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# **Rules of procedure for the Administrative Boards of the European Schools**

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**Entry into force: 1 September 2018**

**Cancels and replaces the document 2009-D-910-en-4.**

## **Article 1**

The composition and responsibilities of the Administrative Board are defined in Articles 19 and 20 of the 1994 Convention defining the Statute of the European Schools.

## **Article 2**

In accordance with the provisions of Article 20 of the 1994 Convention defining the Statute of the European Schools, the Administrative Board:

- shall prepare the estimates of revenue and expenditure of the school in accordance with the Financial Regulation;
- shall supervise implementation of the school's section of the budget and draw up its annual revenue and expenditure account;
- shall ensure that suitable physical conditions and an atmosphere conducive to the proper operation of the school are maintained;
- shall perform such other administrative duties as may be entrusted to it by the Board of Governors.

Within the framework of the autonomy of the European Schools, as defined in document 2009-D-353-en-4 'Reform of the European Schools System', approved by the Board of Governors in April 2009, the Administrative Board shall adopt, on the basis of the annual activity report, produced by calendar year and presented by the Director, the draft multi-annual school development plan and annual school plan, as well as its draft budget.

Powers to that effect having been delegated to it by the Board of Governors, the Administrative Board may take decisions on a number of questions coming within the different areas of management of the school, within the limits of the budgetary resources allocated to it and due account being taken of the pre-existing legal framework set by the Board of Governors, in particular:

- recruitment conditions of locally recruited staff;
- creation of AAS posts;
- Category II contracts and school fee levels;
- setting of school fee levels (Category III) within the limits of a banded range determined by the Board of Governors;
- timetable reductions for teachers and other staff;
- various activities with implications for the school's budget;
- school development strategy: cooperation, partnership, sponsors, etc.

The Administrative Board shall deal with all the questions tabled on the agenda by the Chairman or at the request of a member of the Administrative Board made at least ten working days before the date of the meeting.

### **Article 3**

In accordance with Article 19 of the Convention, the Administrative Board shall comprise:

- the Secretary-General, who shall be Chairman,
- the Director of the school,
- the Representative of the Commission,
- two representatives of the Parents,
- two representatives of the Teaching Staff Committee,
- one representative of the AAS.

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 Administrative Board:

- the representatives of the intergovernmental organisations or institutions with which the Board of Governors has concluded an agreement, such as the EPO in Munich
- the representatives of the organisations or institutions governed by private law to which the Board of Governors has granted a seat pursuant to an agreement.

Two representatives of the pupils shall be invited to attend meetings of the Administrative Board of their school, as observers, for items concerning them.

Two additional members of the Teaching Staff Committee may attend meetings of the Administration Board as observer.

A representative of the Member State in which the school is situated may attend meetings of the Administrative Board as an observer.

Other persons may also attend meetings of the Administrative Board as advisory members, at the Chairman's invitation.

### **Article 4**

#### **Chairmanship**

The Administrative Board shall be chaired by the Secretary-General. The Chairman's role shall include, in particular, ensuring that decisions taken by the Administrative Board comply with the Statute, the regulations or the decisions of the Board of Governors and that the system's coherence is guaranteed.

In the absence of the Secretary-General, the Administrative Board shall be chaired by his/her Deputy, or failing that, by the Representative of the Commission of the European Communities.

## **Article 5**

The Chairman shall convene two meetings of the Administrative Board a year. Extraordinary meetings may be convened if need be by the Chairman of the Administrative Board or at the request of at least three members.

September/October Administrative Board meeting: Review of results and outlook, on the basis of the previous year's activity report, taking account of the general objectives of the system defined by the Board of Governors, the Boards of Inspectors and the Budgetary Committee. All questions concerning the school coming within the field of competence of the Administrative Board.

January/February Administrative Board meeting: Discussion and adoption of the annual school plan and of the draft budget for the next calendar year. All questions concerning the school coming within the field of competence of the Administrative Board.

The Administrative Board's January/ February 'budgetary' meeting shall be prepared beforehand by the 'Accounts' Unit of the Office, in conjunction with the European Schools, using as a framework the indicative amounts of the Commission's contribution as communicated in advance, in order to ensure the meeting's greater efficiency.

## **Article 6**

The dates of Administrative Board meetings shall be set by the Chairman of the Administrative Board. Meetings shall be held in the schools. Videoconferencing may also be used to hold them.

The invitation to the meeting of the Administrative Board, issued on behalf of the Chairman of the Administrative Board, must be sent, accompanied by the agenda, electronically to members two weeks before the meeting by the school's directorate.

All items on the agenda must be accompanied by a full document sent electronically to all the members of the Administrative Board five working days before the date of the meeting.

Any requests for the addition of items to the agenda shall be made at the beginning of the meeting with the agreement of the Chairman of the Administrative Board and the decision shall be taken by a simple majority of the members present.

## **Article 7**

The draft minutes of meetings must be received by the members 20 working days after the meeting. 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 Administrative Board, shall be produced and distributed following its approval by the latter by written procedure.

## **Article 8**

Decision-making arrangements:

The decisions of the Administrative Board shall be taken by consensus as far as possible. If the Chair of the Administrative Board finds that it is impossible to reach a consensus, he/she may put the question to the vote. Decisions shall be adopted by a simple majority of the members present who are entitled to vote.

The following shall be entitled to vote: the Chair, the director of the school, the representative of the Commission of the European Communities, the members representing the teaching staff, the members representing the Parents' Association, the representative of the administrative and ancillary staff and the organisations referred to in Articles 28 and 29 of the Convention defining the Statute of the European Schools to which the Board of Governors has granted a seat and a vote.

The Chair shall have the casting vote in the event of a tie.

Participants with observer status shall not vote.