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**DRAFT TERMS OF REFERENCE AND RULES OF PROCEDURE
OF THE EXECUTIVE COMMITTEE
OF THE ECONOMIC COMMISSION FOR EUROPE***

At its meeting of 2 December 2005, the Commission, in formal segment, adopted the Work Plan on ECE Reform (E/ECE/1434/Rev.1). The Plan provides that the Terms of Reference and the Rules of Procedure of the Executive Committee shall be adopted by the Commission. Accordingly, draft Terms of Reference and Rules of Procedure for the Executive Committee are submitted herewith to the Commission for adoption.

* Late submission since work on this document could only begin after adoption of the UNECE Reform on 2 December 2005.

TERMS OF REFERENCE

1. The Executive Committee, acting within the framework of the policies of the United Nations, is entrusted with the implementation of the overall guidance set by the Economic Commission for Europe.
2. In between the biennial sessions of the Commission, the Executive Committee acts on behalf of the Commission and is competent on all matters related to ECE activities in conformity with its Terms of Reference.
3. In particular, the Executive Committee shall:
 - (a) prepare the sessions of the Commission;
 - (b) review, evaluate and approve in due time the Programme of work of the sectoral committees, including intersectoral activities and relations with other international organizations based on the criteria which the Executive Committee shall define. These criteria will include coherence with the overall objectives of the ECE, coordination with ECE subprogrammes and resource implications.
 - (c) approve the set-up, renewal, discontinuance, terms of reference and work plans of groups under the Sectoral Committees, based on the criteria of their relevance to the subprogramme, resource implications, avoidance of duplication and overlap in the ECE activities;
 - (d) examine with the chair and vice-chairs of the Sectoral Committees, their report on the implementation of their Programme of Work and other relevant issues;
 - (e) ensure coherence between subprogrammes, inter alia by encouraging horizontal communication within the organization;
 - (f) deal with all matters related to programme planning, administrative and budget issues, including extrabudgetary funding;
 - (g) discuss with Executive Secretary initiatives taken by the Secretariat and the work undertaken by the Office of the Executive Secretary.
4. The Executive Committee shall submit to each session of the Commission a full report of its activities and plans.
5. The membership of the Executive Committee is the same as that of the Commission.
6. Article 8 of the Terms of Reference of the Commission shall apply to the Committee. Articles 11 to 14 of the Terms of Reference of the Commission shall apply *mutatis mutandis* to the Committee.
7. The chairs of the ECE Sectoral Committees – or the vice-chairs, shall be invited regularly to the meetings of the Executive Committee.

8. The Rules of Procedure of the Executive Committee shall be adopted by the Commission. The Executive Committee may propose amendments to its Rules of Procedure.

9. The Executive Committee is presided by a representative of the country which chairs the Commission. The Chairman of the Executive Committee is assisted by 2 vice chairs elected by the Executive Committee for the period of one year, who may be re-elected.

RULES OF PROCEDURE

CHAPTER I

Meetings

Rule 1

The Executive Committee shall meet when necessary, and in particular on dates fixed by the Committee, at the request of the majority of the members of the Committee, and on such other occasions as the Chairperson deems necessary.

Rule 2

The Executive Committee can meet in both formal and informal mode. Chapters VI to IX of this document do not apply when the Committee meets in informal mode.

Rule 3

In the case of meetings during which decisions are proposed for adoption, the provisional agenda and documentation in one ECE working language shall be distributed as soon as possible but at least 10 days in advance; and documents in all languages shall be distributed no less than 2 days in advance.

Rule 4

The Executive Committee shall invite on a regular basis the chairs of the Sectoral Committees, or the vice chairs, to meetings of the Executive Committee. The Committee may also 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 Member.

CHAPTER II

Agenda

Rule 5

The provisional agenda for each meeting shall be drawn up by the Chairperson in consultation with the two vice-chairs of the Executive Committee and the Executive Secretary.

Rule 6

The first item upon the provisional agenda for each Meeting shall be the adoption of the agenda.

Rule 7

The Executive Committee may amend the agenda at any time.

CHAPTER III

Representation and credentials

Rule 8

Representatives of all ECE member States participate in the Executive Committee.

Rule 9

The credentials of each representative appointed to the Committee shall be submitted to the Executive Secretary without delay.

CHAPTER IV

Officers

Rule 10

The Executive Committee is presided by the Chairperson of the Commission or his/her alternate. The Executive Committee shall, at its first meeting of each year, elect from among its representatives two Vice-Chairpersons, who shall hold office for the period of one year and who may be re-elected.

Rule 11

If the Chairperson is absent from a meeting, or any part thereof, one of the Vice-Chairpersons, designated by the Chairperson, shall preside.

Rule 12

If the Chairperson of the Commission and his/her alternate cease to represent their country in the Executive Committee or are so incapacitated that they can no longer hold office, one of the Vice-Chairpersons, designated by the Committee, 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 Executive Committee, or is so incapacitated that he/she can no longer hold office, the Committee shall elect another Vice-Chairperson for the unexpired portion of the term.

Rule 13

The Chairperson (or Vice-Chairperson acting as Chairperson) in the exercise of his/her functions, may not receive instructions from his/her government as to the performance of his/her functions. Should the chairperson wish to speak as the representative of the member by whom he/she was accredited he/she must indicate this intention.

CHAPTER V

Secretariat

Rule 14

The Chapter on the Secretariat (Chapter V) in the Rules of Procedure of the Commission shall apply to the Executive Committee.

CHAPTER VI

Conduct of business

Rule 15

One third of the members of the Executive Committee shall constitute a quorum.

Rule 16

Rules 28-37¹ of the Rules of Procedure of the Commission apply to the Executive Committee.

CHAPTER VII

Voting

Rule 17

The Committee shall, whenever possible, take decision on the basis of consensus. If voting is used, the Chapter on Voting in the Rules of Procedure of the Commission shall apply.

CHAPTER VIII

Languages

Rule 18

English, French and Russian shall be the working languages of the Committee.

¹ Rules 28-37 refer to the proposed revised Rules of Procedure of the Commission (document E/ECE/1437). These correspond to rules 24-33 of the current Rules of Procedure as contained in E/ECE/778/Rev.3.

Rule 19

Interventions made in any of the working languages shall be interpreted into the other working languages during formal meetings of the Committee.

Rule 20

Documentation for decision shall be available in all ECE working languages.

Rule 21

As soon as possible, the text of all reports, decisions, and recommendations made by the Committee shall be communicated to the members of the Committee.

CHAPTER IX

Publicity of meetings

Rule 22

The meetings of the Committee shall ordinarily be held in public. The Committee may decide that a particular meeting or meetings shall be held in private. For public meetings, the Chapter of the Commission's Rules of Procedure on Relations with non-governmental organizations shall apply.

CHAPTER X

Subsidiary bodies

Rule 23

The Executive Committee may establish sub-committees as it deems necessary to assist it in carrying out its tasks.

CHAPTER XI

Reports

Rule 24

The Executive Committee shall submit to the biennial session of the Commission a full report on its activities and plans.

CHAPTER XII

Amendments and suspensions

Rule 25

Any of these rules of procedure may be amended or suspended by the Commission.
