



ERRIN Internal Rules

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CONTEXT

These Internal Rules have been prepared to ensure:

- The added value / return on investment of members participating in ERRIN activities and meetings;
- That ERRIN can fulfil its role as the main interlocutor on behalf of regional representations in the policy area of research and innovation in the European Union;
- An increase in the policy effectiveness and efficiency of ERRIN;
- An increase in the visibility of ERRIN initiatives and activities throughout Europe;
- That the needs and expectations of all members are taken into account in all ERRIN activities;
- Accountability and transparency in ERRIN decision-making processes while identifying a common set of rules and procedures for all ERRIN working groups;
- That ERRIN structures and procedures will help the organization to achieve its strategic objectives;
- a coherent set of support structures for the various types of activities, e.g. lobby work, exchange of experiences, and international cooperation;
- Clear relationships between ERRIN working groups and the Management Board;

1. CONDITIONS FOR MEMBERSHIP & SPONSORSHIP

1.1. Full & Associate members

The conditions for full members and associate members are outlined in the statutes in Chapter II. These stipulate that:

1.1.1 Full membership of ERRIN is open to Brussels based representative offices of regional and local administrations, universities, educational institutes and research centres, chambers of commerce, as well as other public and private bodies with a broad regional development mandate.

1.1.2 Associated membership of ERRIN is open to organisations such as Regions, European Networks, trade associations, academic institutions, businesses or non-governmental organisations that do not have a representation in Brussels and that have at least a limited mandate in

regional development and are involved in the development and/or implementation of research and innovation policies. Associated members have the same rights to ERRIN services as full members with the exception that they cannot be elected to the Management Board of the association.

1.1.3 Overview on membership typology and associated rights and obligations

	Full Member	Associated Member
Type of organisation	<ul style="list-style-type: none"> o Brussels based representative office of o Regional administration o Local administration o University – educational institute – research centre o Chamber of Commerce o Private sector o with a broad mandate in regional development and involved in development and/or implementation of research and innovation policies 	<ul style="list-style-type: none"> o European network o NGO o Trade association o Private sector o Single purpose institutions with at least a limited mandate in regional development and involved in development and/or implementation of research and innovation policies;

Criteria	<ul style="list-style-type: none"> ○ Payment of fee ○ Have a Brussels Representative office ○ agree with the purpose and objectives of the association ○ Have legal personality or be a physical person ○ Active participation in ERRIN WG's and contribute to network activities ○ Members with Brussels-based office are eligible to stand as a candidate to the Management Board ○ MB Member only: Development & approval of Annual WP, report, accounts and budget 	<ul style="list-style-type: none"> ○ Payment of fee ○ Agree with the purpose and objectives of the association ○ Have legal personality or be a physical person ○ Active participation in one or more than one thematic working group as determined upon application ○ Honest declaration not to sell on information obtained from ERRIN
Annual fee¹	€2000 (2006); MB members: € 5000 (2006)	€1500 (2008) per Working Group

1.2 Sponsorship

1.1.4 Sponsorship may be provided for specific ERRIN activities in return for access to a number of ERRIN services to be determined by the Management Board and approved by the AGA.

¹ Please note: the higher fee for Management Board members is subject to review in light of the financial perspective of the Association

2. ANNUAL GENERAL ASSEMBLY

2.1. Participation at the Annual General Assembly

2.1.1. The Annual General Assembly is made up of all the full and associated members of the association and is presided over by the Chair of the Management Board.

3. MANAGEMENT BOARD

3.1. Role and responsibilities of the Management Board

3.1.1. The Management Board is elected with at least 50% of the members +1 member voting. If this minimum is not reached, there will be a second round without a quorum.

3.1.2. The Management Board prepares the draft annual ERRIN Work Programme and provisional budget, and present these to the Annual General Assembly for discussion and approval.

3.1.3. The Management Board takes responsibility for the implementation of the ERRIN Annual Work Programme, in line with the voted budget. It monitors and directs the activities of the Brussels office and monitors the activities of the Working Groups.

3.1.4. The Management Board organises a minimum of four Management Board meetings per year. To two of these Working Group Chairs will be invited to report and discuss progress and priorities.

3.1.5. The Management Board approves all ERRIN policy statements. Once approved by the Management Board the entire network will be consider by default to signatories of the statements. Papers are sent to the entire network with a delay to op out as a signatory.

3.1.6. The Management Board approves the use of the ERRIN logo for events, conferences, or projects. In urgent cases, the decision on these issues can be made by the Director and the Chair.

3.1.7. The Management Board represents ERRIN vis-a-vis EU institutions, acting in consultation with the chairs of the relevant Working Groups.

3.1.8. The Management Board proposes the location of the next Annual General Assembly to the members of the General Assembly.

3.1.9. The Management Board resolves all matters outside the competence of ERRIN General Assembly, as indicated in the Statutes.

3.1.10. The Management Board prepares and agrees the draft Internal Rules, which are formally approved by the Annual General Assembly. For the first year of operation only, the Internal rules to be agreed by the Management Board and ratified at the AGA.

3.1.11. The Management Board prepares and agrees a 'Scheme of Delegation' for its own internal use, which sets out the procedures and information flows to be followed concerning different types of decisions with the aim to clarify and facilitate the decision making procedures within the network.

3.2. Role and responsibilities of the Chair

3.2.1. The Chair leads the preparation of the ERRIN Work Programme.

3.2.2. The Chair reports to the Annual General Assembly on all network activities and outputs.

3.2.3. The Chair prepares agendas and minutes for Management Board meetings, in cooperation with the Director.

3.2.4. The Chair leads in Joint Management Board/Working Group Chairs meetings whenever they are held.

3.2.5. The Chair represents ERRIN in high level political events and conferences.

3.3. Role and responsibilities of the Vice-Chair

3.3.1. The Vice-Chair replaces the Chair in his/her absence.

3.3.2. The Vice-Chair assumes the Presidency in the event that the Chair resigns mid-term.

3.3.3. The Vice-Chair assumes other responsibilities as agreed with the Chair.

3.4. Role and responsibilities of the Treasurer

3.4.1. The Treasurer presents the ERRIN interim and annual accounts to the Management Board.

3.4.2. The Treasurer examines the draft budget and submits it to the Management Board for approval.

3.4.3. The Treasurer – on behalf of the Management Board – presents the ERRIN annual accounts to the Annual General Assembly for approval. Annual accounts are liable to an internal audit procedure where the Treasurer audits the accounts together with three nominated members of the Management Board.

3.4.4. The Treasurer – on behalf of the Management Board – submits the draft budget to the Annual General Assembly for approval.

4. MANAGEMENT BOARD WORKING GROUPS

4.1. The Management Board has the following Working Groups

- Policy WG
- Projects WG
- Communication
- Budget WG

4.2. Each WG is chaired by a Management Board member with responsibility to report on progress of the WG to the Management Board.

5. PROJECT INVOLVEMENT AND SUPPORT

- 5.1. While it is a main focus of ERRIN is to increase project opportunities for ERRIN members and to facilitate consortia building among members, ERRIN as an association can decide to be a partner in project submissions that are regarded as strategically important for the whole network or individual thematic working groups.
- 5.2. Strategic significance shall be determined on the basis of the project meeting the needs of the members and in terms of ERRIN visibility, content development and paving the way for future project opportunities for ERRIN members.
- 5.3. The MB decides on any ERRIN involvement in strategic projects. The MB has to be informed about any request for ERRIN project partnership supported by the Secretariat and by at least one MB member or WG leader (in the latter case the WG leader will be invited to the MB meeting in question). While requests will be discussed on a first come/first serve basis, all notification of such requests needs to take place well in advance of the deadline.
- 5.4. The request is presented and discussed at a regular MB meeting. Alternatively the MB can delegate the vetting of project requests to a MB member/group of MB members that have to report to the full board about their decision. In any case, the treasurer will be invited to give an opinion on the financial implications.
- 5.5. Requests have to be supported by a background document clearly outlining the scope of ERRIN involvement, ERRIN tasks within the project and financial implications.
- 5.6. ERRIN project involvement shall not have a negative impact on the fulfilment of regular task of the Secretariat.
- 5.7. ERRIN can support those projects with a support letter for which it has been asked to be involved as a partner or a sub-contractor. The MB has to be informed on any such requests by the Secretariat. The same procedure as above applies to the request of support letters.

6. WORKING GROUPS

6.1. Thematic Activities

6.1.1. ERRIN is active through thematic Working Groups.

6.1.2. ERRIN Working Groups contribute to the ERRIN Strategic Objectives.

6.1.3. Working Groups prepare a work plan with clearly identified membership, objectives (policy influencing, project development, exchange), actions, activities and timing.

6.1.4. The Network through the Management Board supports the activities of the Working Groups and can in case of individual project proposals express this support in writing (support letters). The Project Working Group is responsible to ensure the level of quality of the ERRIN members' proposals that are supported. The Leader of the Project Working Group is responsible to report to the Management Board on submitted project proposals when appropriate.

6.2. Conditions of Working Groups membership

6.2.1. Membership of Working Groups is open to all members of ERRIN.

6.2.2. The Working Group Membership should cover a minimum of 5 members from at least 3 EU Member States. If during the year the membership falls below these quota, the Working group has time up to the next AGA to find new members.

6.2.3. Membership of Working Groups may be terminated at any time, through a recorded letter to the Working Group chair.

6.2.4. Terms of reference for thematic working groups to be agreed by the Management Board.

6.3. Chair

6.3.1. The Chair will be elected annually during the Working Group meeting prior to the ERRIN Annual General Assembly by the members of the Working Group.

6.3.2. The Chair and Vice-Chair are elected for a term of one year, renewable once.

6.3.3. The Chair is responsible for:

- Leading the preparation of the Working Group Work Programme;
- Reporting to the Management Board on Forum and Working Groups outputs;

- Calling meetings of the Working Group and preparing agendas and minutes for meetings, in cooperation with the Brussels office;
- Monitoring the information on the web site;
- Participating in Joint Management Board/Working Group Chairs meetings whenever they are held;

7. BRUSSELS OFFICE

7.1. Role and responsibilities of the Director

7.1.1. The Director of the Brussels Office is responsible for the day-to-day running of the Association, for staff employed by the association and for establishing and maintaining contact with the European institutions.

7.1.2. The Director is accountable to the Management Board and, through it, to the Annual General Assembly.

7.1.3. The Director is accountable to the Management Board through its Treasurer for all budgetary matters.

7.1.4. The Director is responsible both for internal and external communication of the association.

7.1.5. The Director is responsible for reporting to the Management Board on the activities of the Working Groups, in cooperation with the Working Group Chairs.

8. PAYMENT OF THE FEES

8.1. Amount of the fees

8.1.1. The level of membership fee for ERRIN members, is proposed every year by the Management Board and is formally approved by the Annual General Assembly during the approval of the budget of the following year.

8.2. Deadline for payment of fees

8.2.1. Membership fees must be paid within the first six months of the year. Members / partners who have not paid their fee within the first six months of the year will be charged interests according to going rates.

8.2.2. Members who have not paid their fee by the Annual General Assembly will forgo their voting rights at that meeting.

8.3. Cancellation of membership

8.3.1. If a member / partner cancels its membership, no fee will be refunded.

8.3.2 Cancellation of membership must be received in writing by the Chair and ERRIN Director by registered post at the latest by 1 September in the year preceding the resignation.

8.4. Members / partners accepted late in the year

8.4.1. Members / partners accepted by the Management Board in the second part of the year will only have to pay 50% of the annual fee.

8.5. Eligibility of Membership to ERRIN

8.5.1. Voting procedures on membership applications

Member typology	Voting in Management Board
Regular Member	Simple majority of the members present at the Management Board meeting. Voting will be based upon application form presented to the Management Board.
Associated Member	Qualified (2/3) majority of the members present at the Management Board meeting. Voting will be based upon application form presented to the Management Board. Individual members may request further explanation from the applicant and a second voting round to be organised the following meeting.