

LETTER OF INTENT  
TO PARTICIPATE IN THE CO-FINANCING OF THE PERMANENT  
MEMBER OF THE  
COSAC SECRETARIAT AND THE COSTS OF RUNNING THE OFFICE AND  
WEBSITE OF COSAC

On behalf of..... [Parliament], I wish to indicate that our Parliament is prepared to take part in the co-financing of the Permanent Member of the COSAC Secretariat and the costs of running the office and website of COSAC. This undertaking is given subject to the conditions specified below.

1. The commitment to participate in the co-financing is valid from 1 January 2010 until 31 December 2011. It replaces any commitment made earlier for (part of) this period.
2. The commitment is valid only if national parliaments of at least thirteen other Member States make a similar commitment.
3. The commitment is to pay a share of the cost of maintaining the Permanent Member of the COSAC secretariat, and of necessary technical costs for the office and the website, up to a maximum expenditure of eighty thousand euros (€ 80.000) per year. The type of expenditure for which the contribution may be used ("approved expenditure") is defined in paragraph 4. The share is calculated by dividing the approved expenditure, up to €80.000, by the number of parliaments taking part in the co-financing. The maximum contribution per parliament is € 5.714,29 per year.<sup>1</sup>

The contribution will be paid promptly on request to the parliament that has seconded a staff member to serve as the Permanent Member of the COSAC Secretariat ("the administrating parliament"), after the end of the year to which the contribution refers. The administrating parliament will provide to the other parliaments participating in the co-financing an audit report of its approved

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<sup>1</sup> I.e. 1/14 of €80.000

expenditure for maintaining the Permanent Member of the COSAC secretariat and the costs of running the website of COSAC. It will certify that the expenditure has been accounted and audited according to the rules of the administrating parliament. The report will be provided with the request for payment as soon as possible after the end of each calendar year.

4. The contribution may be used by the administrating parliament for the costs of running COSAC's office (including, but not limited to official travel, computer, telecommunications and stationery costs) and to help cover the ancillary costs, in excess of salary and salary-linked payments, of maintaining a staff member in Brussels (including, but not limited to away-from-home allowances, housing in Brussels, allowances for travelling home, removal costs on appointment and end-of-service). The contribution is not to be used towards the regular salary paid by the administrating parliament or for salary-linked payments (including payroll taxes, pension contributions etc.).

5. If the administrating parliament's approved expenditure is less than €80.000, the contribution will be calculated as a share of the actual expenditure. If the lump-sum contribution does not cover the approved expenses (cf. paragraph 4), the deficit will be absorbed by the administrating parliament.

Date .....

Signature.....

Title .....

Parliament.....