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Governance: draft internal rules of procedure for the different bodies of the EHRI-ERIC

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Abstract (for dissemination)	This deliverable contains the rules of procedure for the different bodies of EHRI-ERIC and describes how these rules were drafted.
Management Summary	(required if the deliverable exceeds more than 25 pages) [Max. 500 words]

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1 Rules of Procedure and EHRI-ERIC Governance

The bulk of the work carried out in WP2 during the first year of the EHRI-IP Project has focused on drafting rules of procedure for EHRI-ERIC's Director and its main governance bodies – the General Assembly (GA), the National Coordinators Committee (NCC) and the Advisory Board (AB) – to enable them to function smoothly once EHRI-ERIC is launched in 2025.

The EHRI-ERIC Statutes cover key elements related to EHRI-ERIC's governance bodies, but they are not sufficient on their own. Consequently, provisions were written into the statutes themselves to ensure that these bodies would have rules of procedure to address specific details related to their functioning, namely, Article 20(14), which states that the GA 'shall adopt its own rules of procedure', and Articles 22(5) and 23(7), which state that the NCC's and AB's rules 'shall be approved by the GA'.

Elements that are now covered by EHRI-ERIC's rules of procedure include the composition of each body; the election procedure for chairs and vice-chairs; specifics relating to the organisation and running of meetings (e.g., deadlines to send invitations, supporting docs etc., cases where it is necessary to call repeat or extraordinary meetings); and voting procedures. Such detailed information was not included in the EHRI-ERIC Statutes as they require a relatively high threshold – a unanimous vote by the GA – to amend as per Article 20(7)(c), whereas only a simple majority vote by the GA is required to amend the rules of procedure (Article 1.1.3. of EHRI-ERIC's Rules of Procedure in conjunction of Article 20(8) of the EHRI-ERIC Statutes).

2 Methodology

WP2 team members carried out desk research, finding and analysing rules of procedure or similar documents of other ERICs that were available online. They also contacted operational ERICs whose rules were not online to see if they would be willing to share their rules with EHRI-IP. In addition to this research, meetings were arranged with Lorna Ryan, a Research Manager for the European Social Survey ERIC, but who spoke on behalf of the ERIC Forum, and Bente Maegaard and Steven Krauwer from CLARIN ERIC. These discussions were enlightening as they drew attention to the fact that some of the older ERICs had gone into considerably more detail in their statutes than later consortia, which meant that they did not necessarily have rules of procedure for certain governing bodies (CLARIN) or rather limited ones supported by standing orders (ESS). Consequently, we expanded the scope of our desk research so that it included ERIC statutes. A handful of rules of procedure documents belonging to other research infrastructures were also gathered, but these were ultimately of limited use as their legal structures were quite different from those of ERICs.

In the end, the documents of eleven operational ERICs (AnaEE, CLARIN, DARIAH, EATRIS, ECRIN, EMBRC, EPOS, ESS, EU-OPENSOURCE, European Spallation Source and LifeWatch) were analysed as part of this deliverable, as were the documents of two ERICs in the implementation phase (a draft of E-RIH's rules of procedure and the terms of reference for EHRI's Interim General Assembly).

The analysis of the documents identified during the desk research phase served as a foundation for drafting the rules of procedure, but they were also shaped by regular feedback from EHRI's iGA. In particular, the iGA reviewed the rules for the future EHRI-ERIC GA on

three occasions (May, October and November 2024) and the rules for the NCC and AB on two occasions (October and November 2024). This feedback was invaluable given that many of the iGA's members have experience working with the governing bodies of other ERICs.

3 EHRI-ERIC Rules of Procedure

As can be seen below (Annex I), the final version of the EHRI-ERIC Rules of Procedure is comprised of 6 main sections: (1) the General Provisions; (2) the General Assembly (GA); (3) the National Coordinators Committee (NCC); (4) the Advisory Board (AB); (5) the Director; and (6) the Final Provisions. The General Provisions section specifies that the EHRI-ERIC statutes take precedence over the rules in case of conflict, as well as providing for amendments to the rules. The middle sections (2, 3 and 4) concern the procedures of EHRI's main governance bodies as mentioned above. The fifth section provides further detail on the appointment of EHRI-ERIC's Director, as well as their mandate and responsibilities. The 'Final Provisions' section refers to the role of EHRI-ERIC's Central Office and who is responsible for covering the costs associated with attending GA, NCC and AB meetings.

It should be noted that the EHRI-ERIC Rules of Procedure document in Annex I does not address the specificities of the inaugural meetings of the GA, NCC and AB. To avoid including one-off provisions in EHRI-ERIC's rules of procedure, specific rules for these inaugural meetings were drawn up in a separate document, which can be found in Annex II.

Annex I: EHRI-ERIC Rules of Procedure

1. General Provisions

1.1 These Rules of Procedure contain information on procedures and general functioning of EHRI-ERIC's governance bodies as stated in the EHRI-ERIC Statutes and aim to complete them. In case of contradiction in relation to any provision of these rules, the Statutes shall take precedence.

1.2 These Rules of Procedure come into effect on the date of their adoption by the General Assembly.

1.3 The Rules of Procedure may be amended as required by decisions of the General Assembly.

2. General Assembly

2.1 Mandate

2.1.1 The General Assembly shall be the highest governing body with full decision-making powers and is responsible for directing and supervising EHRI-ERIC in accordance with Articles 20(1) and 20(4) of the EHRI-ERIC Statutes.

2.2 Composition

2.2.1 The General Assembly is composed of representatives of the Members and Observers in accordance with Article 20(1) of the EHRI-ERIC Statutes.

2.2.2 In accordance with Article 16(2) of the EHRI-ERIC Statutes, each Member shall appoint at least one but not more than two representatives to the General Assembly and empower them with full authority to vote on its behalf on all matters brought before the General Assembly. Representatives to the General Assembly may not be appointed as delegates of the National Coordinators Committee or the Advisory Board.

2.2.3 Each Member shall appoint a head of delegation who shall be authorised to vote on behalf of their delegation. Only the head of delegation shall have voting rights. In case of absence of the head of delegation, these voting rights may be transferred to an alternate.

2.2.4 In accordance with Article 17(2)(a) of the EHRI-ERIC Statutes, each Observer shall appoint at least one but not more than two representatives to the General Assembly. Each Observer shall appoint a head of delegation.

2.2.5 In accordance with Article 20(2) of the EHRI-ERIC Statutes, Observers shall not have voting rights.

2.2.6 The name and affiliation of representatives to the General Assembly shall be communicated in writing to the Chair of the General Assembly.

2.2.7 The representatives of the Members and Observers may be assisted by up to two experts in accordance with Article 20(1) of the EHRI-ERIC Statutes. Attendance of experts shall be notified in writing to the Chair two (2) weeks in advance of the meeting, mentioning each expert's name, affiliation and field of expertise.

2.2.8 If the appointed head of delegation is not available for the meeting, the Member or Observer shall notify the Chair of the General Assembly. If the second representative cannot

replace the head of delegation, the Member and Observer shall communicate the name and affiliation of an alternate representative.

2.2.9 EHRI-ERIC's Director and the Chair of EHRI-ERIC's National Coordinators Committee may attend General Assembly meetings.

2.2.10 Staff of EHRI-ERIC's Central Office may attend General Assembly meetings for the purpose of minute taking.

2.2.11 Other EHRI-ERIC staff, the Chair of the EHRI-ERIC Advisory Board and other guests may attend General Assembly meetings upon invitation by the Chair.

2.3 Chair and Vice-Chair

2.3.1 The General Assembly shall elect a Chair and a Vice-Chair for a period of 3 years, renewable once for up to 3 years from the Members' delegations by simple majority of votes cast.

2.3.2 In the case of more than two candidates, where none of the candidates receives the required majority, the ballot shall be repeated each time after removing from the list the candidate with the least number of votes and until only two candidates remain. In the case that neither of the two remaining candidates receives the required majority, the Chair may decide to repeat the ballot as long as it may be required to reach the level of majority, or they may decide to postpone the voting.

2.3.3 In accordance with Article 20(9) of the EHRI-ERIC Statutes, the Chair and the Vice-Chair shall be elected for a three-year term, renewable once for the same period.

2.3.4 The Vice-Chair shall substitute the Chair in cases of absence, resignation, inability to act or in cases of conflict of interest which cannot be otherwise resolved. When acting in accordance with this paragraph, the Vice-Chair shall be subject to Article 2.3.5 of the Rules of Procedure and shall have the same powers as the Chair.

2.3.5 While remaining subject to the authority of the General Assembly in the discharge of their duties, the Chair shall:

- a) convene meetings of the General Assembly;
- b) determine the place and time of General Assembly meetings following consultation with the Director;
- c) approve the proposed agenda to be circulated in advance of General Assembly meetings taking account of proposals submitted by Members;
- d) ensure that the quorum is met for a meeting and declare the majority required for each vote;
- e) open and close meetings and put forward proposals to vote and announce decisions;
- f) manage discussions and grant and withdraw permission to speak, as a general rule, in the order in which representatives express their desire to speak;
- g) rule on points of order and conduct meetings in accordance with these Rules of Procedure;
- h) approve the draft minutes to be circulated after General Assembly meetings.

2.4 Meetings

2.4.1 In accordance with Article 20(3) of the EHRI-ERIC Statutes, the General Assembly shall meet at least once per year in an ordinary meeting.

2.4.2 The General Assembly shall be convened by the Chair with at least eight (8) weeks' notice for ordinary meetings. The invitation must be in writing and must contain the date, time and place of the meeting.

2.4.3 The draft agenda will be sent at least four (4) weeks before the meeting and shall include all items that have been requested to be included in previous meetings of the General Assembly subject to the Chair's approval. The agenda shall identify all items requiring a decision by the General Assembly.

2.4.4 Any Member or Observer may request the addition of an item to the draft agenda by written notification to the Chair at least three (3) weeks in advance of an ordinary meeting. If the item is approved by the Chair, an amended draft agenda shall be circulated no later than two (2) weeks before the meeting.

2.4.5 Any supporting documents concerning items on the agenda shall be circulated at least two (2) weeks in advance of an ordinary meeting and one (1) week in advance of an extraordinary meeting or a written procedure.

2.4.6 At the beginning of each meeting the draft agenda shall be adopted by the General Assembly after any necessary modifications. New items may be added to the agenda by the Chair, but they may only be discussed if all Members represented at the meeting agree.

2.4.7 In accordance with Article 20(11) of the EHRI-ERIC Statutes, a meeting is considered quorate if at least two-thirds of Members are represented.

2.4.8 If the quorum is not met, the Chair shall convene a repeat meeting within one month of the adjournment. An invitation with the same agenda will be sent to the Members and Observers as soon as possible and no later than one (1) week in advance of the new meeting. The second meeting will be quorate if at least half of the members are represented.

2.4.9 In accordance with Article 20(10) of the EHRI-ERIC Statutes, the Chair shall convene an extraordinary meeting of the General Assembly if requested by at least half of the Members. This meeting shall take place within one (1) calendar month of receipt of the request and a written invitation must be sent at least two (2) weeks before the date of the meeting and contain the date, time, place and items of the agenda.

2.4.10 The Chair shall decide if a meeting will be held in-person or virtually.

2.4.11 Exceptionally, when for reasons of urgency a specific decision cannot be postponed for the next meeting of the General Assembly, the Chair may submit a request for a decision by the General Assembly by way of a written procedure.

2.4.12 Decisions on matters submitted by way of written procedure shall be subject to the same voting majority as required by the EHRI-ERIC Statutes. A lack of response by a Member will be considered as a tacit approval. The Chair shall immediately notify the Members, Observers and the Director of the result of the decision which thereby becomes

effective. Decisions taken by written procedure shall be confirmed at the next meeting of the General Assembly.

2.4.13 The draft minutes shall be circulated no later than two (2) weeks after a meeting. The minutes will be considered as accepted if, within two (2) weeks of the draft minutes being sent, no representative has sent an objection in writing to the Chair. The accepted minutes will be circulated to representatives by the Central Office.

2.5 Voting

2.5.1 In accordance with Article 20(5) of the EHRI-ERIC Statutes, the General Assembly shall strive to achieve consensus when making decisions. If consensus cannot be achieved, the Chair may put a decision to a vote.

2.5.2 The Chair shall decide on a suitable voting method to be used (secret or open ballot, show of hands, roll call, etc.).

2.5.3 Articles 20(6), 20(7) and 20(8) of the EHRI-ERIC Statutes stipulate the voting majorities required for a decision to be valid. In applying these rules, Members that abstain from voting shall be considered as not voting and such abstentions shall not prevent a decision from being considered as taken with the specified majority.

2.5.4 The number of affirmative votes, negatives votes and abstentions shall be recorded in the minutes. Unless it is a secret ballot, Members may request that their reasons for an affirmative vote, a negative vote or an abstention be recorded in the minutes.

3 National Coordinators Committee

3.1 Mandate

3.1.1 In accordance with Article 22(4) of the EHRI-ERIC Statutes, the National Coordinators Committee shall represent the National Nodes in the governance of EHRI-ERIC. It shall be responsible for the implementation of EHRI-ERIC's strategies at national level; the coordination of all national scientific activities related to EHRI-ERIC, including their integration and harmonisation; and for facilitating collaboration between EHRI-ERIC National Nodes.

3.2 Composition

3.2.1 In accordance with Article 22(2) of the EHRI-ERIC Statutes, each Member shall appoint one National Coordinator according to their own rules and procedures. National Coordinators shall attend meetings of the National Coordinators Committee on behalf of the National Node and represent all institutions involved in the National Node.

3.2.2 National Coordinators of EHRI-ERIC Observers can attend the meetings of the National Coordinators Committee as observers.

3.2.3 The Director of EHRI-ERIC shall attend the meetings of the National Coordinators Committee. The Director shall not have the right to vote.

3.2.4 Other EHRI-ERIC staff and other guests may attend National Coordinators Committee meetings upon invitation by the Chair.

3.2.5 Each National Coordinator can be accompanied by up to two experts. The National Coordinators Committee Chair shall be notified in writing of the attendance of experts in advance of the meeting.

3.2.6 If a National Coordinator is unable to attend a meeting, they may appoint a substitute by simple written notification to the National Coordinators Committee Chair, preferably one (1) week prior to the meeting.

3.3 Chair and Vice-Chair

3.3.1 The National Coordinators Committee shall elect a Chair and a Vice-Chair among its members by simple majority of votes cast.

3.3.2 The terms of the Chair and Vice-Chair, lasting three years, should be staggered when possible.

3.3.3 The Vice-Chair shall substitute the Chair in cases of absence, resignation, inability to act or in cases of conflict of interest which cannot be otherwise resolved. When acting in accordance with this paragraph, the Vice-Chair shall be subject to Article 3.3.4 of the Rules of Procedure and shall have the same powers as the Chair.

3.3.4 While remaining subject to the authority of the National Coordinators Committee in the discharge of their duties, the Chair shall:

- a) convene meetings of the National Coordinators Committee;
- b) determine the place and time of National Coordinators Committee meetings following consultation with the Director;
- c) approve the proposed agenda to be circulated in advance of National Coordinators Committee meetings, taking account of proposals submitted by committee members and observers;
- d) approve the presence of experts accompanying National Coordinators;
- e) ensure that the quorum is met for a meeting;
- f) open and close meetings and put forward proposals to vote and announce decisions;
- g) manage discussions and grant and withdraw permission to speak, as a general rule, in the order in which representatives express their desire to speak;
- h) on points of order and conduct meetings in accordance with these Rules of Procedure;
- i) approve the draft minutes to be circulated after National Coordinators Committee meetings.
- j) represent the National Coordinators Committee at General Assembly meetings.
- k) submit reports to the Director at least three (3) weeks in advance of General Assembly meetings. Reports shall summarise National Coordinators Committee activities, progress and problems encountered during the reporting period.

3.4 Meetings

3.4.1 The National Coordinators Committee is expected to meet at least quarterly in person or via electronic means. It has the right to hold extra meetings as often as its Chair or half of the members deem necessary.

3.4.2 National Coordinators Committee meetings shall be convened by the Chair with at least two (2) weeks' notice. The invitation must be in writing and must contain the date, time, place and a draft version of the agenda.

3.4.3 The draft agenda shall include all items that have been requested to be included in previous National Coordinators Committee meetings, subject to the Chair's approval. The agenda shall identify all items requiring a decision by the National Coordinators Committee.

3.4.4 Any member or observer may request the addition of an item to the draft agenda by written notification to the Chair at least one (1) week in advance of a meeting. If the item is approved by the Chair, an amended draft agenda shall be circulated no later than five (5) days before the meeting.

3.4.5 Any supporting documents concerning items on the agenda shall be circulated at least five (5) days in advance of a National Coordinators Committee meeting.

3.4.6 At the beginning of each meeting the draft agenda shall be adopted by the National Coordinators Committee after any necessary modifications. New items may be added to the agenda by the Chair, but they may only be discussed if all members at the meeting agree.

3.4.7 A meeting of the National Coordinators Committee is considered quorate if at least half of its members are present.

3.4.8 The National Coordinators Committee shall strive to achieve consensus when making decisions. If consensus cannot be achieved, the Chair may put a decision to a vote.

3.4.9 Each member has one vote. Observers have no voting rights.

3.4.10 The Chair shall decide on a suitable voting method to be used (secret or open ballot; show of hands, roll call, etc.).

3.4.11 All decisions are taken with a simple majority of votes cast. Members that abstain from voting shall be considered as not voting and such abstentions shall not prevent a decision from being considered as taken if the number of affirmative votes exceeds the number of negative votes.

3.4.12 In case of a tie, the Chair of the National Coordinators Committee has the casting vote.

3.4.13 Exceptionally, when for reasons of urgency a specific decision cannot be postponed for the next meeting of the National Coordinators Committee, the Chair may submit a request for a decision by the National Coordinators Committee by way of written procedure.

3.4.14 Decisions on matters submitted by way of written procedure shall be taken with a simple majority of votes cast. A lack of response by a member will be counted as a tacit approval. The Chair shall immediately notify the members, observers and the Director of the result of the decision which thereby becomes effective. Decisions taken by written procedure shall be confirmed at the next meeting of the National Coordinators Committee.

3.4.15 The draft minutes shall be circulated no later than two (2) weeks after a meeting. The minutes will be considered as accepted if, within two (2) weeks of the draft minutes being sent, no member or observer has sent an objection in writing to the Chair. The accepted minutes will be circulated to National Coordinators Committee members and observers by the Central Office.

4 Advisory Board

4.1 Mandate

4.1.1 In accordance with Article 23(2) of the EHRI-ERIC Statutes, the Advisory Board shall provide the General Assembly and the Director with advice and insights with regard to scientific trends and developments, EHRI's activities, strategies and policies, and any other matter it deems to be of strategic importance to EHRI-ERIC. The Advisory Board may provide advice upon request or on its own initiative. The Advisory Board shall also contribute to the monitoring and evaluation of EHRI-ERIC's activities and services.

4.2 Composition

4.2.1 In accordance with Article 23(1) of the EHRI-ERIC Statutes, the members of the Advisory Board shall be appointed by the General Assembly upon recommendation by the Director. Members of the Advisory Board shall be appointed for renewable terms of three (3) years and shall be invited by the Chair of the General Assembly in writing.

4.2.2 The Advisory Board shall consist of distinguished, internationally recognised scientists, scholars, experts, and stakeholders' representatives from the different disciplines with which EHRI-ERIC engages.

4.2.3 The members of the Advisory Board shall be selected on a worldwide basis and based on their level of expertise in the fields with which the EHRI-ERIC engages, without a requirement to be based in a Member or Observer Country.

4.2.4 The composition of the Advisory Board shall strive to ensure a balance between European regions.

4.2.5 The composition of the Advisory Board shall strive to ensure gender balance.

4.2.6 In accordance with Article 23(1) of the EHRI-ERIC Statutes, Advisory Board members shall act on their personal title while avoiding organisational and personal conflicts of interest with EHRI-ERIC.

4.2.7 The number of members of the Advisory Board shall be decided by the General Assembly. This number shall not be less than five.

4.2.8 The names of the members who have accepted the invitation shall be published on the EHRI-ERIC website.

4.3 Chair and Vice-Chair

4.3.1 The Advisory Board shall elect a Chair and a Vice-Chair among its members by simple majority of votes cast.

4.3.2 The Chair and the Vice-chair shall be elected for a three-year term, renewable once for the same period.

4.3.3 The Vice-Chair shall substitute the Chair in cases of absence, resignation, inability to act or in cases of conflict of interest which cannot be otherwise resolved. When acting in

accordance with this paragraph, the Vice-Chair shall be subject to Article 4.3.4 of the Rules of Procedure and shall have the same powers as the Chair.

4.3.4 While remaining subject to the authority of the Advisory Board in the discharge of their duties, the Chair shall:

- a) convene meetings of the Advisory Board;
- b) determine the place and time of Advisory Board meetings following consultation with the Director;
- c) approve the proposed agenda to be circulated in advance of Advisory Board meetings, taking account of proposals submitted by Advisory Board members and the Director;
- d) ensure that the quorum is met for a meeting;
- e) open and close meetings and put forward proposals to vote and announce decisions;
- f) manage discussions and grant and withdraw permission to speak, as a general rule, in the order in which representatives express their desire to speak;
- g) rule on points of order and conduct meetings in accordance with these Rules of Procedure;
- h) approve the draft minutes to be circulated after Advisory Board meetings;
- i) represent the Advisory Board at General Assembly meetings upon invitation by the Chair of the General Assembly;
- j) submit an annual evaluation report to the Director at least three (3) weeks in advance of General Assembly meetings.

4.4 Meetings

4.4.1 The Advisory Board shall meet at least once per year in person or via electronic means. It has the right to hold extra meetings as often as its Chair or half of the members deem necessary.

4.4.2 Advisory Board meetings shall be convened by the Chair with at least one (1) month's notice. The invitation must be in writing and must contain the date, time, place and a draft version of the agenda.

4.4.3 The draft agenda shall include all items that have been requested to be included in previous Advisory Board meetings, subject to the Chair's approval.

4.4.4 Any member may request the addition of an item to the draft agenda by written notification to the Chair at least three (3) weeks in advance of a meeting. If the item is approved by the Chair, an amended draft agenda shall be circulated no later than two (2) weeks before the meeting.

4.4.5 Any supporting documents concerning items on the agenda shall be circulated at least two (2) weeks in advance of an Advisory Board meeting.

4.4.6 At the beginning of each meeting the draft agenda shall be adopted by the Advisory Board after any necessary modifications. New items may be added to the agenda if all members present agree.

4.4.7 A meeting of the Advisory Board is considered quorate if at least half of its members are present.

4.4.8 EHRI-ERIC's Director, the Chair of the General Assembly and any appropriate experts may attend meetings of the Advisory Board upon invitation by the Chair.

4.4.9 All decisions are taken with a simple majority of votes cast. Members that abstain from voting shall be considered as not voting and such abstentions shall not prevent a decision from being considered as taken if the number of affirmative votes exceeds the number of negative votes.

4.4.10 In case of a tie, the Chair of the Advisory Board has the casting vote.

4.4.11 Exceptionally, when for reasons of urgency a specific decision cannot be postponed for the next meeting of the Advisory Board, the Chair may submit a request for a decision by the Advisory Board by way of written procedure.

4.4.12 Decisions on matters submitted by way of written procedure shall be taken with a simple majority of votes cast. A lack of response by a member will be counted as a tacit approval. The Chair shall immediately notify the members and the Director of the result of the decision.

4.4.13 The draft minutes shall be circulated no later than two (2) weeks after a meeting. The minutes will be considered as accepted if, within two (2) weeks of the draft minutes being sent, no member has sent an objection in writing to the Chair. The accepted minutes will be circulated to Advisory Board members by the Central Office.

5 Director

5.1 Appointment

5.1.1 In accordance with Article 21(1) of the EHRI-ERIC Statutes, the Director shall be appointed by the General Assembly for a term of five (5) years, renewable once.

5.1.2 When a vacancy arises, the criteria for the selection and procedure for the appointment of the Director shall be approved by the General Assembly.

5.1.3 In cases of long-term absence, resignation or inability to act, the General Assembly shall appoint an Interim Director. The Interim Director shall be appointed for six (6) months, renewable once. The Chair of the General Assembly will convene an extraordinary meeting to appoint the Interim Director.

5.2 Mandate and Responsibilities

5.2.1 In accordance with Article 21(2) of the EHRI-ERIC Statutes, the Director shall be the chief executive and the legal representative of EHRI-ERIC.

5.2.2 The Director shall carry out the day-to-day management of EHRI-ERIC with due diligence and in accordance with the Statutes, these Rules of Procedure, the instructions and resolutions of the General Assembly and applicable legal rules and regulations.

5.2.3 The responsibilities of the Director are outlined in Article 21 of the Statutes. Additional responsibilities may be added as required by the General Assembly, subject always to the agreement of the Director.

5.24 The Director may delegate signatory rights as appropriate.

6 Final Provisions

6.1 EHRI-ERIC's Central Office shall provide general office and secretarial support to the General Assembly, the National Coordinators Committee, Advisory Board and the Director. This support shall include, but is not limited to, assisting in the organisation of meetings, providing a safe platform for online meetings and taking and archiving minutes.

6.2 Representatives and experts to the General Assembly and members, observers and experts of the National Coordinators Committee, including the chairs and vice-chairs, shall cover their own costs to participate in the meetings of these bodies. EHRI-ERIC may cover the travel and accommodation costs of experts invited to General Assembly meetings.

6.3 EHRI-ERIC shall cover the travel, accommodation and subsistence costs of Advisory Board members attending Advisory Board meetings. EHRI-ERIC may cover the travel and accommodation costs of experts invited to Advisory Board meetings.

6.4 Logistics costs of General Assembly and National Coordinators Committee meetings shall be covered by the budget of EHRI-ERIC.

Annex II: Rules of Procedure for the First Meetings of EHRI-ERIC's General Assembly, National Coordinators Committee and Advisory Board

1. General Assembly

- 1.1. In accordance with Article 32(1) of the EHRI-ERIC Statutes, a constitutional meeting of the General Assembly shall be called by the host country as soon as possible after the Commission decision setting up EHRI-ERIC takes effect.
- 1.2. At the beginning of the constitutional meeting, the Chair and the Vice-Chair shall be elected in accordance with Article 20(9) of the Statutes and Articles 2.3.1 and 2.3.2 of the section of the EHRI-ERIC Rules of Procedure concerning the General Assembly.
- 1.3. A Director shall be appointed during the first meeting of the General Assembly in accordance with Articles 20(6)(a) and 21(1) of the EHRI-ERIC Statutes.

2. National Coordinators Committee

- 2.1. The first meeting of the National Coordinators Committee shall be organised within three (3) months of the constitutional meeting of the General Assembly. This meeting will be convened by the Director.
- 2.2. At the beginning of this meeting the Chair and the Vice-Chair will be elected according to Article 22(3) of the Statutes and Article 3.3.1 of the EHRI-ERIC Rules of Procedure.

3. Advisory Board

- 3.1. The first meeting of the Advisory Board shall be organised within six (6) months of the constitutional meeting of the General Assembly. This meeting will be convened by the Director.
- 3.2. At the beginning of this meeting the Chair and the Vice-Chair will be elected according to Article 22(3) of the Statutes and Article 4.3.1 of the EHRI-ERIC Rules of Procedure.