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## Economic Commission for Europe

### Administrative Committee for the TIR Convention, 1975

#### Technical Implementation Body

#### First session

Geneva, 18–21 January 2022

## Report of the Technical Implementation Body on its first session

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## **I. Attendance**

1. The Technical Implementation Body (TIB) held its first session from 18 to 21 January 2022, virtually and in-person, in Geneva. The session was attended by representatives of the following countries: Argentina, Armenia, Belarus, Belgium, Bulgaria, Czech Republic, Denmark, Finland, Georgia, Germany, Greece, Hungary, Iran (Islamic Republic of), Italy, Jordan, Kyrgyzstan, Morocco, Netherlands, Pakistan, Poland, Republic of Korea, Republic of Moldova, Romania, Russian Federation, Serbia, Slovakia, State of Palestine, Switzerland<sup>1</sup>, Tunisia, Turkey, United States of America and Uzbekistan. Representatives of the European Union were also present. The following intergovernmental organization was represented: United Nations Conference on Trade and Development (UNCTAD). The following non-governmental organization was represented: International Road Transport Union (IRU). The Committee noted that the required quorum for the purposes of taking decisions – of at least one-third of the States which are contracting parties (according to Annex 8, Article 6 of the Convention) – was attained.

## **II. Adoption of the agenda (agenda item 1)**

2. TIB adopted the agenda of the session as contained in document ECE/TRANS/WP.30/AC.2/TIB/1.

## **III. Election of officers (agenda item 2)**

3. TIB elected Mr. P. Arsic (Serbia) as Chair to steer its sessions in 2022 and invited delegates to volunteer for the position of Vice-Chair, to be elected at its second session.

## **IV. Rules of procedure (agenda item 3)**

4. TIB adopted its Rules of Procedure (RoP), as contained in document ECE/TRANS/WP.30/AC.2/TIB/2022/1 and its Corr.1, on the understanding that, in renumbered Rule 27 (Silence procedure), the period to raise an objection would be extended from 1 month to 6 weeks and that any draft decision that would be communicated to permanent missions would be copied to delegates having participated in the last session of TIB, as well as to national TIR and eTIR focal points. TIB requested the secretariat to attach the adopted text of its RoP as annex II to the final report of the session and to transmit them to the Administrative Committee for the TIR Convention, 1975 (AC.2) for endorsement at its next session.

## **V. eTIR international system (agenda item 4)**

### **A. Progress report on the development of the eTIR international system**

5. TIB welcomed a presentation by the secretariat on the developments of the eTIR data model and of the eTIR international system since the last session of the Group of Experts on Conceptual and Technical Aspects of Computerization of the TIR Procedure (WP.30/GE.1). The secretariat further reported on achievements in the International TIR Data Bank (ITDB) and the availability of all technical guides describing the eTIR messages on the new eTIR web site.<sup>2</sup> For the first session of TIB, in order to inform all delegations, the secretariat also presented a brief technical introduction of the eTIR international system. Finally, the secretariat underlined its ongoing work to support customs authorities that had started their

<sup>1</sup> Attended as observer, as Switzerland notified the Secretary-General of its non-acceptance of Annex 11.

<sup>2</sup> See <https://etir.org/documentation>

interconnection projects and presented its next priorities and related tasks, especially regarding the preparation of the conformance tests.

## **B. Progress report on the connection of national customs systems to the eTIR international system**

6. TIB noted that, as part of a tripartite collaboration, Azerbaijan, Georgia and Turkey, which are all very advanced in the implementation stage of their eTIR interconnection project, are willing to introduce the eTIR procedure on their territories as soon as possible.

7. TIB also welcomed a presentation by the customs authorities of Uzbekistan on their eTIR interconnection project, which showed, inter alia, how they had bridged the gaps identified in the design phase. TIB also noted that Uzbekistan was close to finalizing its implementation stage and was, therefore, almost ready to start with the conformance tests.

8. Finally, TIB welcomed a presentation by the customs authorities of Pakistan, which showed that they had finalized the design stage with the preparation of the Software Requirement Specification (SRS) for its national customs system (WeBOC) in June 2021 and had since implemented a first pair of messages (I5/I6) as a first step of the implementation stage.

## **VI. eTIR conceptual, functional and technical specifications (agenda item 5)**

### **A. Version 4.3**

#### **1. Introduction**

9. TIB took note of version 4.3 of the introduction of the eTIR specifications, as contained in document ECE/TRANS/WP.30/AC.2/TIB/2022/2-ECE/TRANS/WP30/AC.2/2022/11.

#### **2. eTIR concepts**

10. TIB considered version 4.3 of the eTIR concepts, as contained in document ECE/TRANS/WP.30/AC.2/TIB/2022/3-ECE/TRANS/WP30/AC.2/2022/12 and confirmed their alignment with Annex 11 of the TIR Convention.

#### **3. eTIR functional specifications**

11. TIB considered version 4.3 of the eTIR functional specifications, as contained in document ECE/TRANS/WP.30/AC.2/TIB/2022/4-ECE/TRANS/WP30/AC.2/2022/13 and confirmed their alignment with version 4.3 of the eTIR concepts, as contained in document ECE/TRANS/WP.30/AC.2/TIB/2022/3-ECE/TRANS/WP30/AC.2/2022/12.

#### **4. eTIR technical specifications**

12. While noting that version 4.3 of the eTIR specifications do not yet meet all the requirements of the Eurasian Customs Union and of the European Union, TIB considered and adopted version 4.3 of the eTIR technical specifications, as contained in document ECE/TRANS/WP.30/AC.2/TIB/2022/5-ECE/TRANS/WP.30/AC.2/2022/14, and confirmed their alignment with version 4.3 of the eTIR concepts (ECE/TRANS/WP.30/AC.2/TIB/2022/3-ECE/TRANS/WP30/AC.2/2022/12) and the eTIR functional specifications (ECE/TRANS/WP.30/AC.2/TIB/2022/4-ECE/TRANS/WP30/AC.2/2022/13), pending their adoption by AC.2, ideally at its seventy-seventh session (February 2022).

## 5. Amendments

13. TIB considered and approved various minor corrections to the eTIR specifications version 4.3, as presented in document ECE/TRANS/WP.30/AC.2/TIB/2022/7. Furthermore, TIB mandated the secretariat to incorporate those corrections in the already adopted version 4.3 of the eTIR specifications and prepare the relevant revisions of the documents for its next session.

14. TIB considered document ECE/TRANS/WP.30/AC.2/TIB/2022/6, which contains proposals on possible ways to allow for the provision of a more detailed itinerary at the level of customs offices and decided to include option B, as elaborated in Part II of the document, in version 4.3 of the eTIR specifications. Furthermore, TIB mandated the secretariat to make the required changes in the already adopted version 4.3 of the eTIR specifications and prepare the relevant revisions of the documents for its next session.

15. TIB also noted that further improvements could, possibly, be included in the next version of the eTIR specifications, to reduce the burden on holders in cases where the itinerary is changed due to a decision by a customs administration. As already stated during meetings of WP.30/GE.1, IRU stressed that, while it supports the inclusion of option B in version 4.3 of the eTIR specifications, the inclusion of the itinerary at the level of customs offices brings additional challenges to the transport sector and, therefore, it supports the need to further discuss this issue while elaborating version 4.4, in particular ensuring the automatic transmission of information related to changes in the itinerary due to the prescription of a national itinerary by a customs administration in the course of a TIR transport.

## B. Version 4.4

### 1. Pending issues

16. TIB considered document ECE/TRANS/WP.30/AC.2/TIB/2022/8, containing a list of issues which could not be included in version 4.3 of the eTIR specifications. TIB reviewed all the pending issues and took the following decisions:

#### (a) Prescribed national itinerary

17. TIB considered the need to allow customs administrations to prescribe a national itinerary differently than by indicating a customs office and mandated the secretariat to prepare a proposal for one of its future sessions, which would provide flexibility to customs administrations, e.g., by introducing a free text field.

18. TIB agreed that when customs administrations use the national itinerary to prescribe a different customs office of exit in order to not having to oblige the holder to amend the declaration data to indicate a new customs office of entry in the next country, the eTIR international system could make use of the information provided in the start TIR operation message (I9) to inform the following countries of the change of itinerary. TIB mandated the secretariat to present a detailed proposal, e.g., making use of the information about adjacent border customs offices in ITDB, at one of its future sessions.

#### (b) Requirements of the Eurasian Customs Union

19. TIB recalled that the Russian Federation had transmitted document ECE/TRANS/WP.30/GE.1/2021/50, containing the Decision of the Board of the Eurasian Economic Commission (EEC) of 12.11.2013 No. 254 (as revised on 05/29/2018) "On the structures and formats of electronic copies customs documents", to WP.30/GE.1 and noted that the document was finally available in all ECE working languages.

20. Further to an introduction by the Russian Federation on the issues of the languages for text fields, additional data requirements, format and structure of messages and on the concept of trusted third parties (TTP), TIB took the following decisions:

(i) *Languages for text fields*

21. TIB mandated the secretariat to present a detailed proposal, at one of its future sessions, on possible technical solutions which would allow the submission by holders of text fields in more than one language.

(ii) *Additional data requirements, format and structure of messages*

22. While taking note that not only some data elements required for transit within the Eurasian Customs Union are missing from the eTIR messages but also that the structure and format of the common data elements are not always similar, TIB decided that an in-depth comparison of the requirements of the Eurasian Customs Union and eTIR was necessary to present concrete amendment proposals for consideration by TIB. TIB requested the relevant experts from the Russian Federation and, possibly, from other members States of the Eurasian Customs Union to carry out a gap analysis in collaboration with the secretariat and prepare concrete amendment proposals aimed at bridging the gaps identified. The amendment proposals would then be considered by TIB at one of its future sessions, for inclusion in version 4.4 of the eTIR specifications.

(iii) *Trusted third parties*

23. While considering the possible issue of legal significance of eTIR data brought forward by the Russian Federation, TIB mandated the secretariat to present, at one of its future sessions, how Annex 11 and version 4.3 of the eTIR specifications deal with this issue. Furthermore, it requested the secretariat to collaborate with relevant authorities of the Russian Federation, possibly including the ministry of Foreign Affairs, in order to prepare a document or a presentation, which would clarify how the concept of TTP could be applied in the framework of the eTIR procedure to ensure legal significance of the data exchanged among stakeholders.

**(c) Distribution of eTIR code lists**

24. TIB mandated the secretariat to prepare, for one of its future sessions, a document presenting a concrete proposal aimed at ensuring that, for each update cycle of the eTIR specifications, code lists are automatically disseminated to all stakeholders.

**(d) Generation of the accompanying document**

25. TIB mandated the secretariat to prepare, for one of its future sessions, a document presenting a concrete proposal which would facilitate the generation by customs of the accompanying document and ensure that it would follow the same layout, regardless of the country in which it is generated.

**(e) Exchanging attached documents**

26. TIB mandated the secretariat to prepare, for one of its future sessions, a document presenting a concrete proposal for a mechanism or service which would allow holders to upload the documents they need to attach to their advance TIR data or advance amendment data.

**(f) Notifications to countries when the transport will not reach a country**

27. TIB mandated the secretariat to prepare, for one of its future sessions, a document presenting a concrete proposal for a notification mechanism which would inform customs administrations when a TIR transport, originally intended to transit through their territory, will not reach them, due to an amendment of the itinerary or when the transport is interrupted because of an accident or incident.

**(g) Access to TIR transport data by holders**

28. TIB mandated the secretariat to prepare, for one of its future sessions, a document which would allow TIB to further explore the need to grant holders access to the data related to their own TIR transports which are stored in the eTIR international system.

## **2. Proposals by governments**

29. TIB noted that no proposals related to issues to be included in version 4.4 of the eTIR specifications have yet been submitted by governments.

30. However, TIB welcomed a presentation by the European Union, which highlighted how the NCTS-eTIR Proof of Concept and its annexes, which are contained in documents ECE/TRANS/WP.30/GE.1/2021/40 and ECE/TRANS/WP.30/GE.1/2021/41, have not only allowed to identify gaps between NCTS and the eTIR specifications, but also clarified when gaps (1) have no consequences and do not require any action, (2) can be solved by means of automatic conversions and (3) should lead to amendments in either NCTS or the eTIR specifications. Finally, TIB noted that the European Union will, in the future, submit to TIB the relevant proposals that would allow the interconnection of eTIR and NCTS.

## **3. Issues transmitted by AC.2**

31. IRU presented document ECE/TRANS/WP.30/AC.2/2021/4, which was transmitted by AC.2 to TIB due to the technical nature of the issues at stake. TIB considered the document together with a comment on the matter, transmitted and presented by the government of Turkey and contained in document ECE/TRANS/WP.30/AC.2/TIB/2022/9.

32. TIB considered the creation of an additional pair of messages which would allow the platform, used by associations to issue eGuarantees, to ensure that the holder is authorized prior to the issuance of eGuarantees. TIB decided that the inclusion of a new pair of messages is feasible and makes sense from a technical perspective. TIB requested the secretariat to transmit these findings to AC.2.

33. Regarding the question raised by Turkey on who should be registering eGuarantees, issued by national associations in line with the provision of Article 6, paragraph 3 of the TIR Convention, in the eTIR international system, TIB decided that, before being in a position to propose a technical solution, the issue, because of its legal nature, should be transmitted to AC.2. TIB further requested IRU to prepare a presentation of the associations-IRU joint system which will be used to distribute, issue and register eguarantees for one if its next sessions.

34. TIB recommended that AC.2 could, possibly, seek prior consideration by TIRExB before taking a final decision on both matters.

35. Finally, TIB also welcomed a presentation on the future changes related to the TIR Carnet holder status in ITDB. It noted that AC.2 had agreed with these changes at its seventy-fourth session to ensure that the relevant stakeholders are informed about changes in the status of TIR Carnet holders (see ECE/TRANS/WP.30/AC.2/151, para. 29). TIB noted that the main features to be included or improved in ITDB are: email notifications related to the change of status of the TIR Carnet holder, update of the web form used for the submission of withdrawals and exclusions, and email reminders related to withdrawals and exclusions. TIB was further informed about the development of a TIR Carnet holder web portal, as well as about mobile applications for customs officers and holders.

## **VII. Other business (agenda item 6)**

### **Date and place of the next sessions of TIB**

36. TIB took note of the dates currently reserved for its second and third sessions, i.e. 20–22 April 2022 and 31 August–2 September 2022, respectively.

## **VIII. Adoption of the report (agenda item 7)**

37. TIB adopted the list of decisions presented in annex I, mandated the secretariat to prepare and circulate the complete draft report for comments, and submit it for adoption at its next session.

## Annex I

### List of decisions taken at the first session of the Technical Implementation Body

No.	Agenda item	Reference in final report (para.)	Short description of decision
1	1	2	The Technical Implementation Body (TIB) adopted the agenda of the session as contained in document ECE/TRANS/WP.30/AC.2/TIB/1.
2	2	3	TIB elected Mr. P. Arsic (Serbia) as Chair to steer its sessions in 2022 and invited delegates to volunteer for the position of Vice-Chair, to be elected at its second session.
3	3	4	TIB adopted its Rules of Procedure (RoP), as contained in document ECE/TRANS/WP.30/AC.2/TIB/2022/1 and its Corr.1, on the understanding that, in renumbered Rule 27 (Silence procedure), the period to raise an objection would be extended from 1 month to 6 weeks and that any draft decision that would be communicated to permanent missions would be copied to delegates, having participated in the last session of TIB as well as to national TIR and eTIR focal points. TIB requested the secretariat to attach the adopted text of its RoP as annex II to the final report of the session, contained in document ECE/TRANS/WP.30/AC.2/TIB/2 and to transmit them to AC.2 for endorsement at its next session.
<b>eTIR specifications, version 4.3</b>			
4	5(a)(ii)	10	TIB considered version 4.3 of the eTIR concepts, as contained in document ECE/TRANS/WP.30/AC.2/TIB/2022/3-ECE/TRANS/WP30/AC.2/2022/12 and confirmed their alignment with Annex 11 of the TIR Convention.
5	5(a)(iii)	11	TIB considered version 4.3 of the eTIR functional specifications, as contained in document ECE/TRANS/WP.30/AC.2/TIB/2022/4-ECE/TRANS/WP30/AC.2/2022/13 and confirmed their alignment with version 4.3 of the eTIR concepts, as contained in document ECE/TRANS/WP.30/AC.2/TIB/2022/3-ECE/TRANS/WP30/AC.2/2022/12.
6	5(a)(iv)	12	While noting that version 4.3 of the eTIR specifications do not yet meet all the requirements of the Eurasian Customs Union and of the European Union, TIB considered and adopted version 4.3 of the eTIR technical specifications, as contained in document ECE/TRANS/WP.30/AC.2/TIB/2022/5-ECE/TRANS/WP.30/AC.2/2022/14, and confirmed their alignment with version 4.3 of the eTIR concepts (ECE/TRANS/WP.30/AC.2/TIB/2022/3-ECE/TRANS/WP30/AC.2/2022/12) and eTIR functional specifications (ECE/TRANS/WP.30/AC.2/TIB/2022/4-ECE/TRANS/WP30/AC.2/2022/13), pending their adoption by AC.2, ideally at its seventy-seventh session (February 2022).
7	5(a)(v)	13	TIB considered and approved the minor corrections to the eTIR specifications version 4.3, as presented in document ECE/TRANS/WP.30/AC.2/TIB/2022/7. Furthermore, TIB mandated the secretariat to incorporate those corrections in the already adopted version 4.3 of the eTIR specifications and prepare the relevant revisions of the documents for its next session.
8	5(a)(v)	14	TIB considered document ECE/TRANS/WP.30/AC.2/TIB/2022/6, which contains proposals on possible ways to allow for the provision of a more detailed itinerary at the level of customs offices and decided to include option B, as elaborated in Part II of the document, in version 4.3 of the eTIR specifications. Furthermore, TIB mandated the secretariat to make the required changes in the already adopted version 4.3 of the



No.	Agenda item	Reference in final report (para.)	Short description of decision
			eTIR specifications and prepare the relevant revisions of the documents for its next session.
			<b>eTIR specifications, version 4.4</b>
9	5(b)(i)	17	TIB considered the need to allow customs administrations to prescribe a national itinerary differently than by indicating a customs office and mandated the secretariat to prepare a proposal for one of its future sessions, which would provide flexibility to customs administrations, e.g., by introducing a free text field.
10	5(b)(i)	18	TIB agreed that when customs administrations use the national itinerary to prescribe a different customs office of exit, in order to not having to oblige the holder to amend the declaration data to indicate a new customs office of entry in the next country, the eTIR international system could make use of the information provided in the start TIR operation message (19) to inform the following countries of the change of itinerary. TIB mandated the secretariat to present a detailed proposal, e.g., making use of the information about adjacent border customs offices in the ITDB, at one of its future sessions.
11	5(b)(i)	21	TIB mandated the secretariat to present a detailed proposal, at one of its future sessions, on possible technical solutions which would allow the submission by holders of text fields in more than one language.
12	5(b)(i)	22	While taking note that not only some data elements required for transit within the Eurasian Customs Union are missing from eTIR messages but also that the structure and format of the common data elements are not always similar, TIB decided that an in-depth comparison of the requirements of the Eurasian Customs Union and eTIR was necessary to present concrete amendment proposals for consideration by TIB. TIB requested the relevant experts from the Russian Federation and, possibly, from other members States of the Eurasian Customs Union to carry out a gap analysis in collaboration with the secretariat and prepare concrete amendment proposals aimed at bridging the gaps identified. The amendment proposals would then be considered by TIB at one of its future sessions, for inclusion in version 4.4 of the eTIR specifications.
13	5(b)(i)	23	While considering the possible issue of legal significance of eTIR data brought forward by the Russian Federation, TIB mandated the secretariat to present, at one of its future sessions, how Annex 11 and version 4.3 of the eTIR specifications deal with this issue. Furthermore, it requested the secretariat to collaborate with relevant authorities of the Russian Federation, possibly including the ministry of Foreign Affairs, in order to prepare a document or a presentation, which would clarify how the concept of trusted third party (TTP) could be applied in the framework of the eTIR procedure to ensure the legal significance of the data exchanged among stakeholders.
14	5(b)(i)	24	TIB mandated the secretariat to prepare, for one of its future sessions, a document presenting a concrete proposal aimed at ensuring that, for each update cycle of the eTIR specifications, code lists are automatically disseminated to all stakeholders.
15	5(b)(i)	25	TIB mandated the secretariat to prepare, for one of its future sessions, a document presenting a concrete proposal which would facilitate the generation by customs of the accompanying document and ensure that it would follow the same layout, regardless of the country in which it is generated.
16	5(b)(i)	26	TIB mandated the secretariat to prepare, for one of its future sessions, a document presenting a concrete proposal for a mechanism or service which would allow holders to upload the documents they need to attach to their advance TIR data or advance amendment data.
17	5(b)(i)	27	TIB mandated the secretariat to prepare, for one of its future sessions, a document presenting a concrete proposal for a notification mechanism which would inform

<i>No.</i>	<i>Agenda item</i>	<i>Reference in final report (para.)</i>	<i>Short description of decision</i>
			customs administrations when a TIR transport, originally intended to transit through their territory, will not reach them, due to an amendment of the itinerary or when the transport is interrupted because of an accident or incident.
18	5(b)(i)	28	TIB mandated the secretariat to prepare, for one of its future sessions, a document which would allow TIB to further explore the need to grant holders access to the data related to their own TIR transports which are stored in the eTIR international system.
19	5(b)(iii)	32-34	<p>TIB considered the creation of an additional pair of messages which would allow the platform, used by associations to issue eGuarantees, to ensure that the holder is authorized prior to the issuance of eGuarantees. TIB decided that the inclusion of a new pair of messages is feasible and makes sense from a technical perspective. TIB requested the secretariat to transmit these findings to AC.2.</p> <p>Regarding the question raised by Turkey on who should be registering eGuarantees, issued by national associations in line with the provision of Article 6, paragraph 3 of the TIR Convention, in the eTIR international system, TIB decided that, before being in a position to propose a technical solution, the issue, because of its legal nature, should be transmitted to AC.2.</p> <p>TIB recommended that AC.2 could, possibly, seek prior consideration by TIRExB before taking a final decision on both matters.</p>

## **Annex II**

### **Rules of Procedure of the Technical Implementation Body**

#### **Chapter I Participation**

##### **Rule 1**

(a) The contracting parties to the TIR Convention, bound by Annex 11, shall be members of the Technical Implementation Body (TIB).

(b) Other contracting parties to the TIR Convention, not bound by Annex 11, may participate in the sessions of TIB as observers.

(c) TIB may decide that competent administrations of States referred to in Article 52, paragraph 1 of the TIR Convention, or representatives of national guaranteeing associations and international organizations, as defined in Article 1 (q) and (r) of the TIR Convention may, for questions which interest them, attend the sessions of TIB as observers.

(d) The TIR Secretary will attend the sessions of TIB.

#### **Chapter II Sessions**

##### **Rule 2**

Sessions shall be held on dates fixed by the secretariat.

##### **Rule 3**

Sessions shall ordinarily be held at the United Nations Office at Geneva (UNOG), Switzerland. TIB may 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 six (6) weeks before the commencement of a session of TIB, publish a notice of the opening date of said session, together with a copy of the provisional agenda on the United Nations Economic Commission for Europe (ECE) website in all the working languages of ECE before the session.

(b) The documents relating to each item appearing on the provisional agenda of a session or meeting shall be available on the ECE website in all working languages of ECE before the session. In exceptional cases, the secretariat may distribute documents at the session, but in this case such documents may only be used for preliminary consideration, unless TIB decides otherwise.

(c) Participants 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 also be made available on the ECE website.

#### **Chapter III Agenda**

##### **Rule 5**

The provisional agenda for each session of TIB shall be drawn up by the secretariat, in coordination, to the extent possible, with the Chair of TIB.

**Rule 6**

The provisional agenda for any session of TIB may include:

- (a) Items arising from previous sessions of TIB;
- (b) Items proposed by the Administrative Committee for the TIR Convention, 1975 (AC.2);
- (c) Items proposed by members of TIB;
- (d) Any other items which the Chair or Vice-Chair of TIB 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 the Chair of TIB during the session.

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

Members and observers shall register online for each session of TIB. The link to the registration page will be made available on the ECE website. A list of the names of all persons having participated in the session will be prepared by the secretariat and made available during the session.

**Chapter V  
Officers****Rule 10**

TIB shall, at its first session each year, elect a Chair and, if possible, a Vice-Chair from among the representatives of the States which are contracting parties to the TIR Convention, bound by Annex 11. The officers shall be eligible for re-election.

If the Chair is absent from a session, or part thereof, TIB will request the Vice-Chair to preside.

**Rule 11**

If the Chair ceases to represent a contracting party to the TIR Convention, bound by Annex 11, or can no longer hold office, the Vice-Chair shall become Chair for the unexpired portion of the term. In case the Vice-Chair ceases to represent a contracting party to the TIR Convention, bound by Annex 11, or can no longer hold office, TIB shall elect another Chair and, possibly, a Vice-Chair for the unexpired portion of the term.

**Rule 12**

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

**Rule 13**

While chairing the sessions of TIB, the Chair shall not represent his or her State. In the absence of an alternate representative to represent her or his State, the Chair may also take part in voting and in the roll call to establish if the quorum is reached.

## **Chapter VI**

### **Secretariat**

#### **Rule 14**

The Executive Secretary of the ECE shall act in that capacity at all sessions of TIB. He or she may appoint another member of the staff to take his or her place.

#### **Rule 15**

The secretariat shall make all the arrangements necessary for the organization and holding of the sessions of TIB.

#### **Rule 16**

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

#### **Rule 17**

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

## **Chapter VII**

### **Conduct of business**

#### **Rule 18**

As a general rule, TIB meetings shall be held in private, unless TIB decides differently.

#### **Rule 19**

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 or her remarks are not relevant to the subject under discussion. The Chair may also limit the time allowed to each speaker.

## **Chapter VIII**

### **Reporting**

#### **Rule 20**

The secretariat, in consultation with the Chair, will prepare a list of main decisions, which shall be adopted by TIB at the end of each session, as well as a complete report, which will be circulated after the session for comments and adopted by TIB at its following session.

#### **Rule 21**

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 22**

TIB shall report on its activities to AC.2, at least once a year or at the request of AC.2. TIB will be represented in AC.2 by its Chair or Vice-Chair.

## **Chapter IX**

### **Voting**

#### **Rule 23**

Each State which is a contracting party to the TIR Convention, bound by Annex 11 and represented at the session, will have one vote.

#### **Rule 24**

Decisions of TIB shall preferably be made on the basis of consensus. In the absence of consensus, decisions shall be made by a majority of those present and voting (see Rule 23).

#### **Rule 25**

Voting and elections of officers shall be held in accordance with Rules 41 to 43<sup>3</sup> of the Rules of Procedure of ECE.

#### **Rule 26**

A quorum consisting of not less than one-fourth of the States which are contracting parties to the TIR Convention, bound by Annex 11, is required for the purpose of taking decisions. In the absence of a quorum, a majority of members present and voting can request the TIR Secretary to launch a silence procedure (see Rule 27).

## **Chapter X**

### **Silence procedure**

#### **Rule 27**

The TIR Secretary, in consultation with the Chair, or at the request of the competent authorities of, at least, five States which are contracting parties, bound by Annex 11, can launch a silence procedure by which States, bound by Annex 11, will be asked to express themselves on any draft decision. Each draft decision shall be submitted separately for consideration and shall be deemed accepted unless a majority of States, bound by Annex 11, communicates, in writing, to the secretariat an objection within six (6) weeks from the day on which the secretariat has circulated the draft decision(s) by email among the permanent missions to the United Nations Office and other international organizations in Geneva of States, bound by Annex 11, with copies to delegates, having participated in the last session of TIB as well as to national TIR and eTIR focal points.

## **Chapter XI**

### **Languages**

#### **Rule 28**

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

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<sup>3</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 XII**

### **Amendments**

#### **Rule 29**

In the absence of relevant provisions in the Rules of Procedure of TIB, the Rules of Procedure of Annex 8 of the TIR Convention and of ECE shall be applicable, unless TIB decides otherwise.

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