



Schola Europaea

Office of the Secretary-General

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Rules of procedure for the Budgetary Committee

Approved by the Board of Governors at its meeting of 2, 3 and 4 December 2009

Entry into force: 5 December 2009

Having regard to the decision of the Board of Governors concerning the 'Reform of the European Schools System' (document 2009-D-353-en-4),

Having regard to the Rules of Procedure for the Board of Governors (Article 11),

The Board of Governors

hereby adopts

these Rules of Procedure for the Budgetary Committee.

Article 1

In accordance with Article 11 of the Rules of Procedure for the Board of Governors, the Budgetary Committee:

- shall address all budgetary and financial questions and shall have decision-making power on these questions within the framework of the total budget approved by the Board of Governors;
- shall address administrative and legal questions requiring a decision of the Board of Governors (affecting the system as a whole, including Types II and III schools, and outside the sphere of autonomy of the individual schools). The Budgetary Committee shall express an opinion for the benefit of the Board of Governors;
- shall define the general budgetary objectives for Type I schools and shall evaluate their implementation by the schools.
- shall report annually to the Board of Governors.

In particular

It shall scrutinise the preliminary draft budgets and the preliminary draft amending budgets.

It shall scrutinise and, where appropriate, take decisions on pedagogical proposals which will have a budgetary impact. It shall in particular check the financial statements submitted to it. It shall evaluate proposals in terms of whether they are consistent with the principles of economy, efficiency and effectiveness.

It shall scrutinise and approve proposals for transfers of appropriations from one chapter to another within each budget in accordance with the relevant provisions of the Financial Regulation.

Article 2

The Budgetary Committee shall be composed of one or two representatives of each member of the Board of Governors. (The expenses of only one representative will be defrayed by the budget of the Office of the Secretary-General).

Each member of the Board of Governors shall notify the Secretary-General in writing of the name of its representative(s) on the Budgetary Committee and of that of an alternate. Their appointment shall remain valid until further notice.

Article 3

The Budgetary Committee shall be chaired by the Member State which currently holds the Presidency of the Board of Governors.

Article 4

The following may attend each meeting:

as observers:

- a) a representative of the pupils for items concerning the pupils;
and, in an advisory capacity,
- b) a representative of the directors of the European Schools;
- c) the Chairs of the Joint Teaching Committee;
- d) a representative of the AAS;
- e) a representative of each organisation governed by public law which is allowed to attend meetings of the Board of Governors;
- f) experts, in so far as the Chair or a member of the Budgetary Committee judges their presence to be essential. In the latter case the Chair's permission shall be required.

The directors and bursars of all the European Schools (Type I) shall attend the meeting given over to discussion of the draft budgets for the following year.

Article 5

Meetings of the Budgetary Committee shall be convened by its Chair or by the Secretary-General of the European Schools, normally twice a year.

Meetings shall be scheduled in such a way as to enable opinions to be delivered well before meetings of the Board of Governors.

A timetable of meetings shall be set and notified in advance to all members.

A meeting of the Budgetary Committee may also be convened at the request of 20% of its members.

Article 6

Meetings of the Budgetary Committee shall be held in Brussels.

Organisational arrangements for meetings shall be made by the Secretary-General.

Simultaneous or consecutive interpretation from and into the three vehicular languages and the language of the Presidency shall be provided for all meetings.

Article 7

The agenda shall be prepared by mutual agreement between the Chair of the Budgetary Committee and the Secretary-General.

The items on the agenda shall be arranged under items for information and under items requiring an opinion for the Board of Governors and items requiring a decision of the Budgetary Committee.

The addition of an item to the draft agenda can be decided by a simple majority of the members present.

The agenda shall be adopted at the beginning of the meeting by a simple majority of the members present.

The agenda and the documents to be discussed at meetings must be circulated so that they are available to the members of the Budgetary Committee in the three vehicular languages and the language of the presidency at least ten working days before the meeting.

Article 8

Decisions of the Budgetary Committee shall be taken by a two-thirds majority of the votes cast by the members entitled to vote – Article 8 of the Convention (representatives of all the Member States, European Commission, EPO, where appropriate).

A decision can be taken validly only if there is a quorum, namely two thirds of the members entitled to vote.

A member who is unable to attend the meeting or who is obliged to leave before the meeting ends may inform the Chair of his/her position on the items on the agenda still to be discussed. The Chair shall take such positions into account should a vote be taken.

The representatives of the parents and of the Staff Committee shall not be entitled to vote but may give their opinion on the issues addressed by the Budgetary Committee.

Decisions taken by the Budgetary Committee shall be communicated to the other members of the system via the website of the Office of the Secretary-General of the European Schools: www.eursec.eu.

Article 9

Between two meetings of the Budgetary Committee, a decision may be sought by written procedure. Use of the written procedure must remain an exception, restricted to matters requiring decision-making for compelling reasons before the next meeting is due to be held.

Members required to vote shall be allowed a minimum of ten working days in which to do so.

Should a member have failed to respond after ten days, he/she shall be deemed to have given his/her approval.

Decisions shall be taken as provided for in Article 8.

The outcome of each written procedure shall be mentioned under the heading 'Written Communications' on the agenda for the following meeting of the Budgetary Committee. The decisions taken and the delegations' votes shall be recorded in the minutes of the said meeting.

Article 10

The Chairs of the Joint Teaching Committee shall be invited to the meetings of the Budgetary Committee.

The Directors may be heard by the Budgetary Committee and may submit suggestions for deliberation by it, either at their request or at the instigation of the Chair.

Article 11

The Budgetary Committee may propose the setting up of working groups to the Board of Governors.

The main objective of these working groups will be to provide the Budgetary Committee with input in the form of reflections which may assist it in its decision-making.

The proposal to set up a working group must be accompanied by a work plan and a financial statement.

Where appropriate, members of the Joint Teaching Committee will be invited to sit on a Budgetary Committee working group. Similarly, members of the Budgetary Committee may sit on working groups set up in the context of the activities of the Joint Teaching Committee.

However, they shall not represent the Budgetary Committee and the positions which they express shall be without prejudice to the deliberations and to the decisions which will be taken.

Article 12

The General Secretariat shall be responsible for the secretarial work connected with meetings of the Budgetary Committee and for producing the summary of the conclusions reached and the decisions taken and for writing the minutes in the vehicular languages.

The Office of the Secretary-General shall publish the outcomes of meetings of the Budgetary Committee, after approval by the Chair, within 15 working days following the meeting. Such outcomes will be published not later than five working days before a meeting of the Board of Governors if the latter is invited to take decisions on proposals put forward by the Budgetary Committee.

A set of minutes shall be produced and sent to the members of the Budgetary Committee within 30 working days following the meeting. Members shall forward their approval or comments in writing within 20 working days of receiving the draft minutes

A copy of the minutes shall be sent to the other participants. Where appropriate, they may submit comments on their own interventions within 20 working days of receiving the draft minutes

A definitive set of minutes, taking account of the comments of the members of the Budgetary Committee, shall be produced and distributed following its approval by the latter by written procedure.

Article 13

The outgoing Chair shall produce the report referred to in Article 1 on performance of the duties of the Budgetary Committee under his/her chairmanship. The outgoing Presidency shall be invited to make recommendations and issue guidelines to the current Presidency and to future presidencies, aimed at enhancing the effectiveness of the activities of the Budgetary Committee. This report shall be presented to the Budgetary Committee and to the Board of Governors at its December meeting.

Article 14

The members of the Budgetary Committee shall be entitled to reimbursement of their travel expenses and to payment of a daily subsistence allowance under the terms of the Regulations approved by the Board of Governors. These expenses shall be chargeable against the budget of the Office of the Secretary-General.

The cost of reimbursement of expenses resulting from the attendance at meetings of other persons or experts shall be chargeable against the budget of the Office of the Secretary-General only in cases where an invitation was issued by the Office of the Secretary-General.

The total cost of each meeting shall be indicated in the minutes.

Article 15

For the conduct of meetings, the Budgetary Committee shall apply the arrangements appended to these Rules of Procedure.

ANNEX TO THE RULES OF PROCEDURE FOR THE BUDGETARY COMMITTEE

Conduct of meetings

1. At the start of a meeting, the Chair shall give any further information necessary regarding the handling of the meeting and in particular indicate the length of time he/she intends to be devoted to each item. He/She shall refrain from making lengthy introductions and avoid repeating information which is already known to members.
2. Items for information only shall be included on the agenda for the meeting in the form of written communications and shall not be discussed.
3. At the start of a discussion on a substantive point, the Chair shall, depending on the type of discussion which is required, indicate to members the maximum length of their interventions on that point.
4. Full table rounds shall be proscribed in principle; they may be used only in exceptional circumstances on specific questions, with a time limit on interventions set by the Chair.
5. The Chair shall give as much focus as possible to discussions, in particular by requesting members to react to compromise texts or specific proposals.
6. During and at the end of meetings the Chair shall refrain from making lengthy summaries of the discussions and shall confine himself/herself to concluding briefly on the results (substance and/or procedure) achieved.
7. Members shall avoid repeating points made by previous speakers. Their interventions will be brief, substantive and to the point.
8. When discussing texts, members shall make concrete drafting proposals, in writing, rather than merely expressing their disagreement with a particular proposal.
9. Unless indicated otherwise by the Chair, members shall refrain from taking the floor when in agreement with a particular proposal; in this case silence will be taken as agreement in principle.
10. The Chair will call for a vote to be taken when he/she considers it necessary in order to clarify the decision. At the request of one third of the members of the Budgetary Committee, the Chair will always put a question to the vote.