

THE ROLE, FUNCTION AND RESPONSIBILITIES OF NATIONAL ROAD SAFETY COUNCIL (NRSC) AND THE NRSC SECRETARIAT

1. National Road Safety Council or Committee (NRSC)

1.1 Road Safety work in [*country name*] should be coordinated by a new National Road Safety Council or Committee (NRSC), henceforth called “Council” for convenience. The NRSC should be formally gazetted by the [*country name*] Government with the role of advising the Minister of Transport on all matter relating to road safety and with the specific responsibility, through its implementing arm, the NRSC Secretariat, to:

1. Set out the goals and objectives of road safety work in [*country name*].
2. Coordinate the work of all organisations which are involved in the promotion of road safety.
3. Procure sufficient personnel and finance for road safety work and control and monitor their use.
4. Develop and recommend road safety research and legislation which will lead to the improvement of road safety in [*country name*].
5. Control and coordinate the planning and implementation of road safety work in [*country name*] taking into consideration the interests of society, user groups, trade and industry, individuals as well as environmental aspects.
6. Monitor and evaluate the effectiveness of the programmes and strategies of responsible agencies and report annually to the Minister and;
7. Monitor and update the national long term programme for the improvement of road safety in [*country name*] and to supervise its implementation by the concerned agencies.

1.2 The President, or other senior person, shall be patron of the Council and membership of the Council should be specified in the Gazette Notice and should include representatives of the most important of the following types of organisations:

1. Director General of Transportation, MOT and senior representatives of:
2. National Police
3. Ministry of Justice, Office of the Attorney General
4. Central Planning Office, Ministry Finance
5. Director General of Highways, MOT

6. Military Force (Transport Division)
7. Ministry of Information
8. Ministry of Health
9. Association of Municipalities
10. Ministry of Education
11. Automobile Touring Club
12. Fire and Rescue Service
13. Transport Secretary
14. Chamber of Commerce/Employers Federation
15. Bus Operators Association
16. Professional Drivers Association
17. Association of Insurance Companies
18. Driving Schools Association
19. Red Cross/Crescent or St. Johns Ambulance
20. Journalists Association
21. National Radio
22. National Television

In addition the Minister should be authorised to appoint up to two individuals with particular interest or experience in road safety and/or standing in the community to serve as members of the council.

- 1.3 The Rules of Procedure of Council Deliberations (see later sections) should set out the basis for the Council's deliberations and for forming small working committees drawn from the specialists in each sector to look into specific issues and to submit their findings to the Council for possible adoption. Initially the Council should establish around five permanent sub-committees each with its own Chairperson. Later on, as the need arises, additional ad hoc and permanent sub-committees can be formed as necessary for effective work. The council should be empowered to coopt non members as necessary to serve on its sub-committees if required. the exact structure and form of the NRSC will depend on political decisions by the Minister, but could have some or all of the following features. The permanent sub-committees should be:

a) Executive Sub-Committee

This sub-committee should provide direction and policy guidance to the Council on all matters that are referred to it from time to time and carry out such other functions as the Council may direct. It will supervise the activities of the NRSC Secretariat.

b) Information and Education Sub-Committee

This Sub-committee would be responsible for recommending how road safety consciousness can best be instilled into the public in [country name] through dissemination of traffic information, education, publicity and propaganda.

c) Finance and Fund Raising Sub-Committee

This Sub-committee should be responsible for supervising expenditure of NRSC funds and for raising funds for road safety activities from Government and, especially, non government sources.

d) Road Safety Research and Legislation Sub-Committee

This Sub-committee would be responsible for overseeing road safety research in [country name] for examination and monitoring existing traffic legislation to recommend improvements and developing new road safety related legislation appropriate for introduction in the country.

e) Infrastructure Safety Sub-Committee

This Sub-committee would be responsible for promoting the safer design and planning of future road, overseeing the development of programmes and strategies of responsible agencies and monitoring and reporting on the effectiveness of those programmes. The sub-committee would also encourage the identification of hazardous locations and other safety issues for incorporation in the programmes.

2. NRSC Secretariat

- 2.1 The National Road Safety Council (NRSC), being an advisory body with members drawn from various organisations needs an office to take care of the practical work of coordination and implementation. This office, called the NRSC Secretariat, will be established as soon as possible. The Secretariat should comprise at least three, preferably four senior and experienced professionals who will be seconded from member organisations of NRSC. At inauguration of the NRSC, staff should be seconded (for the initial two years) from the four organisations below:

- National Police
- Ministry of Transport
- Ministry of Education
- Ministry of Health

The agencies seconding staff may be varied in future years to draw in other specialist skills to NRSC as necessary and to spread the load to other member organisations.

In addition, a full time executive director should be hired directly by NRSC to run the Secretariat and to lead the assault on the road safety problems of [country name]. This Executive Director will preferably have specialist knowledge in areas relevant to road safety or publicity campaigns but a more important criterion will be a proven track record of effectiveness and an ability to manage and motivate staff. Some clerical/ administrative staff will also be recruited as required for the efficient operation of the Secretariat.

- 2.2 Routine job descriptions for the staff of the Secretariat will be developed in due course but in summary, the skills and experience required from persons in the Secretariat will be:

Executive Director Publicity/analytical skills, and organisational ability

Police Specialist Traffic policing - driver training skills

Education Specialist Primary school teacher with curriculum development
experience

Transport Specialist Publicity/propaganda skills and knowledge of traffic
regulations/operator licensing, etc.

Health/Medical Specialist Health promotion/education and/or emergency services
planning experience

- 2.3 The primary function of the Secretariat will be to act as the operational, coordinating and implementing arm of the National Road Safety Council (NRSC) to ensure that decisions made at the Council are implemented by the participating organisations.

- 2.4 The specific duties of the Secretariat can be stated as follows:

- (1) To assist the NRSC in Studies and Research.
- (2) To coordinate practical work between various ministries.
- (3) To launch and coordinate campaigns for the improvement of road safety in cooperation with relevant organisations.
- (4) To launch and coordinate special projects for the improvement of road safety in key sectors in collaboration with relevant organisations.
- (5) To initiate training programmes for those in charge of road safety work.

- (6) To liaise with overseas organisations involved in road safety to acquire sample publications, educational and publicity materials, educational films, etc.
- (7) To assist NRSC in preparing a long term action programme for the improvement of road safety, to maintain it up to date and to keep NRSC informed of its implementation.
- (8) To prepare and distribute informational material on road safety questions and to publish information, publicity and propaganda in cooperation with other organisations.
- (9) To carry out multidisciplinary studies on road safety questions and to initiate matters for consideration by NRSC and its subcommittees.
- (10) To prepare background briefing papers, give technical advice and present casualty and crash data analyses to support the work of NRSC and its subcommittees.
- (11) To liaise with Provincial Road Safety Committees (PRSCs) to encourage and support road safety activities at local level and to keep NRSC and PRSCs informed about each others main activities.
- (12) To collect and collate the reporting of programmes and strategies by the responsible agencies.

2.5 The operating costs of NRSC, will be met through an annual subvention from MOT levy on fuel or Motor Insurance policies and donations/sponsorship by the private sector. A small part of this will be used to cover the day to day office operating costs of NRSC and its Secretariat and the rest will be used for road safety publicity/propaganda for road users at National and Local level.

The salaries of seconded staff will already be paid by their respective organisations and some vehicles and office equipment will have been purchased by the participating Ministries and through the Road Safety Study Implementation budget.

3. Provincial Road Safety Committees (PRSCs)

- 3.1 Provincial Road Safety Committees (PRSCs) shall operate basically on an advisory basis. The members of such PRSCs will be drawn from local branches or subsidiaries of the Departments and Voluntary organisations which usually undertake promotion of road safety as part of their normal activities.
- 3.2 The duties and activities of PRSCs are basically to improve road safety in their local regions and to carry out education and publicity campaigns on behalf of and in cooperation with NRSC and its Secretariat.
- 3.3. Each year, PRSCs will receive some funding from NRSC and these funds should be spent on road safety related activities. By September each year, each PRSC should prepare a

budget for the following year and submit it for NRSC consideration and inclusion into the NRSC annual budget.

4. Rules for Use in Governing NRSC Activities and Operations

- 4.1 In order for NRSC and its subcommittees to operate efficiently NRSC needs to have formal Rules governing its conduct of meetings and activities. Draft rules for potential use by NRSC are as follows (These are based on the rules in use by similar Road Safety Councils in other countries).

GENERAL PROVISIONS

Rule 1

The National Road Safety Council (NRSC) (herein referred to as the “Council”) shall meet regularly and at least six times a year at such a place as Council may decide upon and on the invitation by Chairperson of the Council.

Rule 2

The Chairperson will be appointed by Government. The Deputy Chairperson shall be elected for a term of two years, at the end of which period or whenever a vacancy occurs in this position, the Secretariat will call for fresh election of the Deputy Chairperson at the next Council meeting. A Deputy Chairperson may not, serve more than two consecutive terms of two years in any six year period.

Rule 3

The Council may hold extraordinary meetings at the request of at least two-thirds of its members.

Rule 4

The Secretariat of NRSC will be composed of three or four staff. Three will be seconded from government ministries and agencies and the fourth, the Executive Director, will be recruited directly by NRSC. The staff will work full-time for the Secretariat and shall be the executing arm of the Council. The Director of the Secretariat will be responsible for managing the resources and activities of the Secretariat under the overall policy and financial supervision of NRSC.

Rule 5

- (a) Any member of the Council shall cease to be a member of the Council upon receipt by the Secretary of the Council of a notice in writing of the revocation of his appointment by the Government or organisation which appointed him to be a member of the Council, and that Government or organisation shall, as soon as possible, appoint another member of the Council.

- (b) If the Council is satisfied that one of its members has been absent from more than three consecutive meetings of the Council without informing the Secretary of the Council of the reasons for such absence, is incapacitated by prolonged physical or mental illness or is otherwise unable or unfit to discharge the functions of a member of the Council, the Council may advise the Government or organisation which appointed such a member of its findings and request a replacement.
- (c) The validity of any act or proceedings of the Council shall not be affected by any vacancy among the members thereof, or by any defect in the appointment of any member thereof, or by reason that some person who was not entitled to do so took part therein.

Rule 6

The Secretary of the Council shall convey to the members of the Council information concerning all meetings of the Council by letter, at least two weeks prior to the meeting concerned.

Rule 7

Upon receipt of notice of a meeting, each member of the Council shall notify the Secretary in advance, whether or not he intends to attend the meeting.

Rule 8

A simple majority of the members of the Council shall constitute a quorum for the deliberations of the Council.

Rule 9

The Council shall form small working committees to look into specific issues and submit their findings to the Council for possible adoption.

Rule 10

In addition to exercising the powers conferred upon him elsewhere in these rules, the Chairperson shall declare the opening and closing of each meeting of the Council. He shall direct the discussions at meetings and ensure the observance of these rules.

CONDUCT OF BUSINESS

Rule 11

The Chairperson or Deputy Chairperson of the Council shall personally preside over all meetings of the Council and neither may miss more than two consecutive meetings of the Council. In his absence, the members shall appoint one of their members, other than the Secretary, to preside.

Rule 12

During the discussions, a member may at any time raise a point of order, which shall immediately be decided by the Chairperson in accordance with these rules of procedure. A member may appeal against the ruling of the Chairperson and such an appeal shall immediately be put to vote, and the Chairperson's ruling shall stand unless overruled by a majority of the members present and voting.

Rule 13

The Council may, at the suggestion of the Chairperson, limit the time allowed to each speaker on any particular subject under discussion.

Rule 14

- (a) Subject to the provision of Rule 11, the following kinds of motion shall have precedence, in order shown over all other proposals or motions before the meeting:
 - (i) to suspend the meeting;
 - (ii) to adjourn the meeting;
 - (iii) to adjourn the debate on the items under discussions;
 - (iv) for the closure of the debate on the item under discussions.
- (b) Permission to speak on motions in the four categories mentioned in sub-paragraph (a) of this Rule shall be granted only to the speaker proposing the motion and to one speaker in favour of the motion and to two against it after which it shall be immediately put to vote.

Rule 15

Proposals and amendments to motions normally be submitted in writing to the Secretary of the Council who shall circulate copies to members. As a general rule, no proposal or amendment shall be discussed or put to the vote at any meeting of the Council unless copies of it have been circulated to all members not later than the day preceding the meeting. The Chairperson, may, however, permit the discussion and consideration of amendments even though they have not been circulated, or have only been circulated the same day.

Rule 16

A motion may be withdrawn by its proposer at any time before voting on it has begun, provided that it has not been amended and that an amendment to it is not under discussion. A motion thus withdrawn may be reintroduce by any member.

Rule 17

When a proposal has been adopted or rejected it may not be reconsidered at the same meeting of the Council unless a two-thirds majority of the members present and voting so decides. Permission

to speak on a motion to consider shall be accorded only to the mover and one other supporter and to two speakers opposing the motion, after which it shall be immediately put to the vote.

Rule 18

- (a) Subject to the provisions of Rules 16 and 23 of these Rules of Procedure, decisions of the Council shall be taken by a simple majority of the members present and voting.
- (b) All members of the Council shall have one vote each.
- (c) If a vote is equally divided, the Chairperson shall cast the deciding vote.
- (d) For the purpose of these rules, the phrase “members present and voting” means members casting an affirmative or negative vote. members who abstain from voting or who cast an invalid vote, shall be considering as not voting.

Rule 19

The Council shall normally vote by a show of hands.

Rule 20

- (a) Parts of a proposal or amendments to a proposal shall be voted on separately if the Chairperson, with the consent of the sponsor, so decide or at the request of any member with the consent of the sponsor. If the sponsor objects, permission to speak on the point shall be given first to the speaker proposing that the proposal or amendment be put to the vote in parts and then to the sponsor of the proposal or amendment under discussion, after which the motion to divide the proposal or amendment shall be immediately put to the vote.
- (b) These parts of a proposal which have been approved shall then be put to the vote as a whole, if all the operative parts of the proposal or amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

Rule 21

- (a) A motion is considered to be an amendment to a proposal if it adds to, delegates from or revises that proposal. An amendment shall be voted on before the proposal to which it relates is put to the vote.
- (b) If two or more amendments are moved to a proposal, the Council shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all amendments have been put to the vote. When, however, the adoption of an amendment necessarily implies the rejection of another amendment this shall be put to the vote.

Rule 22

If two or more proposals relate to the same question, the Council shall, unless it decides otherwise, vote on proposals in the order in which they have been submitted. The Council may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 23

The Council may make standing orders with respect to the holding of meetings of the Council, the notices to be given of such meetings and the proceedings thereof, the keeping of minutes of such proceedings and the custody and production for inspection of such minutes, provided that such standing orders are not inconsistent with these rules of procedure.

Rule 24

Any of these rules may be suspended by a two-thirds majority vote of the Council, provided that 24 hours' notice of the proposal for the suspension has been given. The notice may be waived if no member objects.

Rule 25

Subordinate bodies of the Council shall follow these rules of procedure in so far as they are applicable.

Rule 26

Before the closing of each meeting of the Council, the place and date of the next meeting shall be decided.