



# **Rules of Procedure for the European Crime Prevention Network 14 March 2018 – update**

The Network of National representatives,

having regard to the Decision of the Council of the European Union of 30 November 2009 (hereinafter referred to as "the Council decision") on setting up a European Crime Prevention Network (EUCPN)

HAS ADOPTED THESE RULES OF PROCEDURE:

## **Article 1 Network**

"The National Representative (NR) is an executive appointed by the national state institution which is responsible for crime prevention issues. He/she is mandated by his/her country to actively contribute to the proper functioning and the visibility of the EUCPN and to promote the intergovernmental cooperation in the framework of the EUCPN, during the Board Meetings as well as interim discussions.

In order to comply with these duties, the NR should have (a) an extensive knowledge of the crime prevention policy in his/her country and of the EU Policy Cycle for organised and serious international crime in the field of crime prevention and (b) a well-established network of national prevention bodies and national contact points, so that he/she can (i) promote the products of EUCPN to them at national and local level, (ii) receive useful input from them such as policy decisions, overview of best practices implemented at national level, and expert advice, and (iii) he/she should provide, maintain and exchange crime prevention material with other Member States and the Secretariat."



The National Representatives shall notify the Chair and the Secretariat of their name and contact details as well as of the name and contact details of the substitute and the contact points when appointed. The National Representatives are responsible for keeping the information up to date.

The European Commission shall notify the Secretariat of the name and contact details of its representative to the Executive Committee.

“The National Contact Points facilitate information sharing between research institutions, National Representatives and the Secretariat. National Contact Points give input by keeping National Representatives aware of emerging trends in crime prevention. National Contact Points promote the EUCPN's visibility, disseminate EUCPN outputs to target groups and may assist the National Representatives in identifying priorities and topics for crime prevention activities. A delegation of each National Contact Points should attend the annual European Crime Prevention Award (ECPA) and Best Practice conference.”

## **Article 2**

### **Chairmanship**

EUCPN is chaired by the National Representative from the Member State holding the Presidency of the Council of the European Union. That Member State can, for the Presidency period, designate one additional person to act as National Representative.

The Board may select a Chair other than from the Member State holding the Presidency of the Council of the European Union, for a fixed period that may be longer than six months.

The Chair shall consult and co-operate closely with the Executive Committee. The incoming Chair shall present the preliminary schedule for meetings during their own



Presidency no later than one month before that period begins. In planning meetings, attention shall be given to time- and cost-effectiveness.

### **Article 3**

#### **Executive committee**

The Executive Committee is led by the Chair and is additionally composed of up to two National Representatives selected by the Board for the term of 18 months and four National Representatives from the outgoing, current and the two incoming Presidencies of the Council of the European Union, as well as a Representative designated by the European Commission.

The Executive Committee is responsible for the daily management of the EUCPN and overseeing the administrative tasks of the Secretariat, including deciding upon representation of the Secretariat team at the conferences or meetings, as well for preparing the meetings of the Board.

### **Article 4**

#### **Secretariat**

The Secretariat provides support to the EUCPN and has the tasks as set out in Article 6.4 of the Council decision.

According to the Council decision, the Board shall adopt unanimously the terms of reference for the Secretariat, including detailed tasks and modalities for monitoring the performance of the Secretariat and which Member State (based on offers from Member States) will host the Secretariat.

The Secretariat is an independent service within the government of the hosting Member State. The Secretariat is managed through a project funded by the European Commission with contributions of the Member States. The project is written in relation to the MultiAnnual Strategy of the EUCPN and presented to the Executive Committee and the Board for their approval. The hosting country assumes some administrative responsibilities throughout the project, however the Project Coordinator within the EUCPN Secretariat takes on the part of the administrative



burden in relation to the projects content by writing and reporting on the project and taking all the administrative steps needed by the European Commission.

All financial rules of the hosting country and the European Commission have to be followed. The hosting country can only delay or refuse actions if there are solid financial arguments which need to be substantiated by financial proof and which are communicated to the Executive Committee beforehand on a case by case basis.

## **Article 5**

### **Meetings**

The Board shall hold one meeting during each half year, convened by its Chair. The Board Meeting during the second half of the year shall be held in conjunction with the annual Best Practice Conference. If necessary, additional meetings can be convened by the Chair.

The substitute National Representative may attend meetings, either in place of or together with the National Representative. Each Delegation has one vote. The Chair may, after consultations with the Executive Committee and when relevant, decide to invite institutions and bodies or individuals, who can provide relevant input to the matters discussed, to attend meetings at their own expense.

The Board may decide to set up sub-groups for a fixed period, dealing with specific issues, which may meet as decided by the designated chair of the subgroup.

“Permanent observers of EUCPN are: Representatives of the European Commission and of the European Council. Ad hoc observers of the EUCPN may be other EU and international agencies, organizations and working groups, policy makers at the local and national level, practitioners. Ad hoc observers may participate in Board Meetings when there are agenda points which concern them, but they are excluded from discussions on the internal business of EUCPN and they do not have a vote. They are invited by the Chair after consultations with the Executive Committee. The observers may: advise in particular issues which are put on the agenda by the



EUCPN Members; strengthen the collaboration between the EUCPN and his/her Agency/Organization; play an essential role in improving the EUCPN's of applying crime prevention guidelines and practices of the EUCPN in his/her area.”

## **Article 6**

### **Agenda and documents for the Board Meetings**

The provisional agenda for meetings and all documents foreseen for discussion including written documentation needed in order to take informed decisions shall reach the National Representatives and their Substitutes as well as the Representative of the European Commission at least two weeks before the meeting.

The National Representatives and the representative of the European Commission may propose agenda items to the Chair, who shall, after consultations with the Executive Committee, decide the draft agenda of the meetings.

The EUCPN's Work programme and the Annual report on the activities of the Network, must each be listed on at least one meeting agenda each year.

## **Article 7**

### **Language**

The working language of the EUCPN is the English language. For meetings, the Chair may also decide to provide interpretation into other official languages, if appropriate funding exists.

## **Article 8**

### **Records of the meetings**



The Secretariat of the EUCPN shall record the meetings, under the supervision of the Chair.

Records of the meetings shall include a list of those present and a short report on the discussions and the decisions taken.

### **Article 9**

#### **Correspondence**

The official address of the EUCPN is the address, where the Secretariat of the Network is situated.

### **Article 10**

#### **Expenses for participating in meetings**

Travel and accommodation expenses shall be met by those attending the meetings.

### **Article 11**

#### **Decisions of the National Representatives**

According to Article 6.2 of the Council decision, the Board shall adopt a Financial regulation, approve the EUCPN's strategy, adopt the EUCPN's work programme and adopt an annual report on the activities of the EUCPN. These decisions and the decisions on the adoption and amendment of the rules of procedure shall be taken by unanimity. Other decisions on matters of substance shall be adopted by 2/3 majority, whereas decisions on procedure of the meetings shall be adopted by simple majority.

Two-thirds of the National Representatives shall constitute a quorum. In the absence of a quorum, or if urgent issues arise between meetings, the Chair may seek National



Representatives' agreement to decisions in writing or by modern means of telecommunication. The Chair shall ensure that receipt of the communication is confirmed. The National Representatives (or their substitutes) shall respond to such requests by the deadline specified by the Chair. The deadline should not be less than two weeks. In the absence of a response, the National Representative shall be deemed to have agreed to the proposed decision.

## **Article 12**

### **Work programme and Annual report**

The Work programme for each calendar year shall be decided upon at the last Board Meeting before the year concerned. The National Representatives shall, in particular determine the priority fields to be examined, the main specific actions to be carried out and the structure of the website. The Work programme shall be forwarded to the competent working body of the Council as a supplement to the annual report.

The Annual report of the EUCPN shall be submitted to the competent working body of the Council by the end of March after the completion of the year concerned. It shall summarize the activities carried out, the resources used and the results achieved and shall contain recommendations on crime prevention, as derived from the activities that year.

## **Article 13**

### **Entry into force**

These rules shall take effect on the day following their approval by the Board.