

DRAFT TERMS OF REFERENCE AND RULES OF PROCEDURE FOR THE INFORMAL
GROUP FOR PREPARING A GTR ON THE LOCATION AND IDENTIFICATION OF
MOTORCYCLE CONTROLS, TELL-TALES AND INDICATORS

[Adopted by GRSG at its 98th session]
[(subject to WP.29 consent, see para. X)]

TERMS OF REFERENCE

1. The informal group shall prepare a draft GTR on the location, identification and operation of motorcycle controls, tell-tales and indicators, for consideration by GRSG.
2. The target completion date for the informal group to submit the text for the draft GTR shall be the 99th session of GRSG in October 2010.
3. In preparing the draft GTR, the informal group shall base its discussions on proposal document number ECE/TRANS/WP.29/2006/74.
4. The draft GTR shall consider the comments raised by Contracting Parties on the proposal and also consider the addition of any proposed new symbols with respect to recognisability and acceptability.

RULES OF PROCEDURE

1. The informal group is a sub-group of GRSG, and is open to all **Contracting Parties and NGOs participants** of GRSG. **There should only be a maximum of two participants from any country and organization shall participating in the informal group.**
2. A Chairman (Italy) and a Secretary (IMMA) shall govern the informal group.
3. The official language of the informal group shall be English.
4. Informal group to work primarily by email correspondence, by telephone conference calls and may hold meetings in conjunction with session of GRSG meetings.
5. All documents and/or proposals must be submitted to the Secretary of the group in a suitable electronic format at least two weeks in advance of the meeting. The group may refuse to discuss any item or proposal which has not been circulated 10 working days in advance.
6. An agenda and related documents shall be circulated to all members of the informal group in advance of all scheduled meetings. **Reports of the discussions shall be provided to GRSG.**
7. Recommendations to GRSG shall be reached by consensus. If the informal group cannot reach a consensus, the proposals shall be presented to GRSG, in order to take a decision.
8. All working documents shall be distributed in digital format. Meeting documents should be made available to the UNCE secretariat for publication on the website of

WP.29.