

## **Annex 1. Interim Terms of Reference of the ECPGR Executive Committee**

**DRAFT 30 November 2011**

1. The Executive Committee consists of five members of the Steering Committee (SC), elected by the SC for a 5-year term of office and representing all European sub-regions (North, West, Central, East and South, in a broad sense), and ex officio the ECPGR Coordinator who will be without voting rights. To ensure continuity, one member of the Executive Committee is replaced by a new member on an annual basis. A re-election is possible only after a break-period of 5 years.
2. The Executive Committee elects a Chair among its members.
3. The Executive Committee proposes each year a new member of the same sub-region as that of the outgoing member, in consultation with the SC. This member will be elected by the SC.
4. The Executive Committee plans or executes the activities of ECPGR as decided upon by the SC.
5. The Executive Committee prepares the SC meetings supported by the ECPGR Secretariat.
6. The Executive Committee identifies strategic issues important for ECPGR and brings proposals to the attention of the SC.
7. The Executive Committee mandates the Secretariat in carrying out its decisions, offers guidance to the Secretariat and the Chair assumes the technical supervision of the ECPGR Coordinator.
8. The Executive Committee establishes short-term Task Forces (TFs) for well-defined topics as required and develops their Terms of Reference (ToRs). These TFs can be composed of one to five experts. The TFs report directly to the Executive Committee or may also report to the SC if so requested by the Executive Committee.
9. The Executive Committee reports on its activities and outputs to the Steering Committee at each Steering Committee meeting.
10. The Executive Committee members, especially the Chair, represent ECPGR to the external world.
11. The Executive Committee will meet when necessary. The decision to meet must be taken by the Executive Committee members on the proposal of the Chair. The minutes of these meetings will be sent to the members of the SC as appropriate.
12. The travel and lodging costs of the Executive Committee meetings will be covered by the ECPGR budget and are subject to available funds.
13. The Executive Committee can deal with financial issues up to 5000 euro.
14. Decisions of the Executive Committee are made by consensus and can also be taken by means of email when it is deemed necessary to do so.