



**Economic and Social  
Council**

Distr.  
GENERAL

TRANS/SC.1/2004/10  
2 August 2004

ENGLISH  
Original: FRENCH

---

**ECONOMIC COMMISSION FOR EUROPE**

**INLAND TRANSPORT COMMITTEE**

Working Party on Road Transport  
(Ninety-eighth session, 27-29 October 2004,  
agenda item 7)

**Draft terms of reference and rules of procedure of  
the Working Party on Road Transport (SC.1)**

**Note by the secretariat**

The terms of reference of SC.1 are currently defined in resolution No. 13 (E/ECE/TRANS/59) adopted by the Inland Transport Committee on 5 February 1948. They have never been modified since that date. In view of the numerous developments experienced by the Working Party (SC.1) since it was established in terms of its scope and jurisdiction, it is proposed that it should be provided with modernized and updated terms of reference and rules of procedure. On the basis of the Terms of Reference and Rules of Procedure of the United Nations Economic Commission for Europe, the secretariat has prepared a draft largely inspired by the Terms of Reference and Rules of Procedure adopted by WP.29 (TRANS/WP.29/690, of 18 November 1999) and those proposed for adoption by WP.1 at its forty-fifth session (27-30 September 2004).

This is the objective of the draft submitted below. Once adopted by SC.1, the Terms of Reference and Rules of Procedure must be endorsed by the Inland Transport Committee.

\* \* \*

**Draft terms of reference and rules of procedure of  
the Working Party on Road Transport (SC.1)**

**CONTENTS**

	<i>Page</i>
Terms of Reference of the Working Party on Road Transport (SC.1) .....	3
Rules of Procedure of the Working Party on Road Transport (SC.1) .....	5
I. Participation .....	5
II. Sessions .....	6
III. Agenda.....	6
IV. Representation .....	7
V. Officers .....	8
VI. Secretariat .....	9
VII. Conduct of business.....	9
VIII. Voting .....	10
IX. Amendments.....	10
Annex .....	11

**TERMS OF REFERENCE OF THE WORKING PARTY  
ON ROAD TRANSPORT (SC.1)**

1. The Working Party on Road Transport (hereinafter referred to as SC.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.3) and consistent with the legal instruments listed in the annex:

(a) Promote the facilitation and development of international transport by road (goods and passengers) through the harmonization and simplification of the rules and requirements relating to it and the administrative procedures and documentation to which such transport is subject;

(b) As regards infrastructures, define a coordinated plan for the construction and upgrading of roads of international importance (the international "E" network) in the ECE region, based on a consistent and easily identifiable numbering system and meeting minimum pre-established technical standards. Promote the extension of the network and adapt it, as needed, to technological developments and traffic flows. Also contribute to the construction, maintenance and operation of the Trans-European North-South Motorway (TEM) Project in the context of an integrated international road infrastructure;

(c) Draw up, apply and update appropriate legal instruments in order to meet the above objectives, also taking road safety and the environment into account;

(d) Encourage the accession of new countries to the Conventions and Agreements listed in the annex;

(e) Develop, circulate and update the Consolidated Resolution on the Facilitation of International Road Transport (R.E.4), making it a reference document for disseminating best practices in road transport, and also prepare recommendations on specific subjects. In this context, promote the international motor insurance card system (Green Card);

(f) Promote the harmonization of taxation and other measures in order to prevent discriminatory practices in international road transport;

(g) Encourage exchanges of data between countries and the circulation of information, particularly on the facilitation of border-crossing and the legal provisions that countries have adopted as regards road transport or that have an impact on road transport;

(h) Collaborate closely with the other subsidiary bodies of the Inland Transport Committee on issues of common interest concerning road transport, particularly the Working Party on Customs Questions Affecting Transport (WP.30), the Working Party on Intermodal Transport and Logistics (WP.24), the Working Party on Transport Trends and Economics (WP.5), the Working Party on the Transport of Perishable Foodstuffs (WP.11) and the Working Party on Transport Statistics (WP.6);

(i) Foster participation in the activities of SC.1 and encourage cooperation and collaboration with the countries, the European Commission, the international governmental organizations, particularly the European Conference of Ministers of Transport (ECMT), the international non-governmental road transport organizations and the other United Nations regional commissions on issues of common interest. Organize seminars on appropriate topics as need arises;

(j) Develop a coordinated and logical programme of work relating to the legal instruments listed in the annex and the Consolidated Resolution;

(k) Create a working environment that facilitates the fulfilment by Contracting Parties of their obligations set forth in the respective legal instruments;

(l) Ensure openness and transparency during the sessions.

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

\* \* \*

**RULES OF PROCEDURE OF THE WORKING PARTY  
ON ROAD TRANSPORT (SC.1)**

**CHAPTER I**

**Participation**

**Rule 1**

(a) Countries which are specified in paragraph 7<sup>1</sup> of the Terms of Reference of the ECE (document E/ECE/778/Rev.3) shall be participants.

(b) Countries which are covered by paragraph 11<sup>2</sup> of the Terms of Reference of the ECE may, after notification of the secretariat, participate in a consultative capacity in SC.1 in the consideration of any matter of particular concern to that member.

(c) Agencies and organizations which are covered by paragraphs 12<sup>3</sup> and 13<sup>4</sup> of the Terms of Reference of the ECE may, after notification of the secretariat, participate in a consultative capacity in SC.1 in the consideration of any matter of particular concern to those agencies or organizations.

---

<sup>1</sup> Paragraph 7: “The members of the Commission are the European Members of the United Nations, the United States of America, Canada and Israel. Insofar as the former USSR was a European Member of the United Nations, new members of the United Nations that had been constituent republics located in the Asian part of the former USSR are entitled to be members of the UN/ECE.”

<sup>2</sup> 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.”

<sup>3</sup> 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.”

<sup>4</sup> 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.”

## **CHAPTER II**

### **Sessions**

#### **Rule 2**

Sessions of SC.1 shall be held on dates fixed by the ECE Executive Secretary. Between sessions, it is recommended that SC.1 should seek help in its work from ad hoc or informal groups established by it for the purpose on specific topics.

#### **Rule 3**

Sessions of SC.1 and meetings of ad hoc groups shall ordinarily be held at the United Nations Office at Geneva (UNOG), Switzerland. If SC.1 decides to hold a particular session or a meeting elsewhere, the relevant United Nations rules and regulations shall apply.

#### **Rule 4**

The secretariat shall, at least six (6) weeks before the commencement of an SC.1 session or the meeting of an ad hoc group, distribute a notice of the opening date of the session or meeting 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 SC.1 web site of the Internet. On request, hard copies may be transmitted before the opening of the session or the meeting of an ad hoc group. In exceptional cases, the secretariat may distribute basic documents at the session or meeting of an ad hoc group.

Participants, as defined in Rule 1, may distribute informal documents, after consultation with the secretariat, prior to or during a session or a meeting of an ad hoc group. Such informal documents shall relate to items on the adopted agenda of the respective meeting. Where possible, the secretariat (see Chapter VI) shall make the informal documents available on the SC.1 web site of the Internet.

## **CHAPTER III**

### **Agenda**

#### **Rule 5**

The provisional agenda for each session of SC.1 shall be drawn up by the secretariat, in conjunction, if the need arises, with the Chairperson or, in his absence, with the Vice-Chairperson of the Working Party, and shall correspond to the programme of work adopted by SC.1. The previous meeting shall determine in general the main lines of the agenda of the following meeting.

The provisional agenda of meetings of ad hoc groups shall be prepared by the secretariat on the basis of guidelines defined by SC.1.

### **Rule 6**

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

- (a) Items related to one of the legal instruments listed in the annex and to Consolidated Resolution R.E.4;
- (b) Items arising from previous sessions of SC.1;
- (c) Items proposed by any SC.1 participant and accepted for the programme of work of SC.1;
- (d) Items proposed by the Chairperson or Vice-Chairperson of SC.1;
- (e) Any other items which the Chairperson or Vice-Chairperson of SC.1 or the secretariat sees fit to include.

### **Rule 7**

The first item on the provisional agenda for each session or for each meeting of an ad hoc group shall be the adoption of the agenda.

### **Rule 8**

The Working Party SC.1 or the ad hoc group may amend the agenda at any time.

## **CHAPTER IV**

### **Representation**

#### **Rule 9**

Each participant, as defined in Rule 1, shall be represented at sessions of SC.1 or at meetings of ad hoc groups by an accredited representative.

#### **Rule 10**

The representative defined in Rule 9 above may be accompanied to the sessions of SC.1 or to meetings of ad hoc groups by alternate representatives, advisers and/or experts; if absent, a representative may be replaced by an alternate representative.

#### **Rule 11**

All representatives participating in a session of SC.1 or in a meeting of an ad hoc group shall announce their participation by submitting beforehand the registration form annexed to the agenda. The same shall apply to the persons accompanying them. The secretariat shall prepare a list of the names of all representatives who have participated in the session or meeting and make it available to them during the session or meeting.

## **CHAPTER V**

### **Officers**

#### **Rule 12**

Every two years, SC.1 shall, at the end of the last session of the second year, elect from the representatives of the participants referred to in Rule 1 (a) a Chairperson and a Vice-Chairperson, who shall take office at the start of the session of the year following their election. The officers shall be eligible for re-election.

For the ad hoc groups, the Chairperson shall be appointed at the start of each meeting among the representatives present of the participants referred to in Rule 1 (a). At the request of the representatives present, the secretariat may, exceptionally, chair the meeting.

#### **Rule 13**

If the Chairperson of SC.1 ceases to represent a participant, or can no longer hold office, the Vice-Chairperson, designated in accordance with Rule 12, shall become Chairperson for the unexpired portion of the term. In that case, SC.1 shall elect another Vice-Chairperson for the unexpired portion of the term. The situation shall be the same if the designated Vice-Chairperson ceases to represent a participant, or can no longer hold office.

#### **Rule 14**

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

#### **Rule 15**

The Chairperson or the Vice-Chairperson acting as Chairperson shall participate in SC.1 in this capacity and not as the representative of the participant, as defined in Rule 1 (a), by whom he or she was accredited. SC.1 shall admit an alternate representative to represent that participant, and to exercise its right to vote.

## **CHAPTER VI**

### **Secretariat**

#### **Rule 16**

The secretariat, acting in the framework of the Transport Division of the ECE secretariat, shall provide administrative support for all sessions and meetings of ad hoc groups, including preparation of the session reports or reports of the meetings of ad hoc groups.

#### **Rule 17**

During the sessions or meetings, the secretariat shall assist SC.1 or the ad hoc groups in complying with these Rules of Procedure.



## **CHAPTER VII**

### **Conduct of business**

#### **Rule 18**

In general, SC.1 shall meet in closed session.

#### **Rule 19**

At the end of each session, SC.1 shall adopt a record of the decisions taken during the session and at the start of the following session shall adopt the report prepared by the secretariat on the basis of the record of decisions.

#### **Rule 20**

The secretariat, in consultation with the Chairperson of SC.1, or in his absence, the Vice-Chairperson, may decide to postpone a session if the items included on the agenda are not sufficiently advanced, or to reduce the length of the session. It may also decide to make a meeting of an ad hoc group an informal meeting if the number of registered participants in accordance with Rule 1 is determined to be insufficient.

#### **Rule 21**

The conduct of business shall be in accordance with Rules 24 to 33 of the Rules of Procedure of the ECE.

#### **Rule 22**

The Chairperson may limit the time allowed to each speaker.

#### **Rule 23**

Every representative has the right to declare his or her position and have it reflected in the report of the session or of the meeting of the ad hoc group.

## **CHAPTER VIII**

### **Voting**

#### **Rule 24**

Each participant, as defined in Rule 1 (a), shall have one vote.

#### **Rule 25**

Decisions made by SC.1 and its ad hoc groups shall preferably be based on a consensus. Should there be no consensus, they shall be made by a majority of the participants as defined in Rule 1 (a), present and voting, and in accordance with Rule 24 above.

**Rule 26**

The voting shall be in accordance with Rules 37 to 39 of the Rules of Procedure of the ECE.

**CHAPTER IX**

**Amendments**

**Rule 27**

Any of these Rules of Procedure may be amended by SC.1 in accordance with Rule 25 above.

**Annex**

**LIST OF LEGAL INSTRUMENTS RELATED TO SC.1**

- European Agreement on Main International Traffic Arteries (AGR), of 15 November 1975
- European Agreement concerning the Work of Crews of Vehicles Engaged in International Road Transport (AETR), of 1 July 1970
- Convention on the Contract for the International Carriage of Goods by Road (CMR), of 19 May 1956
- Protocol to the Convention on the Contract for the International Carriage of Goods by Road (CMR), of 5 July 1978
- Convention on the Contract for the International Carriage of Passengers and Luggage by Road (CVR), of 1 March 1973
- Protocol to the Convention on the Contract for the International Carriage of Passengers and Luggage by Road (CVR), of 5 July 1978
- Convention on the Taxation of Road Vehicles Engaged in International Goods Transport, of 14 December 1956
- Convention on the Taxation of Road Vehicles Engaged in International Passenger Transport, of 14 December 1956
- Convention on the Taxation of Road Vehicles for Private Use in International Traffic, of 18 May 1956
- General Agreement on Economic Regulations for International Road Transport, of 17 March 1954

-----