

Transmitted by the Chairman
of the informal group on service doors,
windows and emergency exits of buses and
coaches

Informal document No. GRSG-97-29
(97th GRSG, 20-23 Oct. 2009
agenda item 3(b))

**DRAFT TERMS OF REFERENCE AND RULES OF PROCEDURE
OF THE INFORMAL GROUP ON SERVICE DOORS, WINDOWS
AND EMERGENCY EXITS OF BUSES AND COACHES (B&C-EE)**

TERMS OF REFERENCE

1. The informal group on service doors, windows and emergency exits of buses and coaches was established upon the consent of the WP.29 at its 148th session (document: ECE/TRANS/WP.29/1077, paragraph 43).
2. The informal group shall prepare draft regulatory proposals to amend the requirements of the Regulation 107 annexed to the 1958 Agreement that are related to service doors, windows and emergency exits of buses and coaches.
3. The group will focus on vehicles of category M₂ or M₃, as defined in paragraph 1.1. of the Regulation 107.
4. The group should take full account of existing data and research in developing its regulatory proposals. It should also consider pre-existing standards (e.g. ISO, SAE) and national legislations for service doors, windows and emergency exits of buses and coaches in developing its proposals.
5. Draft regulatory texts should be submitted to the one hundredth session of GRSG in April 2011.
6. The target completion date for the work of the informal group shall be the one hundred first session of GRSG in October 2011.
7. These targets will be reviewed in October 2010.

RULES OF PROCEDURE

1. The informal group is a sub group of GRSG, and is open to all participants of GRSG.
2. A Chairman and a Secretary will manage the informal group.
3. The official language of the informal group will be English.
4. All documents and/or proposals must be submitted to the Secretary of the group in a suitable electronic format in advance of the meeting. The group may refuse to discuss any item or proposal which has not been circulated 10 working days in advance.

5. An agenda and related documents will be circulated to all members of the informal group in advance of all scheduled meetings.
6. Recommendations to GRSG will be reached by consensus. When consensus cannot be reached, the Chairman of the group shall present the different points of view to GRSG. The Chairman may seek guidance from GRSG as appropriate.
7. The progress of the informal group will be routinely reported to GRSG – by means of an informal document and presented by the Chairman or his representative.
8. All working documents should be distributed in digital format. Meeting documents should be made available to the UNECE secretariat for publication on the website of WP.29.
