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INTERNATIONAL SOCIAL SECURITY ASSOCIATION

*Section on Prevention in Transportation*



## **Standing Orders for the International Section on Prevention in Transportation**

### **Chapter 1: Name, Objectives and Means of Action**

#### **Article 1 Name**

The International Section is called "International Section on Prevention in Transportation" and is referred to as "the Section" in the following.

#### **Article 2 Objectives of the Section**

The Section is a specialized, technical body in the area of prevention of the International Social Security Association (ISSA), set up by decision of the ISSA Bureau. Its objectives are to promote prevention, in particular the prevention of occupational accidents and diseases in Transportation, through international cooperation. The Section is non-profit oriented.

#### **Article 3 Means of Action**

In order to achieve the objectives described in Article 2 the Section shall take the following measures in particular:

Improvement of occupational safety and health in Transportation by means of, for example:

- training and continuing education;
- public relations work;
- educational concepts and training for instructors;
- advise for enterprises, institutions and individuals;
- development of prevention strategies;
- exchange of information with bodies dealing with social security and publication of this information;
- setting up technical committees and working groups;
- organization of international symposia, conferences and seminars, together with international meetings of the technical committees and working groups;
- implementation and organisation of surveys and studies;
- promotion of research activities;
- cooperation with other International Sections of the ISSA;
- promotion of the involvement of newly industrialised, emerging and developing countries in the work of the Section.

## **Chapter 2: Membership**

### **Article 4 Members**

The following may become Ordinary members of the Section:

- affiliate and associate members of the International Social Security Association, as defined in Articles 5 and 6 of the ISSA Constitution;
- an institution, that forms part of a federation of institutions, government department, agency or other entity that is an affiliate or associate member of the ISSA;
- all organizations whose objectives are consistent with those described in Article 2 and who are not qualified to become a member of the ISSA.

The following may become Corresponding members of the Section:

- individuals as well as other interest groups, who are experts in occupational safety and health protection in Transportation.

Section members that are not members of the ISSA may only participate in Section activities.

### **Article 5 Transitional Regulation concerning the Relationship of the Ordinary and Corresponding Section Members to ISSA Membership**

A Section member that meets the requirements for affiliate or associate ISSA membership (cf. art. 5 and 6 of the ISSA Constitution), but is not currently member of the ISSA must regularize its status within 1 year following the date of entry into force of these Standing Orders.

### **Article 6 Beginning, Termination and Suspension of Membership**

Membership shall commence once the Section-Bureau has adopted a formal membership decision. In case the Section has introduced a system of annual financial contributions, it is further requested that the first contribution payment according to Article 16 has been made. Membership shall terminate when the member gives notice to that effect, which it must submit to the Secretary General no later than six months before the end of the calendar year in question, or when the Section-Bureau in consultation with the ISSA Secretariat decides to exclude a member from the Section.

Any member which owes the Section two years' contributions shall be requested by the Secretary General in writing, two months before the end of the calendar year for which the second contribution is due, to rectify the matter within two months, failing which its membership shall be suspended at the end of the year. The Secretary General shall notify the member of this in writing.

The Section-Bureau may decide in consultation with the ISSA Secretariat to exclude a member from the Section with immediate effect if the member has harmed the Section's reputation or interests.

The Section-Bureau shall decide on the conditions under which a previous member will be re-admitted or a suspension of a member lifted.

## **Chapter 3: Statutory Bodies of the Section**

### **Article 7 Statutory Bodies of the Section**

The statutory bodies of the Section are the General Assembly and the Bureau.

## **Chapter 4: The General Assembly**

### **Article 8 The General Assembly of the Section**

The General Assembly of the Section shall be composed of the ordinary and corresponding members of the Section. The corresponding members of the Section shall belong to the General Assembly in a consultative capacity.

The General Assembly of the Section shall be competent to perform all the functions of the Section, unless otherwise provided in these Standing Orders.

In particular, it shall:

1. propose to the Special Commission any amendments to the Section's Standing Orders before adoption;
2. decide on the Section's work plan, elect and dismiss the Section-Bureau;
3. approve the Section-Bureau's report on activities since the last General Assembly;
4. discharge the Section-Bureau;
5. decide on all the functions proposed to it by the Section-Bureau and the responsibilities assigned to it under the Standing Orders;
6. propose to the Bureau of the Special Commission the dissolution of the Section.

### **Article 9 Convening of the General Assembly**

The Chairperson shall convene the General Assembly in agreement with the Secretary General of the ISSA at least once every three years.

The Secretary General shall invite all the members in writing, notifying them of the provisional agenda.

### **Article 10 Chairing and Conduct of the General Assembly**

The Chairperson of the Section shall open, chair and close the General Assembly.

### **Article 11 Assignment of Votes**

An ordinary member may assign its votes for the General Assembly to any other member before or during the General Assembly. The ordinary member must inform the Secretary General in writing before the voting procedure begins, specifying the name of the person who will be entitled to vote on its behalf.

### **Article 12 Quorum**

The General Assembly shall be quorate if at least half of the votes of its ordinary members are represented. An application must be made to have the absence of a quorum established.

Decisions shall be taken by a majority (more than half of the votes) of the ordinary members present and represented. In the event of a tie the Chairperson shall have the casting vote.

## **Chapter 5: The Bureau**

### **Article 13 The Section-Bureau**

The Bureau of the Section shall be composed of:

1. the Chairperson;
2. the Vice-Chairperson and, where appropriate, further Vice-Chairpersons to be elected by the General Assembly on a proposal from the Chairperson;
3. the Secretary General of the Section;
4. The Treasurer of the Section, if the Section administers revenues. The General Assembly can decide that this function will be assumed by the Secretary General of the Section.

The Secretary General of the ISSA shall belong to the Section-Bureau in a consultative capacity.

The Section-Bureau shall conduct the day-to-day affairs of the Section. In this capacity, it shall in particular:

- elect an ad interim successor to any member of the Section-Bureau who leaves in the period between the General Assemblies;
- develop a work plan for the Section;
- deliver an activity report to the General Assembly;
- organize events held under the auspices of the Section and draw up the agendas for them;
- fix the annual contribution and the annual financial support;
- decide on applications for ordinary or corresponding membership of the Section;
- decide on the exclusion of a member, the conditions for re-admitting a previous member and the lifting of a member's suspension;
- decide on the location of the Section's Secretariat.

In principle the Section-Bureau shall be elected for a period of 3 years. It may be re-elected. Its term of office shall start at the closing of the General Assembly at which the election takes place. It shall end at the closing of the General Assembly at which the next election takes place.

The Chairperson and Secretary General of a Section must either be representing an institution that is a member of the ISSA or an institution, which forms part of a federation of institutions, government department, agency or other entity that is an affiliate or associate member of the ISSA.

Decisions of the Section-Bureau shall be taken by a majority vote. In the event of a tie the Chairperson shall have the casting vote.

## **Chapter 6: Organization of Activities**

### **Article 14 Events held by the Section**

The dates and topics of events held under the auspices of the Section shall be determined in agreement with the Chairperson of the Special Commission and the Secretary General of the ISSA, who shall coordinate events planned by the various individual Sections.

### **Article 15 Technical Committees and Working Groups**

The Section may set up technical committees and working groups to which natural and legal persons may belong, provided they are active in the field of occupational safety and health in the Transportation.

## **Chapter 7: Finances**

### **Article 16 Contributions**

1. The Section can, for the financing of its activities, introduce a system of annual member contributions.
2. Section members that also are ISSA members can be exempt from contribution payment.
3. In exceptional, well justified cases the Section-Bureau may, upon request, decide to reduce the annual contribution.
4. The General Assembly of the Section shall mandate the Bureau of the Section to establish a budget for the Section. The Bureau of the Section shall prepare an annual budget for the Section. All budget provisions must be related to activities included in the agreed work plan of the Section.
5. The Section will ensure proper accounting and bookkeeping procedures, as stated in the ISSA Financial Regulations and reports via the Special Commission on Prevention to the

Treasurer of the ISSA annually about all contribution income and corresponding activities. The Section will submit a list of their contribution revenues and an overview of activities carried out in the fiscal year to the Special Commission. The Special Commission will then submit a general overview of received contributions and conducted activities to the Treasurer of the ISSA, according to the deadlines set by the ISSA Treasurer.

## **Chapter 8: Amendment of the Standing Orders**

### **Article 17 Amendment of the Standing Orders**

A decision by the General Assembly concerning the proposal to amend the Standing Orders must be approved by more than three-quarters of the ordinary members present.

## **Chapter 9: Final provisions**

### **Article 18 Final Provisions**

In accordance with Article 51.(2) of the ISSA Constitution, these Standing Orders shall enter into force the date of their adoption by the ISSA Bureau. It shall replace the Standing Orders valid hitherto. In the event of differences in interpretation between the various versions of these Standing Orders in different languages, the English-language text shall prevail.