PROVISIONAL AGENDA FOR THE THIRTY-SECOND SESSION OF
THE ADMINISTRATIVE COMMITTEE

to be held at the Palais des Nations, Geneva,
starting at 10.00 hours on 14 February 2002

1. Adoption of the agenda
   TRANS/WP.30/AC.2/64

2. Election of officers

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: martin.magold@unece.org). Documents may also be downloaded from the Internet web site of the UNECE Transport Division (http://www.unece.org/trans/new_tir/welctir). During the meeting, documents may be obtained from the UNOG Documents Distribution Section (Room C.111, 1st floor, Palais des Nations).

In accordance with the accreditation procedures applicable for all meetings held at the Palais des Nations, delegates are requested to fill-in the attached registration form (also available from the web site of the UNECE (www.unece.org)) and to transmit the duly filled-in form at the latest one week before the session to the UNECE Transport Division, either by fax (+41-22-917-0039) or by e-mail (martin.magold@unece.org). In Geneva, 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 Villa Les Feuillantes, 13 Avenue de la Paix (see attached map), for issuance of an identification badge. In case of difficulties, please phone the UNECE secretariat (Int. 72453).
3. Status of the TIR Convention, 1975

- TRANSPORT/WP.30/AC.2/60, annex 1
- ECE/TRANS/17/Amend.19/Rev.1
- ECE/TRANS/17/Amend.20

4. Activities and administration of the TIR Executive Board (TIRExB)

(a) Activities of the TIRExB

- Report by the Chairman of the TIRExB
  - TRANSPORT/WP.30/AC.2/2001/1
  - TRANSPORT/WP.30/AC.2/2000/1
  - TRANSPORT/WP.30/AC.2/1999/3
  - TRANSPORT/WP.30/AC.2/55

(b) Administration of the TIRExB

- Approval (in principle) of the final accounts for the year 2001
  - Informal document (possibly available at the session)
    - TRANSPORT/WP.30/AC.2/2001/10
    - TRANSPORT/WP.30/AC.2/2001/3
    - TRANSPORT/WP.30/AC.2/63
    - TRANSPORT/WP.30/AC.2/59

- Budget and cost plan for the year 2002
  - TRANSPORT/WP.30/AC.2/2001/11
  - and Corr.1
  - TRANSPORT/WP.30/AC.2/63

5. Authorization for printing and distribution of TIR Carnets

(a) Printing and distribution of TIR Carnets in the year 2002
  - TRANSPORT/WP.30/AC.2/2002/1
  - TRANSPORT/WP.30/AC.2/61
  - TRANSPORT/WP.30/AC.2/2001/3

(b) Authorization for printing and distribution of TIR Carnets in the year 2003
  - TRANSPORT/WP.30/AC.2/57
  - TRANSPORT/WP.30/AC.2/53
6. Revision of the Convention

(a) Implementation of Phase I of the TIR revision process TRANS/WP.30/AC.2/63 TRANS/WP.30/AC.2/2000/5 ECE/TRANS/17/Amend.19/Rev.1

(b) Adoption of amendment proposals under Phase II of the TIR revision process TRANS/WP.30/AC.2/63 TRANS/WP.30/AC.2/59

(c) Preparation of Phase III of the TIR revision process TRANS/WP.30/AC.2/61 TRANS/WP.30/AC.2/59

7. Other proposals for amendments to the Convention

8. Application of the Convention

(a) Introduction of new TIR Carnet forms TRANS/WP.30/AC.2/63

(b) Identification (ID) number of the TIR Carnet holder TRANS/WP.30/AC.2/59, annex 2

(c) Road vehicles considered as heavy or bulky goods TRANS/WP.30/AC.2/2002/2 TRANS/WP.30/198 TRANS/WP.30/2001/20


11. TIR Web Site www.unece.org/trans/new_tir/welctir.htm

12. Other business

(a) Date of next session

(b) Restriction on the distribution of documents

13. Adoption of the report

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EXPLANATORY NOTES

The UNECE Working Party on Customs Questions affecting Transport (WP.30) will hold its one hundredth session, in conjunction with the present session of the Administrative Committee, from 12 to 15 February 2002, starting at 10.00 hours on Tuesday, 12 February 2002 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).

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It is recalled that, according to Annex 8, Article 6 of the TIR Convention, 1975, "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 2001 the number of States, Contracting Parties to the Convention is sixty-three.

1. ADOPTION OF THE AGENDA

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.2/64).

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

The 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 as well as of countries with which a TIR transit operation can be established is contained in the annex to this agenda. Contracting Parties may wish to verify these listings.
The complete text of the amendments to the Convention that have entered into force on 17 February 1999 under Phase I of the TIR revision process is contained in document ECE/TRANS/17/Amend.19/Rev.1 (English, French, Russian and Spanish). Amendments with regard to vehicles and containers with sliding sheets that have entered into force on 12 June 2001 as indicated in Depositary Notifications C.N.503.2001-TREATIES-4 and C.N.688.2001.TREATIES-4 are contained in document ECE/TRANS/17/Amend.20 (English, French, Russian and Spanish). Detailed information is contained in document TRANS/WP.30/AC.2/62.

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 (www.unece.org/trans/new_tir/welctir.htm).

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

(a) Activities of the TIRExB

(i) Report by the Chairman of the TIRExB

In accordance with Annex 8, Article 11, paragraph 4 of the Convention, the TIRExB shall report on its activities at least once a year or at the request of the Administrative Committee.

Following the decision of the Administrative Committee (TRANS/WP.30/AC.2/55, paras. 14 and 15), that the TIRExB should report on its activities at each of its sessions and that efforts should be made to make, at least, the reports of the sessions of the TIRExB available to all Contracting Parties, possibly in the three working languages of the Administrative Committee, the Chairman of the TIRExB and the TIR Secretary will report on the outcome of the twelfth session of the TIRExB (scheduled for 10 and 11 January 2002) as well as on current activities undertaken by the TIR secretariat.

An advance copy (English only) of the report of the eleventh session of the TIRExB (18, 19 and 22 October 2001) will be available at the session. Preliminary information about the results of this session had already been provided by the Chairman of the TIRExB at the previous session of the Administrative Committee.

All reports of the TIRExB are also available at and can be down-loaded from the UNECE TIR web site (www.unece.org/trans/new_tir/welctir.htm).
(b) **Administration of the TIRExB**

(i) **Approval (in principle) of the final accounts for the year 2001**

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. Furthermore, the agreement concluded between the IRU and the UNECE for the year 2001 on the transfer of funds to the TIR Trust Fund, established by the UNECE in accordance with a decision of the Administrative Committee (TRANS/WP.30/AC.2/59, para.42), provides for the submission of an annual report to the IRU (TRANS/WP.30/AC.2/2001/3).

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-first session (TRANS/WP.30/AC.2/63, paras. 34-36), with an overview of the financial situation of the TIRExB and the TIR secretariat as of 31 July 2001 together with an estimate on the expenses foreseen for the remainder of 2001 (TRANS/WP.30/AC.2/2001/10). These figures and forecasts are still valid as of 1 December 2001.

The UNECE secretariat endeavours to transmit an advance report (Informal Document) on the final accounts of the TIRExB for 2001 to the present session of the Administrative Committee for approval in principle. As the competent Finance Services of the United Nations will most likely not be able to formally finalize the accounts for 2001 by the time the Administrative Committee meets, the report on the complete and final accounts will be transmitted, as in the past, to the session of the Administrative Committee in October 2002 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 will be audited according to the schedule set by the United Nations Board of Auditors.

(ii) **Budget and cost plan for the year 2002**

The Administrative Committee may wish to recall that the budget and the cost plan for the operation of the TIRExB and the TIR secretariat for the year 2002 has been approved by the Administrative Committee at its thirty-first session on the basis of a proposal made by the TIR Secretary (TRANS/WP.30/AC.2/63, paras. 37-40; TRANS/WP.30/AC.2/2001/11 and Corr.1).
The required funds for the operation of the TIRExB and the TIR secretariat for the year 2002 have been transmitted by the IRU to the TIR Trust Fund on 15 November 2001.

5. AUTHORIZATION FOR PRINTING AND DISTRIBUTION OF TIR CARNETS

(a) **Printing and distribution of TIR Carnets in the year 2002**

Following the conclusion of the required Amendment to the Agreement between the IRU and the UNECE as mandated by the Administrative Committee at its thirty-first session (TRANS/WP.30/AC.2/63, para. 46) and the fulfilment of the relevant conditions by 15 November 2001 (see agenda item 4 (b) (ii) above), the IRU is authorized to print and distribute TIR Carnets in the year 2002.

The Administrative Committee may wish to endorse this Amendment to the UNECE-IRU Agreement concluded on 7 and 8 November 2001 as contained in document TRANS/WP.30/AC.2/2002/1. The full text of the underlying UNECE-IRU Agreement covering the period 2001-2005, as endorsed by the Administrative Committee at its thirtieth session, is contained in document TRANS/WP.30/AC.2/2001/3 (TRANS/WP.30/AC.2/61, para. 34).

(b) **Authorization for printing and distribution of TIR Carnets in the year 2003**

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).

In view of the above, the Administrative Committee may wish to confirm its authorization given to the IRU at its twenty-eighth session to centrally print and distribute TIR Carnets for the year 2003 and until the year 2005.

6. REVISION OF THE CONVENTION

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

The Administrative Committee may wish to stress once more that all Contracting Parties are expected to fully comply with the provisions of the Convention, including those provisions that have come into force on 17 February 1999 under Phase I of the TIR revision process. These provisions stipulate inter alia that the following information has to be transmitted to the TIRexB (TRANS/WP.30/AC.3/63, paras. 48-52) (refer also to TRANS/WP.30/AC.2/2000/5):

**International guarantee system**

1. A certified copy of the written agreement or any other legal document between the competent authorities (Customs) and the national associations as well as any modifications thereto (Deadline: as soon as possible);
2. A certified copy of the insurance or financial guarantee contract as well as any modifications thereto (Deadline: as soon as possible);
3. A copy of the (annually to be renewed) insurance certificate (Deadline: as soon as possible. The IRU will also provide annually a list of associations having obtained insurance coverage (TRANS/WP.30/AC.2/63, para. 52));

**Controlled access**

4. The particulars of each person authorized by the competent authorities to use TIR Carnets or whose authorization has been withdrawn (Deadline: within one week);
5. 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);

6. The particulars of each person excluded from the operation of the Convention in accordance with Article 38 (Deadline: within one week);

**National control measures**

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

The TIRExB can be reached at the following address: TIR Executive Board (TIRExB), Office 410, Palais des Nations, CH-1210 Geneva; Fax: +41-22-917-0039 or +41-22-917-0614; E-mail: tirexb@unece.org.

The Administrative Committee may also wish to be informed of the activities and first results of the Task Force on the functioning of the so-called SAFETIR system operated by the IRU on the basis of Article 42 bis of the Convention.

**b) Adoption of amendment proposals under Phase II of the TIR revision process**

The Administrative Committee may wish to recall that, at its twenty-ninth session, it had adopted the complete package of amendment proposals which had been prepared by the UNECE Working Party on Customs Questions affecting Transport (WP.30). These amendment proposals are contained in Annex 3 to the report of the twenty-ninth session of the Committee together with comments thereto which are contained in Annex 5 to this report (TRANS/WP.30/AC.2/59, para. 46). Following verification, the UNECE secretariat has transmitted these amendment proposals to the Legal Office of the United Nations in New York for issuance of a Depositary Notification to be transmitted to all Contracting Parties to the Convention.

The Administrative Committee may wish to be informed by the UNECE secretariat on the present status of the amendment procedure. Detailed information on the status of the amendment procedure is contained in the report of Administrative Committee at its thirty-first session (TRANS/WP.30/AC.2/63, paras. 8-13) and on the UNECE TIR web site (www.unece.org/trans/new_tir/welctir.htm).
In this context, the Administrative Committee may also recall that, at its twenty-ninth session, it had endorsed examples of best practices relating to the amended provisions of the Convention as had been prepared by the UNECE Working Party. These examples of best practices are contained in annex 7 to the report on its twenty-ninth session (TRANS/WP.30/AC.2/59, para. 47).

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

The Administrative Committee may wish to recall that, at its twenty-ninth and thirtieth sessions, it had decided, taking into account the views expressed by the UNECE Working Party WP.30, to initiate work on Phase III of the TIR revision process that should be separated into short-term activities (revision of the TIR Carnet, increase in the number of loading and unloading places, etc.) and into long-term activities (use of new technologies, etc.) (TRANS/WP.30/AC.2/59, paras. 51-53; TRANS/WP.30/AC.2/61, paras. 42 and 43).

The Administrative Committee may wish to be informed of progress made in the preparation of Phase III and to provide guidance on the approach to be taken in order to arrive at tangible solutions in due course. In this context, the Administrative Committee may wish to note that a first session of the informal ad hoc expert group on the conceptual and technical aspects of computerization of the TIR procedure is scheduled to be held on 28 and 29 January 2002.

7. OTHER PROPOSALS FOR AMENDMENTS TO THE CONVENTION

To date the UNECE secretariat has not received any other proposals for amendments to the Convention. Any amendment that may be submitted in due time before the session will be circulated.

8. 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) Introduction of new TIR Carnet forms

The Administrative Committee may wish to recall that, at its thirty-first session, it had endorsed the decisions of the TIRExB to allow for the introduction of new TIR Carnet forms which contained the same information and basic lay-out as the present TIR Carnet, but introduces a number of new security elements (TRANS/WP.30/AC.2/63, paras. 21 and 22).
The TIR secretariat has already distributed to all TIR Focal Points detailed descriptions of the present (red) and new (blue) TIR Carnets, including all of its security elements. Detailed information in this respect is also available on the UNECE TIR web site (www.unece.org/trans/new_tir/welctir.htm).

The new TIR Carnets will be distributed as of December 2001/January 2002. The Administrative Committee may wish to have an exchange of views on possible difficulties and on first experiences made with the introduction of these new TIR Carnets.

(b) Identification (ID) number of the TIR Carnet holder

The Administrative Committee may wish to recall that, at its twenty-ninth session, it had adopted, as an interim measure, a recommendation on the introduction of an identification number of the TIR Carnet holder in the TIR Carnet, including relevant coding lists for Contracting Parties and national associations. The adopted recommendation is contained in annex 2 of the report of the Administrative Committee at its twenty-ninth session (TRANS/WP.30/AC.2/59).

The Administrative Committee may wish to exchange views on the application of the recommendation and, in particular, on the use of the ID-number by competent authorities for inquiry procedures and/or national control measures.

(c) Road vehicles considered as heavy or bulky goods

The TIR Administrative Committee may wish to recall that, at its twenty-ninth session, it had adopted a comment on the application of the newly adopted Article 3 of the Convention concerning road vehicles considered as heavy or bulky goods (TRANS/WP.30/AC.2/59, paras. 61-62 and annex 6). Following the adoption of this comment, Estonia had submitted a proposal for modifications to be made to this comment (TRANS/WP.30/2001/20). Upon invitation of the TIR Administrative Committee (TRANS/WP.30/AC.2/61, para. 53), the UNECE Working Party on Customs Questions affecting Transport (WP.30) considered this proposal, but did not come to a final decision (TRANS/WP.30/198, paras. 95-98).

Bearing in mind the imminent entry into force of the new Article 3 of the TIR Convention, the Administrative Committee may wish to take note of a new proposal regarding this comment prepared by the secretariat for inclusion into the TIR Handbook (TRANS/WP.30/AC.2/2002/2).
9. 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 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.

A new hard-cover version of the directory will be available at the session and may be obtained as of mid-February 2002 from the secretariat. The permanently updated directory of TIR Focal Points may be consulted on the UNECE TIR web site (www.unece.org/trans/new_tir/welctir.htm). The required password for access to these restricted web pages may be obtained from the secretariat.

10. TIR HANDBOOK

The Administrative Committee may wish to note that the 1999 TIR Handbook has been updated to take account of new developments, recently adopted amendments and comments as well as modified recommendations. The complete text of the TIR Handbook is available on the UNECE TIR web site (www.unece.org/trans/new_tir/welctir.htm). By the end of January 2002, updated versions in the Arabic, English, French and Russian languages are expected to be available. The Chinese, Czech German, Italian, Spanish and Turkish updated versions are expected to be available as of April 2002.

Following the possible entry into force of the amendment package under Phase II of the TIR revision process on 12 May 2002, a new updated version of the TIR Handbook will be issued by the secretariat.

The TIR Handbook contains the latest amendments to the Convention as well as all relevant comments adopted by the UNECE Working Party on Customs Questions affecting Transport (WP.30) and the TIR Administrative Committee. Hard-copy versions of the TIR Handbook are available in Arabic, Chinese, English, French, German, Italian, Russian and Spanish. A limited number of such copies may be obtained free of charge from the secretariat.
11. 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 (www.unece.org/trans/new_tir/welctir.htm). 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 UNECE TIR web 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.

12. OTHER BUSINESS

(a) Date of next session

The UNECE secretariat has made the necessary arrangements to hold the forthcoming autumn session of the Administrative Committee on 24 and 25 October 2002.

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.

13. 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-second 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.

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Annex

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<th>Contracting Parties</th>
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European Community

*2/ Based on information provided by the IRU
**Conference Registration Form**

*Please Print*

Title of the Conference

Title: UNECE - Administrative Committee for the TIR Convention

**Delegation/Participant of Country, Organization or Agency**

**Participant**

Mr. [ ] Family Name [ ] First Name

Mrs. [ ]

Ms. [ ]

**Participation Category**

- [ ] Head of Delegation
- [ ] Delegation Member
- [ ] Observer Country
- [ ] NGO (ECOSOC Accred.)
- [ ] Other (Please Specify Below)

**Participating From/Until**

From 14 February 2002 [ ]

Until 15 February 2002 [ ]

**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**

- [ ] 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.

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SECURITY IDENTIFICATION SECTION
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DOOR 13 OR 15

DOOR 6
NAVILLE
POSTE
BANK
SALLES
1 TO 3
H3 & F3

DOOR 11
SECURITY
SALLES
4 TO 12
IV TO XII

DOOR 40
SALLES
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