

DETA-02-03

DRAFT

TERMS OF REFERENCE AND RULES OF PROCEDURE

OF THE INFORMAL GROUP ON THE DATABASE

FOR THE EXCHANGE OF TYPE APPROVAL DOCUMENTATION

(DETA)

TERMS OF REFERENCE OF DETA

1. The Informal Working Group on the installation of a Database for the Exchange of Type Approval Documentation (DETA), acting within the framework of the policies of the UNECE and subject to the general supervision of World Forum for Harmonization of Vehicle Regulations (WP 29) shall:
 - (a) Develop the possibility of a database for the exchange of Type approvals (DETA) between the contracting parties of the 1958 agreement and the UNECE secretariat based on the decision made by WP.29 in the 142nd session.
 - (b) Develop and situate a database-server based on the feasibility study (WP.29-139-08) and the experience of the data exchange in the EU (European-Type-Approval-Exchange-System, ETAES) and other experiences of the contracting parties.
 - (c) Foster world-wide participation in its activities by encouraging co-operation and collaboration.
 - (d) Develop a Memorandum of Understanding (MoU) as the basis for the operation and development of DETA. This MoU shall be signed by the contracting parties or their Type Approval Authorities (TAA)
 - (e) Develop a financing system.
 - (f) [Start up an association, which is well acknowledged by the contracting parties and equipped with the necessary legal means for billing and international accepted.]
 - (g) Encourage all participants of WP 29 to support the activities and results of the group. Encourage also the adoption of the use of a resulting database or server into their law.
 - (h) Ensure openness and transparency during the sessions
 - (i) Define the scope of user and user-groups on the basis of full, restricted and minimal access to the server (CP, other GO, NGO,...)
 - (j) Clarify the legal aspects of the use of documents and data owned by the holder of the type approvals or approval authorities

RULES OF PROCEDURE OF DETA

CHAPTER I

Participation

Rule 1

Countries and Regional economic integration organizations (REIOs) which are participants to WP.29 and countries, agencies and organisations which are participants to WP.29 in a consultative capacity shall be participants to DETA. respectively participant to DETA in a consultative capacity

CHAPTER II

Sessions

Rule 2

Sessions shall be held on dates fixed by the Secretary.

Rule 3

Sessions shall ordinarily be held at the United Nations Office at Geneva (UNOG), Switzerland. If DETA decides to hold a particular session elsewhere, the relevant UN rules and regulations shall apply.

Rule 4

The Secretariat shall, at least four (4) 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.29 website of the Internet and a hard copy shall be transmitted not less than four(4) weeks 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 the authorization by the Chairperson in 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 UN/ECE website of the Internet.

CHAPTER III

Agenda

Rule 5

The provisional agenda for each session of DETA shall be drawn up by the Secretariat of DETA.

Rule 6

The provisional agenda for any session of DETA shall include:

- (a) Items related to the Database for the Exchange of Type Approval Documentation.
- (b) Items arising from previous sessions of DETA;
- (c) Items proposed by any DETA participant and accepted for the programme of work of DETA;
- (d) Items proposed by the Chairperson of DETA;
- (e) Any other items which the Chairperson of DETA, or the Secretariat sees fit to include.

Rule 7

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

Rule 8

DETA may amend the agenda at any time.

Rule 9

The provisional agenda for each session of DETA shall be drawn up by the Secretariat in consultation with the Chairperson, and shall correspond with the programme of work adopted by DETA. Previous meetings shall, in general, establish the framework for the agenda of the next meeting.

CHAPTER IV

Representation and Credentials

Rule 10

[Each participant, as defined in Rule 1, shall be represented at sessions of DETA by an accredited representative(s).]

Rule 11

The representative [defined in Rule 10 above] may be accompanied to the sessions of DETA by an alternate representative and advisors and, when absent, the representative may be replaced by an alternate representative.

Rule 12

The accreditation of each representative appointed to DETA, together with a designation of an alternate representative, shall be submitted to the Secretariat of [WP.29] prior to the date of each session of DETA and its subsidiary bodies.

CHAPTER V

Officers

Rule 13

If the Chairperson ceases to represent a participant, or can no longer hold office a new chairperson shall be designated by the participants as defined in Rule 1 which shall become Chairperson for the unexpired portion of the term.

CHAPTER VI

Secretariat

Rule 14

The Secretariat, acting in the framework of the Transport Division of the UNECE Secretariat, shall provide administrative support with regard to the accommodation in the United Nations Office at Geneva and publication of documents on the WP.29 website of the Internet for all sessions, however the Secretary of DETA shall prepare the session reports. Reports of DETA shall be adopted at the next session.

Rule 15

CHAPTER VII

Conduct of Business

Rule 16

The sessions of DETA shall be held in public.

Rule 17

The Secretariat may decide not to hold a session if the substance of the provisional agenda or the number of accredited representatives is determined to be insufficient.

Rule 18

[The conduct of business shall be in accordance with Rules 27 to 37 of the Rules of Procedure of the UNECE, unless otherwise provided herein.]

Rule 19

The Chairperson may limit the time allowed to each speaker.

Rule 20

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

Rule 21

The chairperson shall report the progress of the informal group during the sessions of WP.29.

CHAPTER IX

~~[Rule 38]~~

~~[In carrying out its work and developing its recommendations, each subsidiary body shall give consideration to technical issues as elaborated in the Agreements listed in Annex 1 and other relevant technical matters. Any documentation relating to its recommendation shall be provided to the Secretariat, and shall be made available to the public.]~~

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CHAPTER XI

Amendments

Rule 22

Any of these Rules of Procedure may be amended by DETA.
