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## Economic Commission for Europe

### Inland Transport Committee

### Working Party on Transport Trends and Economics

#### Twenty-fourth session

Geneva, 6–7 September 2011

Item 10 of the provisional agenda

#### **Adoption of Terms of Reference and Rules of Procedure for the Working Party on Transport Trends and Economics (WP.5)**

## **Terms of Reference and Rules of Procedure of the Working Party on Transport Trends and Economics**

### **Note by the secretariat**

At its twenty-fourth session, WP.5 will adopt the text of its terms of reference and rules of procedure which are reproduced below.

The Terms of Reference and Rules of Procedure will be transmitted to the Inland Transport Committee for approval at its seventy-fourth session.

## Terms of Reference and Rules of Procedure of the Working Party on Transport Trends and Economics (WP.5)

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## **Terms of Reference of the Working Party on Transport Trends and Economics (WP.5)**

1. The Working Party on Transport Trends and Economics (hereinafter referred to as WP.5), acting within 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:

(a) Review the general trends with regard to transport developments and transport policy, and analyze specific transport economic issues including transport development in the Mediterranean Region, taking into account (i) the integration process going on within the UNECE region, and (ii) the reform processes under way in member countries by monitoring current changes in transport in order to identify, promote and spread positive examples for transport development;

(b) Encourage exchanges of data between member countries on transport policy developments, particularly relating to inland transport in UNECE member countries in order to review the medium- and long-term evolution of transport;

(c) Improve inter-modal coordination and integration with a view to establishing a sustainable European transport system taking into account the interrelationship of the UNECE Agreements (AGR, AGC, AGTC and its Protocol, AGN) and the UNECE projects (TEM, TER) with the Pan-European transport network planning procedure;

(d) Monitor the developments relevant for the Pan-European Transport Corridors in cooperation with the European Commission;

(e) Develop efficient management frameworks for transport infrastructure maintenance and operation in the ECE region including analysis of the evolution of transport developments in the Mediterranean basin and the Black Sea region, as well as consider information on the Europe/Africa Permanent Link through the Strait of Gibraltar;

(f) Implement the programmes of its Expert Groups as established and approved by the Working Party and the Inland Transport Committee at any time, including that of the Expert Group on Euro-Asian Transport Links and the Expert Group on Climate Change Impacts and Adaptation for International Transport Networks;

(g) Foster world-wide participation in its activities by encouraging cooperation and collaboration with countries, the European Commission, International Governmental and non-governmental organizations and the other United Nations regional Commissions and other organizations of the United Nations system as well as regional economic integration organizations (REIOs);

(h) Collaborate closely with the other subsidiary bodies of the Inland Transport Committee, on issues of common interest;

(i) Provide assistance regarding institutional adaptation of government administration and of transport enterprises to market economy. This also includes support through the UNECE Trust Fund for Assistance to Countries in Transition (TFACT);

(j) Ensure openness and transparency during the sessions;

(k) The Working Party will be assisted in its work by the UNECE Secretariat and will report to the Inland Transport Committee.

2. These Terms of Reference and Rules of Procedure apply to WP.5.

## **Rules of Procedure of the Working Party on Transport Trends and Economics (WP.5)**

### **Chapter I Participation**

#### **Rule 1**

(a) Members of the ECE which are specified in paragraph 7<sup>1</sup> of the Terms of Reference of the ECE (document E/ECE/778/Rev.5), also attached in annex, shall be full participants.

(b) Other non-members of the ECE, in accordance with paragraph 11<sup>2</sup> of the Terms of Reference of the ECE may, on invitation of the secretariat or on their request, participate in the sessions held in public, in a consultative capacity in WP.5 on any matter of particular concern to those countries.

(c) Specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council, in accordance with 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 WP.5 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.5 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.

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<sup>1</sup> Paragraph 7: "A complete list of ECE member countries is contained in the annex of the Terms of Reference of the 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 1996/31, parts I and II."

**Rule 4**

(a) The secretariat shall, at least six (6) weeks before the commencement of a session of WP.5, publish a notice of the opening date of said session, together with a copy of the provisional agenda on the UNECE WP.5 Internet website in all official ECE languages before the session.

(b) The basic documents relating to each item appearing on the provisional agenda of a session or meeting shall be available on the UNECE WP.5 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.5 decides otherwise.

(c) 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.5 internet website.

**Chapter III  
Agenda****Rule 5**

The provisional agenda for each session of WP.5 shall be drawn up by the secretariat, in coordination to the extent possible with the Chair or Vice Chair (acting as Chair) of WP.5.

**Rule 6**

The provisional agenda for any session of WP.5 may include:

- (a) Items arising from previous sessions of WP.5;
- (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.5;
- (e) Any other items which the Chair or Vice-Chair(s) of WP.5 or the secretariat sees 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.5 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.5 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 will be prepared by the secretariat and made available during the course of the session.

## **Chapter V Officers**

### **Rule 12**

Every two years, WP.5 shall, at the end of the last session of the second year, elect from among the representatives of members of the ECE a Chair and two Vice-Chairs, 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.

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

### **Rule 13**

If the Chair ceases to represent a member of the ECE, or can no longer hold office, one of the Vice-Chairs, designated by WP.5, shall become Chair for the unexpired portion of the term. In that case, or if one of the Vice-Chairs ceases to represent a member of the ECE, or can no longer hold office, WP.5 shall elect another Vice-Chair for the unexpired portion of the term.

### **Rule 14**

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

**Rule 15**

The Chair shall participate in WP.5 in this capacity and not as the representative of his/her State. WP.5 shall admit an alternate representative to represent that country, and to exercise its right to vote.

**Chapter VI  
Secretariat****Rule 16**

The Executive Secretary shall act in that capacity at all sessions of WP.5. He/She may appoint another member of the staff to take his/her place.

**Rule 17**

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.5.

**Rule 18**

During the sessions, the secretariat shall assist WP.5 in complying with these Rules of Procedure.

**Rule 19**

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

**Chapter VII  
Conduct of business****Rule 20**

As a general rule, WP.5 meetings shall ordinarily be held in public. WP.5 may decide that a particular meeting or meetings may be held in private.

**Rule 21**

The Chair 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 Chair may also call a speaker to order if his/her remarks are not relevant to the subject under discussion. The Chair may also limit the time allowed to each speaker.

## **Rule 22**

At the end of each session, WP.5 shall adopt a list of main decisions, while the full complete report will be circulated at a later stage for comments on items other than those contained in the adopted list of main decisions to be prepared by the secretariat and the Chair.

## **Rule 23**

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

## **Rule 24**

Rules 29 to 32 and 34 to 37<sup>5</sup> of the Rules of Procedure of ECE are applicable mutatis mutandis.

## **Rule 25**

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.5.

## **Chapter VIII** **Voting**

### **Rule 26**

Each member of ECE shall have one vote.

### **Rule 27**

Decisions of WP.5 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.

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<sup>5</sup> Rule 29: During the discussion of any matter a representative may raise a point of order. In this case the Chair shall immediately state his/her ruling. If it is challenged, the Chair 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 Chair shall take the sense of the Commission on a motion for closure. If the Commission is in favor of the closure, the Chair 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 28**

Voting and elections of officers shall be held in accordance with Rules 41 to 43<sup>6</sup> of the Rules of Procedure of ECE.

**Chapter IX  
Languages****Rule 29**

English, French and Russian are the working languages of WP.5. Statements made in one of these languages are interpreted into the other two languages.

**Chapter X  
Teams of Specialists****Rule 30**

Between sessions, WP.5 may be assisted in carrying out its tasks by teams of specialists<sup>7</sup> (ECE/EX/2010/L.12). 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:

- (a) The provisional agenda shall be drawn up by the secretariat on the basis of orientations or the mandate given by WP.5 to the team of specialists;
- (b) A Chair shall be designated at the beginning of each meeting;
- (c) 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.5 to decide on the follow-up to be given;
- (d) The report of the meeting prepared by the secretariat shall be submitted for the adoption of WP.5;
- (e) The secretariat may, in consultation with the Chair of WP.5, decide:
  - (i) to postpone the meeting if the items on the provisional agenda are not sufficiently advanced;

<sup>6</sup> 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.

<sup>7</sup> These teams of specialists can also be named "advisory groups", "ad hoc groups", "task forces", "expert groups" etc.

(ii) to transform a team of specialists 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

### ECE member countries

<i>ECE member countries</i>	<i>Date of Membership of the Economic Commission for Europe</i>
Albania	14 December 1955
Andorra	28 July 1993
Armenia	30 July 1993 <sup>1</sup>
Austria	14 December 1955
Azerbaijan	30 July 1993 <sup>1</sup>
Belarus	28 March 1947
Belgium	28 March 1947
Bosnia and Herzegovina	22 May 1992 <sup>5</sup>
Bulgaria	14 December 1955
Canada	9 August 1973
Croatia	22 May 1992 <sup>5</sup>
Cyprus	20 September 1960
Czech Republic	28 March 1947 <sup>2</sup>
Denmark	28 March 1947
Estonia	17 September 1991
Finland	14 December 1955
France	28 March 1947
Georgia	30 July 1993 <sup>3</sup>
Germany	18 September 1973
Greece	28 March 1947
Hungary	14 December 1955
Iceland	28 March 1947
Ireland	14 December 1955
Israel	26 July 1991 <sup>4</sup>
Italy	14 December 1955
Kazakhstan	31 Jan 1994 <sup>1</sup>
Kyrgyzstan	30 July 1993 <sup>1</sup>

<i>ECE member countries</i>	<i>Date of Membership of the Economic Commission for Europe</i>
Latvia	17 September 1991
Liechtenstein	18 September 1990
Lithuania	17 September 1991
Luxembourg	28 March 1947
Malta	1 December 1964
Monaco	27 May 1993
Montenegro	28 June 2006 <sup>5,6</sup>
Netherlands	28 March 1947
Norway	28 March 1947
Poland	28 March 1947
Portugal	14 December 1955
Republic of Moldova	2 March 1992
Romania	14 December 1955
Russian Federation	28 March 1947
San Marino	30 July 1993
Serbia	1 November 2000 <sup>5,6</sup>
Slovak Republic	28 March 1947 <sup>2</sup>
Slovenia	22 May 1992 <sup>5</sup>
Spain	14 December 1955
Sweden	28 March 1947
Switzerland	24 March 1972
Tajikistan	12 Dec 1994 <sup>1</sup>
The former Yugoslav Republic of Macedonia	8 April 1993 <sup>5</sup>
Turkey	28 March 1947
Turkmenistan	30 July 1993 <sup>1</sup>
Ukraine	28 March 1947
United Kingdom of Great Britain and Northern Ireland	28 March 1947
United States of America	28 March 1947
Uzbekistan	30 July 1993 <sup>1</sup>

<sup>1</sup> Member of the United Nations 2 March 1992.

<sup>2</sup> Date refers to former Czechoslovakia; Czech Republic and Slovakia [re-]admitted to the United Nations 19 Jan 1993.

<sup>3</sup> Member of the United Nations 31 July 1992.

<sup>4</sup> Admitted to ECE on a temporary basis; member of the United Nations 11 May 1949.

<sup>5</sup> The Socialist Federal Republic of Yugoslavia was an original Member of the United Nations, the Charter having been signed on its behalf on 26 June 1945 and ratified 19 October 1945, until its dissolution following the establishment and subsequent admission as new members of Bosnia and Herzegovina, the Republic of Croatia, the Republic of Slovenia, The former Yugoslav Republic of Macedonia, and the Federal Republic of Yugoslavia. The Federal Republic of Yugoslavia was admitted as a Member of the United Nations by General Assembly resolution A/RES/55/12 of 1 November 2000; this name was changed to "Serbia and Montenegro" on 4 February 2003.

<sup>6</sup> Activated by the Declaration of Independence adopted by the National Assembly of Montenegro on 3 June 2006, the membership of the State Union Serbia and Montenegro in the United Nations (including all organs and organizations of the UN system) is continued by the Republic of Serbia. Montenegro was admitted as a member on 28 June 2006.