



European Schools

Office of the Secretary-General

General Secretariat

Ref.: 2016-11-D-25-en-3

Original: FR

Rules of Procedure for the Central Enrolment Authority for the Brussels European Schools

**Approved by the Board of Governors of the European Schools at its meeting of 7, 8
and 9 December 2016**

Immediate entry into force

These Rules of Procedure have been adopted pursuant to the decisions of the Board of Governors of 25 and 26 April 2006 and of 23-25 October 2006 setting up the Central Enrolment Authority.

1. Chapter 1: Composition of the Central Enrolment Authority

Section 1: Members

Article 1

The Central Enrolment Authority shall be composed of active members and of observers.

Article 2

The Central Enrolment Authority shall be composed of the following five active members:

- the Secretary-General of the European Schools,
- a representative of the European Commission on behalf of all the Institutions of the European Union,
- a representative of the Directors of the Brussels European Schools,
- a representative of the parents of the Brussels European Schools,
- a representative of the authorities of the Belgian State, the host country.

Article 3

The Central Enrolment Authority shall be composed of the following observer members:

- the other Directors of the Brussels European Schools,
- the representatives of each of the Parents' Associations of the Brussels European Schools/Sites,
- the representative of the European Commission's Local Staff Committee (LSC).

Article 4

The Secretary-General of the European Schools shall chair the Central Enrolment Authority. In the event of being unable to fulfil his/her duties, the Secretary-General shall designate his/her replacement.

Article 5

The representative of the Directors of the European Schools shall be designated by joint decision of the Directors of the Brussels European Schools.

Article 6

The representative of the parents shall be designated by joint decision of the Parents' Associations of the Brussels European Schools.

Article 7

The representative of the host country's authorities shall be designated by the Belgian delegation on the Board of Governors.

Article 8

The representatives of the European Commission, of the Directors, of the parents and of the host country's authorities shall appoint an alternate who may replace the full member should he/she be unable to fulfil his/her duties.

Article 9

The representatives of the Parents' Associations and of the Commission's Local Staff Committee shall be designated by the association or committee which they represent.

Article 10

10.1. The term of office of the members of the Central Enrolment Authority shall be for an indefinite period.

10.2. The representatives of the European Commission, of the Directors, of the parents, of the authorities of the Belgian State, of the Parents' Associations and of the European Commission's Local Staff Committee who attended the Central Enrolment Authority's last meeting shall remain vested with power of representation if they have not advised the Central Enrolment Authority of the identity of their successor or alternate.

Article 11

The members of the Central Enrolment Authority may not, during their term of office, engage in any political or administrative activity or any occupation incompatible with performance of their duties.

Article 12

In the event of serious failings in performance of their duties, active and observer members of the Central Enrolment Authority may be removed from office, such a measure being put to the vote and requiring a two-thirds majority of the active members of the Central Enrolment Authority, on a proposal from its Chair.

Section 2: The secretariat

Article 13

The Central Enrolment Authority shall have a secretariat, responsible for the CEA's organisation and activities, under the authority of its Chair.

Article 14

The secretariat shall draw up the calendar of activities and meetings of the Central Enrolment Authority. It shall convene the active members and the observer members to meetings if the Chair so recommends. It shall issue the communications and notifications sent by the Central Enrolment Authority about cases or enrolment applications submitted to it. It shall ensure that the measures decided by the Central Enrolment Authority are publicised. It shall have custody of its archives.

Article 15

The secretariat shall, subject to the duty of discretion attaching to its office, reply to requests for information about the activities of the Central Enrolment Authority sent by its active and observer members or by the Complaints Board of the European Schools.

Article 16

General instructions with regard to the secretariat's organisation may be issued by the Chair.

Article 17

The members of the secretariat of the Central Enrolment Authority shall be designated by the Secretary-General of the European Schools.

2. Chapter 2: Operation of the Central Enrolment Authority

Article 18

The Central Enrolment Authority shall convene whenever required by performance of its duties and application of the operating rules defined by this Statute. The Chair shall order that such a meeting be convened if at least one third of the active members so request.

Article 19

As the Chair decides, meetings (active and observer members) may be held, according to a calendar drawn up by the secretariat, which shall give notice thereof. The Chair may allow guests, experts or representative associations to be present.

Article 20

The notices convening meetings shall be sent by the secretariat by email, with an agenda and the relevant documents. Documents containing personal data shall be made anonymous as far as possible.

Article 21

The presence quorum required for adoption of the deliberations of the Central Enrolment Authority shall be two thirds of the active members.

Article 22

22.1. The decisions of the Central Enrolment Authority shall be adopted by an absolute majority of the active members present, votes being cast by a show of hands (without prejudice to Article 24). In the event of a tie, its Chair shall have the casting vote.

22.2. On a proposal from the Chair, the Central Enrolment Authority may postpone discussion of certain items on the agenda.

Article 23

The observer members shall not vote. By way of derogation from the foregoing, where the deliberation concerns an enrolment or transfer application involving particular circumstances, the Director of the School designated by the applicants for enrolment as their first preference school and the representative of the Parents' Association of that same school shall vote, instead of and in place of the representatives of the Directors of the European Schools and of the parents of the European Schools.

Article 24

24.1. In cases where urgency so requires, the Central Enrolment Authority may adopt decisions by written consultation of its members, who will be invited to give their opinion electronically. A consultation sent electronically to each of the active and observer members shall indicate the deadline by which members' votes must be sent to the secretariat. The absence of a response or a belated response shall be regarded as abstention.

24.2. In the event of voting by written consultation, Article 21 shall not be applicable.

Article 25

25.1. The members of the Central Enrolment Authority shall expressly undertake not to divulge to third parties the content of the confidential discussions or documents submitted by applicants for enrolment or by the Central Enrolment Authority.

25.2. All the active and observer members of the Central Enrolment Authority and the members of its secretariat shall show due regard for the confidentiality of the personal data communicated by applicants for enrolment or the secretariat. The documents or statistical data communicated by the secretariat shall be for internal use only.

Article 26

The Central Enrolment Authority shall convene at the Office of the Secretary-General of the European Schools or at another venue when the practical circumstances so require.

Article 27

The discussions shall be recorded. The recording may be transcribed in order to be used as proof in the event of dispute.

Article 28

The Chair may decide on publication of the notices, reports and proposals of the Central Enrolment Authority. They shall be published on the European Schools' website (www.eursc.eu), which shall constitute the sole official source of information.

3. Chapter 3: Roles, duties and powers of the Central Enrolment Authority

Article 29

The tasks of the Central Enrolment Authority shall be as follows:

- A) To devise and publish each year a policy on enrolment of pupils in the Brussels European Schools, guaranteeing the objectives defined in the guidelines for the enrolment policy.
- B) To guarantee optimisation of the possibilities for admission of pupils, at the same time ensuring their harmonious distribution across the sites and the language sections.
- C) To consider enrolment applications and award places, in accordance with the enrolment policy.
- D) To guarantee the schooling of siblings in the same school.
- E) To produce a review of the results of each enrolment session to be used as a basis for the guidelines to be determined by the Board of Governors with a view to adoption of subsequent enrolment policies.
- F) To monitor and follow up on the routine administration involved in the procedure for enrolments in the Brussels European Schools, on the basis of developments in the forecasts of groups for the following school year.
- G) To adopt all necessary measures to allow admission of the largest possible number of pupils within the existing logistical structure, such as, in particular, the creation or discontinuance of classes in schools/sites.

Article 30

The Central Enrolment Authority shall perform its task in compliance with the principles of due diligence and good administration.