

Rules of Procedure CERI Working Groups

1. The CERI establishes Working Groups, as it considers necessary.
2. The Working Group is established by approval of its ToR by the CERI General Assembly.
3. Work of the Working Group is supported by the Secretariat.
4. The Working Group reports to the CERI General Assembly and submits its recommendations and proposals to the CERI, in particular regarding the:
 - a) draft Terms of Reference of the WG, as well as proposed amendments to them;
 - b) draft Workplan for the particular WG and other proposals as provided by its ToR;
 - c) results and achievements of their work.
5. The CERI Board can establish Working Group on an ad-hoc base until it is approved by the General Assembly.
6. Each Working Group has Chair and Coordinator.
7. The leadership of the Working Group shall be governed by the following procedural rules:
 - a) each WG elects the Chairperson and Coordinator for a two-year period;
 - b) Chair has in particular to:
 - steer the implementation of the mandate given;
 - plan and chair all the meetings and workshops;
 - prepare the draft agenda and meeting documentation, convene, preside and ensure the follow-up of the meetings;
 - resume at the meetings the results achieved, i.p. the proposals and recommendations to the CERI, as a main input to the meeting report, approve meeting reports;
 - represent the WG within and outside the CERI, including mutual coordination procedures with other Working Groups and CERI partners;
 - communicate with CERI Secretariat.
 - c) Coordinator has in particular to:
 - work under the guidance and facilitation of the Chair;
 - organize WG meetings and workshops;
 - draft meeting/workshop reports;
 - communicate with WG members, disseminate information;
 - communicate with CERI Secretariat;
 - update the WG section on CERI website.
8. Members of the Working Group shall adhere to the following procedural arrangements:
 - a) Each member of CERI can become member of the WG.
 - b) Each NFP has to be informed by the WG Coordinator about WG members from the respective country.
 - c) Each WG holds at least one meeting per year; this is to fulfill the coordination needs.
9. Provision is made for:
 - a) draft agenda and meeting documentation (prepared by the Chairperson supported by the Coordinator) to be timely circulated to the WG members and Secretariat, two weeks before the meeting at the latest;

b) meeting report drafted by the Coordinator two weeks after the meeting at latest and approved/amended by the Chairperson and distributed within the CERI network not later than four weeks after the meeting.

10. Working Groups actively cooperate with the CERI Secretariat on fundraising for their activities. If from any objective reason the funds cannot go through CERI, the members of the WG can fundraise for WG activities through their own organization. In such case, if the source allows, the member contributes to CERI Secretariat for the services provided to the WG.
11. As all Working Groups are handling their sectoral data and information material, they are equally involved in the CERI Information System at its internal stage. CERI has full right to use all data gathered by the Working Groups.
12. Working Group is suspended by the decision of CERI General Assembly if it does not meet any one of the following points:
 - a) it has less than 5 actively participating members;
 - b) it has members from less than 2 countries;
 - c) it has no clear Workplan and outputs;
 - d) it acts in contrary to CERI objectives according to General Assembly;
 - e) the CERI Board can temporarily suspend WG until the decision of the General Assembly.
13. Procedure for suspending the Working Group is the following:

The General Assembly revises Work plans, reports and lists of WG members. If any of the conditions under point 12 is not fulfilled, the General Assembly adopts decision to suspend the WG.