

**Rules of Procedure for the Joint Committee of Ministers (hereinafter referred to as
“Joint Committee”) to be adopted in accordance with Art.
3 of the CEEPUS III Agreement**

Rule 1
Composition

1. The Joint Committee is composed of one representative of each of the Contracting Parties. The representative shall be a minister or a designated high ranking substitute.
2. A representative of the Central CEEPUS Office shall participate in meetings of the Joint Committee without the right to vote.

Rule 2
Mandate and Tasks

In accordance with Art. 3 para. 1 of the CEEPUS III Agreement the Joint Committee shall

- a. be responsible for all measures and decisions necessary to ensure the implementation the CEEPUS III Agreement, including the approval of evaluation reports;
- b. adopt a work programme for the CEEPUS III cooperation;
- c. unanimously adopt decisions on the total amount of CEEPUS III scholarship months;
- d. consider and adopt the reports of the working groups.

Rule 3
Chairperson

1. At each meeting the Joint Committee shall elect one of its members as Chairperson.
2. The Chairperson shall, in addition to other duties conferred elsewhere in these rules:
 - a. convene meetings and additional meetings of the Joint Committee via the Central CEEPUS Office;

- b. preside at meetings of the Joint Committee;
- c. give directives to the Central CEEPUS Office, which will ensure that the work of the Joint Committee is carried out efficiently and in accordance with its decisions. Rule 4

Meetings of the Joint Committee

1. The Joint Committee shall meet at least every second year, beginning in 2013.
2. Any Contracting Party can at any time request an additional meeting by submitting a written request to the Chairperson and the other members of the Joint Committee. A meeting so requested shall be convened within 3 months by the Chairperson. Additional meetings shall be hosted by the requesting party, unless other arrangements are made.
3. Agenda items for a meeting may be proposed by any member of the Joint Committee. A draft agenda shall be circulated by the Central CEEPUS Office 4 weeks in advance of the meeting. The agenda shall be adopted at the beginning of the meeting.
4. Relevant documents shall be circulated by the Central CEEPUS Office to all members 4 weeks in advance of the meeting.
5. The Central CEEPUS Office shall circulate a report of the meeting for approval by the members.

Rule 5 Consensus

As provided in Art. 3 para. 3 of the CEEEPUS III Agreement, the Joint Committee shall make every effort to reach agreement by consensus regarding all decisions.

Rule 6 Voting Procedure

1. If all efforts at consensus have been exhausted, and no consensus reached, decisions shall, as a last resort, be adopted by a two-thirds majority vote of the members of the Joint Committee present and voting.
2. The presence of two-thirds of the members shall be required for any decision to be taken.
3. Each member of the Joint Committee has one vote.
4. Where the CEEPUS III Agreement so provides, decisions shall be taken unanimously.

Rule 7

Written Procedure

1. The Joint Committee may use a written procedure for decision making.
2. The draft decision is circulated by the Chairperson to all members. The draft shall be considered unanimously accepted unless a member rejects the draft within a period of two months after delivery, or a period specified by the Chairperson.
3. In years when the Joint Committee of Ministers does not convene, pledges for scholarship months by the Contracting Parties shall be made in writing following an invitation to do so by the Central CEEPUS Office. Responses shall be addressed to the Chairperson with a copy to the Central CEEPUS Office. Following this, para. 2 shall apply.

Rule 8 Working Groups

1. The Joint Committee may establish working groups for the implementation of the CEEPUS III Agreement.
2. The Joint Committee decides on the composition, tasks and location of a working group.
3. Working groups shall be chaired by the Central CEEPUS Office unless decided otherwise by the Joint Committee of Ministers.
4. The working groups shall follow the same procedures concerning consensus and voting as the Joint Committee.
5. The report of a meeting of a working group shall be submitted to the Joint Committee for approval.
6. The Central CEEPUS Office shall prepare the meetings of the working groups. The country where a working group shall meet shall be responsible for the logistics of the meeting.
7. In accordance with Art. 4 para. 1 CEEPUS III Agreement a working group so designated by the Joint Committee shall make the decisions concerning the procedure for the selection of CEEPUS III networks.

Rule 9 Working Language

The working language of the Joint Committee and the working groups shall be English.

Rule 10

Amendments

These Rules of Procedure may be amended at any meeting of the Joint Committee or by written procedure.

Rule 11

Relation to the CEEPUS III Agreement

In the case of incompatibility, the CEEPUS III Agreement shall take precedence over the rules of procedure.

Rule 12

Entry into Force

These Rules shall enter into force immediately after their adoption.