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# Rules of Procedure for the Joint Teaching Committee

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Approved by the Board of the Governors of the European Schools  
Meeting of 7-9 December 2016 – Brussels

Document 2016-09-D-8-en-3 canceled and replaced document 2009-D-295-en-6.

Amended by:

Decision of the Board of Governors of 4-6 April 2017<sup>1</sup> – Document 2016-09-D-8-en-4 canceled and replaced document 2016-09-D-8-en-3 (modification Articles 6, 7, 9, 10 and 14)

Decision of the Board of Governors of 5-7 December 2017<sup>2</sup> – Document 2016-09-D-8-en-5 canceled and replaced document 2016-09-D-8-en-4 (modification Articles 2 and 7)

Decision of the Board of Governors of 17-19 April 2018<sup>3</sup> – Document 2016-09-D-8-en-6 canceled and replaces document 2016-09-D-8-en-5 (modification Article 2)

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<sup>1</sup> 2017-04-D-2-en-3 Decisions Board of Governors 4-6/04/2017

<sup>2</sup> 2017-12-D-17-en-3 Decisions Board of Governors 5-7/12/2017

<sup>3</sup> 2018-04-D-11-en-3 Decisions Board of Governors 17-19/04/2018

Having regard to the decision of the Board of Governors concerning 'Reform of the European School system' (2009-D-353-en-4),  
Having regard to the Rules of Procedure for the Board of Governors (Article 12),

The Joint Teaching Committee adopted its operating rules in October 2009, which were then approved by the Board of Governors at its meeting of 2-4 December of the same year.

These same rules were amended and approved by the Board of Governors of 7-9 December 2016.

## Article 1

The Joint Teaching Committee shall deal with pedagogical issues relating to the nursery and primary, to the secondary and, where appropriate, to all three teaching levels.

The Joint Teaching Committee shall take decisions on pedagogical issues without financial implications in accordance with the arrangements laid down in Article 9.

In the case of pedagogical issues with financial implications, requiring a decision of the Budgetary Committee and/or of the Board of Governors, the Joint Teaching Committee shall express an opinion for the benefit of these organs. It shall discuss the proposals submitted to it so that, where possible, it can reach a consensus or, failing that, evolve the various options to be considered.

## Article 2

The Joint Teaching Committee shall be composed of:

- the inspectors of the two Boards of Inspectors,
- the representative of the Commission,
- the representative of the EPO, of the EIB, EUIPO and of the ECB (for EPO, EIB, EUIPO and ECB related issues)<sup>4</sup>,
- four representatives of the parents (two for the nursery and primary, two for the secondary),
- four representatives of the Inter- Schools Teaching Staff Committee (two for the nursery and primary, two for the secondary),
- the Directors,
- two representatives of the Deputy Directors (one Deputy Director for the Secondary, one Deputy Director for the Primary),
- two representatives of the pupils.

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<sup>4</sup> In accordance with the provisions of Articles 28 and 29 of the 1994 Convention defining the Statute of the European Schools, the following may sit on the Joint Teaching Committee: the representative of any intergovernmental organisation/ institution or organisation/ institution governed by private law with whom the Board of Governors has signed a Participation Agreement. The Article 2 of the present Rules shall be updated accordingly.

A representative of the Directors, of the teachers, of the parents<sup>5</sup> and of the students<sup>6</sup> of the Accredited European Schools shall be invited as observers without voting rights.

By mutual agreement between the Chairs and the Secretary-General, other participants may be invited as observers for specific items on the agenda.

### Article 3

The Joint Teaching Committee shall be chaired by the inspectors who currently hold the presidency of the Boards of Inspectors.

The Chairs shall attend meetings of the Board of Governors. The inspectors who held the presidency during the previous school year shall report at the December meeting of the Board of Governors on the work of the Boards of Inspectors and the Joint Teaching Committee during their term of office.

### Article 4

The Joint Teaching Committee shall meet, at the invitation of its Chairs or of the Secretary-General of the European Schools, twice during each school year.

Meetings shall be held in Brussels.

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

### Article 5

The agenda shall be prepared by mutual agreement between the Chairs of the Joint Teaching Committee and the Secretary-General.

It must be sent to the participants at least three weeks before the proposed date of the meeting.

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

The items on the agenda shall be arranged under 'Written Communications' and under items requiring an opinion or a decision of the Joint Teaching Committee.

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

The documents to be discussed must be circulated so that they are available to the members of the Joint Teaching Committee in the vehicular languages and the language of the presidency at least five working days before the meeting.

### Article 6

The Secretary-General and/or his/her Deputy shall take part in meetings of the Joint Teaching Committee.

He/She/They may make observations, which shall be recorded in the summary of the conclusions of the meeting.

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<sup>5</sup> Decision of the Board of Governors, April 2013.

<sup>6</sup> Decision of the Board of Governors, April 2017

## Article 7

The General Secretariat shall be responsible for the secretarial work connected with meetings of the Boards of Inspectors and for producing the summary of the decisions, of the conclusions and the delegations' statements<sup>7</sup>, in accordance with the following arrangements:

- The Office of the Secretary-General shall publish the decisions of meetings of the Joint Teaching Committee in the vehicular languages, after approval by the Presidency, within 10 working days following the week of the pedagogical meetings.
- An expedited procedure will need to be used in the case of items in the summary of opinions on which the Budgetary Committee or the Board of Governors must take a decision at their respective meetings following the meeting of the Joint Teaching Committee.
- Consequently, a summary of the opinions regarding the items in question will be produced within 3 working days following the meeting and sent to the members of the Joint Teaching Committee in the vehicular languages, after approval by the Presidency.
- The members of the Joint Teaching Committee shall forward their approval or their observations in writing within 5 working days of receiving the draft opinions for the aforementioned items.
- The summary of conclusions which refer to essential points in the discussions, including the already approved opinions for the aforementioned items, and the delegations' statements shall be produced within 15 working days following the week of the pedagogical meetings and shall be sent to the members of the Joint Teaching Committee in the vehicular languages, after approval by the Presidency.
- The members of the Joint Teaching Committee shall forward their approval or their observations in writing within 10 working days of receiving the draft conclusions and statements.
- The members' comments and observations shall be added to the conclusions and statements.

The definitive conclusions and statements, taking account of the comments and observations of the members of the Joint Teaching Committee, shall be produced and distributed following approval by the Joint Teaching Committee by written procedure.

## Article 8

The opinions and/or proposals of the Joint Teaching Committee drawn up for the benefit of the Budgetary Committee and/or the Board of Governors shall be adopted by consensus. In the absence of a consensus, the differing views shall be mentioned in the opinion submitted to the Budgetary Committee and/or the Board of Governors.

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<sup>7</sup> "Delegations' statements" means an intervention for which the delegation concerned will have expressly made a request to the Presidency that it be appended to the summary of conclusions.

## Article 9

In the case of the decisions on pedagogical issues mentioned in Article 1 of these Rules of Procedure taken by the Joint Teaching Committee, they shall be taken by consensus or, failing that, by a two-thirds majority of the votes cast by the members' present entitled to vote.

Each member of the Joint Teaching Committee shall have one vote: one vote for each Member State and one vote respectively for the Commission, the EPO, where appropriate, the Staff Committee, the parents, the directors, the deputy directors and the pupils.

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

Decisions taken by the Joint Teaching Committee shall enter into force on the date that it sets or, failing that, on the day following their adoption.

## Article 10

Between two meetings of the Joint Teaching 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.

Decisions shall be taken as provided for in Article 9 above.

A document giving the outcome of each written procedure shall be included under the heading 'Written Communications' on the agenda for the following meeting of the Joint Teaching Committee.

## Article 11

Decisions taken by the Joint Teaching 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.eursc.eu](http://www.eursc.eu).

## Article 12

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

## Article 13

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

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

## Article 14

The members of the Joint Teaching 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 summary of conclusions.

## Article 15

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

## ANNEX TO THE RULES OF PROCEDURE FOR THE JOINT TEACHING COMMITTEE:

### Conduct of meetings

1. At the start of a meeting, the Chair(s) shall give any further information necessary regarding the handling of the meeting and in particular indicate the length of time he/she/they intend(s) to be devoted to each item. He/She/They 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(s) 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(s).
5. The Chair(s) 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(s) shall refrain from making lengthy summaries of the discussions and shall confine himself/herself/themselves 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(s), 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(s) will call for a vote to be taken when he/she/they consider(s) it necessary in order to clarify the decision. At the request of one third of the members of the Joint Teaching Committee, the Chair(s) will always put a question to the vote.