

Asia and the Pacific Road Safety Observatory

Article 1

Creation

This document sets out the governance structure and the functions of the Asia and the Pacific Road Safety Observatory (APRSO).

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) Collect, manage and analyse an Asia and Pacific regional database for fatal and serious injury (FSI) road crashes in Member countries.
- b) Collect and analyse FSI road crash casualty hospitalisation data
- c) Provide training to police and other data collection agencies in crash investigation and reporting
- d) Provide technical assistance for Members on FSI road crash data collection systems, standards and norms.
- e) Share technical material, software and necessary tools for collecting and analysing FSI road crash data.
- f) Share information and foster dialogue on road safety within Asia and the Pacific.
- g) Support the creation of a governing body and a lead agency for road safety in every Member state, as well as strengthen existing ones.
- h) Provide capacity building on technical issues and guidelines related to road safety.
- i) Establish cooperation agreements for implementing and evaluating road safety action plans among Members.
- j) Monitor the progress on road safety of each Member.

- k) Promote good practice on national and regional road safety policies and strategies.
- l) Help assess how to reduce factors that lead to serious road injuries in Member states.

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 and relevant Task Forces, and also to provide data and information of road crashes and road safety to the APRSO.

Article 5

Organisation

The APRSO will be made up of the following bodies:

- a) General Assembly
- b) Steering Committee
- c) Task Forces
- d) Secretariat.

Article 6

Location

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

Article 7

Membership

Members are Government in Asia and Pacific. Non-voting members are relevant stakeholders in Asia Pacific Road Safety Observatory.

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 President of the Steering Committee.

Relevant stakeholders may request in writing to the President of the Steering Committee to become a member of APRSO, in a non-voting capacity. 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 and work with APRSO to address road safety.

Article 8

The General Assembly

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

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 President of the Steering Committee. Agreements shall be adopted by a majority vote of the countries present at the Assembly.

Article 9

Representation of Members

Members may be represented by the person responsible for road safety in each country or as duly appointed by that authority.

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, in writing, to the President 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.

The date of this meeting shall be proposed at the preceding meeting and shall be recorded in the official record of the Assembly.

The Steering Committee, or half of the 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, and agenda of the matters to be discussed, and the form in which the participants' expenses shall be covered.

Article 11

The General Assembly is responsible for:

- a) Ensuring APRSO meets its mission and objectives
- b) Electing the Steering Committee
- c) Approving APRSO's Annual Work Plan
- d) Considering, validating and endorsing reports, proposals and communications submitted by the Steering Committee
- e) 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 fulfil the Assembly's mandate.
- b) Prepare and implement the APRSO workplan, which may include:
 - Encourage the harmonisation 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.
 - Supporting 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) Seek financial support for the APRSO.
- f) Approve the required guidelines for the functioning of the APRSO.

Article 15

Procedure for selecting the Steering Committee

The 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 five to seven Members elected by the General Assembly. Out of those members, a President shall be elected by simple majority for a non-renewable two-year term. The President has the functions described in this statute.

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

Article 17

Steering Committee work sessions

The Steering Committee shall meet regularly (2-4 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 President, 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. In the event that during the work session the President, who shall chair the meeting, must be excused, the President shall designate a member of the Steering Committee as temporary replacement.

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 countries participating in the General Assembly favourably vote upon it.

Article 19

Task Forces

The General Assembly may establish Task Forces on 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 utilising the APRSO funds.

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

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

Article 20

The Secretariat

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

Article 21

Secretariat duties

The Secretariat will support the APRSO General Assembly, Steering Committee, and Task Forces. 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 a 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 programmes
- e) Promote programmes 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 to provide inputs for the APRSO and/or the Task Forces as required.
- h) Set up and manage the APRSO website to disseminate statistical data and information on good policies and practices.
- i) Carry out day to day operations and logistical support of the APRSO.
- j) Manage APRSO's correspondence.
- k) Record the minutes and actions of the work sessions of the Steering Committee and General Assembly.
- l) Undertake programme and logistical preparations of APRSO General Assembly and meetings.
- m) Manage APRSO's budget and prepare required financial reports.
- n) Other tasks assigned by the Steering Committee.

Article 22

Amending the Statute

This Statute may be amended upon proposal of the General Assembly or the Steering Committee. The amendments must be approved by a simple majority vote of the member countries of the General Assembly.

Article 23
Settlement of disputes

If a dispute, conflict, or complaint arises among the APRSO members with 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 24
Entry into force

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