



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 RULES OF PROCEDURE OF THE BUREAU

Having regard to the Statutes annexed 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") and conferring advantages upon it, and in particular to Article 6(3)(r) thereof;

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

This Decision shall have immediate effect.

Done at Barcelona, 1st June 2011

For the Governing Board



Carlos Varandas
Chair of the Governing Board

¹ OJ L90 , 30.03.2007, p. 58.

ANNEX

RULES OF PROCEDURE OF THE BUREAU

Having regard to the Statutes annexed to the Council Decision (Euratom) No 198/2007² of 27/03/2007 establishing the European Joint Undertaking for ITER and the Development of Fusion Energy (hereinafter "Fusion for Energy") and conferring advantages upon it (hereinafter "the Statutes") and in particular to Article 6(3)(r) thereof³,

THE FOLLOWING RULES OF PROCEDURE ARE ADOPTED:

I. MANDATE

The Bureau is a subsidiary body of the Fusion for Energy Governing Board and provides support for communication and co-ordination between the Governing Board, F4E committees and F4E management. In advance of Governing Board meetings, the Bureau will propose recommendations in writing on each proposed GB decision drawing on the opinions of F4E committees. The Bureau shall ensure that papers for the Governing Board are succinct and present the information in a format that the Governing 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 Governing Board;
 - (b) The Chairs of the Executive Committee, the Technical Advisory Panel, the Administration and Finance Committee and the Audit Committee;
 - (c) A representative of Euratom;
 - (d) A representative of the ITER Host State.
2. The members of the Bureau shall perform their duties in the general interest of the Governing Board in accordance with the above mandate.

² O.J. L90, 30.03.2007, p. 58.

³ Article 6 (9) stipulates that the Governing Board shall adopt its rules of procedure.

3. Alternate members are not admissible.

III. CHAIRMANSHIP

Rule 2

1. The Chair of the Governing Board (hereinafter “the Chair”) shall chair the Bureau.
2. If the Chair is unable to fulfil his functions, one of the Vice-Chairs of the Governing 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 Member of Fusion for Energy, 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

The Convening of and Attendance at meetings

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 Governing 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 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.

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

VI. RECORD OF DECISIONS AND MINUTES

Rule 6

1. At the conclusion of each meeting, the Bureau shall approve its Record of Discussions 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 the conclusions reached.
2. Once approved, the Record shall be signed by the Chair and the Secretary and be kept by the secretariat.

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3. A copy of the Record of Discussions shall be sent to the members of the Bureau and the Director of Fusion for Energy.
4. A copy of the Record of Discussions will be sent to members of the Governing Board on request.

VII. TRANSITIONAL AND FINAL PROVISIONS

Rule 7

Language Regime

The Committee shall conduct its business in English.

Rule 8

Declaration of Conflicts of Interest and Confidentiality

Members and other attendees shall comply with the rules of Fusion for Energy concerning confidentiality, independence and conflicts of interest.

