

ECPGR
Draft Rules of procedures¹

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 for countries in the European region.
2. Membership is granted after signing the Memorandum of Understanding 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 true members
4. The Membership fee is calculated based on the official UN Scale of Assessment.
5. Each member country designates a National Coordinator who is also member of the Steering Committee.
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 years the member country loses the right to use the country quota and the right to vote.

Rule 2 Structure

The operational structure of ECPGR during Phase IX and onwards will be elaborated by the Steering committee. Any change of this operational structure must be approved by the Steering Committee.

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

¹the ECPGR Terms of Reference do already define several components of the ECPGR Structure, see (http://www.ecpgr.cgiar.org/fileadmin/www.ecpgr.cgiar.org/MISC/ToRs_PhaseVIII_3_final.pdf)

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 Steering Committee 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 Steering Committee of ECPGR present and voting.
2. Decisions of the Steering Committee 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 Steering Committee may designate observers to attend the meetings of the Steering Committee. Observers can be permanent or can be invited for a specific Steering Committee meeting. Observers have no right to vote.

Rule 8 Reports

1. Before closing each Regular Meeting, the Steering Committee of ECPGR shall approve a meeting report embodying its views, recommendations and conclusions.
2. The report of the Steering Committee of ECPGR shall be circulated by the Secretariat to all Members of the Steering Committee 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 Steering Committee of ECPGR when attending sessions of the Steering Committee 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 Steering Committee 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.