

RULES OF PROCEDURE ERI SEE GOVERNING BOARD

The ERI SEE Governing Board

Having regard to the Statute of the Education Reform Initiative of South Eastern Europe (ERI SEE) endorsed in Belgrade on 21st September 2016 hereby adopts the following Rules of Procedure:

Article 1

Chairs and Co-Chairs

1. Republic of Serbia as the host country shall appoint the Chair of the Governing Board. The Governing Board shall be co-chaired by (1) a representative of the RCC and (2) a representative of a member of ERI SEE on an annually rotation basis, in alphabetical order.

Article 2

Convening a meeting

1. A Governing Board (GB) meeting is convened by the Chair, either on his or her own initiative, upon proposal of the director of the ERI SEE Secretariat or at the request of a simple majority of the total number of GB members.
2. The notification/summoning of the meeting is to be sent at least 4 weeks in advance and the confirmation of participation from the GB members is to be sent with 2 weeks prior the meeting at the latest. The notifications/summoning of the meeting are sent by the Chair. The notifications/summoning of the meeting can be delegated to the Director of the ERI SEE Secretariat upon the consultations and agreement with the Chair of the GB.
3. Joint meetings of the GB with other Consultative Bodies are to be convened to discuss issues coming within their respective areas of responsibility.

If the Chair is not able to perform his/her duties, the person delegated by the Chair is entitled to perform all the duties on his/her behalf. In case of absence of the delegated person, the Co-Chairs of the Governing Board are entitled to perform all the duties on behalf of Chair.

Article 3

The Organization of Governing Board meetings

1. As a rule, the Governing Board meetings are held twice a year.

2. Both meetings take place in the host country. During the GB meeting, members of the GB can specifically request the second meeting to be held in their respective countries, which is then subject to voting.
3. Co-chairs can request a preparatory meeting prior to the GB meeting.
4. The GB meetings are open to other countries, international organisations and partners as guests upon request to and/or the initiative of the Director, Chair and/or Co-Chairs.
5. The financing of the GB meetings is ensured through the annual contribution of the ERI SEE members. Donations or financial contributions of partners can also be considered appropriate. The financing of the GB meetings includes all the logistics of the meeting (accommodation, travel, transportation to and from airports, local transportation, provision of meeting venue and necessary equipment, reproduction of meeting materials.)

Agenda

The Chair shall set up the agenda in consultation with the director of the ERI SEE Secretariat, who will submit it to the GB members as the draft. The draft will be discussed during the GB meeting and adopted as such or with additional changes. The concept of the Agenda for the following meeting shall be derived on the GB meeting and must respect statutory prescribed rules.

Article 4

Documentation to be sent to GB members

1. The Chair or the Director of the ERI SEE Secretariat, in accordance with the provisions of the Article 1(2) shall send the invitation to the meeting, the agenda and proposed measures about which the GB opinion is required and any other working documents to the GB members, as a general rule, no later than 14 calendar days before the date of the meeting.
2. In urgent cases, and where the measures to be adopted must be applied immediately, the Chair may, at the request of a GB member, director of the ERI SEE Secretariat or on his or her own initiative, shorten the period laid down in the above paragraph to 5 calendar days before the date of the meeting.
3. If the placing of another point into the agenda is requested during the course of a meeting, the approval of a simple majority of GB present members is required.

Article 5

Decisions, opinions of the GB

1. Two-thirds majority vote of the total number of the Governing Board members is needed for decisions and opinions of the GB on these competences:
 - a) Adoption of Statute of the ERI SEE and any subsequent amendments
 - b) Appointment and release from duty of Director of ERI SEE Secretariat
 - c) Adoption of Rules of Procedures of the Governing Board and any subsequent amendments
 - d) Election of the members of the Consultative Body upon recommendation of the Director of ERI SEE Secretariat
 - e) Decision on the expansion of the membership in the ERI SEE, upon the official request in the form of the Expression of Interest of a candidate ERI SEE member and in consultation with ministries of education of the existing ERI SEE members.
 - f) Decision on the level of contribution of members acceding to the Memorandum of Understanding in accordance with criteria provided in Annex 3 of the Memorandum of Understanding
 - g) Determination of levels of annual contribution after initial period of 2011-2013 in consultation with ministries of education of the ERI SEE members
 - h) Adoption of staffing table and terms of reference for each position within the ERI SEE Secretariat
 - i) Adoption of internal regulation of the ERI SEE Secretariat according to the Article 14. of the Statute

All other decisions by the Governing Board are taken by a simple majority with at least two-thirds of its present members.

2. The Chair, on his or her own initiative or at the request of a GB member, may postpone the vote on a particular agenda point until the end of the meeting or reschedule it to the next meeting:

- If a substantive change is made to the proposal during the meeting,
- If the text of the proposal has been submitted to the GB during the meeting,
- If there are specific difficulties and with the support of simple majority of GB present members, the Chair may extend the meeting until the following day.

3. If a GB member so requests, voting on an issue can be postponed if the documents relating to a specific agenda point have not been sent to the GB members within the timeframe laid down in Article 3(1).

However, at the proposal of the Chair or the request of a GB member, the GB may decide by a simple majority of its present members to keep this point on the agenda because of the urgency of the matter.

4. If the GB has not issued an opinion within the timeframe laid down by the Chair, the latter may postpone the voting, except in cases of urgency, no longer than the end of

the next meeting. If necessary, the written procedure provided for in Article 7 of these rules of procedure may be applied.

4. In case of “force majeure”, the voting will be done following the written vote procedure, according to Article 7.

Article 6

Representation

1. Delegation of each ERI SEE member is considered to be one GB member. However, with the Chair's permission, the delegations may be accompanied by one additional expert or appointed National Contact Points, at the expense of the ERI SEE Secretariat. The Chair's permission may be exercised in a way that the delegations give prior notice to the Chair of the GB whom they wish to participate/Secretariat informs the Chair about the participants registered for participation. If the Chair does not object in written to the composition or number of participants in the country delegation at least 7 calendar days in advance of the meeting, the permission is considered to be granted.
2. Participation of any additional member to the country delegation shall be covered by the country itself.

Article 7

Admission of third parties

1. The Chair may decide to invite experts to talk on particular matters on his or her own initiative, at the request of a GB member or the director of ERI SEE Secretariat. The proposal to invite an expert for the following meeting has to be announced by the end of the ongoing meeting or at least one month before the next meeting will take place.

Article 8

Written procedure

1. If necessary and justified, the GB's opinion can be obtained by a written procedure through electronic voting. The Chair shall send the GB members the proposed measures on which their decision or opinion is sought. The proposed measures have to be justified and explained in detail.
2. The silent procedure shall be applied in the cases of GB members who do not explicitly express their opposition or intention to abstain through electronic voting before the deadline lay down in the letter is considered to have given his or her tacit agreement to the proposal; the response period must not be less than 14 calendar days.

In cases of urgency or extreme urgency, the deadlines stated in Article 3 (2) shall apply.

The ERI SEE Secretariat is obliged to collect the results of electronic voting and to present voting results for verification purposes on the following GB meeting.

3. However, if a GB member requests that the proposed measures be examined at a GB meeting, the written procedure shall be terminated without result; the Chairperson shall call a GB meeting as soon as possible.

Article 9

Secretariat support

The ERI SEE Secretariat shall provide technical and logistic support for the GB meeting. The Director of ERI SEE Secretariat is responsible for all GB meeting related organizational issues.

Article 10

Minutes and summary report of the meeting

1. The minutes of each meeting shall be drawn up under the auspices of the Chair. These minutes shall contain, in particular, the measures adopted or decided upon and the opinions expressed on the proposed measures. The text of the measures adopted or decided upon and the opinions shall be given in a separate annex. The minutes shall be sent to the members of the GB within 15 working days. The GB members shall send any written comments they may have on the minutes to the Chair in 7 calendar days. The GB shall be informed if there are any disagreements. In that case the proposed amendment shall be discussed by the GB. If the disagreement persists, the proposed amendment shall be annexed to the minutes.
2. The final approval of the minutes is to be given during the next GB meeting. The final version of minutes has to be signed by the Chair, ERI SEE Director and a person in charge for drawing up minutes.

Article 11

Attendance list

1. At each meeting, the Chair shall draw up an attendance list specifying the authorities or bodies to which the present persons belong.
2. At the beginning of every meeting, any GB member whose participation in the work of the GB would constitute a conflict of interest with regard to a particular agenda point must inform the Chair of this situation.

Article 12

Correspondence

1. Correspondence relating to the GB shall be addressed to the ERI SEE Secretariat, for the attention of the GB Chair.

Article 13

ERI SEE Work Program, Annual Report on the implementation of the ERI SEE Work Program, Annual Budget and Report on Budget

1. Director is obliged to prepare and send to GB members the proposal of the ERI SEE Work Program and the proposal of the Annual Budget for the following year by the end of November of the current year. GB members shall provide written amendments, questions and suggestions on these proposals. The adoption of the final version of these documents shall take place on the next GB meeting.
2. Director is obliged to prepare and send to GB members the draft Annual Report on the implementation of the ERI SEE Work Program and Report on Budget for the previous year by the end of February of the current year. GB members shall provide written amendments, questions and suggestions on these proposals. The adoption of final version of these documents shall take place on the next GB meeting.

Article 14

Entry into the force

1. These rules and procedures enter into the force on the adoption date.