

# Draft Rules of Procedure of the ECPGR

ECPGR SC-13, December 2013, Vienna

# Mandate

- In Bratislava (SC-12, 2010), the SC mandated the ExCo to prepare an “Options paper”, including, among others:
  - Elaborating a first [draft of Rules of Procedure](#)
- SC-12 also identified a key reason to have RoP: the need to regulate the use of country quota “regardless of whether or not countries had signed the LoA for Phase VIII and whether they had outstanding contributions”.

- In addition, SC-12 indicated some content:  
“A minimum set of rules of procedure should be established on:
  - the role and mandate of the Executive Committee and the Executive Secretary,
  - monitoring expenses and decision making regarding the budget and
  - possible sanctions for members with outstanding contributions.

# DRAFT RoP

- The European Cooperative Programme for Plant Genetic Resources (ECPGR) is a collaborative programme among most European countries aiming at ensuring the long-term conservation and facilitating the increased utilization of plant genetic resources in Europe.

- **Rule 1 Membership**

1. Membership of ECPGR is open to countries in the European region.
2. Full membership is granted following signature of the MoU between the country and [the Executive Secretary] [Director] of the [ECPGR][the hosting institute of the secretariat] for the respective phase.
3. Associate membership is open to eligible countries in the process of becoming full members
4. The Membership fee is calculated based on the UN Scale of Assessments.
5. Each member country will designate a National Coordinator who is also member of the SC.
6. Each member country has a participation quota, based on the level of membership fee for attending meetings organized by ECPGR.
7. In case of non-payment of (the) outstanding membership fee(s) for 2 calendar years the member country will lose the right to use any ECPGR funds and the right to vote as long as the contributions have not been paid. A 3-months advance notice of this occurrence will be sent to the implementing agency that signed the LoA (NC in copy).

- **Rule 2 Structure**

- **Rule 3 Secretariat**

1. The head of the Secretariat of ECPGR shall be the [Executive Secretary] [Executive Director] of ECPGR. The [Executive Secretary] [Executive Director] shall act in that capacity in all meetings of ECPGR.
2. The [Executive Secretary] [Executive Director] shall provide and direct the staff required by ECPGR.
3. The [Executive Secretary] [Executive Director] is nominated by the Executive Committee of ECPGR

- **Rule 4 Meetings**

1. The Steering Committee of ECPGR meets every two and a half years. All members of the Steering Committee and Focal Persons of associate countries are invited to attend these meetings.
2. Other meetings of Working Groups, Networks and other subsidiary bodies are organized when necessary and based on the availability of funds. No such meeting should be held 3 three months before and after a Steering Committee meeting.

- **Rule 5 Agenda and documents for the Steering Committee meetings**

1. The Executive Committee shall prepare a provisional agenda, subject to approval by the Steering Committee during the meeting.

2. Any Member of the Steering Committee of ECPGR may request the Executive Committee to include specific items in the Provisional Agenda.

3. The Provisional Agenda shall be circulated by the [Executive Secretary] [Executive Director] at least two months in advance of the session to all Members of the Steering Committee of ECPGR, [Associate Members] and Observers.

4. Documents to be submitted to the Steering Committee of ECPGR at any meeting shall be furnished by the Executive Committee to the Members of the Steering Committee of ECPGR, [Associate Members] and Observers.

- **Rule 6 Decision making procedure**

1. During its meetings, the SC of ECPGR shall make every effort to reach agreement on all matters by consensus. If all efforts to reach consensus have been exhausted and no agreement has been reached, the decision shall, as the last resort, be taken by a two-thirds majority of the Members of the SC of ECPGR present and voting.

2. Decisions of the SC can also be taken by means of email when deemed necessary to do so, in this case only by consensus. In the case of decisions taken by email a no-reply-given, in a fixed period of time, shall be interpreted as to mean that the issue at stake/proposal is accepted.



- **Rule 7 Observers**

The SC may designate observers to attend the meetings of the SC. Observers can be permanent or can be invited for a specific SC meeting. Observers have no right to vote.

- **Rule 8 Reports**

1. Before closing each Regular Meeting, the SC of ECPGR shall approve a meeting report embodying its views, recommendations and conclusions.

2. The report of the SC of ECPGR shall be circulated by the Secretariat to all Members of the SC of ECPGR, Associate Members and Observers and will be available on the ECPGR web side.

- **Rule 9 Languages**

The official language of ECPGR is English.

- **Rule 10 Expenses**

1. Expenses incurred by representatives of Members of the SC of ECPGR when attending sessions of the SC of ECPGR or subsidiary bodies, shall be borne by ECPGR.

- **Rule 11 Amendments and suspension of the rules**

1. Amendment of or additions to these Rules may be adopted by [a two-thirds majority of the Members of the Steering committee of ECPGR present and voting,] [consensus,] provided that not less than minimum 6 weeks' notice of the proposal for the amendment or the addition has been given. Proposals for such amendments or additions should be submitted to the [Executive Secretary] [Executive Director] of ECPGR.

2. Any of the above Rules of the SC of ECPGR, may be suspended by [a two-thirds majority of the Members of the Steering Committee of ECPGR present and voting,] [consensus,] provided that not less than a [6 weeks] notice of the proposal for suspension has been given.