



## **FUSION FOR ENERGY**

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

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### **DECISION OF THE GOVERNING BOARD OF FUSION ENERGY ADOPTING ITS RULES OF PROCEDURE**

THE GOVERNING BOARD:

HAVING REGARD to the Council Decision (Euratom) No 198/2007<sup>1</sup> 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 2015<sup>2</sup>;

HAVING REGARD to the Statutes annexed to the aforementioned Council Decision in particular to Articles 5 and 6 thereof;

HAVING REGARD to the Rules of Procedure of the Governing Board (hereinafter "the Board") adopted on 28 June 2007<sup>3</sup> and last amended on 1 June 2011<sup>4</sup>;

WHEREAS the Board should amend its Rules of Procedure to take into account the amendments to the Statutes;

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

#### **I. COMPOSITION**

##### *Rule 1*

#### **Representatives**

1. The Governing Board (hereinafter "the Board") shall be composed of Representatives of the Members of Fusion for Energy.
2. Each Member shall appoint two Representatives, one of whom shall have scientific/technical expertise in the areas related to the activities of Fusion for Energy, and shall notify the Chairperson of the Board (the "Chair") their names in writing.
3. Representatives on the Board shall not serve as members of the Procurement and Contracts Committee of Fusion for Energy.

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<sup>1</sup> OJ L90, 30.03.2007, p. 58.

<sup>2</sup> OJ L37, 13.02.2015, p. 8

<sup>3</sup> F4E(07)-GB01-03.1 adopted on 28.06.2007

<sup>4</sup> F4E(11)-GB20-07c adopted by the Board on 01.06.2011

## II. CHAIRMANSHIP

### *Rule 2*

1. The Board shall elect from among the Representatives a Chair and two Vice-Chairpersons of the Board (the "Vice-Chairs") who shall each serve for a term of two years and who may be re-elected once.
2. The Chair and Vice-Chairs shall be elected upon proposal of Euratom by a two-thirds majority of votes and by secret ballot.
3. One Vice-Chair shall be the Chair of the Administration and Management Committee while the other Vice-Chair shall be the Chair of the Technical Advisory Panel.
4. The Board upon proposal of the Chair shall decide the detailed functions of each Vice-Chair, in particular, who will act as the Chair when he<sup>5</sup> is unable to fulfil his functions.
5. If the Chair is unable to fulfil his functions, the Vice-Chair referred to in paragraph 4 shall act as the Chair. If this Vice-Chair is also unable to act as Chair, the other Vice-Chair shall act as the Chair. If the Chair and both of the Vice-Chairs are unable to fulfil their functions, the meeting of the Board shall be re-scheduled unless it is urgent, in which case the meeting of the Board shall be chaired by a Representative elected by the Board for that meeting only.
6. The Chair shall not have the capacity of a Representative..
7. The Member whose Representative exercises the functions of Chair may appoint an alternate to serve as a Representative in their stead for the duration of his term as the Chair.
8. When acting as Chair, the Vice-Chairs, or the Representative elected in accordance with paragraph 5, shall have the same powers and duties as the Chair.

## III. SECRETARY

### *Rule 3*

1. The Director of Fusion for Energy (hereinafter "the Director") shall provide a secretariat for the Board. 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 Board and shall neither seek nor take instructions from any Member, organisation or authority other than the Board, 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.

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<sup>5</sup> "He" shall include "She" and "His" shall include "his/her" throughout

## **IV. MEETINGS**

### *Rule 4*

#### **Attendance at Meetings**

1. Any Member whose Representatives are unable to attend a meeting of the Board shall notify the Chair of the names of any alternates of Representatives.
2. A Member shall be properly represented if at least one of its Representatives or alternates is present at the meeting of the Board.
3. The Representatives may be assisted by experts unless otherwise decided by the Chair.
4. The Director shall participate in the meetings of the Board unless decided otherwise by the Board. The Director may be assisted by other staff of Fusion for Energy.
5. The Chairs of the Committees<sup>6</sup> shall participate in the meetings of the Board unless decided otherwise by the Board.
6. Upon proposal of the Chair, the Board may allow observers from non-Members of Fusion for Energy to attend meetings of the Board.

### *Rule 5*

#### **The Convening of Meetings**

1. The Chair shall convene a meeting of the Board when required, at least twice a year.
2. The meetings of the Board shall normally take place at the seat of Fusion for Energy, unless the Chair decides otherwise.
3. At each meeting the Board shall determine at least the date of the next two meetings of the Board.
4. In duly justified cases, the Chair shall convene an urgent meeting of the Board to take place upon request of a simple majority of its Members, Euratom or the Director within 21 calendar days.
5. Meetings of the Board shall not be held in public unless otherwise decided by the Board.
6. To deal with matters of particular confidentiality, the Board may meet in sessions restricted to Representatives only.

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<sup>6</sup> Taken to mean the Administration and Management Committee, the Procurement and Contracts Committee, the Technical Advisory Panel and the Audit Committee

*Rule 6*

**Quorum**

1. The quorum necessary for a meeting of the Board to be valid shall be constituted by the presence of Representatives of Members that hold at least two-thirds of the total votes as set out in Rule 9(4).
2. In the absence of a quorum, the Chair shall close the meeting and convene another as soon as possible.

*Rule 7*

**Agenda**

1. Having received approval of the draft agenda from the Chair, the Secretary shall send it by electronic means together with relevant material to the Representatives and the Director at least 10 calendar days before the date of the meeting.
2. The provisional agenda shall consist of those items in respect of which a request for inclusion by Members or the Director is received by the Chair at least 21 calendar days before the date of the meeting of the Board.
3. The agenda shall be adopted by the Board at the beginning of each of its meetings.
4. If the Board so decides, the agenda may be modified and relevant documentation circulated at any time prior to the end of the meeting.
5. An item may be removed from the agenda at the request of the Chair or of at least five Members if the related documents were not submitted to the Representatives of the Board in due time.
6. In the case of an urgent meeting of the Board, the timelines referred to in Rule 7(1) and 7(2) may be shortened.

**V. CONDUCT OF BUSINESS**

*Rule 8*

**Voting Rights**

1. The votes of each Member shall be indivisible.
2. The voting rights of a Member shall not be assignable to another Member.
3. In accordance with Annex I to the Statutes, the voting rights of the Members of the Governing Board shall be distributed as follows:

<b>Member</b>	<b>Votes</b>
Euratom	5
Austria	2
Belgium	2
Bulgaria	1
Croatia	2
Cyprus	1
Czech Republic	2
Denmark	2
Estonia	1
Finland	2
France	5
Greece	2
Germany	5
Hungary	2
Ireland	2
Italy	5
Latvia	2
Lithuania	2
Luxembourg	1
Malta	1
Poland	3
Portugal	2
Romania	2
Slovakia	2
Slovenia	2
Sweden	2
Switzerland	2
Spain	3
The Netherlands	2
United Kingdom	5
<b>Total</b>	<b>72</b>

## *Rule 9*

### **Voting Procedure**

1. Unless decided otherwise by the Board by a two-thirds majority, voting shall be by show of hands or by an electronic voting system.
2. If the result of a vote by show of hands is disputed, the Chair shall proceed to a vote by roll-call whereby the vote of each Member shall be recorded.
3. Decisions by the Board to be adopted by two-thirds majority of total votes shall require at least 48 votes in favour.  
Decisions by the Board to be adopted by simple majority of the total votes shall require at least 37 votes in favour.
4. The inability of Representatives to vote due to conflicts of interest, or non-attendance at meetings of the Board, shall not prevent the adoption by the Board of decisions which require unanimity.
5. For each decision adopted by the Board, the result shall be recorded. The decision shall be accompanied by a written statement of the views of the minority, where the latter so requests.
6. The Board may decide that a proposal for a decision submitted and discussed at the meeting shall be deemed to have been approved, if the Secretary does not receive any objections within a period to be fixed by the Board case by case. The Secretary informs the Members about the adoption of the decision without delay.

## *Rule 10*

### **Reservation Procedure**

1. In accordance with Article 6(6) of the Statutes, Euratom shall have the right to make a reservation to a decision by the Board, when it considers that that decision may be contrary to Community law, including notably its international commitments arising from the ITER International Agreement. Euratom shall give due legal justification to such reservation.  
In this case the decision shall be suspended and the matter referred to the Commission for a review of its legality, together with the view of the Board.
2. The Commission may come to a view on the legality of the decision of the Board within one month of the matter being referred to the Commission, failing which the decision of the Board shall be deemed to have been upheld.
3. The Board shall re-examine its decision in the light of the Commission's views to ensure compliance with Community law.

## *Rule 11*

### **Written Procedures**

1. Between meetings of the Board, the Chair through the Secretary may transmit proposals for a decision to the Members in writing by the most rapid practical means (hereinafter "written procedure").
2. Decisions shall be adopted provided that the Chair does not receive any objection within 21 calendar days after the date the proposals were sent to the Members.
3. The time period referred to in paragraph 3 will be 14 days if the proposal for decision by written procedure is accompanied by a recommendation by the Bureau.
4. The results of a written procedure shall be transmitted by the Secretary to the Members without delay.
5. For the approval of the final accounts and for other urgent decisions, the time limit referred to in Paragraph 3 may be exceptionally reduced by the Chair to 7 calendar days.
6. In case of objections, the Chair in consultation with the Director decides whether the written procedure should be suspended and an urgent Board meeting convened or whether the draft decision, together with the objections, should be amended and the written procedure restarted. In that case the deadline for adoption shall be 7 calendar days later. If one or more Member should raise an objection to the restarted written procedure, the decision shall be automatically deferred to the next GB meeting.
7. Decisions taken by written procedure shall be recorded in the minutes of the subsequent meeting of the Board.

## *Rule 12*

### **Appointment of the Director**

1. In accordance with Article 8(2) of the Statutes, the Board shall appoint the Director for a period of five years on the basis of a list of candidates proposed by Euratom.
2. The appointment of the Director out of the list of candidates proposed by Euratom shall take place in accordance with the following procedure:
  - (a) Where there are no more than two candidates, the candidate that receives a two-thirds majority of votes is selected. If none of the candidates receives the required majority of votes, the Chair will invite the Members to participate in up to a maximum of three additional ballots. Otherwise, the Board shall immediately decide upon the measures to be taken to overcome the situation;
  - (b) Where there are more than two candidates, in each and every ballot, the first candidate that receives a two-thirds majority of votes is selected. If none of the candidates receives the required majority of votes, the candidate who obtained the lowest number of votes is eliminated and the others go forward to another ballot<sup>7</sup>. The process is repeated until the two candidates who obtain the highest number of votes are selected. The procedure described in point (a) shall then apply.

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<sup>7</sup> If there are two or more candidates who share the lowest number of votes, the ballot is repeated up to a maximum of three times.

3. After an evaluation of the Director by Euratom, and upon its proposal, the Board may extend the term of office of the Director once for a further period of not more than five years by two-thirds majority decision.

## **VI. RECORD OF DECISIONS AND MINUTES**

### *Rule 13*

1. At the conclusion of each meeting, the Board shall approve its Record of Decisions on the basis of a draft prepared by the Secretary under the direction of the Chair.
2. The Secretary shall prepare the draft minutes of the meeting. After approval by the Chair, draft minutes shall be submitted by the Secretary to the Members within 28 calendar days after the date of the meeting.
3. The minutes shall include *inter alia*:
  - (a) The list of those present;
  - (b) The substance of the discussions and the decisions taken.
4. The minutes shall be approved by written procedure. Members shall send written objections or comments on the draft minutes to the Secretary during a period of 21 calendar days.
5. Minor and editorial corrections shall be resolved at the discretion of the Chair in consultation with the concerned Member(s) and Director. Major issues shall be forwarded to all members, together with a proposal from the Chair on how to resolve the matter. This could either be to not accept the corrections, propose amendments to the minutes, or that adoption of the minutes is postponed to the next meeting of the GB. Members shall have a further period of 7 calendar days to agree or reject the revised minutes. Any further objections shall result in the approval of the minutes being postponed to the next meeting of the GB.
- 6.
7. Once approved, the minutes and supporting documents shall be signed by the Chair and the Secretary and kept by the secretariat.
8. The approved minutes and supporting documents shall be transmitted to the Members.

## **VII. RELATIONS WITH OTHER COMMITTEES**

### *Rule 14*

1. The Board may decide by two-thirds majority of total votes on delegation of tasks to the Bureau and Administration and Management Committee.
1. The Board may decide to seek scientific and technical advice from the Technical Advisory Panel on any other matters.



## VIII. OTHER SUBSIDIARY BODIES

### *Rule 15*

1. In accordance with Article 6(3)(s) of the Statutes of Fusion for Energy, the Board may establish such subsidiary bodies or groups as may be necessary for the exercise of its functions in furtherance of its objectives.
2. The establishment, membership and terms of reference of such bodies or groups shall be determined by the Board.
3. The chair or rapporteur of a subsidiary body or group who is not a Representative may be invited by the Chair to attend meetings of the Board.
4. Travel and subsistence expenses incurred by members of subsidiary bodies attending meetings on behalf of Fusion for Energy may be paid by Fusion for Energy in accordance with the rules applied by Fusion for Energy for the reimbursement of expenses to experts<sup>11</sup>.

## X. PROVISIONS RELATED TO THE ACCESSION OF NEW MEMBERS

### *Rule 16*

1. Euratom shall inform in due time the Board and the Director of any wish expressed by a third country which has concluded a cooperation agreement with Euratom in the field of controlled nuclear fusion that associated its respective research programme with the Euratom programmes to become a Member of Fusion for Energy.
2. Euratom shall inform the Board about the results of the negotiations on the terms and conditions of accession with the applicant country and shall submit to the Board, in accordance with Article 21 of the Statutes, a proposal for determining the voting rights of that country as a new Member of Fusion for Energy.

## IX. TRANSITIONAL AND FINAL PROVISIONS

### *Rule 17*

#### **Reimbursement of Expenses for the Chair and Vice-Chairs**

1. Travel and subsistence expenses incurred by the Chair to attend meetings of the Governing Board and other meetings in his official capacity as Chair shall be paid by Fusion for Energy in accordance with the rules applied by Fusion for Energy for the reimbursement of expenses to experts<sup>8</sup>.
2. When not representing their Members, the travel and subsistence expenses for Vice-Chairs 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 experts<sup>5</sup>.

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<sup>8</sup> 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.

3. In addition to travel and subsistence expenses, the Chair and Vice-Chairs shall, when not representing their members and acting in their official capacity, shall be entitled to claim indemnities according to the decision of the Board concerning the payment of indemnities.

*Rule 18*

**Correspondence**

All correspondence intended for the Board shall be addressed to the Secretary at Fusion for Energy who shall inform the Chair accordingly.

*Rule 19*

**Management of Conflicts of Interest and Confidentiality**

1. The Chair, Vice-Chairs, Representatives, alternates, experts and observers (hereinafter "the Participants") shall comply with the decisions of Fusion for Energy concerning confidentiality, independence, preventing and managing conflicts of interest.
2. The Participants shall act in the general interest of Fusion for Energy and sign a declaration to that effect. Before taking up their duties, they shall provide the Secretary with a completed and signed General Declaration of Interests form. In addition, the Participants shall provide the Secretary with information on their professional profile in the form of a simplified Curriculum Vitae.
3. The Participants undertake to inform the Secretary whenever there is a change in their circumstances that impacts on their declared interests and to submit an amended General Declaration of Interests form and Curriculum Vitae as appropriate.
4. Ahead of each Board meeting the Participants shall declare any conflict of interest in relation to the specific agenda items to the Chair and Secretary. At the beginning of each Board meeting, the Participants shall declare to the Chair and Secretary whether they have a conflict of interest or for any items on the agenda. 20. If during a meeting, a Participant becomes aware that he has a conflict of interest and shall immediately inform the Chair.
5. In case a Participant has not provided a General Declaration of Interests form or Curriculum Vitae within one month of the request being made by the Secretariat, meeting documents and correspondence will not be sent to the Participant concerned until the aforementioned documents have been provided.

*Rule 20*

**Transparency**

1. The names and affiliations of the Representatives of the Board shall be published on the Fusion for Energy website along with their General Declarations of interest and professional profile in the form of a short curriculum vitae.
2. All final, non-restricted and non-confidential Board decisions shall be published on the Fusion for Energy website including the Summaries of Decisions from each Board meeting.

*Rule 21*

**Language Regime**

Unless decided otherwise by the Board, the Board shall conduct its business in English.

*Rule 22*

**Amendment of the Rules of Procedure**

1. These Rules of Procedure may be amended by two-thirds majority decision of the Board.

*Rule 23*

**Interpretation**

1. In the event of any conflict between any provision of these rules and the Statutes of Fusion for Energy, the latter shall prevail.
2. In the event of any conflict between any provision of these rules and the rules of procedure of the Executive Committee or the rules of procedure for the Technical Advisory Panel, the former shall prevail.

*Rule 24*

**Entry into Force**

These Rules shall enter into force with immediate effect.

**Revision History**

This document replaces the following previous versions:

- F4E(11)-GB20-07c adopted by the Board on 1 June 2011;
- F4E(09)-GB10-16 adopted by the Board on 9 July 2009;
- F4E(07)-GB01-03.1 adopted by the Board on 28 June 2007.

Done at Barcelona, 19 March 2015

For the Governing Board



**Stuart Ward**  
Chair of the Governing Board

For the Secretariat

**Raymond Monk**  
Secretary of the Governing Board