



Decision of the Governing Board adopting the Small Air Transport Coordination Committee Rules of Procedure

THE GOVERNING BOARD OF THE CLEAN SKY 2 JOINT UNDERTAKING

Having regard to Council Regulation (EU) No 558/2014 of 6th May 2014 establishing the Clean Sky 2 Joint Undertaking¹ in particular Article 12(3) of the Statutes annexed to the Regulation;

Whereas:

1. The Small Air Transport Transverse Activity shall carry out coordination and management across the ITDs and/or IADPs for the optimal delivery of the overall objectives of the Clean Sky 2 Joint Undertaking with respect to actions concerning the field of Small Air Transport;
2. The activities in the field of Small Air Transport in the Clean Sky 2 Joint Undertaking have effectively started with the selection of Core Partners in the ITDs and their accession to the relevant Grant Agreements for Members of these ITDs and the selection of Partners via Calls for Proposals;
3. The Small Air Transport Transverse Activity shall have a Coordination Committee in charge of the coordination of its activities in cooperation with the relevant ITDs and IADPs and its composition and rules of procedure shall be adopted by the Governing Board, based on a proposal from the Executive Director;
4. In order to ensure a timely and effective functioning of the Coordination Committee, the following rules of procedure should be adopted by the Governing Board.

¹ OJ L 169/77, 7.6.2014, p. 77

HAS ADOPTED THIS DECISION:

Article 1

The Rules of Procedure of the Small Air Transport Coordination Committee annexed to this decision are adopted.

Article 2

This decision shall enter into force on the day following its adoption by the Governing Board.

Done at Brussels, Date

– 3 MAI 2017

On behalf of the Governing Board,



Tiit Jürimäe
Interim Executive Director



ANNEX I

Small Air Transport Coordination Committee Rules of procedure

Article 1

Members

1. The Small Air Transport (SAT) Coordination Committee of the Clean Sky 2 Joint Undertaking (CSJU) shall consist of the following voting members:

- a) one representative each of the ITDs Airframe, Engines and Systems as appointed by the relevant Steering Committees;
- b) one representative each of the SAT Leaders who shall act as Chair on a rotational basis;
- c) one representative each of the Core Partners involved in SAT activities.

2. Permitted non-voting members shall be:

- a) the CSJU Programme Manager;
- b) the CSJU Project Officer responsible for SAT, who shall ensure the secretariat of the meetings and administer the minutes and agreements and ensure the follow-up on actions agreed in the meetings.

3. By written notice to the Chair, any member shall appoint or may remove any appointed representative. The appointment or removal shall take effect when the notice is notified to the Chair, unless the notice indicates otherwise but not later than 21 (twenty-one) working days before a meeting of the Coordination Committee.

4. Any member may notify in writing the Chair of the appointment of any other person (whether or not a member of the Coordination Committee) as alternate and may remove from its function any alternate member appointed by him.

5. The participation, rights and obligations of any voting member shall end at the same time as the termination of its participation in the SAT and will become effective after 6 (six) month notification period to the Chair. The participation of "other qualified observers" shall end when the invitation is revoked by the Chair.



Article 2

Observers

1. Non-voting observers may attend the Coordination Committee provided that they sign the non-disclosure declaration attached in Annex II. Permitted non-voting observers shall be:

- a) a representative of the Commission;
- b) representatives of other ITDs/IADPs Leaders and of the other TAs Leaders with an interest in the results of SAT upon invitation of the Chair;
- c) other qualified observers can be invited for discussion of a specific topic in the agenda such as a representative of the CSJU Scientific Committee, CSJU States Representatives Group, dissemination and communication experts.

2. The qualified observers shall be invited by the Chair of the Coordination Committee upon proposal by the Chair or by a voting or non-voting member and its acceptance by consensus.

Article 3

Tasks

The Coordination Committee shall be responsible for:

- a) defining and providing inputs, through the CSJU Executive Director to the Governing Board based on SAT information;
- b) defining and providing inputs to the ITDs, IADPs Steering Committees and other TAs as appropriate, for the optimization of SAT related activities;
- c) approving the material and data for dissemination of SAT results;
- d) ensuring an effective communication and cooperation between SAT and the ITDs, IADPs and other TAs on matters related to SAT;
- e) guiding the achievements of the SAT objectives, its technical functions and monitoring of the progress of the SAT and related activities across the ITDs/IADPs;
- f) coordinating the evaluation and interpretation of SAT results;
- g) defining the overall technical strategy of the SAT and reviewing and agreeing the detailed SAT work planning, budget allocations, schedule and its implementation;
- h) reviewing and agreeing the technical activities and the budget of the calls related to Small Air Transport to be proposed to be launched by the CSJU in line with the procedure of approval of the CSJU Work Plan and ensuring consistency with the relevant Grant Agreements for Members.
- i) Ensure evaluation and exploitation of SAT results and the synthesis and approval of the material and data for dissemination of SAT.

Article 4

Meetings

1. The Chair shall give the members a minimum of 20 (twenty) working days' notice of any meeting (except for an adjourned meeting) unless all the members of that Coordination Committee approve a shorter notice. The Chair may call an extraordinary meeting at any time by giving at least 10 (ten) business days' notice to each member and by sending simultaneously an agenda.
2. Any notice shall specify the time and place of the meeting and shall include an agenda identifying the points to be discussed and the decisions to be taken at the meeting. The agenda shall specify which points and decisions are purely internal to the SAT. The agenda shall be, where appropriate, accompanied by drafts of any decisions proposed for adoption and documents for discussion.
3. The minimum quorum for decision making shall be two thirds (2/3) of the voting members.
4. If a quorum is not present within 1 (one) hour from the hour of start of the meeting or if during the meeting such a quorum is no longer present, the meeting may be adjourned by the Chair. The meeting may be reconvened within 10 working days with at least 5 (five) working days' notice, specifying the updated agenda. The quorum for reconvened meetings necessary for decision making should be 2/5 of voting members provided that at least one SAT Leader is present.
5. The Coordination Committee shall meet at least twice a year and shall be synchronised with the meetings of the Clean Sky 2 Programme Coordination Committee.
6. Meeting shall take place at the CSJU premises. Exceptional locations shall be agreed in advance in writing with all members. Members may participate in person or by telephone conference, videoconference or other means of communication in which all participants shall be deemed to be present and be duly recorded in the minutes.
7. The CSJU Project Officer responsible for the SAT shall prepare the minutes of each meeting, which shall include and are to be taken as evidence of the place and day of the meeting, the participants, the agenda, any conflict of interest declared in writing or verbally and the essential content of the discussions, deliberations and the decisions taken.
8. The draft minutes shall be forwarded to the voting members and the representative of the Commission not later than ten working days after the meeting. Each voting member and the representative of the Commission may raise objections or comments within 10 (ten) working days.
9. Any resolution adopted by a meeting shall only be valid and effective if such resolution is confirmed in writing in the minutes of the meeting, and there is no objection within the above 10 (ten) working days of the approval of these minutes. In case of objections

which cannot be resolved by rephrasing of the minutes, the issue shall be referred to a following meeting.

10. The final version of the minutes of meetings shall be signed by the Chair and sent within 30 (thirty) working days after the meeting.

Article 5

Voting

1. In principle the members of the Coordination Committee should act in view of achieving consensus.
2. The Coordination Committee shall execute its tasks as described under Article 3 and take decisions in view of achieving consensus.
3. In case of a stalemate in reaching consensus or decisions on issues which may have a prejudice on the fulfilment of the SAT tasks as laid down in the Statutes, the Chair may refer the issue to the CSJU Executive Director.
4. Any disagreement or dispute within the Coordination Committee should be referred to the CSJU Executive Director for review and settlement and may be at his initiative be proposed for final settlement by the Governing Board.

Article 6

Written procedure

1. In exceptional circumstances and on the proposal from the Chair or at least one-third of the members, decisions may be taken by a written procedure. The voting rules as stated in Article 5 shall apply to written procedure.
2. A proposal for a decision to be taken by written procedure shall not be subject to amendment; it shall be approved or rejected in its entirety. If a decision is rejected it shall be, at the request of any member, included in the agenda of the next meeting.
3. Documents and information may be transmitted by email and votes cast without the need to convene a meeting.
4. Within the framework of such a written procedure, the absence of response by one of the voting members within a period of 10 (ten) working days from the date of launch of the written procedure and the related documents shall be considered as a vote in favour of the decision (tacit approval).
5. The Chair shall notify without delay to the members the results of a written procedure.

Confidentiality and Conflict of Interest

1. The members and the permanent observers with the exception of CSJU staff and Commission representatives shall fill in and sign upon appointment and at the time of the signature of these Rules of Procedure a written declaration of confidentiality and engagement (Annex I) to act in the SAT meetings and proceedings within a strict confidentiality regime and in the interest of the Clean Sky 2 Programme and to declare in due time any potential conflict of interests (Annex II) in relation to the points in the agenda and to the topics of the calls.
2. The members with the exception of CSJU staff and Commission representatives shall also sign a separate declaration of interests (Annex II) that shall be duly updated by the members, where appropriate, in case of modification of their situation and interests. These declarations and any updated versions shall be notified to the CSJU and be kept by the CSJU.
3. The Coordination Committee may decide to exclude the participation of a particular member or observer to a particular agenda point if the presence of such member or observer may lead to a conflict of interest, in particular regarding the discussions and exchanges of documents and any information related to the topics of the Calls to be launched by the CSJU.
4. A duly justified request for application of such exclusion may be submitted by a member to the Chair no later than the day before the meeting. The Chair shall present such a request and the associated justification at the opening of the meeting and the Coordination Committee will decide in accordance with Article 5 of these Rules of Procedure.
5. During a meeting, any member whose participation in the work leads or may lead to a conflict or potential conflict of interest shall inform without delay the Chair who shall - without delay and before any affected deliberation is taken decide on any specific measure in this respect and consult the CSJU as appropriate.
6. The circulation of any information, data and technical specifications related to the topics of the calls proposed for launch by the CSJU shall be duly limited to the members of the Coordination Committee and be kept internal. The distribution of internal documents shall be limited in case of potential recipients which have been identified as having a potential conflict of interests. Such situation shall be duly recorded in the minutes of the meeting and shall be declared in case of application to such calls.



Article 8

Amendments to the rules of procedure

1. Amendment to these Rules of Procedure may be proposed by any member. The point may be added by the Chair to the agenda for discussion and the amended text may be adopted by consensus. Upon adoption of the amended text by consensus, the CSJU Executive Director will submit it to the Governing Board for adoption in accordance with its own rules of procedure.
2. Amendments to these Rules of Procedure shall enter into force as soon as they are adopted by the Governing Board unless otherwise specified in the Governing Board Decision.

Enclosures

- Annex I:** Declaration on confidentiality and conflict of interest
Annex II: Declaration of interests

List of abbreviations

| | |
|-------------|--------------------------------------------------|
| CSJU | Clean Sky 2 Joint Undertaking |
| IADP | Integrated Aircraft Demonstrator Platform |
| ITD | Integrated Technology Demonstrator |
| TA | Transversal Activity |
| SAT | Small Air Transport |



Annex I - DECLARATION ON CONFIDENTIALITY AND ENGAGEMENT

Surname:

First name:

Professional address:

Phone:

E-mail:

Position:

- Chairperson of the SAT Coordination Committee
- Representative / lead delegate / alternate of the SAT Leader
- Voting Member representing ITD/IADP/TA/Core Partner [.....]
- Observer representing the State Representative Group of the Clean Sky 2 JU
- Other qualified observer: please specify:

I hereby undertake to act in the performance of my duties in the general interest of the Clean Sky 2 Programme.

At each meeting of the Coordination Committee or before any decision is taken by written procedure, I shall declare any interest which might be considered to influence or bias my judgment and therefore be prejudicial to the way an item on the agenda is handled.

I undertake to ensure the confidentiality of sensitive information whose disclosure could damage the interests or the reputation of the SAT, its members or of the participants in the activities of the SAT and of the Clean Sky 2 Joint Undertaking.

I shall not disclose confidential information learnt during the activities of the SAT Coordination Management Committee even after my duties have ended.

Done at [place], [date]

Name and Signature



Annex II – DECLARATION OF INTERESTS

Surname:

First name:

Professional address:

Phone:

E-mail:

Position:

Chairperson of the SAT Coordination Committee

Representative / lead delegate / alternate of the SAT Leader

Voting Member representing ITD/IADP/TA/Core Partner[.....]

Observer representing the State Representative Group of the Clean Sky 2 JU

Other qualified observer: please specify:

I hereby declare on my honour that, to the best of my knowledge, the only direct or indirect interests I have in the sectors in which the SAT is active, [are][is] those listed below:

1. Past activities:

[Posts held over the last 7 years in foundations or similar bodies, educational institutions, companies or other organisations (the nature of the post and the name of those bodies should also be indicated); other membership/affiliation or professional activities held over the last 3 years including services, liberal professions, consulting activities, and relevant public statements.]

2. Current activities:

[Posts held in foundations or similar bodies, educational institutions, companies or other organisations (the nature of the post and the name of those bodies should also be indicated); other membership/affiliations or professional activities, including services, liberal profession, consulting activities, and relevant public statements.]

3. Current Financial Interests

[Any direct financial interests, (managerial stakes in companies, including ownerships of patents or any other relevant intellectual property rights), or assets (shares and/or securities held in companies) or grants or other funding which might create a conflict of interests in



the performance of their duties in the Coordination Committee, with an indication of their number and value, as well as the name of the company/provider of the grant/funding.)
[No Interest Declared*]/ [Interest*]]

4. Any other relevant interests.
[No Interest Declared*]/ [Interest*]]

5. Family Member Interest
[Spouse's/partner's/dependent family members' current activity and financial interests that might entail a risk of conflict of interest.]
[No Interest Declared*]/ [Interest*]]

I confirm the information declared on this form is accurate to the best of my knowledge and I consent to my information being stored electronically by the Clean Sky 2 Joint Undertaking.

Done at [place], [date]

Name and Signature