



# CEPT Rules of Procedure

(Status: March 20, 2009)

## Chapter 1

### CEPT Assembly

#### Article 1

##### Meetings

1. CEPT decisions should to the extent possible be taken by correspondence.
2. The Presidency shall convene meetings of the Assembly in accordance with Article 6 of the Arrangement.

Invitations to physical meetings, together with the proposed agenda, shall be sent to the list of official e-mail addresses of Members and to the Assembly Distribution List three months in advance, with an invitation to Members to submit their comments on the agenda and their contributions within a period of one month. The agenda and the documents to be considered at a meeting should be available electronically on the Office server at least two months prior to the meeting. Paper copies of documents will not be provided, except in cases where a document was placed on the server less than three days before the start of a meeting (see also Article 5(2)).

Contributions submitted two months or more before the Assembly shall be made available in English, French and German.

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- a The Presidency should review the forward work programmes and retrospective deliverables of the three principal Committees. The Presidency should decide whether there are topics whose degree of common interest require consideration by a mechanism involving more than just one Committee,

These mechanisms might include:

- a joint meeting of two Committees,
- a joint sub-Committee of the two or three Committees
- an Assembly.

The Presidency shall report electronically to the Membership on the issue or issues concerned, and its proposed mechanism for addressing the matter concerned.

- b The CEPT Membership may also propose the convening of an Assembly. A proposal may be sent to the Secretariat by one or more members setting out the justification, which will be circulated. Members may respond within 4 weeks expressing unequivocal support or opposition. An Assembly shall be convened if unequivocal support is expressed by more than 60 % of the Membership.

The Secretariat may also publish tentative proposals from a member country for convening an Assembly, inviting countries which support the proposal to liaise with each other in order to produce a single consolidated multi-country proposal according to the formal procedure above.

3. The Members shall be seated in alphabetical order following the French names of the countries to which they belong.
4. The Committees shall be represented in the Assembly.
5. Representatives of the International Telecommunication Union and the Universal Postal Union shall normally be invited to participate at the meetings of the Assembly as observers. Other relevant organisations may be invited to participate in the meetings of the Assembly as observers when questions of interest to these organisations are being discussed. Observers may participate in the discussions but have no right to vote.
6. The European Commission and the Secretariat of the European Free Trade Association shall be invited to participate in the activities of the Assembly in an advisory capacity, with the right to speak but not to vote.
7. The Office will take the leading role in organisation of the Assembly, on the direction of the Presidency and provide Secretariat support to Assembly.

## **Article 2**

### **Prerogatives of the Chair**

1. The Chairman of the physical meeting of the Assembly shall conduct proceedings, call on speakers, put proposals and amendments to the vote and ensure observance of the Rules of Procedure. He shall control the activities of the meeting and take all necessary steps to that end. He shall declare the meeting closed.
2. When a motion has been put forward on a point of order, relating in particular to one of the following questions:
  - application of the Arrangement or the Rules of Procedure,
  - adjournment,
  - closure of the list of speakers,
  - closure of discussions,

the Chairman shall open the discussion and invite the Assembly to express its opinion.

## **Article 3**

### **Proxies**

1. Administrations unable to attend a meeting where a vote is due to be taken may cast a vote by proxy. To be valid a proxy vote must be notified in writing to the Presidency in advance of the meeting, indicating which other Member has been given the proxy. No Member may cast more than one proxy on a particular vote.
2. The Presidency shall inform the Chairman about the written proxies received before the meeting.

## **Article 4**

### **Vote**

1. The validity of a vote is specified in Article 6 (4) and 6 (5) of the Arrangement.
2. As a general rule, the Assembly shall act by consensus or, failing this, by a simple majority of votes cast except where the Arrangement provides otherwise or specific other provisions have been agreed.
3. Abstentions shall not be taken into consideration in calculating the majority. Nevertheless, if the number of abstentions exceeds half the number of votes cast, the question under discussion must be taken up again at a later meeting or by written procedure during which a decision shall be taken by simple majority except where the Arrangement provides otherwise or specific other provisions have been agreed.
4. At a physical meeting the vote shall be taken by a show of hands. Nevertheless a call-over vote may be taken if the Chairman so decides or if this is requested by a Member. Voting shall be in alphabetical order according to the French names of the countries which Administrations are represented at the physical meeting of the Assembly.
5. A request for a secret ballot must be made by at least two Members.

## **Article 5**

### **Procedure for Dealing with Proposals**

1. The Assembly shall be advised of any proposal presented within the period referred to in Article 1 (2). It may entrust examination of the proposal to one of its Committees .
2. Proposals presented after the period referred to in Article 1 (2) or during a meeting, shall be submitted to the Assembly. The latter may deal with them, may postpone them to a later meeting or may pass them to a Committee for report.
3. Proposals presented by a Member may only be taken into consideration, at the time of its examination, if it is supported by at least one other Member.
4. Proposals aimed at amending the Rules of Procedure shall also be treated in accordance with (1), (2) and (3) above.

## **Article 6**

**Not used.**

## ***Article 7***

### **Minutes**

1. The Secretariat shall provide draft minutes of the meeting.
2. The minutes shall record all the decisions taken during the meeting and, if required, the different positions expressed.
3. Any participant may, at the time of his intervention, request that the whole of his statement be set out in the minutes on condition that he hands the text of the statement to the Secretariat not later than the close of the meeting.
4. The draft minutes shall be submitted to the participants of the Assembly meeting for any necessary amendments. They shall be considered to have been approved after expiry of a period fixed by the Chairman.
5. The approved minutes shall be sent to the Members.

## ***Article 8***

### **Supplementary Languages: Costs**

Costs incurred for the use of the languages referred to in Article 9 (3) of the Arrangement shall be borne by the Administrations requesting them.

## **Chapter 2**

### **Committees**

## ***Article 9***

### **Members**

CEPT Members shall, as of right, be members of the Committees.

## **Article 10**

### **Organisation**

Subject to the provisions of the Arrangement and of this Chapter, the Committees shall be free to organise themselves and shall establish their own Rules of Procedure.

## **Article 11**

### **Chairmen and Vice Chairmen**

1. The Committees shall select their own Chairman and Vice Chairmen and inform the Presidency thereof.
2. Principles governing the nomination and the term of office of Chairmen and Vice Chairmen:
  - The essential criteria for selecting the Chairmen and Vice Chairmen shall be the experience and qualifications of the person concerned, along with the ability to fulfil the tasks involved in the office, taking into account the desirability of geographical balance.
  - The Chairman and Vice Chairman shall not belong to the same Administration.
  - Vice Chairmanship shall not necessarily imply succession to the Chairmanship of the Committee when this becomes vacant.
  - In principle, Chairmen and Vice Chairmen of a Committee should be appointed for three years with the possibility of reappointment for another consecutive period of three years.

## **Article 12**

### **Plenary Meetings of the Committees**

1. The Committees shall be convened by their respective Chairmen.
2. Invitations to meetings, agendas and minutes of the meetings shall be distributed to all Members.
3. As a general rule, provision shall be made for simultaneous interpretation in the three CEPT languages. However, subject to prior agreement of all Members concerned with a particular meeting or a series of meetings, an exception to this rule may be made. Such prior agreement shall be obtained on the initiative of the Member organising the meeting, or the first meeting in the case of a series of meetings, sufficiently in advance to enable this Member to take the appropriate practical measures.

### ***Article 13***

**Not used.**

### ***Article 14***

#### **Reports**

The Committees shall keep the Presidency informed of their activities.

### ***Article 15***

#### **Decisions**

As a general rule, the Committees will act by consensus, otherwise by a simple majority of votes cast, except where specific alternative provisions have been agreed.

### ***Article 16***

#### **Publications**

For publications issued by the Committees the following guidelines should be observed:

- the Committee should be named as an integral part of CEPT and use the CEPT logo;
- the Committee's role should be defined more precisely and emphasis should be put on the fact that it is an integral part of CEPT;
- where appropriate, there should be prior consultation with the other Committee Chairmen;
- copies of press releases should be sent to all Members.

### ***Article 17***

#### **External Relations**

1. In carrying out their activities the Committees will establish close cooperation and consultation with relevant European bodies, in particular the European Commission and the Secretariat of the European Free Trade Association. The Committees should also establish contact with relevant organisations outside Europe.

2. The Committees shall make relevant arrangements for cooperation and/or consultation with organisations concerned with European posts and electronic communications and with other bodies, as appropriate.
3. The Presidency should be informed of all contacts with external organisations.
4. A letter of introduction issued by the Chairman of the Assembly, Committees or Working Group as appropriate, should precede the CEPT representatives whenever they attend a meeting of an external organisation.
5. A similar letter should be received by CEPT at the appropriate level in advance of the representative of an external organisation attending any CEPT meeting.

### **Chapter 3**

#### **Assembly Secretariat**

#### ***Article 18***

#### **Constitution**

1. The Office will provide the Secretariat for the CEPT in accordance with Article 7 of the Arrangement.
2. The Presidency may seek further assistance from the Office in accordance with Article 7 of the Arrangement.
3. Costs related to assistance and support provided by the Office shall be shared by all Members in accordance with Article 10 of the CEPT Arrangement and Article 19 of these Rules of Procedure.

#### ***Article 19***

#### **Functions**

The Secretariat shall have the following functions in particular:

- a) supporting the Presidency in running the current business within the framework of the Arrangement and the Rules of Procedure;
- b) supporting the Presidency in establishing the yearly draft budget, the accounts and the report of the Presidency;
- c) supporting the Presidency in determining the contribution to joint costs in accordance with Article 21 of these Rules of Procedure;
- d) supporting the Presidency in preparing Assembly meetings;
- e) preparing draft minutes of Assembly meetings;
- f) maintaining the list of official e-mail addresses of Members and the Assembly Distribution List.

## **Article 20**

**Not used**

## **Chapter 4**

### **Contribution to Costs**

#### **Article 21**

1. Members shall be grouped in the following manner in respect of their contribution to joint costs:

25-share class	Germany Spain France Italy United Kingdom of Great Britain and Northern Ireland
15-share class	Netherlands Sweden Switzerland
10-share class	Austria Belgium Denmark Finland Greece Norway Portugal Russian Federation Turkey
5-share class	Ireland Luxembourg
2-share class	
1-share class	Albania Andorra Azerbaijan Belarus Bosnia and Herzegovina Bulgaria

Cyprus  
Croatia  
Czech Republic  
Estonia  
Georgia  
Hungary  
Iceland  
Latvia  
Liechtenstein  
Lithuania  
Malta  
Moldova  
Monaco  
Montenegro  
Poland  
Romania  
San Marino  
Serbia  
Slovak Republic  
Slovenia  
The former Yugoslav Republic of Macedonia  
Ukraine  
Vatican City State.

2. Each Member of the 1-, 2-, 5-, 10- or 15-share class may at any time request to be included in a higher class than the one it belongs to.

A Member may also request to be included in the class directly below the one it belongs to.

Any change of class shall be effective in the second budget year following the request.

3. The obligation to contribute to common costs starts on the first day of the month in which an Administration is admitted to CEPT.
4. Contributions to joint costs shall be charged to the Members with a term of payment.
5. Amounts not paid within the term of payment shall be subject to interest from the due date. The interest rate shall be fixed at 6% (six percent) annually.
6. In case of a default in payment of more than one year, the Assembly shall, on a case-by-case basis, decide on the additional measures to be taken in accordance with Article 10 of the Arrangement.
7. If a CEPT member would not pay the invoice also after they have been reminded two times in a period of 10 months following the issuing of the invoice, the concerned amount would be added to the total amount of costs that would be invoiced the following year to the CEPT.

