

# **Rules of Procedure for the European Crime Prevention Network**

of 25 June 2001

The Network national representatives,

having regard to the Decision of the Council of the European Union of 28 May 2001<sup>1</sup> (hereinafter referred to as "the Council decision") setting up a European Crime Prevention Network (hereinafter referred to as "the Network"),

whereas the Network national representatives (hereinafter referred to as "the National representatives") shall draw up their rules of procedure, acting unanimously,

HAS ADOPTED THESE RULES OF PROCEDURE:

## **CHAPTER 1. GENERAL PROVISIONS**

### **Article 1 The Network**

In accordance with Article 2 of the Council Decision, the Network shall consist of up to three contact points designated by each Member State. The European Commission shall, in accordance with Article 2.5 of the Council decision, designate one contact point.

One of the contact points of the Member States shall, in accordance with Articles 5.3 and 2.3 of the Council decision, be designated as the National representative.

Each Member State and the Commission shall notify the Secretariat of the Network of the name and contact details of the bodies or persons designated as contact points. The Member States shall also notify the Secretariat of the name and contact details of the person who is the National representative and a substitute for the National representative. Whether the contact point is a body or a person, the Secretariat shall be given the details of a person that can be contacted.

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<sup>1</sup> OJ L 153, 8.6.2001, p.1

## **Article 2 Chairmanship**

The Network as well as the National representatives shall be chaired by the National representative from the Member State holding the Presidency of the Council of the European Union. That Member State can, for the Presidency period, designate one additional person to act as national representative.

The Chair shall consult and co-operate closely with the National representative from the Member State which previously held the Presidency of the Council of the European Union, with the National representatives from the two Member States which will hold the following Presidencies and with the Commission.

The incoming chair shall present his/her preliminary schedule for meetings no later than one month before the start of his/her chairmanship. In planning meetings, attention should be given to time- and cost-effectiveness.

## **Article 3 Meetings**

The *Network* shall, in accordance with Article 5.2 of the Council decision, hold at least one meeting during each Presidency, convened by its chair.

The *National representatives* shall, in accordance with Article 5.3 of the Council decision, hold at least one meeting during each Presidency, in conjunction with the meetings of the Network. If necessary, additional meetings can be convened by the Chair, as can meetings of network sub-groups, dealing with specific issues.

The Chair may, after consultations in accordance with Article 2 (2) and when relevant, decide to invite institutions and bodies or individuals, who can provide relevant input to the matters discussed, to attend meetings of the Network or meetings of the National representatives, at their own expense.

The Secretariat of the Network shall attend the meetings of the National representatives, without a vote, and the meetings of the Network.

## **Article 4 Agenda for the meetings of the Network**

The provisional agenda for meetings shall reach the contact points, National representatives and others participating in meetings of the Network at least two weeks before the meeting.

The contact points and National representatives may propose agenda items to the Chair, who shall, after consultations in accordance with article 2 (2), decide the draft agenda of the meetings of the Network.

At least once a year, the meeting agenda for the Network should include the following items:

- The Annual programme for the next year; and
- The financial plan including proposals for new cooperation projects between Member States or between Member States and others, which could be funded through Union programmes (revisions of this plan should be made when necessary).

### **Article 5** **Agenda for the meetings of the National Representatives**

The provisional agenda for meetings shall reach the National representatives at least two weeks before the meeting.

The National representatives may propose agenda items to the Chair, who shall, after consultations in accordance with Article 2 (2), decide the draft agenda of the meetings.

The next Annual programme, and separately the Annual report on the activities of the Network, must each be listed on at least one meeting agenda for the National representatives each year.

### **Article 6** **Language**

The meetings shall be held in the English language. For meetings of the Network, the Chair may decide to provide for interpretation into the other official languages, provided that appropriate funding exists. The Rules of Procedure, the Annual Programme and the Annual Report shall be translated into all official languages.

### **Article 7** **Records of the meetings**

The secretariat of the Network shall record the meetings, under the supervision of the Chair.

Records of the meetings shall include a list of those present and a short report on the discussions and, in the case of meetings of the National representatives, the decisions adopted in accordance with article 5.4 of the Council decision.

**Article 8**  
**Correspondence**

The official address of the Network is the Secretariat of the Network.

**Article 9**  
**Expenses for participating in meetings**

Travel and accommodation expenses shall be met by those attending the meetings.

**CHAPTER 2. PROVISIONS APPLYING ONLY TO THE NATIONAL  
REPRESENTATIVES**

**Article 10**  
**Proceedings of the meetings of the National representatives**

The substitute National representatives may attend meetings, either in place of or together with the National representative. Each delegation will have one vote.

## **Article 11**

### **Decisions of the National representatives**

According to Article 5.4 of the Council decision, the National representatives shall decide the Network's Annual programme including a plan for financing the proposed activities and draw up the Annual report on the activities of the Network. They shall also, in line with the same article, draw up, adopt and amend their Rules of Procedure. These decisions of the National representatives shall be adopted by unanimity. Other decisions on matters of substance shall be adopted by 2/3 majority, whereas decisions on procedure of the meetings shall be adopted by simple majority.

Two-thirds of the National representatives shall constitute a quorum. In the absence of a quorum, or if urgent issues arise between meetings, the chair may seek National representatives' agreement to decisions in writing or by modern means of telecommunication. The Chair shall ensure that receipt of the communication is confirmed. The National representatives (or their substitutes) shall respond to such requests by the deadline specified by the Chair. The deadline should not be less than two weeks. In the absence of a response, the National representative shall be deemed to have agreed to the proposed decision.

## **Article 12**

### **Annual programme and Annual report of the European crime prevention network**

The annual programme of the Network shall be decided upon by the end of November before the year concerned. The National Representatives shall, according to Article 5.4 of the Council decision, in particular determine the priority fields to be examined, the main specific actions to be carried out and the structure of the web site. The annual programme shall be forwarded to the competent working body of the Council as a supplement to the annual report of the Network.

The annual report of the Network shall be submitted to the competent working body of the Council by the end of February after the completion of the year concerned. It shall summarize the activities carried out, the resources used and the results achieved.

## **FINAL PROVISION**

### **Article 13 Entry into force of the rules of procedure**

These rules shall take effect on the day following their approval by the National representatives.

Done at Stockholm, 25 June 2001

For the National representatives  
The Chair                      The Co-chair

Monika Olsson              Erik Wennerström

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The address of the European Crime Prevention Network is the Secretariat of the Network (EUCPN), European Commission, Rue de la Loi 200, LX46, B-1049 Brussels, Belgium