



**Economic and Social
Council**

Distr.
GENERAL

TRANS/WP.1/2004/8
6 July 2004

ENGLISH
Original: FRENCH

ECONOMIC COMMISSION FOR EUROPE

INLAND TRANSPORT COMMITTEE

Working Party on Road Traffic Safety
(Forty-fifth session, 27-30 September 2004,
agenda item 7)

**Draft terms of reference and rules of procedure of
the Working Party on Road Traffic Safety (WP.1)**

Note by the secretariat

The Inland Transport Committee at its sixtieth session (12-16 January 1998) decided that WP.1 would no longer be considered as a subsidiary body of the Working Party on Road Transport (SC.1). Consequently, the terms of reference applicable to it via resolution No. 22 of SC.1 (1 March 1950), establishing an Ad Hoc Working Group on the prevention of accidents for the purpose of studying methods of preventing road accidents were no longer valid. They had also become completely obsolete as a result of the many developments WP.1 had undergone since its inception, both structurally and in its scope and competence.

In order to make good these shortcomings and thus provide WP.1 with tools enabling it to work on legally solid bases, the secretariat has prepared draft terms of reference and rules of procedure, set out below, on the basis of the UNECE Terms of Reference and Rules of Procedure and largely modelled on those adopted by WP.29 (TRANS/WP.29/690 of 18 November 1999). Once adopted by WP.1, the terms of reference and the rules of procedure will be transmitted to the Inland Transport Committee for approval.

**Draft terms of reference and rules of procedure of
the Working Party on Road Traffic Safety (WP.1)**

CONTENTS

	<i>Page</i>
Terms of Reference of the Working Party on Road Traffic Safety (WP.1)	3
Rules of Procedure of the Working Party on Road Traffic Safety (WP.1)	5
I. Participation	5
II. Sessions	6
III. Agenda	6
IV. Representation	7
V. Officers	8
VI. Secretariat	8
VII. Conduct of business	9
VIII. Voting	9
IX. Amendments	10
Annex	11

**TERMS OF REFERENCE OF THE WORKING PARTY
ON ROAD TRAFFIC SAFETY (WP.1)**

1. The Working Party on Road Traffic Safety (hereinafter referred to as WP.1), acting within the framework of the policies of the United Nations and the Economic Commission for Europe (hereinafter ECE) and subject to the general supervision of the Inland Transport Committee shall, provided such actions are in conformity with the Terms of Reference of the ECE (document E/ECE/778/Rev.3) and consistent with the legal instruments listed in the annex:

(a) Initiate and pursue actions aimed at reinforcing and improving road safety, developing and harmonizing traffic regulations and rules for road signs and signals and drafting pertinent amendments while also taking account of the environment and strengthening relations between countries, in accordance with the objectives laid down in the respective legal instruments.

(b) Encourage the accession of new countries to the Conventions on Road Traffic and Road Signs and Signals, done at Vienna in 1968, and the 1971 European Agreements supplementing them.

(c) Organize and prepare road safety campaigns, to be known as "Road Safety Weeks", every four years in the ECE region and promote them outside the ECE in conjunction with the other United Nations regional commissions.

(d) Develop, circulate and update the Consolidated Resolutions on Road Traffic (R.E.1) and on Road Signs and Signals (R.E.2), and make them reference documents for disseminating best road safety practices; also draft recommendations on specific subjects.

(e) Promote the mutual recognition of driving permits between Contracting Parties to the 1949 and 1968 Conventions on Road Traffic which expressly provide for such measures.

(f) Encourage participation in its activities by fostering cooperation and collaboration with the countries, the European Commission, international governmental and non-governmental road safety organizations and the other United Nations regional commissions and other organizations of the United Nations system, particularly the World Health Organization (WHO); in this context, organize seminars on appropriate issues as need arises.

(g) Encourage exchanges of data between countries by compiling and circulating information on road accidents and their causes and on the legal provisions in force in the countries and best national and international road safety practices.

(h) Collaborate closely with the other subsidiary bodies of the Inland Transport Committee, particularly the World Forum for Harmonization of Vehicle Regulations (WP.29), the Working Party on the Transport of Dangerous Goods (WP.15) and the Working Party on

Transport Statistics (WP.6), on issues of common interest involving road safety. In particular, work in synergy with WP.6 on the data to be taken into account in the compiling of statistics.

(j) Create a working environment that facilitates the fulfilment by Contracting Parties of their obligations set forth in the respective legal instruments.

(k) Ensure openness and transparency during the sessions.

2. These Terms of Reference and Rules of Procedure apply to WP.1 and do not modify the provisions of the legal instruments listed in the annex.

* * *

**RULES OF PROCEDURE OF THE WORKING PARTY
ON ROAD TRAFFIC SAFETY (WP.1)**

CHAPTER I

Participation

Rule 1

(a) Countries which are specified in paragraph 7¹ of the Terms of Reference of the ECE (document E/ECE/778/Rev.3) shall be participants.

Countries which are covered by paragraph 11² of the Terms of Reference of the ECE and Contracting Parties to the Convention on Road Traffic, done at Vienna in 1968, and/or the Convention on Road Signs and Signals, done at Vienna in 1968, shall be participants.

(b) Countries which are covered by paragraph 11 of the Terms of Reference of the ECE may, after notification of the secretariat, participate in a consultative capacity in WP.1 in the consideration of any matter of particular concern to that member.

(c) Agencies and organizations which are covered by paragraphs 12³ and 13⁴ of the Terms of Reference of the ECE may, after notification of the secretariat, participate in a consultative capacity in WP.1 in the consideration of any matter of particular concern to those agencies or organizations.

¹ Paragraph 7: “The members of the Commission are the European Members of the United Nations, the United States of America, Canada and Israel. Insofar as the former USSR was a European Member of the United Nations, new members of the United Nations that had been constituent republics located in the Asian part of the former USSR are entitled to be members of the UN/ECE.”

² 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.”

³ 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.”

⁴ 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 1296 (XLIV), parts I and II.”

CHAPTER II

Sessions

Rule 2

Sessions shall be held on dates fixed by the ECE Executive Secretary.

Rule 3

Sessions shall ordinarily be held at the United Nations Office at Geneva (UNOG), Switzerland. If WP.1 decides to hold a particular session elsewhere, the relevant United Nations rules and regulations shall apply. Between sessions, it is recommended that WP.1 should be assisted in its task by informal groups it has established for the purpose on specific topics.

Rule 4

The secretariat shall, at least six (6) weeks before the commencement of a session, distribute a notice of the opening date of said 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 available on the WP.1 web site of the Internet. On request, hard copies may be transmitted before the opening of the session. In exceptional cases, the secretariat may distribute basic documents at the session. Participants, as defined in Rule 1, may distribute informal documents, after consultation with the secretariat, prior to or during a session. Such informal documents shall relate to items on the adopted agenda of the respective meeting. Where possible, the secretariat (see Chapter VI) shall make the informal documents available on the WP.1 web site of the Internet.

CHAPTER III

Agenda

Rule 5

The provisional agenda for each session of WP.1 shall be drawn up by the secretariat.

Rule 6

The provisional agenda for any session of WP.1 may include:

- (a) Items related to one of the legal instruments listed in the annex, Consolidated Resolutions R.E.1 and R.E.2 and the organization or follow-up of the Road Safety Weeks;
- (b) Items arising from previous sessions of WP.1;
- (c) Items proposed by any WP.1 participant and accepted for the programme of work of WP.1;

(d) Items proposed by the Chairperson(s) or Vice-Chairperson(s) of WP.1;

(e) Any other items which the Chairperson(s) or Vice-Chairperson(s) of WP.1 or the secretariat see(s) fit to include.

Rule 7

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

Rule 8

WP.1 may amend the agenda at any time.

Rule 9

The provisional agenda for each session of WP.1 shall be drawn up by the secretariat in consultation with the Chairperson or in his absence with the Vice-Chairperson(s) of the Working Party, and shall correspond with the programme of work adopted by WP.1. Previous meetings shall, in general, establish the framework for the agenda of the next meeting.

CHAPTER IV

Representation

Rule 10

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

Rule 11

The representative defined in Rule 10 above may be accompanied to the sessions of WP.1 by an alternate representative and advisers and, when absent, the representative may be replaced by an alternate representative.

Rule 12

All representatives participating in meetings of WP.1 shall announce their participation by submitting beforehand the registration form annexed to the agenda. During the session the secretariat shall prepare a list of the names of all representatives and make it available to the representatives during the session.

CHAPTER V

Officers

Rule 13

Every two years, WP.1 shall, at the end of the last session of the second year, elect from the representatives of participants as defined in Rule 1 (a) a Chairperson and two Vice-Chairpersons, who shall take office at the start of the first session of the year following their election. The officers shall be eligible for re-election.

Rule 14

If the Chairperson ceases to represent a participant, or can no longer hold office, one of the Vice-Chairpersons, designated by the participants as defined in Rule 1 (a), shall become Chairperson for the unexpired portion of the term. In that case, or if one of the Vice-Chairpersons ceases to represent a participant, or can no longer hold office, WP.1 shall elect another Vice-Chairperson for the unexpired portion of the term.

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 or the Vice-Chairperson acting as Chairperson shall participate in WP.1 in this capacity and not as the representative of the participant, as defined in Rule 1 (a), by whom he or she was accredited. WP.1 shall admit an alternate representative to represent that participant, and to exercise its right to vote.

CHAPTER VI

Secretariat

Rule 17

The secretariat, acting in the framework of the Transport Division of the ECE secretariat, shall provide administrative support for all sessions, including preparation of the session reports.

Rule 18

During the sessions, the secretariat shall assist WP.1 in complying with these Rules of Procedure.

CHAPTER VII

Conduct of business

Rule 19

The sessions of WP.1 shall be held in public.

Rule 20

At the end of each session, WP.1 shall adopt a record of the decisions taken during the session and at the start of the following session shall adopt the report prepared by the secretariat on the basis of the record of decisions.

Rule 21

The secretariat, in consultation with the Chairperson of WP.1, may decide to postpone or not to hold the session if the substance of the provisional agenda or the number of accredited representatives is determined to be insufficient.

Rule 22

The conduct of business shall be in accordance with Rules 24 to 33 of the Rules of Procedure of the ECE.

Rule 23

The Chairperson may limit the time allowed to each speaker.

Rule 24

Every representative has the right to declare his or her position and have it reflected in the session report.

CHAPTER VIII

Voting

Rule 25

Each participant, as defined in Rule 1 (a), shall have one vote.

Rule 26

Decisions of WP.1 shall preferably be made on the basis of a consensus. Should there be no consensus, they shall be made by a majority of the participants as defined in Rule 1 (a), present and voting, and in accordance with Rule 25 above.

Rule 27

The voting shall be in accordance with Rules 37 to 39 of the Rules of Procedure of the ECE.

CHAPTER IX

Amendments

Rule 28

Any of these Rules of Procedure may be amended, in accordance with Rule 26.

Annex

LIST OF LEGAL INSTRUMENTS RELATED TO WP.1

- Convention on Road Traffic, of 19 September 1949
- Protocol on Road Signs and Signals, of 19 September 1949
- European Agreement on the Application of Article 23 of the 1949 Convention on Road Traffic concerning the Dimensions and Weights of Vehicles Permitted to Travel on Certain Roads of the Contracting Parties, of 16 September 1950
- Convention on Road Traffic (Vienna Convention), of 8 November 1968
- Convention on Road Signs and Signals (Vienna Convention), of 8 November 1968
- European Agreement supplementing the Convention on Road Traffic (1968), of 1 May 1971
- European Agreement supplementing the Convention on Road Signs and Signals (1968), of 1 May 1971
- Protocol on Road Markings, Additional to the European Agreement supplementing the Convention on Road Signs and Signals, of 1 March 1973
- Agreement on Minimum Requirements for the Issue and Validity of Driving Permits (APC), of 1 April 1975
