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## Rules of Procedure for the Boards of Inspectors

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

Document 2021-01-D-70-en-4 cancels and replaces document 2016-09-D-7-en-4, approved by the Board of Governors of the European Schools at its meeting of 7-9 December 2016, in Brussels.

**Immediate entry into force.**

Having regard to Article 17 of the 1994 Convention defining the Statute of the European Schools,  
Having regard to the decision of the Board of Governors concerning reform of the European School system (2009-D-353-en-4),

The Boards of Inspectors adopted their 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**

Collaboration between the two Boards of Inspectors, the one for the nursery and primary and the one for the secondary, shall be increased within the framework of the Joint Board of Inspectors.

Within the framework of the general policy laid down by the Board of Governors, the Boards of Inspectors

- shall define the general pedagogical objectives as part of the autonomy of *Type I schools*<sup>1</sup> and evaluate their implementation;
- shall ensure the system's pedagogical development, including design and writing of the syllabuses;
- shall set priorities for their action and produce an annual plan of activities which will be used as the basis for the drawing up of a budget and whose implementation will be coordinated by the Pedagogical Development Unit of the General Secretariat;
- shall put in place, at system level, analysis instruments and evaluation criteria enabling the quality of the education provided to be ensured. To that end, they shall be responsible for individual inspection of teachers, inspection of sections and team inspections of the teaching of the different subjects and of thematic topics of whole-school dimensions;
- shall be responsible for provision of in-service training for teachers and shall be associated with the in-service training for management staff organised by the Secretary-General;
- shall conduct audits of *Types II and III schools*<sup>2</sup> within the framework of the accreditation procedure laid down by the Board of Governors;
- shall designate the inspectors who sit on Selection Committees and Evaluation Committees for Directors and Deputy Directors;
- shall report annually to the Board of Governors.
- The inspectors shall provide a link with the national education systems.

*[The inspectors' role in the European Baccalaureate will be defined in the context of reform of the Baccalaureate]*

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<sup>1</sup> The term « Type I schools » has been replaced in later documents with the term “European Schools (ES)”.

<sup>2</sup> The term « *Type II and Type III schools* » has been replaced in later documents with the term “*Accredited European Schools (AES)*”.

## **Article 2**

The Board of Inspectors (Nursery and Primary) shall be composed of one inspector per member country appointed for this teaching level by the Board of Governors on a proposal from the Member State.

The Board of Inspectors (Secondary) shall be composed of one inspector per member country appointed for this teaching level by the Board of Governors on a proposal from the Member State.

The Joint Board of Inspectors shall be composed of two inspectors per Member State to which reference is made above.

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

## **Article 3**

The Board of Inspectors (Nursery and Primary) and the Board of Inspectors (Secondary) shall each be chaired by the respective inspector of the same nationality as the current President of the Board of Governors.

The Joint Board of Inspectors shall be chaired by the two inspectors of the same nationality as the current President of the Board of Governors.

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 Boards of Inspectors shall meet, at the invitation of their Chairs or of the Secretary-General of the European Schools, normally twice during each school year. Meetings of the Boards of Inspectors shall be held in Brussels.

Meetings of the Boards of Inspectors 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.

*[The Board of Inspectors (Secondary) will meet if necessary, according to the regulatory provisions adopted in the context of reform of the European Baccalaureate].*

## **Article 5**

The draft agendas proposed for meetings of the Boards of Inspectors shall be drawn up by mutual agreement between the Chair(s) and the Secretary-General. The draft agenda must be sent to the participants at least three weeks before the proposed date of the meeting concerned.

A deadline<sup>3</sup> 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.

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<sup>3</sup> In this respect, a calendar with the main deadlines will be sent by email to the Inspectors by the OSGES at the beginning of the organization of the pedagogical meetings.

The items on the agenda shall be arranged under 'items for information' and under items requiring an opinion or a decision of the Board of Inspectors in question.

At the beginning of meetings, the members present may, at the request of one of the members, decide by a simple majority vote to amend or supplement the draft agenda.

The documents required for the work of the Boards of Inspectors shall be prepared and sent to the members by the Office of the Secretary-General of the European Schools in the vehicular languages and the language of the presidency at least five working days before the date of the meeting concerned.

Documents containing confidential data shall not be published.

### **Article 6**

The Secretary-General and/or his/her Deputy shall take part in meetings of the Boards of Inspectors.

He/She/They may make comments, 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 Boards of Inspectors and for producing the record of "*decisions and opinions*" and the delegations' statements<sup>4</sup>, 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 Boards of Inspectors.

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 Boards of Inspectors 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 request<sup>5</sup> or may be requested, in certain cases, by the Presidency if necessary for the 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 Board of Inspectors 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 Board of Inspectors shall forward their approval or their observations in writing within five working days of receiving the draft record of "*decisions and opinions*".

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<sup>4</sup> '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.

<sup>5</sup> 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.

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 Board of Inspectors 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' website<sup>6</sup>.

### **Article 8**

The opinions and/or proposals of the Joint Board of Inspectors drawn up for the benefit of the Joint Teaching Committee and/or 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.

In certain cases, and in view of the short time period between two meetings, the opinions and/or proposals of the Boards of Inspectors drawn up for the benefit of the Joint Teaching Committee may be conveyed orally, during the meeting, by the Presidency.

### **Article 9**

The Boards of Inspectors shall take decisions on pedagogical questions other than those coming within the area provided for by Article 9.1.(d) of the Convention and for which the Joint Teaching Committee has responsibility.

Decisions shall be taken by consensus or, failing that, by a two-thirds majority of the votes cast by the members present entitled to vote.

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

Decisions on questions specific to each teaching level shall be taken by the relevant Board of Inspectors.

Decisions on questions concerning all the teaching levels shall be taken by the Joint Board of Inspectors. Each Member State shall have a single vote.

Decisions taken by the Board of Inspectors shall enter into force on the date that it sets or, failing that, on the day following their adoption.

In urgent cases, exceptionally, an accelerated procedure will be followed. In such occasions the Presidency will inform the members of the Board of Inspectors 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 shall then have 24 hours after sending an acknowledgement of receipt to the Office of the Secretary-General to approve the document or make its comments. The decision shall be published on the website of the Office of the Secretary-General on receipt of the Presidency's approval or comments, after having made the necessary changes to the text, but in any event, within 24 hours thereof. This procedure will allow the decision to be published on the website within five working days of the meeting of the Board of Inspectors.

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<sup>6</sup> This will be clearly stated on the cover page of the record of “*decisions and opinions*” that will be approved by written procedure.

## **Article 10**

Between two meetings of a Board of Inspectors 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 Board of Inspectors.

## **Article 11**

The decisions taken by the Boards of Inspectors 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 Boards of Inspectors may propose the setting up of working groups. Each proposal must be accompanied by a work plan, a timetable and a financial statement and must be covered by the budget, as approved by the Board of Governors, foreseen for implementation of the annual plan of activities of the inspectors and of the Boards of Inspectors, drawn up in accordance with the priorities set by the latter (see Article 1 of these Rules of Procedure).

## **Article 13**

The members of the Boards of Inspectors 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 14**

For the conduct of meetings, the Boards of Inspectors shall apply the arrangements appended to these Rules of Procedure.

## ANNEX TO THE RULES OF PROCEDURE FOR THE BOARDS OF INSPECTORS

### 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 Board of Inspectors.
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.