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**Economic Commission for Europe**

Inland Transport Committee

**Global Forum for Road Traffic Safety**

**Eightieth session**

Geneva, 9-13 March 2020

Item 6 of the provisional agenda

**Terms of reference and rules of procedure of the Global  
Forum for Road Traffic Safety (WP.1)**

**Submitted by the secretariat**

This document which contains ECE/TRANS/WP.1/100/Add.1/Rev.4 with track changes made to date is being made available as an informal document as per WP.1 request.

## Terms of reference of the Global Forum for Working Party on Road Traffic Safety (WP.1)

1. The Global Forum for Working Party on Road Traffic Safety ([hereinafter referred to as-WP.1](#)), 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 shall, provided such actions are in conformity with the Terms of Reference of the [Economic Commission for Europe \(document E/ECE/778/Rev.5\)](#), [Guidelines for the establishment and functioning of working parties within UNECE \(ECE/EX/1\)](#), [Guidelines for the establishment and functioning of teams of specialists within UNECE \(ECE/EX/2/Rev.1\)](#), [Guidelines on procedures and practices for ECE bodies](#), [Appendix III, E/ECE/1468, UNECE Framework for the Engagement with the business sector \(Informal document no 2017/40\)](#), [Due Diligence Review of Private Sector Entities Engaging with UNECE \(Informal document no 2017/41\)](#) and consistent with the legal instruments listed in the annex:

Initiate and pursue actions aimed at reinforcing and improving road safety, developing and harmonizing traffic regulations and rules for road signs and signals while ~~also taking account notably of the environment~~, and strengthening relations between countries. To this end:

(a) Develop and keep up to date the [1968 Conventions on Road Traffic and on Road Signs and Signals, done at Vienna in 1968](#), [and the 1949 the Convention on Road Traffic done at Geneva in 1949](#) and the European Agreements which supplement them of 1974, as well as [the other relevant legal instruments and resolutions as listed in the Annex \[UK proposal: and to develop new conventions on road traffic safety as necessary\]](#).

(b) Encourage the accession of [new countriesStates](#) to the Conventions and [the Agreements-legal instruments](#) mentioned above.

(c) Develop, update and ~~circulate~~ [distribute](#) the Consolidated Resolutions on Road Traffic ([Résolution d'ensemble R.E.1](#)) and on Road Signs and Signals ([Résolution d'ensemble R.E.2](#)), ~~and make them documents for recommending best road safety practices; also draft recommendations on specific subjects/and develop other resolutions or sets of recommendations as necessary~~.

(d) ~~Organize and prepare~~[Participate in](#) road safety campaigns, ~~to be known as including~~ “Road Safety Weeks”, at regular intervals (at least every four years) in the ECE region and promote them outside the [region](#). ~~ECE in conjunction with the other United Nations regional commissions~~.

(e) Encourage participation in its activities by fostering [regional and global](#) cooperation

(f) Encourage exchanges of data between countries by compiling and circulating information on road accidents and their causes and on the legal provisions in force in the countries and best national and international road safety practices.

(g) [Collaborate closely](#) with ~~the countries~~, other United Nations regional commissions and other organizations of the United Nations system, particularly the World Health Organization (WHO). [Additionally, collaboration should take place with the European Commission, international governmental organizations, the European Commission, international governmental](#) and non-governmental [road safety-related organizations concerned with road safety and, as necessary, organize dedicated events seminars on appropriate issues as need arises, in the area of its competence, and e](#)

(gh) Collaborate closely with the other subsidiary bodies of the Inland Transport Committee, particularly the World Forum for Harmonization of Vehicle Regulations (WP.29), the Working Party on Road Transport (SC.1), the Working Party on the Transport of Dangerous Goods (WP.15) and the Working Party on Transport Statistics (WP.6), on issues of common interest involving road safety.

(ih) Define and implement a work programme relating to the legal instruments [Sweden proposal: as per paragraph (a) and (c)] listed in the Annex [Laser Europe: and to develop necessary new legal instruments].

(j) develop relevant resolutions and [US: consider measures with the aim to promote targets 3.6...] other text taking into account [UK alternative: the overall aims of the SDGs with particular reference to targets 3.6 and 11.2.] [Chair proposal:] sustainability and inclusiveness with particular reference to targets 3.6 and 11.2 of the Sustainable Development Goals, and the Consolidated Resolutions listed in the Annex, and any other text produced by this body, [to be discussed at the 79<sup>th</sup> session], in a coordinated and logical manner.

(ij) Participate in consultation with other organizations of the United Nations system in the drafting of UN General Assembly road safety resolutions.

(jk) Collaborate closely with the United Nations Secretary General Special Envoy on Road Safety.

(kl) Ensure openness and transparency during the sessions.

2. These Terms of Reference and Rules of Procedure apply to WP.1 and do not modify the provisions of the legal instruments listed in the annex.

## **Rules of procedure of the Global Forum for Working Party on Road Traffic Safety (WP.1)**

### **Chapter I**

#### **Participation**

##### **Rule 1**

- (a) Member countries of the UNECE shall be full participants.
- (b) Member countries of the United Nations which are not member countries of UNECE and are Contracting Parties to any of the legal instruments listed in the Annex shall be full participants if agreed by the Inland Transport Committee in accordance with paragraph 2<sup>1</sup> of the Guidelines for the establishment and functioning of Working Parties within UNECE (ECE/EX/1).
- (c) Member countries of the United Nations which are not full participants, may participate in a consultative capacity in WP.1 on any matter of particular concern to those countries.
- (d) Specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council, in accordance with paragraphs 12<sup>2</sup> and 13<sup>3</sup> of the Terms of Reference of the ECE, may, after notification of the secretariat, participate in a consultative capacity in WP.1 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 secretariat.

##### **Rule 3**

Sessions shall ordinarily be held at the United Nations Office at Geneva (UNOG), Switzerland. WP.1 may, with the concurrence of the Inland Transport Committee, hold a particular session elsewhere. In that case, the relevant United Nations rules and regulations shall apply.

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<sup>1</sup> Paragraph 2: Working Parties are open for participation by all UNECE member States. Non-UNECE member States can participate as observers or, if agreed by the parent Sectoral Committee, as full members. In addition, relevant international organizations and non-governmental organizations (NGOs) can also be invited as observers, in compliance with the UN rules and practices in this respect.

A Working Party elects its officers: a Chairperson and an agreed number of Vice-Chairpersons; and establishes the term of its officers.

<sup>2</sup> Paragraph 12: “The Commission shall invite representatives of specialized agencies and may invite representatives of any intergovernmental organizations to participate in a consultative capacity in its consideration of any matter of particular concern to that agency or organization, following the practices of the Economic and Social Council.”

<sup>3</sup> Paragraph 13: “The Commission shall make arrangements for consultation with non-governmental organizations which have been granted consultative status by the Economic and Social Council, in accordance with the principles approved by the Council for this purpose and contained in Council resolution 1296 (XLIV), parts I and II.

**Rule 4**

The secretariat shall, at least six (6) weeks before the commencement of a session of WP.1, 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 or meeting shall be available on the UNECE WP.1 web site of the Internet in all official languages of ECE before the session. On request, hard copies may be transmitted before the opening of the session. In exceptional cases, the secretariat may distribute basic documents at the session, but in this case such documents may only be used for preliminary consideration unless WP.1 decides otherwise.

Any participant **as specified in Rule 1** may also submit informal documents, after consultation with the secretariat, prior to or during a session. Such informal documents shall relate to items on the agenda of the respective session. To the extent possible, these documents shall be made available on the UNECE WP.1 web site of the Internet.

**Chapter III****Agenda****Rule 5**

The provisional agenda for each session of WP.1 shall be drawn up by the secretariat, in coordination to the extent possible with the Chairperson or Vice Chairperson (acting as Chairperson) of WP.1.

**Rule 6**

The provisional agenda for any session of WP.1 may include:

- (a) Items arising from previous sessions of WP.1;
- (b) Items proposed by the ECE or the Inland Transport Committee;
- (c) Items proposed by any ~~member of the ECE or other full member of WP.1~~ full participant **as specified in Rule 1 (a) and (b)**;
- (d) Items proposed by any participant **as specified in Rule 1** relating to the programme of work of WP.1;
- (e) Any other items which the Chairperson or Vice-Chairperson(s) of WP.1 or the secretariat see(s) fit to include.

**Rule 7**

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

**Rule 8**

The order in which items on the agenda are considered may be modified at any moment by WP.1 during the session.

**Chapter IV****Representation****Rule 9**

~~Members of the ECE and the other p-~~ Participants as defined **specified** in Rule 1 shall be represented at sessions of WP.1 by a representative.

### **Rule 10**

The representative may be accompanied by alternate representatives and/or advisers and, when absent, the representative may be replaced by an alternate representative.

### **Rule 11**

The names of representatives, alternate representatives, advisers, shall be submitted to the ECE secretariat before the holding of the session. A list of the names of all persons having participated in the session is prepared by the secretariat and made available during the course of the session.

## **Chapter V**

### **Officers**

#### **Rule 12**

Every two years, WP.1 shall, at the end of the last session of the second year, elect from among the representatives of ~~members of the ECE~~ full participants as specified in Rule 1 (a) and (b) a Chairperson and two Vice- Chairpersons, who shall take office at the start of the first session of the year following their election. The officers shall be eligible for re-election.

#### **Rule 13**

If the Chairperson is absent from a session, or part thereof, one of the Vice-Chairpersons, designated by the Chairperson, shall preside.

#### **Rule 14**

If the Chairperson ceases to represent a ~~member of the ECE~~ full participant as specified in Rule 1 (a) and (b), or can no longer hold office, one of the Vice-Chairpersons, designated by WP.1, shall become Chairperson for the unexpired portion of the term. In that case, or if one of the Vice-Chairpersons ceases to represent a ~~member of the ECE~~ full participant as specified in Rule 1 (a) and (b), or can no longer hold office, WP.1 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 shall participate in WP.1 in this capacity and not as the representative of his/her **State country**. WP.1 shall admit an alternate representative to represent that country, and to exercise its right to vote.

## **Chapter VI**

### **Secretariat**

#### **Rule 17**

The Executive Secretary shall act in that capacity at all sessions of WP.1. He/She may appoint another member of the staff to take his/her place.

**Rule 18**

The secretariat, acting in the framework of the ECE Transport Division, shall make all the arrangements necessary for the organization and holding of the sessions of WP.1.

**Rule 19**

During the sessions, the secretariat shall assist WP.1 in complying with these Rules of Procedure.

**Rule 20**

The secretariat may present, with the agreement of the Chairperson, written or oral statements on any question examined.

## **Chapter VII**

### **Conduct of business**

**Rule 21**

As a general rule, WP.1 shall meet in private sessions.

**Rule 22**

The Chairperson shall announce the opening and closing of each session, direct the discussions, assure the application of the present rules of procedure, give the floor to speakers, put questions to the vote and announce the decisions taken. The Chairperson may also call a speaker to order if his/her remarks are not relevant to the subject under discussion. The Chairperson may also limit the time allowed to each speaker.

**Rule 23**

At the end of each session, WP.1 shall adopt a record of the decisions taken during the session and at the start of the following session shall adopt the report prepared by the secretariat, in consultation with the Chairperson, on the basis of the record of decisions.

**Rule 24**

The Chairperson may decide, in consultation with the secretariat, to reduce the length of a session or postpone it in the case of force majeure.

**Rule 25**

Rules ~~25~~ **29** to ~~28~~**32** and ~~30~~ **34** to ~~33~~**37\*** of the Rules of Procedure of ECE are applicable mutatis mutandis.

\* **Rule 29:** During the discussion of any matter a representative may raise a point of order. In this case the Chairperson shall immediately state his/her ruling. If it is challenged, the Chairperson shall forthwith submit his/her ruling to the Commission for decision and it shall stand unless overruled.

**Rule 30:** During the discussion of any matter a representative may move the adjournment of the debate. Any such motion shall have priority. In addition to the proposal of the motion, one representative shall be allowed to speak in favour of, and one representative against, the motion.

**Rule 31:** A representative may at any time move the closure of the debate whether or not any other representative has signified his wish to speak. Not more than two representatives may be granted permission to speak against the closure.

Rule 32: The Chairperson shall take the sense of the Commission on a motion for closure. If the Commission is in favour of the closure, the Chairperson shall declare the debate closed.

**Rule 34:** Principal motions and resolutions shall be put to the vote in the order of their submission unless the Commission decides otherwise.

**Rule 35:** When an amendment revises, adds to or deletes from a proposal the amendment shall be put to the vote first, and if it is adopted, the amended proposal shall then be put to the vote.

### **Rule 26**

Every representative has the right to declare his or her position and may request that it be reflected, in summarized form, in the report of the session of WP.1.

## **Chapter VIII**

### **Voting Decisions**

#### **Rule 27**

~~Each member of ECE shall have one vote~~ Decisions of WP.1 shall preferably be made on the basis of consensus.

#### **Rule 28**

~~Decisions of WP.1 shall preferably be made on the basis of consensus.~~ In the absence of consensus, decisions shall be made by a majority of the members of ECE full participants as specified in Rule 1 (a) and (b), present and voting. Each full participant as specified in Rule 1 (a) and (b) shall have one vote.

#### **Rule 28 bis**

Notwithstanding Rule 28, in the absence of consensus decisions on an amendment to a legal instrument listed in the Annex shall be taken in the presence of no less than one third of the Contracting Parties to the legal instrument concerned.

Decisions shall be made by a majority of the Contracting Parties to the legal instrument concerned, present and voting. Each Contracting Party to the legal instrument concerned shall have one vote.

#### **Rule 29**

Voting and elections of officers shall be held in accordance with Rules 3741 to 39 43\*\* of the Rules of Procedure of ECE.

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**Rule 36:** If two or more amendments are moved to a proposal, the Commission shall vote first on the amendment furthest removed in substance from the original proposal, then, if necessary, on the amendment next furthest removed and so on, until all the amendments have been put to the vote.

**Rule 37:** The Commission may, at the request of a representative, decide to put a motion or resolution to the vote in parts. If this is done, the text resulting from the series of votes shall be put to the vote as a whole.

\*\* **Rule 41:** The Commission shall normally vote by show of hands. If any representative requests a roll call, a roll call shall be taken in the English alphabetical order of the names of the members.

**Rule 42:** All elections shall be decided by secret ballot, unless, in the absence of any objection, the Commission decides to proceed without taking a ballot on an agreed candidate or slate.

**Rule 43:** If a vote is equally divided upon matters other than elections, a second vote shall be taken at the next meeting. If this vote also results in equality, the proposal shall be regarded as rejected.

\* **Rule 41:** The Commission shall normally vote by show of hands. If any representative requests a roll call, a roll call shall be taken in the English alphabetical order of the names of the members.

**Rule 42:** All elections shall be decided by secret ballot, unless, in the absence of any objection, the Commission decides to proceed without taking a ballot on an agreed candidate or slate.

**Rule 43:** If a vote is equally divided upon matters other than elections, a second vote shall be taken at the next meeting. If this vote also results in equality, the proposal shall be regarded as rejected.

## **Chapter IX**

### **Languages**

#### **Rule 30**

English, French and Russian are the working languages of WP.1. Statements made in one of these languages are interpreted into the other two languages.

## **Chapter X**

### **Ad hoc groups**

#### **Rule 31**

Between sessions, WP.1 may be assisted in carrying out its tasks by ad hoc groups. The creation and the holding of meetings of these groups require prior approval by the Inland Transport Committee.

The above rules of procedure shall apply, mutatis mutandis, to the conduct of any such group except for rules 6, 12 to 15, 23 to 25 and 27 to 29. The following particular rules shall be applied:

- The provisional agenda shall be drawn up by the secretariat on the basis of orientations or the mandate given by WP.1 to the Ad hoc group;
- A Chairperson shall be designated at the beginning of each meeting;
- Decisions of the ad hoc group shall be made on the basis of consensus. In the absence of consensus, the question shall be submitted to WP.1 to decide on the follow-up to be given.
- The report of the meeting prepared by the secretariat shall be submitted for the adoption of WP.1
- The secretariat may, in consultation with the Chairperson of WP.1, decide:
  - 1) to postpone the meeting if the items on the provisional agenda are not sufficiently
  - 2) to transform an Ad hoc meeting into an informal meeting if it appears that the number of participants inscribed is insufficient. In this case, the meeting shall not be subject to the present Rules of Procedure.

## **Chapter XI**

### **Amendments**

#### **Rule 32**

Any of these Rules of Procedure may be amended, in accordance with Rule 28. However, any amendment proposal affecting Rules 1 and 27 which goes beyond the provisions in the ECE mandate, in particular those in paragraph 11, shall require the prior approval of the Commission.

## Annex

### **List of legal instruments under the competence of WP.1, currently in force**

- Convention on Road Traffic, of 19 September 1949;
- Protocol on Road Signs and Signals, of 19 September 1949;
- European Agreement on the Application of Article 23 of the 1949 Convention on Road Traffic concerning the Dimensions and Weights of Vehicles Permitted to Travel on Certain Roads of the Contracting Parties, of 16 September 1950;
- Convention on Road Traffic ([Vienna Convention](#)), of 8 November 1968;
- Convention on Road Signs and Signals ([Vienna Convention](#)), of 8 November 1968;
- European Agreement supplementing the Convention on Road Traffic (1968), of 1 May 1971;
- European Agreement supplementing the Convention on Road Signs and Signals (1968), of 1 May 1971;
- Protocol on Road Markings, Additional to the European Agreement supplementing the Convention on Road Signs and Signals, of 1 March 1973;
- Agreement on Minimum Requirements for the Issue and Validity of Driving Permits ([APC](#)), of 1 April 1975.

### **List of Resolutions under the competence of WP.1**

- [Consolidated Resolution on Road Traffic \(R.E.1\)](#)
  - [Consolidated Resolution on Road Signs and Signals \(R.E.2\)](#)
  - [Resolution on the deployment of highly and fully automated vehicles in road traffic, 21 September 2018 \[check date\]](#)
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