



## **United Nations Road Safety Trust Fund**

### **Rules of Procedure of the Steering Committee**

**22 November 2018  
Geneva**

## **CHAPTER I**

### **MEETINGS**

#### **Rule 1**

The United Nations Road Safety Trust Fund (hereafter UNRSTF) Steering Committee shall meet twice a year.

#### **Rule 2**

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

#### **Rule 3**

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

#### **Rule 4**

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

#### **Rule 5**

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

#### **Rule 6**

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

#### **Rule 7**

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

#### **Rule 8**

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

## **CHAPTER II**

### **AGENDA**

#### **Rule 9**

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

Rule 10

The provisional agenda for any meeting shall include:

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

Rule 11

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

Rule 12

The Steering Committee may amend the agenda at any time.

**CHAPTER III**

**REPRESENTATION AND CREDENTIALS**

Rule 13

The Steering Committee shall have no more than 15 members, including two ex-officio members. A complete list of Steering Committee members and their affiliations is contained in the Annex.

Rule 14

Each member shall be represented by one accredited representative.

Rule 15

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

Rule 16

The United Nations member state donors shall select among themselves who shall represent them in the Steering Committee.

Rule 17

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

Rule 18

The “United Nations agencies and departments” listed in the Annex shall select among themselves who shall represent them in the Steering Committee.

Rule 18bis

The Steering Committee member who represents research and academic institutions shall be selected by the Steering Committee Chair upon recommendation of the UNRSTF secretariat.

Rule 18ter

The Steering Committee member who represents civil society shall be selected by the Steering Committee Chair upon recommendation of the UNRSTF secretariat.

## Rule 19

The continuous membership shall ordinarily be limited to two consecutive terms of two years each for the Steering Committee members noted in Rules 16 [and] 17 [18bis and 18ter]; and one two-year term for the Steering Committee member noted in Rule 18.

**CHAPTER IV****OFFICERS**

## Rule 20

The Steering Committee shall, at the end of its biennial meeting, elect the Chair to serve for the period of the next biennium.

## Rule 21

The Steering Committee Chair shall be elected among the Steering Committee members who represent participating United Nations organizations.

## Rule 22

The Steering Committee Chair shall be the head of a participating United Nations organization. It shall be possible for the head of a participating United Nations organization – as per Rule 15 – to delegate this function to another official from the same organization.

## Rule 23

The Steering Committee shall have no Vice-Chair. If the Chair is absent from a meeting, or any part thereof, the Steering Committee will designate - among its eligible members (Rule 21) – a temporary replacement.

## Rule 24

If the Chair is so incapacitated that they can no longer hold office, the Steering Committee shall designate – among its eligible members (Rule 21) - an interim Chair who shall hold office for the unexpired portion of the term.

## Rule 25

The Steering Committee Chair shall conduct the meetings of the Steering Committee as such and not as the representative of where they were accredited. Notwithstanding this, the Chair may, after prior announcement, deliver statements on behalf of the Chair's participating United Nations organization.

**CHAPTER V****SUBSIDIARY BODIES**

## Rule 26

The Steering Committee shall not establish subsidiary bodies.

**CHAPTER VI****UNRSTF SECRETARIAT**

## Rule 27

The UNECE Executive Secretary shall establish and provide oversight of the operations of the UNRSTF secretariat.

Rule 28

The secretariat shall be responsible for the necessary arrangements being made for Steering Committee meetings.

Rule 29

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

Rule 30

The secretariat shall assist the Steering Committee in complying with these Rules of Procedure.

Rule 31

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

**CHAPTER VII**

**CONDUCT OF BUSINESS**

Rule 32

The meetings of the Steering Committee shall ordinarily be held in private.

Rule 33

Two-thirds of the members of the Steering Committee shall constitute a quorum.

Rule 34

The Chair shall declare the opening and closing of each meeting of the Steering Committee, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, put questions to the vote, and announce decisions. The Chair may also call a speaker to order if their remarks are not relevant to the subject under discussion. The Chair may limit the time allowed to each speaker.

Rule 35

The Chair shall request the Administrative Agent to transfer funds to the participating United Nations organizations and/or other viable institutions upon the Steering Committee's approval of a project.

Rule 36

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

Rule 37

The list of decisions shall mandatorily include any decisions taken to approve projects and/or authorize the transfer of funds.

Rule 38

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

## **CHAPTER VIII**

### **VOTING**

#### Rule 39

The Steering Committee shall preferably take decisions on the basis of consensus. In the absence of consensus, decisions shall be made by the Chair with the support of a qualified majority of two-thirds of members of the Steering Committee, present (physically or via electronic means) and voting.

#### Rule 39 bis

No member shall vote on a matter in which such vote constitutes, creates, or gives rise to the appearance of a conflict of interest.

Should any matter exist which could reasonably be perceived to present a potential or actual conflict of interest, the member shall i) recuse him or herself from the vote; ii) disclose the nature and facts of such conflicts of interest so same may be evaluated by the Steering Committee for determination by vote of whether recusal is appropriate. In making such determination, the Steering Committee may seek a legal advisory opinion from the Senior Legal Advisor of the United Nations Office of Geneva, or his or her designee.

For the purposes of this Rule 39 bis, “conflict of interest” shall refer to circumstances where, by act or omission, a member’s private interests or those of his or her family members, such as outside professional relationships or personal financial assets, interfere or appear to interfere with the proper performance of his or her professional functions or obligations as a member. A member’s vote with respect to awarding a project to the Participating United Nations Organization at which the member is employed, without more, shall not constitute a de facto conflict of interest.

#### Rule 40

Each member of the Steering Committee shall have one vote. Notwithstanding Rule 25, the Chair may – in the absence of the Steering Committee member representing the Chair’s participating United Nations organization - vote as the representative of where they were accredited. The UNRSTF secretariat and administrative agent shall not vote.

#### Rule 41

The Steering Committee shall vote by show of hands or electronic means if applicable.

#### Rule 42

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

## **CHAPTER IX**

### **LANGUAGES**

#### Rule 43

English is the working language of the Steering Committee.

## **CHAPTER X**

### **AMENDMENTS**

#### Rule 44

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

ANNEX

**List of Steering Committee members and their affiliations**

United Nations Member State Donor (2 members)

United Nations Regional Commissions (5 members)

World Health Organization (1 member)

United Nations agencies and departments (1 member from the list of five United Nations entities below)

- United Nations Children's Fund
- United Nations Department of Economic and Social Affairs
- United Nations Development Programme
- United Nations Environment Programme
- United Nations Human Settlements Programme

Private Sector Donor (2 members)

Chair of the Multilateral Development Banks Working Group on Road Safety (1 member)

Civil society (1 member)

UNRSTF Secretariat (ex-officio)

UNRSTF Administrative Agent (ex-officio)