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 over nearly 1.25 million people die and tens of 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 low-and middle-income developing countries.

The need for improving road safety has been acknowledged by the United Nations system and its Member States for decades 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 towards 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
The UN Road Safety Collaboration (hereinafter referred to as "the Collaboration") is an informal consultative mechanism whose members are committed to supporting road safety efforts globally, regionally and in countries 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 its creation, 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 road safety including through the First UN Global Road Safety Weeks, the World Days of Remembrance for Road Traffic Victims, as well as through a series of global ministerial conferences on road safety. 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 biannual reports submitted by the UN Secretary General to the General Assembly since August 2005 in August 2005 and September 2007.

In 2010, the UN General Assembly (A/RES/64/255) proclaimed the period 2011-2020 as the Decade of Action for Road Safety, with a goal to stabilize and then reduce the level of road traffic fatalities around the world by increasing activities conducted at national, regional and global level. The World Health Organization and the United Nations regional commissions, in cooperation with other partners in the Collaboration and other stakeholders were requested to prepare a plan of action of the Decade. The Global Plan for the Decade of Action for Road Safety 2011, developed by the Collaboration, provided an overall framework for activities based on 5 "pillars" (building road safety management capacity; improving the safety of road infrastructure and broader transport networks; further developing the safety of vehicles; enhancing the behaviour of road users; and improving post-crash response).

In 2015, the UN passed the 2030 Agenda for Sustainable Development which included target 3.6 which set an ambitious goal of halving the number of road traffic deaths and injuries by 2020. The World Health Organization was tasked with the custodianship of the indicator 3.6.1 linked to this target.

To significantly decrease road traffic deaths there is a need to accelerate efforts and further develop and foster multisectoral and multi-stakeholder collaboration. In this regard, non-state actors have a significant role to play in advancing and promoting road safety. However, as a WHO hosted network, engagement by the Collaboration with non-State actors at global, regional and country levels is subject to the World Health Assembly adopted Framework of Engagement with Non-State Actors (FENSA) (Resolution A69/A/CONF./1). In this regard, FENSA strengthens WHO’s engagement with non-State actors in favour of public health objectives and especially in the SDG context while at the same time reinforcing WHO’s
In this context, WHO and Collaboration members have agreed to revise the Collaboration Terms of Reference so as to bring them in line with current governance practices relating to WHO hosted networks including FENSA.

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

1.1 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.

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

1.3 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 on improving global road safety, the World health Assembly resolutions relating to road safety 58/289 and 60/5 and 62/244 and the recommendations of the World Report thereby supporting country programmes aimed at prevention, care, and rehabilitation.

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 and facilitate global and regional consultations and 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 and interventions effectiveness 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 facilitate the coordination and assist, as appropriate, in coordinate and support of further development of guidelines relating to the response to 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, its Secretariat and structure**

3.1 The Collaboration, aims to facilitate international cooperation to promote global road traffic safety, 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.
members. The Collaboration aims—strives to achieve its mission by—through the collaborative efforts of its members and is not a separate legal entity.

3.2 Subject to the availability of sufficient human and financial resources for this purpose, the secretariat (the “Secretariat”) for the Collaboration will be provided by WHO working in close cooperation with the UN regional commission that holds the Vice Chairmanship for a given year.

3.3 The Collaboration includes a plenary body called the General Meeting and project groups comprised of Members and Observers as defined further below in these Terms of Reference.

4. Structure of the UNRSC

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

45. Participants Members

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.

4.1 5.2. Members in the Collaboration will consist of representatives of: 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 and civil society organizations; and
- Government agencies/organizations;
- Multilateral and other international development agencies;
- Academic institutions;
- Philanthropic foundations; and
- Private sector entities.

4.2 All organizations seeking to apply for UNRSC membership must meet the following criteria:

a. Commitment to 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. This commitment should be demonstrated through, among other things, involvement in activities that aim to reduce the global road safety burden and improve road safety internationally;

b. Willingness to endorse and contribute to the Collaboration vision, goals and objectives in furtherance of UN General Assembly and World Health Assembly resolutions relating to road safety;
c. Ability to participate in one or more Collaboration priority activities in a sustained and committed manner; and

d. Be free of conflicts of interests and adverse reputational concerns in relation to the vision, goals, objectives and activities of the Collaboration as determined by the Secretariat on the basis of its applicable policies and practices and in particular FENSA.

e. Attend at least one meeting as an observer

4.3 Private sector organizations:

- In addition to meeting the criteria set out in clause 4.2 above, membership of individual private sector entities in the Collaboration shall be limited to 25% of the Collaboration’s total number of members.

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.

4.45.5 Responsibilities of participants/members in the Collaboration:

- Actively initiate and participate in the activities, discussions, and deliberations of the Collaboration
- Provide feedback to the Secretariat in connection with membership applications;
- Support the implementation of the Collaboration work plan;
- Contribute financial, technical or human resources, as appropriate, to the Collaboration’s efforts;
- Promote the work, vision, goals and objectives, principles, and vision of the Collaboration;
- Share knowledge and information (lessons learned, case studies, programme results, etc.) with other members of the Collaboration;
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- Disclose to the Secretariat any issues that may give rise to a real or apparent conflict of interest that would risk undermining the vision, goals, objectives and activities of the Collaboration; and
- Chair project groups.

4.5 Members’ organizations are listed on the UNRSC website.

4.6 Participation should be self-funded within the means of the agency/organization.

5. Observers

5.1 Organizations participating as observers can attend the General Meeting and project groups but cannot participate in discussions therein or chair project groups. Notwithstanding, the foregoing, Observers may respond to questions from Members with the approval of the Chair or Vice Chair of the General Meeting or relevant project group, as applicable.

5.2 Requests for observers to attend the General Meeting of the Collaboration should be made to the Secretariat ahead of the meeting and will be considered on a case by case meeting by the Secretariat taking into consideration the criteria set in section 4.2a and section 4.2d.

5.3 Observers attending the General Meeting will be listed as such in the list of participants for each meeting.

5.4 Participation should be self-funded within the means of the organization.

6. General Meetings

6.1 The Collaboration will hold two General Meetings per year.

6.2 In the spirit of UN GA Resolution 58/289, WHO will be the Chair of the General Meeting and ad hoc meetings convened under clause 6.5 below. Collaboration and 

6.3 The Vice Chairman shall will rotate among the Regional Commissions on an annual basis as determined by them.

6.4 In line with existing practices, efforts will be made to rotate the venue of General 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.

6.5 The Collaboration may also hold additional ad hoc meetings, as necessary and if appropriate.
6.6. To the extent possible and appropriate, meetings of the Collaboration may be combined with meetings of other relevant bodies or events.

6.7. The functions of the General 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 discuss review overall progress on the implementation of resolutions of the United Nations General Assembly and of other UN organizations as well as progress on the recommendations of the World Report.

- To identify and plan for additional major global events and activities relating to road safety.

6.8. Subject to the section 5.4, above, the General Meeting will also be responsible for:

- Endorsing, subject to clause 8.2 below, confirming the acceptance of new participants and observers members in the Collaboration 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.

- Facilitate the establishment of a common view on road safety issues.

- Dissolving the Collaboration. 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 members 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 and their establishment shall be subject to approval by the General Meeting of the Collaboration, with approval by the General Meeting.

7.3 Project groups shall have Terms of Reference that are approved by the General Meeting and that describe the objective, work plan and method of work of the proposed Project Group should have terms of reference, clear objectives and a work plan.

7.3 Project Groups may meet during, in the margin of, or between Collaboration General 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 and the Project Groups as necessary and appropriate. This includes:

- Coordination of the organization of the General Meeting, ad hoc meetings and of the ad hoc Project Groups;
- Preparation and timely distribution of documentation for Collaboration plenary meetings and the General Meeting (e.g. agendas, meeting reports, list of participants);
- 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
- Responsibility for carrying out and managing the day-to-day operations of the Collaboration and coordinate implementation of its work plan; and
- Handling of requests by Observers wishing to attend the General Meeting.

8.2 Review of membership applications:

a. Candidates will be required to complete an application form to be developed and provided by the Secretariat.

b. The Secretariat, in consultation with the General Meeting Vice-Chair, shall review membership applications and consider them in light of the criteria set out in clause 4.2 above.

c. The Secretariat shall seek input from Collaboration Members in connection with membership applications, prior to making a decision on admissibility.

d. If invited, candidates must appear in person at a subsequent Collaboration meeting and present their case orally.

e. Input from Members on the advisability and suitability of accepting a new membership application can be accepted by written commentary or in person.

Receive and inform the General Meeting of notices of termination of participation;

- Review the acceptability of applications for participation from commercial enterprises;

8.3 To stimulate engagement of all partners and facilitate the development of the Collaboration strategy and the effective functioning of collaborative work;
8.4 To conduct periodic reviews of the role, functioning, and impact of the Collaboration and propose or consider amendments to these Terms of references, as appropriate, with a view to improving and, as needed, considering modifications.

8.5 To support the work of the Chair and Vice-Chair of the Collaboration; and

8.6 In accordance with its policies and procedures, to use due care to screen Members and candidates for membership for conflicts of interest. In this regard, the Secretariat, acting in collaboration with the General Meeting Vice-Chair, shall determine in advance if a potential conflict of interest exists and request any additional information from the Member concerned. If a conflict of interest is determined, the Secretariat, acting in collaboration with the General Meeting Vice-Chair, shall decide what measures are needed to protect the Organizations’ and the Collaboration’s interests in light of the nature and seriousness of the conflict.

8.7 To perform such other administrative tasks or oversight functions required in the execution of the above.

8.8 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.

8.9 The Secretariat shall not assume any liability for independent acts carried out by Members regardless of whether such acts were carried out in the name of Collaboration.

9. Modus Operandi

9.1 The Collaboration is not a decision making body and will aim to reach consensus on issues being discussed.

9.2 The Secretariat reserves the right not to implement any Collaboration activity which it determines gives rise to undue financial, legal or reputational liability or is contrary to WHO policies, regulations and procedures.

9.3 Participants shall not make public statements about Collaboration activities or on behalf of the Secretariat without the prior consent of the Secretariat acting in collaboration with General Meeting Vice-Chair.
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, UNECE WP 29, 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.

Publications

11.1 "Publications" include any form, whether paper or electronic, and in any manner. Members are always allowed to cite or refer to Collaboration publications, except for purpose of promoting any commercial products, services or entities.

11.2 In general, and unless agreed otherwise by the Secretariat, 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.

11.3 Any publication by a Member, other than WHO, referring to Collaboration activities shall contain appropriate disclaimers as decided by WHO, including that the content does not necessarily reflect the views or stated policy of the Members (including WHO, acting as the Secretariat of the Collaboration).

11.4 The Collaboration has a co-branded website that is housed within WHO's website (see www.who.int/roadsafety/en/). At their discretion and subject to applicable Secretariat policies, rules and regulations, the this website may include web links to the individual websites of partner agencies. Members 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 WHO, other participating organizations, agencies and institutions.

Financing of, and fundraising for, the activities of the Collaboration and its participants (including the secretariat support)
14.2.1 Each Participant Member 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), unless agreed otherwise on a case by case basis by the Secretariat. Members shall disclose to the Secretariat any third party funding support that they have received to attend Collaboration activities and this information will be communicated by the Secretariat on the Collaboration website.

14.2.2 The Secretariat support and related day to day operation of the Collaboration will be financed by voluntary contributions from the Participants Members. 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. All Secretariat funds shall be administered in accordance with WHO's policies including its financial regulations, rules, and practices, and are subject to WHO's normal programme support costs.

14.2.3 Contributions by Members including donations (in cash or in kind), will be acknowledged by the Secretariat in accordance with its applicable rules, policies and practices and reported annually on the Collaboration website. 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.

13.2. Termination of participation in the Collaboration

13.2.1 Any Member Participant may decide to terminate its involvement in the Collaboration by providing one month written notice to the Secretariat.

13.2.2 A Member will be deemed to have withdrawn from the Collaboration if such Member is not present at three successive General Meetings without providing a justifiable reason.

13.3 The involvement of any Member shall terminate, if the Member:
   a. ceases to meet the criteria set forth in the clause 4.3 above;
   b. no longer subscribes to the vision, goals, objectives of the Collaboration; and
   c. is engaged in activities that are incompatible with the Policies of the Secretariat or contrary to the goals and objectives of the Collaboration.

13.4 In connection with clause 13.2 and 13.3 above, the decision to terminate involvement of a Member shall be made by Secretariat, in consultation with the General Meeting Vice-Chair, and upon discussion with Collaboration Participants.

13.5 The Secretariat shall be responsible for informing Members of any termination notices it has received or termination notices it has issued.

13.6 WHO may with the provision of three months prior written notice to the Members terminating its role as the Secretariat of the Collaboration or withdraw from the Collaboration.
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.

### 143. Amendments

In consultation with Members attending a General Meeting, these Terms of Reference may by WHO acting in collaboration with General Meeting Vice-Chair, modified by consensus of all participating organizations.

### 145. Endorsement

Members shall be deemed to have endorsed and accepted these Terms of Reference as a condition of their participation in the Collaboration were endorsed by consensus of all participating organizations as recorded in the minutes of the Collaboration at 17 November 2008.