



75 YEARS OF PROTECTING CROSS-BORDER ROAD TRAFFIC VICTIMS

Project Description

Title of the project

Baseline study of COB's members' expectations for the future of the association

Organisational overview

Conseil des Bureaux AISBL, known as COB, is an international non-profit, member-based association, which operates under the aegis of the United Nations.

COB acts for the protection of cross-border road traffic victims.

COB coordinates the activities of:

- The Green Card system.

The Green Card system, which dates from 1949, is composed of 43 member Green Card Bureaux representing about 1500 motor insurers in 47 countries in Europe, North Africa and the Middle East. The Green Card system is a protection mechanism for victims of cross-border road traffic accidents caused by foreign vehicles.

It facilitates the flow of cross-border road traffic and ensures the compensation of victims of accidents caused by foreign motorists by guaranteeing sufficient third party liability insurance cover.

- The European Legislation Protection of Visitors (EL POV) system.

The EL POV system is a protection mechanism for victims of cross-border traffic accidents which occur in EEA countries other than that of their state of residence, and which are caused by motor vehicles registered in EEA countries.

The Members of the EL POV system are the Compensation Bodies, Guarantee Funds, Insolvency Bodies and Information Centres applying the European Motor Insurance Directives in the 30 Member States of the European Economic Area (EEA).

The mission of COB is:

1. to facilitate free movement in cross-border road traffic by removing administrative barriers.
2. to offer a high level of protection to victims of cross-border road traffic accidents by facilitating the compensation procedures.

In order to fulfil its mission, COB liaises with the United Nations Economic Commission for Europe (UNECE), the institutions of the European Union, Insurance Europe - as the representative of the European insurance market, as well as with national governments and insurance supervisory authorities.

COB's membership is composed of Green Card Bureaux, Compensation Bodies, Guarantee Funds and Information Centres.

COB members are organised in five Regional Groups. The allocation of members to Regional Groups is linked to the state in which a member is established. The Green Card Bureau, Guarantee Fund and Compensation Body originating from the same state belong to the same Regional Group.

The decision-making bodies of COB are:

- The General Assembly of all the members of the association
- The Supervisory Board, the members of which represent their Regional Groups

The head of the association is the President, who together with two Vice Presidents constitute the Presidential College. The Presidential College is an elected body which operates for a fixed term of five years. The Supervisory Board members are appointed to three-year terms by the General Assembly.

The President determines the overall strategy of the association in close cooperation with the Supervisory Board and subject to approval by the General Assembly.

The daily management of the activities of the association and its decision-making bodies is carried out by the COB Secretariat which operates under the control of the General Managing Director, in cooperation with the Legal Managing Director.

The General Managing Director prepares the Strategic Plan for the association which is then presented to the Supervisory Board. Together with the Legal Managing Director it ensures the execution of the agreements to which COB is party and the execution of the decisions taken within the association.

The Managing Directors represent the Association in the framework of operational issues (such as court documents, daily business contracts, and agreements with the Association).

Importantly, the Managing Directors act as mediators in disputes between members.

The Managing Directors also manage the COB Secretariat and its internal processes. The COB Secretariat is located in Brussels.

The main organisational and decision-making processes of COB are enshrined in the Articles of Association (AoA) and the Standard Operating Procedures (SOP). These documents regulate the new format of the association which comprises the Green Card pillar and the EL POV pillar, and have been in force only since 2020.

Before, only Green Card Bureaux were eligible for membership in the association, whereas from 2020, membership has been open also to Compensation Bodies, Guarantee Funds and Information Centres.

Even though COB celebrates 75 years of existence, the current organisation of the association is relatively new.

Project overview

The overall aim of the project is to identify and provide a comprehensive analysis of the expectations of the members of the association in relation to the structure of the organisation in the mid and long term. This includes the role of the decision-making bodies, Presidential College, Supervisory Board and the Managing Directors, the involvement of the members of the association in its mission and the services the organisation provides to its members and society.

The objectives to be achieved are as follows:

- Evaluation of the current character of the organisation as a technical, non-political, non-profit organisation and analysis of the possible circumstances or necessities which may lead to a reshaping of the character of the association in the mid and long term.
- Evaluation of the ability of the association to efficiently represent the interests of its members to external stakeholders. Analysing and defining how to improve the association's ability to act and increase its efficiency in this field.
- Evaluation of the representation of the members in the decision-making processes and the cooperation and interaction flows with the Regional Group representation, as regulated in the Articles of Association. Analysing and defining how better representation can be achieved.

- Evaluation of the benefits of the creation of a research hub within the COB Secretariat, in the process of strengthening its role as a centre of competence. The research hub would also serve as a repository for all data and statistics gathered across the membership.
- Assessment on whether the achievement of the abovementioned objectives has financial implications and the readiness of the surveyed groups to cover the related expenditures.

Deliverables

The expected deliverables for the above-mentioned objectives are:

- Preparing a survey dedicated to COB members, (at least 2 or 3 from Regional Groups), members of the Committees, Chairs of the Committees, the Presidential College and the COB Secretariat. (The methodology which is implemented to achieve this deliverable (e.g. questionnaire, individual or group interviews, etc.) is at the discretion of the incumbent, subject to approval by the Steering Committee.)
- Comprehensive analytic report of the answers received in the survey, and identification of recommendations which merit a more in-depth analysis
- Drafting a proposal on how these recommendations can be achieved by COB and its dedicated groups or decision making bodies.
- Advising the Steering Committee throughout their reporting cycle to the Supervisory Board and the General Assembly.

Materials to be provided by COB

The Articles of Association, the Standard Operating Procedures, the Strategic Plan of COB, and all available materials produced during or related to the project implementation.

Tentative work plan

Activity 1: Project outputs planned and submitted to the Steering Committee for approval.

Activity 2: Liaisons with the targeted bodies/members established a timeline for collecting information agreed with each one.

Activity 3: Project outputs disbursed to the targeted bodies/members and start of collection period.

Activity 4: Project inputs collected, analysed and presented to the Steering Committee.

Activity 5: If necessary, a second round of collection to be conducted and reported to the Steering Committee. This activity is subject to an evaluation of necessity and agreement between the Steering Committee and the incumbent.

Activity 6: Final report and recommendations presented to the Steering Committee.

Reporting lines

The incumbent will report to the Steering Committee of COB.

Tentative timeline for reporting and finalisation of the project

The project is foreseen to start in April 2024. The incumbent will maintain a monthly reporting schedule with the Steering Committee. The survey period is foreseen to take place until August 2024. The finalisation of the project and the submission of the findings and report to the Steering Committee will take place in September 2024.

Budget allocation

The budget allocated for this project will be reflective of the deliverables, the methodology employed for the realisation of the deliverables, and the expenses required to fulfil the methodology employed for the implementation of the project. The budget for this project will be agreed with the selected consultant, based on review of the offer.

The budget may include costs incurred for travelling and accommodation related to travelling. Costs related to travelling and accommodation should be detailed in the proposal of the methodology and the budget proposal.

There will be no separate budget allocated to external assistance employed by the incumbent, regardless of whether this is foreseen in the methodology proposal. Costs incurred by the incumbent on external assistance, if any, shall be considered as covered by the general budget allocation.

The budget allocation will be implemented as follows:

- 30 % of the budget will be disbursed upon the signing of the Terms of Reference by the incumbent.
- Costs incurred for travelling and accommodation related to travel, if applicable will be paid within two weeks upon receipt of the statement of mission expenses and the related documentation.
- The remaining percentage of the budget, subject to the subtraction of the already allocated budget of 30 % and the amounts disbursed for travel expenses, will be disbursed within two weeks upon completion of the project.

Selection Process

Qualifications and Experience:

- Demonstrated experience in conducting thorough organisational and strategy analysis, especially related to international organisations, associations or multinational enterprises.
- Proven track record of designing and conducting surveys, interviews, or focus group discussions to gather member's expectations and feedback.
- Experience working in different cultural contexts or regions, demonstrating a broader perspective.

The project will be conducted in English, including the collection of input and reporting.

The interested applicants are invited to submit the following documentation:

- **Methodology proposal**
- **Budget proposal including a blended daily rate applied by the applicant**
- **CV of the applicant or, if the applicant is a consulting firm, the CV of the person that will be responsible for the project**

Deadline for submission of the applications: **15 March 2024**

Applicants are invited to submit their proposals to hr@cobx.org