



United Nations Road Safety Trust Fund

Rules of Procedure of the Advisory Board

**21 November 2018
Geneva**

CHAPTER I

MEETINGS

Rule 1

The United Nations Road Safety Trust Fund (hereafter UNRSTF) Advisory Board shall meet once a year.

Rule 2

The Advisory Board may hold additional meetings as necessary. The additional meetings shall be held on dates fixed by the Board, at the request of the majority of Board members after consultation with the Chair, and on such occasions as the Chair deems necessary.

Rule 3

Meetings shall ordinarily be held at the premises of the United Nations Economic Commission for Europe (hereafter UNECE).

Rule 4

The provisional agenda and meeting documents shall be made available as soon as possible but not less than 30 days before the commencement of the meeting. In the case of additional meetings, the provisional agenda and documents shall be made available at least 10 days in advance of the meeting.

Rule 5

The UNRSTF secretariat shall prepare basic documents related to items on the provisional agenda.

Rule 6

The Advisory Board may invite any Member of the United Nations, not a member of the Advisory Board, to participate in a consultative capacity in its consideration of any matter of particular concern to that Member.

Rule 7

The Advisory Board may invite representatives of specialized agencies and of any intergovernmental organizations, including international financial institutions to participate in a consultative capacity in its consideration of any matter of particular concern to that agency or organization.

Rule 8

The Advisory Board at its discretion may consult with non-governmental organizations with general and special consultative status to the United Nations Economic and Social Council and on the Roster on matters in which the Advisory Board regards such organizations as having special competence or knowledge. Such consultations may be arranged at the invitation of the Advisory Board or at the request of the organization.

CHAPTER II

AGENDA

Rule 9

The provisional agenda for each meeting shall be drawn up by the UNRSTF secretariat in consultation with the Chair.

Rule 10

The provisional agenda for any meeting shall include:

- a. Items arising from previous meetings of the Advisory Board
- b. Items proposed by any member of the Advisory Board
- c. Any other item which the Chair or the UNRSTF secretariat sees fit to include

Rule 11

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

Rule 12

The Advisory Board may amend the agenda at any time.

CHAPTER III

REPRESENTATION AND CREDENTIALS

Rule 13

The Advisory Board shall have no more than 22 members, including two ex-officio members. A complete list of Advisory Board members and their affiliations is contained in the Annex.

Rule 14

Each member shall be represented by one accredited representative.

Rule 15

The credentials of an appointed representative shall be submitted to the UNRSTF secretariat without delay.

Rule 16

The United Nations member states each representing one of five United Nations Regions shall be selected as members of the Advisory Board by the relevant Regional Commission.

Rule 17

The United Nations member state donors shall select among themselves those who shall represent them on the Advisory Board.

Rule 18

The private sector donors shall select among themselves those who shall represent them in the Advisory Board. It shall be possible for multiple donors to be represented by an entity of which these donors are members.

Rule 19

The Advisory Board members who represent research and academic institutions shall be selected by the Advisory Board Chair upon recommendation of the UNRSTF secretariat.

Rule 20

The Advisory Board members who represent civil society shall be selected by the Advisory Board Chair upon recommendation of the UNRSTF secretariat.

Rule 21

The continuous membership shall ordinarily be limited to two consecutive terms of two years each for the Advisory Board members noted in Rules 16-20.

Rule 22

In selecting the Advisory Board members mentioned in rules 17-20, each concerned group of stakeholders should seek to ensure geographical balance representation, diversity of knowledge and business, and take into consideration the level of contribution to the fund or to road safety.

CHAPTER IV

OFFICERS

Rule 23

The Advisory Board shall, at the end of its biennial meeting, elect – among the United Nations member state donors - the Chair to serve for the period of the next biennium. In the case when there are no United Nations member state donors, the Advisory Board shall elect the Chair among the United Nations member states that represent the United Nations regions.

Rule 24

The Advisory Board Chair, within 30 days of the election, shall declare the selection to the Advisory Board of the members referred to in Rules 19 and 20.

Rule 25

The Advisory Board shall have no Vice-Chair. If the Chair is absent from a meeting, or any part thereof, the Advisory Board will designate - among its members - a temporary replacement.

Rule 26

If the Chair is so incapacitated that they can no longer hold office, the Advisory Board shall designate - among its members - an interim Chair who shall hold office for the unexpired portion of the term.

Rule 27

The Advisory Board Chair shall participate in the meetings of the Advisory Board as such and not as the representative of where they were accredited.

CHAPTER V

SUBSIDIARY BODIES

Rule 28

The Advisory Board shall not establish subsidiary bodies.

CHAPTER VI

UNRSTF SECRETARIAT

Rule 29

The UNECE Executive Secretary shall establish and direct the UNRSTF secretariat.

Rule 30

The secretariat shall be responsible for the necessary arrangements being made for Advisory Board meetings.

Rule 31

The secretariat may at any Advisory Board meeting make either oral or written statements concerning any question under consideration.

Rule 32

The secretariat shall assist the Advisory Board in complying with these Rules of Procedure.

Rule 33

The biennial costs for the secretariat shall be established by the UNRSTF Steering Committee taking into account strategic directions from the Advisory Board.

CHAPTER VII

CONDUCT OF BUSINESS

Rule 34

The meetings of the Advisory Board shall ordinarily be held in private.

Rule 35

One-third of the members of the Advisory Board shall constitute a quorum.

Rule 36

The Chair shall declare the opening and closing of each meeting of the Advisory Board, 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 their remarks are not relevant to the subject under discussion. The Chair may limit the time allowed to each speaker.

Rule 37

At the end of each meeting, the Advisory Board shall adopt a list of decisions taken during the meeting. The list of decisions shall be prepared by the secretariat in consultation with the Chair.

Rule 38

Any member of the Advisory Board shall have the right to declare their position and may request that it be annexed, in a summarized form, to the list of decisions.

CHAPTER VIII

VOTING

Rule 39

The Advisory Board shall preferably take decisions on the basis of consensus. In the absence of consensus, decisions shall be made by a majority of the members of the Advisory Board, present (physically or via electronic means) and voting.

Rule 40

Each member of the Advisory Board shall have one vote. The UNRSTF Secretariat and Administrative Agent shall not vote.

Rule 41

The Advisory Board shall vote by show of hands.

Rule 42

All elections shall be decided by secret ballot, unless, in the absence of any objection, the Advisory Board decides to proceed without taking a ballot on an agreed candidate.

CHAPTER IX

LANGUAGES

Rule 43

English is the working language of the Advisory Board.

CHAPTER X

AMENDMENTS

Rule 44

Any of these rules of procedure may be amended by the Advisory Board provided that the proposed amendments do not attempt to set aside the Terms of Reference of the United Nations Road Safety Trust Fund (14 March 2018).

ANNEX

List of Advisory Board members and their affiliations

- United Nations Member States (5 members; each representing one of five United Nations Regions)
- United Nations Member State donors (3 members)
- United Nations Secretary-General's Special Envoy for Road Safety (1 member)
- Chair of the Global Forum for Road Traffic Safety (WP.1) (1 member)
- Chair of the UNRSTF Steering Committee (1 member)
- United Nations Economic Commission for Europe (1 member)
- World Bank (1 member)
- World Health Organization (1 member)
- Research and Academia Institutions (2 members)
- Civil Society (2 member)
- Private Sector donors (3 members)
- UNRSTF Secretariat (ex-officio)
- UNRSTF Administrative Agent (ex-officio)