European Regions Research and Innovation Network

Internal Rules

May 2015

CONTEXT

These internal rules have been prepared to ensure:

- That ERRIN can fulfil its role as the main interlocutor on behalf of regional and local representative offices on policies impacting on local and regional development, in particular through research and innovation in the European Union;

- The effectiveness and efficiency of ERRIN policy activities;

- The visibility of ERRIN initiatives and activities throughout Europe;

- 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 help the organisation to achieve its vision, strategic objectives, and annual workplan;

- A coherent set of support structures for the various types of activities, e.g. the 4Ps of policy, projects, partnership and profile as well as the exchange of experiences and international cooperation;

- Clear relationships between ERRIN members, working groups, the secretariat, and the Management Board.

1. CONDITIONS FOR MEMBERSHIP AND SPONSORSHIP

1.1. Full and associated members

The conditions for full members and associated members are outlined in the statutes in Chapter II.

1.1.1. Overview on membership typology and associated rights and obligations

	Full member	Associated member
Type of organisation	Brussels based representative office of: • Regional administrations • Local administrations • Universities – educational institutes – research centres and institutes • Chambers of commerce • Private (including non-profit) organisations with a broad mandate in regional development and involvement in the development and/or implementation of research and innovation policies in their region	• European networks • NGOs • Trade associations • Single purpose institutions with at least a limited mandate in regional development and involvement in development and/or implementation of research and innovation policies
In unclear cases, the Management Board will make the final decision regarding membership type.		
Criteria	• Payment of membership fee • Have a Brussels based representative office • Have a legal personality or be a physical person • Agree with the purpose and objectives of ERRIN • Be an active participant in ERRIN working groups and contribute to the network's activities	• Payment of membership fee • Have a legal personality or be a physical person • Agree with the purpose and objectives of ERRIN • Honest declaration not to sell on information obtained from ERRIN

	• Honest declaration not to sell on information obtained from ERRIN • Members with a Brussels based office are eligible to stand as a candidate for the Management Board • Management Board members only: development and approval of the Annual Work Plan, the Annual Report, accounts, and budget	
Membership fee	The annual fee is set by the Management Board and approved by the Autumn Annual General Assembly (see Chapter II Article 6 in ERRIN Statutes)	

1.2. Sponsorship

1.2.1. 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.

2. ANNUAL GENERAL ASSEMBLY

2.1. Participation in the Annual General Assembly

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

2.1.2. The Annual General Assembly is convoked twice per year:
- **Spring Annual General Assembly:** approves the audited accounts for the previous year, agrees and monitors the ERRIN Annual Work Programme and budget for the year in question.
- **Autumn Annual General Assembly:** approves the annual report and the draft ERRIN Annual Work Programme for the following year, approves the Management Board and on recommendation of the Board approves the Chair and Vice Chairs of ERRIN.

Both Annual General Assemblies can approve changes in the statutes and internal rules as well as discuss and decide on other issues.

2.1.3. An extraordinary Annual General Assembly may be convened by the Management Board or by one fifth of the members (see ERRIN Statutes Chapter III Article 11)

3. MANAGEMENT BOARD

3.1. Role and responsibilities of the Management Board

3.1.1. The Management Board is elected with at least 50 percent 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 the ERRIN Annual Work Programme and provisional budget, which they present to the Autumn General Assembly for discussion and approval.

3.1.3. The Management Board is responsible 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.

3.1.5. The Management Board approves all ERRIN policy statements, taking into account member input. The Management Board should seek consensus on any ERRIN positions but once approved by the Management Board the entire network will be considered by default as signatory of the statements. However, all ERRIN Policy Statements should indicate that the statement may not be supported by all ERRIN members.

3.1.6. The Management Board decides on any ERRIN involvement in strategic projects. ERRIN's involvement must show direct or indirect benefit for members, either through their direct engagement in the project, or through indirect benefits such as their engagement in project activities such as sub-contractors, experts or opportunities for workshops where expenses are paid. The Management Board must be informed about any request for ERRIN project partnership supported by the Secretariat and by at least one Management Board member or Working Group lead or co-lead. Where ERRIN is invited to join competing consortia, the Management Board should be consulted regarding the process of choosing one, both or neither project depending on the role expected of ERRIN in the project. The process and the choice of project(s) should be made in an open and transparent manner.

3.1.7. 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.

3.1.8. The Management Board decides on the signing of Memoranda of Understanding with other relevant networks and stakeholders as proposed by the Secretariat, Management Board members of Working Group co-leaders.

3.1.9. The Management Board and/or the Director represents ERRIN vis-a-vis senior officials in the EU institutions, acting in consultation with the chairs of the relevant Working Groups.

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

3.1.11. The Management Board resolves all matters outside the competence of the ERRIN General Assembly, as indicated in the Statutes (see Article 14.3)

3.1.12. The Management Board prepares and agrees the draft Internal Rules, which are formally approved by the Annual General Assembly.

3.1.13. 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 (see Annex 1)

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 but can delegate to ERRIN members who have more experience in the topic or subject.

3.3. Role and responsibilities of the Vice Chairs

3.3.1. Vice Chairs replace the Chair in his/her absence and are delegated by the Chair. The Chair should select the Vice-Chair. Normally, the Vice Chair with more experience of the relevant topic in ERRIN should be chosen.

3.3.2. One of the Vice-Chairs assumes the Presidency in the event that the Chair resigns or is otherwise incapacitated mid-term. Normally, the Vice Chair with more experience of high office in ERRIN should be chosen. Where both Vice Chairs have similar experience, the Management Board should select the Vice Chair to replace the Chair.

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

3.4. Role and responsibility of the Treasurer

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

3.4.2. The Treasurer develops 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 submitted for external auditing and presented to the Spring Annual General Assembly.

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

4. MANAGEMENT BOARD WORKING GROUPS

4.1. Setting up of Management Board Working Groups

4.1.1. The Management Board can set up Working Groups on specific topics, for example a projects group to monitor ERRIN's choice of and engagement in projects

4.1.2. Each Working Group is chaired by a Management Board member with responsibility to report on progress of the Working Group to the Management Board.

5. PROJECT INVOLVEMENT AND SUPPORT

5.1. Project involvement

5.1.1. While it is a main focus of ERRIN 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.

5.1.2. 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.

5.1.3. The Management Board decides on any ERRIN involvement in strategic projects. The Management Board must be informed of any request for ERRIN project partnership supported by the Secretariat and by at least one Management Board member or Working Group leader or co-leader.

5.1.4. The request is presented and discussed at a regular Management Board meeting. Alternatively, the Management Board can delegate the vetting of project requests to a Management Board member/group of Management Board members (e.g. Project Group within the Board) 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.

5.1.5. Requests have to be supported by a background document clearly outlining the scope of ERRIN involvement, ERRIN tasks within the project, and financial implications.

5.1.6. ERRIN project involvement shall not have a negative impact on the fulfilment of regular tasks of the Secretariat.

5.2. Project support

5.2.1. ERRIN can support projects either submitted by ERRIN members or projects that contain a majority of ERRIN members and that do not clash with other known member project proposals with a support letter from the organisation. The Director will issue a support letter but will refer any potentially controversial support to the Management Board for approval.

6. THEMATIC WORKING GROUPS

6.1. Thematic activities

6.1.1. The ERRIN Thematic Working Groups contribute to the ERRIN Strategic Objectives.

6.1.2. Working Groups prepare a work plan with clearly identified membership, objectives which refer to the ERRIN 4Ps – policy, projects, partnership, and profile – and actions, activities, and timing.

6.1.3. The Network, through the Management Board, supports the activities of the Working Groups.

6.2. Conditions of Working Group 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 10 members and should have a geographically balanced set of members.

6.2.3. Any new Working Group should be agreed by the Management Board. Working Groups can be dissolved by the network on the recommendation of the Management Board and on the approval of the Annual General Assembly.

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

6.3. Working Group leadership

6.3.1. Each thematic Work Group must have at least one lead member and depending on the work load more than one co-lead can be agreed. Work Group leaders should be agreed annually by the Work Group meeting prior to the end of the year.

6.3.2. Working Group leaders are elected for a term of one year, renewable.

6.3.3. The Work Group leaders are responsible for:

- Leading the preparation of the Working Group Work Programme and taking responsibility for its implementation;
- Liaising with the Management Board on Working Groups outputs especially on involvement in projects, attending and setting up strategic meetings with EU institutions, and drafting policy statements to be approved by the Management Board;
- Calling meetings of the Working Group and preparing agendas and minutes for meetings in cooperation with the ERRIN Secretariat (Brussels Office);
- Monitoring the information on the web site;
- Participating in Joint Management Board/Working Group Leaders meetings whenever they are held;
- Networking with other relevant Working Groups and networks.

7. SECRETARIAT/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, including the development and implementation of a human resources strategy. Moreover, the Director is responsible for all staff contracts for staff employed by the Association taking into account the needs of the Association and for establishing and maintaining contacts 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 and through its Treasurer for all budgetary matters.

7.1.4. The Director is responsible 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 MEMBERSHIP FEES

8.1. Amount of membership fees

8.1.1. The amount of membership fee for ERRIN members (full members and associated 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 membership fees

8.2.1. Membership fees must be paid within the first six months of the year.

8.2.2. Members who have not paid their fee by the Spring Annual General Assembly will forgo their voting rights at that meeting and be denied access to the ERRIN website.

8.3. Cancellation of membership

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

8.3.2. Membership of the Association continues from year to year unless the member gives written notice of their intention to withdraw from the Association. Written notice of the intention to withdraw is required three months before the end of the fiscal year i.e. before the end of September. Written notice must be received by the Secretariat. The cancellation of membership shall come into force on at the end of the fiscal year in which the cancellation has been made. The resigning member will be liable for its financial obligation vis-à-vis the Association until the end of the financial year.

8.4.   Member or partners joining during the year

8.4.1. Members or partners accepted during the year will pay a pro-rata fee for their membership.

8.5.   Eligibility of membership

8.5.1. Given that the proposed member fulfils the conditions of membership set out in Section 1 of the Internal Rules, the Director shall agree membership once the membership forms and invoicing arrangements have been agreed.

Annex 1. Scheme of delegation

R = Responsibility = Leading
A = Approval = Following
C= Consultation

	Director	Treasurer	Chair	Management Board	Annual General Assembly
FINANCIAL AND HUMAN RESOURCES					
Purchasing	Subject to Belgian and EU procurement rules.				
< €500	R/A				
€500-€5000	R	A	A		
>€5000 or budget heading	R	A	C	A	
FINANCIAL REPORTING					
3 monthly	R	A		A	
Annual	R	A		A	A
HUMAN RESOURCES					
Director				R	
Other staff Secretariat	R			A	
Annual budget	R	R	A	A	A
ACTIVITIES					
Travel	R		C		
ERRIN Annual Work Plan	R	C	R	A	A
ERRIN Annual Report of Activities	R		R	A	A
COMMUNICATION					
Strategy	R		A	A	A
Implementation	R		A	A	A
Policy	R				
PROJECTS					
Content	R		A	A	
Financial aspects	R	A		A	
Letters of support	R			A	
EVENTS					
Content	R		A	A	