



**Secretariat**

Distr.  
GENERAL

ST/SG/AC.10/C.4/2001/6  
27 April 2001

ORIGINAL: ENGLISH

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**COMMITTEE OF EXPERTS ON THE TRANSPORT OF  
DANGEROUS GOODS AND ON THE GLOBALLY  
HARMONIZED SYSTEM OF CLASSIFICATION  
AND LABELLING OF CHEMICALS**

**Sub-Committee of Experts on the Globally Harmonized  
System of Classification and Labelling of Chemicals**

**(First session, 9-11 July 2001,  
agenda item 2 (a))**

**ORGANIZATION OF WORK**

**Administrative matters**

**Note by the secretariat**

1. Reference is made to document ST/SG/AC.10/C.3/2001/1, which contains the rules of procedure of the Economic and Social Council. As indicated, the rules of Chapters VI and VIII to XII apply to the proceedings of the Sub-Committee, mutatis mutandi. The rules contained in the other chapters do not apply mutatis mutandi and the present document is intended to clarify the established practice for the Committee of Experts on the Transport of Dangerous Goods and its past or present subsidiary bodies.

**Sessions**

2. The Committee works on a biennium basis and the Secretary-General submits to the Economic and Social Council, every two years (odd years), a report on its work in the past biennium.

3. All sessions are held at the United Nations Office in Geneva, i.e. at the Palais des Nations. The substantive secretariat services are provided by the secretariat of the United Nations Economic Commission for Europe (Transport Division).

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4. The dates of the sessions are decided by the secretariat of the Committee after consultation with the Conference Services Division, in accordance with decisions or resolutions of the Economic and Social Council. The calendar of meetings has to be approved by the Council.

5. The calendar of meetings for 2001-2002, prepared on the basis of the guidance given in the original proposal for reconfiguring the Committee and Council's resolution 1999/65 (see ST/SG/AC.10/C.4/2001/7) is as follows:

2-6 July 2001	:	TDG Sub-Committee (19th session)
9-11 (morning) July 2001	:	GHS Sub-Committee (1st session)
3-12 (morning) December 2001	:	TDG Sub-Committee (20th session)
12 (afternoon)-14 December 2001	:	GHS Sub-Committee (2nd session)
1-10 (morning) July 2002	:	TDG Sub-Committee (21st session)
10 (afternoon)-12 July 2002	:	GHS Sub-Committee (3rd session)
2-6 December 2002	:	TDG Sub-Committee (22nd session)
9-11 (morning) December 2002	:	GHS Sub-Committee (4th session)
11 (afternoon)-13 December 2002	:	Reconfigured Committee (1st session)

6. For the next biennium, each Sub-Committee should prepare its own programme of work for approval by the reconfigured Committee at its first session.

7. The provisional agenda for each session is prepared by the secretariat on the basis of the programme of work and in accordance with Rule 9 of the rules of procedure of the Council, as relevant.

8. The agenda and the documentation are circulated officially to all delegations participating in the work of the body concerned by the Conference Services Division of the United Nations Office in Geneva.

### **Representation, credentials**

9. Each member of the Committee or of a Sub-Committee is represented by an accredited government "expert". This expert may be accompanied by accredited alternate experts and by advisers.

### **Bureau**

10. In accordance with Rule 26, para. 2, unless the Council decides otherwise, the Committee and each Sub-Committee shall elect their own officers. The current practice is that the Bureau is composed of a chairperson and one vice-chairperson who are elected at the end of a biennium for the following biennium.

11. The secretariat suggests that Rules 20, 21, 22 and 23 should apply mutatis mutandi, and that, if the Sub-Committee decided to elect more than one vice-chairperson, it should also decide on the special responsibilities of each of the vice-chairpersons in accordance with Rule 8, para.2.

### **Sessional bodies and subsidiary organs**

12. The Sub-Committee may wish to note that, according to Rule 24, para. 2, it may not create either standing or ad hoc intersessional subsidiary bodies without prior approval of the Council.

13. The current practice is that working group meetings may be organized during sessions, but they are not provided with interpretation or secretariat services. Informal intersessional working group meetings are organized by Governments or non-governmental organizations, but the United Nations do not provide secretariat services. These groups may not take decisions; they may only submit their reports and proposals to the Sub-Committee.

### **Languages/documents**

14. Documents, including agenda and reports, are made available in the working languages of the secretariat, i.e. English and French.

15. In order to comply with the rules imposed by the General Assembly concerning the control and limitation of documentation, the secretariat requests that:

- (a) All delegations intending to submit documents/proposals inform the secretariat at least twelve weeks prior to the opening of a session, of the title of the document(s) and the number of pages expected for each document;
- (b) The documents be less than [20] pages and be received by mail, and preferably by e-mail, eleven weeks prior to the opening of the session (six weeks if submitted in English and French). Documents received by fax or of bad quality are not accepted for reproduction as official documents.

16. If it is necessary to submit a document of more than 20 pages, the secretariat should be consulted well in advance.

17. When documents, or parts of a document, are purely of an informative nature and do not require action by the Sub-Committee, the secretariat may decide not to translate them and to issue them in the original language only.

18. When submitting documents, delegations are also invited to provide the secretariat with reference material for translation if such material is available.

### **Interpretation**

19. Currently, simultaneous interpretation during sessions is provided in Chinese, English, French, Russian and Spanish. The need for interpretation services will be evaluated once the composition of the Sub-Committee has been formally agreed by the Council.

### **Language of reports, resolutions, publications**

20. Reports are made available in English and French only.

21. Resolutions and decisions of the Economic and Social Council are published in all official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish).

22. Recommendations of the Committee are currently published in all official languages of the United Nations. However, this requires approval by the Economic and Social Council.

### **Meetings**

23. The meetings of the Sub-Committee are private.

### **Records**

24. Draft reports are prepared by the secretariat for adoption by the Sub-Committee on the last day of the session. Final reports are issued as soon as possible after the session.

### **Consultation with non-governmental organizations (NGOs)**

25. The current practice is that all NGOs in consultative status with the Economic and Social Council (Categories I or II and Roster) may participate (as observers) in the deliberations of the Committee and of its Sub-Committees on questions within the scope of their activities. They are invited only if they express the wish to participate, or if the Committee wishes to consult them.

26. NGOs, which are not in consultative status with the Economic and Social Council, may participate only if they are invited by the Secretariat or by the Sub-Committee, or if they apply for consultative status with the Sub-Committee and their application is approved by the Sub-Committee.
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