European Cooperation in the field of Scientific and Technical Research - COST -

Secretariat

Brussels, 3 June 2010

COST 4170/10

NOTE

From :	JAF Group
To :	COST Committee of Senior Officials (CSO)
Subject :	Rules of Procedure for a COST Domain Committee

Delegations will find attached the "Rules of Procedure for a COST Domain Committee" approved by the CSO at its 178th meeting on 25 – 26 May 2010[1].

[1] This document replaces the previous version set out in doc. COST 236/06.

RULES OF PROCEDURE
FOR A COST DOMAIN COMMITTEE

Article 1

1.1 The COST Domain Committee in the field of ".....", hereinafter referred to as "the DC", operates under the authority of the COST Committee of Senior Officials (CSO), according to the Terms of Reference as set out by the CSO.

Article 2

2.1 The DC shall normally consist of one representative for each COST member country. Their appointment shall be notified by the National Coordinator of each COST member country to the COST Office by the electronic means provided.

2.2 In addition, the National Coordinator may nominate additional experts with complementary expertise, taking into account the gender balance, who will form a "pool of experts" on which the DC can draw for assessment. Members of this pool may be invited to attend a DC meeting as invited experts, as appropriate and up to a limit as agreed with the COST Office.

2.3 Membership of the DC should be for a period of up to four years and normally for a maximum of two full mandate periods (i.e. 8 years). The National Coordinator can substitute the appointed DC member at any time.

2.4 Nomination should take into account disciplinary balance and gender representation. The profile of a DC member as formulated in doc. COST 296/09 or in any new document amending or replacing it should be considered as guideline for nomination of DC members.

Article 3

3.1 A quorum of the majority of the member countries having nominated delegates should be present to enable the DC to adopt decisions. However, in the case of election of the Chair and the Vice-Chair, at least two-thirds of the member countries which have nominated delegates should be represented.

3.2 As a general rule, decisions are taken by consensus[2]. In cases where voting becomes necessary, the decision is obtained on the basis of a simple majority of the member countries present. Each member country has one vote. If appropriate, a secret ballot may be carried out and the votes shall be counted by the DC Secretariat. In the event of a tie, the procedure may be repeated once and, if there is still a tie, the Chair will have the casting vote.

3.3 Any direct personal interest of DC members in Actions or other matters under discussion should be declared at the beginning of the meeting and minuted. DC members having such direct personal interest should absent themselves during the discussion of such Actions, should refrain from voting and should abide by the COST "Code of Conduct"[3].

Article 4

4.1 The DC shall elect, from among its members, a Chair and a Vice-Chair for the four-year mandate of the DC. The appointment of the Chair and the Vice-Chair may be renewed once for a maximum period of four years. The member country of the Chair may nominate a new national representative to substitute the elected Chair.

4.2 Where a Chair or Vice-Chair is replaced part way through a mandate, the term of office will coincide with the current mandate of the DC. The appointment may be renewed once for a maximum period of four years.

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[2] No single country can alone block a decision.

[3] Doc. COST 4160/10 approved by the 178th meeting of the CSO.

4.3 If the Chair is unable to attend, his/her place shall be taken by the Vice-Chair.

4.4 The Chair, Vice-Chair and other members appointed by the DC will form an "executive group" to act on the DC's behalf. Such a group will keep all members of the DC informed about its meetings and conclusions.

Article 5

5.1 The DC shall be convened by the Chair normally two times a year. A maximum of four meetings a year may be convened, if funding can be provided by the COST Office. The meetings shall be held sufficiently in advance of the two months deadline to submit new Action proposals to the CSO.

5.2 It may also be convened at the request of at least four members.

5.3 At least one meeting each year shall be held in Brussels, where the COST Office shall undertake the organisation of the meeting. The cost of the organisation of meetings elsewhere, except for travel and subsistence costs, shall be borne by the host country.

5.4 When meeting outside Brussels the DC and the local organisers should endeavour to combine the meeting with an outreach activity in the DC domain.

Article 6

6.1 The Secretariat of the DC shall be provided by the COST Office.

Article 7

7.1 Attendance at the meetings shall be strictly limited to members as well as to the appointed representatives of the Commission and to experts invited in connection with specific items on the agenda. Members of the CSO, liaisons from other DCs and representatives in the CSO from the Council Secretariat, the COST Office and the Commission may attend.

7.2 The information supplied by each delegation shall not be published without its agreement.

Article 8

8.1 The working languages of the Committee are English, French and German. Documents may be issued in only one of these languages, provided that all participants agree.

Article 9

9.1 All correspondence shall be dealt with by the COST Office which shall be responsible for all contacts with the Chair, Vice-Chair and members of the DC. The COST Office will receive a copy of all other correspondence.

9.2 The COST Office will provide within one month after each DC meeting draft minutes, copies of which will be sent to all DC members, CNCs, the COST Secretariat, the Commission Contact Point(s) involved in the DC and the relevant Commission sector and any interested parties.

9.3 Documents to be distributed by the COST Office at the meetings will normally be available electronically a minimum of 10 working days in advance of the meeting.

9.4 The COST Office will maintain master copies of all documents, both hard copy and electronic.