

Economic Commission for Europe

Inland Transport Committee

21 July 2021

Working Party on the Transport of Dangerous Goods

English

Joint Meeting of Experts on the Regulations annexed to the European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways (ADN) (ADN Safety Committee)

Thirty-eighth session

Geneva, 23-27 August 2021

Item 8 of the provisional agenda

Any other business

Rules of Procedure for the ADN Safety Committee**Transmitted by the governments of Austria, Germany and the Netherlands**

1. The Committee may recall that at its thirty-eight session it was decided to develop Rules of Procedures -as requested by the Inland Transport Committee (ITC)- that are specially fit to serve the Committee, taking into account the fact that the Committee differs in some aspects from other UNECE-bodies.
2. The Committee decided to establish a correspondence group to further develop a proposal for consideration at its next session.
3. Assisted by the Secretariat, representatives of Austria, Germany and the Netherlands have developed a draft text as a first version of the document.
4. The Committee is requested to discuss the current draft as annexed to this document (Annex 3 and to propose amendments where appropriate, with a view to reach a final decision in January 2022, based on a working document.

Annex 1

A. Provisions of the Agreement regarding the Safety Committee

Article 18
Safety Committee

A Safety Committee shall be established to consider all proposals for the amendment of the Regulations annexed to the Agreement, particularly as regards safety of navigation in relation to the construction, equipment and crews of vessels. The Safety Committee shall function within the framework of the activities of the bodies of the Economic Commission for Europe, of the Central Commission for the Navigation of the Rhine and of the Danube Commission which are competent in the transport of dangerous goods by inland waterways.

Article 20
Procedure for amending the annexed Regulations

1. The annexed Regulations may be amended upon the proposal of a Contracting Party. The Secretary-General of the United Nations may also propose amendments with a view to bringing the annexed Regulations into line with other international agreements concerning the transport of dangerous goods and the United Nations Recommendations on the Transport of Dangerous Goods, as well as amendments proposed by a subsidiary body of the Economic Commission for Europe with competence in the area of the transport of dangerous goods.
2. Any proposed amendment to the annexed Regulations shall in principle be submitted to the Safety Committee, which shall submit the draft amendments it adopts to the Administrative Committee.

B. Provisions of the Agreement regarding the Safety Committee

Article 17
Administrative Committee

1. An Administrative Committee shall be established to consider the implementation of this Agreement, to consider any amendments proposed thereto and to consider measures to secure uniformity in the interpretation and application thereof.
2. The Contracting Parties shall be members of the Administrative Committee. The Committee may decide that the States referred to in Article 10, paragraph 1 of this Agreement which are not Contracting Parties, any other Member State of the Economic Commission for Europe or of the United Nations or representatives of international intergovernmental or non-governmental organizations may, for questions which interest them, attend the sessions of the Committee as observers.
3. The Secretary-General of the United Nations and the Secretary-General of the Central Commission for the Navigation of the Rhine shall provide the Administrative Committee with secretariat services.
4. The Administrative Committee shall, at the first session of the year, elect a Chairperson and a Vice-Chairperson.
5. The Executive Secretary of the Economic Commission for Europe shall convene the Administrative Committee annually, or at other intervals decided on by the Committee, and also at the request of at least five Contracting Parties.
6. A quorum consisting of not less than one half of the Contracting Parties shall be required for the purpose of taking decisions.
7. Proposals shall be put to the vote. Each Contracting Party represented at the session shall have one vote. The following rules shall apply:

- (a) Proposed amendments to the Agreement and decisions pertaining thereto shall be adopted in accordance with the provisions of Article 19, paragraph 2;
 - (b) Proposed amendments to the annexed Regulations and decisions pertaining thereto shall be adopted in accordance with the provisions of Article 20, paragraph 4;
 - (c) Proposals and decisions relating to the recommendation of agreed classification societies, or to the withdrawal of such recommendation, shall be adopted in accordance with the procedure of the provisions of Article 20, paragraph 4;
 - (d) Any proposal or decision other than those referred to in paragraphs (a) to (c) above shall be adopted by a majority of the Administrative Committee members present and voting.
8. The Administrative Committee may set up such working groups as it may deem necessary to assist it in carrying out its duties.
9. In the absence of relevant provisions in this Agreement, the Rules of Procedure of the Economic Commission for Europe shall be applicable unless the Administrative Committee decides otherwise.

Article 19

Procedure for amending the Agreement, excluding the annexed Regulations

1. This Agreement, excluding its annexed Regulations, may be amended upon the proposal of a Contracting Party by the procedure specified in this article.
2. Any proposed amendment to this Agreement, excluding the annexed Regulations, shall be considered by the Administrative Committee. Any such amendment considered or prepared during the meeting of the Administrative Committee and adopted by it by a two-thirds majority of the members present and voting shall be communicated by the Secretary-General of the United Nations to the Contracting Parties for their acceptance.
3. Any proposed amendments communicated for acceptance in accordance with paragraph 2 shall come into force with respect to all Contracting Parties six months after the expiry of a period of twenty-four months following the date of communication of the proposed amendment if, during that period, no objection to the amendment in question has been communicated in writing to the Secretary-General of the United Nations by a Contracting Party.

Article 20

Procedure for amending the annexed Regulations

1. The annexed Regulations may be amended upon the proposal of a Contracting Party. The Secretary-General of the United Nations may also propose amendments with a view to bringing the annexed Regulations into line with other international agreements concerning the transport of dangerous goods and the United Nations Recommendations on the Transport of Dangerous Goods, as well as amendments proposed by a subsidiary body of the Economic Commission for Europe with competence in the area of the transport of dangerous goods.
2. Any proposed amendment to the annexed Regulations shall in principle be submitted to the Safety Committee, which shall submit the draft amendments it adopts to the Administrative Committee.
3. At the specific request of a Contracting Party, or if the secretariat of the Administrative Committee considers it appropriate, amendments may also be proposed directly to the Administrative Committee. They shall be examined at a first session and if they are deemed to be acceptable, they shall be reviewed at the following session of the Committee at the same time as any related proposal, unless otherwise decided by the Committee.
4. Decisions on proposed amendments and proposed draft amendments submitted to the Administrative Committee in accordance with paragraphs 2 and 3 shall be made by a majority of the members present and voting. However, a draft amendment shall not be deemed adopted if, immediately after the vote, five members present declare their objection to it. Adopted draft amendments shall be communicated by the Secretary-General of the United Nations to the Contracting Parties for acceptance.

5. Any draft amendment to the annexed Regulations communicated for acceptance in accordance with paragraph 4 shall be deemed to be accepted unless, within three months from the date on which the Secretary-General circulates it, at least one-third of the Contracting Parties, or five of them if one-third exceeds that figure, have given the Secretary-General written notification of their objection to the proposed amendment. If the amendment is deemed to be accepted, it shall enter into force for all the Contracting Parties, on the expiry of a further period of three months, except in the following cases:

- (a) In cases where similar amendments to other international agreements governing the carriage of dangerous goods have already entered into force, or will enter into force at a different date, the Secretary-General may decide, upon written request by the Executive Secretary of the Economic Commission for Europe, that the amendment shall enter into force on the expiry of a different period so as to allow the simultaneous entry into force of these amendments with those to be made to such other agreements or, if not possible, the quickest entry into force of this amendment after the entry into force of such amendments to other agreements; such period shall not, however, be of less than one month's duration.
- (b) The Administrative Committee may specify, when adopting a draft amendment, for the purpose of entry into force of the amendment, should it be accepted, a period of more than three months' duration.

Annex 2Rules of Procedure of ITC**Rules of Procedure of the Inland Transport Committee****Chapter I
Participation****Rule 1**

(a) ECE member States participate at the ITC sessions as full members with voting rights.

(b) Non-ECE Member States have the right to participate as full members to the segments of the ITC session that deal with legal instruments¹ to which they are contracting parties and remain in a consultative capacity in other parts.

(c) States that do not fall under subparagraphs (a) and (b) may participate in the ITC sessions in a consultative capacity.

(d) Specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council, may, in accordance with paragraphs 12² and 13³ of the Terms of Reference of the Economic Commission for Europe (“ECE” or “the Commission”), participate in a consultative capacity in the Committee in discussions that the Committee may hold on any matter of particular concern to those agencies or organizations.

(e) Non-governmental organizations not in consultative status with the Economic and Social Council may, subject to the approval of the Committee and respecting the principles set forth in Economic and Social Council resolution 1996/31, parts I and II, participate with consultative status in discussions that the Committee may hold on any matter of interest to these organizations.

(f) Consultations with specialized agencies and the International Atomic Energy Agency (IAEA) shall be conducted in accordance with Rule 51 of the Rules of Procedure of ECE.

(g) Consultations with non-governmental organizations shall be conducted in accordance with Rules 52 and 53 of the Rules of Procedure of ECE. Non-governmental organizations with consultative status under paragraph (d) shall be treated as non-governmental organizations included on the list.

¹ See appendix for the list of legal instruments.

² 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.”

³ 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.”

Chapter II Sessions

Rule 2

Sessions of the Committee shall be held on dates fixed by the Committee, after consultation with the secretariat, at previous meetings.

Rule 3

Sessions shall ordinarily be held at the United Nations Office at Geneva (UNOG). The Committee may, with the concurrence of the Commission or the Executive Committee if the Commission is not in session, decide to hold a particular session elsewhere. In that case, the relevant United Nations rules and regulations shall apply.

Rule 4

The secretariat shall, at least forty-two days before the commencement of a session of the Committee, distribute a notice of the opening date of the session, together with a copy of the provisional agenda. The basic documents relating to each item appearing on the provisional agenda of a session shall be transmitted not less than forty-two days before the opening of the session, provided that in exceptional cases the secretariat may, for reasons to be stated in writing, transmit such documents not less than twenty-one days before the opening of the session.

Chapter III Agenda

Rule 5

The provisional agenda for each session shall be drawn up by the secretariat in consultation with the Chair and the Bureau.

Rule 6

The provisional agenda for any session shall include:

- (a) Items arising from previous sessions of the Committee;
- (b) Items proposed by the Economic Commission for Europe or its Executive Committee;
- (c) Items proposed by any member of the Committee, or non-member of the Committee which may propose items that are related to legal instruments to which they are contracting parties;
- (d) Items proposed by a specialized agency in accordance with the agreements of relationship concluded between the United Nations and such agencies; and
- (e) Any other items which the Chair or the Bureau or the secretariat see fit to include.

Rule 7

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

Rule 8

The Committee may amend the agenda at any time during the session.

Chapter IV Representation

Rule 9

Each full member, as defined in rule 1, shall be represented on the Committee by an accredited representative.

Rule 10

A representative may be accompanied to the sessions of the Committee by alternate representatives, advisers and experts and, when absent, he or she may be replaced by an alternate representative.

Rule 11

(a) Each full member shall submit the names of a representative, alternate representatives and experts to the secretariat at the latest one week before the opening of the session.

(b) The secretariat shall prepare a provisional list of above-mentioned persons scheduled to attend the session and make it available to the permanent missions and permanent observer missions to the United Nations Office at Geneva two working days before the opening of the session.

(c) The secretariat shall prepare a list of the names of all persons attending the session and make it available to them at the end of the session.

Chapter V Officers and other members of the Bureau

Rule 12

(a) The Committee shall, every two years, elect a State from among the ECE member States, as the Chair who shall hold office for a maximum of two consecutive terms and until the term of office of its successor commences. The representative of the elected State will be the Chair. The Committee will also, at the same meeting, elect up to four ECE member States whose representatives will become Vice-Chairs for the same period. The Chair and Vice-Chairs of the Committee will also serve as the Chair and Vice-Chairs of the Bureau.

(b) The Committee at the same meeting shall also elect a limited number, subject to decision of the ITC,⁴ of ECE member States as Bureau members for the same period as the Chair and Vice-Chairs.

⁴ This rule based on the decision of the Inland Transport Committee adopted at its seventy-fourth session in 2012 in which it “decided to enlarge [...] the composition of its Bureau up to one-fourth of the ECE member States, including the Chair and the Vice-Chairs” (ECE/TRANS/224, para. 96). The rule is also on the decision of the Committee at its eightieth session in 2018 in which it decided “to increase the number of ITC Vice-Chairs to four” (ECE/TRANS/274, para. 127).

(c) Nominations for the positions referred to in paragraphs (a) and (b) above will be submitted to the secretariat, if possible, ten days before the start of the session during which elections will be conducted.

Rule 13

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

Rule 14

If the Chair, Vice-Chairs or a member of the Bureau ceases to represent his or her State, the new representative of that State will become the new Chair, Vice-Chair or member of the Bureau for the unexpired portion of the term. If the Chair, Vice-Chair or a member of the Bureau can no longer hold office, the alternate representative will become the new Chair or Vice-Chair or member of the Bureau for the unexpired portion of the term.

Rule 15

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

Rule 16

The Chair or the Vice-Chair acting as Chair shall participate in the meetings of the Committee in this capacity and not as the representative of their State. The Committee shall admit an alternate representative to represent that member in the meetings of the Committee and to exercise its right to vote.

Chapter VI Bureau

Rule 17

The Committee shall adopt the terms of reference and the rules of procedure of its Bureau and may amend these when necessary. The Committee provides general guidance to the Bureau.

Rule 18

The key functions of the Bureau are:

(a) To monitor and ensure implementation of decisions and recommendations of the Committee, as appropriate, during intersessional periods;

(b) To ensure effective and transparent preparations of forthcoming sessions and, for that purpose, to collectively outreach to and consult with all members of the Committee, and other stakeholders as appropriate;

(c) To ensure effective conduct of business during the sessions and to facilitate reaching agreement on decisions and recommendations.

Chapter VII

Subsidiary bodies other than the Bureau

Rule 19

With the approval of the Commission, the Committee may establish such bodies, such as continually acting Working Parties or other subsidiary bodies, as it deems necessary for the performance of its functions and shall define the powers and composition of each of them. Such autonomy as may be necessary for the effective discharge of the technical responsibilities laid upon them may be delegated to them.

Rule 20

The Committee shall adopt the terms of reference and rules of procedure of its subsidiary bodies. Unless the Committee decides otherwise, the present rules of procedure shall apply to the procedure of any subsidiary body until such time as the Committee adopts the relevant rules of procedure. Subsidiary bodies of the Committee may develop and recommend for adoption by the Committee their rules of procedure.

Rule 21

Subsidiary bodies should, as set out in rule 1, consult non-governmental organizations with general consultative status with the Economic and Social Council which, because of their importance as regards their activity and the number of their members, play a part on questions within the competence of the Committee and deemed of interest to such organizations. These organizations could in appropriate cases be invited to be represented at meetings of subsidiary bodies.⁵

Chapter VIII

Secretariat

Rule 22

The Executive Secretary shall act in that capacity at all meetings of the Committee and of its subsidiary bodies. He or she may appoint another member of the staff to take his/her place at any meeting.

Rule 23

A representative of the secretariat may at any meeting make either oral or written statements concerning any question under consideration.

Rule 24

The secretariat shall be responsible for the necessary arrangements being made for the meetings of the Committee including its Bureau, and its subsidiary bodies.

⁵ This rule cannot be considered as implying, between the non-governmental organizations with general consultative status with ECOSOC, any discrimination contrary to the decision and rules of the General Assembly or the Economic and Social Council.

Chapter IX

Conduct of business

Rule 25

The Chair may declare a meeting open and permit the debate to proceed when at least one third of the members of the Committee are present. The presence of one third of ECE member States shall be required for any decision to be taken.

Rule 26

In addition to exercising the powers conferred upon him/her elsewhere by these rules, the Chair shall declare the opening and closing of each meeting of the Committee, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, put questions to the vote, and announce decisions. The Chair may also call a speaker to order if his/her remarks are not relevant to the subject under discussion.

Rule 27

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 Committee for decision and it shall stand unless overruled.

Rule 28

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 proposer of the motion, one representative shall be allowed to speak in favour of, and one representative against, the motion, after which the motion shall be put to the vote immediately.

Rule 29

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, after which the motion shall be put to the vote immediately.

Rule 30

The Committee may limit the time allowed to each speaker, if it is considered in the interest of ensuring an orderly session.

Rule 31

Principal motions and resolutions shall be put to the vote in the order of their submission unless the Committee decides otherwise.

Rule 32

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 33

If two or more amendments are moved to a proposal, the Committee 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 34

The Committee may, at the request of a representative, decide to put a motion or proposal 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.

**Chapter X
Voting****Rule 35**

Each full member of the Committee shall have one vote.

Rule 36

Decisions of the Committee shall normally be taken by consensus. In the absence of consensus, decisions of the Committee shall be made by a majority of the full members present and voting.

For the purpose of these rules, the phrase “members present and voting” means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Rule 37

The Committee shall take no action in respect of any country without the agreement of the Government of that country.

Rule 38

(a) The Committee may 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 full members.

(b) When the Committee votes by mechanical means, a non-recorded vote shall replace a vote by show of hands and a recorded vote shall replace a roll-call. A representative may request a recorded vote. In the case of a recorded vote, the Committee shall, unless a representative requests otherwise, dispense with the procedure of calling out the names of the full members.

(c) The vote of each full member in a roll-call or a recorded vote shall be inserted in the record.

Rule 39

All elections shall be decided by secret ballot, unless, in the absence of any objection, the Committee decides to proceed without taking a ballot on an agreed candidate or slate.

Rule 40

If a vote is equally divided upon matters other than elections, a second vote shall be taken. If this vote also results in equality, the proposal shall be regarded as rejected.

**Chapter XI
Languages****Rule 41**

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

Rule 42

Interventions made in any of the working languages shall be interpreted into the other working languages.

**Chapter XII
Records****Rule 43**

As soon as possible, the text of all reports, resolutions, recommendations and other formal decisions made by the Committee and its subsidiary bodies shall be communicated to the participants listed in rule 1.

**Chapter XIII
Publicity of meetings****Rule 44**

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.

**Chapter XIV
Reports****Rule 45**

The Committee shall submit to the Commission a full report on its activities and plans, including those of any subsidiary bodies, once a year.

**Chapter XV
Amendments and suspensions****Rule 46**

Any of these rules of procedure may be amended or suspended by the Committee provided that the proposed amendments or suspensions do not attempt to set aside the Committee's terms of reference.

Annex 3
RULES OF PROCEDURE OF THE WORKING GROUP ON
THE TRANSPORT OF DANGEROUS GOODS (WP.15)

CHAPTER I
PARTICIPATION

Rule 1

(a) Member countries of ECE shall be considered full participants of WP.15.

(b) Non-member countries of ECE as defined in paragraph 11⁶ of the Terms of Reference of ECE may participate in a consultative capacity in WP.15 on any matter of particular concern to them. These countries may however participate as full members at sessions of WP.15 devoted to matters relating to a legal instrument to which they are Contracting Parties.

(c) Specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council, may, in accordance with paragraphs 12⁷ and 13⁸ of the Terms of Reference of ECE, participate in a consultative capacity in WP.15 in discussions that WP.15 may hold on any matter of particular concern to those agencies or organizations.

(d) Non-governmental organizations not in consultative status with the Economic and Social Council may, subject to the approval of WP.15 and respecting the principles set forth in Economic and Social Council resolution 1996/31, parts I and II, participate with consultative status in discussions that WP.15 may hold on any matter of interest to these organizations.

(e) Consultations with specialized agencies and the International Atomic Energy Agency (IAEA) shall be conducted in accordance with Rule 51 of the Rules of Procedure of ECE.

(f) Consultations with non-governmental organizations shall be conducted in accordance with Rules 52 and 53 of the Rules of Procedure of ECE. Non-governmental organizations with consultative status under paragraph (d) shall be treated as non-governmental organizations included on the list.

CHAPTER II
SESSIONS

Rule 2

Sessions shall be held on dates fixed by the ECE secretariat in accordance with the programme of work.

Rule 3

Sessions shall ordinarily be held at the United Nations Office at Geneva. If WP.15 decides to hold a particular session elsewhere, the relevant United Nations rules and regulations shall apply.

Rule 4

⁶ 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."

⁷ 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."

⁸ 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."

(a) The secretariat shall, at least twelve (12) weeks before the commencement of a session, announce the opening date of the session and distribute a copy of the provisional agenda via the ECE website⁹.

(b) The basic documents prepared by participants must be submitted to the secretariat in electronic form at least twelve (12) weeks before the commencement of a session, in accordance with the procedures and rules contained in the Annex.

(c) The basic documents relating to each item on the agenda of a session shall be available on the ECE website⁴ in all official languages of ECE before the session at the latest forty-two days before the opening of the session; however, in exceptional cases, translated texts may be made available on this site twenty-one days before the opening of the session..

(d) In exceptional cases, the secretariat may distribute basic documents at the session, but in this case such documents may be used only for preliminary consideration unless WP.15 decides otherwise.

(e) Any participant, as well as the secretariat, may also submit informal documents, provided the procedures and rules in the Annex are respected.

CHAPTER III AGENDA

Rule 5

The provisional agenda for each session shall be drawn up by the secretariat in coordination with the Chairperson or Vice-Chairperson (acting as Chairperson).

Rule 6

The provisional agenda for any session may include:

- (a) Items stipulated in the programme of work agreed at the previous session;
- (b) Items proposed by ECE or the Inland Transport Committee;
- (c) Any other item proposed by a participant, insofar as it relates to the Terms of Reference of the Working Party;
- (d) Any other items which the Chairperson or Vice-Chairperson or the secretariat may see fit to include.

Rule 7

The first item on the provisional agenda for each session shall be the adoption of the agenda.

Rule 8

WP.15 may amend the order of agenda items at any time during the session.

CHAPTER IV REPRESENTATION

Rule 9

Each participant as defined in Rule 1 shall be represented at sessions of WP.15 by an accredited representative.

⁹ <http://www.unece.org/trans/danger/danger.htm>

Rule 10

The representative may be accompanied by alternate representatives, advisers or experts. If absent, a representative may be replaced by an alternate representative.

Rule 11

(a) The names of representatives, alternate representatives, advisers and experts shall be submitted to the ECE secretariat at the latest one week before the opening of the session.

(b) The secretariat shall prepare a provisional list of persons scheduled to attend the session and make it available to the permanent missions of participating countries to the Office of the United Nations in Geneva two working days before the opening of the session. Unless notified otherwise by the permanent mission concerned before the opening of the session, the persons appearing in this list shall be considered as duly accredited.

(c) The secretariat shall prepare a list of the names of all persons attending the session and make it available to them at the end of the session.

CHAPTER V OFFICERS

Rule 12

Every year, WP.15 shall, at the end of the last session of the year, elect a Chairperson and a Vice-Chairperson from among the representatives of full participants as defined in Rule 1. They shall take office at the start of the first session in the year following their election. The officers may be re-elected.

Rule 13

If the Chairperson is absent from a session, or part thereof, or if the Chairperson so requests, the Vice-Chairperson shall preside.

Rule 14

If the Chairperson ceases to represent a participating country or can no longer hold office, the Vice-Chairperson designated in accordance with Rule 12 shall become Chairperson for the unexpired portion of the term. In that case, WP.15 shall elect another Vice-Chairperson for the unexpired portion of the term. The same shall apply if the designated Vice-Chairperson ceases to represent a participating country or can no longer hold office.

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.15 in this capacity and not as the representative of his/her country. WP.15 shall admit an alternate representative to represent that participant and to exercise its right to vote. However, if there is no alternate representative or if the alternate representative is absent, the Chairperson may exercise his/her right to vote as the representative of his/her country.

CHAPTER VI SECRETARIAT

Rule 17

The Executive Secretary of ECE shall act in that capacity at all sessions of WP.15. He/she may appoint another member of the secretariat of ECE to take his/her place.

Rule 18

The secretariat shall make all necessary arrangements for the organization and holding of sessions.

Rule 19

During sessions, the secretariat shall assist WP.15 in complying with these Rules of Procedure.

Rule 20

The secretariat may submit written or oral statements on any item considered.

CHAPTER VII CONDUCT OF BUSINESS

Rule 21

Unless otherwise decided, WP.15 shall meet in private session.

Rule 22

The Chairperson shall announce the opening and the closing of each session, direct the discussion, ensure the application of these 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 limit the time allowed to each speaker.

Rule 23

At the end of each session, WP.15 shall adopt a report based on a draft prepared by the secretariat.

Rule 24

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

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 put it to a vote immediately. The ruling shall stand unless opposed by the majority.

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/her wish to speak. Two other representatives may be authorized to speak in order to oppose the closure.

Rule 28

The Chairperson shall take the sense of WP.15 on a motion for closure. If WP.15 is in favour of the closure, the Chairperson shall declare the debate closed.

Rule 29

Principal motions and resolutions shall be put to the vote in the order of their submission unless WP.15 decides otherwise.

Rule 30

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 31

If two or more amendments are moved to a proposal, WP.15 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 32

WP.15 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 33

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.

CHAPTER VIII VOTING

Rule 34

Full participants shall have one vote in WP.15.

Rule 35

Decisions of WP.15 shall chiefly be taken by consensus. In the absence of consensus, decisions shall be taken by a majority of the full participants present and voting. Decisions regarding a legal instrument in force shall be taken only in the presence of at least one third of the Contracting Parties, and on condition that the number of affirmative votes is equal to at least one third of the full participants represented during the vote.

Rule 36

WP.15 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 37

All elections shall be decided by secret ballot, unless, in the absence of any objection, WP.15 decides to proceed without taking a ballot on an agreed candidate or slate.

Rule 38

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 IX LANGUAGES

Rule 39

English, French and Russian are the working languages of WP.15. Statements made in one of these languages shall be interpreted into the other two languages.

CHAPTER X SPECIAL SESSIONS OF WP.15 AND AD HOC GROUPS

Rule 40

Amendments to ADR and ADN requiring or calling for harmonization with provisions relating to the transport of dangerous goods by rail shall be prepared by the Joint Meeting of the RID Committee of Experts for the Carriage of Dangerous Goods of the Intergovernmental Organization for International Carriage by Rail (OTIF) and WP.15 (RID/ADR/ADN Joint Meeting) (WP.15/AC.1). It is understood that the long-standing cooperation between ECE and OTIF in the matter of organizing this joint meeting may be extended to other competent intergovernmental organizations administering international agreements on the international carriage of dangerous goods by rail that are applicable in Contracting Parties to ADR and ADN.

Rule 41

Amendments to the Regulations annexed to ADN shall be prepared by the Joint Meeting of Experts on the Regulations annexed to the European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways (ADN), in partnership with the Central Commission for the Navigation of the Rhine (CCNR) and ECE at special sessions of WP.15 (WP.15/AC.2). It is understood that, pursuant to the resolution adopted on 25 May 2000 by the Diplomatic Conference for the Adoption of a European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways (ADN), cooperation in organizing this joint meeting of experts could be extended to the Danube Commission.

Rule 42

[The above rules of procedure shall apply mutatis mutandis to special sessions of WP.15.]¹⁰

Rule 43

Between sessions, WP.15 may be assisted in its tasks by ad hoc groups. To be established and hold meetings, such groups must be hosted and invited by a participant in WP.15 as defined in Rule 1.

¹⁰ To be confirmed by the RID/ADR/ADN Joint Meeting and the Joint Meeting of Experts on the Regulations annexed to ADN.

CHAPTER XI
AMENDMENTS

Rule 44

Any of these Rules of Procedure may be amended in accordance with Rule 35. However, any proposed amendment shall require the approval of the Inland Transport Committee and the endorsement of the Executive Committee of ECE.

Annex

Rules concerning documents to be submitted to the Working Party on the Transport of Dangerous Goods

Official documents

1. Documents for consideration under each agenda item of a session shall be transmitted as early as possible so that they reach the secretariat not less than 12 weeks before the opening of the session or, if they are transmitted simultaneously in English, French and Russian, not less than 6 weeks before.
2. They shall be transmitted to the secretariat by e-mail.
3. Documents, including reports of working groups, shall be as brief and concise as possible and not exceed 20 pages, except in exceptional instances where long passages from regulations or recommendations are the subject of proposed draft amendments.
4. All documents containing proposed amendments to regulations or recommendations shall comply with the standard presentation shown in the appendix to these rules, include a brief summary and, where necessary, a justification taking into account the following criteria:

Safety:	What are the safety implications?
Feasibility: amendments?	Which economic sector or public service is concerned by the proposed What are the consequences in terms of the advantages and disadvantages? Is a transitional period required?
Enforceability:	Once implemented, can the amendments be observed or monitored?

This rule shall not apply to editing amendments, amendments proposed by a working group or amendments proposed with a view to harmonization with the United Nations Recommendations on the Transport of Dangerous Goods or any other regulations.

5. The secretariat may decide:
 - (a) To postpone until the next session documents which have not reached it 12 weeks before the opening of a session;
 - (b) Only to translate parts of documents more than 20 pages long, so as not to delay their distribution, when they contain lengthy explanatory technical annexes or tables which it is not intended to include in the regulations or recommendations;
 - (c) To return the document to the sender if the presentation does not conform to that of the appendix to these rules. In such cases the document may be recast in accordance with the presentation required in rule 4, provided that the revised version reaches the secretariat not less than 10 weeks before the opening of the session;

If this is not the case, the document will nevertheless be distributed in its initial form.

Informal documents

6. Documents which do not reach the secretariat 12 weeks before the session may also be submitted for consideration at the session under the “INF” symbol (informal documents), provided:
 - (a) That they contain specific commentaries or additional information concerning a new document included in the provisional agenda and that it has not therefore been possible to submit them in time;

- (b) That they are submitted solely for information purposes and require no decision from the Working Party;
- (c) That they are intended to correct flagrant errors in existing texts;
- (d) That they are intended to clarify the interpretation of existing texts; or
- (e) That they contain the report of an informal working group mentioned in the provisional agenda.

7. These informal documents must be sent to the secretariat by e-mail, allowing sufficient time to post them on the ECE website¹¹. As a rule, save in exceptional circumstances, the secretariat shall neither reproduce nor distribute paper copies of these informal documents.

8. The secretariat shall assign an “INF” symbol to informal documents which shall be transmitted to the author of the document who may send advance copies to other delegations. The author of an informal document shall indicate clearly the title of his communication, the official document to which it refers, where relevant, and the agenda item under which it should be considered.

9. Other documents may be distributed to delegations during the session, for example, informal documents unrelated to an agenda item, advance copies of future proposals, etc. These documents shall not be assigned an “INF” symbol, and must be reproduced and distributed by their author and not by the secretariat. They shall not be considered during the session, unless the Working Party decides otherwise.

¹¹ <http://www.unece.org/trans/danger/danger.htm>

Appendix

Standard format for documents
(for proposals regarding regulatory texts or recommendations)
TITLE OF AGENDA ITEM

Title of proposal, setting out the question

Submitted by ...

SUMMARY	
Executive summary:	This description outlines the proposed objective (amendment, information only; etc.)
Action to be taken:	Reference is made to the paragraphs of the regulations or other texts to be amended.
Related documents:	Other key documents are listed.

Introduction **Motive/developments, which urgently justify the amendment.**

Proposal **Description of the proposed amendment,**
Including: Amended text of paragraphs and ensuing amendments.

Justification **Safety: What are the safety implications?**

Feasibility: Which economic sector or public service is concerned by the proposed amendment?

What are the consequences in terms of advantages and disadvantages?

Is a transitional period required?

Enforceability: Once implemented, can the amendments be observed or monitored?

Annex 3

Draft Rules of Procedure ADN Safety Committee

RULES OF PROCEDURE OF THE ADN SAFETY COMMITTEE

CHAPTER I
PARTICIPATION

Rule 1

- (a) All member countries [states] of the ECE shall be considered full participants of the ADN Safety Committee.
- (b) Non-member countries [states] of ECE as defined in paragraph 11¹² of the Terms of Reference of ECE may participate in a consultative capacity in the ADN Safety Committee on any matter of particular concern to them. These countries may however participate as full members at sessions of the ADN Safety Committee devoted to matters relating to a legal instrument to which they are Contracting Parties.
- (c) Specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council, may, in accordance with paragraphs 12¹³ and 13¹⁴ of the Terms of Reference of ECE, participate in a consultative capacity in the ADN Safety Committee in discussions that the ADN Safety Committee may hold on any matter of particular concern to those agencies or organizations.
- (d) Non-governmental organizations not in consultative status with the Economic and Social Council may, subject to the approval of the ADN Safety Committee and respecting the principles set forth in Economic and Social Council resolution 1996/31, parts I and II, participate with consultative status in discussions that the ADN Safety Committee may hold on any matter of interest to these organizations.
- (e) Consultations with specialized agencies and the International Atomic Energy Agency (IAEA) shall be conducted in accordance with Rule 51 of the Rules of Procedure of ECE.

¹² 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.”

¹³ 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.”

¹⁴ 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.”

(f) Consultations with non-governmental organizations shall be conducted in accordance with Rules 52 and 53 of the Rules of Procedure of ECE. Non-governmental organizations with consultative status under paragraph (d) shall be treated as non-governmental organizations included on the list.

CHAPTER II

SESSIONS

Rule 2

Sessions shall be held on dates fixed by the ECE secretariat in accordance with the programme of work.

Rule 3

Sessions shall ordinarily be held at the United Nations Office at Geneva. If the ADN Safety Committee decides to hold a particular session elsewhere, the relevant United Nations rules and regulations shall apply.

Rule 4

(a) The ECE secretariat shall, at least twelve (12) weeks before the commencement of a session, announce the opening date of the session and distribute a copy of the provisional agenda via the ECE website¹⁵.

(b) The basic documents prepared by participants must be submitted to the ECE secretariat in electronic form at least twelve (12) weeks before the commencement of a session, in accordance with the procedures and rules contained in the Annex.

(c) The basic documents relating to each item on the agenda of a session shall be available on the ECE website⁴ in all official languages of ECE before the session at the latest forty-two days before the opening of the session; however, in exceptional cases, translated texts may be made available on this site twenty-one days before the opening of the session. [These documents shall be available in the German language before the session at the latest [twenty-one] [fourteen] days before the opening of the session; the Secretariat of the Central Commission for the Navigation on the Rhine shall be responsible to provide the documents in German language.]

(d) In exceptional cases, the secretariat may distribute basic documents at the session, but in this case such documents may be used only for preliminary consideration unless the ADN Safety Committee decides otherwise.

(e) Any participant, as well as the secretariats, may also submit informal documents, provided the procedures and rules in the Annex are respected.

¹⁵ <http://www.unece.org/trans/danger/danger.htm>

CHAPTER III AGENDA

Rule 5

The provisional agenda for each session shall be drawn up by the ECE secretariat in coordination with the Chairperson or Vice-Chairperson (acting as Chairperson).

Rule 6

The provisional agenda for any session may include:

- (a) Items stipulated in the programme of work agreed at the previous session;
- (b) Items proposed by ECE or the Inland Transport Committee;
- (c) Any other item proposed by a participant, insofar as it relates to the Terms of Reference of WP. 15.
- (d) Any other items which the Chairperson or Vice-Chairperson or the secretariat may see 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 ADN Safety Committee may amend the order of agenda items at any time during the session.

CHAPTER IV REPRESENTATION

Rule 9

Each participant as defined in Rule 1 shall be represented at sessions of the ADN Safety Committee by an accredited representative.

Rule 10

The representative may be accompanied by alternate representatives, advisers or experts. If absent, a representative may be replaced by an alternate representative.

Rule 11

(a) The names of representatives, alternate representatives, advisers and experts shall be submitted to the ECE secretariat at the latest one week before the opening of the session.

(b) The ECE secretariat shall prepare a provisional list of persons scheduled to attend the session and make it available to the permanent missions of participating countries to the Office of the United Nations in Geneva two working days before the opening of the session. Unless notified otherwise by the permanent mission concerned before the opening of the session, the persons appearing in this list shall be considered as duly accredited.

(c) The ECE secretariat shall prepare a list of the names of all persons attending the session and make it available to them at the end of the session.

**CHAPTER V
OFFICERS****Rule 12**

Every year, the ADN Safety Committee shall, at the beginning of the first session of the year, elect a Chairperson and a Vice-Chairperson from among the representatives of full participants as defined in Rule 1. They shall take office immediately after their election. The officers may be re-elected.

Rule 13

If the Chairperson is absent from a session, or part thereof, or if the Chairperson so requests, the Vice-Chairperson shall preside.

Rule 14

If the Chairperson ceases to represent a participating country or can no longer hold office, the Vice-Chairperson designated in accordance with Rule 12 shall become Chairperson for the unexpired portion of the term. In that case, the ADN Safety Committee shall elect another Vice-Chairperson for the unexpired portion of the term. The same shall apply if the designated Vice-Chairperson ceases to represent a participating country or can no longer hold office.

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 the ADN Safety Committee in this capacity and not as the representative of his/her country. The ADN Safety Committee shall admit an alternate representative to represent that participant and to exercise its right to vote. However, if there is no alternate representative or if the alternate representative is absent, the Chairperson may exercise his/her right to vote as the representative of his/her country.

CHAPTER VI
SECRETARIAT

Rule 17

The Executive Secretary of ECE and the Secretary-General of the Central Commission for the Navigation of the Rhine shall act in that capacity at all sessions of the ADN Safety Committee. They may appoint other members of the secretariats of ECE and of CCNR to take their places.

Rule 18

The secretariats shall make all necessary arrangements for the organization and holding of sessions.

Rule 19

During sessions, the secretariats shall assist the ADN Safety Committee in complying with these Rules of Procedure.

Rule 20

The secretariats may submit written or oral statements on any item considered.

CHAPTER VII

CONDUCT OF BUSINESS

Rule 21

Unless otherwise decided, the ADN Safety Committee shall meet in private session.

Rule 22

The Chairperson shall announce the opening and the closing of each session, direct the discussion, ensure the application of these 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 limit the time allowed to each speaker.

Rule 23

At the end of each session, the ADN Safety Committee shall adopt a report based on a draft prepared by the ECE secretariat.

Rule 24

The Chairperson may decide, in consultation with the secretariats, to reduce the length of a session or to postpone it in the event of force majeure.

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 put it to a vote immediately. The ruling shall stand unless opposed by the majority.

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/her wish to speak. Two other representatives may be authorized to speak in order to oppose the closure.

Rule 28

The Chairperson shall take the sense of the ADN Safety Committee on a motion for closure. If the ADN Safety Committee is in favour of the closure, the Chairperson shall declare the debate closed.

Rule 29

Principal motions and resolutions shall be put to the vote in the order of their submission unless the ADN Safety Committee decides otherwise.

Rule 30

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 31

If two or more amendments are moved to a proposal, the ADN Safety Committee 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 32

The ADN Safety Committee 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 33

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.

CHAPTER VIII

VOTING

Rule 34

All ECE member states have one vote in the ADN Safety Committee.

Rule 35

Decisions of the ADN Safety Committee shall chiefly be taken by consensus. In the absence of consensus, decisions shall be taken by a majority of the full participants present and voting

Rule 36

The ADN Safety Committee 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 37

All elections shall be decided by secret ballot, unless, in the absence of any objection, the ADN Safety Committee decides to proceed without taking a ballot on an agreed candidate or slate.

Rule 38

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 IX
LANGUAGES****Rule 39**

English, French, German and Russian are the working languages of the ADN Safety Committee. Statements made in one of these languages shall be interpreted into the other three languages.

**[CHAPTER X
SPECIAL SESSIONS OF THE ADN SAFETY COMMITTEE AND AD HOC GROUPS]****Rule 40**

Amendments to ADN requiring or calling for harmonization with provisions relating to the transport of dangerous goods by rail or by road shall be prepared by the Joint Meeting of the RID Committee of Experts for the Carriage of Dangerous Goods of the Intergovernmental Organization for International Carriage by Rail (OTIF) and WP. 15 and the ADN Safety Committee (RID/ADR/ADN Joint Meeting) (WP.15/AC.1).

Rule 41

(open)

Rule 42

Between sessions, the ADN Safety Committee may be assisted in its tasks by Informal Working groups. To be established and hold meetings, the Safety Committee shall give a clear mandate to such Informal Working Groups and they must be invited and hosted by a participant in the ADN Safety Committee as defined in Rule 1. Secretariat of CCNR may, within its capacities, give support in hosting an Informal Working Group. Translation is not obligatory.

CHAPTER XI
AMENDMENTS

Rule 43

Any of these Rules of Procedure may be amended in accordance with Chapter VIII. However, any proposed amendment shall require the approval of the Inland Transport Committee and the endorsement of the Executive Committee of ECE.

AnnexRules concerning documents to be submitted to the ADN Safety Committee**Official documents**

1. Documents for consideration under each agenda item of a session shall be transmitted in English, French or Russian as early as possible so that they reach the ECE secretariat not less than 12 weeks before the opening of the session or, if they are transmitted simultaneously in English, French, German and Russian, not less than 6 weeks before.

[Policy for documents in German to be defined] same as rest but transmit to CCNR Sec. [Deadline to be discussed]

2. They shall be transmitted to the **ECE** secretariat by e-mail.

3. Documents, including reports of Informal Working Groups, shall be as brief and concise as possible and not exceed 20 pages, except in exceptional instances where long passages from regulations or recommendations are the subject of proposed draft amendments.

4. All documents containing proposed amendments to regulations or recommendations shall comply with the standard presentation shown in the appendix to these rules, include a brief summary and, where necessary, a justification taking into account the following criteria:

Safety: What are the safety implications?

Feasibility: Which economic sector or public service is concerned by the proposed amendments?
What are the consequences in terms of the advantages and disadvantages?
Is a transitional period required?

Enforceability: Once implemented, can the amendments be observed or monitored?

This rule shall not apply to editing amendments, amendments proposed by a working group or amendments proposed with a view to harmonization with the United Nations Recommendations on the Transport of Dangerous Goods or any other regulations.

5. The secretariat may decide:

(a) To postpone until the next session documents which have not reached it 12 weeks before the opening of a session;

(b) Only to translate parts of documents more than 20 pages long, so as not to delay their distribution, when they contain lengthy explanatory technical annexes or tables which it is not intended to include in the regulations or recommendations;

(c) To return the document to the sender if the presentation does not conform to that of the appendix to these rules. In such cases the document may be recast in accordance with the presentation required in rule 4, provided that the revised version reaches the secretariat not less than 10 weeks before the opening of the session;

If this is not the case, the document will nevertheless be distributed in its initial form.

Informal documents

6. Documents which do not reach the ECE secretariat 12 weeks before the session may also be submitted for consideration at the session under the “INF” symbol (informal documents) in one of the above mentioned four working languages, provided:

- (a) That they contain specific commentaries or additional information or alternative proposals concerning a new document included in the provisional agenda and that it has not therefore been possible to submit them in time;
- (b) That they are submitted solely for information purposes and require no decision from the Working Party;
- (d) That they are intended to correct flagrant errors in existing texts;
- (d) That they are intended to clarify the interpretation of existing texts;
- (e) That they contain the report of an informal working group mentioned in the provisional agenda. The group of ADN Recommended Classification societies shall be seen as an Informal Working Group in this case.

7. These informal documents must be sent to the **ECE** secretariat by e-mail, allowing sufficient time to post them on the ECE website¹⁶. As a rule, save in exceptional circumstances, the secretariat shall neither reproduce nor distribute paper copies of these informal documents. Informal documents that are created by participants during a session of the ADN Safety Committee will be reproduced and distributed by the secretariat.

¹⁶ <http://www.unece.org/trans/danger/danger.htm>

8. The secretariat shall assign an “INF” symbol to informal documents which shall be transmitted to the author of the document. The author of an informal document shall indicate clearly the title of his communication, the official document to which it refers, where relevant, and the agenda item under which it should be considered.

9. Other documents may be distributed to delegations during the session, for example, informal documents unrelated to an agenda item, advance copies of future proposals, etc. These documents shall not be assigned an “INF” symbol, and must be reproduced and distributed by their author and not by the secretariat. They shall not be considered during the session, unless the ADN Safety Committee decides otherwise.

Appendix

Recommended format for documents
(for proposals regarding regulatory texts or recommendations)

TITLE OF AGENDA ITEM

Title of proposal, setting out the question

Submitted by ...

SUMMARY	
Executive summary:	This description outlines the proposed objective (amendment, information only; etc.)
Action to be taken:	Reference is made to the paragraphs of the regulations or other texts to be amended.
Related documents:	Other key documents are listed.

Introduction **Motive/developments, which urgently justify the amendment.**

Proposal **Description of the proposed amendment,**

Including: Amended text of paragraphs and ensuing amendments.

Justification **Safety: What are the safety implications?**

Feasibility: Which economic sector or public service is concerned by the proposed amendment?

What are the consequences in terms of advantages and disadvantages?

Is a transitional period required?

Enforceability: Once implemented, can the amendments be observed or monitored?
