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Rules of Procedure for the Joint Teaching Committee

Approved by the Board of Governors at its online meeting of 13-15 April 2021

Document 2021-01-D-69-en-4 cancels and replaces document 2016-09-D-8-en-6 approved by the Board of Governors of the European Schools of 7-9 December 2016 in Brussels¹.

Immediate entry into force.

Amended by:

Decision of the Board of Governors of 4-6 April 2017¹ – 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 2017² – 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 2018³ – Document 2016-09-D-8-en-6 canceled and replaces document 2016-09-D-8-en-5 (modification Article 2)

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

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

³ 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 at its meeting of 7-9 December 2016.

Further to a wish for administrative simplification, these rules were amended again and approved by the Board of Governors at its meeting of 13-15 April 2021.

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)⁴,
- 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),

⁴ 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.

- two representatives of the pupils.

A representative of the Directors, of the teachers, of the parents⁵ and of the students⁶ 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.

Meetings of the Joint Teaching Committee must in principle be held in person. Online meetings may be organised in agreement between the Secretary-General and the Presidency or if in-person meetings are restricted by specific recommendations (dictated by the national authorities and/or by the Office of 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 5

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

A deadline⁷ for the submission of items to appear on the agenda shall be set by mutual agreement between the Chair(s) and the Secretary-General. After that deadline, the item will be postponed to the subsequent meeting. However, in exceptional cases and depending on priorities, the Presidency, in agreement with the Secretary-General, may decide, in relation to the nature of the subject to be dealt with, to add it to the agenda of the meeting concerned.

⁵ Decision of the Board of Governors, April 2013.

⁶ Decision of the Board of Governors, April 2017

⁷ In this respect, a calendar with the main deadlines will be sent by email to the members of the Joint Teaching Committee by the OSGES at the beginning of the organization of the pedagogical meetings.

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 record of "*decisions and opinions*" of the meeting.

Article 7

The General Secretariat shall be responsible for secretarial work connected with meetings of the Joint Teaching Committee and for producing the record of "*decisions and opinions*" and the delegations' statements⁸, if necessary, in accordance with the following arrangements.

1. An accelerated procedure will need to be used in the case of items in the record 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 record of opinions regarding the items in question shall be produced within five working days following the meeting and sent to the Presidency for approval in one of the vehicular languages, chosen by the latter. The opinions must reflect the conclusion expressed by the Presidency during the meeting, for each item.

Once approved by the Presidency, the record of opinions regarding the items in question will be forwarded to the members of the Joint Teaching Committee for their information.

2. The record of "*decisions and opinions*" shall reflect the final conclusion of the points and shall not reflect the discussions in their entirety. Delegations' statements may be appended thereto at their request⁹ or may be requested, in certain cases, by the Presidency if necessary for the

⁸ 'Delegations' statements' means an intervention for which the delegation concerned will expressly have made a request to the Presidency that it be appended to the record of "*decisions and opinions*". The Presidency may as well consider it necessary to annex an intervention to ensure the proper follow-up of the point concerned.

⁹ Delegations that wish their statement(s) to be appended to the record of "decisions and opinions" must send their request, accompanied by their statement(s), in writing to the Presidency not later than the end of the meeting.

proper follow-up of the concerned point.

Taking into account all the internal administrative procedures of the OSGES, the draft record of “*decisions and opinions*” shall be produced within 15 working days following the follow-up meeting with the Presidency after the week of the pedagogical meetings.

The draft record shall be sent to the members of the Joint Teaching Committee in the three vehicular languages, after approval by the Presidency within one working day after having acknowledged receipt of the draft record.

The members of the Joint Teaching Committee shall forward their approval or their observations in writing within five working days of receiving the draft record of “*decisions and opinions*”. In agreement with the Presidency, the members' comments and observations shall be added to the draft record.

The definitive record of “*decisions and opinions*” and the delegations' statements, if necessary, shall be produced and distributed after approval by the Joint Teaching Committee by written procedure. The written procedure will be finalised within five working days after it has been sent.

Only the *decisions* taken from the definitive record of “*decisions and opinions*” approved by written procedure will be published on the European Schools' website. The *opinions* will not be published on the European Schools' website¹⁰.

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.

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, the EIB, EUIPO and the ECB (for issues that concern them) 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.

¹⁰ This will be clearly stated on the cover page of the record of “*decisions and opinions*” that will be approved by written procedure.

In urgent cases, exceptionally, an accelerated procedure will be followed. In such occasions the Presidency will inform the members of the Joint Teaching Committee that the given point will be accepted via an accelerated procedure. The proposed text of the decision will be circulated during the meeting in writing for a proper discussion before its adoption. The draft decision in question will be sent to the Presidency within two working days after the meeting.

The Presidency will have 24 hours, after sending an acknowledgement of receipt to the Office of the Secretary-General, to approve the document or add their comments. The decision will be published on the website of the Office of the Secretary-General immediately after receiving the approval/comments of the Presidency and making the necessary amendments to the text, but in any case within 24 hours. This procedure will allow to publish the decision on the website within five working days after the meeting of the Joint Teaching Committee.

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.

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 record of "*decisions and opinions*" of the next meeting.

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 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 that 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. This conclusion will be incorporated into the record of "*decisions and opinions*" reflecting the decision or opinion of the Joint Teaching Committee.
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.