

Annex II

Rules of Procedures for Working Party on Intermodal Transport and Logistics

As prepared by the Working Party during its sixty-fifth session.

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 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 Rule¹

**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

¹ 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.
