

## **4 NATIONAL COMMITTEE OPERATING RULES**

One of the objectives of the Executive Committee, stated in Article XI of the Statutes is to encourage the formation of National Committees and regional committees with National Committee status (organisations representing two or more countries).

This section of the Blue Guide sets out model rules and guidelines that National Committees should use for developing their own operating rules. To support the development of operating rules by a National Committee Article 63 of the Internal Rules also states that the Executive Committee is required to approve the rules before the National Committee can be formally accepted by the Association.

The Association will also only recognise a National Committee if the requirements set out in Article XI.2 of the Statutes are satisfied (concerning the character of the Committee and its ability to disseminate information on behalf of the Association) and if the Committee demonstrates that it is active in (or has a viable plan for) channelling international information on road-related issues to its interested national organisations, collective and individual members.

### **4.1 Objectives of a National Committee**

The objective of a National Committee or equivalent national and regional international organisation, as set out in Article XI.1 of the Statutes is to serve the country or countries concerned by:

- providing a national or international regional focus for the activities of the Association;
- channelling information from the Association to a national audience;
- channelling information on the national or regional situation to an international audience through the Association;
- identifying and proposing to their First Delegates specialists to participate in the work of Committees and supporting them;
- holding seminars on topics related to or concerning PIARC activities in their countries or jointly with other countries in the region;
- ensuring that national membership administration tasks are carried out for the Association. In this case, the Association will share subscription income with National Committees or equivalent organisations.

This list of tasks is neither restrictive nor prescriptive. National Committees are however strongly encouraged to undertake these activities as an effective means of furthering the aims of the Association in the specific country.

Assistance in managing the Association is an optional objective. A National Committee may decide to assist in managing the Association when the number of members is significant in the country. The tasks are to:

- deal with membership applications and ensure that memberships lists are current;
- record resignations and officially cancel the membership of those whose subscription is overdue (reference: Article 20 of the Internal Rules);
- provide the general Secretariat with a complete lists of members at least annually;
- ensure that the subscriptions fees are collected relative to the Association affiliation including collection of the Associations portion and that belonging to the National Committee.

(Note: Government subscriptions should be paid direct to the General Secretariat in Paris)

- provide numbered membership cards to Association members.

Appendix A.2 gives an example of agreement signed between the National Committee and the PIARC General Secretary.

With regard to organising participation in the activities of the Association and in its Congresses, the National Committee shall help the First Delegate to:

- appoint national reporters for the congresses;
- appoint members to the Association's Technical Committees and working groups;
- organize the national delegation to the congresses.

The National Committee is responsible for:

- preparing technical contributions for World Congresses;
- proposing subjects to be dealt with either at World Congresses or in the Association's Committees and Working Groups;
- setting up, when required, working groups to study subjects of interest to the Association or which might usefully contribute to the work of the Association's Technical Committees;
- providing the Association with information on the country's road activities and vice-versa;
- facilitating liaison between its members and the Executive Committee of the Association and
- furthering the work of the Association by means compatible with the ultimate aims of the Association.

#### **4.2 Creation of a PIARC National Committee – How and Why ?**

A guide has been prepared by the Conference of the National Committees to assist other countries thinking about creating a National Committee. The guide is in Appendix A.1 *Creation of a National Committee of the World Road Association (PIARC) in your country, Why? and How?*. This guide is written in French, English and Spanish.

#### **4.3 Structure of a National Committee**

The structure and composition of a National Committee, and its character (official or unofficial), is left up to each country to decide.

Options vary greatly from country to country for either allowing a body to be set up as a separate unit within an official institution, or making use of the services offered by an existing body. The PIARC Member countries with a National Committee are encouraged to include amongst the members of the government delegation to the Council the Chair of the National Committee (Article VI.2 Statutes).

The statutes of each National Committee and any further revision or modification must be approved by the Association Executive Committee. (Article 63, 64 Internal Rules)

#### **4.4 National Committees' Financial Resources**

All expenses incurred in the activities of a National Committee are the responsibility of the National Committee. To meet these expenses a National Committee may:

- obtain any funds it requires. If the acquisition of funds involves imposing a subscription fee in addition to the PIARC fee, the agreement of the PIARC President must be first obtained.
- retain its own share of the subscription fees collected if it provides assistance in managing PIARC; the amount of this share is determined by a formula set out in Section 4.5 below.

The General Secretariat can also approve a global agreement with national associations allowing them to offer a double affiliation to their members. The relevant agreement is then submitted to the Executive Committee for approval.

#### **4.5 Share of Subscriptions collected to be retained by a National Committee**

The share "B" of subscriptions collected to be retained by a National Committee, is set as follows:

"A" is the amount of annual subscription actually collected by a National Committee, in a given year, in Euro (government subscription not included);

"N" is the population of the country considered in millions of inhabitants;

If  $A / N < 230$  then  $B = 0.20 A$

If  $230 \leq A / N < 460$  then  $B = 0.30 A$

If  $A / N \geq 460$  then  $B = 0.40 A$

#### **4.6 PIARC Assets held by a National Committee**

With the transitional exception of Switzerland, all Association assets held by National Committees have been transferred to the PIARC General Secretariat.

The Swiss National Committee must issue an annual statement with respect the PIARC funds it holds. These funds are to be managed according to the resolutions taken by the Council and quite separately from those of the National Committee's annual budget.

#### **4.7 Ownership of Memberships Details and other Assets**

The membership details of members (Regional Authorities, Collective and Individual Members) belong to the Association. A National Committee may not under any circumstances use them for purposes other than those specified in this document.

Similarly, any Association funds held in a given country belong exclusively to PIARC. The National Committees is simply responsible for the management of such funds.

#### **4.8 Annual Financial Documents prepared by a National Committee**

The annual audited statement of the accounts of a National Committee is to be sent to the General Secretariat for information. This should show specifically the financial situation of the National Committee with respect to the Association as shown by Appendix A3.

#### **4.9 Deadline for Receipt of Documents by the General Secretariat**

1st March at the latest of year "(n+1)":

- Up-dated membership list for the current year including member contact details and the status of payment of the membership fee;
- Financial situation of the preceding year "n" relative to members affiliation to PIARC and of the amount due to PIARC

1st September at the latest of year "(n + 1)":

- The audited statement of the accounts of the National Committee for the preceding year, "n".

**4.10 List of Existing National Committees as at the end of 2004**

*Insert the National Committee List*

