

ORGANISATION FOR CO-OPEARTION OF RAILWAYS (OSJD)

I Edition

Approved by the XVII Conference of General Directors (authorized representatives) of OSJD Railways in Berlin on 22 - 26 April 2002

A7

Date of entry into force: 1 July 2002

Note: with the second paragraph of point 1 changed, Art. IX , with effect from 21.02.2005

INTERNAL REGULATION FOR OSJD PERMANENT WORKING GROUPS

In accordance with the OSJD Statutes, the following Internal Regulation for the Permanent Working Groups shall be established (hereinafter referred to as Regulation).

Article I

GENERAL

1. OSJD Permanent Working Groups (hereinafter referred to as PWG) are OSJD working bodies.

2. According to the distribution of positions in the OSJD working bodies, the Conference of General Directors (authorized representatives) of OSJD Railways (hereinafter referred to as Conference) shall appoint from among the experts of OSJD Committee (hereinafter referred to as Committee) a PWG Expert who, as a rule, shall function as Chairman for the PWG meetings (hereinafter referred to as PWG Expert).

3. The PWG groups shall work under a Programme approved by the Conference. Draft Programme and Work Plan shall be developed by the PWG groups. The Work Plan shall contain the exact wording of issues for consideration, work volume for a given year, leading and participating performers for a topic, execution period as well as decision level.

Draft Work Plan of PWG shall be adopted under Article II of the Internal Regulation for the Meeting of Plenipotentiary representatives of Members of OSJD Ministerial Conference and Members of the Conference of General Directors (authorized representatives) of OSJD Railways.

4. The PWG groups carry out their work concerning the conventions and agreements concluded within the OSJD according to the procedure stipulated by these documents and decision tree under Article IX of this Regulation.

5. The PWG groups convene meetings of OSJD Railways experts to draft documents on individual issues and their further consideration. In specific cases, meetings of the editing groups consisting of OSJD Railways representatives are convened. The venue, date and period for these meetings shall be stipulated in the PWG Work Plan.

6. To the issues that are not regulated by this Regulation, provisions of the OSJD basic documents shall be applied.

Article II

PWG COMPOSITION

1. A PWG group will be composed of the delegations the heads of which are appointed by authorities of the OSJD Railways.
2. Activity of the PWG group is governed by the PWG Expert who shall:
 - be responsible for the preparation and timely transmission of the meeting documents and documents to be submitted to the Conference;
 - draft, as proposed by the OSJD Railways, Programme and Work Plan as well as proposals on how to finance the individual topic developments.

Article III

PREPARATIONS FOR THE MEETINGS

1. The OSJD Railways being responsible for preparing the documents for consideration at the PWG meetings shall send them to the participants in the topic and Secretary of OSJD Committee within two months before the meeting. If agreed, the documents may be sent in electronic format by e-mail.
2. The Secretary of OSJD Committee shall send to the participating OSJD Railways the meeting documents drafted by the PWG Expert, including draft agenda, within one month before the meeting. In case the number of delegations to attend the meeting does not meet the conditions required for the validity of the meeting, the Secretary of OSJD Committee shall inform the OSJD Railways on the meeting cancellation within 15 days before the meeting.
3. The PWG Expert may take, as proposed by the OSJD Railways and agreed in writing by the OSJD Railways concerned, a decision to change the venue, date and period of time for a scheduled meeting or cancel it; he also may take a decision to convene an unscheduled meeting and specify its venue, date and period of time.

Article IV

PARTICIPATION IN THE MEETINGS

1. Delegations from the OSJD Railways will take participation in the PWG meetings.
2. The OSJD Railways participating in the meetings shall specify the composition of their delegations.
3. In specific cases, some experts of the Committee may be included in the delegations of OSJD Railways, therefore a letter of approval shall be transmitted to the PWG

Expert and Secretary of OSJD Committee, but it must not impede the performance of their duty.

4. The Secretary of OSJD Committee shall send, according to the adopted Work Plan, invitations to the representatives from OSJD Observers, Affiliated Enterprises and participants in the Joint working groups as well international organisations with which the OSJD concluded an agreement on co-operation. If there is not such an agreement on co-operation, consent of all OSJD Railways shall be required.

Article V

RIGHTS AND OBLIGATIONS OF OSJD RAILWAY BEING THE LEADING PERFORMER ON A SUBJECT

To provide the performance of work, OSJD Railways being leading performers on the topic shall act as follows:

- develop and prepare, based on the proposals submitted, a combined document and respective proposals;
- transmit the documents to the participants in the topic, Secretary of OSJD Committee and PWG Expert prior to the deadline established by the PWG Work Plan. If agreed, the documents may be sent in electronic format by e-mail;
- participate on a mandatory basis in the meeting on the given topic;
- inform on the progress of work and be in control of the topic discussions at the expert meeting;
- apply for and receive the required documents from the participants in the development of the topic.

Article VI

RIGHTS AND OBLIGATIONS OF PWG PARTICIPANTS

1. The OSJD Railways participating in the PWG group activity have the right:
 - to make proposals;
 - to state their opinions;
 - to take part in a vote.
2. The OSJD Railways participating in the PWG group activity shall be obliged:
 - to actively and constructively take part in the PWG group meetings;
 - to perform work within the periods of time established by the PWG Work Plan and Conference's decisions;
 - to timely reply to the questions put by the leading performer as to the topic under development;

- to submit their remarks in writing at the request of the meeting chairman;
- to bring into effect on the established date the consensual agreements and decisions taken and to inform Secretary of OSJD Committee hereof.

Article VII

MEETING AGENDA

1. The meeting agenda shall be composed of the issues as follows:
 - the issues consideration of which is stipulated by the current PWG Work Plan;
 - the issues consideration of which is proposed by OSJD Railways or Secretary of OSJD Committee within two months before the meeting;
 - the issues proposed less than two months before the meeting or straight at the meeting.
2. The meeting agenda shall be adopted at the meeting by a majority of the meeting participants' votes except for the issues proposed less than two months before the meeting or straight at the meeting, the decisions on which shall unanimously be taken.
3. At the request of individual delegations, their opinions on the agenda issues may be worded in the minutes of the meeting.

Article VIII

MEETING

1. The Secretary of OSJD Committee shall convene a PWG group meeting for consideration of the issues falling into the scope of PWG group activity.
2. If it is required to develop the issues concerning a number of OSJD working bodies, PWG group meetings may be convened jointly with these working bodies.
3. When required, the PWG groups may establish at their meetings the editing groups for consideration of individual issues, for making and editing draft decisions, recommendations and minutes of the meeting.
4. The editing groups are under control of the meeting participants elected at the PWG plenary meeting.
5. The PWG groups shall consider the minutes of the expert meetings, draft decisions and recommendations, approve and submit them to the Conference for consideration, and if required, to the Chairman of the Committee for decision making according to

the procedure stipulated in Point 2 of Article IV of the OSJD Committee's Internal Regulation.

6. Draft decisions and recommendations made by the PWG groups shall be submitted in conjunction with the proposals concerning the period and procedure for their entry into force.

7. The PWG group meetings shall be convened, as a rule, at OSJD Committee or in OSJD member countries at their invitation.

8. The PWG group meetings, when they take place at the Committee, shall be held at the expense of the Committee. In other cases, their expenses shall be covered by OSJD Member of the state in which the meeting is held, including the expenses incidental to the mission of OSJD technical staff members travelling at the request of the meeting host.

Article IX

MEETING VALIDITY AND VOTING PROVEDURE

1. The PWG group meeting shall be valid, if it is attended by not less than two thirds of the delegations participating in the topic under consideration.

The PWG expert meeting shall be valid, if it is attended by not less than one third of the OSJD delegations participating in the topic under consideration.

2. Draft decisions and recommendations as to the PWG meeting agenda shall be approved by a qualified majority of two thirds of votes of the delegations present at the meeting except for the following:

- supplements and modifications in the conventions and agreements concluded within OSJD, on which the decisions shall be taken under the procedure stipulated by those conventions and agreements;
- financial matters which shall be approved on a unanimous basis.

3. Draft decisions when the leading and participating performers of work (topics) and estimated deadline for accomplishment are specified shall be approved by consent of the delegations concerned which must perform the envisaged work.

4. Every delegation of OSJD Railway shall have one vote at the meeting.

The OSJD Railway delegation has the right to present the interests of another OSJD Railway (not more than one) and exercise its right to vote at this meeting of PWG group, if such powers are available in writing. The OSJD Railway shall inform the Secretary of OSJD Committee and PWG Expert in writing before the meeting.

5. The voting at the meetings shall be open and held in sequence of delegations following to the Russian alphabet.

Whereby, the meeting may also take into consideration the transmitted in writing official opinions of individual OSJD Members on the given topic, submitted by those Members which do not represent themselves at the PWG meeting.

Article X

MEETING CHAIRMAN'S RIGHTS AND OBLIGATIONS

1. The PWG meeting shall be chaired by the PWG Expert, if he is missing then by Secretary of OSJD Committee, if they are both missing then by a representative from one of OSJD Railways, elected at this meeting.
2. The PWG expert meeting shall be chaired by the PWG Expert or by a representative from one of OSJD Railways, elected at this meeting.
3. The meeting Chairman shall make sure at the meeting that provisions of the OSJD basic documents, decisions made by the Conference and this Regulation are observed.
4. If the meeting Chairman is the Head of OSJD Railway delegation at the same time, he shall clearly indicate during his statements whether he speaks as the meeting Chairman or as the Head of his delegation. In such a situation, he also signs the minutes of the meeting as the Head of OSJD Railway delegation.
5. The meeting Chairman shall take part in a vote, if he is not the Head of OSJD Railway delegation at the same time. In other cases, the meeting Chairman has a deliberative vote.
6. The Heads of the editing groups elected at the meeting shall follow the meeting Chairman's instructions as to execution of their functions and tasks. Within the editing groups, they shall exercise the rights that are similar to those of the meeting Chairman.
7. The meeting Chairman shall be responsible for drawing up the minutes of the meeting or aide-memoire which should briefly reflect the progress of consideration of the issues included in the meeting agenda. The Chairman has the right to request the delegations to submit their individual opinions in writing in order to include them in the minutes of the meeting or aide-memoire. He shall make sure that the opinions of certain delegations at their request be included in the minutes of the meeting or aide-memoire.

Article XI**MEETING DOCUMENTS**

1. At the PWG meeting, minutes of the meeting shall be drawn up, and at other meetings held within PWG, minutes of the meeting or aide-memoire shall be drawn by the decision of the meeting participants.

2. The minutes of the PWG meeting shall be drawn up in the working languages which are used to hold the meeting.

3. The minutes of the meeting or aide-memoire shall include as follows:

- meeting agenda;
- list of the meeting participants;
- progress and results of consideration of certain items of the agenda;
- texts of approved draft decisions and recommendations;
- statements of individual delegations.

4. Minutes of the meetings shall be signed by the Heads of delegations from OSJD railways and Chairman of the meeting.

The meeting participants receive their copies of the minutes of the meeting in paper and electronic formats immediately after signing it.

OSJD Committee shall transmit the minutes of the meeting to OSJD Railways by e-mal. If required, a copy of the minutes of the meeting may be sent to them.

5. The meeting aide-memoire shall be drawn up and signed by the meeting Chairman. The meeting participants receive the aide-memoire in electronic format.

The Committee shall transmit the aide-memoire to OSJD Railways in electronic format. At the request of the meeting participants and OSJD Railways, copies of the aide-memoire shall be transmitted to them.

6. The meeting Chairman shall send the original minutes of the meeting or aide-memoire to the Committee on deposit.

Article XII**LANGUAGES**

1. The working languages of the PWG meeting shall be Chinese and Russian. Every OSJD Railway, OSJD Observer and OSJD Affiliated Enterprise has the right to apply other languages. In this case, they shall be obliged to provide translation into any working language.
2. If the meeting is held beyond the Committee, the meeting host shall provide oral translation into the working languages.
The Committee shall provide the writing translation into the working languages and publication of the meeting documents in the period of three weeks.
3. For the participation in the PWG meeting of the representatives from other international organisations with which a co-operation agreement is concluded, which stipulates as well the issue of languages to be used, the provisions of the agreement shall be applied.

Article XIII**CONCLUSIONS**

1. Modifications and supplements in this Regulation shall be made by the decision of the Conference.
2. This Regulation is made in the Chinese and Russian languages, the texts in these languages are equally authentic. In case of different interpretation of the texts, clarifications shall be made according to the text in Russian.