

Asia Pacific Road Safety Observatory

GOVERNANCE STATUTE

Article 1 Creation

This document sets out the governance structure and the functions of the Asia Pacific Road Safety Observatory (APRSO) as agreed by its member countries.

Article 2 Vision

APRSO is the regional forum on road safety data, policies, and practices to ensure the protection of human life on the roads across Asia and the Pacific.

Article 3 Mission

The mission of APRSO is to generate robust fatal and serious injury road crash data and analysis to positively impact on policies for road safety, in order to substantially reduce road traffic fatalities and serious injuries.

Article 4 Objectives

The objectives of APRSO are to:

- a) Be the regional forum to discuss and exchange road safety policy developments.
- b) Collect, manage, and analyze road safety data with a view to establishing an Asia Pacific regional database for fatal and serious injury (FSI) road crashes in member countries.
- c) Collect and analyze FSI road crash casualty data.
- d) Reduce the gap between police reported fatalities and mathematically estimated fatalities used internationally to monitor road safety.
- e) Provide technical assistance to member countries on FSI road crash data collection systems, standards, and analyses.
- f) Share technical material, software, and necessary tools for collecting and analyzing FSI road crash data.
- g) Share information and foster dialogue among key stakeholders on road safety within Asia and the Pacific.
- h) Support the creation of a lead agency for road safety in every member country, as well as strengthen existing ones.
- i) Provide capacity building on technical issues and guidelines related to road safety.
- j) Provide training to police and other data collection agencies in crash investigation and reporting.
- k) Establish cooperation agreements for implementing and evaluating road safety action plans among members.
- l) Monitor road safety progress of its member countries.
- m) Promote good practice on national and regional road safety policies and strategies.

- n) Help assess how to reduce factors that lead to serious road injuries in member countries.

APRSO commits to support Members through pursuit of these objectives. APRSO Members commit to support APRSO through participation in the APRSO through the General Assembly, Steering Committee, relevant Task Forces and the Data Expert Group, and to provide data and information of road crashes and road safety to the APRSO.

Article 5 Organization

The APRSO will be made up of the following bodies:

- a) General Assembly
- b) Steering Committee
- c) Task Forces
- d) Data Expert Group
- e) Secretariat.

Article 6 Location

The aim is that APRSO General Assembly will normally meet on the side of other regional transport meetings. The Secretariat will be located in a suitable organization as agreed by members.

Article 7 Membership

Members of the APRSO are Governments in Asia and the Pacific and supporting donor organizations. Non-voting members are relevant stakeholders comprising private sector firms, non-government organizations, and the academe interested in promoting and achieving better road safety outcomes.

The highest national public governing authority with competence or responsibility for road safety in an Asia Pacific country may become a member of APRSO by expressing interest in writing to the Chair of the Steering Committee.

Relevant stakeholders may request, in writing, to the Chair of the Steering Committee to become a member of APRSO. The Steering Committee will submit any such requests for membership to the General Assembly who shall evaluate and approve any such requests and set the terms of this membership.

The responsibility of members shall be to collect data, submit data to APRSO, share road safety related information and work with APRSO to address and promote road safety.

Article 8 The General Assembly

The General Assembly comprises both the voting and non-voting Members of APRSO.

The General Assembly is the decision-making body of APRSO and remains validly constituted if at least half of the APRSO member countries are present.

The General Assembly sessions shall be chaired by the Chair of the Steering Committee. Agreements shall be adopted by a majority vote of the countries present at the Assembly.

Article 9 Representation of Members

Member countries may be represented by the person responsible for road safety in each country or as duly appointed by that authority. Donor organizations and non-voting members will be represented by the person nominated by the individual entity.

The appointment and/or removal, whichever the case, of any representative of the APRSO shall be notified by the statutory authority in the member country or the relevant organization, in writing, to the Chair of the Steering Committee.

Article 10 Frequency and notifications of General Assembly meetings

The General Assembly shall meet at least once a year. The member representatives must attend in person unless virtual attendance has been previously agreed.

The date of this meeting shall be proposed at least four (4) months prior to the proposed date.

The Steering Committee, or half of the voting Members, may convene extraordinary meetings, to be held via videoconference or in person, with the appropriate justification.

The notifications of the General Assembly sessions, whether ordinary or extraordinary, must be sent to Members and non-voting members, at least 30 days in advance, specifying the location, date, time and agenda of the matters to be discussed.

Article 11 The General Assembly is responsible for:

- a) Ensuring APRSO meets its mission and objectives
- b) Electing members of the Steering Committee
- c) Maintaining the development and applicability of this statute
- d) Approving APRSO's Annual Work Plan
- e) Approving new Members
- f) Considering, validating, and endorsing reports, proposals, and communications submitted by the Steering Committee
- g) Appointing Task Forces

Article 12 Record of decisions of the General Assembly

Resolutions adopted by the General Assembly shall be recorded in the minutes of the meeting.

Article 13

The Steering Committee

The Steering Committee ensures implementation of the decisions made by the General Assembly. Its members will carry out their duties impartially, and in conformity with ethical standards, principles, and values, as well as with the mission and vision of the APRSO.

Article 14

Functions of the Steering Committee

The Steering Committee has the following functions:

- a) Carry out all the necessary actions in order to fulfill the Assembly's mandate.
- b) Prepare and implement the APRSO workplan, which may include:
 - Encourage the harmonization of procedures for uniform standards of road crash data collection, analysis, monitoring, and reporting among Members.
 - Collate FSI road crash data and prepare the annual report on road crash data of Members.
 - Support technical cooperation on road crash data among Members.
- c) Approve the date and agenda of the annual General Assembly.
- d) Prepare all documentation, reports, and proposals to the General Assembly.
- e) Approve the required guidelines for the functioning of the APRSO.

Article 15

Procedure for selecting the Steering Committee

The voting Members shall propose to the General Assembly candidates for the Steering Committee who must be elected by majority vote of the countries participating in the Assembly. The same procedure applies for renewing terms of office.

Article 16

Organization of the Steering Committee

The Steering Committee consists of seven members, five of whom should represent member countries and two represent supporting donor organizations who are elected by the General Assembly. Out of those members, a Chair shall be elected by simple majority for a two-year term which can be renewed for up to a further two terms. The Chair should represent a member country. The Chair has the functions described in this statute.

The Steering Committee members may resign if they choose, by giving prior notice of two months to the Committee, who shall subsequently inform the APRSO member countries.

The APRSO Secretariat shall be a non-voting member of the Steering Committee.

Article 17

Steering Committee work sessions

The Steering Committee shall meet regularly (4 times a year) either in-person or via teleconference (conference call or other means of communication; the virtual presence of attendees, as well as topics discussed, must systematically be recorded in the relevant

minutes). In addition, extraordinary sessions may be held at the request of the Chair, due to unforeseen or extraordinary circumstances.

The quorum for the Steering Committee meetings shall be satisfied by the simple majority of its total number of members. If the Chair is unable to attend the meeting a temporary replacement will be designated from those representing member countries.

Steering Committee decisions shall be approved by a simple majority of the total number of members present.

Article 18

Validity period of the position

Each Steering Committee member shall serve a two-year term, with the possibility of being re-elected twice, serving a maximum of six years, if the majority of voting members participating in the General Assembly vote in favor of re-election. To promote continuity half of its members should be subject to election every year.

Article 19

Task Forces

The General Assembly may establish Task Forces covering specific areas of interest as agreed by the members at the General Assembly.

The Task Forces will be led by members of the APRSO. At least two members should lead a Task Force, one acting as the Task Force lead and the other acting as the Task Force co-lead.

Technical support will be provided to the Task Forces as required. Funding of such technical support to the Task Forces will be through the Secretariat utilizing APRSO funds.

The Task Forces shall report their activities to the Steering Committee through a monthly report and present their respective work findings and conclusions at Steering Committee meetings.

The Task Forces shall submit their work, findings, and conclusions to the General Assembly during the annual meeting.

Article 20

Data Expert Group

The Data Expert Group is primarily responsible for coordinating, collecting and agreeing the regional crash data. It comprises individual National Data Coordinators who are nominated by their countries to liaise and coordinate between the different national and local agencies that collect road crash and other road safety data such as the traffic police, transport and highway departments, health departments and agencies, insurance companies and other agencies and organizations as might be warranted. The primary outcome is expected to be an improved national road crash data base that reflects all road related fatalities and serious injuries at the country level as well as at the regional level following agglomeration of the national data. The Data Expert Group is expected to meet at least once a year to discuss progress in collecting improved crash data.

Article 21

The Secretariat

The Secretariat will be hosted within the Asian Development Bank for at least the first three years of the APRSO. Beyond three years the General Assembly will decide the location of the Secretariat.

Article 22

Secretariat duties

The Secretariat will support the APRSO General Assembly, Steering Committee, Task Forces and Data Expert Group. The Secretariat has the following duties:

- a) Establish, manage, and maintain the APRSO road crash database.
- b) Collate FSI road crash data from Members and produce an annual report for submission to the General Assembly and Steering Committee.
- c) Develop statistical analysis of the road crash data and present the findings in reports to the General Assembly and Steering Committee.
- d) Promote training and projects aimed at improving the analysis of fatal and serious injury crash data into practical and implementable policies so that it can drive policy change, enforcement, and provide a business case for road safety programs.
- e) Promote programs and/or projects aimed at improving public policies and practices on road safety by Members.
- f) Facilitate and conduct technical research on road safety either directly or as part of the Task Forces.
- g) Recruit specialist(s) as may be required to provide inputs for the APRSO and/or the Task Forces as required.
- h) Facilitate and lead activities of the Data Expert Group.
- i) Set up and manage the APRSO website to disseminate statistical data and information on good policies and practices.
- j) Seek financial support for the APRSO.
- k) Manage APRSO's budget and prepare the annual work program and any required financial reports.
- l) Carry out day to day operations and logistical support of the APRSO.
- m) Manage APRSO's correspondence.
- n) Record the minutes and actions of the work sessions of the Steering Committee and General Assembly.
- o) Undertake program and logistical preparations of APRSO General Assembly and other meetings.
- p) Undertake other tasks assigned by the Steering Committee.

Article 23

Amending the Statute

This Statute may be amended upon proposal of the General Assembly or the Steering Committee. All proposals for amendment should be submitted to the Secretariat two months prior to the date of the General Assembly meeting. The amendments must be approved by a simple majority vote of the voting members attending the General Assembly.

Article 24
Settlement of disputes

If a dispute, conflict, or complaint arises among the APRSO members regard to the application and/or the interpretation of this Statute, as well as any other decision derived from it, the members shall attempt to reach an amicable settlement based on good faith. If it proves impossible to reach such a settlement, the Steering Committee shall intervene in order to seek the means to resolve the conflict.

Article 25
Review of the Statute

The terms of the APRSO Statute will be reviewed before the conclusion of two years to ensure that they are fit for purpose and serve the members as intended.

Article 26
Entry into force

This Statute shall enter into force on the day succeeding its approval by the APRSO Members attending the first General Assembly.