



Economic Commission for Europe**Inland Transport Committee****Eighty-fifth session**

Geneva, 21-24 February 2023

Item 5 (a) of the provisional agenda

Governance Issues and Business Critical Decisions**for the Inland Transport Committee and its Subsidiary Bodies:****Decisions on Subsidiary Bodies and on the Structure of the Committee****Decisions on the Committee's Subsidiary Bodies and on its Structure****Note by the secretariat****I. Decisions on Standing Bodies, including Working Parties**

1. The Inland Transport Committee (ITC or Committee) is **invited to consider and adopt** the updated Terms of Reference for the Working Party on Rail Transport (SC.2) prepared by the Working Party (ECE/TRANS/SC.2/238, paragraph 36), aligned to the revised ITC Terms of Reference, and at its request. The updated Terms of Reference are contained in Annex I to ECE/TRANS/2023/9.
2. The Committee is **invited to consider and adopt** the new Rules of Procedure for the Working Party on Rail Transport (SC.2) prepared by the Working Party and at its request (ECE/TRANS/SC.2/238, paragraph 35). The new Rules of Procedure are contained in Annex II to ECE/TRANS/2023/9.
3. The Committee is **invited to consider and adopt** the new Terms of Reference for the Revisions Committee of the Model Rules on the Permanent Identification of Railway Rolling Stock prepared by SC.2 and at its request (ECE/TRANS/SC.2/238, paragraph 45), and **recommend** to the Executive Committee (EXCOM) for approval. The Terms of Reference are contained in Annex III to ECE/TRANS/2023/9.¹
4. The Committee is **invited to consider and adopt** the Rules of Procedure of the Working Party on Inland Water Transport (SC.3), prepared by the Working Party and at its request (ECE/TRANS/SC.3/217, paragraph 103). The new Rules of Procedure are contained in Annex IV to ECE/TRANS/2023/9.
5. The Committee is **invited to consider and adopt** the Rules of Procedure of the Joint Meeting of Experts on the Regulations annexed to the European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways (ADN Safety Committee – WP.15/AC.2), prepared by the ADN Safety Committee and at its request

¹ The draft Model Rules and the request of SC.2 to the Committee for their adoption can be found in ECE/TRANS/2023/37, under agenda item 7(r).



(ECE/TRANS/WP.15/AC.2/82, paragraph 76). The new Rules of Procedure are contained in Annex V to ECE/TRANS/2023/9.

6. The Committee is **invited to consider and adopt** new Rules of Procedure for the Working Party on Intermodal Transport and Logistics (WP.24) prepared by the Working Party and at its request (ECE/TRANS/WP.24/151, paragraph 102). The new Rules of Procedure are contained in Annex VI to ECE/TRANS/2023/9.

II. Decisions on Groups of Experts: Decisions on Extensions of Existing Groups of Experts

7. The Committee is **invited to consider to extend** the mandate of the Group of Experts on drafting a new Legal Instrument on the Use of Automated Vehicles in Traffic (LIAV) for two additional years until 31 May 2025, as requested by the Global Forum for Road Traffic Safety (WP.1) (ECE/TRANS/WP.1/181, paragraph 23).

8. The Committee is **invited to consider to extend** the mandate of the Group of Experts on European Agreement Concerning Work of Crews of Vehicles Engaged in International Road Transport (AETR) until 30 June 2025, as requested by the Working Party on Road Transport (SC.1) (ECE/TRANS/SC.1/418, paragraph 11).

Annex I

Revised Terms of Reference of the Working Party on Rail Transport²

1. The Working Party on Rail Transport will act within the framework of the policies of the United Nations and ECE and under the general supervision of the Inland Transport Committee (hereafter ITC) and in conformity with the Terms of Reference of ECE (E/ECE/778/Rev.5).

2. SC.2 will operate in accordance with its own Rules of Procedure, as set out in ECE/TRANS/SC.2/2022/1, which are based on those of the Inland Transport Committee. These rules of procedure refer to its status and characteristics, including the review of its mandate and extension every five years, its membership and officers, its methods of work and its secretariat provided by the ECE Sustainable Transport Division.

3. The activities identified below are in line with the objective of the ECE sustainable transport subprogramme to facilitate the international movement of persons and goods by inland transport modes and improve safety, environmental protection, energy efficiency and security in the transport sector to levels that contribute effectively to sustainable transport. They are also in line with the ITC Strategy to 2030 which identified the following four pillars where it should enhance its role going forward:

- **Pillar A: The UN Platform for regional and global inland transport conventions.** By strengthening its role as the UN platform of inland transport conventions to all UN Member States and by remaining at the forefront of global efforts to curb the road safety crisis, through its 360° approach to road safety, cut emissions by setting and promoting its vehicle standards, and reduce cross-border barriers with its large set of facilitation conventions.
- **Pillar B: The UN Platform for supporting new technologies and innovations in inland transport.** By ensuring that (i) its regulatory functions are keeping pace with cutting-edge **technologies** driving transport innovation - especially in the areas of Intelligent Transport Systems, autonomous vehicles and digitalization - thus improving traffic safety, environmental performance, energy efficiency, inland transport security and efficient service provision in the transport sector, (ii) the different amendment processes for the different conventions do not cause fragmentation, and (iii) the dangers of stifling progress due to too early regulation are avoided.
- **Pillar C: The UN Platform for regional, interregional and global inland transport policy dialogues.** By providing a platform for policy dialogue to review emerging challenges in **inland** transport, as well as proposals for improving infrastructure and operation at its annual session.
- **Pillar D: The UN Platform for promoting sustainable regional and interregional inland transport connectivity and mobility.** By providing a comprehensive, harmonized regulatory framework, as appropriate, and institutional reference point supporting international connectivity, developing new or building on existing initiatives, agreements, or corridors, as needed.

4. The main activities identified going forward are:

(a) to update and extend the geographical scope of the European Agreement on Main International Railway Lines (AGC) network, increase the number of contracting parties to the AGC, consider the AGC Agreement with a view to possibly implementing and, whenever feasible, improving existing standards and operational parameters; upgrading review the coherence between the AGC parameters and infrastructure standards established within the European Union, the Eurasian Economic Union and other countries within the ECE region with a view to harmonizing them as appropriate. (**Pillar A**);

² Reproduced and renumbered from ECE/TRANS/SC.2/2022/2.

(b) to identify the need for new legal instruments in the rail sector for passenger and freight aimed at encouraging the further shift to rail as the most sustainable mode of transport and meeting the needs of the region's economies following the paradigm shift set in motion in the transport sector as a result of the COVID-19 epidemic. **(Pillar A)**;

(c) to develop, improve and maintain constantly updated online tools, such as the web tool developed to monitor AGC and the European Agreement on Important International Combined Transport Lines and Related Installations (AGTC) network and its infrastructure standards and the Rail Security Observatory **(Pillar B)**;

(d) to improve intermodal coordination and integration of railway with other transport modes with a view to contributing to the development of pan-European sustainable transport systems taking into account the interrelationship of the ECE E-Networks and in close cooperation with the Working Party on Intermodal Transport and Logistics (WP.24). **(Pillar D)**;

(e) to foster the development of green transport through the review of technological advancements in rail transport aimed at increasing the efficiency of transport operations. **(Pillar B)**;

(f) to assist in the development of harmonized safety approaches across the sector through constant discussions on rail safety issues. **(Pillar C)**;

(g) to drive the development of a secure rail system through the exchange of best practice in this area. **(Pillar D)**;

(h) to follow-up the developments of the ECE Trans European Railway (TER) Project, and explore further interaction between TER activities and that of SC.2; **(Pillar D)**;

(i) to evaluate, study and review Euro-Asian rail traffic trends, developments and opportunities and explore possibilities for further contribution to and interaction with the Euro-Asian Transport Linkages (EATL) project and the preparation of relevant conclusions and recommendations in collaboration with the Working Party on Trends and Economics; **(Pillar C)**;

(j) to facilitate international rail transport in the pan-European region through improved border crossing procedures and harmonization of technical specifications of different railway systems and their operations at borders in light of cooperation in the Contact Group between Organization for the Cooperation Between Railways (OSJD) and the European Union Agency for Railways; **(Pillar A)**;

(k) to support the implementation of expert group programmes and task forces as established by the Working Party and the Inland Transport Committee on technical and legal rail matters and review rail market trends, needs and challenges through the establishment of ad hoc expert groups and the elaboration of studies, as appropriate; **(Pillar A)**;

(l) to monitor developments on the pan-European Rail Transport Corridors in cooperation with the European Commission; **(Pillar C)**;

(m) to review general trends in rail transport developments and rail transport policy, analyse specific rail transport economic issues, assist in the collection, compilation and dissemination of rail transport statistics, in cooperation with the Working Party on Transport Statistics (WP.6), other governmental and non-governmental organizations, expert groups and task forces and prepare reports, reviews and publications concerning rail transport development and best practices; **(Pillar C)**.

5. SC.2 will promote and provide technical cooperation and capacity-building in the field of rail transport.

6. SC.2 will encourage participation in its activities by fostering cooperation and collaboration with the European Commission, the Eurasian Economic Commission, intergovernmental and non-governmental organizations, and other United Nations regional commissions and organizations or bodies of the United Nations system.

7. SC.2 will collaborate closely with other subsidiary bodies of ITC and other ECE bodies on matters of common interest.

Annex II

Rules of Procedure of the Working Party on Rail Transport³

Chapter I Participation

Rule 1

(a) ECE member States participate at the sessions of the Working Party on Rail Transport (henceforth “Working Party”) as full members with voting rights.

(b) Non-ECE member States participate as full members to the segments of the sessions of the Working Party that deal with legal instruments or binding rules and standards, administered by the Working Party, to which they are contracting parties or to which they have declared to the Executive Secretary of ECE an interest in; and remain in a consultative capacity in other parts.

(c) States that do not fall under subparagraphs (a) and (b) participate in the sessions of the Working Party 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 Rule 1(d) of the Rules of Procedure of the Inland Transport Committee (ITC), participate in a consultative capacity in discussions of the Working Party on Rail Transport that the Working Party 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, subject to the approval of the Working Party and respecting the principles set forth in Economic and Social Council resolution 1996/31, parts I and II, participate in a consultative capacity in discussions that the Working Party 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 the Economic Commission for Europe (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.

Chapter II Sessions

Rule 2

Sessions of the Working Party shall be held:

(a) On dates fixed by the Working Party, after consultation with the secretariat, at previous meetings;

(b) On such other occasions as the Chairperson, in consultation with the Vice-Chairpersons and the secretariat, deems necessary.

³ Reproduced from ECE/TRANS/SC.2/2022/1.

Rule 3

Sessions shall ordinarily be held at the United Nations Office at Geneva (UNOG). The Working Party may, with the concurrence of ITC, 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 Working Party, 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 42 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 21 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.

Rule 6

The provisional agenda for any session shall include:

- (a) Items arising from previous sessions of the Working Party;
- (b) Items proposed by ECE or its Executive Committee (EXCOM);
- (c) Items proposed by ITC;
- (d) Items proposed by any member or non-member of the Working related to legal instruments to which they are contracting parties or to which they have declared an interest according to the provisions in Rule 1;
- (e) Items proposed by a specialized agency in accordance with the agreements of relationship concluded between the United Nations and such agencies; and
- (f) Any other items which the Chair 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 Working Party 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 Working Party by an accredited representative.

Rule 10

A representative may be accompanied to the sessions of the Working Party 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

Rule 12

(a) The Working Party 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 Working Party on Rail Transport will also, at the same meeting, elect up to two ECE member States whose representatives will become Vice-Chairs for the same period.

(b) Nominations for the positions referred to in paragraph (a) 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 or Vice-Chair(s) ceases to represent his or her State, the new representative of that State will become the new Chair or Vice-Chair for the unexpired portion of the term. If the Chair or Vice-Chair(s) can no longer hold office, the alternate representative will become the new Chair or Vice-Chair 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 Working Party in this capacity and not as the representative of their State. The Working Party shall admit an alternate representative to represent that member in the meetings of the Working Party and to exercise its right to vote.

Chapter VI Subsidiary Bodies

Rule 17

(a) With the endorsement of the Inland Transport Committee and the approval of EXCOM, the Working Party may establish subsidiary bodies, such as continually acting or other teams of specialists, 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 discharge of the technical responsibilities laid upon them may be delegated to them.

(b) Subject to the endorsement of ITC and the approval of EXCOM, the Working Party may extend or discontinue such subsidiary bodies as it deems necessary to assist it in carrying out its tasks.

Rule 18

The Working Party shall prepare the terms of reference of its subsidiary bodies and recommend them to ITC for adoption. Unless the Working Party decides otherwise, the present rules of procedure shall apply to the procedure of its subsidiary body.

Rule 19

Subsidiary bodies should consult those entities identified in rule 1 according to the procedures set out in that rule.⁴

Chapter VII Secretariat

Rule 20

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

Rule 21

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

Rule 22

The secretariat shall be responsible for the necessary arrangements being made for the meetings of the Working Party and its subsidiary bodies.

Chapter VIII Conduct of Business

Rule 23

One fifth of full members shall constitute a quorum.

Rule 24

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 Working Party, 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 25

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 Working Party for decision and it shall stand unless overruled.

⁴ 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.

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 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 27

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 28

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

Rule 29

Principal motions and resolutions shall be put to the vote in the order of their submission unless the Working Party 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 Working Party 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 Working Party 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 IX
Voting

Rule 33

Each full member of the Working Party shall have one vote.

Rule 34

Decisions of the Working Party shall normally be taken by consensus. In the absence of consensus, decisions of the Working Party 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 35

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

Rule 36

The Working Party 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.

Rule 37

All elections shall be decided by secret ballot, unless, in the absence of any objection, the Working Party 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. If this vote also results in equality, the proposal shall be regarded as rejected.

**Chapter X
Languages****Rule 39**

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

Rule 40

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

**Chapter XI
Records****Rule 41**

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

**Chapter XII
Publicity of Meetings****Rule 42**

The meetings of the Working Party shall ordinarily be held in public. The Working Party may decide that a particular meeting or meetings shall be held in private.

**Chapter XIII
Reports****Rule 43**

The Working Party shall submit to the Inland Transport Committee a report on its activities and plans, including those of any subsidiary bodies, once a year.

**Chapter XIV
Amendments and Suspensions****Rule 44**

Any of these rules of procedure may be amended or suspended by the Working Party provided that the proposed amendments or suspensions are adopted by ITC and approved by EXCOM and do not attempt to set aside the Working Party's terms of reference.

Annex III

Terms of Reference for the Revisions Committee on the Model Rules for the Permanent Identification of Railway Rolling Stock ⁵

I. Scope of Tasks and Achievements Expected

1. The Revisions Committee to the Model Rules on the Permanent Identification of Railway Rolling Stock (“the Revisions Committee”) shall be set up as a subsidiary body to the Working Party on Rail Transport. Its mandate, officers and standing nature shall be reviewed every five years. It will focus its work on the following tasks:

(a) Monitor the implementation and propose amendments to the Model Rules on the Permanent Identification of Railway Rolling Stock (“the Model Rules”) including its appendices, from time to time, taking into account experience of the operation of the Model Rules, legal and technological developments, industry comments and best practice and changes to the Regulations;

(b) Preparation, publication and revision of guidance and support documents (including the Guidance Note) to facilitate the implementation of the Model Rules.

2. Defined terms used herein shall have the meaning set forth in the Model Rules, unless the context dictates otherwise.

II. Methods of Work

3. The Revisions Committee should take into account the Regulations and any procedures agreed thereunder by the Supervisory Authority, revisions thereof and other rules and protocols already in place for marking railway rolling stock when making its assessment. This should include feedback from national or supranational regulators or agencies, the Registrar and representatives of the rail and rail finance industries, as well as industry experts, technology providers and suppliers of identification systems, on the options, practicalities and cost of the various identification marking systems.

4. The Revisions Committee may consult with relevant stakeholders, gather evidence, take advice and undertake research as it considers appropriate for the purposes of its mandate under these Terms of Reference.

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

6. The Revisions Committee shall have a Chair and up to two Vice-Chairs.

7. The Revisions Committee is expected to meet at least once, annually at the Palais des Nations in Geneva and/or online in accordance with the Guidelines for the establishment and functioning of teams of specialists within the ECE (ECE/EX/2/Rev.1). Each annual session should be two days in length but may be extended if circumstances require and resources allow.

8. The Revisions Committee is to report on its activities and, if it considers appropriate, make proposals for amendments to the Model Rules, to the annual session of the Working Party on Rail Transport for its consideration and adoption. Special sessions of the Revisions Committee may be requested if urgent matters relating to the Model Rules emerge that need to be dealt with in the intersessional period; and the Revisions Committee may request that

⁵ Reproduced from ECE/TRANS/SC.2/2022/6.

the Working Party on Rail Transport meets in addition to its annual session if required by the circumstances.

9. Translation and processing of documents, simultaneous interpretation of the Revisions Committee sessions in English, French and Russian and necessary IT support services shall be provided by ECE for all sessions.

10. The Revisions Committee may appoint an expert or establish a panel of experts to provide clarification to the participants, courts, administrative entities and other parties, on the interpretation of the Model Rules.

11. The Revisions Committee may appoint a mediator or establish a mediation panel to mediate any disputes in relation to the operation of the Model Rules.

12. The Revisions Committee may choose to set up informal groups to consider certain aspects of the Model Rules, to support its analysis and decision-making process. This would be on an ad hoc basis and not included in the ECE's regular budget allocation of ECE.

13. Participation in the Revisions Committee is open to all concerned States and experts from any State. Concerned intergovernmental organizations, multilateral development banks, regional economic integration organizations and non-governmental organizations, as well as concerned railway administration authorities and companies, freight and forwarding industries, intermodal terminals, freight and logistics centres as well as ports authorities, and actual and prospective financiers of the rail sector are invited to participate in compliance with the United Nations rules and practices.

14. The procedure for the determination of the membership of the Revisions Committee shall be decided by the Working Party on Rail Transport. The Revisions Committee may wish to make proposals on its membership to the Working Party on Rail Transport.

III. Secretariat

15. ECE will provide secretariat services for the Revisions Committee.

Annex IV

Rules of Procedure of the Working Party on Inland Water Transport⁶

Chapter I Participation

Rule 1

(a) Member States of the Economic Commission for Europe (ECE or the Commission) participate at the sessions of the Working Party on Inland Water Transport (the Working Party) as full members with voting rights.

(b) Non-ECE Member States participate as full members to the segments of the sessions of the Working Party that deal with legal instruments to which they are contracting parties or binding rules, standards or resolutions for which they have declared to the ECE Executive Secretary the acceptance or interest in, under the purview of the Working Party, and remain in a consultative capacity in other segments.

(c) States that do not fall under subparagraphs (a) and (b) participate in the sessions of the Working Party 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 Rule 1 (d) of the Rules of Procedure of the Inland Transport Committee (ITC), participate in a consultative capacity in the Working Party in discussions that the Working Party 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, subject to the approval of the Working Party and respecting the principles set forth in Economic and Social Council resolution 1996/31, parts I and II, participate in a consultative capacity in discussions that the Working Party 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 1 (f) of the Rules of Procedure of ITC.

(g) Consultations with non-governmental organizations shall be conducted in accordance with Rule 1 (g) of the Rules of Procedure of ITC.. 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 of the Working Party shall be held:

(a) On dates fixed by the Working Party, after consultation with the secretariat, at previous meetings;

(b) On such other occasions as the Chair, in consultation with the Vice-Chair(s) and the secretariat, deems necessary.

⁶ Reproduced and renumbered from ECE/TRANS/SC.3/2022/14.

Rule 3

Sessions shall ordinarily be held at the United Nations Office at Geneva (UNOG). The Working Party may, with the concurrence of ITC, decide to hold a particular session elsewhere. In that case, the relevant United Nations rules and regulations shall apply.

Sessions may also be held in a hybrid format, in which case some of the members participate in them at UNOG while others join them through virtual means.

Rule 4

The secretariat shall, at least forty-two days before the commencement of a session of the Working Party, 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 Vice-Chair(s).

Rule 6

The provisional agenda for any session shall include:

- (a) Items arising from previous sessions of the Working Party;
- (b) Items proposed by ECE or its Executive Committee (EXCOM);
- (c) Items proposed by ITC;
- (d) Items proposed by any member of the Working Party;
- (e) Items proposed by a specialized agency in accordance with the agreements of relationship concluded between the United Nations and such agencies; and
- (f) Any other items which the Chair 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 Working Party 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 Working Party by an accredited representative.

Rule 10

A representative may be accompanied to the sessions of the Working Party 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. The final list of the names of all persons attending the session shall be made available to them at the end 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****Rule 12**

(a) The Working Party shall, every two years, elect a State from among the ECE member States, as the Chair. The representative of the elected State will be the Chair. The Working Party will also, at the same meeting, elect up to two ECE member States whose representatives will become Vice-Chairs for the same period.

(b) Nominations for the positions referred to in paragraph (a) 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, the Vice-Chair or one of the Vice-Chairs designated by the Chair, if there are more than one Vice-Chairs, shall preside.

Rule 14

If the representative of the country holding the position of Chair or Vice-Chair ceases to represent their State, the new representative of that State will become the new Chair or Vice-Chair for the unexpired portion of the term. If the representative of the country holding the position of Chair or Vice-Chair can no longer hold office, the alternate representative will become the new Chair or Vice-Chair 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 Working Party in this capacity and not as the representative of their State. The Working Party shall admit an alternate representative to represent that member in the meetings of the Working Party and to exercise its right to vote.

Chapter VI

Subsidiary bodies

Rule 17

(a) With the endorsement of ITC and the approval of EXCOM, the Working Party may establish subsidiary bodies, such as continually acting Working Parties or other teams of specialists, 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 discharge of the technical responsibilities laid upon them may be delegated to them.

(b) Subject to the endorsement of ITC and the approval of EXCOM, the Working Party may extend or discontinue such subsidiary bodies as it deems necessary to assist it in carrying out its tasks.

Rule 18

Unless the Working Party decides otherwise, the present rules of procedure shall apply to the procedure of its subsidiary body.

Rule 19

Subsidiary bodies should consult those entities identified in rule 1 according to the procedures set out in that rule.⁷

Chapter VII

Secretariat

Rule 20

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

Rule 21

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

Rule 22

The secretariat shall be responsible for the necessary arrangements being made for the meetings of the Working Party and its subsidiary bodies.

Chapter VIII

Conduct of business

Rule 23

At least 7 full members shall constitute a quorum.

Rule 24

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 Working Party, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, put

⁷ This rule cannot be considered as implying, between the non-governmental organizations with general consultative status with the Economic and Social Council, any discrimination contrary to the decision and rules of the General Assembly or the Economic and Social Council.

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 25

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 Working Party for decision and it shall stand unless overruled.

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 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 27

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 28

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

Rule 29

Principal motions and resolutions shall be put to the vote in the order of their submission unless the Working Party 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 Working Party 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 Working Party 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 IX
Voting

Rule 33

Each full member of the Working Party shall have one vote.

Rule 34

Decisions of the Working Party shall normally be taken by consensus. In the absence of consensus, decisions of the Working Party 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 35

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

Rule 36

The Working Party 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.

Rule 37

All elections shall be decided by secret ballot, unless, in the absence of any objection, the Working Party 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. If this vote also results in equality, the proposal shall be regarded as rejected.

**Chapter X
Languages****Rule 39**

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

Rule 40

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

**Chapter XI
Records****Rule 41**

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

**Chapter XII
Publicity of meetings****Rule 42**

The meetings of the Working Party shall ordinarily be held in public. The Working Party may decide that a particular meeting or meetings shall be held in private.

**Chapter XIII
Reports****Rule 43**

The Working Party shall submit to ITC a report on its activities and plans, including those of any subsidiary bodies, once a year.

Chapter XIV

Amendments and suspensions

Rule 44

Any of these rules of procedure may be amended or suspended by the Working Party provided that the proposed amendments or suspensions are adopted by ITC and approved by EXCOM and do not attempt to set aside the Working Party's terms of reference.

Annex V

Rules of Procedure of the Joint Meeting of Experts on the Regulations annexed to the European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways (ADN Safety Committee)⁸

Chapter I. Participation

Rule 1

(a) All ECE Member States shall be considered full participants of the ADN Safety Committee.

(b) Non-member states of ECE as defined in paragraph 11⁹ 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.

(c) Specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council, may, in accordance with paragraphs 12¹⁰ and 13¹¹ 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.

(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.

⁸ Reproduced from ECE/TRANS/WP.15/AC.2/80/Add.1/Rev.1 and Corr.1.

⁹ 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."

¹⁰ 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."

¹¹ 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 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, or by using video-conferencing, 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 website¹².

(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 website in all official languages of ECE before the session at the latest forty-two days before the opening of the session. These documents shall be available in German language at the latest twenty-one 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 the German language. In exceptional cases, translated texts may be made available on the ECE website 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 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.

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 area of work of the ADN Safety Committee
- (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.

¹² <https://unece.org/transport/dangerous-goods>

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

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. The Secretariat of CCNR may, within its capacities, give support in hosting an Informal Working Group. Translation is not obligatory.

Chapter XI. Amendments**Rule 42**

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

Annex

Rules 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. Documents in German shall be transmitted as early as possible so that they reach the CCNR Secretariat not less than 15 weeks before the opening of the session.

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. It is recommended that all documents containing proposed amendments to regulations or recommendations 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;

(c) 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 website¹³. 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.

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.

¹³ <https://unece.org/transport/dangerous-goods>

Appendix

Recommended format for documents

(for proposals on 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 VI

Rules of Procedures of the Working Party on Intermodal Transport and Logistics¹⁴

Chapter I Participation

Rule 1

(a) ECE member States participate at the sessions of Working Party on Intermodal Transport and Logistics (WP.24) as full members with voting rights.

(b) Non-ECE Member States have the right to participate as full members to the segments of the WP.24 session that deal with legal instruments 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 WP.24 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 Rule 1(d) of the Rules of Procedure of the Inland Transport Committee (ITC), participate in a consultative capacity in the WP.24 session in discussions that the WP.24 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 WP.24 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.24 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 the Economic Commission for Europe (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.

Chapter II Sessions

Rule 2

Sessions of WP.24 shall be held on dates fixed by WP.24, after consultation with the secretariat, at previous meetings.

Rule 3

Sessions shall ordinarily be held at the United Nations Office at Geneva (UNOG). WP.24 may, with the concurrence of ITC, 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 WP.24, distribute a notice of the opening date of the session, together with a copy of the provisional

¹⁴ Reproduced from ECE/TRANS/WP.24/151, Annex II.

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.

Rule 6

The provisional agenda for any session shall include:

- (a) Items arising from previous sessions of WP.24;
- (b) Items proposed by the ECE or its Executive Committee (EXCOM);
- (c) Items proposed by ITC;
- (d) 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;
- (e) Items proposed by a specialized agency in accordance with the agreements of relationship concluded between the United Nations and such agencies; and
- (f) Any other items which the Chair 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

WP.24 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 WP.24 by an accredited representative.

Rule 10

A representative may be accompanied to the sessions of WP.24 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

Rule 12

(a) WP.24 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. WP.24 will also, at the same meeting, elect up to two ECE member States whose representatives will become Vice-Chairs for the same period.

(b) Nominations for the positions referred to in paragraphs (a) 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 or Vice-Chairs ceases to represent his or her State, the new representative of that State will become the new Chair or Vice-Chair for the unexpired portion of the term. If the Chair or Vice-Chair can no longer hold office, the alternate representative will become the new Chair or Vice-Chair 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 WP.24 in this capacity and not as the representative of their State. WP.24 shall admit an alternate representative to represent that member in the meetings of WP.24 and to exercise its right to vote.

Chapter VI Subsidiary bodies

Rule 17

With the endorsement of ITC and the approval of EXCOM, WP.24 may establish subsidiary bodies, such as teams of specialists, 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 18

WP.24 shall prepare the terms of reference for its subsidiary bodies and recommend them to ITC for adoption.

Rule 19

Subsidiary bodies should consult those entities identified in Rule 1 according to the procedures set out in that Rule¹⁵

**Chapter VII
Secretariat****Rule 20**

The Executive Secretary shall act in that capacity at all meetings of WP.24 and of its subsidiary bodies. He or she may appoint another member of the staff to take his/her place at any meeting.

Rule 21

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

Rule 22

The secretariat shall be responsible for the necessary arrangements being made for the meetings of WP.24 and its subsidiary bodies.

**Chapter VIII
Conduct of business****Rule 23**

The Chair may declare a meeting open and permit the debate to proceed when at least one fifth of the members of WP.24 are present. The presence of one fifth of ECE member States shall be required for any decision to be taken.

Rule 24

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 WP.24, 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 25

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 WP.24 for decision and it shall stand unless overruled.

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 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 27

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

¹⁵ 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.

granted permission to speak against the closure, after which the motion shall be put to the vote immediately.

Rule 28

WP.24 may limit the time allowed to each speaker, if it is considered in the interest of ensuring an orderly session.

Rule 29

Principal motions and resolutions shall be put to the vote in the order of their submission unless WP.24 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.24 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.24 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 IX
Voting****Rule 33**

Each full member of WP.24 shall have one vote.

Rule 34

Decisions of WP.24 shall normally be taken by consensus. In the absence of consensus, decisions of WP.24 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 35

WP.24 shall take no action in respect of any country without the agreement of the Government of that country.

Rule 36

WP.24 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.

Rule 37

All elections shall be decided by secret ballot, unless, in the absence of any objection, WP.24 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. If this vote also results in equality, the proposal shall be regarded as rejected.

**Chapter X
Languages****Rule 39**

English, French and Russian shall be the working languages of WP.24.

Rule 40

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

**Chapter XI
Records****Rule 41**

As soon as possible, the text of all reports, resolutions, recommendations and other formal decisions made by WP.24 and its subsidiary bodies shall be communicated to the participants listed in Rule 1.

**Chapter XII
Publicity of meetings****Rule 42**

The meetings of WP.24 shall ordinarily be held in public. WP.24 may decide that a particular meeting or meetings shall be held in private.

**Chapter XIII
Reports****Rule 43**

WP.24 shall submit to ITC a full report on its activities and plans, including those of any subsidiary bodies, once a year.

**Chapter XIV
Amendments and suspensions****Rule 44**

Any of these rules of procedure may be amended or suspended by WP.24 provided that the proposed amendments or suspensions are adopted by ITC and approved by EXCOM and do not attempt to set aside the WP.24's terms of reference.
