

# **TERMS OF REFERENCE OF The United Nations Road Safety Collaboration**

**Mission: Promote and strengthen international collaboration to reduce road traffic injuries**

## **Preamble**

Road traffic injuries are a major public health problem and a leading cause of death and injury around the world. It has been estimated that each year nearly 1.2 million people die and millions more are injured or disabled as a result of road traffic crashes. In addition to the enormous economic and social costs to individuals, families and communities, road traffic injuries place a heavy burden on national health services, in particular those of developing countries.

The need for improving road safety has been acknowledged by the United Nations system and its Member States for almost 60 years and extensive road safety work has been carried out by various global and regional organizations including the World Health Organization, the World Bank and the UN Regional Commissions.

The United Nations Economic Commission for Europe (UNECE) pioneered road safety activities in the UN system with the establishment of an Ad Hoc Working Group on the prevention of road accidents in March 1950 followed by the Group of Experts on Road Traffic Safety (GE.20). In 1988 the Working Party on Road Traffic Safety (WP.1) was established whose primary function is to serve as guardian of United Nations legal instruments aimed at harmonizing traffic regulations. The United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) has also been working on road safety since 1951, while the other Regional Commissions have included this area of work more recently.

WHO issued its first call to member states to improve road safety in 1960. This was followed in April 2004 by the dedication of World Health Day to the topic of road safety and the launch of the joint WHO/World Bank *World report on road traffic injury prevention* (herein after referred to as "the World Report") which highlighted the public health, social and economic impacts of road traffic crashes and offered member states seven recommendations. The same month, the United Nations General Assembly debated the issue of road safety and adopted a historic resolution calling for greater attention and resources to be directed toward road safety efforts. This resolution (A/RES/58/289) recognized the need for the United Nations system to support efforts to address the global road safety crisis. The resolution invited WHO, working in close cooperation with the United Nations regional commissions, to act as a coordinator on road safety issues within the United Nations system. In response to this request the World Health Assembly adopted its resolution WHA 57.10, accepting the General Assembly's invitation.

To facilitate international cooperation, including at a regional level, WHO has worked closely with the regional commissions to facilitate the development of the United Nations Road Safety Collaboration. As of June 2007, the group comprised eight organizations of the United

Nations system, including WHO, five regional commissions, the World Bank, and the United Nations Children's Fund (UNICEF) as well as twenty-nine other international agencies, Governments, non-governmental organizations, donors, research agencies and the private sector from transport, health and safety sectors committed to reduce road traffic injuries. .

The UN Road Safety Collaboration (hereinafter referred to as "the Collaboration") is an informal consultative mechanism whose members are committed to road safety efforts providing governments and civil society with good practice guidelines to support action to tackle the major road risk factors, and in particular to the implementation of the recommendations of the *World report on road traffic injury prevention*. The Collaboration holds plenary meetings twice per year. Since 2004, the Collaboration has, among other things, agreed on common objectives, developed a work plan and coordinated the production of a series of "good practice" manuals by partners, set up a website, and coordinated major activities in order to increase awareness around the First UN Global Road Safety Week. In order to help countries and other organizations to efficiently implement the recommendations of the World Report, several other publications have been produced on different topics by various partners. The Collaboration's activities have also served as a basis to prepare the reports submitted by the UN Secretary General to the General Assembly in August 2005 and September 2007.

In view of the increasing scope of its activities during the past three years, the Collaboration is embarking on a new stage in which there is a growing need to create an organizational structure, define membership criteria and outline roles and responsibilities of participants. To that end, the members of the Collaboration have agreed to establish the Terms of Reference set forth below, as an operating framework in which to implement the Collaboration's objectives.

## **1. Vision and Goal**

The Collaboration is an informal consultative mechanism whose members are committed to road safety efforts and in particular to the implementation of the recommendations of the World report.

Its vision is that death and injury should not be the price of mobility.

The goal of the Collaboration is to facilitate international cooperation and to strengthen global and regional coordination among UN agencies and other international partners to implement UN General Assembly Resolutions 58/289 and 60/5 and 62/244 and the recommendations of the World report thereby supporting country programmes.

The Collaboration is a coordination mechanism of activities implemented by its members.

## **2. Objectives of the Collaboration**

### **2.1 Specific objectives of the Collaboration are:**

- To strengthen global and regional coordination on road safety through information exchange and multisectoral cooperation.
- To advocate and encourage demand and additional resources for road safety, including through major advocacy events.
- To support assessments of the magnitude of the road safety problem, harmonized data collection and research on risk factors implemented by its members along their own work programmes and mandates, in a coordinated manner.
- To coordinate and support dissemination of documentation of good practices in prevention and road traffic injury reduction efforts in regions and countries developed by its members.
- To coordinate and support further development of guidelines for effective road safety interventions, in the areas of prevention, risk management, limitation of consequences of crashes, sustainable management of road infrastructure and safety equipment, and appropriate legislative models, elaborated by its members.
- To coordinate and support further development of guidelines for appropriate legal and medical response to crashes and injuries.
- To coordinate promotion of individual and institutional capacity development on road safety implemented by its members.
- To coordinate efforts within the UN system and to encourage a culture of road safety within these organizations.

## **3. Nature of the Collaboration**

- 3.1 The Collaboration is a coordination mechanism of road safety efforts within the United Nations system and other international partners, including international and regional organizations, governments and national agencies, foundations, non-governmental organizations, academic and/or research institutions, the commercial sector and civil society that aims to facilitate international cooperation to promote global road traffic safety. The Collaboration acts as a coordinating mechanism for information exchange and advocacy activities undertaken by the collaborating participants. The Collaboration aims to achieve its mission by the collaborative efforts of its members and is not a separate legal entity.

## 4. Structure of the UNRSC

- 4.1 The structure of the Collaboration is comprised of the participants, general meetings, project groups and a secretariat.

## 5. Participants

- 5.1 Organizations that have actively participated in the Collaboration's meetings until November 2008 automatically become "Participants" upon adoption of these terms of reference.

- 5.2. The Collaboration is open to the following organizations by a simple declaration of their intention to be associated with the Collaboration:

- Organizations of the UN system;
- Nongovernmental organizations; and
- Government agencies/organizations,
- Multilateral and other international development agencies

that work on road safety and whose objectives and work programmes are supportive of the prevention and control of road traffic injuries and/or have funding and technical support roles.

- 5.3 The Collaboration is also open to other interested public or private sector organizations. Their membership application will be reviewed on a case-by-case basis and approved by consensus by participants at the Collaboration meetings, based on an assessment of possible conflicts of interest and against the elements listed under point 5.4 below.

- 5.3.1 Private sector participation is limited to 25% of the Collaboration's total membership.

- 5.4 All candidates seeking to participate in the Collaboration must meet the following criteria:

- Be committed to reducing the global road safety carnage.
- Be active in the field of road safety internationally
- Endorse the vision, goals and objectives of the Collaboration
- Actively participate in one or more of the Collaboration's priority activities.

- 5.5 Responsibilities of participants in the Collaboration:

- Actively initiate and participate in the activities of the Collaboration
- Support the implementation of the Collaboration work plan
- Contribute resources -- financial, technical or human -- to the Collaboration's efforts
- Promote the principles and vision of the Collaboration
- Share knowledge and information (lessons learned, case studies, programme results, etc.) with other members of the Collaboration

- 5.6 Participation should be self-funded within the means of the agency.

## **6. General Meetings**

- 6.1 The Collaboration will meet two times per year. In the spirit of UN GA Resolution 58/289, WHO will be the Chair of the Collaboration and the vice chair will be a representative of one of the UN Regional Commissions. Vice Chairmanship shall rotate among the Regional Commissions on an annual basis. In line with existing practise, efforts will be made to rotate meetings between Geneva and the headquarters of the five UN regional commissions, in order to increase the visibility of the Collaboration across the world. It is intended to align vice chairmanships with the convening of UNRSC meetings in the respective regions of UN regional commissions. The Collaboration may also hold additional ad hoc meetings, as necessary and if appropriate. The Collaboration meetings may be combined with meetings of other relevant bodies or events.
- 6.2 The functions of these meetings include:
- To serve as a forum of information exchange on progress, problems and challenges in relation to international road safety efforts in general and collaborative projects in particular.
  - To review overall progress towards implementation of resolutions of the United Nations General Assembly and of other UN organizations as well as the recommendations of the World Report.
  - To identify and plan for additional major global events and activities.
- 6.3 Subject to the section 5.4, above, the General Meeting will also be responsible for:
- confirming the acceptance of new participants and observers in the UNRSC; and
  - establishing ad hoc Project Groups to address and advise the General Meeting on issues relevant to the Collaboration's mandate, including the coordination of country focused initiatives.

Participants may also decide on the dissolution of the Collaboration.

## **7. Project Groups**

- 7.1 Project Groups provide a mechanism whereby a group of participants with similar interests can exchange information and collaborate on agreed specific tasks/projects in line with the Collaboration's objectives.
- 7.2 Creation of project groups may be proposed by any member of the Collaboration, with approval by the General meeting. Project groups should have terms of reference, clear objectives and a work plan.
- 7.3 Project groups can meet during, in the margin of, or between Collaboration meetings, and will report on progress at plenary meetings of the Collaboration. Tenure is limited to the term of each 3-year work plan with an automatic sun-setting clause, with continuance possible subject to review of relevance and efficacy by the General meeting.

## **8. Secretariat support**

8.1 Subject to the availability of sufficient human and financial resources for this purpose, secretariat support for the Collaboration will be provided by WHO in collaboration with the UN regional commission which holds the Vice Chairmanship of the current year (hereinafter the "Secretariat").

8.2 The main responsibilities of the secretariat are:

- To provide administrative and operational support to the Collaboration, the Project Groups as necessary and appropriate. This includes
  - Coordination of the organization of the General Meeting and of the ad hoc Project Groups;
  - Preparation and timely distribution of documentation for Collaboration plenary meetings (e.g. agendas, meeting reports);
  - Organization of a central repository of information and documents relevant to the Collaboration;
  - Maintenance of the Collaboration website;
  - Preparation of the Collaboration work plan and resource requirements for submission to the General meeting for consideration and advice; and
  - To be responsible for carrying out and managing the day-to-day operations of the Collaboration and coordinate implementation of the work plan.
- Receive and inform the General Meeting of notices of termination of participation;
- Review the acceptability of applications for participation from commercial enterprises;
- To stimulate engagement of all partners and facilitate the development of the Collaboration strategy and the effective functioning of collaborative work;
- To conduct periodic reviews of the role, functioning, and impact of the Collaboration with a view to improving and, as needed, considering modifications;
- To support the work of the Chair and Vice-Chair of the Collaboration; and
- To perform such other administrative tasks or oversight functions required in the execution of the above.

8.3 The Secretariat will determine additional resource requirements to fully support and operationalize the Collaboration for budgeting, results-based management, and resource mobilization purposes. Funding will be sought from sources external to WHO and the UN regional commissions.

## **9. Broader global and regional consultation**

Road safety is an issue of great concern for many different stakeholders around the world and there is a need for a broad consultation and information sharing. Therefore, every second or third year, global and regional stakeholder meetings are held in order to share information about global and regional progress within the road safety field. The Collaboration works closely with existing regional road safety groups under the UN regional commissions, such as the UNECE WP.1 and the UNESCAP's Working Group of the Intergovernmental Agreement on the Asian Highway Network. The Collaboration encourages and will support the establishment of other regional road safety groups aimed at bringing together Member States for the cause of road safety, and improving collaboration between regional commissions, the relevant WHO offices in the respective regions and NGOs.

## **10. Publications**

- 10.1 In general, there will be no joint UN Road Safety Collaboration publications. Publications may be issued by individual partner agencies or jointly by multiple agencies as agreed in the work plan. Copyright and the use of logos should be determined through a Memorandum of Understanding between participating organizations.
- 10.2 The Collaboration has a co-branded website that is housed within WHO's website (see [www.who.int/roadsafety/en/](http://www.who.int/roadsafety/en/)). This website will link to the individual sites of partner agencies. Partner agencies that wish to put their technical publications on the Collaboration's website can do so by submitting a request to this effect to the Secretariat. The Collaboration's website will contain appropriate disclaimers including that the content of these documents do not necessarily reflect the views or stated policy of other participating organizations, agencies and institutions.

## **11. Financing of, and fundraising for, the activities of the Collaboration and its participants (including the secretariat support)**

- 11.1 Each Participant will, in principle, be responsible for meeting its own expenses in relation to the Collaboration (including, but not limited to, travel and subsistence for the attendance of the Collaboration meetings, ad hoc Project Group meetings, country focused initiatives, etc).
- 11.2 The secretariat support and related day to day operation of the collaboration will be financed by voluntary contributions from the Participants. The secretariat may also raise funds from other sources to support the work of the collaboration, in accordance with UN or WHO rules and procedures as appropriate.
- 11.3 Participation by the commercial sector, including donations (in cash or in kind), will be consistent with the UN or WHO Guidelines, Rules and Procedures, as appropriate.

## **12. Termination of participation in the Collaboration**

- 12.1 Any Participant may decide to terminate its involvement in the Collaboration by providing written notice.
- 12.2 In addition, it should be noted that the involvement of any participant shall terminate, if and when the participant decides to leave the collaboration, or if the participant ceases to meet the criteria set forth in the first paragraph of section 5 above or no longer subscribes to the mission and goals of the Collaboration as described in sections 2 and 3 above. The latter is to be determined by the General Meeting based on a suggestion by the Secretariat.

## **13. Amendments**

These Terms of Reference may be modified by consensus of all participating organizations.

## **14. Endorsement**

These Terms of Reference were endorsed by consensus of all participating organizations as recorded in the minutes of the Collaboration at 17 November 2008.