



FUSION FOR ENERGY

The European Joint Undertaking for ITER and the Development of Fusion Energy
THE GOVERNING BOARD

DECISION BY THE GOVERNING BOARD OF FUSION FOR ENERGY APPROVING THE AMENDED RULES OF PROCEDURE OF THE BUREAU

THE GOVERNING BOARD:

HAVING REGARD to the Council Decision (Euratom) No 198/2007¹ of 27/03/2007 establishing the European Joint Undertaking for ITER and the Development of Fusion Energy (hereinafter "Fusion for Energy") as last amended by Council Decision 2015/224/Euratom of 10 February 2015²;

HAVING REGARD to the Statutes annexed to the aforementioned Council Decision in particular to Article 9a thereof;

HAVING REGARD to the rules of procedure for the Bureau adopted³ by the Governing Board on 1 June 2011 and the need to amend them to take into account the changes to the committee structure in the amended Statutes;

WHEREAS the Bureau of Fusion for Energy should adopt its rules of procedure subject to the prior approval of the Governing Board;

HAS ADOPTED THIS DECISION:

Article 1

The rules of procedure for the Bureau annexed to this decision are hereby approved.

Article 2

The Bureau is invited to adopt the rules referred to in Article 1.

Article 3

This Decision shall enter into force with immediate effect.

Done at Barcelona, 19 March 2015

For the Governing Board

Stuart Ward
Chair of the Governing Board

¹ OJ L90, 30.03.2007, p. 58.

² OJ L37, 13.02.2015, p. 8

³ F4E(11)-GB20-07g adopted 01.06.2011

For the Secretariat

Raymond Monk
Secretary of the Governing Board

ANNEX

DECISION OF THE BUREAU ADOPTING ITS RULES OF PROCEDURE

I. MANDATE

The Bureau shall assist the Governing Board in the preparation of its decisions and shall carry out any other tasks which the Governing Board (hereinafter "the Board") may delegate to it. The Bureau shall in particular:

- a) provide support for communication and co-ordination between the Board, F4E committees and F4E management.
- b) in advance of Board meetings, propose recommendations in writing on each proposed Board decision drawing on the opinions of F4E committees.
- c) ensure that papers for the Board are succinct and present the information in a format that the Board members may easily and quickly understand the main issues.

II. COMPOSITION

Rule 1

Members

1. The members of the Bureau (hereinafter "the members") are as follows:
 - (a) The Chair of the Board;
 - (b) The Chairs of the Committees⁴;
 - (c) A representative of Euratom;
 - (d) A representative of the ITER Host State.
2. The Board may appoint additional members to the Bureau at its discretion.
3. The members of the Bureau shall perform their duties in the general interest of Fusion for Energy in accordance with the above mandate.
4. Alternate members are not admissible.

⁴ Taken to mean the Administration and Management Committee, the Procurement and Contracts Committee, the Technical Advisory Panel and the Audit Committee

III. CHAIRMANSHIP

Rule 2

1. The Chair of the Board (hereinafter “the Chair”) shall chair the Bureau.
2. If the Chair is unable to fulfil his⁵ functions, one of the Vice-Chairs of the Board shall act as the Chair.

IV. SECRETARY

Rule 3

1. The Director of Fusion for Energy (hereinafter “the Director”) shall provide a secretariat for the Bureau. The Director, in consultation with the Chair, shall designate a secretary (hereinafter “the Secretary”), who shall be a member of the staff of Fusion for Energy.
2. The Secretary shall perform his duties independently with a view solely to the interests of the Bureau and shall neither seek nor take instructions from any person, organisation or authority other than the Bureau, except that he shall remain subject to all of the rules and regulations of Fusion for Energy and any other conditions of his employment contract.

V. MEETINGS

Rule 4

Convening and Attendance

1. The Bureau shall decide on the dates of its meetings on a proposal from its Chair.
2. Ordinary meetings shall, as a rule, take place within the four weeks preceding the Board meeting.
3. The Chair may decide to invite other persons to attend all or part of the meetings of the Bureau.
4. Unless the Chair decides otherwise, the Director of Fusion for Energy or his delegate shall attend the meetings of the Bureau and may be assisted by other staff of Fusion for Energy.
5. Ordinary meetings shall normally take place at the seat of Fusion for Energy, unless the Chair decides otherwise.
6. Meetings may also be held by means of teleconferencing, unless at least two members of the Bureau object.
7. Extraordinary meetings of the Bureau may also be convened at the request of at least two members, or at the request of the Chair, the Director or Euratom.

⁵ “His” shall include “his/her” and “He” shall include “She” throughout

Rule 5

Agenda

1. A provisional agenda shall be drawn up in consultation with the Chair and shall be sent, together with the related documents to the members of the Bureau at least 7 calendar days before the meeting.
2. All members of the Bureau may propose items and documents to the Chair for consideration by the Bureau.
3. The agenda for each meeting of the Bureau shall be proposed by the Chair and adopted at the beginning of the meeting by the Bureau.

The Bureau shall examine in advance items on the preliminary agenda for a Board meeting together with the relevant documentation. The Bureau shall ensure the preparation of the dossiers for the Board including their comments and recommendations and, where appropriate, shall propose options or solutions. The Bureau shall report on an ongoing basis to the Board on the development of Fusion for Energy's activities.

VII. MEETING SUMMARY

Rule 6

1. At the conclusion of each meeting, the Bureau shall approve its Meeting Summary on the basis of a draft prepared by the Secretary under the direction of the Chair. The Record shall include *inter alia*:
 - (a) The list of those present;
 - (b) The substance of the discussions and any decisions taken.
2. Once approved, the Meeting Summary shall be signed by the Chair and the Secretary and be kept by the secretariat.
3. A copy of the Meeting Summary shall be sent to the members of the Bureau, the members of the Governing Board and the Director of Fusion for Energy.

VII. TRANSITIONAL AND FINAL PROVISIONS

Rule 7

Reimbursement of Expenses

When not representing their Members, the travel and subsistence expenses for Bureau members to attend meetings in an official capacity shall be paid by Fusion for Energy in accordance with the rules applied by Fusion for Energy for the reimbursement of expenses to experts⁶.

⁶ These rules shall provide conditions that are equivalent to those laid down in Annex VII of the Staff Regulations of Officials and the conditions of employment of other servants of the European Communities.

Rule 8

Transparency

The names and affiliations of the members of the Bureau shall be published on the Fusion for Energy website along with their declarations of interest and professional profile in the form of a short curriculum vitae.

Rule 9

Language Regime

The Committee shall conduct its business in English.

Rule 10

Declaration of Conflicts of Interest and Confidentiality

The Chair and members of the Bureau shall comply with the same requirements as those which apply to the Board as laid down in Rule 19 of the Board's Rules of Procedure and the decisions of Fusion for Energy concerning confidentiality, independence, preventing and managing conflicts of interest.

Rule 11

Entry into Force

These rules shall enter into force on the date of their adoption by the Bureau and shall be published on the official website of Fusion for Energy.

Revision History

This document replaces the following previous versions:

- F4E(11)-GB20-07g adopted by the Board on 1 June 2011

Done at Barcelona, [Date to be inserted]

For the Bureau

Stuart Ward
Chair of the Bureau

For the Secretariat

Raymond Monk
Secretary of the Governing Board