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## Internal Rules of EuroGOOS AISBL

### 1. Status of the Internal Rules

The Internal Rules are supplementary and subordinate to the Articles of Association of the EuroGOOS AISBL, an international Non-Profit Organisation registered under Belgian law on 18 February 2013. In the case of any contradiction between the Rules and the Articles of Association, the latter shall prevail.

### 2. Purpose

To achieve the purposes of the Organisation (Art. 2) EuroGOOS AISBL will base its activities on a strategic programme and a workplan which will be updated annually.

### 3. Membership

#### 3.1. Admission guidelines and criteria

Agencies, institutes and other organisations fulfilling public tasks (institutions) in the field of operational marine services or related marine research, from any country bordering the European seas, may apply to become a member of EuroGOOS AISBL.

An institution may be admitted as member, if it supports the aims and objectives of EuroGOOS AISBL. The application shall be submitted in writing, describing the tasks and activities, indicating the status of the institution and its relations with other marine institutions in its home country. The head of the applying institution will be invited to attend the next General Meeting to present his/ her institution before the meeting takes a decision.

#### 3.2. Rights of members

The members enjoy the rights given by the Articles of Association from the moment they are approved by the General Meeting. These rights also include the following:

- Eligibility to the Executive Directors Board and all subsidiary bodies
- Reception of copies of the Articles of Association and the Internal Rules
- Reception of appropriate notice of all meetings of the Organisation.
- Information and consultation on an on-going basis about the activities of the Organisation.
- Benefit from the information service provided by the Organisation, whether in print or electronically.
- Consultation in the preparation of EuroGOOS AISBL position papers
- Participation in any appropriate meetings, workshops, conferences and other events organised by the Organisation.

Each Member has one vote; it is expressly understood, however, that Members from the same country shall use their best efforts to adopt a common position.

### **3.3. *Obligations of members***

Members shall appoint one delegate who is authorized to act on behalf of the institution. The delegate shall ensure that information concerning the activities of the Organisation is circulated throughout his/ her institution, as appropriate.

Members contribute to working groups and other subsidiary bodies through their delegates or appointed experts. They undertake to make an active contribution to the activities of the bodies, in particular by ensuring attendance to all appropriate meetings and producing written contributions if required.

Members contribute an annual membership fee; the rate determined by the General Meeting is attached to the Internal Rules.

### **3.4. *Resignation of a member***

A Member remains liable for its commitments made prior to the notification of its decision to leave, unless agreed differently by the remaining members.

### **3.5. *Participation of non-members***

The following institutions with which special relationships have been established may be invited by the General Meeting to become Observers:

- International organizations (governmental and non-governmental) which have aims and objectives consistent with those of the Organisation
- European institutions and bodies of the European Union.

Observers may participate in the General Meetings and meetings of subsidiary bodies without having a vote.

National institutions (para 3.1) and commercial companies which are willing to contribute to the work of the Organisation may participate in workshops and meetings of subsidiary bodies of the Organisation by invitation, without having a vote, and may conduct work or research by agreement or under contract.

## **4. *Relations with ROOSs***

Regional Operational Oceanographic Systems (ROOSs) are regional bodies that have been developed out of EuroGOOS Task Teams. They are an essential part of the Organisation for the purposes of co-ordination and development of operational collaboration and joint service production in the regions. The objectives, activities, and governance of the ROOSs are agreed in MoUs signed between regional Members of the Organisation and non-members. Links at pan-European scale are made through the Organisation.

The Organisation and the ROOSs closely communicate to maximise opportunities for members and increase awareness. Annually the Chairperson and the Secretary General will have a meeting with the Chairs of the ROOSs at the occasion of the Annual Meeting or an Executive Directors Board meeting. When initiatives with other institutions, e.g. EEA, EMSA and ICES, are taken, the Organisation has to provide transparent information to the ROOSs. If the Organisation takes over any tasks through external agreements and needs the help of ROOSs to fulfil the tasks, an agreement with the ROOSs is required, including economic support for ROOS activities.

ROOSs will cooperate and exchange experience especially with neighbouring ROOSs.

The present ROOSs are:

- The Arctic ROOS
- The Baltic Operational Oceanographic System, BOOS

- The Iberian, Biscay, Ireland Regional Operational Oceanographic System, IBI-ROOS
- The Mediterranean Oceanography Network for the Global Ocean Observing MONGOOS, which also acts as a GRA in the Mediterranean Sea.
- The North West European Shelf Operational Oceanographic System, NOOS

Additionally the Organisation cooperates through an MoU with Black Sea GOOS which acts as a ROOS in the Black Sea.

## **5. General Meeting**

### **5.1. Representation**

Each Member is represented in the General Meeting by its notified delegate who is authorized to take decisions on behalf of the institution. Experts may support the delegate.

### **5.2. Preparation of a General Meeting**

A preliminary notice of the Annual Meeting, giving the proposed dates and venue, and including the provisional agenda, shall be sent by the Secretary General to the members at least two months in advance. Notice of an Extra-ordinary General Meeting should be sent to the members immediately after the decision of the Executive Directors Board (Art. 8 para 9). For an Adjourned Meeting the notice shall be sent out not later than two weeks after the General Meeting that initiated the Adjourned Meeting.

The provisional agenda for the Annual Meeting shall cover the following items:

- Reports by the
  - Chairperson
  - Secretary General
  - Subsidiary bodies
  - ROOSs
- Information about the outcome of relevant EC-projects
- Membership issues
- Approval of new activities and subsidiary groups
- Approval of the workplan
- Financial matters and approval of the annual accounts
- Elections
- Next Annual Meeting

In the notice, the Secretary General shall indicate whether any vacancies are to be filled on the Executive Directors Board and which members of the Executive Directors Board wish their names to go forward for re-election and shall invite further nominations.

Members may request to insert any additional item in the agenda. Such request must reach the Secretariat Office at least four weeks before the General Meeting. The Secretary General shall inform all members of this additional item at least three weeks before the General Meeting by any means of communication.

Documentation and information relating to the items on the agenda shall be circulated amongst members in advance of the meeting with sufficient time to allow members an opportunity to consider them.

### **5.3. Meetings**

General Meetings are held in privacy. The Executive Directors Board may decide to invite guests and experts to specific sessions of the meeting. The meeting may revoke this decision at any time.

If the Annual Meeting does not decide the date and venue of the next Annual Meeting this shall be determined by the Executive Directors Board at least six months in advance of the meeting.

The minutes of the Meetings are produced by the Secretary General and signed by the Chairperson and the Vice Chairperson. They must indicate the date of the Meeting and, as an attachment, the identity of the participants. The minutes must include the decisions and resolutions passed by the meeting and a summary, if requested by the members, of their statements. The resolutions of the meeting must be registered in due time in the record of resolutions, kept by the Secretariat Office. The minutes shall be at the disposal of the members on the website of the Organisation.

## **6. The Executive Directors Board**

### **6.1. Composition**

The Executive Directors Board should be composed of high ranking representatives of the Members who are skilled in the management of oceanographic institutions. The composition of the Executive Directors Board should take account of an equal regional distribution and ROOSs will be asked to nominate their representatives as candidates for the Executive Directors Board. There should not be more than one member from the same country.

Before the first three years term of a Board member ends he/ she should indicate six months in advance whether he/ she stands for re-election. If there are more candidates than vacancies, the matter should be resolved so far as possible by consensus. If this is not possible, there shall be a vote by secret ballot. Members shall vote for the same number of candidates as there are vacancies. The candidates receiving the most votes shall be eligible to fill the vacancies.

Years served by Board members on the old EuroGOOS Board will count as years served on the Executive Directors Board. A maximum of 6 years may be served if the member is re-elected after 3 years.

### **6.2. Obligations of the Members of the Executive Directors Board**

The members of the Executive Directors Board exercise their responsibilities and tasks in a pro-active manner. They participate regularly in the Executive Directors Board meetings.

### **6.3. Meetings**

The Executive Directors Board meets as often as appropriate, normally four times per year. The rules of procedure for General Meetings are to be applied accordingly. The Chairpersons of the ROOSs and subsidiary bodies are invited to participate in the meetings of the Executive Directors Board without having a vote. The Executive Directors Board may decide to meet *in camera*.

### **6.4. Decisions in writing**

Written consultation can be used when necessary.

### **6.5. Tasks**

The Executive Directors Board has the following tasks:

- a) To represent the Organisation, in agreement with arrangements made within the Executive Directors Board and the Secretariat Office.
- b) To ensure the policies and practices of the Organisation are in keeping with its purpose.
- c) To decide about the setting of strategic priorities and the planning of activities of the Organisation and propose the annual work programme to the Annual Meeting.
- d) To support the Secretariat Office with implementation of the strategic plan and the work programme.
- e) To follow the work of the Secretariat Office and to mandate the Secretary General to validly represent and legally bind the Organisation with regard to matters as decided by the Executive Directors Board (Art. 11 para 2) .
- f) To prepare the General Meetings together with the Secretariat Office.
- g) To propose the annual budget and the membership contributions to the Annual Meeting and to prepare the annual accounts
- h) To fulfil further duties and assignments delegated to the Executive Directors Board by decision of the General Meeting.

## **7. The Chairperson**

The Chairperson and the Vice Chairperson are proposed by the Executive Directors Board for election by the General Meeting for a three years term. When the three years term of the Chairperson and the Vice Chairperson ends the Executive Directors Board either proposes them for re-election for another 2 years or proposes new candidates. If the Annual Meeting agrees with the proposal the respective persons have to be elected or re-elected as members of the Executive Directors Board.

The Chairperson chairs the General Meetings and the meetings of the Executive Directors Board.

The Chairperson is responsible for the vision and the leadership of the Organisation. Working closely with the Executive Directors Board and the Secretary General, the Chairperson represents the Organisation externally and fosters collaboration with other institutes, agencies and policy makers at European and International level.

Between meetings of the Executive Directors Board the Chairperson interacts with the Secretary General to ensure the implementations of the decisions of the General Meeting and the Board.

The Vice-Chairperson has to perform the Chairperson's duties in his/ her absence and those tasks as have been delegated to him/ her by the Executive Directors Board.

## **8. Establishment of subsidiary bodies**

The General Meeting or the Executive Directors Board upon authorisation by the General Meeting may establish and dissolve subsidiary bodies as seems appropriate and decide about their terms of reference including the duration, the composition of the body, the nomination of the chair and the rules of procedure.

The following working groups established by EuroGOOS will continue under the Articles of Organisation unless decided otherwise:

- Science Advisory Working Group (SAWG)
- Technology Plan Working Group (TPWG)

- Data Management, Exchange and Quality Working Group (DATA-MEQ)
- EuroGOOS Product Working Group (EPGW)
- Coastal Ocean and Shelf Seas Modelling Working Group
- EuroGOOS ECOMF Working Group

Unless otherwise decided by the General Meeting a subsidiary body is open for participation by all members, including all members of the ROOSs, who are interested in the work and willing to contribute to the objectives. Participating members have to inform the Organisation about the expert they are nominating. ROOSs will contribute in developing priorities for subsidiary bodies and give support the bodies by providing expertise.

## **9. The Secretariat Office**

### **9.1. Staff**

The procedure for advertising the post, selecting candidates and appointing the Secretary General is left to the discretion of the Executive Directors Board which submits its proposal for appointment to the General Meeting. The power to appoint or remove other secretariat staff is delegated from the General Meeting (Art. 11 para 1) to the Secretary General. The Secretary General informs the Executive Directors Board about any appointment or removal. As far as possible the staff should be seconded by Members upon reimbursement by the Organisation.

Additional staff may be employed if financed by external funding of Members or third parties.

### **9.2. Mandate of the Secretary General**

The Secretary General validly represents and legally binds the Organisation with respect to those matters which have been delegated to him by the Executive Directors Board in accordance with para 6.5 lit.e.

With the consent of the Chairperson the Secretary General is authorised to deal with requests by third parties to be informed about the resolutions of the General Meeting.

### **9.3. Specific tasks**

Within his/her tasks (Art. 11 para 2) the Secretary General shall

- a) keep Members informed with respect to the activities of the Organisation
- b) bring to their notice any work or problems which might be of their interest
- c) inform them about the outcome of relevant meetings, conferences and other events, he/ she or other Secretariat Staff attended on behalf of the Organisation
- d) support the promotion of the ROOS strategies for regional science plans and priorities as well as of projects of the ROOSs
- e) provide practical support for meetings of subsidiary bodies and ROOSs
- f) edit and publish reports for the subsidiary bodies and the ROOSs, when required.

Concise tables of the meetings the Secretariat Office plans to attend in the upcoming 6 months and of meetings attended in the past 6 months are to be presented at the Executive Directors Board meetings.

The highest priority specific objectives for the Secretariat Office for each year will be prepared together with a short report on progress against previous year's objectives for discussion at the first meeting of the year of the Executive Directors Board.

## **10. Policy matters**

The Organisation operates an equal opportunities policy in all aspects of its operation, based upon gender equality and equal opportunities for all. It takes care to ensure the fairest possible balance between the players represented in its bodies.

In coordination with the ROOSs the Organisation will support European marine initiatives with the objective of maximising the benefit for the members and the development of operational oceanography in Europe.

The Organisation may establish co-operation including non-members for realisation of its purpose. Such co-operation shall be properly documented in writing, and established in the collective interest of the members of the Organisation. Participation in established groups is optional for members of the Organisation.

Before participating in calls for proposals in respect of externally funded projects and signing agreements or contracts with relevant third parties, including external funding of activities, the Executive Directors Board is consulted to ensure that the Organisation is acting in their collective interests.

## **11. Financial Regulations**

### **11.1. Budget**

The financial administration shall be effected in accordance with the annual budget approved by the Annual Meeting. The budget shall reflect the estimated income and costs and shall be calculated on the basis of the Euro. The Secretary General is accountable for the budget and shall ensure that expenses and commitments are in conformity with the budget provisions. Any expenditure or commitment over the agreed annual budget, or for a period beyond the annual budget must be approved by the Executive Directors Board.

As a safeguard against unexpected developments, the Organisation shall also have at its disposal a reserve fund, the amount of which shall be determined by the Annual Meeting.

The Organisation's income includes membership contributions, external funding from international or EU bodies, institutions or associations and specific gifts or money, property or other assets (Art. 12) as well as income from secondary commercial and profitable activities (Art. 2 para 4).

Members shall bear their own costs for attending meetings and participation in the activities of the Organisation.

### **11.2. Contributions**

The Annual Meeting, as advised by the Board, fixes the contribution rate, at the latest 12 months before the date at which the new rate shall come into effect. If a change of contribution is required at a shorter notice to Members, this has to be agreed by an Extraordinary General Meeting called for the purpose.

The current contribution rates of the Members coincide with those levied by EuroGOOS and are enlisted in the attachment.

Members shall be prepared to contribute additionally to the costs of running the Organisation by contributions in kind to activities such as hosting meetings, organising workshops, ad hoc study groups or pilot projects, rendering consultancy services to national and multilateral bodies, employing consultants, financing publications, providing for their own costs of communications.

Contributions shall be paid within the deadlines set by the Executive Directors Board. Penalties for overdue payment shall be set at 1% per month, except in cases when, on recommendation of the Executive Directors Board, special conditions have been authorised by the Annual Meeting. In such cases, the unpaid sum shall be regarded as a loan for a fixed

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period, carrying interest at the rate prevailing in Belgium for 30-day bank deposits, and shall be repayable according to the terms agreed.

Bank fees related to any payment shall be borne by the sender.

Any payment made by a Member on whatever ground may, without prior notice, be allocated by the Executive Directors Board to the earliest outstanding debt incurred by this Member.

If a Member fails to pay the penalty for overdue payment despite a formal request, the Executive Directors Board may decide that the Organisation will cease to provide services to that Member until the penalty is paid in full.



# Attachment

## Current contribution rates (para 3.3 and 11.2)

Country	Agency	Amount
Belgium	Agentschap voor Maritieme Dienstverlening en Kust	10367
	RBINS – O.D. NATURE (former MUMM)	10367
Cyprus	Oceanography Centre, University of Cyprus	3453
Denmark	Danish Meteorological Institute, Denmark	10367
	Defence Center for Operational Oceanography	10367
Estonia	TTU Marine Systems Institute	3453
Finland	Finnish Meteorological Institute	13823
France	IFREMER	11520
	Mercator Océan	11520
	Météo France	11520
Germany	Bundesamt für Seeschifffahrt und Hydrographie (BSH)	10644
	Helmholtz-Zentrum Geesthacht Zentrum für Material und Küstenforschung GmbH	11520
Greece	Hellenic Centre for Marine Research of Greece	10367
Ireland	Marine Institute, Ireland	10367
Italy	Consiglio Nazionale delle Ricerche (CNR)	9215
	ENEA	9215
	Istituto Nazionale di Geofisica e Vulcanologia	9215
	Istituto Nazionale di Oceanografia e di Geofisica Sperimentale	9215
	Centro Euro-Mediterraneo sui Cambiamenti Climatici (CMCC)	9215
	Istituto Superiore per la Protezione e la Ricerca Ambientale Servizio APA (ISPRA)	9215
The Netherlands	Deltares	6911
	Koninklijk Nederlands Meteorologisch Instituut (KNMI)	6911
	Rijkswaterstaat Waterdienst	6911
Norway	Institute of Marine Research, Bergen	6911
	Nansen Environmental and Remote Sensing Center	6911
	Norwegian Meteorological Institute	6911
Poland	Institute of Meteorology and Water Management (IMWM), Maritime Branch	3456
	Institute of Oceanology, Polish Academy of Sciences	3456
	Maritime Institute Gdansk	3456
Portugal	Instituto Hidrográfico	10367
Spain	Instituto Español de Oceanografía (IEO)	10367
	Puertos del Estado, Spain	10367
Sweden	Swedish Meteorological & Hydrological Institute (SMHI)	13823
United Kingdom	Met Office	11520
	Natural Environment Research Council (NERC)	11520
	Cefas	11520