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Working Party on the Construction of Vehicles (WP.29)

WORLD FORUM FOR HARMONIZATION OF VEHICLE REGULATIONS (WP.29) */

TERMS OF REFERENCE AND RULES OF PROCEDURE

Note: The text reproduced below was adopted by WP.29 at its one-hundred-and-nineteenth session, where WP.29 also decided to change its name into "WORLD FORUM FOR HARMONIZATION OF VEHICLE REGULATIONS (WP.29)". Subject to the endorsement by the Inland Transport Committee at its sixty-second session, WP.29 agreed to establish the new name and to apply the Terms of Reference and Rules of Procedure starting from its one-hundred-and-twentieth session, scheduled to be held in Geneva from 7 to 10 March 2000 (TRANS/WP.29/689, paras. 26 and 31).

*/ Formerly: **Working Party on the Construction of Vehicles (WP.29)**

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WORLD FORUM FOR HARMONIZATION OF VEHICLE REGULATIONS (WP.29)

TERMS OF REFERENCE AND RULES OF PROCEDURE

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**TERMS OF REFERENCE
OF THE WORLD FORUM FOR HARMONIZATION OF VEHICLE REGULATIONS (WP.29)**

1. The World Forum for Harmonization of Vehicle Regulations (WP.29) (hereinafter referred to as WP.29), 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 (ITC) 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 Agreements listed in Annex 1:
 - (a) Initiate and pursue actions aiming at the harmonization or development of technical regulations or amendments to such regulations which may be accepted world-wide, and which are directed at improving vehicle safety, protecting the environment, promoting energy efficiency and anti-theft performance, providing uniform conditions for periodical technical inspections and strengthening economic relations world-wide, according to the objectives laid down in the respective Agreements.
 - (b) Foster the reciprocal recognition of approvals, certificates and periodical technical inspections among Contracting Parties to the Agreements that expressly provide for such action.
 - (c) Serve as the specialised technical body for the relevant Agreements established under the auspices of the United Nations Economic Commission for Europe, Inland Transport Committee. Its function is to develop recommendations regarding the establishment or amendment of technical regulations which may be accepted world-wide and regarding uniform conditions for periodical technical inspections, consistent with the provisions of those Agreements.
 - (d) Foster world-wide participation in its activities by encouraging cooperation and collaboration with countries and regional economic integration organizations (REIOs) not yet participating in WP.29 activities, with regard to technical matters that come before WP.29.
 - (e) Encourage all its participants to apply or adopt into their law world-wide harmonized technical regulations and conditions for periodical inspections.
 - (f) Develop a work programme attending the respective Agreements in a coordinated and coherent manner.
 - (g) Create a working environment that facilitates the fulfilment by Contracting Parties of their obligations set forth in the respective Agreements.
 - (h) Ensure openness and transparency during the sessions.
2. These Terms of Reference and the Rules of Procedure apply to WP.29 and do not modify the provisions of the Agreements listed in Annex 1.

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**RULES OF PROCEDURE
OF THE WORLD FORUM FOR HARMONIZATION OF VEHICLE REGULATIONS (WP.29)**

**CHAPTER I
Participation**

Rule 1

- (a) Countries which are specified in paragraph 7 of the Terms of Reference of the ECE (document E/ECE/778/Rev.3) shall be participants.

Countries which are covered by paragraph 11 of the Terms of Reference of the ECE and are Contracting Parties to any of the Agreements listed in Annex 1 shall be participants.

Regional economic integration organizations (REIOs) which are set up by countries that are members of the ECE or members of the United Nations and are Contracting Parties to any of the Agreements listed in Annex 1 shall be participants.

- (b) Countries which are covered by paragraph 11 of the Terms of Reference of the ECE may, after notification to the Secretariat, participate in a consultative capacity in WP.29 in the consideration of any matter of particular concern to that member.
- (c) Agencies and organizations which are covered by paragraphs 12 and 13 of the Terms of Reference of the ECE may, after notification to the Secretariat, participate in a consultative capacity in WP.29 in the consideration of any matter of particular concern to those agencies or organizations.

**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.29 decides to hold a particular session elsewhere, the relevant UN rules and regulations shall apply.

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.29 website of the Internet and a hard copy shall be transmitted not

less than (6) 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 WP.29 website of the Internet.

CHAPTER III

Agenda

Rule 5

The provisional agenda for each session of WP.29 shall be drawn up by the Secretariat in consultation with the Administrative Committee for the Coordination of Work (WP.29/AC.2) (see Chapter IX).

Rule 6

The provisional agenda for any session of WP.29 shall include:

- (a) Items related to any of the Agreements listed in Annex 1.
- (b) Items arising from previous sessions of WP.29;
- (c) Items proposed by any WP.29 participant and accepted for the programme of work of WP.29;
- (d) Items proposed by the Chairperson or Vice-Chairperson of any subsidiary body of WP.29;
- (e) Any other items which the Chairperson or Vice-Chairperson of WP.29, 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

WP.29 may amend the agenda at any time.

Rule 9

The provisional agenda for each session of any subsidiary body of WP.29 (see Chapter X and Annex 2) shall be drawn up by the Secretariat in consultation with the Chairperson and/or Vice-Chairperson of that body, and shall correspond with the programme of work adopted by WP.29. 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 WP.29 and its subsidiary bodies by an accredited representative(s).

Rule 11

The representative defined in Rule 10 above may be accompanied to the sessions of WP.29 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 WP.29, together with a designation of an alternate representative, shall be submitted to the Secretariat prior to the date of each session of WP.29 and its subsidiary bodies.

CHAPTER V
Officers

Rule 13

WP.29 shall, at the end of its last session of the year, elect from the representatives of participants as defined in Rule 1(a) a Chairperson and Vice-Chairperson(s), who shall take office at the start of the first session of the following year. The number of Vice-Chairpersons may vary from year to year depending upon need. 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.29 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.29 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.29 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. Reports of WP.29 shall be adopted at the end of each session. Reports of the subsidiary bodies of WP.29 shall be prepared by the Secretariat for subsequent consideration and endorsement by WP.29.

Rule 18

During the sessions, the Secretariat shall assist WP.29 and its subsidiary bodies in complying with these Rules of Procedure.

CHAPTER VII
Conduct of Business

Rule 19

The sessions of WP.29 and its subsidiary bodies shall be held in public.

Rule 20

The Secretariat, in consultation with WP.29/AC.2, 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 21

The conduct of business shall be in accordance with Rules 24 to 33 of the Rules of Procedure of the ECE, unless otherwise provided herein.

Rule 22

The Chairperson may limit the time allowed to each speaker.

Rule 23

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

CHAPTER VIII

Voting

Rule 24

Each participant, as defined in Rule 1(a), other than REIOs, shall have one vote. REIOs, as defined in Rule 1(a), may only vote in lieu of their Member States and with the number of votes of their Member States that are participants in WP.29.

Rule 25

Decisions of WP.29 shall be made by a majority of the participants as defined in Rule 1(a), present and voting, and in accordance with Rule 24 above.

Rule 26

The voting shall be in accordance with Rules 37 to 39 of the Rules of Procedure of the ECE, unless otherwise provided herein.

Rule 27

Voting under the Agreements listed in Annex 1 shall be in accordance with the voting rules specified in the respective Agreement.

CHAPTER IX

Administrative Committee

Rule 28

WP.29 shall form an Administrative Committee for the Coordination of Work, to be known as WP.29/AC.2. In particular, WP.29/AC.2 shall:

- (a) Develop and recommend a programme of work to WP.29, giving consideration to requests from participants, as defined in Rule 1, and the relevance and priority of such requests, in particular with regard to the Agreements listed in Annex 1;
- (b) Consider the reports and recommendations from the subsidiary bodies, and identify those items that require action by WP.29 and the time frame for their consideration;
- (c) Provide recommendations to WP.29 on any other work that is within the scope of WP.29's activities; and

- (d) Develop and recommend to WP.29 the provisional agenda for sessions of WP.29.

Rule 29

Participants in WP.29/AC.2 shall be:

- (a) The Chairperson and the Vice-Chairperson(s) of WP.29;
- (b) The Chairperson and the Vice-Chairperson(s) of the Administrative or Executive Committee attendant to each Agreement listed in Annex 1, and representatives of the European Community, Japan, and the United States of America; and
- (c) The Chairperson and the Vice-Chairperson of each subsidiary body of WP.29 in accordance with Chapter X of these Rules of Procedure.

Rule 30

WP.29/AC.2. may invite other persons to participate in a consultative capacity.

Rule 31

WP.29/AC.2 shall meet prior to each session of WP.29, with notice given by the Secretariat in accordance with Rule 4.

Rule 32

The meetings of WP.29/AC.2 shall be convened by the Secretariat in consultation with the Chairperson, and the Secretariat shall participate in accordance with the Rules of Chapter VI.

Rule 33

The Chairperson of WP.29 shall serve as the Chairperson of WP.29/AC.2 unless decided otherwise by WP.29/AC.2.

CHAPTER X
Subsidiary bodies of WP.29

Rule 34

WP.29 may propose to the ITC to establish a new subsidiary body or to dissolve an existing one, and shall provide justification for such action.

Rule 35

Subsidiary bodies of WP.29 shall apply the Rules of Procedure of WP.29, as appropriate.

Rule 36

Each subsidiary body shall be comprised of experts accredited by participants, as defined in Rule 1.

Rule 37

Each subsidiary body of WP.29 shall, at the end of its last session of each year, elect from the experts accredited by participants, as defined in Rule 1(a), a Chairperson, and, if desired, a Vice-Chairperson.

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.

CHAPTER XI
Amendments

Rule 39

Any of these Rules of Procedure may be amended, in accordance with Rule 25.

Annex 1

List of Agreements related to WP.29

Agreement concerning the Adoption of Uniform Technical Prescriptions for Wheeled Vehicles, Equipment and Parts which can be Fitted and/or be Used on Wheeled Vehicles and the Conditions for Reciprocal Recognition of Approvals Granted on the Basis of these Prescriptions, done at Geneva on 20 March 1958 (including the amendments entered into force on 16 October 1995)
(document E/ECE/324-E/ECE/TRANS/505/Rev.2)

Agreement concerning the Adoption of Uniform Conditions for Periodical Technical Inspections of Wheeled Vehicles and the Reciprocal Recognition of such Inspections, done at Vienna on 13 November 1997
(document ECE/RCTE/CONF./4)

Agreement concerning the Establishing of Global Technical Regulations for Wheeled Vehicles, Equipment and Parts which can be Fitted and/or be Used on Wheeled Vehicles, done at Geneva on 25 June 1998
(documents ECE/TRANS/132 and ECE/TRANS/132/Corr.1)

Annex 2

Subsidiary bodies of WP.29

Working Party on Pollution and Energy	(GRPE)
Working Party on General Safety Provisions	(GRSG)
Working Party on Brakes and Running Gear	(GRRF)
Working Party on Lighting and Light-Signalling	(GRE)
Working Party on Passive Safety	(GRSP)
Working Party on Noise	(GRB)
