

## RULES OF PROCEDURE

of the Conference of Community and European Affairs Committees of Parliaments of the European Union

(2004/C 270/01)

*[Proposal for amendments –version as of 13 September]*

### 11. ROLE OF THE PRESIDENCY

11.1. The Community and European Affairs Committee of the Member State holding the Presidency of the Council of the European Union shall hold the Presidency of COSAC during that Presidency.

11.2. The secretariat of the host Parliament shall prepare the documents for the meetings. It shall be assisted by the COSAC Secretariat.

11.3. The Chairperson of the Community and European Affairs Committee of the host parliament shall open the debate.

11.4. The Chairperson of the Community and European Affairs Committee of the host parliament shall propose a timetable for the meeting and the length of speeches, which shall be four minutes, unless the meeting determines otherwise.

11.5. The Secretariat of the host parliament shall draw up brief minutes of the meeting. The draft is provided by the COSAC Secretariat.

11.6. The Chairperson of the Community and European Affairs Committee of the host parliament shall present the debate's conclusions, as drawn up by the Presidential Troika.

11.7. The secretariat of the parliament holding the Presidency shall provide the secretariat for the activities of COSAC during its term. The secretariats of national parliaments and of the European Parliament shall provide assistance.

### 11. bis The COSAC Secretariat

The COSAC Secretariat shall be composed of officials from the parliaments of the Presidential Troika, and a permanent member who supports the Secretariat in its activities.

The officials from the parliaments of the Presidential Troika shall be appointed by each of the relevant parliaments for a non renewable period of eighteen months.

The permanent member shall be appointed by the COSAC Chairpersons on the proposal of the Presidential Troika. He or she shall be an official of a national Parliament and shall remain in office for two years with the possibility of one renewal.

The COSAC Secretariat shall assist the Presidency and the secretariat of the host parliament in all its tasks. The members of the COSAC Secretariat shall perform their duties under the political responsibility of the COSAC Presidency and the Presidential Troika or according to the decisions taken by COSAC meetings. The permanent member shall coordinate the activities of the COSAC Secretariat under the direction of the parliament holding the Presidency.

The cost for seconding the permanent member of the Secretariat to Brussels and other necessary technical costs of the Secretariat are jointly borne by parliaments wishing to contribute. <sup>1</sup>The amount and the terms of payment for the co-financed expenditure are defined in an agreement among the participating parliaments.

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<sup>1</sup> According to the Report of the working group "Co-financing the permanent member of the COSAC secretariat" established on 11 September 2006 there is an agreement that co-financing should apply to COSAC's office costs. These include telecommunications and computer costs, stationery etc. The European Parliament provides the COSAC secretariat with furnished office space free of charge. It was agreed that total contributions to the costs for the permanent member should be subject to a limit of € 80.000 per year.