

## **RULES OF PROCEDURE OF THE TIR EXECUTIVE BOARD \***

### Sessions

A session of the TIR Executive Board (TIRExB) shall be convened by the TIR Secretary at the request of:

- (a) the TIR Administrative Committee; or
- (b) at least three members of the TIRExB (annex 8, article 11, paragraph 1).

A session of the TIRExB shall be held:

- (a) on dates fixed by the TIRExB, after consultation with the TIR Secretary, at previous sessions;
- (b) within thirty days of a request to that effect by the Administrative Committee, unless it has fixed a specific date;
- (c) at the request of at least three members of the TIRExB, after consultation with the TIR Secretary.

Unless it decides otherwise, the TIRExB shall normally meet at the seat of the European Office of the United Nations where the TIR secretariat is located.

### Agenda

The provisional agenda for each session shall be drawn up by the TIR Secretary in consultation with the Chairman of the TIRExB.

The provisional agenda for any session shall include:

- (a) Items arising from previous sessions of the TIRExB;
- (b) Items proposed by the Administrative Committee;
- (c) Items proposed by any Contracting Party;
- (d) Items proposed by any member of the TIRExB;
- (e) Items proposed by the TIR Secretary;
- (f) Items proposed by national associations and international organizations referred to in article 6 of the Convention;

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\* Adopted by the TIRExB at its first session on 26 March 1999.

- (g) Any other item which the Chairman sees fit to include.

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

The TIRExB may amend the agenda at any time.

### Representation

The TIRExB shall be composed of nine members, each from different Contracting Parties to the Convention. The TIR Secretary will attend the sessions of the Board (annex 8, article 9, paragraph 1).

The members of the TIRExB shall be elected by the Administrative Committee by a majority of those present and voting (annex 8, article 9, paragraph 2).

The term of office of each member of the TIRExB shall be two years. The members of the TIRExB may be re-elected (annex 9, article 9, paragraph 2).

In case of the members of the TIRExB resigns before the completion of his/her mandated term of office, a replacement member shall be elected by the TIR Administrative Committee as soon as possible.

### Officers

The TIRExB shall, at its first meeting each year, elect from among its members a Chairman, who shall hold office until its successor is elected. He/she shall be eligible for re-election. The TIRExB may, however, decide to elect its Chairman for its next session at its last meeting (annex 8, article 11, paragraph 3).

If the Chairman is absent from a session, or any part thereof, the TIRExB shall designate one of its members present to preside over this session, or any part thereof. This designated member of the TIRExB shall have the same powers and duties as the Chairman.

### Conduct of business

A quorum of five members of the TIRExB is required for the purposes of taking decisions.

### Voting

Each member of the TIRExB shall have one vote.

The TIRExB shall strive to take decisions by consensus. If no consensus can be reached, decisions shall be put to vote and shall be taken by a majority of those present and voting (annex 8, article 11, paragraph 2).

### Languages

English, French and Russian shall be the working language of the TIRExB.

Speeches made in any of the working languages will be interpreted into the other working languages, as required.

Efforts shall be made to prepare important working documents not only in English but also in French and Russian, particularly the provisional agenda and the reports of the sessions.

### Reports

The TIRExB shall report on its activities, including the submission of audited accounts, to the Administrative Committee at least once a year or at the request of the Administrative Committee (annex 8, article 11, paragraph 4).

Before the end of each session of the TIRExB, the TIR Secretary will summarize the conclusions of the sessions, including decisions taken. Following the session, a short report will be transmitted by the TIR Secretary to the members of the TIRExB for comments, if any. Should comments be transmitted to the TIR Secretary within a given time period, the report will be considered and adopted at the next session of the TIRExB.

### Relations with other organizations

International organizations referred to in article 6 of the Convention shall have the right to attend the sessions of the TIRExB as observers unless its Chairman decides otherwise. If necessary, any other organization may attend the sessions of the Board as observer at the invitation of the Chairman (annex 8, article 11, paragraph 5 of the Convention).

In accordance with annex 8, article 11, paragraph 5 of the Convention, the TIRExB may invite to its sessions, through its Chairman, any organization or expert that it considers as being of use to take part in its work.

### Settlement of disputes

Without prejudice to article 57 and in accordance with annex 8, article 10, paragraph (e) of the Convention, the TIRExB may wish to prepare rules and procedures for the settlement of disputes between Contracting Parties, national associations, insurance companies and international organizations referred to in article 6 of the Convention, in case such settlement has been requested and is accepted by all parties concerned.

### TIR Secretary

The TIR Secretary will attend the sessions of the TIRExB. He/she may appoint other members of the TIR secretariat to take his/her place at any session (annex 8, article 9, paragraph 1).

The TIR Secretary shall be responsible for the necessary arrangements being made for meetings.

The TIR Secretary shall be a member of the secretariat of the United Nations Economic Commission for Europe and shall execute the decisions of the TIRExB within the Terms of Reference of the Board. The TIR Secretary will be assisted by a TIR secretariat, the size of which shall be

determined by the Administrative Committee (annex 8, article 12).

#### Amendments and suspensions

Any of these rules of procedure may be amended or suspended by the TIRExB provided that the proposed amendments and suspensions do not attempt to set aside the provisions contained thereon in the Convention or the Terms of Reference laid down by the Administrative Committee.

#### Other provisions

In the absence of relevant provisions in the Rules of Procedure of the TIRExB, the rules of procedure of the United Nations Economic Commission for Europe shall be applicable, except for Rule 36, unless the TIRExB decides otherwise.

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