



Governing Board Decision on the Rules of Procedure of the Coordination Committee of the Technology Evaluator

THE GOVERNING BOARD OF THE CLEAN SKY 2 JOINT UNDERTAKING

Having regard to Council Regulation (EU) No 558/2014 of 6th May 2014 establishing the Clean Sky 2 Joint Undertaking¹, in particular Article 12 (2) of the Statutes of CSJU laid down in Annex I to the Regulation;

Having regard to the opinion of the States Representative Group dated 1st of March 2016;

Whereas:

- 1) The establishment of the Technology Evaluator Coordination Committee was acknowledged by the Governing Board meeting of 18th December 2015;
- 2) In order for the Technology Evaluator to carry out its mission and tasks under the Statutes, the ITD and IADP Steering Committees of the Clean Sky 2 Joint Undertaking should commit to provide the relevant data and information for the activities of the Technology Evaluator;
- 3) A TE Coordination Agreement should be established in order to agree the practical arrangements of the coordination and ensure effective communication between the TE activities defined in the TE Grant Agreement for Members and the activities of each of the ITDs, IADPs, and the TAs SAT and ECO under their relevant grant agreements.
- 4) In order to ensure a timely and effective functioning of the Technology Evaluator Coordination Committee, the following rules of procedure should be adopted by the Governing Board.

HAS ADOPTED THIS DECISION:

Article 1

The Rules of Procedure of the Coordination Committee of the Technology Evaluator annexed to this decision are adopted.

Article 2

This decision shall enter into force on the day following its adoption by the Governing Board.

Done at Brussels, 1 April 2016.

Ric Parker

Chairman of the Governing Board

¹ OJ L 169/77, 7.6.2014, p. 77



ANNEX I

Technology Evaluator Coordination Committee Rules of procedure

Article 1

Members

1. The Technology Evaluator Coordination Committee shall consist of 10 (ten) voting members. The voting members shall be:

- (a) one representative of each IADP, ITD and TA;
- (b) the TE Leader;
- (c) The Executive Director who shall act as Chair

2. Permitted non-voting members shall be:

- (d) the CS2 Programme Manager,
- (e) the TE-responsible Project Officer, who shall ensure the secretariat of the meetings and administer the minutes and agreements, and ensure the follow-up on actions agreed in the meetings.

3. By written notice to the Chair, any member shall appoint or may remove any appointed representative. The appointment or removal shall take effect when the notice is notified to the Chair, unless the notice indicates otherwise but not later than 21 (twenty-one) working days before a meeting of the Coordination Committee.

4. Any member may notify in writing the Chair of the appointment of any other person (whether or not a member of the Coordination Committee) as alternate and may remove from its function any alternate member appointed by him.

5. The participation, rights and obligations of any voting member shall end at the same time as the termination of its participation in the TE coordination agreement and will become effective after 6 (six) month notification period to the Chair. The participation of "other qualified observers" shall end when the invitation is revoked by the Chair.



Article 2

Observers

1. Permitted non-voting observers:

Permanent:

- (a) a representative of the Commission on behalf of the Union;
- (b) a representative of the State Representative Group [SRG] of the Clean Sky 2 JU;

Other qualified:

- (c) any other qualified observer can be invited for discussion of a specific topic in the agenda, such as a concerned ITD/IATD Leader, a representative of the Scientific Committee, upon proposal by the Chair or by a voting member and its acceptance by consensus.

Article 3

Tasks

The Coordination Committee shall be responsible for:

- (a) defining and providing inputs, through the Executive Director, to the Governing Board on environmental and social-economic impact of the Programme based on TE information;
- (b) defining and providing inputs to the ITDs, IADPs, and TAs as appropriate, for the optimization of their performance;
- (c) making proposals to the Governing Board, through the Executive Director on environmental and societal impact for the optimisation of the Programme with respect to its goals and objectives;
- (d) approving the material and data for dissemination of TE results;
- (e) ensuring an effective communication and cooperation between IADPs, ITDs, TAs and the TE on matters related to TE;
- (f) guiding the technical functions and monitoring of the progress of the TE;
- (g) coordinating the evaluation and interpretation of TE results;
- (h) reporting to the Governing Board on the basis of reporting indicators to be defined by the CSJU;
- (i) defining the technical strategy of the TE and reviewing and agreeing the detailed TE work planning, scheduling and its implementation;
- (j) reviewing and agreeing the technical activities and the budget of the calls related to the TE and to be proposed to be launched by the CSJU in line with the procedure of



approval of the CSJU Work Plan and with the TE Grant Agreement for Member and its Annexes.

Article 4

Meetings

1. The Chair shall give the members a minimum of 20 (twenty) working days notice of any meeting (except for an adjourned meeting) unless all the members of that Coordination Committee approve a shorter notice. The Chairman may call an extraordinary meeting at any time by giving at least 10 (ten) business days' notice to each member and by sending simultaneously an agenda.
2. Any notice shall specify the time and place of the meeting and shall include an agenda identifying the points to be discussed and the decisions to be taken at the meeting. The agenda shall specify which points and decisions are purely internal to the TE. The agenda shall be, where appropriate, accompanied by drafts of any decisions proposed for adoption and documents for discussion.
3. The minimum quorum for decision making shall be two thirds (2/3) of the voting members.
5. If a quorum is not present within 1 (one) hour from the hour of start of the meeting or if during the meeting such a quorum is no longer present, the meeting may be adjourned by the Chair. The meeting may be reconvened with 10 working days and at least 5 (five) working days notice, specifying the updated agenda
6. The Coordination Committee shall meet at least twice a year and shall be synchronised with CS2 Programme Coordination Committee Meetings.
7. Any meeting will take place at the CSJU premises. Exceptional locations shall be agreed in advance in writing with all members. Members may participate in person or by telephone conference, videoconference or other means of communication in which all participants shall be deemed to be present and be duly recorded in the minutes.
8. The TE responsible Project Officer shall prepare the minutes of each meeting, which shall include and are to be taken as evidence of the place and day of the meeting, the participants, the agenda, any conflict of interest declared in writing or verbally and the essential content of the discussions, deliberations and the decisions taken.
9. The draft minutes shall be forwarded to the voting members and the representative of the Commission not later than ten working days after the meeting. Each voting member and the representative of the Commission may raise objections or comments within 10 (ten) working days.
10. Any resolution adopted by a meeting shall only be valid and effective if such resolution is confirmed in writing in the minutes of the meeting, and there is no objection within the



above 10 (ten) working days of the approval of these minutes. In case of objections which cannot be resolved by rephrasing of the minutes, the issue shall be referred to a following meeting.

The final version of the minutes of meetings shall be signed by the Chair and sent within 30 (thirty) working days after the meeting.

Article 5

Voting

1. Since the tasks of the Coordination Committee are basically twofold, ensuring the governance of the TE as well as the approval of TE results and their interpretation with regard to proposals for course of action at the Programme level, in principle members should act in view of achieving consensus.

2. The Coordination Committee shall decide by consensus on:

- a) TE strategic orientation, overall description of work, scope of activities and the assessment parameters;
- b) TE planning;
- c) TE results;
- d) TE related dissemination and external communication.

5. In case of a stalemate in reaching consensus or decision on issues which may have a prejudice on the fulfilment of the TE tasks under the Statutes, the Chair shall be allowed to cast a veto right and refer the issue to the Governing Board.

6. Any disagreement or dispute between the Coordination Committee and one of its members may be referred to the CSJU Executive Director for review and settlement and may at his initiative be proposed for settlement by the Governing Board.

Article 6

Written procedure

1. In exceptional circumstances and on the proposal from the Chair or at least one-third of the members, decisions may be taken by a written procedure. The voting rules as stated in Article 5 shall apply to written procedure.

2. A proposal for a decision to be taken by written procedure shall not be subject to amendment; it shall be approved or rejected in its entirety. If a decision is rejected it shall be, at the request of any member, included in the agenda of the next meeting.



Documents and information may be transmitted by email and votes cast without the need to convene a meeting.

3. Within the framework of such a written procedure, the absence of response by one of the voting members within a period of 10 (ten) working days from the date of launch of the written procedure and the related documents shall be considered as a vote in favour of the decision (tacit approval).
4. The Chair shall notify without delay to the members the results of a written procedure.

Article 7

Confidentiality and Conflict of Interest

1. The members and the permanent observers shall fill in and sign upon appointment and at the time of the signature of these Rules of Procedure a written declaration (Annex I) to act in the TE meetings and proceedings within a strict confidentiality regime and in the interest of the Clean Sky 2 Programme and to declare in due time any potential conflict of interests in relation to the points in the agenda and to the topics of the Calls.
2. The members shall also sign a separate declaration of interests (Annex II) that shall be duly updated by the members, where appropriate, in case of modification of their situation and interests. These declarations and any updated versions shall be notified to the CSJU and be kept by the CSJU.
3. The Coordination Committee may decide to exclude the participation of a particular member or observer to a particular agenda point if the presence of such member or observer may lead to a conflict of interest, in particular regarding the discussions and exchanges of documents and any information related to the topics of the Calls to be launched by the CSJU.
4. A duly justified request for application of such exclusion may be submitted by a member to the Chair no later than the day before the meeting. The Chair shall present such a request and the associated justification at the opening of the meeting and the Coordination Committee will decide in accordance with Article 5 of these Rules of Procedure.
5. During a meeting, any member whose participation in the work leads or may lead to a conflict or potential conflict of interest shall inform without delay the Chair who shall - without delay and before any affected deliberation is taken - decide on any specific measure in this respect and consult the CSJU as appropriate.
6. The circulation of any information, data and technical specifications related to the Calls shall be duly limited to the context of the meeting and to the circulation list of documents in case of any potential recipient which has been identified as having a potential conflict of interests. Such situation shall be duly recorded in the minutes of the meeting and shall be declared in case of application to such calls.



Article 8

Amendments to the rules of procedure

1. Amendment to these Rules of Procedure may be proposed by any member. They may be added by the Chair to the agenda for discussion and be voted for adoption by consensus. In accordance with Article 5.5, the Chair shall be allowed to cast a veto right. Upon adoption of the amended text by consensus, the CSJU Executive Director will submit it for Governing Board approval in accordance with its own rules of procedure.
2. Amendments to these Rules of Procedure shall enter into force as soon as they are adopted by the Governing Board unless otherwise specified in the Governing Board Decision.



Enclosures:

Annex I: Declaration on confidentiality and conflict of interest

Annex II: Declaration of interests

List of abbreviations:

CSJU	Clean Sky 2 Joint Undertaking
GB	Governing Board
IADP	Integrated Aircraft Demonstrator Platform
ITD	Integrated Technology Demonstrator
SRG	State Representative Group
TA	Transversal Activity
TE	Technology Evaluator



Annex I - DECLARATION ON CONFIDENTIALITY AND CONFLICT OF INTEREST

Surname:

First name:

Professional address:

Phone:

E-mail:

Position:

- Chairperson of the TE Coordination Committee
- Representative / lead delegate / alternate of the TE Leader
- Voting Member representing ITD/IADP/TA [.....]
- Other non-voting representative / alternate of the JU Programme Office
- Observer representing the Commission on behalf of the Union
- Observer representing the State Representative Group of the Clean Sky 2 JU
- Other qualified observer: please specify:

I hereby undertake to act in the performance of my duties in the general interest of the Clean Sky 2 Programme.

At each meeting of the Coordination Committee or before any decision is taken by written procedure, I shall declare any interest which might be considered to influence or bias my judgment and therefore be prejudicial to the way an item on the agenda is handled.

I undertake to ensure the confidentiality of sensitive information whose disclosure could damage the interests or the reputation of the TE, its members or of the participants in the activities of the TE and of the Clean Sky 2 Joint Undertaking.

I shall not disclose confidential information learnt during the activities of the TE Coordination Committee even after my duties have ended.

Done at [place], [date]



Name and Signature

Annex II – DECLARATION OF INTERESTS

Surname:

First name:

Professional address:

Phone:

E-mail:

Position:

- Chairperson of the TE Coordination Committee
- Representative / lead delegate / alternate of the TE Leader
- Voting Member representing ITD/IADP/TA [.....]
- Other non-voting representative / alternate of the JU Programme Office
- Observer representing the Commission on behalf of the Union
- Observer representing the State Representative Group of the Clean Sky 2 JU
- Other qualified observer: please specify:

I hereby declare on my honour that, to the best of my knowledge, the only direct or indirect interests I have in the sectors in which the TE is active, [are][is] those listed below:

1. Past activities:

[Posts held over the last 7 years in foundations or similar bodies, educational institutions, companies or other organisations (the nature of the post and the name of those bodies should also be indicated); other membership/affiliation or professional activities held over the last 3 years including services, liberal professions, consulting activities, and relevant public statements.]

2. Current activities:

[Posts held in foundations or similar bodies, educational institutions, companies or other organisations (the nature of the post and the name of those bodies should also be



indicated); other membership/affiliations or professional activities, including services, liberal profession, consulting activities, and relevant public statements.]

3. Current Financial Interests

[Any direct financial interests, (managerial stakes in companies, including ownerships of patents or any other relevant intellectual property rights), or assets (shares and/or securities held in companies) or grants or other funding which might create a conflict of interests in the performance of their duties in the TE Coordination Committee, with an indication of their number and value, as well as the name of the company/provider of the grant/funding.]

[No Interest Declared*]/ [Interest*

4. Any other relevant interests.

[No Interest Declared*]/ [Interest*

5. Family Member Interest

[Spouse's/partner's/dependent family members' current activity and financial interests that might entail a risk of conflict of interest.]

[No Interest Declared*]/ [Interest*

I confirm the information declared on this form is accurate to the best of my knowledge and I consent to my information being stored electronically by the Clean Sky 2 Joint Undertaking.

Done at [place], [date]

Name and Signature

