

**TRANS-EUROPEAN RAILWAY (TER)
CO-OPERATION TRUST FUND AGREEMENT**

ANNEX A

STEERING COMMITTEE (SC)

Steering Committee (SC)

1. The Steering Committee (SC) is the highest decision-making body of the TER. It consists of representatives nominated by the Governments of the TER member States, preferably at ministerial and/or directorial levels. It determines the policy of the Project and the general measures to be undertaken concerning TER activities, and take decisions for common action.
2. The functions of the SC include:
 - a) Establishing any subsidiary bodies it deems necessary;
 - b) Issuing instructions to the Project Manager or any subsidiary bodies it might decide to establish;
 - c) Approving the Programmes of Work;
 - d) Adopting the reports of subsidiary bodies;
 - e) Adopting the operating budgets and the financial reports on their execution;
 - f) Examining any other matters concerning the activities of the TER;
 - g) Approving the TER Backbone Network and the TER database;
 - h) Selection of the PCO staff.
3. The Rules of Procedure of the SC are the following:

I.SESSIONS

Rule 1

The SC shall hold two regular sessions a year, the dates and locations to be decided by the SC, it being understood that the sessions shall be convened in the second and fourth trimesters of each year.

Rule 2

Special sessions shall be held by decision of the SC while in session, or at the request of:

- (a) any member with the support of at least three other members, or
- (b) the Project Manager with the support of at least three members.

Rule 3

All meetings of the Committee shall be closed, unless the SC decides otherwise.

II.AGENDA

Rule 4

The SC shall adopt its agenda at the beginning of each session. Any matter within the competence of the SC not included in the provisional agenda for a given meeting may be submitted to the SC by a member or by the Project Manager and added to the agenda by decision of the SC. The SC may revise the agenda by adding, deleting, deferring or amending items.

III.REPRESENTATION

Rule 5

Each member shall be represented on the SC by a representative who may be accompanied to the sessions of the SC by alternative representatives and advisors. The UNECE as an Executing Agency will participate ex officio.

IV.OFFICERS

Rule 6

The SC, at the commencement of its session shall elect among the representatives of its members a Chairman and a Rapporteur, who hold office until their successors are elected.

Rule 7

The Chairman shall participate in the meetings of the SC in that capacity and not as representative of the member Government by whom he/she is accredited. Another member of his/her delegation shall be entitled to represent the member Government concerned in the meetings of the SC.

Rule 8

The Project Manager shall keep the members of the SC informed, by verbal or written communication, of any questions which may be of interest to the SC, and may participate as appropriate in its deliberations.

V.LANGUAGE AND RECORDS

Rule 9

English shall be the working language of the Project, including the SC. Countries hosting SC sessions may provide interpretation in other UNECE official languages, as well as in their own national language whenever possible.

Rule 10

Reports of the sessions of the SC shall be drafted and adopted during these sessions and distributed promptly to members of the SC and to any others participating in the session. The reports may be made public after their adoption, at such time and under such conditions as the SC may decide.

VI.QUORUM

Rule 11

Decisions of the SC concerning all matters examined shall be taken by consensus of the members present. Only for the election of the officers and PCO staff shall decisions be taken by the majority of the members present.

VII.SUBORDINATE BODIES

Rule 12

The rules of the SC shall also apply, in principle, to its subordinate bodies.

**VIII. PARTICIPATION OF REPRESENTATIVES OF
NON-MEMBER GOVERNMENTS AND INTERNATIONAL ORGANIZATIONS**

Rule 13

- (a) Governments having observer status, and
 - (b) Specific international organizations
- could be represented at the SC sessions with consultative status without voting rights.

IX. AMENDMENT OR SUSPENSION OF RULES OF PROCEDURE

Rule 14

A rule of procedure may be amended or suspended by decision of the SC, upon consensus of all the TER countries.