

CORPORATE

Eastern Partnership Technical Assistance Trust Fund (EPTATF) Contributors Committee

Rules of procedure



European
Investment
Bank

60^{years}

The EU bank



Eastern Partnership Technical Assistance Trust Fund (EPTATF) Contributors Committee Rules of procedure

The Contributors Committee of the Eastern Partnership Technical Assistance Trust Fund (the “**Committee**”) has drawn up its rules of procedure (the “**Rules of Procedure**”) in accordance with the Rules Relating to the Establishment and Administration of the Eastern Partnership Technical Assistance Trust Fund (the “**EPTATF Rules**”).

Terms defined in the EPTATF Rules shall have the same meaning where used herein.

Article 1

Contributors Committee

1. The Committee shall consist of a representative for each Contributor who has signed and sent a Contribution Instrument to the Bank. Only Contributors who have, at the date of the meeting of the Committee, paid part or all of their Contribution may vote.
2. A person nominated by the Bank (the “Chairperson”), shall chair the meetings of the Committee. The Chairperson may be assisted by officials of the Bank. As Chair, the Bank shall not be entitled to a vote at any such meeting. The Bank shall provide the Committee's secretariat and support services and it shall place at the disposal of the Committee the premises and the equipment necessary for its work.
3. Contributors shall each appoint a representative and an alternate authorised to exercise voting rights when his appointor's representative is absent. These appointees may be accompanied by no more than one advisory staff. Contributors shall inform the Bank of the names and addresses of their representatives and alternates. Each Contributor shall inform the Bank about a replacement of a member or an alternate within thirty (30) working days of their appointment. An individual may at the same time serve as representative or alternate of more than one Contributor in the Committee if such Contributors shall have so agreed and notified the Bank in advance.
4. The European Commission shall appoint a representative and alternate as observer and shall communicate their names to the Bank. These appointees may be assisted by an official of the Commission. If the European Commission becomes a Contributor to the EPTATF, it shall be treated for the purposes of the Rules as a Contributor.
5. The Chairperson, in consultation with the Committee, may invite representatives of governments, other institutions and entities to attend specific agenda items of meetings of the Committee as observers.

Article 2

Convening the Committee

1. The Committee shall meet at least once a year at the Bank's headquarters in Luxembourg, or in such other place as may be designated by the Bank in consultation with the Contributors, and shall be convened by its Chairperson. The Chairperson may convene additional meetings at any time on his own initiative or if so decided by the Committee, or at the request of the Contributors which account for not less than one-third (1/3) of the aggregate amount of all Contributions made available at such time to the EPTATF at the date of such request.
2. The secretariat shall send notices of meetings to the representatives and alternates, including details of the agenda proposed for the meeting, at the same time as the relevant documents, as specified in Article 5 (1).

Article 3

Quorum and voting rules

1. Contributors representing not less than (i) one-half (1/2) plus one of the Contributors who have signed and sent a Contribution Instrument to the Bank and (ii) one-half (1/2) plus one percent (1%) of the aggregate amount of all Contributions actually received by the Bank since the inception of the EPTATF, shall constitute a quorum at meetings of the Committee.
2. Unless otherwise provided for in these Rules, decisions of the Committee shall be adopted by consensus. If no consensus is reached, decisions can only be approved by Contributors representing at least (i) two thirds (2/3) of the total amount of the Contributions actually received by the Bank since the inception of the EPTATF from the Contributors present or represented at such meeting and (ii) one-half (1/2) plus one of such Contributors.
3. At the beginning of every meeting and at least five (5) working days before the date of the meeting, any Member of the Committee whose participation in the work of the Committee would constitute a conflict of interest with regard to a particular agenda point shall inform the Chairperson of this situation and shall withdraw from the meeting for so long as the point is under discussion.

Article 4

Responsibilities of the Committee

The responsibilities of the Committee are detailed in Article 4.3 of the EPTATF Rules.

Article 5

Documentation to be sent to the Committee

1. The documents referred to in Article 4.3 of the EPTATF Rules shall be prepared and submitted to the Committee by the Bank.
2. The Bank shall send the relevant documents and proposals to the representatives of the Contributors and their alternates. It shall do so at least fifteen (15) working days before the date fixed for the meeting of the Committee. The Chairperson may in exceptional, or in urgent cases shorten the above time limit at the reasoned request of the Bank's staff.
3. Representatives and alternates shall notify the Bank in writing of any comments or requests for further information, at least five (5) working days before the date of the meeting.
4. An agenda for each Committee meeting shall be prepared and submitted to the Committee by the Bank. Acting on a proposal from its Chairperson, the Committee shall adopt the agenda at the beginning of the meeting. Each representative may request that some items be added to the agenda.

Article 6

Working groups

The Committee may create working groups, chaired by the Chairperson or by a representative of a Contributor, to examine particular issues. The working groups must report back to the Committee. To this end, they may appoint a rapporteur.

Article 7

Written procedure

1. The Committee shall be consulted and shall take decisions, in the absence of a meeting, by means of a written procedure at the initiative of the Bank. Any proposal submitted by the Bank by means of written procedure shall be accompanied by supporting documentation. Representatives or alternates shall notify the Bank in writing of any comments or requests for further information, at least five (5) working days before the date of expiry of the procedure. A Contributor's vote shall be deemed to be in favour of a proposal on which it does not notify a negative vote within fifteen (15) working days following the submission thereof. The fifteen (15) working day period may be shortened in agreement with the Chairperson. Such a proposal shall be deemed approved unless Contributors representing more than one third (1/3) of the total amount of the Contributions actually received by the Bank since the inception of the EPTATF reject the proposal. Rejected proposals shall be discussed during the next Committee meeting.
2. A Contributor may specifically request a proposal to be discussed at a meeting of the Committee not later than five (5) working days before expiry of the fifteen (15) working day period referred to in the preceding paragraph. In this case the proposal will be submitted in the next scheduled meeting of the Committee.
3. The Chairperson shall inform the representatives and alternates of the Contributors on the outcome of the written procedures, at the next meeting of the Committee and in cases where no meeting is foreseen to take place within ninety (90) days following the adoption of the decision. The Bank shall inform the Contributors in writing within thirty (30) days following the adoption of the decision. The outcome of the written procedures shall also be recorded in the minutes of the next meeting of the Committee.

Article 8

Minutes of meetings

1. A record of the main conclusions of each meeting of the Committee and the main standpoints adopted by the Contributors shall be drawn up and circulated by the secretariat under the responsibility of the Chairperson within no more than fifteen (15) working days from the date of the meeting. The secretariat shall likewise record the opinions and votes cast under a written procedure. These records shall be sent to the representatives of the Contributors.
2. Members of the Committee shall send any written comments they may have on the minutes to the secretariat. Should amendments be requested by Contributors, the secretariat shall prepare and distribute final minutes for approval within fifteen (15) working days to all members and alternates of the Committee. If there are any disagreements, the proposed amendment shall be discussed by the Committee. If the disagreement persists, the proposed amendment shall be annexed to the minutes.
3. The minutes shall be deemed final once approved by the Committee by written procedure. Approved minutes shall be signed by the Chairperson.

Article 9

Correspondence

Correspondence concerning the Committee shall be addressed to the Secretariat. All notices, correspondence or documents to be transmitted pursuant to these Rules may be so transmitted using electronic mail or delivered via standard mail.

Article 10

Confidentiality

Those attending meetings of the Committee shall be required to observe the confidentiality of the Committee's work and deliberations. They shall not divulge any confidential information or data coming to their knowledge during the performance of their duties to persons outside the Bank or the Committee other than to persons assisting them in the performance of their duties, provided that such persons are subject to the equivalent duty of confidentiality. Documents relating to such work and deliberations shall be for the use of those to whom they are addressed, who shall be responsible for their safekeeping and the preservation of their confidentiality.

The minutes of the meetings of the Committee and decisions taken by written procedure shall be considered confidential; however, the Bank or the Chairperson may publish or disclose decisions taken by the Committee.

Article 11

Approval and Modifications to the Rules of Procedure

These Rules of Procedure may be modified pursuant to Article 4.2(d) of the EPTATF Rules. For the avoidance of doubt, a decision on the modification of these Rules of Procedure may be made by written procedure with tacit approval pursuant to Article 7 above. The amendments shall be deemed approved by the Contributors if they have not addressed a written objection to the Bank regarding the amendments within thirty (30) working days.

Article 12

Remuneration

The Committee members do not receive remuneration for their service, and cover their own costs of participation.

CORPORATE

Eastern Partnership Technical Assistance Trust Fund (EPTATF) Contributors Committee

Rules of procedure



European
Investment
Bank

The EIB bank



European Investment Bank
98-100, boulevard Konrad Adenauer
L-2950 Luxembourg
☎ +352 4379-22000
✉ +352 4379-62000
www.eib.org – info@eib.org