



ECONOMIC COMMISSION FOR EUROPE

Terms of reference

Self-evaluation of the Transport Division's Section servicing the World Forum for Harmonization of Vehicle Regulations (WP.29)

I. Purpose

The objective of the self-evaluation is to assess the Vehicle Regulations and Transport Innovations Section (VRTIS) in its process of servicing the sessions of the World Forum WP.29 and its six subsidiary Working Parties, including the follow-up actions.

II. Scope

The evaluation will assess the effectiveness of VRTIS in servicing of the World Forum WP.29 in its activities on the world-wide harmonization of UN regulations¹ for vehicles with respect to their safety and environmental protection performances in the period of 01/2012 – 06/2013.

This self-evaluation will focus on the structure of the World Forum WP.29 and, especially, the main administrative procedures linked to the tasks of the secretariat to serve the needs of and assistance to WP.29 and its six subsidiary Working Parties, as well as its Administrative and Executive Committees. These tasks include the:

1. Organization of the sessions including the secretariat servicing, i.e. preparing:
 - a. the calendar of sessions including the reservation of conference rooms,
 - b. the agenda and official documents prior to each session,
 - c. the informal documents and conference room papers (CRPs) during the sessions,
 - d. the final reports and legal documents after the sessions, and
 - e. the communications/notifications with the Office of Legal Affairs (OLA) and the Contracting Parties in the framework of the 3 Agreements administered by WP.29.
2. Availability of documentation for the sessions as well as the publication of UN regulations and their amendments;
3. Administration of the legal instruments in the field of construction of new vehicles and periodical technical inspections of vehicles in use;
4. Promotion of the legal instruments administered by WP.29;
5. Representation of UNECE at other international fora;
6. Assistance to delegations by providing, upon request, detailed information.

III. Background

The UNECE World Forum for Harmonization of Vehicle Regulations (WP.29) is the unique worldwide regulatory forum within the institutional framework of the UNECE Inland Transport Committee. Overall, the regulatory framework developed by the World Forum WP.29 allows the market introduction of innovative vehicle technologies, while continuously improving safety and environmental performance of vehicles. The framework also aims at decreasing environmental pollution and energy consumption, as well as the improvement of anti-theft capabilities.

Excerpts of WP.29 reports (<http://www.unece.org/trans/main/welcwp29.html>)

IV. Issues

The primary indicators that the evaluation will seek to address may be:

- Number of new UN regulations developed by WP.29 and of the most relevant amendments to existing UN regulations adopted in the period 01/2012 – 06/2013;
- Number of Contracting Parties (CPs) applying new UN regulations developed by WP.29 or amendments to existing ones;
- Number of new Contracting Parties to the 1958 Agreement and 1998 Agreement on vehicle regulations for the construction of new vehicles as well as the 1997 Agreement on periodical technical inspection of vehicle in use;
- Number of website hits or of downloads of documents from the WP.29 homepage;

¹ UN regulations means the UN Regulations annexed to the 1958 Agreement, the UN Global Technical Regulations (GTRs) developed under the 1998 Agreement and the UN Rules annexed to the 1997 Agreement.

- Number of participants in the sessions of WP.29 and its subsidiary bodies;
- Number of documents or pages per staff member;
- Number of articles published in the international press on UN regulations developed under the 3 Agreements administered by WP.29.

The above mentioned indicators provide a possibility to assess the relevance, effectiveness and efficiency of VRTIS in its tasks of secretariat servicing to WP.29.

V. Methodology

The methodology for the self-evaluation will be based on the decisions taken by the World Forum (as reflected in the WP.29 reports), the list of participants in the sessions as well as the number of informal and official documents submitted by the CPs to develop new UN regulations or to amend existing UN regulations to adapt them to the technical progress as well as the number of UN regulations and their amendments published by VRTIS.

VI. Evaluation schedule

Timetable:

- A. Preliminary research: April 2013
- B. Data collection: May/June 2013
- C. Data analysis: July 2013
- D. Draft report: August 2013
- E. Final report: October 2013

VII. Resources

The self-evaluation will involve the Secretaries to WP.29 and its subsidiary Working Parties.

VIII. Intended use / Next steps

Findings could be useful as:

- WP.29 will be informed about the results of the self-evaluation at its November 2013 session and will consider an action plan, if needed.
- The results will contribute to the biennial reporting on programme performance and will facilitate improvements to future work programmes of WP.29.
