that capacity at all sessions of WP.1. He/She may appoint another member of the staff to take his/her place.

Rule 18

The secretariat, acting in the framework of the ECE Transport Division, shall make all the arrangements necessary for the organization and holding of the sessions of WP.1.

Rule 18 bis

The secretariat should make available only those draft conclusions, recommendations or decisions for discussion and adoption that are proposed by one or more member States. (E/ECE/1468, paragraph 16)

The secretariat can make proposals on administrative issues within its prerogatives. (E/ECE/1468, paragraph 17)

Rule 19

During the sessions, the secretariat shall assist WP.1 in complying with these Rules of Procedure.

Rule 20

The secretariat may present, with the agreement of the Chairperson, written or oral statements on any question examined.

Chapter VII

Conduct of business

Rule 21

As a general rule, WP.1 shall meet in private sessions.

Rule 22

The Chairperson shall announce the opening and closing of each session, direct the discussions, assure the application of the present rules of procedure, give the floor to speakers, put questions to the vote and announce the decisions taken. The Chairperson may also call a speaker to order if his/her remarks are not relevant to the subject under discussion. The Chairperson may also limit the time allowed to each speaker.

Rule 23

(E/ECE/1468, paragraphs 18 to 20)

At the end of each session, WP.1 shall adopt ~~a record of the decisions taken during the report of the session and at the start of the following session shall adopt the report prepared by the secretariat in consultation with the Chairperson, on the basis of the record of decisions,~~ together with the draft conclusions, recommendations and decisions taken during the meeting. **The report shall reflect in a concise and factual manner the discussion and the views expressed by participants.**

Drafts should be projected on a screen, where possible, and read out by the Chair.

If the report or a draft conclusion, recommendation or decision cannot be adopted at the meeting for technical reasons, WP.1 may decide to circulate it to all Geneva Permanent Representations for subsequent approval.

Rule 24

The Chairperson may decide, in consultation with the secretariat, to reduce the length of a session or postpone it in the case of force majeure.

Rule 25

Rules **29 to 32** and **34 to 37*** of the Rules of Procedure of ECE are applicable mutatis mutandis.

*Rule 29: During the discussion of any matter a representative may raise a point of order. In this case the Chairperson shall immediately state his/her ruling. If it is challenged, the Chairperson shall forthwith submit his/her ruling to the Commission for decision and it shall stand unless overruled.

Rule 30: During the discussion of any matter a representative may move the adjournment of the debate. Any such motion shall have priority. In addition to the proposal of the motion, one representative shall be allowed to speak in favour of, and one representative against, the motion.

Rule 31: A representative may at any time move the closure of the debate whether or not any other representative has signified his wish to speak. Not more than two representatives may be granted permission to speak against the closure.

Rule 32: The Chairperson shall take the sense of the Commission on a motion for closure. If the Commission is in favour of the closure, the Chairperson shall declare the debate closed.

Rule 34: Principal motions and resolutions shall be put to the vote in the order of their submission unless the Commission decides otherwise.

Rule 35: When an amendment revises, adds to or deletes from a proposal the amendment shall be put to the vote first, and if it is adopted, the amended proposal shall then be put to the vote.

Rule 36: If two or more amendments are moved to a proposal, the Commission shall vote first on the amendment furthest removed in substance from the original proposal, then, if necessary, on the amendment next furthest removed and so on, until all the amendments have been put to the vote.

Rule 37: The Commission may, at the request of a representative, decide to put a motion or resolution to the vote in parts. If this is done, the text resulting from the series of votes shall be put to the vote as a whole.

Rule 26

Every representative has the right to declare his or her position and may request that it be reflected, in summarized form, in the report of the session of WP.1.

Chapter VIII

Voting

Rule 27

ECE members and other full members shall have one vote. However, full members referred to in paragraph (b) of Article 1 shall only be able to vote in the area(s) (Road Traffic and/or Road Signs and Signals) related to the corresponding Convention(s) that they have ratified.

Rule 28

Decisions of WP.1 shall preferably be made on the basis of consensus. In the absence of consensus, decisions shall be made by a majority of the **full** members of ECE, present and voting.

Rule 29

Voting and elections of officers shall be held in accordance with Rules **41 to 43*** of the Rules of Procedure of ECE.

Chapter IX

Languages

Rule 30

English, French and Russian are the working languages of WP.1. Statements made in one of these languages are interpreted into the other two languages.

** **Rule 41:** The Commission shall normally vote by show of hands. If any representative requests a roll call, a roll call shall be taken in the English alphabetical order of the names of the members.

Rule 42: All elections shall be decided by secret ballot, unless, in the absence of any objection, the Commission decides to proceed without taking a ballot on an agreed candidate or slate.

Rule 43: If a vote is equally divided upon matters other than elections, a second vote shall be taken at the next meeting. If this vote also results in equality, the proposal shall be regarded as rejected.

Chapter X

Ad hoc groups

Rule 31

Between sessions, WP.1 may be assisted in carrying out its tasks by ad hoc groups **to study specific issues**. The creation and the holding of meetings of these groups require prior approval by the Inland Transport Committee.

These ad hoc groups are subject mutatis mutandis to the provisions of the document ECE/EX/2/Rev.1 (Guidelines for the establishment and functioning of teams of specialists within UNECE) and to the rules below.

The **provisions of these** rules of procedure shall apply, mutatis mutandis, to the conduct of any such group except for rules 6, 12 to 15, ~~23 to~~ 25 and 27 to 29. The following particular rules shall be applied:

The provisional agenda shall be drawn up by the secretariat on the basis of orientations or the mandate given by WP.1 to the Ad hoc group;

A Chairperson **and a Vice-Chairperson** shall be designated at the beginning **of the first meeting of the ad hoc groups**.

Decisions of the ad hoc group shall be made on the basis of consensus. In the absence of consensus, the question shall be submitted to WP.1 to decide on the follow-up to be given.

The **final** reports of the **ad hoc** groups ~~prepared by the secretariat~~ shall be submitted for the adoption of WP.1.

The secretariat may, in consultation with the Chairperson of WP.1, decide:

- (a) to postpone the meeting if the items on the provisional agenda are not sufficiently advanced;
- (b) to transform an Ad hoc meeting into an informal meeting if it appears that the number of participants inscribed is insufficient. In this case, the meeting shall not be subject to the present Rules of Procedure.

Chapter XI

Amendments

Rule 32

Any of these Rules of Procedure may be amended, in accordance with Rule 28. However, any amendment proposal affecting Rules 1 and 27 ~~which goes beyond the provisions in the ECE mandate, in particular those in paragraph 11,~~ shall require the prior approval ~~of the Commission~~ **of the Inland Transport Committee**.

Annex

List of legal instruments under the competence of wp.1, currently in force

- Convention on Road Traffic, of 19 September 1949;
 - Protocol on Road Signs and Signals, of 19 September 1949;
 - European Agreement on the Application of Article 23 of the 1949 Convention on Road Traffic concerning the Dimensions and Weights of Vehicles Permitted to Travel on Certain Roads of the Contracting Parties, of 16 September 1950;
 - Convention on Road Traffic (Vienna Convention), of 8 November 1968;
 - Convention on Road Signs and Signals (Vienna Convention), of 8 November 1968;
 - European Agreement supplementing the Convention on Road Traffic (1968), of 1 May 1971;
 - European Agreement supplementing the Convention on Road Signs and Signals (1968), of 1 May 1971;
 - Protocol on Road Markings, Additional to the European Agreement supplementing the Convention on Road Signs and Signals, of 1 March 1973;
 - Agreement on Minimum Requirements for the Issue and Validity of Driving Permits (APC), of 1 April 1975.
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