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## Economic Commission for Europe

### Inland Transport Committee

#### Eighty-sixth session

Geneva, 20-23 February 2024

Item 7 (a) of the provisional agenda

#### Governance issues and business critical decisions

for the Inland Transport Committee and its subsidiary bodies:

Decisions on subsidiary bodies and on the structure of the Committee

### Decisions on the Committee's Subsidiary Bodies and on its Structure

#### Note by the secretariat\*

#### I. Decisions on Working Parties

1. The Inland Transport Committee (ITC or Committee) is **invited to consider and adopt** the updated Terms of Reference for the Working Party on Transport Trends and Economics (WP.5) prepared by the Working Party (Annex I to ECE/TRANS/WP.5/74), aligned to the revised ITC Terms of Reference, and at its request. The updated Terms of Reference are contained in Annex I to ECE/TRANS/2024/10.
2. The Committee is **invited to consider and adopt** the updated Rules of Procedure for the Working Party on Transport Trends and Economics (WP.5) prepared by the Working Party and at its request (Annex II to ECE/TRANS/WP.5/74). The updated Rules of Procedure are contained in Annex I to ECE/TRANS/2024/10.
3. The Committee is **invited to consider and adopt** the updated Terms of Reference for the Working Party on Transport Statistics (WP.6) prepared by the Working Party, aligned to the revised ITC Terms of Reference, and at its request (Annex II to ECE/TRANS/WP.6/2023/6). The updated Terms of Reference are contained in Annex II to ECE/TRANS/2024/10.
4. The Committee is **invited to consider and adopt** the new Rules of Procedure for the Working Party on Transport Statistics (WP.6) prepared by the Working Party and at its request (Annex I to ECE/TRANS/WP.6/2023/6). The new Rules of Procedure are contained in Annex II to ECE/TRANS/2024/10.
5. The Committee is **invited to consider and adopt** the updated Terms of Reference for the Working Party on Transport of Dangerous Goods (WP.15) prepared by the Working Party, aligned to the revised ITC Terms of Reference, and at its request (Annex I to

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\* This document was scheduled for publication after the standard publication date owing to circumstances beyond the submitter's control.

ECE/TRANS/WP.15/264). The updated Terms of Reference are contained in Annex III to ECE/TRANS/2024/10.

6. The Committee is **invited to consider and adopt** the updated Terms of Reference for the Working Party on Customs Questions affecting Transport (WP.30), prepared by the Working Party, aligned to the revised ITC Terms of Reference, and at its request (Annex II to ECE/TRANS/WP.30/2023/7/Rev.2). The updated Terms of Reference are contained in Annex IV to ECE/TRANS/2024/10.

7. The Committee is **invited to consider and adopt** the updated Rules of Procedure (Rule 1 on participation) for the Working Party on Customs Questions affecting Transport (WP.30), prepared by the Working Party and at its request (Annex I to ECE/TRANS/WP.30/2023/7/Rev.2). The updated Rules of Procedure are contained in Annex IV to ECE/TRANS/2024/10.

## **II. Decisions on Groups of Experts: Decisions on Establishment of new Groups of Experts**

8. The Committee is **invited to approve** the establishment of a new Group of Experts on Passenger Information in Stations and Hubs for 3 years, as requested by the Working Party on Rail Transport (SC.2) (ECE/TRANS/SC.2/243, paragraph 45). The Terms of Reference of the new Group of Experts, as agreed by SC.2 at its seventy-seventh session (15-17 November 2023), are contained in Annex V to ECE/TRANS/2024/10.

## **III. Decisions on Groups of Experts: Decisions on Extensions of existing Groups of Experts**

9. The Committee is **invited to consider extending** the mandate of the Group of Experts on drafting a new Legal Instrument on the Use of Automated Vehicles in Traffic (LIAV) for six additional months until June 2025, as requested by the Global Forum for Road Traffic Safety (WP.1) (ECE/TRANS/WP.1/185, paragraph 30).

10. The Committee is **invited to consider extending** the mandate of the Group of Experts on the operationalization of eCMR (SC.1/GE.22) for up to three sessions per year comprised of up to three days/session under its current Terms of Reference and workplan to complete its tasks and report to SC.1 at its 120th session in October 2025, as requested by the Working Party on Road Transport (SC.1) (ECE/TRANS/SC.1/420, paragraphs 24-25).

## Annex I

### I. Revised Terms of Reference of the Working Party on Transport Trends and Economics (WP.5)<sup>1</sup>

1. The Working Party on Transport Trends and Economics (hereinafter referred to as WP.5), will act within the framework of the policies of the United Nations and the Economic Commission for Europe (hereinafter ECE) and under the general supervision of its parent body the Inland Transport Committee (hereinafter ITC), in conformity with the Terms of Reference of ECE (E/ECE/778/Rev.5) and ITC (E/RES/2022/2; ECE/TRANS/316/Add.2).
2. WP.5 will operate in accordance with the Guidelines for the establishment and functioning of Working Parties within ECE as approved by the ECE Executive Committee at its fourth meeting on 14 July 2006 (ECE/EX/1). These guidelines refer to its status and characteristics, including the review of its mandate and extension every five years, its membership and officers, its methods of work and its secretariat provided by the ECE Sustainable Transport Division.
3. On matters of substance, WP.5 will consider issues pertaining to the development of transport networks and/or links and infrastructure data; transport and climate change; sustainable mobility issues including in an urban context, and inland transport security matters. WP.5 will also continuously monitor and review emerging issues and sustainable development goals.
4. In doing so, it shall:
  - (a) Review the general trends with regard to transport developments and transport policy and analyse specific transport economic issues including sustainable transport development in the ECE region and beyond, taking into account:
    - (i) The 2030 Agenda for Sustainable Development where sustainable transport is mainstreamed across several Sustainable Development Goals (SDGs) and targets and the importance of transport for climate action as recognized by the Paris Agreement and in the ITC Strategy until 2030; and
    - (ii) Development processes under way in member States by monitoring current changes in the transport sector in order to identify, promote and spread positive examples for enhanced sustainability of the inland transport sector.
  - (b) Encourage exchanges of information and data among countries on transport policy developments, particularly relating to inland transport in the ECE region in order to review and monitor medium- and long-term trends and developments in the sector.
  - (c) Strengthen ongoing efforts on the operationalization of transport corridors in the ECE region and beyond through improving inter-modal coordination and integration thereby taking into account the relevance of the ECE infrastructure agreements (AGR, AGC, AGTC and its Protocol, AGN) and ongoing ECE projects (TEM, TER) as well as relevant transport facilitation instruments in support of pan-European transport network planning.
  - (d) Monitor relevant transport corridor developments in the ECE region and with adjacent regions, in cooperation with the European Commission and other international governmental and non-governmental organizations as well as other United Nations regional commissions. In doing so, work on resilience of transport networks to climate change and contribute to the development of resilience parameters for United Nations infrastructure legal instruments.
  - (e) Serve as a regional and inter-regional platform for the exchange of information on latest trends and developments in urban mobility, public transport and cycling infrastructure related developments through the hosting of knowledge seminars and

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<sup>1</sup> Reproduced from Annex I to ECE/TRANS/WP.5/74.

development of resource materials as well as through elaboration of relevant cycling infrastructure parameters and their monitoring.

(f) Serve as a platform for the exchange of information on threats and risk in inland transport and holds targeted meetings as necessary.

(g) Invite representatives of regional economic integration organizations, intergovernmental and non-governmental organizations to participate in its meetings, in a consultative capacity, in consideration of any matter of particular concern to them.

(h) When appropriate and upon request, organise workshops, seminars or roundtables in the areas of its expertise and in support of specific activities.

(i) Ensure openness and transparency during the sessions.

(j) Take measures to ensure that the necessary liaison is maintained with other organs of the United Nations, in particular sister Regional Commissions, and the specialized agencies. It should also closely collaborate with its sister Working Parties i.e. other ITC subsidiary bodies and other ECE bodies on matters of common interest.

## **II. Revised Rules of Procedure of the Working Party on Transport Trends and Economics (WP.5)<sup>2</sup>**

### **Chapter I Participation**

#### **Rule 1**

(a) Members of the ECE which are specified in paragraph 7 of the Terms of Reference of the ECE (document E/ECE/778/Rev.5), shall be full participants.

(b) Other non-members of the ECE, in accordance with paragraph 11<sup>3</sup> of the Terms of Reference of the ECE may, on invitation of the secretariat or on their request, participate in the sessions held in public, in a consultative capacity in WP.5 on any matter of particular concern to those countries.

(c) Specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council, in accordance with paragraphs 12<sup>4</sup> and 13<sup>5</sup> of the Terms of Reference of the ECE, may, after notification of the secretariat, participate in a consultative capacity in WP.5 in the consideration of any matter of particular concern to those agencies or organizations.

(d) Non-governmental organizations not in consultative status with the Economic and Social Council may, subject to the approval of WP.5 and respecting the principles set forth in Economic and Social Council resolution 1996/31, parts I and II, participate with consultative status in discussions that WP.5 may hold on any matter of interest to these organizations.

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<sup>2</sup> Reproduced from Annex II to ECE/TRANS/WP.5/74.

<sup>3</sup> Paragraph 11: "The Commission shall invite any Member of the United Nations not a member of the Commission to participate in a consultative capacity in its consideration of any matter of particular concern to that non-member."

<sup>4</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>5</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 1996/31, parts I and II."

(e) Consultations with specialized agencies and the International Atomic Energy Agency (IAEA) shall be conducted in accordance with Rule 51 of the Rules of Procedure of ECE.

(f) Consultations with non-governmental organizations shall be conducted in accordance with Rules 52 and 53 of the Rules of Procedure of ECE. Non-governmental organizations with consultative status under paragraph (c) shall be treated as nongovernmental organizations included on the list.

## **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.5 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.

### **Rule 4**

(a) The secretariat shall, at least forty-two (42) days before the commencement of a session of WP.5, publish a notice of the opening date of the session, together with a copy of the provisional agenda on the ECE WP.5 webpage in all official ECE languages.

(b) The basic documents relating to each item appearing on the provisional agenda of a session or meeting shall be available on the ECE WP.5 webpage not less than forty-two days before the opening of the session, provided that in exceptional cases the secretariat may, for reasons to be stated in writing, transmit such documents not less than twenty-one days before the opening of 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.5 decides otherwise.

(c) Any participant 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 ECE WP.5 webpage.

## **Chapter III Agenda**

### **Rule 5**

The provisional agenda for each session of WP.5 shall be drawn up by the secretariat, in coordination to the extent possible with the Chair or Vice Chair (acting as Chair) of WP.5.

### **Rule 6**

The provisional agenda for any session of WP.5 may include:

- (a) Items arising from previous sessions of WP.5;
- (b) Items proposed by the ECE or the Inland Transport Committee;
- (c) Items proposed by any member of the ECE;
- (d) Items proposed by any participant relating to the programme of work of WP.5;

(e) Any other items which the Chair or Vice-Chair(s) of WP.5 or the secretariat sees 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.5 during the session.

**Chapter IV  
Representation**

**Rule 9**

Members of the ECE and the other participants as defined at Rule 1 shall be represented at sessions of WP.5 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 will be prepared by the secretariat and made available during the course of the session.

**Chapter V  
Officers**

**Rule 12**

Every two years, WP.5 shall, at the end of the last session of the second year, elect a State from among the ECE members States, as the Chair who shall hold office for a maximum of two consecutive terms and until the term of office of its successor commences. The representative of the elected State will be the Chair. WP.5 will also, at the same meeting, elect up to two States from among ECE member States whose representatives will become Vice-Chairs for the same period. If the Chair is absent from a session, or part thereof, one of the Vice-Chairs, designated by the Chair, shall preside.

If the Chair, or Vice-Chairs ceases to represent his or her State, the new representative of that State will become the new Chair, or Vice-Chair for the unexpired portion of the term. If the Chair, or Vice-Chair can no longer hold office, the alternate representative will become the new Chair or Vice-Chair for the unexpired portion of the term.

**Rule 13**

If the Chair ceases to represent a member of the ECE, or can no longer hold office, one of the Vice-Chairs, designated by WP.5, shall become Chair for the unexpired portion of the term. In that case, or if one of the Vice-Chairs ceases to represent a member of the ECE, or can no longer hold office, WP.5 shall elect another Vice-Chair for the unexpired portion of the term.

**Rule 14**

The Vice-Chair acting as Chair shall have the same powers and carry out the same duties as the Chair.

**Rule 15**

The Chair shall participate in WP.5 in this capacity and not as the representative of his/her State. WP.5 shall admit an alternate representative to represent that country, and to exercise its right to vote.

**Chapter VI  
Secretariat****Rule 16**

The Executive Secretary shall act in that capacity at all sessions of WP.5. He/She may appoint another member of the staff to take his/her place.

**Rule 17**

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.5.

**Rule 18**

During the sessions, the secretariat shall assist WP.5 in complying with these Rules of Procedure.

**Rule 19**

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

**Chapter VII  
Conduct of business****Rule 20**

The Chair may declare a meeting open and permit the debate to proceed when at least one fifth of the members of the Committee are present. The presence of one fifth of ECE member States shall be required for any decision to be taken.

**Rule 21**

As a general rule, WP.5 meetings shall ordinarily be held in public. WP.5 may decide that a particular meeting or meetings may be held in private.

**Rule 22**

The Chair 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 Chair may also call a speaker to order if his/her remarks are not relevant to the subject under discussion. The Chair may also limit the time allowed to each speaker.

**Rule 23**

At the end of each session, WP.5 shall adopt a list of main decisions, while the full complete report will be circulated at a later stage for comments on items other than those contained in the adopted list of main decisions to be prepared by the secretariat and the Chair.

**Rule 24**

The Chair 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 29 to 32 and 34 to 37<sup>6</sup> of the Rules of Procedure of ECE are applicable mutatis mutandis.

**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.5.

**Chapter VIII  
Voting****Rule 27**

Each member of ECE shall have one vote.

**Rule 28**

Decisions by the Working Party shall normally be taken by consensus. In the absence of consensus, decisions of the Working Party shall be made by a majority of the full members present and voting. For the purpose of these rules, the phrase “members present and voting” means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

**Rule 29**

Voting and elections of officers shall be held in accordance with Rules 41 to 43 of the Rules of Procedure of ECE.<sup>7</sup>

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<sup>6</sup> Rule 29: During the discussion of any matter a representative may raise a point of order. In this case the Chair shall immediately state his/her ruling. If it is challenged, the Chair 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 Chair shall take the sense of the Commission on a motion for closure. If the Commission is in favor of the closure, the Chair 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 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 proposal 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.

<sup>7</sup> 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.5. Statements made in one of these languages are interpreted into the other two languages.

## **Chapter X Teams of Specialists**

### **Rule 31**

As it deems necessary for the performance of its functions, between sessions, WP.5 may be assisted in carrying out its tasks by teams of specialists (ECE/EX/2010/L.12) for which it shall define the powers and composition. Such autonomy as may be necessary for the effective discharge of the technical responsibilities laid upon them may be delegated to them.

The creation and the holding of meetings of these subsidiary bodies, including the adoption of their terms of reference and rules of procedure require prior endorsement by the Inland Transport Committee and approval by EXCOM.

Subsidiary bodies shall consult those entities identified in Rule 1 according to the procedures set out in that Rule.

The above rules of procedure shall apply, *mutatis mutandis*, to the conduct of any such group except for rules 6, 12 to 15, 24 to 26 and 28 to 30. The following particular rules shall be applied:

- (a) The provisional agenda shall be drawn up by the secretariat on the basis of orientations or the mandate given by WP.5 to the team of specialists;
- (b) A Chair shall be designated at the beginning of each meeting;
- (c) 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.5 to decide on the follow-up to be given;
- (d) The report of the meeting prepared by the secretariat shall be submitted for the adoption of WP.5;
- (e) The secretariat may, in consultation with the Chair of WP.5, decide:
  - (i) to postpone the meeting if the items on the provisional agenda are not sufficiently advanced;
  - (ii) to transform a team of specialists 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 II

### I. Revised Terms of Reference of the Working Party on Transport Statistics (WP.6)<sup>8</sup>

1. The Working Party on Transport Statistics (hereafter referred to as WP.6) will operate in accordance with the Economic Commission for Europe (hereafter UNECE) Guidelines for the establishment and functioning of Working Parties within UNECE as approved by the UNECE Executive Committee at its fourth meeting on 14 July 2006 (ECE/EX/1). These guidelines refer to its status and characteristics, including the review of its mandate and extension every five years, its membership and officers, its methods of work and its secretariat provided by the UNECE Sustainable Transport Division.
2. WP.6 will act within the framework of the policies of the United Nations and the Economic Commission for Europe (hereafter UNECE) and under the general supervision of the Inland Transport Committee (hereafter ITC). WP.6 will operate in accordance with its own Rules of Procedure, as set out in ECE/TRANS/WP.6/2023/6 Annex I, which are based on those of the ITC (ECE/TRANS/294, annex III).
3. The activities identified below are in line with the objective of the UNECE sustainable transport subprogramme to facilitate the international movement of persons and goods by inland transport modes and improve safety, environmental protection, energy efficiency and security in the transport sector to levels that contribute effectively to sustainable transport. They are also in line with the ITC Strategy to 2030 which identified the following four pillars where it should enhance its role going forward:
  - **Pillar A: The UN Platform for regional and global inland transport conventions.** By strengthening its role as the UN platform of inland transport conventions to all UN Member States and by remaining at the forefront of global efforts to curb the road safety crisis, through its 360° approach to road safety, cut emissions by setting and promoting its vehicle standards, and reduce cross-border barriers with its large set of facilitation conventions.
  - **Pillar B: The UN Platform for supporting new technologies and innovations in inland transport.** By ensuring that (i) its regulatory functions are keeping pace with cutting-edge technologies driving transport innovation - especially in the areas of Intelligent Transport Systems, autonomous vehicles and digitalization – thus improving traffic safety, environmental performance, energy efficiency, inland transport security and efficient service provision in the transport sector, (ii) the different amendment processes for the different conventions do not cause fragmentation, and (iii) the dangers of stifling progress due to too early regulation are avoided.
  - **Pillar C: The UN Platform for regional, interregional and global inland transport policy dialogues.** By providing a platform for policy dialogue to review emerging challenges in inland transport, as well as proposals for improving infrastructure and operation at its annual session.
  - **Pillar D: The UN Platform for promoting sustainable regional and interregional inland transport connectivity and mobility.** By providing a comprehensive, harmonized regulatory framework, as appropriate, and institutional reference point supporting international connectivity, developing new or building on existing initiatives, agreements, or corridors, as needed.
4. In line with the above objectives as well as those of the UNECE transport subprogramme to provide a comprehensive regional and global platform for consideration of all aspects of inland transport development and cooperation, the main activities identified of WP.6 going forward are to:

<sup>8</sup> Reproduced from Annex II to ECE/TRANS/WP.6/2023/6.

- (a) Develop appropriate and common methodologies and terminology for the harmonization of land transport statistics to improve international comparability, aiming also at the determination of indicators of sustainable transport (Pillar C);
- (b) Collect, compile and disseminate land transport statistics that highlight the impact of existing ECE legal instruments, including data on motor traffic, road traffic accidents, rail traffic, inland waterways and transport through pipelines (Pillar A);
- (c) Develop, maintain and improve the online UNECE Transport Statistics Database in order to ensure good quality, relevant, user friendly and timely transport statistics (Pillar C);
- (d) Contribute to the coordination of statistical activities of international organizations in the field of transport in order to promote good statistical practices and consistency of disseminated data, minimize duplication of work and reduce the reporting and meetings burdens on UNECE member countries, in particular by maintaining and improving the common questionnaire system in partnership with Eurostat and the International Transport Forum (Pillar C);
- (e) Provide a forum for the exchange of experiences and best practices and provide guidance on how to address statistical challenges, including the availability, quality and interchange of data on land transport (Pillar C);
- (f) Promote and provide technical cooperation and capacity-building in transport statistics (Pillar D);
- (g) Contribute to the development of the transport-related Sustainable Development Goal indicators, through methodology sharing and dialogue between member States and relevant custodian agencies (Pillar C);
- (h) Explore interlinkages between the transport-related Sustainable Development Goal indicators and other areas of sustainable development, for example interactions between transport and environment, energy, health, gender etc (Pillar C);
- (i) Become a central hub for transport statistics by fostering cooperation and collaboration with the European Commission, intergovernmental and nongovernmental organizations and other United Nations regional commissions and organizations or bodies of the United Nations system (Pillar C);
- (j) Collaborate closely with other subsidiary bodies of ITC and other UNECE body on matters of common interest (Pillars A and B).

## II. Rules of Procedure of the Working Party on Transport Statistics (WP.6)<sup>9</sup>

### Chapter I Participation

#### Rule 1

- (a) ECE member States participate at the sessions of the Working Party on Transport Statistics (henceforth “Working Party”) as full members with voting rights.
- (b) Non-ECE member States participate in a consultative capacity.
- (c) States that do not fall under subparagraphs (a) and (b) participate in the sessions of the Working Party in a consultative capacity.
- (d) Specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council, may, in accordance with Rule 1(d) of the Rules of Procedure of the Inland Transport Committee (ITC), participate in a consultative capacity in discussions of the Working Party on Transport

<sup>9</sup> Reproduced from Annex I to ECE/TRANS/WP.6/2023/6.

Statistics that the Working Party may hold on any matter of particular concern to those agencies or organizations.

(e) Non-governmental organizations not in consultative status with the Economic and Social Council, subject to the approval of the Working Party and respecting the principles set forth in Economic and Social Council resolution 1996/31, parts I and II, participate in a consultative capacity in discussions that the Working Party may hold on any matter of interest to these organizations.

(f) Consultations with specialized agencies and the International Atomic Energy Agency (IAEA) shall be conducted in accordance with Rule 51 of the Rules of Procedure of the Economic Commission for Europe (ECE).

(g) Consultations with non-governmental organizations shall be conducted in accordance with Rules 52 and 53 of the Rules of Procedure of ECE. Non-governmental organizations with consultative status under paragraph (d) shall be treated as non-governmental organizations included on the list.

## **Chapter II**

### **Sessions**

#### **Rule 2**

Sessions of the Working Party shall be held:

(a) On dates fixed by the Working Party, after consultation with the secretariat, at previous meetings;

(b) On such other occasions as the Chairperson, in consultation with the Vice-Chairpersons and the secretariat, deems necessary.

#### **Rule 3**

Sessions shall ordinarily be held at the United Nations Office at Geneva (UNOG). The Working Party may, with the concurrence of ITC, decide to hold a particular session elsewhere. In that case, the relevant United Nations rules and regulations shall apply.

#### **Rule 4**

The secretariat shall, at least forty-two days before the commencement of a session of the Working Party, distribute a notice of the opening date of the session, together with a copy of the provisional agenda. The basic documents relating to each item appearing on the provisional agenda of a session shall be transmitted not less than 42 days before the opening of the session, provided that in exceptional cases the secretariat may, for reasons to be stated in writing, transmit such documents not less than 21 days before the opening of the session.

## **Chapter III**

### **Agenda**

#### **Rule 5**

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

#### **Rule 6**

The provisional agenda for any session shall include:

- (a) Items arising from previous sessions of the Working Party;
- (b) Items proposed by ECE or its Executive Committee (EXCOM);
- (c) Items proposed by ITC;

- (d) Items proposed by a specialized agency in accordance with the agreements of relationship concluded between the United Nations and such agencies; and
- (e) Any other items which the Chair or the secretariat see fit to include.

**Rule 7**

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

**Rule 8**

The Working Party may amend the agenda at any time during the session.

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

Each full member, as defined in rule 1, shall be represented on the Working Party by an accredited representative.

**Rule 10**

A representative may be accompanied to the sessions of the Working Party by alternate representatives, advisers and experts and, when absent, he or she may be replaced by an alternate representative.

**Rule 11**

(a) Each full member shall submit the names of a representative, alternate representatives and experts to the secretariat at the latest one week before the opening of the session.

(b) The secretariat shall prepare a provisional list of above-mentioned persons scheduled to attend the session and make it available to the permanent missions and permanent observer missions to the United Nations Office at Geneva two working days before the opening of the session.

(c) The secretariat shall prepare a list of the names of all persons attending the session and make it available to them at the end of the session.

**Chapter V  
Officers****Rule 12**

(a) The Working Party shall, every two years, elect a State from among the ECE member States, as the Chair. The representative of the elected State will be the Chair. The Working Party on Transport Statistics will also, at the same meeting, elect up to two ECE member States whose representatives will become Vice-Chairs for the same period.

(b) Nominations for the positions referred to in paragraph (a) above will be submitted to the secretariat, if possible, ten days before the start of the session during which elections will be conducted.

**Rule 13**

If the Chair is absent from a meeting, or any part thereof, one of the Vice-Chairs, designated by the Chair, shall preside.

**Rule 14**

If the Chair or Vice-Chair(s) ceases to represent his or her State, the new representative of that State will become the new Chair or Vice-Chair for the unexpired portion of the term. If the Chair or Vice-Chair(s) can no longer hold office, the alternate representative will become the new Chair or Vice-Chair for the unexpired portion of the term.

**Rule 15**

The Vice-Chair acting as Chair shall have the same powers and duties as the Chair.

**Rule 16**

The Chair or the Vice-Chair acting as Chair shall participate in the meetings of the Working Party in this capacity and not as the representative of their State. The Working Party shall admit an alternate representative to represent that member in the meetings of the Working Party and to exercise its right to vote.

**Chapter VI  
Subsidiary Bodies****Rule 17**

(a) With the endorsement of the Inland Transport Committee and the approval of EXCOM, the Working Party may establish subsidiary bodies, such as continually acting or other teams of specialists, as it deems necessary for the performance of its functions and shall define the powers and composition of each of them. Such autonomy as may be necessary for the discharge of the technical responsibilities laid upon them may be delegated to them.

(b) Subject to the endorsement of ITC and the approval of EXCOM, the Working Party may extend or discontinue such subsidiary bodies as it deems necessary to assist it in carrying out its tasks.

**Rule 18**

The Working Party shall prepare the terms of reference of its subsidiary bodies and recommend them to ITC for adoption. Unless the Working Party decides otherwise, the present rules of procedure shall apply to the procedure of its subsidiary body.

**Rule 19**

Subsidiary bodies should consult those entities identified in rule 1 according to the procedures set out in that rule.<sup>10</sup>

**Chapter VII  
Secretariat****Rule 20**

The Executive Secretary shall act in that capacity at all meetings of the Working Party and of its subsidiary bodies. He or she may appoint another member of the staff to take his/her place at any meeting.

**Rule 21**

A representative of the secretariat may at any meeting make either oral or written statements concerning any question under consideration.

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<sup>10</sup> This rule cannot be considered as implying, between the non-governmental organizations with general consultative status with ECOSOC, any discrimination contrary to the decision and rules of the General Assembly or the Economic and Social Council.

**Rule 22**

The secretariat shall be responsible for the necessary arrangements being made for the meetings of the Working Party and its subsidiary bodies.

**Chapter VIII  
Conduct of Business****Rule 23**

Eight full members shall constitute a quorum for any decision to be taken.

**Rule 24**

In addition to exercising the powers conferred upon him/her elsewhere by these rules, the Chair shall declare the opening and closing of each meeting of the Working Party, 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 his/her remarks are not relevant to the subject under discussion.

**Rule 25**

During the discussion of any matter a representative may raise a point of order. In this case the Chair shall immediately state his/her ruling. If it is challenged, the Chair shall forthwith submit his/her ruling to the Working Party for decision and it shall stand unless overruled.

**Rule 26**

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 proposer of the motion, one representative shall be allowed to speak in favour of, and one representative against, the motion, after which the motion shall be put to the vote immediately.

**Rule 27**

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, after which the motion shall be put to the vote immediately.

**Rule 28**

The Working Party may limit the time allowed to each speaker if it is considered in the interest of ensuring an orderly session.

**Rule 29**

Principal motions and resolutions shall be put to the vote in the order of their submission unless the Working Party decides otherwise.

**Rule 30**

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 31**

If two or more amendments are moved to a proposal, the Working Party 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 32**

The Working Party may, at the request of a representative, decide to put a motion or proposal 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.

**Chapter IX**  
**Voting**

**Rule 33**

Each full member of the Working Party shall have one vote.

**Rule 34**

Decisions of the Working Party shall normally be taken by consensus. In the absence of consensus, decisions of the Working Party shall be made by a majority of the full members present and voting.

For the purpose of these rules, the phrase “members present and voting” means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

**Rule 35**

The Working Party shall take no action in respect of any country without the agreement of the Government of that country.

**Rule 36**

The Working Party may 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 full members.

**Rule 37**

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

**Rule 38**

If a vote is equally divided upon matters other than elections, a second vote shall be taken. If this vote also results in equality, the proposal shall be regarded as rejected.

**Chapter X**  
**Languages**

**Rule 39**

English, French and Russian shall be the working languages of the Working Party.

**Rule 40**

All interventions made in any of the working languages shall be interpreted into the other working languages.



## **Chapter XI Records**

### **Rule 41**

As soon as possible, the text of all reports, resolutions, recommendations and other formal decisions made by the Working Party and its subsidiary bodies shall be communicated to the participants listed in Rule 1.

## **Chapter XII Publicity of Meetings**

### **Rule 42**

The meetings of the Working Party shall ordinarily be held in public. The Working Party may decide that a particular meeting or meetings shall be held in private.

## **Chapter XIII Reports**

### **Rule 43**

The Working Party shall submit to the Inland Transport Committee a report on its activities and plans, including those of any subsidiary bodies, once a year.

## **Chapter XIV Amendments and Suspensions**

### **Rule 44**

Any of these rules of procedure may be amended or suspended by the Working Party provided that the proposed amendments or suspensions are adopted by ITC and approved by EXCOM and do not attempt to set aside the Working Party's terms of reference.

## Annex III

### Revised Terms of Reference of Working Party on Transport of Dangerous Goods (WP.15)<sup>11</sup>

1. The Working Party on the Transport of Dangerous Goods (hereinafter referred to as WP.15) will act within the framework of the policies of the United Nations and the Economic Commission for Europe (hereafter ECE) and under the general supervision of its parent body, the Inland Transport Committee (hereafter ITC) and in conformity with the Terms of Reference of ECE (E/ECE/778/Rev.5) and ITC (E/RES/2022/2 and ECE/TRANS/316/Add.2).

2. WP.15 will operate in accordance with the Guidelines for the establishment and functioning of Working Parties within ECE as approved by the ECE Executive Committee at its fourth meeting on 14 July 2006 (ECE/EX/1). These guidelines refer to its status and characteristics, including the review of its mandate and extension every five years, its membership and officers, its methods of work and its secretariat provided by the ECE Sustainable Transport Division.

3. WP.15 will:

(a) Develop and update the Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), concluded in Geneva in 1957, the European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways (ADN), concluded in Geneva in 2000, and other relevant legal instruments on the transport of dangerous goods that ITC may charge it with administering;

(b) Initiate and pursue actions aimed at enhancing the safety and security of the inland transport of dangerous goods and protecting the environment during such transport, including the development of standards, recommended practices and guidance material for transports not falling within the scope of RID, ADR and ADN;

(c) Promote the facilitation of international transport of dangerous goods by harmonizing the relevant regulations and rules and the administrative procedures and documentation requirements to which this transport is subject;

(d) Encourage the accession of new countries to the Agreements mentioned above;

(e) Ensure harmonization of ADR and ADN with other relevant legal instruments on the transport of dangerous goods by other modes of transport on the basis of the recommendations of the Committee of Experts on the Transport of Dangerous Goods and the Globally Harmonized System of Classification and Labelling of Chemicals of the United Nations Economic and Social Council;

(f) Encourage participation in its activities by fostering cooperation and collaboration with countries, the European Commission, international governmental and non-governmental organizations concerned with the transport of dangerous goods and the other United Nations regional commissions and other organizations or bodies of the United Nations system with a view, among other things, to discussing and resolving problems relating to the interpretation or enforcement of the provisions of ADR, ADN or other relevant legal instruments;

(g) Collaborate closely with the other subsidiary bodies of ITC, particularly the World Forum for Harmonization of Vehicle Regulations (WP.29), the Working Party on Road Transport (SC.1), the Working Party on Road Traffic Safety (WP.1), the Working Party on Inland Water Transport (SC.3), the Working Party on Transport Statistics (WP.6), Working Party on Intermodal Transport and Logistics (WP.24) and any other relevant ECE body on matters of common interest relating to the transport of dangerous goods;

(h) Draw up and implement a programme of work relating to its activities;

<sup>11</sup> Reproduced from Annex I to ECE/TRANS/WP.15/264.

(i) Create a working environment that facilitates fulfilment by the Contracting Parties of the obligations set forth in the legal instruments concerned by the activities of the Working Party, and an exchange of views on the interpretation of these instruments or the resolution of problems connected with their enforcement;

(j) Ensure openness and transparency during its meetings.

4. These Terms of Reference and the Rules of Procedure apply to WP.15 and do not modify the provisions of the relevant legal instruments.

## Annex IV

### I. Revised Terms of Reference of the Working Party on Customs Questions affecting Transport (WP.30)<sup>12</sup>

1. The Global Forum on Customs questions affecting transport including border crossings facilitation (hereinafter referred to as WP.30), will act 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 (hereinafter ITC) and in conformity with the new Terms of Reference of ITC (E/RES/2022/2 and ECE/TRANS/316/Add.2) and consistent with the legal instruments listed in Appendix:

(a) Initiate and pursue actions aimed at promoting the harmonization, improvement and simplification of technical and operational regulations, standards, rules and documentation for customs and border crossing procedures for the various modes of inland transport and multimodal connections, with particular focus, where possible, on contributing to the advancement of the United Nations 2030 Sustainable Development Agenda (General Assembly Resolution A/RES/70/1.) and related Sustainable Development Goals; ;

(b) Analyse difficulties encountered at border crossings with a view to devising administrative procedures, operational processes, customs infrastructure design and physical and electronic documentation, to facilitate eliminating such difficulties;

(c) Administer and monitor the implementation of the conventions, agreements and other international legally binding instruments on customs and border crossing facilitation under the auspices of the WP.30 (Appendix);

(d) Review the above legal instruments to ensure their relevance as well as their coherence with other international or subregional treaties concerned with customs and border crossing facilitation issues and to keep them in line with modern transport and border control requirements and, where appropriate, elaborate new international legally binding instruments in the field of border crossing facilitation taking also account of the need to combat customs fraud effectively;

(e) Consider and adopt amendment proposals to the legal instruments listed in Appendix and, where appropriate, submit them to the relevant Administrative Committees for consideration and formal adoption;

(f) Consider and adopt recommendations, resolutions, comments and examples of good practices with regard to the implementation of these legal instruments and, where appropriate, submit them to the relevant Administrative Committees for consideration and formal approval or ITC for endorsement;

(g) Study customs and control questions with a view to streamlining customs and other administrative procedures and documentation in the field of the facilitation of border crossing and transport, in particular by promoting new technologies and innovations, including a platform for digitalization;

(h) Study specific legal and other measures to combat customs and fiscal fraud resulting from simplified customs and other border crossing procedures and foster the exchange of intelligence among the competent authorities of contracting parties to the relevant legal instruments on border crossing facilitation on abuses with a view to identifying measures to combat such occurrences;

(i) Promote the possible extension of the agreements and conventions from Appendix to other regions and encourages the accession of new countries to them by organizing seminars and workshops as well as advocacy campaigns;

(j) Encourage wider public and private participation in its activities by fostering cooperation and collaboration with countries, the European Commission, World Customs Organization, other international governmental and non-governmental organizations

<sup>12</sup> Reproduced from Annex II to ECE/TRANS/WP.30/2023/7/Rev.2.

concerned with transport and border crossing facilitation and the other United Nations regional commissions and other organizations or bodies of the United Nations system with a view, among other things, to discussing and resolving problems relating to the interpretation or enforcement of the provisions of the relevant legal instruments;

(k) Create a working environment that facilitates fulfilment by the contracting parties of the obligations set forth in the legal instruments listed in Appendix, and an exchange of views on the interpretation of these instruments or the resolution of problems connected with their enforcement;

(l) Ensure openness and transparency during its meetings;

(m) Support training and capacity-building activities aimed at the proper implementation of the above legal instruments;

(n) Ensure close cooperation with and support for the activities of the Administrative Committees for the TIR Convention (AC.2), for the Harmonization Convention (AC.3), for the Convention on Customs Treatment of Pool Containers Used in International Transport (AC.4) and for the TIR Executive Board (TIRExB);

(o) Collaborate closely with other subsidiary bodies of ITC to address horizontal issues relevant to the facilitation of customs issues and other border crossing matters of international transport, with other relevant ECE working parties and other inter-governmental and non-governmental organizations in particular with the World Customs Organization (WCO);

(p) Draw up and implement a programme of work relating to its activities and reports on its accomplishment to ITC.

2. These Terms of Reference do not modify the provisions of the relevant legal instruments.

## **II. Revised Rules of Procedure (Rule 1) Working Party on Customs Questions affecting Transport (WP.30)<sup>13</sup>**

### **Rule 1**

(a) Member countries of ECE shall be considered full participants of WP.30.

(b) Non-member countries of ECE may participate as full participants at sessions of WP.30 or parts thereof devoted to matters relating to legal instruments, listed in Appendix, to which they are Contracting Parties. They may also participate in WP.30 on any other matter of particular concern to them in a consultative capacity.

(c) Specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council, may, in accordance with paragraphs 12 and 13 of the Terms of Reference of ECE, participate in a consultative capacity in WP.30 discussions that WP.30 may hold on any matter of particular concern to those agencies or organizations.

(d) Non-governmental organizations not in consultative status with the Economic and Social Council may, subject to the approval of WP.30 and respecting the principles set forth in Economic and Social Council resolution 1996/31, parts I and II, participate with consultative status in discussions that WP.30 may hold on any matter of interest to these organizations.

<sup>13</sup> Reproduced from Annex I to ECE/TRANS/WP.30/2023/7/Rev.2. Only Rule 1 was revised; the remaining Rules (Rules 2 – 41) of WP.30's Rules of Procedure were not changed and are contained in Annex II to ECE/TRANS/WP.30/2015/7.

(e) Consultations with specialized agencies and the International Atomic Energy Agency (IAEA) shall be conducted in accordance with Rule 51 of the Rules of Procedure of ECE.

(f) Consultations with non-governmental organizations shall be conducted in accordance with Rules 52 and 53 of the Rules of Procedure of ECE. Non-governmental organizations with consultative status under paragraph (d) shall be treated as non-governmental organizations included on the list.

## Annex V

### **Proposed Terms of Reference for a new Group of Experts on Passenger Information in Stations and Hubs<sup>14</sup>**

#### **I. Scope of tasks and achievements expected**

1. The Group of Experts on Passenger Information in Stations and Hubs shall be set up as a subsidiary body of the Working Party on Rail Transport and will focus its work on the following areas:

- (a) Identify best practice in the provision of passenger information in railway stations and hubs;
- (b) Develop a framework of common requirements for passenger information;
- (c) Propose a way forward in the form of a report to the Working Party on Rail Transport for consideration.

#### **II. Methods of Work**

2. The Group of Experts should take into consideration legal instruments, standards and guidelines already in place on passenger information by the European Union Agency for Railways, OTIF, OSJD, UIC, CIT, CEN, rail operators and infrastructure managers as well as developed by industry experts and other sectors. It should also look at good practice examples from other sectors.

3. The Group of Experts is expected to meet at least once, annually at the Palais des Nations in Geneva and/or online in accordance with the Guidelines for the establishment and functioning of teams of specialists within the UNECE (ECE/EX/2/Rev.1) and according to the Rules of Procedure of its parent body, the Working Party on Rail Transport. At its first meeting, the Group of Experts will adopt a work plan, clearly defining its objectives and activities, including a time schedule for their implementation.

4. The Group of Experts is expected to meet twice in 2024, at least twice in 2025 and at least twice in 2026 at the Palais des Nations in Geneva (where possible also in hybrid form), before concluding its activities with the transmission of a report to the Working Party on Rail Transport at its eightieth session (November 2026, Geneva).

5. Preparation of documents (at least 4 per session), translation of documents in the official languages of ECE and simultaneous interpretation of its sessions in English, French, and Russian shall be provided by ECE for all sessions held at the Palais des Nations in Geneva. Each annual session should be three days in length but may be extended if circumstances require and resources allow.

6. Participation in the Group of Experts is open to all concerned United Nations member countries and experts. Concerned intergovernmental and non-governmental organizations, as well as concerned railway administration authorities and companies, passenger associations and related entities are invited to participate and provide expert advice in compliance with United Nations rules and practices.

#### **III. Secretariat**

8. UNECE will provide secretariat services for the Group of Experts.

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<sup>14</sup> Reproduced from Annex to ECE/TRANS/SC.2/2023/6.