NOTE TO THE ATTENTION OF THE MEMBERS OF THE DIRECTORS STEERING COMMITTEE

Subject: Administrative arrangements for the organisation of the Directors Steering Committee (DSC)

Following the creation of the Directors Steering Committee (DSC) by decision of the Directors Board of the 2nd of September 2014\(^1\), as a permanent body to support the DB in the decision making on budget, finance, assurance, internal control, IT and HR matters, the present note sets a series of administrative arrangements to assure its efficient and transparent functioning.

1. Meetings and agenda

The Directors Steering Committee meetings will be held in principle at least once a month on a Thursday morning at 10h00. While the time allocated for these weekly meetings is a maximum of two hours (i.e. from 10h00 to 12h00), the aim is to keep them as brief and concise as possible.

It will be possible to propose points for the agenda of upcoming DSCs through the EAC DSC mailbox. The agenda will be saved in a folder on the common Drive P:\EAC Directors steering Committee, accessible to everybody in DG EAC.

The approved agenda of each meeting together with the received documents will be registered in ARES by the DSC secretariat as a "note to the file" in order to ensure a reliable tracking of decisions.

2. The documents

The documents presented in the DSC meetings will be, in general, discussed/agreed beforehand among the concerned colleagues in different preparatory meetings or working groups such as the SUD Finance or the Working Group "Lump Sums".

The points for DSC meetings will be organised as follows:

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\(^1\) Ares(2014)2873461
• **Information points**, covering exclusively written documents to be shared across the DG, either for the purpose of information and dissemination, or to put on record agreements/decisions taken in other fora of DG EAC. These documents/notes are discussed by the DSC only if questions/objections with their content are raised at the meeting.

• **Points for the decision of the DSC**, covering items to be tabled for discussion and/or decision.

• **Points for discussion in the DSC before submission to the DB**, covering items to be tabled for discussion among the members of the DSC before submission for the decision of the DB.

• **Oral points** will cover short announcements or information for which no written documentation is necessary.

The documents should be accompanied by a cover note to the attention of the DSC\(^2\) which explains very shortly and explicitly on what the DSC is expected to discuss or decide. The documents themselves will be marked as draft and they should also be concise, synthetic and self-explanatory. No accompanying bullet points are necessary.

All documents should reach the secretariat of the DSC on the **Friday preceding the meeting** by close of business, or three working days before the DSC meeting if this is not organised on a Thursday (through the EAC DSC functional mailbox). Documents that will reach the functional mailbox after the set deadline will be postponed to the next DSC meeting.

The documents together with the corresponding agenda will be circulated to all participants, **by 15h00 on the Monday preceding the meeting**, from the functional mailbox EAC DSC. They can also be consulted by accessing directly the folder on the common Drive P:\EAC Directors steering Committee, accessible to everybody in DG EAC. Solutions for replacing this with a collaborative workspace/SharePoint are being investigated.

Participants in the DSC are expected to be fully acquainted with the documents circulated in advance of the meeting. In consequence, in the interest of time, the content of documents submitted to the DSC will not be presented.

### 3. The conclusions and follow-up of meetings

The conclusions of DSC meetings, indicating clearly the decisions taken and the points marked for follow-up, will be registered in ARES and included on the agenda of the DB meeting as point A.

In order to ensure the proper transparency and tracking of DSC decisions, documents which were presented for information or decision of the DSC should be registered in ARES after the meeting (as adopted or with requested modifications included).

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\(^2\) See template in annex 1
Units CdF will be responsible for registering these documents in ARES and sending them to their intended addressee but with putting all DSC participants in copy. Once registered the unit CdF will also link the document in ARES with the minutes of the meeting where the document was presented.

Documents discussed in the DSC before being submitted to the DB remain still as draft until a DB decision is taken so they are not to be registered in ARES.

4. Written procedure

On a case by case basis, and with the agreement of its Chairperson, DSC decisions can be taken via written procedure.

A request for the launch of a written procedure, justifying its necessity, requested deadlines and other information deemed necessary will be sent to the EAC DSC mailbox. The DSC secretariat will take charge to request the agreement of the Resource Director as the Chairperson of the DSC for the launch of the written procedure.

The DSC secretariat will then send the documents to all the members of the DSC asking for their written comments and agreement. All received replies will be communicated to the responsible unit who will then coordinate and centralise them. If no reply is received by the set deadline from one of the members, this will be considered as a tacit agreement.

If an agreement is reached the final approved document will be registered in ARES using the same procedure described under point 3 above. If no agreement is reached the point will be put on the agenda of the next DB for discussion.

Arturo Caballero Bassedas

Copies:

Annexes:

1. Template for the submission of documents to the DSC
[Cover] Note to the attention of the members of the Directors Steering Committee

Subject: Subject of the note

[Please keep this at a maximum of 2 pages]

For Information Points:

The DSC is expected to [take note of/ approve] the content of [this document/the documents accompanying this note].

For Points for the decision of the DSC:

The DSC is expected to discuss and [provide comments to/ decide on] the content of [this document/the documents accompanying this note].

For Points for discussion in the DSC before submission to the DB:

The DSC is expected to discuss and provide comments on the content of [this document/the documents accompanying this note] which will be submitted for the approval of the DB.

Signature