

Item 3 of the provisional agenda

**Election of officers**

## **Election of officers**

1. In order to ensure continuity and a broader basis of officers representing the Steering Committee and its Bureau between its annual sessions, THE PEP secretariat proposes to amend the Rules of Procedures for THE PEP Steering Committee, adopted at its first session on 11 April 2003, as follows:

2. Amend the article on “Officers” as follows (additions are in bold font):

### “Officers

The Steering Committee shall elect from among representatives a Chairperson as well as two Vice-Chairpersons **who shall, in principle, be the incoming and the outgoing Chairpersons**. The chair will rotate **annually** between representatives of the transport, environment and health sectors, each sector taking one of the three posts. The chair shall be maintained between the sessions and shall represent the Steering Committee and the Bureau.”

3. The Steering Committee may wish to adopt this amendment proposal at its present session.

4. The present text of the Rules of Procedures for THE PEP Steering Committee is given below.

**Rules of Procedure for THE PEP Steering Committee<sup>1</sup>**

adopted by the Steering Committee at its first session on 11 April 2003

Sessions

A session of the Steering Committee shall be convened by the UNECE and WHO/Euro secretariats (hereafter: the secretariat) on an annual basis following consultation with the Chairperson and the two Vice-Chairpersons of the Steering Committee.

The sessions of the Steering Committee shall ordinarily be held at the United Nations Office at Geneva (UNOG).

Agenda

The provisional agenda for each session shall be drawn up by the secretariat in consultation with the Chairperson of the Steering Committee and its Bureau.

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

Representation

Sessions of the Steering Committee are open for representatives of UNECE and WHO/Euro member States and organizations representing the transport, environment and health sectors.

Officers

The Steering Committee shall elect from among representatives a Chairperson as well as two Vice-chairpersons. The chair will rotate between representatives of the transport, environment and health sectors, each sector taking one of the three posts. The chair shall be maintained between the sessions and shall represent the Steering Committee and the Bureau.

Bureau

The Steering Committee will be assisted by a tripartite Bureau consisting of nine to fifteen members elected by the Steering Committee. The members of the Bureau shall represent the transport, environment and health sectors as well as the different parts of the UNECE and WHO/Euro region on an equal footing. The Bureau is responsible for preparing the meetings of the Steering Committee and for following-up on its decisions. The Bureau will hold biannual meetings.

---

<sup>1</sup> The Terms of Reference of THE PEP Steering Committee have been adopted by the second High-level Meeting on Transport, Environment and Health (5 July 2002).

### Secretariat

The Steering Committee, its Bureau and any ad hoc bodies established by the Steering Committee will be serviced by the secretariat which is to be supplemented with the appropriate staffing from the three sectors for this purpose. The secretariat shall be responsible for the necessary arrangements being made for meetings of the Steering Committee, its Bureau and of the ad hoc bodies established by the Steering Committee.

In particular, the secretariat shall provide the following services:

(a) Overall coordination of the implementation of THE PEP work plan and direct participation in the delivery of THE PEP in close consultation with the Steering Committee and its Bureau, involving:

- establishment and maintenance of contacts with member States, intergovernmental, non-governmental and other organizations
- organization of meetings
- preparation of background documents
- monitoring and reporting
- drafting of reports/publications
- planning, setting-up of ad hoc working groups/task forces, identification of experts
- organization and follow-up of activities to be carried out by ad hoc working groups/task forces.

(b) Participation in dissemination activities to be organized to implement the programme as well as in other intergovernmental fora and major scientific events.

(c) Participation in and contribution to fund raising activities.

### Languages

English, French and Russian shall be the working languages of the Steering Committee and, to the extent possible, of its Bureau. Ad hoc working groups, task forces and other subsidiary bodies established by the Steering Committee will not be provided with secretariat interpretation facilities and translation of relevant documentation.

### Reports

Before the end of each session, the Steering Committee will consider and adopt a list of decisions taken at the session based on the conclusions made by the Chairperson and a draft to be prepared by the secretariat. Following the session, a report will be prepared by the secretariat, including the adopted decisions, and will be transmitted to the participants of the session. Any comments on the report by participants will be taken into account by the secretariat in consultation with the Chairperson.

The Steering Committee will report on an annual basis to the WHO Regional Committee for Europe and to the United Nations Economic Commission for Europe.

Relations with other organizations

The Steering Committee will liaise with, inform and cooperate closely with relevant UNECE principal subsidiary bodies, in particular with the Inland Transport Committee (ITC) and the Committee on Environmental Policy (CEP), the Human Settlements Committee, with WHO bodies, in particular the European Environment and Health Committee (EEHC), with intergovernmental, non-governmental and other organizations active in the fields of transport, environment and health as well as with international financial institutions.

Amendments and suspensions

Any of these rules of procedure may be amended or suspended by the Steering Committee provided that the proposed amendments and suspensions do not set aside the provisions contained thereon in the Terms of Reference of the Steering Committee laid down by the second High-level Meeting on Transport, Environment and Health (5 July 2002).

Other provisions

In the absence of other provisions in the Rules of Procedure of the Steering Committee, the rules of procedure of the United Nations Economic Commission for Europe (UNECE) and those of the WHO/Euro shall be applicable, unless the Steering Committee decides otherwise.

---