



# Adriatic Ionian Euroregion

## INTERNAL REGULATION OF THE GENERAL SECRETARIAT

XIV GENERAL ASSEMBLY

*DUBROVNIK, March 27th, 2017*

*Done at Dubrovnik, on 27/03/2017 in two version in English and Italian languages.  
Both texts being equally authentic.  
In case of any divergence on interpretation, the English text shall prevail.*

## INTERNAL REGULATION OF THE GENERAL SECRETARIAT

The aim of the Internal Regulation is to set out the way the Secretariat of the Adriatic Ionian Euroregion (AIE) works in order to complement the rules already fixed in the Statutes approved by the XII General Elective Assembly on 2<sup>nd</sup> December 2015 in Brussels and published on the association web site.

The Internal Regulation has been approved by the AIE General Assembly on 27/03/2017 in Dubrovnik.

### Article 1 - Purpose of the Internal Rules

Article 32 of the Statutes of the association Adriatic Ionian Euroregion (AIE) states that:

*The General Secretariat of AIE is managed by the Secretary General appointed by the Assembly on the proposal of the President of AIE. Elected for a term of three years to carry out administrative work of AIE.*

*The rights and obligations of the Secretary General shall be determined by the rulebook on internal organization of the Secretariat.*

*The organization and manner of performing duties and tasks the Secretary General and Secretariat, qualifications, experience and number of staff in the Secretariat are defined by the Executive Committee.*

According to art. 32, the Executive Committee have the power to define and to adopt an internal regulation for any matter concerned with the organisation, duties and tasks of the General Secretariat respecting the activities described in art. 33 of the statute.

This internal regulation is supplementary and subordinate to the Statutes and in case of a contradiction between the Internal Regulation and the Statutes of the Association, the latter shall prevail.

### Article 2: Amendments to the Internal Rules

In accordance with Article 32 of the Statutes of the Euroregion, the Executive Committee adopts and amends the Internal Rules when necessary.

Members of the Executive Committee may propose amendments to the Internal Rules by submitting their request in writing with all relevant justifications to the Secretariat at least three months prior to the next Executive Committee meeting. Within one month, the Secretariat is responsible for checking the legal implications and conformity with the Statutes of the proposed amendment(s) and for forwarding the request for amendment(s) with the supporting documents to the Executive Committee with its comments. The Executive Committee then verifies whether the request is eligible and can be added on the agenda of the next meeting. The request for amendment(s) and the supporting documents are sent to the members of the Executive Committee together with the agenda at least two weeks prior to the meeting.

### Article 3 – Activities of the Secretariat

As defined in the art. 32 of the Statute, the General Secretariat of AIE is managed by the Secretary General appointed by the Assembly on the proposal of the President of AIE. Elected for a term of three years to carry out administrative work of AIE.

The Secretary General is responsible to keep the register of members and their representatives and deputies in the Assembly. The Secretary General is responsible for the orderly conduct of business records

and financial reports according to current regulations. Financial and similar tasks are typically performed by the Secretary General.

Basically the main tasks and activities performed by the Secretary General and the Secretariat are defined in the article 33 of the Statute. They are responsible to perform the following tasks:

- Organizes and coordinates the activities, initiatives of AIE;
- Assist the work of bodies of AIE and support the implementation of their activities;
- Contribute to the preparation of the agenda of the session of the Assembly and Steering Committee and prepare AIE sessions, performing technical and administrative duties;
- Provides organizational support to the program of activities adopted by the AIE Assembly by promotion and by encouraging cooperation between Member States;
- Carries out activities related to the preparation and control of their execution.

According to the Statute, AIE Secretariat is responsible for the administrative day-to-day management of the association and for liaising with the other entities and institutions.

In addition to the duties given in Article 33 of the Statutes, the Secretary General has in particular the following duties, namely to:

- Prepare the documentation for General Assemblies, Executive Committee meetings, Technical Commissions and all actions the Association requires.
- Organize the administration and the financial tasks of the association.
- Work in close harmony with the President, Executive Committee, General Assembly and other statutory bodies in the conducting of all AIE activities.
- Organize all AIE meetings.
- Prepare and maintain files of annual reports, minutes of meetings, statement of accounts and other important records.
- Inform in general terms all Members on important matters relating to AIE, maintain close contact with member organisations.
- Draft, update and maintain the internal and external communication tools of the Adriatic Ionian Euroregion, using preferably electronic communication means and inform regularly the Executive Committee on their development. Within this framework the Secretary General supervises centralised publications of and on Euroregion and its activities and the development of the website;
- Notify at regular intervals the Executive Committee on all matters relating to AIE;
- Give guidance to the Commissions and staff of the Secretariat of AIE to achieve their targets;
- Coordinate the Secretariat and set the procedure for managing the staff and for the overall operation of the AIE secretariat. The staff of the AIE Secretariat work under direct supervision of the Secretary General. The staff has the responsibility to provide support and advice to the Euroregion.
- Supervises and coordinates all the actions and special projects (such as projects financed by European Union) regularly reporting to the Executive Board and to the relevant AIE bodies. The staff of the Secretariat, coordinated by the Secretary General, helps the Secretary General in the implementation of these kind of projects and activities.
- Ensure that all documentation produced by AIE are in accordance with the requirements in terms of layout and visual identity, as established by the statute.
- Present a report on the current workings of the General secretariat at the Executive committee.

- If needed, present a report to the General assembly on the overall operation of the General secretariat.

#### **Article 4: Headquarter of the Secretariat**

Respecting the art.33 of the Statute, the location of the operational headquarters of the secretariat has been decided by the General Assembly on 2<sup>nd</sup> December 2015 in Brussels after the President's suggestion.

The headquarter of the Secretariat has been established in Campobasso (Molise Region – Italy).

The Secretariat has the administrative liaison office with the European Union institutions in Brussels (Belgium), at Rue de Toulouse no. 47.

#### **Article 5: Working language**

Although the official languages of the AIE are the official languages of the countries to which belong the members of the Association, English is the working language of the Secretariat. However, in response to identified needs, where resources permit, the Secretariat will use other statutory languages in its work. This applies especially to official and important documents.

#### **Article 6: Composition and organisation chart of the General Secretariat**

The General Secretariat is leaded and coordinated by the Secretary General who is responsible for the functioning of the AIE Secretariat. In this respect the Secretary General takes the responsibility for the personnel (supervision, planning and work allocation) and for the purchase of equipment within the limits fixed by the Executive Committee.

The Secretary General is responsible for the setting up and maintenance of a management system aiming at optimizing efficiency of the AIE Secretariat and at the fulfilment of the obligations of AIE according to the Croatian and (if required) European law.

The Secretary General is empowered to authorise expenditure, to sign cheques and to perform all bank operations on behalf of AIE, within the budgetary limits fixed by the Executive Committee.

The Secretary General is responsible for the appointment of staff, in consultation with the President. They must give due regard to equal opportunities in the recruitment process, and further seek a balance within the Secretariat that reflects the different States of the Association.

The composition of the Secretariat and responsibilities of each staff member is agreed by the Secretary General and the President of the Euroregion, according to available economic resources and activities to be performed. The staff can be composed by:

- staff employed directly by the association and/or by the Secretariat;
- Staff employed directly by the association working full time or partly on European projects of the association;
- external consultants;
- volunteers of the association;
- Human resources made available by the members of the association on their voluntary bases.

The priority in the selection of employees should be given to the actual working group of the Secretariat that contributed to the activities of the Euroregion.

A description of the composition of the secretariat and the roles of each member of the staff will be published on the website.

The Secretary General attends the regular meetings of all governing bodies of the Association. Other members of staff can attend to assist the Secretary.

For ad-hoc external representation of AIE in events, meetings, EU projects, etc, the Secretary General is responsible for selecting the best profile. Priority should be given to the active involvement of members and experts when they have the right profile.

Every year the Secretary General report to Executive Committee and General Assembly about the organisation of the Secretariat.

#### **Article 7 - Financial management**

The expenses of the Secretariat are sustained by the Adriatic Ionian Euroregion and, if needed, they can be also met by AIE members who have the interest to finance the Secretariat on a voluntary basis. In such case any members shall grant, on a voluntary basis, the amount of money necessary for the secretariat's functioning through an official agreement with the Adriatic Ionian Euroregion.

As mentioned before, the Secretary General is responsible for the financial administration of the Secretariat. The financial responsibilities include:

- a) keeping the AIE accounts;
- b) collecting membership fees, all other income or grant coming from donations, projects and any other resources;
- c) paying all expenses of AIE;
- d) complete a detailed account and balance sheet for the last financial period of AIE, which will be submitted to the Executive Committee and the General Assembly;
- e) draw up a budget for consideration by the Executive Committee.

The account books and all documents relating to the financial management of AIE are kept in the archives of the AIE Secretariat in the seat established. They should be transferred by the retiring Secretary General to his successor within sixty (60) days following the meeting of the General Assembly.

The Secretary General maintains the accounts, which must include all the account documents and all the supporting documents, in accordance with the acknowledged principles of bookkeeping in Croatia, where AIE has its registered seat.

The Secretary General will submit to the Executive committee a detailed account and balance sheet for the previous financial period of AIE, which the Executive committee will submit to the General assembly.

The AIE Executive Committee may designate a dedicated bank account only for the activities of the Secretariat.

#### **Article 8 - Financial source of the AIE: Incomes and Expenditures**

In general terms, the incomes of Adriatic Ionian Euroregion are as follows:

- a) membership fees;
- b) donations;

c) income from other sources, such as projects (i.e. European Projects)

A registry of all donations is kept by the Secretary General.

In general terms, the expenditures of Adriatic Ionian Euroregion are as follows:

- a) the expenses for the daily administration of the association and the secretariat;
- b) the expenses of travelling for working missions;
- c) the expenses of traveling for AIE members, experts and speakers invited to participate to AIE meetings;
- d) the administrative expenses for accounting;
- e) The remunerations of the secretariat;
- f) The expenses for external services, such as studies, trainings, etc. (required in particular for EU projects);
- g) Expenditures for communication and the maintenance of the website.

*Approved by the AIE General Assembly on 27/03/2017 in Dubrovnik.*