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**Economic Commission for Europe****Administrative Committee for the TIR Convention, 1975****Technical Implementation Body****First session**

Geneva, 18–21 January 2022

Item 3 of the provisional agenda

**Rules of procedure****Rules of Procedure of the Technical Implementation Body****Note by the secretariat****I. Introduction**

Annex 11, Article 4 paragraph 4 of the TIR Convention foresees that the Technical Implementation Body shall, at its first session, adopt its rules of procedure and submit them to the Administrative Committee for the TIR Convention, 1975 for endorsement by the contracting parties bound by Annex 11. The Technical Implementation Body may wish to consider and, possibly, adopt the Rules of Procedure contained in this document.

**II. Rules of Procedure****Chapter I  
Participation****Rule 1**

- (a) The contracting parties to the TIR Convention, bound by Annex 11, shall be members of the Technical Implementation Body (TIB).
- (b) Other contracting parties to the TIR Convention, not bound by Annex 11, may participate in the sessions of TIB as observers.
- (c) TIB may decide that competent administrations of States referred to in Article 52, paragraph 1 of the TIR Convention, or representatives of national guaranteeing associations and international organizations, as defined in Article 1 (q) and (r) of the TIR Convention may, for questions which interest them, attend the sessions of TIB as observers.
- (d) The TIR Secretary will attend the sessions of TIB.

## **Chapter II Sessions**

### **Rule 2**

Sessions shall be held on dates fixed by the secretariat.

### **Rule 3**

Sessions shall ordinarily be held at the United Nations Office at Geneva (UNOG), Switzerland. TIB may hold a particular session elsewhere. In that case, the relevant United Nations rules and regulations shall apply.

### **Rule 4**

(a) The secretariat shall, at least six (6) weeks before the commencement of a session of TIB, publish a notice of the opening date of said session, together with a copy of the provisional agenda on the United Nations Economic Commission for Europe (ECE) website in all the working languages of ECE before the session.

(b) The documents relating to each item appearing on the provisional agenda of a session or meeting shall be available on the ECE website in all working languages of ECE before the session. In exceptional cases, the secretariat may distribute documents at the session, but in this case such documents may only be used for preliminary consideration, unless TIB decides otherwise.

(c) Participants 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 also be made available on the ECE website.

## **Chapter III Agenda**

### **Rule 5**

The provisional agenda for each session of TIB shall be drawn up by the secretariat, in coordination, to the extent possible, with the Chair of TIB.

### **Rule 6**

The provisional agenda for any session of TIB may include:

- (a) Items arising from previous sessions of TIB;
- (b) Items proposed by the Administrative Committee for the TIR Convention, 1975 (AC.2);
- (c) Items proposed by members of TIB;
- (d) Any other items which the Chair or Vice-Chair of TIB 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 the Chair of TIB during the session.

## **Chapter IV Representation**

### **Rule 9**

Contracting parties to the TIR Convention, bound by Annex 11, and the other participants as defined at Rule 1 shall be members of TIB.

### **Rule 10**

Members and observers shall register online for each session of TIB. The link to the registration page will be made available on the ECE website. A list of the names of all persons having participated in the session will be prepared by the secretariat and made available during the session.

## **Chapter V Officers**

### **Rule 11**

TIB shall, at its first session each year, elect a Chair and, if possible, a Vice-Chair from among the representatives of the States which are contracting parties to the TIR Convention, bound by Annex 11. The officers shall be eligible for re-election.

If the Chair is absent from a session, or part thereof, TIB will request the Vice-Chair to preside.

### **Rule 12**

If the Chair ceases to represent a contracting party to the TIR Convention, bound by Annex 11, or can no longer hold office, the Vice-Chair shall become Chair for the unexpired portion of the term. In case the Vice-Chair ceases to represent a contracting party to the TIR Convention, bound by Annex 11, or can no longer hold office, TIB shall elect another Chair and, possibly, a Vice-Chair for the unexpired portion of the term.

### **Rule 13**

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

### **Rule 14**

While chairing the sessions of TIB, the Chair shall not represent his or her State. In the absence of an alternate representative to represent her or his State, the Chair may also take part in voting and in the roll call to establish if the quorum is reached.

## **Chapter VI Secretariat**

### **Rule 15**

The Executive Secretary of the ECE shall act in that capacity at all sessions of TIB. He or she may appoint another member of the staff to take his or her place.

### **Rule 16**

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

## **Rule 17**

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

## **Rule 18**

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

## **Chapter VII Conduct of business**

### **Rule 19**

As a general rule, TIB meetings shall be held in private, unless TIB decides differently.

### **Rule 20**

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 or her remarks are not relevant to the subject under discussion. The Chair may also limit the time allowed to each speaker.

## **Chapter IX Reporting**

### **Rule 21**

The secretariat, in consultation with the Chair, will prepare a list of main decisions, which shall be adopted by TIB at the end of each session, as well as a complete report, which will be circulated after the session for comments and adopted by TIB at its following session.

### **Rule 22**

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 23**

TIB shall report on its activities to AC.2, at least once a year or at the request of AC.2. TIB will be represented in AC.2 by its Chair or Vice-Chair.

## **Chapter VIII Voting**

### **Rule 24**

Each State which is a contracting party to the TIR Convention, bound by Annex 11 and represented at the session, will have one vote.

### **Rule 25**

Decisions of TIB shall preferably be made on the basis of consensus. In the absence of consensus, decisions shall be made by a majority of those present and voting (see Rule 24).

**Rule 26**

Voting and elections of officers shall be held in accordance with Rules 41 to 43<sup>1</sup> of the Rules of Procedure of ECE.

**Rule 27**

A quorum consisting of not less than one-fourth of the States which are contracting parties to the TIR Convention, bound by Annex 11, is required for the purpose of taking decisions.

**Rule 28**

In the absence of a quorum, as defined in Rule 27, TIB can request the secretariat, to launch a silence procedure by which States bound by Annex 11 will be asked to express themselves on proposed decisions by TIB. Each proposed decision will be considered individually and will be deemed accepted unless a majority of States bound by Annex 11 will communicate, in writing, to the secretariat an objection within 1 month from the day on which the secretariat has circulated the proposed decision(s) by email to the permanent missions to the United Nations Office and other international organizations in Geneva of States bound by Annex 11.

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

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

**Chapter X  
Amendments****Rule 30**

In the absence of relevant provisions in the Rules of Procedure of TIB, the Rules of Procedure of Annex 8 of the TIR Convention and of ECE shall be applicable, unless TIB decides otherwise.

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<sup>1</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.