

## **RULES OF PROCEDURE FOR THE EUROPEAN SOCIAL DIALOGUE COMMITTEE FOR THE CENTRAL GOVERNMENT ADMINISTRATION SECTOR IN THE EU**

### ***Preamble***

In the framework of articles 152, 154 and 155 of the Treaty on the Functioning of the European Union (TFEU) and the European Commission Decision of 20 May 1998 annexed to its Communication entitled "*Adapting and promoting the social dialogue at Community level*" COM (1998) 322, EUPAE (European Public Administration Employers) and TUNED (EPSU and CESI) have requested the establishment of a Social Dialogue Committee in the Central Government Administration sector in the EU (*hereinafter: "the Committee"*).

EUPAE and TUNED recognise each other at all levels as being representative of the interests of employers and employees in the Central Government Administration sector in the European Union in accordance with Annex 1 of European Commission Communication COM(98) 322.

The Committee's work programme, and the formulation and implementation of statements, common positions or other types of documents agreed in the Committee shall take account of specific national contexts, which differ in the way public services are organised and provided and in the way social dialogue practices and procedures are determined.

In accordance with article 5§1 of the aforementioned Commission Decision which states that "*each Committee shall, together with the Commission, establish its own rules of procedure*", the Internal Rules of Procedure for the Committee are set out below.

### ***Clause 1 Scope***

The Central Government Administration sector in the European Union, without encroaching on the social dialogue committees in other levels of governments such as local and regional governments, or other sectors in public services such as hospitals and education.

### ***Clause 2- Objectives***

The Committee's objectives are to:

- Encourage and develop the social dialogue at European and national levels on issues relevant to the Central Government Administration sector with a view to improve the quality of employment and of services provided for the general interest;
- Deliver opinions, statements, common positions or other types of documents, to the Commission on social and employment policy and the development of European policy having consequences in these areas for the Central Government Administration sector.

### ***Clause 3 – The Dialogue***

In order to achieve this objective, EUPAE and TUNED shall:

- Cooperate as equal partners;

- Work by consensus between the two partners throughout the whole process of the European sectoral social dialogue, for example for the establishment of the work programme and the finalization of common statements, common positions or other types of common documents;
- Adopt in plenary a two-year work programme;
- Organise the implementation of the work programme in a flexible manner, establishing working groups as necessary on specific subjects;
- Meet in plenary session at least once a year;
- Liaise closely with the European Commission and include Commission officials and experts in its discussions as appropriate;
- Cooperate with European sectoral social dialogue committees in other levels of government or in other sectors of public services;
- Regularly evaluate and update their work programme and their work in general.

Each party shall endeavour to promote the discussion and/or implementation, for instance, of policies, statements and recommendations adopted by the Committee at all relevant levels.

#### ***Clause 4 – Chairing of the Committee***

EUPAE and TUNED will agree, for a two-year term, a Chairperson and a Vice-chairperson in turn, chairing meetings on an alternating and yearly basis. In the event that the individuals holding the role of chairperson or vice-chairperson become no longer engaged in the work of the Committee that side which made the original appointment will find a replacement until the end of the term.

#### ***Clause 5 – Composition of the Committee***

The Committee will be composed of up to a maximum of 30 representatives from each side. At least 50% of EUPAE members and at least the same number of TUNED delegates will be present.

EUPAE and TUNED secretariats will co-ordinate respectively the employers' and workers' delegations and invite their representatives to the various meetings and activities of the Committee, Steering Group and Ad Hoc Working Groups taking into account the need for a good gender and geographical balance.

No remuneration shall be paid to Committee members in respect of functions exercised or as regards participation in meetings.

Accommodation and travel expenses will be reimbursed in accordance with the European Commission's procedures.

#### ***Clause 6– Committee Steering Group***

The Committee will establish, for a two-year term, a Steering Group whose function shall be to prepare and co-ordinate the meetings of the Committee in liaison with the European Commission's services. This Group shall be composed of members appointed by EUPAE and TUNED. The Steering Group will agree its detailed working methods.





The Steering Group will comprise of up to 6 representatives for each side.

The Steering Group will meet at least once a year.

### **Clause 7- Secretariat of the Committee**

The Commission shall provide the Secretariat of the Committee, the Steering Group and the Ad Hoc Working Groups.

The Secretariat will be charged with the administrative work (meeting invitations, logistics, organization and minutes, dissemination of adopted documents).

It shall inform EUPAE and TUNED secretariats of documents relating to the sector and forward texts adopted by the Committee to external parties, including relevant European Commission services.

### **Clause 8 - Confidentiality**

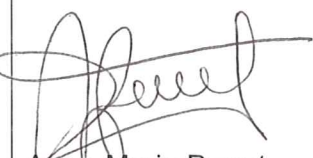
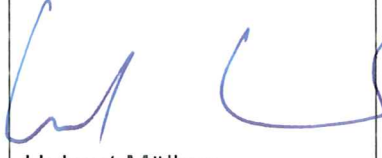
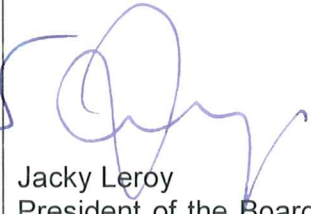
Without prejudice to the provisions of Article 287 of the Treaty, if the Commission informs the Committee that the opinion requested relates to a subject that is confidential, members undertake not to disclose information they may receive through their work in the Committee, Working Groups or in the Steering Group.

### **Clause 9 – Commencement and modification of the rules of procedure**

These Internal Rules of Procedure will enter into force on adoption by the Committee.

EUPAE and TUNED may review these internal rules of procedure at the request of one of the parties mentioned in the preamble. Any change will be taken by consensus.

*Signed in Genval on 17 December 2010*

On behalf of TUNED		On behalf of EUPAE
EPSU	CESI	
 Anne-Marie Perret President	 Helmut Müllers General Secretary	 Jacky Leroy President of the Board of Directors of the FPS Personnel et Organisation