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Inland Transport Committee

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Item 3 of the provisional agenda

**Meeting on the implementation of the Committee's
revised Terms of Reference and Strategies for
Government Delegates only with the Participation
of the Chairs of the Committee's Subsidiary Bodies**

Draft Guidance Note on the Bureau's Working Methods

Note by the secretariat*

Summary

The Bureau of the Inland Transport Committee (ITC), recognizing the need for updating its existing working methods and aligning them with the governance framework of ITC, requested the secretariat to prepare an updated draft "Guidance Note on the Bureau's Working Methods", contained in this document. It builds on the procedures laid out in the report of ITC of its sixtieth session (ECE/TRANS/125), which were based on the Plan of Action of the Economic Commission for Europe (E/ECE/1347), and aligning it to the Inland Transport Committee's Revised Terms of Reference (TOR) adopted by ECOSOC (E/RES/2022/2), and Rules of Procedure (ROP) ((ECE/TRANS/294, annex III).

The Committee is invited to consider and adopt the Guidance Note.

I. Background

1. The Economic Commission for Europe (ECE) Plan of Action (E/ECE/1347) requested all Principal Subsidiary Bodies (PSBs) to enlarge and strengthen the responsibility of their respective Bureau in order to enable them to fulfil the functions related to the organization of their annual sessions that were delineated in the Plan of Action:

- (a) The preparation of a well-focused agenda with the definition of objectives and the setting of time-allocation for each item;
- (b) Indication of principal topics where decisions are needed;
- (c) Delineation of themes of discussion in the session;

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



- (d) Monitoring and evaluation of the work since the previous session;
 - (e) Monitoring and coordination of activities in order to avoid duplication with the work of other relevant organizations; and
 - (f) **In line with available budget and staffing resources, P**proposing of priorities in the programme of work, listing, where possible, various options.
2. In view of the enlarged and strengthened responsibilities of its Bureau, as determined in the ECE Plan of Action, the Committee, at its sixtieth session in 1998, agreed on procedures regarding the election of its officials.
3. However, several of the entries of the original guidance note were superseded since their original adoption either *de facto* (e.g. number of meetings annually; joint meetings with the Committee on Environmental Policy (CEP)) or *de jure* (due to the revised ITC TOR and ROP). This document contains an update of the relevant aspects of the Bureau's Working Methods.

II. Guidance Note on the Bureau's Working Methods

4. The following paragraphs contain suggested updates to the procedures as contained in the report of the Committee's sixtieth session (ECE/TRANS/125) and to align it to the Inland Transport Committee's Revised Terms of Reference as adopted by ECOSOC (E/RES/2022/2), and Rules of Procedure (ECE/TRANS/294, annex III).¹

(a) Any member of the Committee is eligible for membership in the Bureau of the Committee; the members of the Bureau undertake to devote the time needed to an adequate discharge of their duties.

(b) The Committee shall **every two years, elect a State from among the ECE member 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. The Committee will also, at the same meeting, elect up to four ECE member States whose representatives will become Vice-Chairs for the same period. The Chair and Vice-Chairs of the Committee will also serve as the Chair and Vice-Chairs of the Bureau** ~~elect its Bureau for a period of two years starting with the sixtieth session. The Chair or the Vice-Chair acting as Chair shall participate in the meetings of the Committee in this capacity and not as the representative of their State. The Committee shall admit an alternate representative to represent that member in the meetings of the Committee and to exercise its right to vote.~~

(c) The Bureau will, in principle, hold **four** ~~three~~ sessions a year. The first session of the Bureau will be convened immediately after the session of the Committee, the second one will be ~~the joint meeting with the Bureau of the Committee on Environmental Policy~~ **convened normally in the second quarter of the year to discuss ongoing issues and start the preparation of the forthcoming session of the Committee, and the third one in the last quarter of the year will be to prepare the forthcoming session of the Committee, and the fourth one just before the annual session to tackle any last-minute issues that require the Bureau's involvement and coordination to ensure a smooth and result-oriented session.**

(d) The members of the Bureau can be re-elected. However, a certain **effort should be made for rotation and geographical representation of the members of the Committee** ~~should be ensured to encourage~~ **allow delegates members** from countries which are not represented to put forward their candidature.

(e) The Bureau should comprise not more than **1410** ~~1410~~ members, including the Chairperson and Vice-Chairperson of the Committee, ~~who will continue to be elected in a personal capacity; the other members of the Bureau will also be elected in a personal capacity but the members who are unable to attend should appoint a replacement.~~

¹ Suggested changes to the original language have been made visible with ~~strike through~~ and **bold**.

(f) **To facilitate its work, the Bureau, based on consensus of its members,** may invite to its **formal and informal** meetings ~~as observers anyone who may facilitate its work~~ **the ITC Working Parties or representatives of contracting parties to the legal instruments under the purview of the Committee.**

(g) Standing invitations will be extended to the European Commission to attend meetings of the Bureau as **an** observer, normally being represented by the Directorate-General of **Mobility and** Transport.

(h) Additional meetings of the Bureau, which are of informal nature, will be convened according to the needs of the Committee's programme of work.

(i) With a view to facilitating the active participation of each member of the Bureau, the secretariat is invited to provide for interpretation at the Bureau's meeting depending on the members present and taking into account the secretariat's possibilities.

(j) ~~After a period of two years, the~~ **The Committee may at any point decide to** ~~will~~ review the function of its Bureau.

III. Conclusion

5. The Committee is invited to consider and adopt the Guidance Note.
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