



## **Rules of Procedure**

### **For the Executive Board of the EU Strategy for the Alpine Region**

#### *Article 1*

##### **Scope**

These Rules of Procedure apply to the Executive Board (EB) of the EUSALP.

#### *Article 2*

##### **Responsibilities**

The EB will be in charge of the overall horizontal and vertical coordination of the EUSALP Action Plan. This includes inter and intra-objective coordination (which will be performed by the Objective Coordination (OC), where appropriate) as well as vertical coordination inside each country, (performed by the National Coordinators (NCs)).

The responsibilities of the EB include mainly:

1. The endorsement of proposals of actions which need to be implemented to secure the effective implementation of the EUSALP;
2. The endorsement of the selection criteria, work plans and actions proposed by the Action Group Leaders (AGLs);
3. The collection of the reports of the Action Groups (AGs) and the monitoring of implementation;
4. The approval of all proposals, e.g. on evaluation, monitoring and possible revision of the EUSALP, before they are submitted to the General Assembly (GA).

#### *Article 3*

##### **Composition of the EB**

(1) The EB is composed of seven country delegations. Each EUSALP country shall appoint its EB delegation, including State and Regional level, made up of a maximum of three representatives that shall become permanent members of the EB. In duly justified cases, EB representatives can send delegated substitutes to the meetings.

(2) Representatives of the European Commission (EC) shall participate in the EB meetings in an advisory role (without decision making right) with a view to facilitating and coordinating the implementation of the EUSALP.

(3) Representatives of the Alpine Convention and of the Interreg Alpine Space Programme shall participate in the EB meetings as observers in advisory capacity (without decision making right).

(4) AGLs and/or other EUSALP stakeholders may be invited by Presidency to participate in EB meetings as observers in advisory capacity (without decision making right) and if required by the agenda.

#### *Article 4*

### **Empowerment of Executive Board Representatives**

EB representatives have to be duly empowered by their respective administrations, which should provide them with appropriate time and resources to duly fulfil their tasks in proper conditions.

#### *Article 5*

### **Meetings**

(1) Meetings of the EB take place as often as may be necessary, but at least twice a year.

(2) The Presidency, in coordination with the EC, proposes venue, date, and duration of any meeting.

(3) The Presidency notifies the EB representatives of venue, date, and duration of meetings at least 6 weeks prior to their beginning. The Presidency may propose, in exceptional circumstances and when duly justified, to change the date or place of an EB meeting.

(4) The Action Group Leaders, acting as Board of Action Group Leaders, may be invited to join EB meetings to brief on the ongoing activities in order to enhance horizontal coordination and to strengthen the implementation priorities.

## *Article 6*

### **Chair**

A rotating chair of the EB coinciding with the presidency of the GA shall be agreed and appointed for the duration of one calendar year among the EUSALP countries. EB meetings shall be co-chaired by the EC.

## *Article 7*

### **Decision-making rules**

- (1) Decisions can be taken only by EB representatives or their delegated / appointed substitutes and if at least four countries are represented.
- (2) Decision-making in an EB meeting shall be done by consensus among all participating country delegations. Each participating country delegation shall have one vote.
- (3) If consensus cannot be reached the Presidency, in coordination with the EC, decides whether the decision is postponed or in exceptional cases brought to the EUSALP General Assembly.
- (4) In the event of short delay or when needed, the Presidency can initiate on his/her own initiative or on the basis of a request from one country delegation a written decision-making process by sending a draft decision and the concerned documents to all country delegations, which shall have 15 working days to respond in writing to the Presidency. The use of written procedures should take due account of holiday periods in the EUSALP countries.
  - a) In the absence of any reaction within this deadline, it will be taken as a silent agreement.
  - b) If a written objection is raised, all members are informed. The matter shall be discussed in order to find a common solution which is suitable for all. In case no solution is found, it shall be put on the agenda of the next EB meeting.
  - c) After the expiration of the 15 working days, the Presidency shall inform all EB representatives whether the decision is deemed to be taken or whether objections have been raised.

## *Article 8*

### **Agenda**

- (1) The Presidency, in coordination with the EC, shall draw up a provisional agenda for each EB meeting. The draft agenda shall be sent to all participating stakeholders at least 15 working days before the beginning of the meeting.
- (2) The draft agenda shall indicate for each point whether a written document shall be provided. Documents for discussion shall be sent at least 10 working days prior to the meeting and 15 working days if decision making is foreseen, unless exceptional duly justified circumstances require circulating a document closer to the date of the meeting.
- (3) Any request to put an item on the agenda (except for points under "any other business") must be communicated to the Presidency at least 10 working days before the date of the meeting. If there is evidence of urgency, the members can propose to add other items to the agenda at the meeting itself. Their final inclusion will be subject to approval by the EB.
- (4) The final agenda is adopted at the EB meeting as first point.

## *Article 9*

### **Minutes of the EB meetings**

- (1) The Presidency shall be responsible for drafting the minutes of the meeting. It will circulate the provisional minutes within 15 working days after the meeting.
- (2) The Presidency shall amend the provisional minutes on the basis of the comments received within 10 working days from the date of circulation of the provisional minutes and will diffuse the final minutes 35 working days following the EB meeting, at the latest.

## *Article 10*

### **Common implementation priorities and respective procedure**

For the set-up and selection of common priorities for the implementation of the EUSALP during a Presidency period, the following procedure will apply:

1. The chair of the Executive Board in accordance with Article 6 invites all Action Group Leaders by written procedure according to Article 7 (4) to name activities from their adopted

Action Group work programme for the inclusion in the rolling list of common implementation priorities for the implementation of the EUSALP for the following year.

2. The incoming Presidency for the following year, in coordination with the preceding and the current Presidencies ("Trio Presidency") shall steer the political process of updating the list of common implementation priorities on which it informs the Executive Board and takes stock of what has been achieved. The final list of priorities, endorsed by the Executive Board, is then submitted by the chair to the General Assembly for political endorsement.
3. After the political endorsement by the General Assembly the list of common implementation priorities shall be annexed to the Joint Declaration.

#### *Article 11*

### **Confidentiality**

Discussions at EB meetings and in written procedures, as well as related communication material included in working documents and internal information system, shall be for internal use only. This does not apply to the normal consultations that EB representatives carry out within their country administrations and related bodies.

#### *Article 12*

### **Working language and communication**

- (1) The working language of EB meetings, of written procedures and of any other communication shall be English. Any documents exchanged within the EB shall be transmitted in English by e-mail.
- (2) Any possible effort shall be done to ensure the correctness and effectiveness of communications.

#### *Article 13*

### **Adoption and revision**

- (1) Rules of procedure of the EB meetings are adopted by unanimous decision.
- (2) After their adoption, rules of procedures of the EB meetings may be amended by unanimous decision.