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ECONOMIC COMMISSION FOR EUROPE

Administrative Committee for the TIR Convention, 1975
(3 and 4 February 2005)

**PROVISIONAL AGENDA FOR THE THIRTY-EIGHTH SESSION OF
THE ADMINISTRATIVE COMMITTEE***

**to be held at the Palais des Nations, Geneva,
starting at 10.00 hours on 3 February 2005****

1. Adoption of the agenda
2. Election of officers

* The UNECE Transport Division has submitted the present document after the official documentation deadline due to resource constraints.

** For reasons of economy, delegates are requested to bring copies of the documents mentioned in this provisional agenda to the meeting. There will be no documentation available in the meeting room. Before the meeting, missing documents may be obtained directly from the UNECE Transport Division (Fax: +41-22-917-0039; e-mail: Poul.Hansen@unece.org). Agenda, documents and reports may also be downloaded from the Internet web site of the UNECE Transport Division (<http://tir.unece.org>). During the meeting, documents may be obtained from the UNOG Documents Distribution Section (Room C.111, 1st floor, Palais des Nations). Documents mentioned in bold in the documentation overview under each agenda item of this the agenda are newly issued documents.

New accreditation procedures have been introduced for all delegates attending meetings held at the Palais des Nations. Delegates are therefore requested to complete the attached registration form also available from the Internet Web site of the UNECE Transport Division (<http://www.unece.org/trans/welcome.html>) and to transmit it to the UNECE secretariat, at the latest two weeks prior to the session, either by fax (+41-22-917-0039) or by e-mail (Poul.Hansen@unece.org). Prior to the session, delegates are requested to present themselves at the Pass and Identification Unit of the UNOG Security and Safety Section, located at the Villa Les Feuillantines, 13, Avenue de la Paix (a map is attached) for the issuance of an identification badge. In case of difficulty, please contact by telephone the UNECE secretariat (internal extension 74030).

3. Status of the TIR Convention, 1975
4. Activities and administration of the TIR Executive Board (TIRExB)
 - (a) Activities of the TIRExB
 - (i) Report by the Chairman of the TIRExB
 - (ii) Access and use of the International TIR Data Bank (ITDB)
 - (iii) TIR Workshops and Seminars
 - (b) Administration of the TIRExB
 - (i) Approval (in principle) of the final accounts for the year 2004
 - (ii) Budget and cost plan for the year 2005
 - (iii) Alternative sources of funding for the TIRExB and the TIR secretariat
 - (iv) Election of members of the TIRExB
5. Authorization for printing and distribution of TIR Carnets and for the organization and functioning of the guarantee system
6. Authorization for the conclusion of an agreement between the UNECE and the IRU
7. Functions and roles of the TIRExB, the TIR secretariat and the IRU
8. Revision of the Convention
 - (a) Implementation of Phase I of the TIR revision process
 - (b) Implementation of Phase II of the TIR revision process
 - (c) Preparation of Phase III of the TIR revision process
9. Other proposals for amendments to the Convention
 - (a) Draft amendments on a control system for TIR Carnets
 - (b) Other amendment proposals
 - (c) Draft amendment proposals on the introduction of the ID-number of the authorized TIR Carnet holder
10. Application of the Convention
 - (a) Comments adopted by the UNECE Working Party on Customs Questions affecting Transport (WP.30)
 - (b) Comments adopted by the TIR Executive Board
11. International Directory of TIR Focal Points
12. TIR Handbook

13. TIR web site
14. Other business
 - (a) Date of next session
 - (b) Restriction on the distribution of documents
15. Adoption of the report

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Annex: Comments for inclusion into the TIR Handbook, adopted by the UNECE Working Party on Customs Questions affecting Transport (WP.30) for endorsement by the TIR Administrative Committee

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EXPLANATORY NOTES

The UNECE Working Party on Customs Questions affecting Transport (WP.30) will hold its one hundred-and-ninth session, in conjunction with the present session of the Administrative Committee, from 31 January to 4 February 2005, starting at 15.00 hours on Monday, 31 January 2005 at the Palais des Nations in Geneva. The UNECE Working Party will consider a large number of issues in relation to the revision of the TIR Convention and its application. Therefore, representatives of all Contracting Parties to the TIR Convention, 1975, are strongly recommended to participate also in the sessions of the UNECE Working Party. The agenda as well as other relevant documents for the session of the UNECE Working Party may be obtained directly from the UNECE secretariat or downloaded from the relevant UNECE Transport Division web site (see page 1).

* * *

It is recalled that, according to Annex 8, Article 6 of the Convention, "a quorum consisting of not less than one-third of the States which are Contracting Parties is required for the purposes of taking decisions." As of 1 December 2004 the number of States, Contracting Parties to the Convention is sixty-four.

1. ADOPTION OF THE AGENDA

Documentation: TRANS/WP.30/AC.2/76; TRANS/WP.30/AC.2/69/Corr.2.

The Administrative Committee may wish to consider and adopt the agenda of its present session as prepared by the UNECE secretariat (TRANS/WP.30/AC.2/76).

The Committee may wish to recall that, at its thirty-seventh session, it decided to postpone the consideration of document TRANS/WP.30/AC.2/69/Corr.2, containing a corrigendum to the report of its thirty-fourth session.

The Committee may wish to consider the modifications contained in the document.

2. ELECTION OF OFFICERS

In accordance with Annex 8, Article 3 of the Convention and in line with established practice, the Administrative Committee may wish to elect a Chairman and a Vice-Chairman.

3. STATUS OF THE TIR CONVENTION, 1975

Documentation: TRANS/WP.30/AC.2/75.

The Administrative Committee will be informed of the situation concerning the scope and the number of Contracting Parties to the TIR Convention, 1975. A list of Contracting Parties to the Convention, of countries with which a TIR transit operation can be established and of national associations issuing TIR Carnets and providing guarantee coverage is contained in Annex 1 to the report of the Administrative Committee at its thirty-seventh session (TRANS/WP.30/AC.2/75). Contracting Parties may wish to verify these listings.

Detailed information on the status and the functioning of the Convention, including all relevant Depositary Notifications as well as the complete and permanently updated text of the Convention is available on the UNECE TIR web site (<http://tir.unece.org>).

4. ACTIVITIES AND ADMINISTRATION OF THE TIR EXECUTIVE BOARD (TIRExB)

(a) Activities of the TIRExB

(i) Report by the Chairman of the TIRExB

Documentation: **TRANS/WP.30/AC.2/2005/2.**

In accordance with Annex 8, Article 11, paragraph 4 of the Convention and in line with the decision of the Administrative Committee (TRANS/WP.30/AC.2/55, paras. 14-15), the UNECE secretariat has reproduced the report of the TIRExB at its twenty-third session held in June 2004 for information and endorsement by the Administrative Committee (TRANS/WP.30/AC.2/2005/2).

Further information on recent activities of the TIRExB and the TIR secretariat as well as on the considerations and decisions taken at the twenty-fourth (October 2004) and twenty-fifth (February 2005) sessions of the TIRExB will be provided by the Chairman of the TIRExB during the session. All adopted reports of the TIRExB are available at and can be downloaded from the UNECE TIR web site (<http://tir.unece.org>).

The Administrative Committee may wish to consider these reports and the supplementary information and provide guidance on future activities and priorities of work of the TIRExB.

(ii) Access and use of the International TIR Data Bank (ITDB)

Documentation: **TRANS/WP.30/AC.2/2005/3.**

The International TIR Data Bank (ITDB) contains at present around 35,000 persons/companies authorized by national Customs authorities to utilize the TIR procedure. It contains also information on persons excluded from the TIR procedure in accordance with Article 38 of the Convention. At present, only so-called “contact information” is released to facilitate inquiry procedures by Customs authorities. The requested data are provided within 24 hours on the basis of a standard request form and only to Customs TIR Focal Points furnishing their personal user code.

The Administrative Committee may wish to recall that, at its thirty-seventh session, it had urged all Contracting Parties to respect the requirements for data transmission to the TIR secretariat for authorized persons to the TIR system in line with the provisions set out in Annex 9, Part II, paras. 4 and 5 of the Convention. The Committee underlined that the ITDB is a value-added tool for the proper functioning and the sustainability of the Convention. The Committee may wish to be informed about the status of transmission of data by Contracting Parties in line with the requirements of the Convention.

To increase security as well as efficiency in the capture, transmission and processing of relevant data by national associations, Customs authorities and the TIR secretariat, a new electronic version of a data entry mask on CD-ROM was released by the TIR Secretary and has been transmitted to all TIR Focal Points in June 2002.

The Committee, at its thirty-seventh session, decided to launch the ITDBOnline application for access by TIR Customs Focal points, but to maintain in parallel an inquiry via traditional communication means such as fax or mail (TRANS/WP.30/AC.2/75, para. 17). The Committee may wish to be informed of the progress of the launch.

The Committee also, at its thirty-seventh session, requested the secretariat to prepare an official document for the present session on the technical solutions as well as the pros and cons concerning (a) opening up the access to the ITDB to Customs officials other than the TIR Customs Focal Points and (b) providing additional information contained in the ITDB, such as information on exclusions and withdrawals. The Committee may wish to consider document TRANS/WP.30/AC.2/2005/3, prepared by the secretariat, containing an overview of options for the opening of the ITDB.

Finally, the Committee, at its thirty-seventh session, mandated the secretariat to launch the detailed analysis and pilot project for ITDBOnline+, an application which would make it possible for Customs authorities to make online updates of data on TIR Carnet Holders in the ITDB. The Committee may wish to be informed about the progress concerning this project.

(iii) TIR Workshops and Seminars

The Administrative Committee will be informed about the mandated activities of the TIRExB to organize TIR workshops and seminars.

(b) **Administration of the TIRExB**

(i) **Approval (in principle) of the final accounts for the year 2004**

Documentation: TRANS/WP.30/AC.2/2004/12.

In accordance with Annex 8, Article 11, paragraph 4 of the Convention, the TIRExB shall submit audited accounts to the Administrative Committee at least once a year or at the request of the Administrative Committee.

In order to provide full transparency about the functioning and financing of the TIRExB and the TIR secretariat, the UNECE secretariat has provided the Administrative Committee, at its thirty-seventh session (TRANS/WP.30/AC.2/75, paras. 23-25), with an overview of the financial situation of the TIRExB and the TIR secretariat as of 30 July 2004 together with an estimate on the expenses foreseen for the remainder of 2004 (TRANS/WP.30/AC.2/2004/12).

The UNECE secretariat will endeavour to transmit an advance report (Informal Document) on the final accounts of the TIRExB for 2004 to the present session of the Administrative Committee for approval in principle. If the competent Finance Services of the United Nations will not be able to formally finalize the accounts for 2004 by the time the Administrative Committee meets in February 2005, the report on the complete and final accounts will be transmitted, as in the past, to the session of the Administrative Committee in October 2005 for formal approval.

In this context, the Administrative Committee may wish to note that the accounts of the TIR Trust Fund are exclusively subject to the internal and external auditing procedures laid down in the Financial Regulations, Rules and Directives of the United Nations and are audited according to the schedule set by the United Nations Board of Auditors.

(ii) **Budget and cost plan for the year 2005**

Documentation: TRANS/WP.30/AC.2/2004/13.

The Administrative Committee may wish to recall that the budget and cost plan for the operation of the TIRExB and the TIR secretariat for the year 2005 has been approved by the Administrative Committee at its thirty-seventh session on the basis of a proposal made by the TIR Secretary (TRANS/WP.30/AC.2/75, paras. 26-28; TRANS/WP.30/AC.2/2004/13).

The Committee may wish to take note that the required funds for the operation of the TIRExB and the TIR secretariat for the year 2005 have been transmitted by the IRU to the TIR Trust Fund before 15 November 2004.

(iii) Alternative sources of funding for the TIRExB and the TIR secretariat

Documentation: TRANS/WP.30/AC.2/2004/18.

The Administrative Committee may wish to recall that, at earlier sessions, it had decided to continue the initial funding arrangements for the TIRExB and the TIR secretariat in accordance with Annex 8, Article 13 of the Convention and to make efforts to have the costs for the operation of the TIRExB and the TIR secretariat included into the Regular Budget of the United Nations as of the next United Nations budget cycle (2006-2007). At its thirty-seventh session, the Committee had welcomed the efforts of the UNECE Executive Secretary to include the cost of the TIR secretariat in the regular budget of the UNECE for the budget cycle 2006-2007.

The Administrative Committee will be informed by the secretariat of the budget procedures and the possible procedures to be followed and measures to be taken by Contracting Parties to allow for inclusion of these costs into the Regular Budget of the United Nations as of 2006.

(iv) Election of members of the TIRExB

Documentation: Informal document No. 1 and 2 (2005).

The Administrative Committee may wish to recall that, in accordance with Annex 8, Article 9, paragraph 2 of the Convention, the term of office of each member of the TIRExB shall be two years. Since the present members of the TIRExB had been elected at its spring session in 2003, the Administrative Committee must, at its present session, proceed with the election or re-election of the nine members of the TIRExB.

The Administrative Committee, at its thirty-seventh session, confirmed that the criteria for the nomination of candidates for the election of TIRExB members at the present session would be the same as for the previous election in 2003. It also confirmed that the procedure for the election of candidates for the TIRExB would be the same as for the election in 2003 (TRANS/WP.30/AC.2/75, paras. 31-32). The Administrative Committee, therefore, authorized the UNECE secretariat to solicit candidates in November 2004, to close the list of candidates on 16 December 2004 and immediately thereafter on 17 December 2004 to issue thereafter the official list of candidates for distribution to all Contracting Parties as described in

TRANS/WP.30/AC.2/66 (TRANS/WP.30/AC.2/75, para. 33). The procedures for the nomination and election are contained in Informal document No. 1 (2005).

In accordance with the approved election procedure and on the basis of the list of nominated candidates contained in Informal document No. 2 (2005), which has been circulated by the secretariat to all Contracting Parties to the Convention immediately following 16 December 2004, the Administrative Committee may wish to proceed with the election or re-election of the nine members of the TIRExB in accordance with established practice.

5. AUTHORIZATION FOR PRINTING AND DISTRIBUTION OF TIR CARNETS AND THE ORGANIZATION AND FUNCTIONING OF THE GUARANTEE SYSTEM

Documentation: TRANS/WP.30/AC.2/75.

The Administrative Committee may recall that, at its thirty-seventh session, it confirmed the authorization that had been granted to the IRU for the year 2005 (TRANS/WP.30/AC.2/75, paras. 35-36). Bearing in mind that the IRU had complied with the conditions to transfer the required amount for the funding of the TIRExB for the year 2005, the Committee may wish to endorse the authorization.

The Committee may also wish to recall that, at its thirty-seventh session, it had granted the IRU authorization for the organization and functioning of the TIR guarantee system in 2005 (TRANS/WP.30/AC.2/75, paras. 37-38). Bearing the above in mind, the Committee may also wish to confirm this authorization.

In accordance with Annex 8, Article 10 (b) of the Convention, the TIRExB shall supervise the centralized printing and distribution to the associations of TIR Carnets which may be performed by an agreed international organization as referred to in Article 6 of the Convention.

The Administrative Committee, at its twenty-sixth session, decided that, at its annual spring session, it will authorize international organizations to centrally print and distribute TIR Carnets for the following year in accordance with Annex 8, Article 10 (b) of the Convention under the condition that:

- the concerned international organization declares in writing its acceptance of this authorization within 30 days following the decision of the Administrative Committee;
- on the basis of the relevant decisions of the Administrative Committee at its annual autumn session (adoption of the budget for the TIRExB and the TIR secretariat, etc.), the required

transfer of funds, in accordance with Annex 8, Article 13 of the Convention, will have been effected by the authorized international organization by 15 November each year for the operation of the TIRExB and the TIR secretariat during the following year (TRANS/WP.30/AC.2/53, para. 20).

In this context, the Administrative Committee may wish to recall that, at its twenty-eighth session (24 and 25 February 2000), it had authorized the IRU to centrally print and distribute TIR Carnets for a period of five years as of the year 2001 and to finance, as long as its expenses were not covered by the Regular Budget of the United Nations, the operation of the TIRExB and the TIR secretariat (TRANS/WP.30/AC.2/57, para. 29). In a communication received from the Secretary-General of the IRU dated 22 March 2000, the IRU declared its acceptance of the authorization by the Administrative Committee for a period of five years (2001-2005).

The Administrative Committee may wish to recall that, in accordance with Article 6, paragraph 2bis of the Convention entering into force on 12 May 2002, an international organization, as referred to in Article 6, paragraph 2 of the Convention, shall be authorized by the Administrative Committee to take on responsibility for the effective organization and functioning of an international guarantee system provided it accepts this responsibility.

The Committee may also wish to recall that, at its thirty-fifth session, it had approved a revised Agreement between the UNECE and the IRU as contained in document TRANS/WP.30/AC.2/2003/14 running until the end of 2005.

At its thirty-seventh session, the Committee had considered that, since the UNECE Working Party on Customs Questions affecting Transport had embarked on a revision process that could lead to amendments to substantive provisions of the Convention, which could have an impact on the Agreement between the UNECE and the IRU, it was premature to substantially amend the Agreement and that it would be preferable instead to prolong the Agreement. The Committee had expressed the view that the prolongation could be provided for a new period of 5 years.

In view of the above, the Administrative Committee may wish to authorize the IRU to centrally print and distribute TIR Carnets and to organize the functioning of the guarantee system for the period 2006-2010 included.

6. AUTHORIZATION FOR THE CONCLUSION OF AN AGREEMENT BETWEEN THE UNECE AND THE IRU

Documentation: TRANS/WP.30/AC.2/2005/4.

The Administrative Committee, at its thirty-seventh session, bearing in mind the decision to prolong the existing Agreement between the UNECE and the IRU, mandated the secretariat to start discussion with the IRU for the elaboration of a new Agreement.

The Committee, taking into account the considerations under point 5 above, may wish to consider and approve the text for a revised Agreement between the UNECE and the IRU as contained in document TRANS/WP.30/AC.2/2005/4, prepared by the secretariat. The text has been elaborated in cooperation with the IRU. The text has been submitted for the approval of the United Nations Office of Legal Affairs.

7. FUNCTIONS AND ROLES OF THE TIREXB, THE TIR SECRETARIAT AND THE IRU

Documentation: TRANS/WP.30/AC.2/2004/19.

The Administrative Committee may wish to recall that, at its thirty-seventh session, it had considered document TRANS/WP.30/AC.2/2004/19, prepared by the secretariat, containing a proposal for a new paragraph 2bis to the Terms of Reference of the TIRExB.

Some Contracting Parties were of the view that the proposed amendment was superfluous and that it would only add confusion concerning the competences of various competent bodies. Therefore, the Contracting Parties in question did not support the proposal. As a result, the Administrative Committee decided to defer further discussion to its next session.

The Committee may wish to consider the issue at the present session.

8. REVISION OF THE CONVENTION

(a) **Implementation of Phase I of the TIR revision process**

Documentation: ECE/TRANS/17/Amend.19/Rev.1; TRANS/WP.30/AC.2/2000/5.

The Administrative Committee may wish to continue its exchange of views about possible difficulties that may arise in the application of the provisions that have come into force under Phase I of the TIR revision process, particularly with regard to controlled access to the TIR procedure in accordance with Annex 9, Part II of the Convention (ECE/TRANS/17/Amend.19/Rev.1).

The Administrative Committee may wish to reiterate that Contracting Parties are expected to fully comply with the provisions of the Convention, also with regard to the transmission to the TIRExB, within the stipulated time frames, of the following information (refer also to document TRANS/WP.30/AC.2/2000/5):

International guarantee system

- (a) A certified copy of the written agreement or any other legal instrument between the competent authorities (Customs) and the national association as well as any modifications thereto (Deadline: as soon as possible);
- (b) A certified copy of the insurance or financial guarantee contract as well as any modifications thereto (Deadline: as soon as possible);
- (c) A copy of the (annually to be renewed) insurance certificate (Deadline: as soon as possible).

Controlled access to the TIR procedure

- (a) The particulars of each person authorized by the competent authorities to use TIR Carnets or whose authorization has been withdrawn (Deadline: within one week);
- (b) A complete and updated list of all persons authorized by the competent authorities to use TIR Carnets or whose authorization has been withdrawn (Deadline: as per 31 December each year and as soon as possible);
- (c) The particulars of each person excluded from the operation of the Convention in accordance with Article 38 (Deadline: within one week).

National control measures

The details of any national control measures planned to be undertaken by the competent national authorities in accordance with Article 42**bis** (Deadline: as soon as possible).

(b) Implementation of Phase II of the TIR revision process

Documentation: TRANS/WP.30/AC.2/2005/5.

The Administrative Committee may wish to consider the state of implementation of Phase II of the TIR revision process. Document TRANS/WP.30/AC.2/2005/5, prepared by the secretariat, contains an overview of the state of implementation. Contracting Parties to the Convention may wish to comment on the information provided.

(c) Preparation of Phase III of the TIR revision process

Documentation: TRANS/WP.30/204.

The Administrative Committee may wish to be informed about progress made in the preparation of Phase III of the TIR revision process within the UNECE Working Party (WP.30) and its ad hoc group of experts on the computerization of the TIR procedure.

The Administrative Committee may wish to provide guidance on the approach and working methods to be taken in order to arrive at tangible solutions in due course.

9. OTHER PROPOSALS FOR AMENDMENTS TO THE CONVENTION

(a) Draft amendments on a control system for TIR Carnets

Documentation: TRANS/WP.30/2003/5; TRANS/WP.30/AC.2/67; TRANS/WP.30/AC.2/37.

The Administrative Committee may wish to recall that, at its thirty-seventh session, it had considered document TRANS/WP.30/AC.2/2004/6, prepared by the secretariat, containing a detailed proposal for inclusion of a control system for TIR Carnets in the Convention. The Committee took note that Turkey was not yet in a position to adopt the proposal and decided to revert to the question at its present session.

The Administrative Committee may wish to revert to the consideration of document TRANS/WP.30/AC.2/2004/6 and to be informed about the positions of Contracting Parties.

(b) **Other amendment proposals**

Documentation: TRANS/WP.30/AC.2/75

The Administrative Committee may wish to recall that, at its thirty-seventh session, it had adopted amendments to Annexes 2 and 7 of the Convention concerning the use of fibre optic cables (TRANS/WP.30/AC.2/75, paras. 54-55).

The Committee had decided to transmit the amendments, together with previous adopted amendments to Article 1 (b) of the Convention, to the Legal Office of the United Nations for necessary depositary action. The Committee may wish to be informed about the status to the amendment proposals.

(c) **Draft amendment proposals on the introduction of the ID-number of the authorized TIR Carnet holder**

Documentation: TRANS/WP.30/AC.2/2005/1.

The Administrative Committee may wish to take note that the UNECE Working Party (WP.30), at its June 2004 session, decided to incorporate into the TIR Convention the provisions of the Recommendation on the Introduction of an Identification (ID) Number of the TIR Carnet Holder in the TIR Carnet, adopted by the Administrative Committee on 20 October 2000 (TRANS/WP.30/214, para. 34). In October 2004, the Working Party considered draft amendment proposals by the secretariat and delivered a number of comments on their content (TRANS/WP.30/216, paras.34-36). On the basis of those considerations, the secretariat has prepared document TRANS/WP.30/2005/2 - TRANS/WP.30/AC.2/2005/1, containing modified proposals. The Administrative Committee may wish to consider this document, taking also into account the views expressed by the Working Party at its one-hundred-and-ninth session (31 January - 4 February 2005), immediately before the present session of the Administrative Committee.

10. APPLICATION OF THE CONVENTION

The Administrative Committee may wish to consider any issues or problems that have arisen in the application of the Convention and may decide on activities to resolve them.

(a) **Comments adopted by the UNECE Working Party on Customs Questions affecting Transport (WP.30)**

The Administrative Committee may wish to consider comments that have been prepared and adopted by the UNECE Working Party (WP.30) at its one-hundred-and-eighth session. These comments relate to:

- Article 19 of the Convention referring to specifications for Customs seals (TRANS/WP.30/216, para. 66) and to
- Article 47 of the Convention referring to accompanying documentation (TRANS/WP.30/216, para. 72).

These comments, for inclusion into the TIR Handbook, are set out in the Annex to this agenda for endorsement by the Administrative Committee.

(b) **Comments adopted by the TIR Executive Board (TIRExB)**

No comments have been transmitted for adoption by the TIR Executive Board (TIRExB) for the present session.

11. INTERNATIONAL DIRECTORY OF TIR FOCAL POINTS

In accordance with resolution No. 49, the secretariat has established and maintains an international directory of TIR focal points that could be addressed in case of inquiries in relation to the TIR procedure. The directory contains the names and addresses of persons as well as other useful information on Customs administrations and national associations dealing with the TIR procedure. The distribution of the directory is restricted to Customs authorities, national associations and the TIR Department of the IRU.

The permanently updated directory of TIR Focal Points may be consulted on the UNECE TIR web site (<http://tir.unece.org>). The required password for access to these restricted web pages may be obtained from the secretariat.

12. TIR HANDBOOK

The TIR Handbook contains the text of the Convention and its annexes, including the amendments to the Convention, at present including the amendments adopted under Phase II of the TIR revision process, as well as all relevant comments adopted by the Working Party, the Administrative Committee and the TIRExB.

The Committee may wish to note that the last edition of the TIR Handbook in English, French and Russian can be viewed and downloaded from the UNECE TIR web site (<http://tir.unece.org>). Hard copy versions of the TIR Handbook are available in Arabic, Chinese, English, French, Italian and Russian. A limited number of the Handbook may be obtained free of charge from the secretariat.

Updated hard-cover versions of the TIR Handbook, with the latest amendments to the Convention in English, French, Russian and Spanish as well as German will be available at the present session. Versions in Arabic and Chinese will follow as soon as possible thereafter.

13. TIR WEB SITE

The TIR secretariat, with the support of the UNECE secretariat, maintains a TIR web site which provides up-to-date information on the administration and application of the TIR Convention site (<http://tir.unece.org>). The site contains, in particular, the complete text of the TIR Handbook in various language versions and the latest information on national and international control measures introduced by Customs authorities as well as detailed information on all TIR Focal Points who may be contacted regarding questions on the application of the Convention at the national level. The site also contains all documents and reports issued in connection with the sessions of the Administrative Committee and the UNECE Working Party WP.30 and its group of experts. These documents may be viewed and downloaded (PDF format) in English, French and Russian.

The Committee may wish to note that the lay-out of the site has recently been modified.

14. OTHER BUSINESS

(a) Date of next session

The UNECE secretariat has made tentative arrangements to hold the forthcoming autumn session of the Administrative Committee on 13 and 14 October 2005.

The Administrative Committee may wish to confirm the date of its next session.

(b) Restriction on the distribution of documents

The Administrative Committee may wish to decide on whether there should be any restriction with respect to the distribution of documents issued in connection with its current session.

15. ADOPTION OF THE REPORT

In accordance with Annex 8, Article 7 of the TIR Convention, 1975, the Administrative Committee will adopt the report on its thirty-eighth session on the basis of a draft prepared by the UNECE secretariat. Given the present resource restrictions with regard to translation facilities, parts of the final report may not be available for adoption in all working languages at the end of the session.

Annex

**Comments for inclusion into the TIR Handbook,
adopted by the UNECE Working Party on Customs Questions affecting Transport (WP.30) for
endorsement by the TIR Administrative Committee**

Add a new comment to Article 19 to read as follows:

"Specifications for Customs seals

The TIR Convention does not address the issue of standards and requirements for Customs seals. It only stipulates that, as a general rule, Contracting Parties must accept Customs seals affixed by other Contracting Parties. Thus, specification of Customs seals is left at the discretion of national Customs authorities. However, with a view to ensuring high security of Customs sealing, it is essential that Customs administrations use seals which conform to up-to-date international standards and requirements in this field. In this context, the attention of Customs authorities is drawn to the guidelines to Chapter 6 of the General Annex to the International Convention on the Simplification and Harmonization of Customs Procedures (revised Kyoto Convention) as well as to minimum requirements for Customs seals laid down in Specific Annex E, Chapter 1 of the said Convention elaborated under the auspices of the World Customs Organization (WCO)."

Add the same comment to Article 22.

{TRANS/WP.30/216, paragraph 67}

Add a new comment to Article 47 to read as follows:

"Accompanying documentation

Documentation required under international Conventions (such as the Convention on International Trade in Endangered Species of Wild Fauna and Flora, 1973) should always accompany the goods concerned. In such cases a reference to this documentation on the TIR Carnet could facilitate Customs controls."

{TRANS/WP.30/216, paragraph 72}



UNITED NATIONS OFFICE AT GENEVA

Conference Registration Form

Please fax this completed form to the Host Secretariat and
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Please Print

Title of the Conference _____ Date _____

UNECE - Administrative Committee for the TIR Convention, 1975, 38th session

Delegation/Participant of Country, Organization or Agency

Participant

Mr. Family Name _____ First Name _____
Mrs. _____
Ms.

Participation Category

<u>Head of Delegation</u> <input type="checkbox"/>	Are you based in Geneva as a representative of your permanent mission ? YES NO (delete non applicable)	Observer Organization <input type="checkbox"/>
Delegation Member <input type="checkbox"/>		NGO (ECOSOC Accred.) <input type="checkbox"/>
Observer Country <input type="checkbox"/>		Other (Please Specify Below) <input type="checkbox"/>
...		
<u>Participating From / Until</u>		
3 February 2005		4 February 2005

Document Language Preference English French Other _____

Official Occupation (in own country) _____ Passport or ID Number _____ Valid Until _____

Official Telephone N°. _____ Fax N°. _____ E-mail Address _____

Permanent Official Address _____

Address in Geneva _____

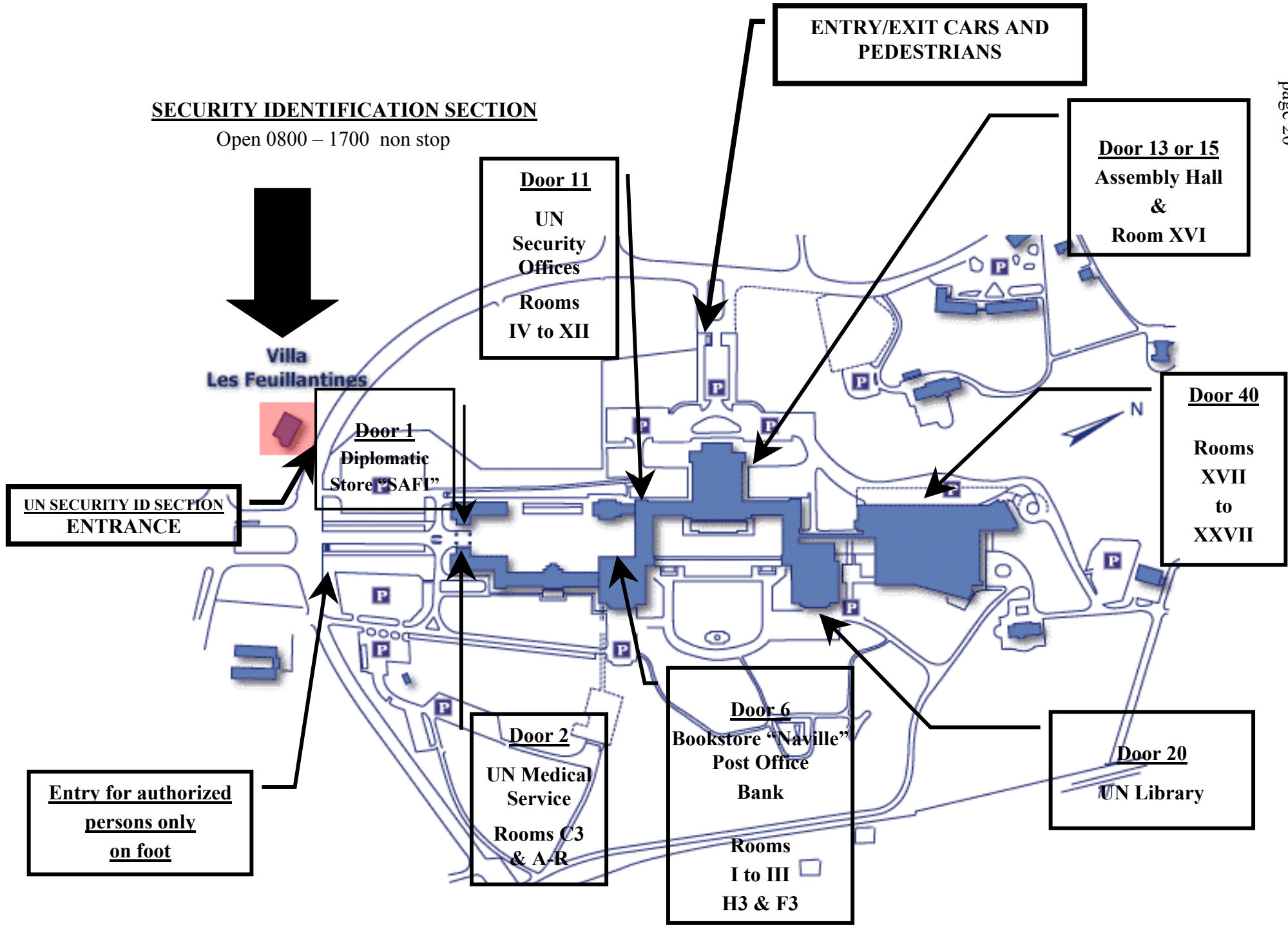
Accompanied by Spouse Yes No

Family Name (Spouse) _____ First Name (Spouse) _____

On Issue of ID Card <input type="text" value="Participant Signature"/> <input type="text" value="Spouse Signature"/> <input type="text" value="Date"/>	Participant photograph if form is sent in advance of the conference date. Please PRINT your name on the reverse side of the photograph	Spouse photograph if form is sent in advance of the conference date. Please PRINT your name on the reverse side of the photograph	Security Use Only <input type="text" value="Card N°. Issued"/> <input type="text" value="Initials, UN Official"/>
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SECURITY IDENTIFICATION SECTION

Open 0800 – 1700 non stop



ENTRY/EXIT CARS AND PEDESTRIANS

**Door 13 or 15
Assembly Hall
&
Room XVI**

**Door 11
UN
Security
Offices
Rooms
IV to XII**

**Door 40
Rooms
XVII
to
XXVII**

**UN SECURITY ID SECTION
ENTRANCE**

**Door 1
Diplomatic
Store "SAFI"**

**Entry for authorized
persons only
on foot**

**Door 2
UN Medical
Service
Rooms C3
& A-R**

**Door 6
Bookstore "Naville"
Post Office
Bank
Rooms
I to III
H3 & F3**

**Door 20
UN Library**

Villa
Les Feuillantines

