



## **Governing Board Decision on the Rules of Procedure of the Coordination Committee of the Eco-Design Transverse Activity**

Having regard to Council Regulation (EC) No 558/2014 of 6<sup>th</sup> May 2014 setting up the Clean Sky 2 Joint Undertaking and in particular Article 12(3) of the Statutes laid down in Annex I to the Regulation;

Whereas:

- 1) According to Article 1 g) of the Statutes, Transverse Activities (hereinafter "TAs") means actions with relevance across several ITDs and/or IADPs and requiring coordination and management across the ITDs and/or IADPs for the optimal delivery of the overall objectives of the Clean Sky 2 Programme.
- 2) The Eco-Design Transverse Activity (hereinafter "Eco-TA") has key materials, processes and resources impact and a strong relevance to Flight Path 2050, the H2020 Programme and the European Union's eco-innovation agenda.
- 3) In order for the Eco-TA to carry out its activities and meet the objectives under the Statutes, the ITDs/IADPs should commit to cooperate by proposing Eco-TA related activities in their respective work plans to be associated with the Eco-TA and to exchange data for a proper operation of the Eco-TA.
- 4) A coordination framework should be established in order to agree the practical arrangements of the coordination and ensure effective cooperation between the Eco-TA activities defined in the Eco-TA grant agreements and the activities carried out in the relevant ITDs/IADPs grant agreements for members and for partners.
- 5) The Eco-TA Coordination Committee as reflected in the Statutes will carry out and be responsible for the aforementioned tasks. In order for the Eco-TA Coordination Committee to ensure that the Joint Undertaking carries out its mission and performs the tasks assigned to it under the conditions laid down in the Regulation and the Statutes, the following rules of procedure shall apply.



HAS ADOPTED THIS DECISION:

**Article 1**

The Rules of Procedure of the Coordination Committee of the Eco-Design Transverse Activity 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, 29<sup>th</sup> June 2016

A handwritten signature in black ink, appearing to read "Ric Parker", with a long, sweeping horizontal line extending to the right.

**Ric Parker**

**Chairman of the Governing Board**



## ANNEX I

### Rules of procedure of the Eco-Design Transverse Activity Coordination Committee

#### *Article 1*

##### ***Members***

1. The Eco-TA Coordination Committee shall consist of 7 voting members. The voting members shall be:
  - a) One representative of each ITD/IADP appointed through a ITD/IADP Steering Committee decision;
  - b) One nominated representative of the Eco-TA Leader acting as Chair.
2. The permitted non-voting members shall be:
  - c) The CS2 Programme Manager;
  - d) The Eco-TA 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 Committee.
4. Any member may notify the Chair in writing of the appointment of any other person as alternate and may remove from its function any alternate member appointed by him.
5. The participation of any voting member shall end at the same time as the termination of his participation to the ITD/IADP and will become effective after 2 (two) months notification to the Chair.

#### *Article 2*

##### ***Observers***

1. The permitted non-voting observers provided that they sign the non-disclosure declaration attached in Annex II shall be:



- a) A representative of the Commission;
- b) Representatives proposed by the Chair from the following Eco technical areas:
  - EDAS (Eco Design Analysis);
  - VEES (Vehicle Economic and Ecological Synergy);
  - ES (Eco Statements) and the global key performance indicators;
  - DCP (Dissemination-communication-planning).
- 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 or the States Representatives Group, upon proposal by the Chair or by a member and its acceptance by consensus.

### *Article 3*

#### *Tasks*

#### **1. The Eco-TA Coordination Committee shall be responsible for:**

- a) Defining the technical strategy of the Eco-TA and reviewing and approving the Eco-TA work plan and its implementation;
- b) Guiding the technical functions and monitoring of the progress of the Eco TA;
- c) Ensuring an effective communication and cooperation between IADPs, ITDs and the Eco-TA on matters related to Eco Design;
- d) The evaluation and interpretation of Eco-TA results;
- e) Approving the material and data for dissemination of Eco-TA results including all regular reviews;
- f) Deciding on Eco-Design actions to be proposed for funding under the Eco-TA available funding based on a screening process to be established and supported by external experts as selected by the CSJU.
- g) Proposing budget allocation and subsequent re-allocations within the Eco-TA and ITDs/IADPs, in line with the Clean Sky 2 Development Plan.
- h) Making proposals to optimize Eco-Design activities in line with the transversal character of the action and in order to increase synergies and avoid duplications.



#### *Article 4*

#### *Meetings*

1. The quorum for decision making shall be two thirds (2/3) of the voting members including the Chair present or represented by their duly authorized alternates.
2. If a quorum is not present within 1(one) hour from the time appointed for the meeting or if during the meeting such a quorum is no longer present, the meeting may be adjourned for ten (10) business days. At least five (5) days' notice of the reconvened meeting will be given to each member of the Coordination Committee and any such notice will be given in the same manner, and specifying the same agenda (except any matters which may have been dealt with before the original meeting became inquorate), as for the original meeting.
3. The Chair shall give the members a minimum of 20 (twenty) working days' notice of any meeting and shall specify the time and place of the meeting and include an agenda identifying the points to be discussed and the decisions to be taken at the meeting. The agenda shall be, where appropriate, accompanied by drafts of any decisions proposed for adoption and documents for discussion.
4. The Coordination Committee shall meet at least twice a year. The Chair may call an extraordinary meeting at any time. The procedure for extraordinary meetings shall be the same as for ordinary meetings.
5. The meetings will take place either at the CSJU or at the premises of the Leaders participating to the Eco-TA. Exceptional locations shall be agreed with all members beforehand. Members may participate in such meetings in person, by telephone conference, videoconference or other means of communication in which all participants shall be deemed to be present. Any resolution adopted by such 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 10 (ten) business days of the publication of these draft minutes. In case of objections which cannot be resolved by rephrasing of the minutes, the issue has to be forwarded to a following Coordination Committee meeting.
6. The Eco-TA 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 discussion, deliberations and the decisions taken by the Coordination Committee.



7. Each voting member, the representative of the Programme Office and the representative of the Commission shall receive a copy of the minutes without unreasonable delay and in the absence of any objections within 10 (ten) business days of the minutes being sent the minutes shall be presumed to be accurate. The final version of the minutes of meetings shall be signed by the Chairperson or, if the Chairperson was not present, his alternate and sent within five (5) working days.

#### *Article 5*

##### ***Voting***

1. The Coordination Committee shall execute its tasks as described under Article 3 above and take decisions in view of achieving consensus.
2. Any disagreement or dispute that cannot be resolved amicably within the Coordination Committee can be referred to the Executive Director for review and settlement and may at his initiative be proposed to the Governing Board for resolution.

#### *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 prevention, mitigation and management of conflict of interests shall be in compliance with the rules and regulations adopted under the CSJU and as applicable.

2. The members shall fill in and sign at the time of the signature of these Rules of Procedure a declaration of confidentiality and conflict of interest (Annex I) and a declaration of interests (Annex II) to declare in due time any potential Conflict of interest in relation to the topics of the calls and to act in the interest of the Programme. The declarations shall be kept by the secretariat of the Coordination Committee and be transmitted to the CSJU.

3. The Coordination Committee may decide to exclude the participation of a member to a particular agenda point if the presence of such member may lead to a conflict of interest, in particular regarding the discussions and exchanges of documents and any information related to the topics for the calls to be launched by the CSJU or an item regarding an ITD/ IADP.

A request for application of such exclusion may be submitted by any member to the Chairperson no later than the day before the meeting and shall be justified. The Chairperson 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 4, having regard to advice of the CSJU representatives.

4. During a meeting, any member whose participation in the work leads or may lead to a conflict or potential conflict of interest shall without delay inform 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.

5. Any privileged access to information, data and technical specifications related to the calls shall be duly avoided in the context of the meeting and in the circulation list of documents. Any involvement and privileged access to information to potential applicants to such calls shall be duly recorded in the minutes of the meeting and shall be declared in case of application to such calls.



## *Article 8*

### ***Amendment of these Procedures***

1. The Coordination Committee may propose by consensus an amendment of these rules of procedure to the Governing Board.
2. Amendments to the Rules of Procedure shall enter into force as soon as they are adopted by the Governing Board.

### **Enclosures:**

Annex I: Declaration on confidentiality and conflict of interest

Annex II: Declaration of interests

### **List of abbreviations:**

CSJU	Clean Sky 2 Joint Undertaking
IADP	Integrated Aircraft Demonstrator Platform
ITD	Integrated Technology Demonstrator
TA	Transversal Activity
Eco-TA	Eco-Design Transversal Activity
Eco-Design	Eco-Design Part of the Clean Sky 2 Programme
EDAS	Eco Design Analysis
VEES	Vehicle Economic and Ecological Synergy
ES	Eco Statements
DCP	Dissemination-communication-planning





**Annex I - DECLARATION ON CONFIDENTIALITY AND CONFLICT OF INTEREST**

**Surname:**  
**First name:**  
**Professional address:**  
**Phone:**  
**E-mail:**  
**Position:**

- Chairperson of the Eco-TA Coordination Committee
- Representative / lead delegate / alternate of the Eco-TA Leader
- Voting Member representing ITD/IADP [.....]
- Other non-voting representative / alternate of the JU Programme Office
- Observer representing the Commission on behalf of the Union
- Observers - 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 Eco-TA, its members or of the participants in the activities of the Eco-TA and of the Clean Sky 2 Joint Undertaking.

I shall not disclose confidential information learnt during the activities of the Eco-TA 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 Eco-TA Coordination Committee
- Representative / lead delegate / alternate of the Eco-TA Leader
- Voting Member representing ITD/IADP [.....]
- Other non-voting representative / alternate of the JU Programme Office
- Observer representing the Commission on behalf of the Union
- Observers - 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 Eco-TA 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 Eco-TA 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