



Organisation intergouvernementale pour les  
transports internationaux ferroviaires

Zwischenstaatliche Organisation für den  
internationalen Eisenbahnverkehr

Intergovernmental Organisation for  
International Carriage by Rail

# **Rules of Procedure of the Revision Committee**

**version applicable**

**as from 27.2.2018**



## Contents

		<b>Page</b>
Article 1	Definitions	5
Article 2	Competence	5
Article 3	Representatives	5
Article 4	Right to vote	6
Article 5	Observers	6
Article 6	Secretariat	6
Article 7	Convening	7
Article 8	Agenda	7
Article 9	Working documents	7
Article 10	Chair, Vice-Chairs and conducting proceedings	8
Article 11	Proposals on the agenda items	8
Article 12	Examination of proposals and voting	9
Article 13	Withdrawal of a proposal	9
Article 14	Rediscussion	9
Article 15	Motions of order	10
Article 16	Adjournment or closure of discussion on an item	10
Article 17	Suspension or adjournment of a session	10
Article 18	Sequence of motions of order	10
Article 19	Non public nature of meetings	10
Article 20	Quorum	11
Article 21	Voting rules	11
Article 22	“Ad hoc” working groups	12
Article 23	Report	12
Article 24	Entry into force of decisions	13
Article 25	Languages	13
Article 26	Requirements for working documents and proposals	13
Article 27	Amending the Rules of Procedure	13
Article 28	Entry into force	14



In accordance with Article 16 § 10 of the Convention concerning International Carriage by Rail (COTIF) of 9 May 1980, as amended by the Protocol of 3 June 1999, the Revision Committee has adopted the following Rules of Procedure.

### **Article 1 Definitions**

For the purpose of these Rules, the term:

- (a) "Convention" means the Convention concerning International Carriage by Rail (COTIF) of 9 May 1980, as amended by the Protocol of 3 June 1999;
- (b) "OTIF" means the Intergovernmental Organisation for International Carriage by Rail;
- (c) "regional organisation" means a regional economic integration organisation which has acceded to the Convention in accordance with Article 38 of the Convention;
- (d) "representative" means the physical person nominated by a Member State, a regional organisation or another body entitled to be represented at the sessions of the Revision Committee;
- (e) "Secretary General" means the Secretary General according to Article 13 § 1 g) of the Convention;
- (f) "working languages" means the working languages according to Article 1 § 6 of the Convention.
- (g) "member of the Revision Committee" means a Member State or a regional organisation. When the Revision Committee deliberates and takes decisions on modifications to the Appendices to the Convention, Member States that have made a declaration in respect of the Appendices in question pursuant to Article 42 § 1, first sentence of the Convention shall not be members of the Revision Committee.

### **Article 2 Competence**

The competence of the Revision Committee shall be determined on the basis of Articles 17 § 1 and 33 § 4 of the Convention.

### **Article 3 Representatives**

- § 1 All members of the Revision Committee have an equal right to be represented at the meetings of the Revision Committee. Each member of the Revision Committee shall designate one or more representatives. If a member of the Revision Committee designates more than one representative, a head of delegation who shall exercise the right to vote shall be designated at the same time. The representatives shall be notified to the Secretary General in writing, specifying their names and functions and indicating the capacity in which they are to serve.

- § 2 A Member State may be represented by another Member State, provided the Secretary General is notified in writing. However, in accordance with Article 16 § 3 of the Convention, a State may not represent more than two other States.

**Article 4**  
**Right to vote**

- § 1 With the exception of Member States whose right to vote has been suspended (Articles 26 § 7 and 40 § 4 b) of the Convention), each member of the Revision Committee shall have one vote.
- § 2 Each regional organisation shall enjoy the number of votes equal to those of its members which at the time of the vote are entitled to vote according to § 1, to the extent that the items discussed cover matters for which it is competent. Such members of a regional organisation may only exercise their right to vote to the extent that the items discussed do not cover matters for which the regional organisation is competent.

**Article 5**  
**Observers**

- § 1 Representatives of associated members of OTIF, representatives of States which are not members of the Revision Committee and representatives of international organisations and associations invited in accordance with Article 16 § 5 of the Convention as well as persons invited to a session of the Revision Committee by the Secretary General on account of their specialist competencies in connection with the discussion of particular matters may take part in the meetings of the Revision Committee in an advisory capacity (observers).
- § 2 Observers may submit suggestions in accordance with the conditions defined in Article 11 § 1.

**Article 6**  
**Secretariat**

- § 1 The Secretary General shall provide the Secretariat of the Revision Committee.
- § 2 The Secretary General shall, in particular:
- (a) convene the Revision Committee (Article 7);
  - (b) prepare the working documents relating to items included in the Revision Committee's agenda (Article 8);
  - (c) draft and send to the members of the Revision Committee as well as to participating observers the report of each meeting (Article 23);
  - (d) notify all Member States and regional organisations of the decisions of the Revision Committee, any objections within the meaning of Article 35 § 2 of the Convention and the date of entry into force of the decisions;
  - (e) draft correspondence and maintain the archives.
- § 3 To the extent provided for in the Convention, the Secretary General may take part in the Revision Committee's discussions in an advisory capacity.

## **Article 7 Convening**

- § 1 In accordance with Article 16 § 2 of the Convention, the Secretary General shall convene the Revision Committee either on his own initiative or at the request of at least five members of the Revision Committee or at the request of the Administrative Committee according to Article 15 of the Convention.
- § 2 In addition to the requirements of Article 16 § 2 of the Convention, the Secretary General shall also convene the Revision Committee at the request of a regional organisation which, according to Article 4 § 2, enjoys the votes of at least five members of the Revision Committee.
- § 3 Not less than 20 weeks before the meeting opens, the Secretary General shall serve upon the members of the Revision Committee and the observers:
- (a) an invitation indicating the place, date and time of the opening of the meeting, and
  - (b) the provisional agenda and annotated provisional agenda. The latter shall provide a brief explanation of each item proposed for inclusion on the agenda.

## **Article 8 Agenda**

- § 1 Other than business that the meeting has been convened to discuss, the following shall be placed on the provisional agenda of each meeting:
- (a) all items the Revision Committee has, at any previous meeting, requested to be included;
  - (b) all items notified in accordance with § 2 that a member of the Revision Committee or an observer has requested to be placed on the agenda.
- § 2 If in accordance with § 1, a request is made, not less than 16 weeks prior to the meeting, to place other business on the agenda, then the Secretary General shall send the adapted version of the provisional agenda to the addressees not less than 14 weeks before the meeting opens. A request for an additional item shall contain a brief explanation of the proposed item.
- § 3 The provisional agenda shall be submitted to the Revision Committee at the beginning of the meeting for adoption or amendment. As a rule, the adoption of the agenda shall be the first item to be dealt with once the Chair and Vice-Chairs have been elected.
- § 4 New items may be added to the agenda, or existing items deleted from it, only with the unanimous agreement of the meeting.

## **Article 9 Working documents**

- § 1 The Secretary General shall send the working documents relating to the provisional agenda of the session of the Revision Committee, except items referred to in Article 8 § 1, letter (b), to the members of the Revision Committee and observers not less than 16 weeks before the opening of the meeting.

- § 2 A member of the Revision Committee or observer who submits a request in accordance with Article 8 § 1, letter (b) shall send the Secretary General, in at least one of the working languages, a working document on the proposed agenda item no later than 16 weeks before the opening of the meeting. The period shall be 12 weeks if the document is submitted in all three working languages. The Secretary General shall provide translation(s) into the other working language(s) and send the working documents to the members of the Revision Committee and to observers not less than 10 weeks before the opening of the meeting.
- § 3 The Secretary General shall place the documents of the Revision Committee on the OTIF website for access to the members of the Revision Committee and shall distribute them electronically to the members of the Revision Committee and to observers. The Secretary General shall provide hard copies at the request of any member of the Revision Committee who cannot receive or obtain documents by electronic means.

### **Article 10 Chair, Vice-Chairs and conducting proceedings**

- § 1 The Revision Committee shall elect, from among the representatives of its members, its Chair and one or more persons as its Vice-Chair. The Chair and the Vice-Chairs may be elected
- (a) for each meeting or a part of it, in which case there is no limit to the number of times they may be elected; or
  - (b) for an agreed period up to a maximum of five years, with the possibility of being re-elected once.
- § 2 If no permanent Chair or Vice-Chairs are elected, the Secretary General or another representative of the OTIF Secretariat shall open the meeting and shall conduct proceedings until the Chair and the Vice-Chairs are elected.
- § 3 The Chair shall direct discussions, ensure that discussions take place in accordance with these Rules, ensure that these Rules are applied, give the floor, direct the voting procedure and announce decisions.
- § 4 The Chair may propose to limit the time the floor is given to each speaker and the number of times each delegation may take the floor on a question and to close the discussion. He may propose the suspension or adjournment of the discussion on the item being examined or the suspension or adjournment of the session itself.
- § 5 In the exercise of his/her functions, the Chair remains under the authority of the Revision Committee.

### **Article 11 Proposals on the agenda items**

- § 1 Proposals may be submitted by any member of the Revision Committee, by the Secretary General in accordance with Article 21 § 4 of the Convention and by observers. Suggestions by observers shall be considered as proposals for a vote provided they are supported by a member of the Revision Committee.
- § 2 Proposals regarding an item included on the agenda shall be made in at least one of the working languages and shall normally be submitted in writing to the Secretary



General not less than 8 weeks before the opening of the session. Where the proposals are made in all the working languages, they shall be submitted not less than 5 weeks before the opening of the session. The Secretary General shall circulate the proposals to the members of the Revision Committee and to observers in all the working languages not less than 4 weeks before the opening of the session.

§ 3 After the deadline prescribed in § 2 or when a session is opened, members of the Revision Commission and observers may make further proposals in at least one of the working languages, provided that such proposals deal with items included on the agenda. Such proposals shall be submitted to the Secretary General, who should ensure translation, if possible, and distribute them at the meeting. However, such a proposal shall only be discussed if it is supported:

- (a) by at least two members of the Revision Committee if the proposal is in all the working languages;
- (b) by the majority provided for in Article 21 § 1 if the proposal is not in all the working languages.

## **Article 12**

### **Examination of proposals and voting**

§ 1 If the same issue is the subject of several proposals, the Chair shall decide the order in which they are dealt with and voted upon, beginning in principle with the proposal that appears to him to differ most from the original text or, if there is no original text, from the original proposal.

§ 2 If a proposal concerns amendments to a proposal, then the amendments shall be dealt with and voted upon first. If a proposal is the subject of two or more amendments, the vote shall first take place on the amendment that appears to the Chair to differ the most, with regard to its substance, from the original proposal. If the Revision Committee does not adopt any amendment, the vote shall take place on the original proposal.

§ 3 If a proposal can be separated into different parts, with the agreement of the proposer, each part may be dealt with and voted on separately. Once the different parts have been adopted, a vote must be taken on the proposal as a whole.

## **Article 13**

### **Withdrawal of a proposal**

§ 1 Any proposal may be withdrawn by the proposer, at any time before voting on it has begun and provided that the Revision Committee has not already voted to amend it.

§ 2 A proposal thus withdrawn may be immediately reintroduced by any other representative according to the requirements of Article 11.

## **Article 14**

### **Redisussion**

A proposal that has been adopted or rejected by a meeting of the Revision Committee may only be examined again at the same meeting if the Revision Committee so decides. In this event, the principle of re-examining the proposal shall be approved by means of a vote carried out in the same way as the initial vote on the proposal in question was taken, in accordance with Article 21.

**Article 15**  
**Motions of order**

Representatives may, at any time, submit motions of order. The Chair shall take a decision immediately. If a member of the Revision Committee disputes the Chair's decision, a vote shall be taken. The Chair's decision shall stand if it is not rejected by a majority in accordance with Article 21. A representative submitting a motion of order may not speak on the substance of the matter under discussion.

**Article 16**  
**Adjournment or closure of discussion on an item**

- § 1 During a session, any member of the Revision Committee may propose that discussions on an item be adjourned or closed.
- § 2 This motion shall immediately be opened for discussion. Apart from the proposer, the floor shall only be given to one supporter and two opponents of the motion, after which a vote on the motion shall be taken immediately.
- § 3 If the Revision Committee approves the motion, the Chair shall immediately declare that the discussions on this item are adjourned or closed.

**Article 17**  
**Suspension or adjournment of a session**

- § 1 During a session, any member of the Revision Committee may propose that the session be suspended or adjourned.
- § 2 Such a motion shall be put to the vote immediately, without discussion.
- § 3 If the Revision Committee approves such a motion, the Chair shall immediately declare that the session is suspended or adjourned.

**Article 18**  
**Sequence of motions of order**

Subject to the provisions of Article 15, the following proposals take priority over all other proposals or motions, in the order shown below:

- (a) Suspension of the session,
- (b) Adjournment of the session,
- (c) Adjournment of the discussions on an item,
- (d) Closure of the discussions on an item.

**Article 19**  
**Non public nature of meetings**

Unless the Revision Committee decides otherwise, its meetings and those of its working groups shall not be open to the public. The non public nature of a meeting has no influence on the procedures of OTIF regarding the distribution and publication of its documents.

**Article 20**  
**Quorum**

- § 1 There shall be a quorum (Article 13 § 3 and 17 § 2 of the Convention) in the Revision Committee when the majority of its members enjoying the right to vote according to Article 4 are represented there at the time of the vote.
- § 2 For the purpose of determining a quorum for an agenda item on a matter within the competence of a regional economic integration organisation, that organisation shall be counted to the extent of the number of votes it is entitled to cast in accordance with Article 4 § 2.
- § 3 At the start of each new agenda item, the Chair shall determine and inform the Revision Committee whether or not the meeting is quorate for the purpose of that item, notwithstanding that this may change prior to any vote.

**Article 21**  
**Voting rules**

- § 1 Voting in the Revision Committee shall take place in accordance with Article 16 § 4 of the Convention and with the following rules:
- (a) each member of the Revision Committee shall have one vote according to Article 4, without prejudice to Article 4 § 2;
  - (b) a proposal shall be adopted if the number of votes in favour is
    - equal to at least one third of the members of the Revision Committee represented at the time of the vote and
    - greater than the number of votes against;
  - (c) members of the Revision Committee which abstain in the vote shall nevertheless be considered to be represented at the time of the vote;
  - (d) determination of the majority shall be based on the number of members of the Revision Committee whose representatives according to Article 3 are present in the meeting room at the time of the vote. Non-participation of a representative present in the meeting room at the time of the vote shall be considered as an abstention.
- § 2 During a meeting of the Revision Committee, voting shall take place by show of hands. Any delegation may request a nominal vote. In this case, the vote shall take place in French alphabetical order, beginning with the delegation whose name the Chair draws out. Votes shall be recorded in the minutes of the relevant meeting.
- § 3 Where a matter arises outwith a meeting, and if the Chair, the Secretary General or at least five members of the Revision Committee believe a decision needs to be taken which should not be postponed until the next meeting of the Revision Committee, the Chair shall conduct a vote by written procedure in accordance with the following rules:
- (a) if no permanent Chair is elected, the Chair shall be defined as that of the most recent session;

- (b) all Member States shall be informed in writing about the subject of and reason for such a vote;
- (c) independent issues are to be voted upon separately, but if appropriate, during the same procedure;
- (d) the members shall be invited to send the Secretary General their written votes (yes/no/abstention) within a specific deadline (date and time), which must allow them no less than twenty one calendar days;
- (e) receipt of each vote shall be confirmed by the Secretary General;
- (f) all responses received within the deadline shall be recorded;
- (g) the quorum shall be the same as for a meeting of the Revision Committee. If the number of responses received before the deadline does not reach the required quorum, the proposal shall be considered to be rejected. It may, however, be resubmitted at the next meeting of the Revision Committee; and
- (h) all Member States shall be notified of the result of the voting procedure.

**Article 22**  
**“Ad hoc” working groups**

- § 1 If the Revision Committee considers it necessary, it may set up one or more "ad hoc" working groups to examine specific matters.
- § 2 The Rules of Procedure of the Revision Committee shall be applied mutatis mutandis at meetings of the “ad hoc” working groups unless specified otherwise by the Revision Committee.

**Article 23**  
**Report**

- § 1 The minutes shall be in the form of a report summarizing the discussions; in accordance with Article 16 § 8 of the Convention proposals and decisions shall be reproduced in full. The same shall apply to any actions or deadlines placed upon the Secretary General or any member of the Revision Committee.
- § 2 If there is a difference between the different language versions, the text in the language used by the speaker shall prevail; however, with regard to the decisions of the Revision Committee, the French text shall prevail.
- § 3 Each participant may request that his / her statements be reproduced in the report in full, provided the text is given to the Secretary General in one of the working languages.
- § 4 The draft report shall be sent to the participants at the meeting not later than two months after the meeting. Not more than six weeks after the day the draft report is sent, participants shall notify the Secretary General in writing of any corrections they wish to make to the report. If multiple corrections are requested which would cause the same content to be reproduced differently, the Secretary General shall agree a compromise or shall place the matter on the agenda of the next meeting.

- § 5 The definitive version of the report shall be sent to the members of the Revision Committee and the participating observers (Article 6 § 2 c)).

**Article 24**  
**Entry into force of decisions**

The decisions of the Revision Committee shall enter into force in accordance with Article 35 §§ 2 to 4 of the Convention.

**Article 25**  
**Languages**

- § 1 The proceedings of the Revision Committee shall be conducted in the working languages. If a speaker uses another language, he / she shall be responsible for arranging for interpretation of his / her statements into one of the working languages.
- § 2 Participants' interventions shall be interpreted immediately, orally and in substance, into the other working languages. Proposals, decisions and the Chair's statements shall be interpreted in full.
- § 3 All the documents referred to in Articles 7, 8, 9 and 11 shall be distributed simultaneously in all the working languages to the members of the Revision Committee and to observers within the applicable deadlines, except in the cases foreseen by Article 11 § 3.

**Article 26**  
**Requirements for working documents and proposals**

Working documents and proposals not originating from the Secretariat shall be as brief as possible. Working documents should not exceed 10,700 words (around 20 physical pages). Proposals should not exceed 5,300 words (around 10 physical pages). Working documents and proposals, including graphical representation, shall be submitted in an editable format to simplify translation.

**Article 27**  
**Amending the Rules of Procedure**

Provided a proposal for amendment is on the provisional agenda, these Rules may be amended in whole or in part by a decision of the Revision Committee in accordance with Article 21. The Revision Committee shall decide the date of entry into force of amendments.

**Article 28**  
**Entry into force**

These Rules shall enter into force on 27 February 2018.

Berne, le 27 February 2018

On behalf of the Revision Committee

The Chair:

(Clio Liégeois)