



Management Committee COST 340

Towards a European Intermodal Transport Network, Lessons from History

Subject: Rules of Procedures of the Management Committee

ARTICLE 1

The management committee for COST Action 342, hereinafter referred to as "the Committee", shall consist of not more than two representatives for each signatory, hereinafter referred to as "members of the Committee".

ARTICLE 2

The members of the committee shall be appointed for the duration of the Action. The Secretariat of the Committee shall be notified of any amendments to such appointments. If a member is unable to attend a meeting, his power shall be delegated for that meeting to an officially appointed deputy.

ARTICLE 3

Each Signatory shall have one vote.

ARTICLE 4

The members of the Committee may appoint experts or advisors to accompany them to meetings. The names of such experts and advisors shall be communicated to the secretariat of the Committee before each meeting.

ARTICLE 5

Subject to the approval of the Committee, any member may invite representatives of international organisations or experts from non-Signatory States to participate as observers in its activities as and when required.

ARTICLE 6

Attendance at meetings shall be strictly limited to members or deputies and their appointed experts or advisors (Articles 1, 2, 4 and 5) and to specialists invited in connection with specific items on the agenda.

ARTICLE 7

The Committee shall appoint from among its members, by a simple majority vote, a Chairperson and Vice-Chairpersons for one year. The appointment of the Chairperson and Vice-Chairpersons shall be renewable.

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

In the event of the premature termination of the term of office of the Chairperson or Vice-Chairperson, they shall be replaced for the remainder of the term of office by a simple majority vote.

ARTICLE 8

The Committee shall be convened by the Chairperson as often as required for the performance of its tasks, and in any event no less than twice a year.

The Committee shall be convened at the request of members of the committee representing at least three signatories.

ARTICLE 9

Meetings of the Committee shall be deemed to be official only if at least two-thirds of the signatories are represented.

Decisions of the Committee officially convened shall be deemed to be valid if they are passed by a simple majority of the signatories present and voting.

ARTICLE 10

The venue of meetings shall be decided by the Committee. Where meetings are held in the premises of the Commission, they shall be organised by the Secretariat. Otherwise, the organisation and expense of the meeting shall be the responsibility of the host delegation.

ARTICLE 11

The official languages of the Committee shall be English, French and German. Technical documents may be presented in any of these languages selected by the Committee.

ARTICLE 12

The Secretariat of the Committee shall be provided by the European Commission.

ARTICLE 13

Correspondence shall be dealt with by the Secretariat which shall be responsible for liaison with the Chairperson, Vice-Chairpersons and members of the Committee.

ARTICLE 14

Documents to be distributed at meetings should be sent in sufficient time to allow for duplication by the Secretariat. If this is not possible, documents should be duplicated in sufficient numbers by the members that submit them.

The Committee may decide that some of its discussions or certain minutes of meetings and other documents be considered confidential.

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

The Secretariat shall keep copies of all documents.

ARTICLE 15

The Committee shall distribute reports prepared in the course of the work to signatories and to the Technical Committee on Transport. It shall also furnish such reports on progress of the Action as are required by the Technical Committee on Transport. It is also responsible for the development of annual information sheets on the progressing work to be published in the specialised press.

ARTICLE 16

If, during the course of this Action, results are obtained or expected which could give rise to intellectual (industrial or non industrial) property rights, the Committee shall take the necessary steps, either by written agreement between the participants or otherwise, in order to protect these rights, with respect to the principles set out in Chapter 11 of the *Rules of Procedures for Implementing COST Actions* (doc. COST/400/94).

ARTICLE 17

Travelling expenses incurred by and allowances due to members, their deputies, experts and advisors shall be borne by their respective administrations or institutions. However, the services of the European Commission may undertake reimbursement according to the current regulations by the COST Committee of Senior Officials.

ARTICLE 18

These rules of procedure may be amended by a valid decision of the Committee as long as the changes do not contravene the rules of the European commission and of the Committee of Senior Officials. Any proposals for amendments to these rules shall be conveyed to the secretariat for circulation to members at least one month in advance of the meeting at which they are to be discussed.