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ECONOMIC COMMISSION FOR EUROPE

INLAND TRANSPORT COMMITTEE

Working Party on Road Traffic Safety

(Forty-seventh session, 12-15 September 2005)

**REPORT OF THE WORKING PARTY ON ROAD TRAFFIC SAFETY
ON ITS FORTY-SEVENTH SESSION**

Addendum 1

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

Note by the secretariat

At its 47th session, WP.1 adopted the text of its terms of reference and rules of procedure which appear below.

The terms of reference and rules of procedure will be transmitted to the Inland Transport Committee for approval.

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

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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.3) 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.3) shall be full participants.
- (b) Non-members of the ECE which are Contracting Parties 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), shall be participants in a consultative capacity.
- (c) Other non-members of the ECE, in accordance with paragraph 11² of the Terms of Reference of the ECE may, on invitation of the secretariat or on their request, participate in a consultative capacity in WP.1 on any matter of particular concern to those countries.
- (d) Specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council, in accordance with paragraphs 12³ and 13⁴ of the Terms of Reference of the ECE, may, after notification of the secretariat, participate in a consultative capacity in WP.1 in the consideration of any matter of particular concern to those agencies or organizations.

¹ 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."

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."

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.

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;
- (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 at Rule 1 shall be represented at sessions of WP.1 by a 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

Every two years, WP.1 shall, at the end of the last session of the second year, elect from among the representatives of members of the ECE a Chairperson and two Vice-Chairpersons, who shall take office at the start of the first session of the year following their election. The officers shall be eligible for re-election.

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 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

At the end of each session, WP.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, in consultation with the Chairperson, on the basis of the record of decisions.

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 25 to 28 and 30 to 33 * of the Rules of Procedure of ECE are applicable mutatis mutandis.

** Rule 25: 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 26: 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 27: 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 28: 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 30: Principal motions and resolutions shall be put to the vote in the order of their submission unless the Commission decides otherwise.

Rule 31: 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 32: 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 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

Each member of ECE shall have one vote.

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 members of ECE, present and voting.

Rule 29

Voting and elections of officers shall be held in accordance with Rules 37 to 39 *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 33: *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 37:** *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 38: *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 39: *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. The creation and the holding of meetings of these groups require prior approval by the Inland Transport Committee.

The above 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 shall be designated at the beginning of each meeting;
- 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 report of the meeting 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:
 - 1) to postpone the meeting if the items on the provisional agenda are not sufficiently advanced;
 - 2) 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.

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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