

FUNCTIONING OF THE IRU:
CODE OF CONDUCT

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1. IRU GENERAL ASSEMBLY

1.1. COMPOSITION AND AUTHORITY

1.1.1. Functions

Transport policy

- 1.1.1.1. The IRU General Assembly is the supreme authority of the IRU. Chaired by the IRU President, it defines and attains, according to the functions attributed to it in Article 12 of the IRU Constitution, the statutory objectives of the IRU transport policy laid down in Article 2.
- 1.1.1.2. The Secretary General shall assist the General Assembly with the preparation of standpoints, action to be taken and in the implementation of its decisions. He ensures the follow-up to the decisions taken and the control of their application.

Budget

- 1.1.1.3. The IRU's expenditure shall be charged to its annual budget. The adoption of the IRU annual budget shall come under the sole competence of the IRU General Assembly.
- 1.1.1.4. Draft budgets and expenditure for the next financial year shall be prepared in accordance with the procedure referred to in paragraph 6.3 below.
- 1.1.1.5. Financial expenditure which is not budgeted for may only be incurred in accordance with the procedure referred to in paragraph 6.3.9. below.

Annual report

- 1.1.1.6. Each year, the General Assembly shall receive for approval at its spring meeting, an annual report from the Presidential Executive on the state of the Organisation and its financial position, as well as on the management of the IRU.

Amendment of the Constitution and Rules of Procedure of the IRU

- 1.1.1.7. Any draft amendments to the Constitution or Rules of Procedure of the IRU shall be
- a) proposed by the Presidential Executive,
 - b) attached to the agenda of the General Assembly and sent by the Secretariat General, within the time period provided for by the Constitution, to all Members of the IRU,
 - c) approved by a two thirds majority of the votes of the Active Members present at the IRU General Assembly.
- 1.1.1.8. Ballot papers shall be given to the Active Members of the IRU on the voting day or have been sent to them in time and prior to the vote, by post, accompanied by the procedure to be followed relative to the vote.

1.1.2. Decisions

- 1.1.2.1. The decisions of the General Assembly, taken by virtue of the IRU Constitution, shall be binding on **all** the Members, the **IRU Transport Councils**, the **IRU Presidential Executive**, the Liaison Committees, the Task Forces, the Study Commissions, the Working Parties and the Secretariat General of the IRU as soon as they are adopted or with effect from a date determined by this Assembly.
- 1.1.2.2. Decisions by the General Assembly relating to the duties and rights of the Members at the national level, must be applied in accordance with Article 7 of the IRU Constitution.
- 1.1.2.3. At the time of its meetings, the General Assembly may consider any appeal concerning

the admission or exclusion of IRU Members as mentioned in Article 11 of the IRU Constitution.

1.2. COMPOSITION

1.2.1. Each Active Member and each Associate Member of the IRU shall appoint by name its official representatives responsible for following the work of the General Assembly. Provided that the number of seats allocated to it is not exceeded, each IRU Member may arrange to be accompanied by any other person from the Association chosen by it.

In the event of any change in representation in the IRU, the IRU Member shall inform the Secretariat General thereof in writing.

1.2.2. The appointment by an Active or Associate Member of its representatives to the General Assembly presupposes their effective exercise of a leading function and responsibilities within the Member organisation, as well as their active and constant participation in the work of the said Assembly. The IRU Member and its representatives must be ready to accept any duty which is entrusted to them and declare that they are ready to devote the time required to carry it out.

The IRU Members and their representatives shall attain the IRU objectives in accordance with Articles 2 and 7 of the IRU Constitution.

1.3 DURATION AND RENEWAL OF TERMS OF OFFICE

1.3.1. Every two years, at their autumn meeting, the IRU General Assembly, the Transport Councils and the other IRU Bodies shall hold statutory elections and make statutory appointments.

1.3.2. The term of office of the persons elected at the IRU statutory meetings shall commence on 1 January following the year of the elections and expire on 31 December, two years later.

No elected representative may exercise his functions beyond the date on which his term of office expires, unless he has been elected for a new term of office.

Any elected representative may withdraw from his functions, provided that such withdrawal is notified in writing to the IRU Secretariat General. As from the notification of the withdrawal, the elected representative shall cease to exercise the function for which he was elected.

1.3.3. The statutory provisions:

- a) of Article 20, which states that "... the Presidential Executive is composed of the President and 9 members";
- b) of Article 17, which states that "The term of office of the President and Vice-President(s) may be renewed twice, except in imperative and exceptional cases";
- c) of Article 22, which states that "The members of the IRU Presidential Executive shall be elected for a term of two years. This mandate may be renewed twice, except in imperative and exceptional cases";
- d) of Article 31, which states that "The term of office of the President and of the Vice-Presidents shall be two years, renewable twice, except in imperative and exceptional cases,"

mean that in "imperative and exceptional cases", as mentioned, the term of office is renewed.

The statutory provisions also mean that the provisions of Article 22 concerning the calculation of the number of terms of office shall apply only to the 9 members of the

Presidential Executive referred to and that, if one of them is proposed by the retiring Presidential Executive for the post of IRU President, this calculation not apply since the election to this office is undertaken according to Article 23.

1.4. MEETINGS

Organisation of meetings

- 1.4.1. The dates of meetings of the General Assembly shall be determined - by the President, after consultation with the Presidential Executive - 2 years in advance. Meetings shall be held in Geneva unless any other place in one of the countries represented in the IRU is decided upon in accordance with the IRU Constitution.

Agenda

- 1.4.2. The agenda of the General Assembly, shall be communicated by the Secretary General in agreement with the President of the IRU.
- 1.4.3. At the beginning of the meeting, the President of the IRU shall decide the agenda, on the basis of the provisional agenda.
- 1.4.4. The provisional agenda of an extraordinary meeting of the General Assembly shall include only those matters justifying the convening of the meeting.

Preparation of IRU documents

- 1.4.5. To attain efficiently the objectives of the General Assembly:
- a) the Secretariat General, in agreement with the President, shall be responsible for the timely distribution, to Members of the General Assembly, of the documents tabled on the agenda, **so that the Members shall have reasonable time to study them in advance of the meeting;**
 - b) The items on the agenda must highlight:
 - i) the subjects on which decisions must be taken,
 - ii) the subjects for information only.
 - c) The documents concerning IRU transport policy, as defined in Article 2 of the IRU Constitution, submitted for decision to the General Assembly, must be structured as follows:
 - i) Analysis of the political situation or of the proposal to be the subject of a decision, highlighting the development of this question, the benefits/disadvantages and the possible consequences for the industry.
 - ii) Definition, by the IRU Secretariat General, of the draft IRU standpoint to be debated for decision.
 - iii) Definition of the means to be employed in a coordinated manner at the national and international levels.

Procedure governing debates

- 1.4.6. Meetings of the General Assembly shall be chaired in the languages normally used by the IRU.
- 1.4.7. At meetings of the General Assembly, the President of the IRU shall exercise the powers vested in him by virtue of the IRU Constitution; in particular, he shall establish the agenda, declare each meeting of the General Assembly open and closed, direct the debates, give the floor to participants, put matters to the vote and announce decisions.
- 1.4.8. The Presidents of the IRU Transport Councils, Task Forces, Liaison Committees, Study

Commissions and Working Parties, and the Secretary General shall be given priority to provide any explanations which may facilitate the debates or answer any questions.

The President may call a speaker to order when he exceeds the time allocated to him or departs from the subject under discussion.

- 1.4.9. If the President is absent during a session or part of a session, it is the Vice-President who is the longest standing and subsidiarily, the oldest who replaces him. A Vice-President acting as President according to the provisions of Article 26 of the IRU Constitution shall, during the session for which he replaces him, have the same powers and duties as the President himself.

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2. IRU TRANSPORT COUNCILS

2.1. FUNCTIONS

Sectorial policy

- 2.1.1. The IRU Transport Councils define and attain the IRU transport policy objectives laid down in Article 2 of the IRU Constitution, within the domain of the IRU Transport Council concerned, according to the functions set out in Article 16.

The standpoints taken by IRU Transport Councils or action to be taken by them, together with any draft standpoints or action to be taken by the IRU, shall take account of the IRU's transport policy, as determined by the General Assembly.

- 2.1.2. The Transport Council Secretaries shall assist the Transport Council Presidents with the preparation of standpoints, action to be taken and its implementation.

Any decision taken by an IRU Transport Council shall be transmitted immediately to the IRU Presidential Executive by the IRU Secretary General who shall ensure its follow-up and the control of its implementation.

Decisions

- 2.1.3. The decisions of a Transport Council taken by virtue of Article 2 of the IRU Constitution, shall be binding on its Members and the Liaison Committees, the Task Forces, the Study Commissions and the Working Parties of the IRU which come under the authority of this Transport Council, as soon as these decisions are adopted or with effect from a date determined by it.

- 2.1.4. The decisions of a Transport Council relating to the duties and rights of the Members at the national level, must be applied in accordance with Article 7 of the IRU Constitution.

Working programme and budget

- 2.1.5. The duties of Transport Councils shall be defined in a working programme, adopted by each Transport Council, at the time of its autumn meeting and based on the budget relative thereto, as approved by the General Assembly.

- 2.1.6. The expenditure of the Transport Councils shall be incorporated in the IRU annual budget. The adoption of the annual budget shall fall within the exclusive competence of the IRU General Assembly.

The expenditure and draft budgets for the next financial year shall be prepared in accordance with the procedure set out in paragraph 6.3 hereafter.

The commitment to financial expenditure not foreseen in the budget can only be made in accordance with the procedure mentioned in paragraph 6.3.9 hereafter.

- 2.1.7. The Transport Councils shall inform the Presidential Executive about the decisions taken and about their activities in accordance with Article 18 of the IRU Constitution.

2.2. COMPOSITION

- 2.2.1. Each Active Member of the IRU shall appoint, by name, its official representatives responsible for following the work of the Transport Councils. Provided that the number of seats allocated to it is not exceeded, each IRU Member may arrange to be accompanied by any other person from the Association, chosen by it.

In the event of any change in representation in the IRU, the IRU Member shall inform the Secretariat General thereof in writing.

- 2.2.2. The appointment by an Active Member of its representatives to a Transport Council

presupposes their effective exercise of a leading function and responsibilities within their organisation, as well as their active and constant participation in the work of the said Transport Council. The IRU Member and its representatives must be ready to accept any duty which is entrusted to them and declare that they are ready to devote the time required to carry it out.

The IRU Members and their representatives shall attain the IRU objectives in accordance with Articles 2 and 7 of the IRU Constitution.

2.3. DURATION OF TERMS OF OFFICE

2.3.1. The term of office of the persons elected at the IRU statutory meetings shall commence on 1 January following the year of the elections and expire on 31 December, two years later.

No elected representative may exercise his functions beyond the date on which his term of office expires, unless he has been re-elected for a new term of office.

Any elected representative may withdraw from his functions, provided that such withdrawal is notified in writing to the IRU Secretariat General. As from the notification of the withdrawal, the elected representative shall cease to exercise the function for which he was elected.

2.3.2. In case of the disablement of the President of a Transport Council to carry out his duties, he shall be replaced in accordance with Article 17 and 22 respectively of the IRU Constitution.

2.4. MEETINGS

Organisation of meetings

2.4.1. The dates of the regular meetings of the Transport Councils shall be determined – by their President - 2 years in advance. Meetings shall be held in Geneva, unless any other place is decided upon in accordance with Article 19 of the IRU Constitution.

Agenda

2.4.2. The agenda of Transport Council meetings shall be established and communicated by the Secretary General in agreement with the President of the IRU Transport Council concerned.

2.4.3. At the beginning of the meeting, the Transport Council President shall:

- a) decide the agenda on the basis of the provisional agenda.
- b) inform the Transport Council Members of any decisions of the Presidential Executive suspending the voting rights of any Members who have not paid their subscriptions.

Preparation of IRU documents

2.4.4. To attain efficiently the objectives of the Transport Councils:

- a) the Secretariat General, in agreement with President, shall be responsible for the timely distribution to the Members of the Transport Council, of the documents tabled on the agenda, **so that the Members shall have reasonable time to study them in advance of the meeting;**
- b) The items on the agenda of the Transport Councils must highlight:
 - i) the subjects on which decisions must be taken;

- ii) the subjects for information only.
- c) The documents concerning IRU transport policy, as defined in Article 2 of the IRU Constitution, submitted for decision to the Transport Council, must be structured as follows:
 - i) Analysis of the political situation or of the proposal to be the subject of a decision, highlighting the development of this question, the benefits/-disadvantages and the possible consequences for the industry;
 - ii) Definition, by the IRU Secretariat General, of the draft IRU standpoint to be debated for decision;
 - iii) Definition of the means to be employed in a coordinated manner at the national and international levels.

Procedure governing debates

- 2.4.5. Transport Council meetings shall be chaired, in principle, in the languages normally used by the IRU.
- 2.4.6. During meetings of the Transport Council, its President shall exercise the powers vested in him by virtue of the IRU Constitution; in particular, he shall declare each meeting of the Transport Council open and closed, direct the debates, allow participants to address the meeting, put matters to the vote and announce decisions.
- 2.4.7. The President of the IRU, the Secretary General, the Presidents of the Liaison Committees, the Task Forces, the Commissions and Working Parties and the Secretary of the Transport Council shall be given priority to provide any explanations which may facilitate the debates or answer any questions.
The President may call a speaker to order when he exceeds the time allocated to him or departs from the subject under discussion.
- 2.4.8. A Vice-President, acting as Transport Council President, according to the provisions of article 19 of the Constitution, shall, during that part of the session for which he replaces him, have the same powers and duties as the President himself.

2.5. WORKING METHOD

To derive maximum benefit from the available time and resources of their Members, any new activity undertaken by the Transport Councils is to be developed project by project.

Assisted by the IRU Secretariat General, each IRU Transport Council shall ensure, before initiating or pursuing any new activity, that either at least 10 Members, or 40% of its Members - whichever is the higher number - confirm their political support for this activity and their financial participation in it, in writing, committing themselves to take, in due time, the prescribed action at the national level in accordance with Article 7 of the IRU Constitution.

3. IRU PRESIDENTIAL EXECUTIVE

3.1. FUNCTIONS

Executive power

- 3.1.1. Based on analyses and its own assessment of the situation concerning road transport, its environment and that of the IRU, the Presidential Executive shall, in accordance with its functions, as defined in Article 21 of the IRU Constitution, take decisions, control their implementation and direct the affairs of the IRU and, according to all the bodies of the IRU (except the General Assembly), of the Liaison Committees, Task Forces, Study Commissions and of the Working Parties.

The Secretary General shall assist the Presidential Executive and the IRU bodies with the preparation of transport policy and the preservation of the unity of the IRU. He shall ensure the follow-up to the decisions taken.

- 3.1.2. The Presidential Executive shall establish, approve and control the implementation of all IRU rules and directives, including the Rules of Procedure of the Liaison Committees.

The Secretary General shall assist the Presidential Executive in its tasks, control the application of the decisions, Regulations and Directives, establish relevant reports and ensure follow-up.

- 3.1.3. The Presidential Executive shall approve and submit to the General Assembly, to be adopted at its autumn meeting, a draft IRU annual budget, prepared jointly by the Finance Commission and the Secretary General on the basis of the working programmes of the bodies of the IRU in accordance with Articles 12 and 35 of the IRU Constitution.

- 3.1.4. The Presidential Executive shall admit new Members and pronounce on exclusions on the basis of Articles 6,9 and 12 of the IRU Constitution.

Information to the General Assembly

- 3.1.5. The Presidential Executive shall submit to the General Assembly, at its spring meeting, the reports foreseen in Articles 12 and 33 of the IRU Constitution.

3.2. COMPOSITION

- 3.2.1. The Presidential Executive is composed of the IRU President and 9 ordinary members, proposed by the IRU Transport Councils and elected by the General Assembly and also, if required, of one or two additional members, appointed by the Presidential Executive and ratified by the General Assembly.

- 3.2.2. It may also appoint an Advisory Committee in accordance with Article 21 of the IRU Constitution.

3.3. TERMS OF OFFICE

- 3.3.1. The term of office of the persons elected at the IRU statutory meetings shall commence on 1 January following the year of the elections and expire on 31 December, two years later.

No elected representative may exercise his functions beyond the date on which his term of office expires, unless he has been re-elected for a new term of office.

Any elected representative may withdraw from his functions, provided that such withdrawal is notified in writing to the IRU Secretariat General. As from the notification of the withdrawal, the elected representative shall cease to exercise the function for

which he was elected.

- 3.3.2. In case of disablement of the President or a member to carry out his duties, he shall be replaced in accordance with Articles 17, 22 and 26 respectively of the IRU Constitution.

3.4. NOMINATION OF CANDIDATES FOR THE OFFICE OF PRESIDENT OF THE IRU AND THE OFFICE OF MEMBER OF THE PRESIDENTIAL EXECUTIVE

- 3.4.1. The Presidential Executive shall nominate a candidate for the office of President of the IRU, taking into account the criteria laid down by the Constitution of the IRU. The President's term of office shall be renewable once, except in imperative and exceptional cases. The Presidential Executive may nominate the retiring President for this office or a candidate selected from amongst the members of the retiring Presidential Executive.
- 3.4.2. During its term of office, the Presidential Executive may appoint one or two additional members of the Presidential Executive and submit their candidacies for ratification at the next meeting of the General Assembly.
- 3.4.3. The IRU President and members of the Presidential Executive, shall be appointed in accordance with Articles 17, 22, 23 and 24 of the IRU Constitution.

3.5. MEETINGS

Organisation of meetings

- 3.5.1. The dates of regular meetings of the Presidential Executive shall be determined two years in advance.

Notice of meeting and agenda

- 3.5.2. Notice of the meeting and the provisional agenda accompanying it shall be sent out 30 days prior to the meeting. In exceptional circumstances and at the written request of at least five of its members, this prior notice may be disregarded.
- 3.5.3. The provisional agenda of meetings of the Presidential Executive shall be drawn up by the Secretary General in agreement with the IRU President.
- 3.5.4. At the beginning of the meeting, the President shall decide the agenda, on the basis of the provisional agenda.

Preparation of IRU documents

- 3.5.5. To attain efficiently the priority objectives of the Presidential Executive:
- a) the Secretariat General, in agreement with the President, shall be responsible for the timely distribution, to the members of the Presidential Executive, of the documents tabled on the agenda, so that the members shall have reasonable time to study them in advance of the meeting.
 - b) The items on the agenda of the Presidential Executive must highlight:
 - i) the subjects on which decisions must be taken;
 - ii) the subjects for information only.
 - c) The documents concerning IRU transport policy, as defined in Article 2 of the IRU Constitution, submitted for decision to the Transport Council, must be structured as follows:
 - i) Analysis of the political situation or of the proposal to be the subject of a decision, highlighting the development of this question, the benefits/-disadvantages and the possible consequences for the industry;

- ii) Definition, by the IRU Secretariat General, of the draft IRU standpoint to be debated for decision;
- iii) Definition of the means to be employed in a coordinated manner at the national and international levels.

Procedure governing debates

- 3.5.6 Meetings of the Presidential Executive shall be chaired, in principle, in the languages normally used by the IRU.
- 3.5.7. At meetings of the Presidential Executive, the President shall exercise the powers vested in him by virtue of the IRU Constitution; in particular, he shall declare each meeting of the Presidential Executive open and closed, direct the debates, give the floor to participants, limit the speaking time and the number of interventions made on the same question, put matters to the vote and announce decisions.
- 3.5.8. If the President is temporarily unable to carry out his duties, the Vice-President who is the longest standing and, subsidiarily, the eldest, shall replace him in accordance with Article 26 of the IRU Constitution. A Vice-President acting as President shall, during the session at which he replaces him, have the same powers and duties as the President himself.

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4. IRU TASK FORCES, STUDY COMMISSIONS AND WORKING PARTIES

4.1. CREATION AND FUNCTIONS

Term and mission

- 4.1.1. Only the Presidential Executive, after consulting the IRU General Assembly, the IRU Transport Councils or the Liaison Committees within their own spheres of competence, as well as at the proposal of the IRU Secretary General, may decide to set up IRU Task Forces, Study Commissions and Working Parties, to define their mission and to supervise their activities.

Working programme and budget

- 4.1.2. The duties of the Task Forces, Study Commissions and the Working Parties shall be defined in an annual and long-term working programme adopted by each Task Force, Study Commission and Working Party. The working programme shall be submitted to the Presidential Executive and, respectively, to the Transport Council(s) concerned and, if required, to the General Assembly at their autumn meetings.

- 4.1.3. The Secretary of each Task Force, Study Commission and Working Party shall prepare, in conjunction with his President, a draft long and short-term working programme together with a draft budget relative thereto. This draft and this proposal must be realistic, based on 2 to 3 priorities, and capable of completion during the period for which they have been proposed.

- 4.1.4. The expenditure of the Task Forces, Study Commissions and Working Parties shall be incorporated in the IRU annual budget. The adoption of the annual budget shall fall within the exclusive competence of the IRU General Assembly.

The expenditure and draft budgets for the next financial year shall be prepared in accordance with the procedure set out in paragraph 6.3 hereafter.

The commitment to financial expenditure not foreseen in the budget can only be made in accordance with the procedure mentioned in paragraph 6.3.9 hereafter.

Implementation of the working programme

- 4.1.5. In accordance with the working programme approved by the Presidential Executive and the annual budget adopted by the General Assembly, each President of a Task Force, Study Commission or Working Party shall - at the initiative of the Secretary of this Task Force, Study Commission or Working Party and in collaboration with him – determine 2 to 3 concrete and realistic priority objectives to be reached during the course of the year.

- 4.1.6. Any new activity, including proposed studies, undertaken by the Task Forces, Study Commissions and Working Parties is to be developed project by project, indicating in the project proposal what useful purpose it will serve within the framework of the statutory objectives of the IRU, the human and financial resources required for their implementation and the proposed timetable of the programme, as foreseen in Article 4.1.2 of this document.

- 4.1.7. Furthermore, draft standpoints or action to be taken by the IRU proposed by the Task Forces, Study Commissions and Working Parties shall take account of the IRU's transport policy, as laid down by the General Assembly, and of the sectorial policy, as determined by the Transport Councils concerned.

- 4.1.8. The Task Forces, Study Commissions and Working Parties shall keep the Presidential Executive constantly abreast of their activities.

The Presidential Executive shall submit their activity report to the Transport Councils and the General Assembly.

- 4.1.9. The Secretaries of the Task Forces, Study Commissions and Working Parties shall be responsible for co-ordinating their work between themselves and for following it up at the national and international levels in cooperation with the Members.
- 4.1.10. Where a Transport Council or the General Assembly receives a written proposal or document for adoption, the Presidents of the Task Forces, Study Commissions and the Working Parties which prepared the proposal or the document, are required to attend the meetings of the Transport Council or General Assembly in order to present the document and the decisions to be taken.

4.2. COMPOSITION

- 4.2.1. Task Forces, Study Commissions and Working Parties shall be composed of representatives of the Active Members of the IRU.

The participation of Associate Members in the work of Task Forces, Study Commissions and Working Parties must be approved each year by the Presidential Executive. This right may be withdrawn.

- 4.2.2. Every two years, in line with the period of the mandate of the IRU President, each Active and Associate Member of the IRU shall appoint by name its official representative responsible for following the work of a Task Force, Study Commission or Working Party. During the course of this work the delegate so appointed may arrange to be accompanied by any other person indicated on a case-by-case basis by his association.

In the event of any change in representation, the Member shall inform the Secretariat General thereof in writing.

- 4.2.3. The appointment by a Member of a representative on a Task Force, Study Commission or Working Party presupposes his effective exercise of a leading function and responsibilities within his organisation, as well as his active and constant participation in the work of the said Task Force, Study Commission or Working Party.

The IRU Member and its representative must be ready to accept any duty which is entrusted to them and declare that they are ready to devote the time required to carry it out according to the agreed timetable.

The IRU Members and their representatives shall attain the IRU objectives in accordance with Articles 2 and 7 of the IRU Constitution.

- 4.2.4. The Task Forces, Study Commissions and Working Parties shall respectively appoint their President and, if applicable, a Vice-President for the duration of the work of the Task Force, or for a period of two years from amongst their members. This procedure shall take place, if possible, at the time of the first meeting of the Task Force, Study Commission or Working Party following the IRU statutory elections.

- 4.2.5. The period of office of the President and Vice-President shall be of two years and is renewable.

Any elected representative may withdraw from his functions, provided that such withdrawal is notified in writing to the IRU Secretariat General. As from the notification of the withdrawal, the elected representative shall cease to exercise the function for which he was elected.

4.3. MEETINGS

Organisation of meetings

- 4.3.1. The dates of regular meetings of Task Forces, Study Commissions and Working Parties shall be determined 2 years in advance.
- 4.3.2. Notice of the meeting, established by the Secretariat General in agreement with the President of the body in question, shall be sent to the members of a Task Force, Commission or Working Party 30 days prior to every each meeting.
- Presidents shall refrain from convening a further meeting of a Task Force, if the decisions taken by the previous meeting have not been implemented or if no standpoint on selected specific and concrete subjects has been prepared or planned. Furthermore, to avoid unnecessary expenditure, this provision also applies to the Study Commissions and Working Parties if the standpoints on the subjects dealt with have not been prepared or foreseen prior to the meeting. However, members may be informed or consulted by way of circular letters, memoranda or questionnaires.
- 4.3.3. If the President is unable to chair meetings or if any other impediment arises, the Task Force, Study Commission or Working Party concerned may be convened by the Vice-President or, if none has been appointed, by the Secretary General of the IRU. The Vice-President or Secretary General shall then chair the meeting until such time as the reasons preventing the President from discharging his duties cease to apply or until a new President is elected. The Secretaries of the Task Forces, Study Commissions and Working Parties may not chair such meetings.

Agenda

- 4.3.4. The essential purpose of the meetings of Task Forces, Study Commissions and Working Parties shall be to take decisions and not to exchange information. Consequently, the provisional agenda of each Task Force, Study Commission and each Working Party, prepared by their Secretary in agreement with their respective President, shall include 2 to 3 basic priority items. It shall be sent to the members of these Task Forces, Study Commissions and Working Parties at the same time as the notice of the meeting.
- 4.3.5. At the beginning of the meeting, the President shall decide the agenda on the basis of the provisional agenda.

Preparation of IRU documents

- 4.3.6. To attain efficiently the objectives of the Task Forces, Study Commissions and Working Parties,
- a) the Secretariat General, in agreement with their respective Presidents, shall be responsible for the timely distribution, in summary form, to the persons belonging to their Task Forces, Study Commissions and Working Parties, of the documents tabled on the agenda, so that the Members shall have reasonable time to study them in advance of the meeting;
 - b) The items on the agenda of the Task Forces, Study Commissions and Working Parties must highlight:
 - (i) the subjects on which decisions must be taken,
 - (ii) the subjects for information only.
 - c) The documents concerning IRU transport policy, as defined in Article 2 of the IRU Constitution, submitted for decision to the Task Forces, Study Commissions and Working Parties must be structured as follows:

- i) Analysis of the political situation or of the proposal to be the subject of an opinion of a Task Force, Study Commission or Working Party, highlighting the development of this question, the benefits/-disadvantages and the possible consequences for the industry.
- ii) Definition, by the IRU Secretariat General, of the draft IRU standpoint and all other major standpoints to be debated for decision.
- iii) Definition of the means to be employed in a coordinated manner at the national and international levels.

Procedure governing debates

- 4.3.7. The meetings of Task Forces, Study Commissions and Working Parties shall be chaired in the languages normally used by the IRU. The languages shall be determined, case by case, by the IRU Secretary General.

To have the best chance of benefiting from an interpretation service in the languages used by the IRU, i.e., English, French, German or Russian, it is indispensable that at least 5 IRU Members indicate their choice of the same language on the attendance sheet sent by fax to the IRU at least 15 days prior to the meeting.

In certain cases, interpretation may also be provided by whispering on condition that this procedure does not impede the smooth functioning of the meeting.

- 4.3.8. At meetings of Task Forces, Study Commissions and Working Parties, their President shall declare these meetings open and closed, direct the debates, allow participants to address the meeting, put matters to the vote and announce decisions.

The President of a Task Force, Study Commission or Working Party shall allow participants to address the meeting in the order of their request. However, the President of the IRU, the Secretary General, the Secretary of this Task Force, Study Commission or Working Party and any experts invited by the Secretariat General shall be given priority to provide any explanations which may facilitate the debates or answer any questions.

The President may call a speaker to order when he exceeds the time allocated to him or departs from the subject under discussion.

4.4 WORKING METHOD

To derive maximum benefit from the available time and resources of their Members, any new activity undertaken by the Task Forces, Study Commissions and Working Parties is to be developed project by project.

Assisted by the IRU Secretariat General, each Task Force, Study Commission and Working Party shall ensure, before initiating or pursuing any new activity, that either at least 10 Members, or 40% of its Members - whichever is the higher number - confirm their political support for this activity and their financial participation in it, in writing, committing themselves to take, in due time, the prescribed action at the national level in accordance with Article 7 of the IRU Constitution.

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5. IRU LIAISON COMMITTEES

5.1. CREATION AND FUNCTIONS

The Liaison Committees are governed by the IRU Constitution and notably by its Article 31, by the IRU Rules of Procedure relating to these Committees and, mutatis mutandis, by the provisions of the present Code of Conduct applying to the Transport Councils (Chapter 2).

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6. IRU SECRETARIAT GENERAL

(Head office and Permanent Delegations)

6.1. FUNCTIONS

- 6.1.1. The Secretariat General is responsible for making all the arrangements required to guarantee, with good political and financial management, the services necessary for the smooth operation of the Bodies of the IRU, of the Liaison Committees, Task Forces, Study Commissions and of the Working Parties. The Secretariat General shall:
- a) organise meetings and monitor the work and the decisions taken in cooperation with the Presidents of the IRU bodies and implement the IRU working programme and the directives and regulations decided by the Presidential Executive;
 - b) prepare and send the agendas and all documents for submission to the competent IRU bodies for decision;
 - c) shall establish and publish the reports of the meeting;
 - d) organise the statutory IRU elections and communicate the results;
 - e) prepare and send out documentation;
 - f) provide information about the working programme of the bodies of the IRU, of the Liaison Committees, Task Forces, Study Commissions and Working Parties as well as any amendment to this programme;
 - g) monitor, promote consensus and motivate the membership to act together, taking any decisions necessary concerning the priority subjects for the industry;
 - h) establish the IRU budget, in cooperation with the Finance Commission and on the basis of the working programmes;
 - i) collect subscriptions and admission fees;
 - j) Ensure the development, the management and the follow-up of IRU activities and services, for the IRU Members and the Industry.
- 6.1.2. Any dispensation from the administrative rules of the IRU shall be approved in writing, in advance, by the Secretary General and, as appropriate, by the IRU President.

6.2. COMPOSITION

- 6.2.1. The Secretariat General shall be structured according to the IRU organisation chart.

6.3. EXPENDITURE AND ANNUAL BUDGETS

Budgeting procedure for operating costs and investments

- 6.3.1. The Secretary General, who is responsible for implementation of the budget and management of the funds entrusted, shall give the relevant instructions to his staff and take the decisions required for good management and to ensure that the budget approved by the General Assembly is adhered to.
- 6.3.2. On the basis of the working programmes decided by the Transport Councils, Study Commissions, Working Parties and Liaison Committees, the managers concerned vis-à-vis the Secretariat General must establish in detail, by the end of August each year, the costs to be incurred in the budget of the IRU for the following year, to fulfil the various

missions and duties provided for by their working programme. To this end, they shall draw up:

- a) the budgets for their expenditure, including expenditure relating to the activities, project by project, decided by the competent IRU bodies;
- b) personal budgets covering the missions provided for by the working programme.

They shall, as far as possible, allocate the amounts provided for to the cost centres of the IRU accounting plan.

Expenditure common to several cost centres shall be distributed, as well as possible, as a fixed sum amongst these cost centres.

Preparation and approval of the annual budget

- 6.3.3. The draft budgets referred to in paragraph 6.3.2. above shall be received by the Secretary General who will examine them and, if necessary, after consulting the President of the Body, of the Liaison Committee, Task Force, Study Commission or of the Working Party concerned, amend and approve them. On the basis of these audited budgets, the Secretary General shall then establish the annual draft budget of the IRU.

The annual draft budget shall then be submitted for assessment by the Finance Commission. The Finance Commission and the Secretary General shall jointly establish the final draft budget which is submitted for the approval of the Presidential Executive and the General Assembly.

- 6.3.4. If any amendments are made to the draft annual budget by the Presidential Executive or the General Assembly, the budgets allocated to the various Bodies, Liaison Committees, Task Forces, Study Commissions, Working Parties and managers for their activities shall also be reviewed as a result.

Commitment of expenditure provided for in the final annual budget

- 6.3.5. Once the annual budget of the IRU has been approved by the General Assembly, all the missions, meeting costs and expenditure approved in this budget shall be executed under the responsibility of the managers concerned in the Secretariat General.

Expenditure approved in the IRU budget may not be used freely. It is the responsibility of every manager, striving at all times for optimum management of the financial resources made available, to constantly reduce expenditure to a minimum, seeking partners, taking maximum advantage of any possible synergies and avoiding the systematic use of interpretation, as well as any unnecessary meetings and travel.

The managers shall commit the expenditure relative thereto, check the invoices as compared with the estimates received and the services actually provided, authorise their payment and indicate to the Accounts Department of the IRU in Geneva how they are to be charged to the respective cost centre(s).

Before committing new expenditure and expenditure regularly repeated, the managers must ask for several offers in order to check the prices proposed in comparison with market prices.

Managers also undertake to monitor the progress of their budget, not to exceed the amounts of expenditure budgeted for and to manage constantly, in the IRU's best financial interests.

- 6.3.6. The same principles of budgeting and efficient management shall also apply to the various departments of the Secretariat General (TIR service, IRU Academy, Touring Coach Classification, Documentation, Information Systems, Information Technology, General Administration, etc.) as well as the way in which costs are incurred and the investments provided for are made.

- 6.3.7. Managers shall regularly monitor the actual progress of their cost centres' expenditure by comparing them against their detailed budget. To this end, the accounts department shall provide them with periodic "operating accounts" for each cost centre.
- 6.3.8. The travelling expenses and representation costs of the IRU staff shall be budgeted for according to the current rules of reimbursement.

Investments and charges not provided for

- 6.3.9. To undertake any missions, actions or studies not provided for in the detailed budgets or the amount of which is greater than that initially provided for, the manager concerned is required to obtain, in advance, the express written authorisation of the Secretary General. If the amount not provided for exceeds CHF 20,000, the Secretary General shall seek the agreement of the President, and, if so decided by him, of the Presidential Executive.

Internal audit

- 6.3.10. The internal auditor shall periodically examine the book-keeping and relevant documentation provided by the managers, in accordance with the financial flows and expenditure and, by way of random checks, compliance with the budget items and adherence to these Rules, both as regards the allocation and justification of expenditure. He shall report directly to the Secretary General and, if necessary, to the President of the IRU.

6.4. MEETINGS

- 6.4.1. The Secretary General shall, as far as possible, attend every meeting of the Bodies of the IRU, of the Liaison Committees, Study Commissions and of the Working Parties. He may nominate any other officer of the Secretariat General to replace him.
- 6.4.2. The Secretariat General shall keep, if possible, on the Internet site, a list of the meetings of the Bodies, Liaison Committees, Task Forces, Study Commissions and Working Parties for a two-year period.
- 6.4.3. The Secretariat General shall keep, if possible, on the Internet site, of the delegates appointed by the Members of the IRU to participate in meetings of the bodies, Liaison Committees, Task Forces, Study Commissions, Working Parties and of any persons accompanying them.
- 6.4.4. The organisation of meetings shall be the responsibility of the Secretariat General, unless these meetings are held away from the head-office or the seat of a Permanent Delegation. In this case, the organisation shall be the responsibility of the Organisation issuing the invitation.
- 6.4.5. The managers of the Secretariat General who organise a meeting shall prepare the documents needed for the decisions to be taken on IRU transport policy in accordance with the rules established under item 6.1.1 and issue them in the languages normally used by the IRU to the IRU Members concerned.
- 6.4.6. They shall oversee the presentation of the speeches delivered during the course of the meetings, publish and distribute the meeting reports and any relevant documentation, attend to the filing of the documents in the IRU archives and, in general terms, carry out any other work which the Presidents of the Bodies of the IRU, of the Liaison Committees, Task Forces, Study Commissions and of the Working Parties may request them to undertake.
- All documentation shall be as concise as possible.
- 6.4.7. The Secretary General or his representative shall be entitled to make known their standpoint on any matter appearing on the agenda of meetings of the IRU Bodies,

Liaison Committees, Study Commissions and Working Parties.

- 6.4.8. The report on each meeting shall be written during the week following the meeting and distributed no later than 3 weeks after it has taken place.

Reports shall be distributed in the form of a brief summary, containing primarily the points dealt with and the decisions taken.

The documents in question shall not exceed the following maximum number of pages:

- a) 8 pages for the General Assembly,
- b) 8 pages for the Transport Councils,
- c) 8 pages for the Presidential Executive,
- d) 4 pages for the Liaison Committees,
- e) 2 pages for the Task Forces, Study Commissions and Working Parties of the IRU.

Reports may contain Annexes dealing with specific matters.

- 6.4.9. The documents concerning the meetings and the reports on them must be made available on the Internet site and, as appropriate, be sent solely to the members of the Body, of the Liaison Committee, Task Forces, Study Commission or of the Working Party which held a meeting.

As far as the work of Task Forces, Study Commissions and Working Parties of the IRU are concerned, a brief executive summary shall be sent, providing information on the decisions taken by them, depending on the case, to all Members of the IRU or to all Members of any Transport Council concerned.

- 6.4.10. Meeting and representation costs paid by the IRU shall include the cost of preparation of documents for the meeting, the cost of translation and interpreting services for the meeting, the cost of hiring the room and technical facilities provided.
- 6.4.11. The IRU shall not reimburse the travel or hotel costs of association delegates or guests taking part in meetings of the IRU.

6.5. WORKING METHOD

To derive maximum benefit from the available time and resources of IRU Members, any new activity undertaken by the IRU is to be developed project by project.

Assisted by the IRU Secretariat General, each IRU instance shall ensure, before initiating or pursuing any new activity, that either at least 10 Members, or 40% of the Members of the body - whichever is the higher number - confirm their political support for this activity and their financial participation in it, in writing, committing themselves to take, in due time, the prescribed action at the national level in accordance with Article 7 of the IRU Constitution.

6.6. DISTRIBUTION OF DOCUMENTS OF THE IRU, ITS BODIES, THE TASK FORCES; COMMISSIONS AND WORKING PARTIES OF THE IRU, TO MEMBERS OF THE IRU

- 6.6.1. The documents of the IRU may be sent either:
- a) as a priority, by Internet and, as appropriate, in duly justified cases:
 - b) by normal or express post,
 - c) by fax.

6.7. RESPONSIBILITY FOR THE INTEGRITY, THE QUALITY AND THE CONTENT OF THE DOCUMENTS PRODUCED AND ISSUED TO THE PERSONS CONCERNED

The author of any original document produced by the IRU, and, as appropriate, a

manager commissioning a third party to produce such a document are the only persons responsible for ensuring the integrity of the text, the language versions produced in relation to the decisions taken, in terms IRU policy, of quality, confidentiality criteria and "corporate identity" set out by the IRU. The author and, as appropriate, the manager having commissioned a third party are also responsible for ensuring the conformity of the final text and its issue, as a written document or by electronic means, such as Internet.

7. **AMENDMENT OF THE IRU CODE OF CONDUCT**

Any amendment to the present Code of Conduct shall be made by the IRU Presidential Executive in accordance with Article 21 of the IRU Constitution. Such amendments shall enter into force on the date of their adoption by the Presidential Executive.

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Code of Conduct approved by the IRU Presidential Executive on 19 November 1997

Amended by the IRU Presidential Executive on 28 June 2001.

Submitted to the Presidential Executive for amendment on 30 November 2001.
