

# EURIM Procedures

## Groups Approvals Process



(Agreed by Council – April 2002; minor revisions June 2004)

### BACKGROUND

EURIM's annual programme of action is carried out through Working Groups which consider specific topics. They are expected to work to defined objectives set out in Terms of Reference and to disband when targets are met or seen not to be attainable. Council approves the setting up of specific groups and reviews their activities each quarter. Each group is allocated a quarterly budget which may not be exceeded without prior approval.

Each group has a Chairman and one or more Vice Chairmen approved by Council. These are usually employees or representatives of EURIM's corporate and associate members. One or more Parliamentary Council members are appointed as political monitors with responsibility for reporting whether the group is addressing appropriate issues in a timely and effective way. Each group has a rapporteur who may be provided by a EURIM member or be one of the EURIM executive team. The roles of Chairmen and Rapporteurs are set out in the pertinent Terms of Reference.

### PROCEDURE:

1. The Managing Council is responsible for approving the formation of a new working group, confirming its terms of reference, approving the Chairman and any Vice-Chairmen and agreeing changes.
2. Proposals for new groups or changes to existing groups are normally considered at the Council meetings in January, April, July and October. If it is necessary to grant approval between Council meetings this can be given by the assent of a simple majority of the Directors.
3. Proposals for a new group or a change to the terms of reference of an existing group should include a written plan (ideally no more than 500 words) that includes:
  - why the subject is relevant to EURIM ;
  - why the group is needed and its objectives ;
  - the outcomes sought (decisions, actions, policy inputs etc);
  - an estimate of the resources needed, split between those contributed by participants/partners and time/funding from EURIM executive budgets;
  - target timescales, deliverables and achievements.
4. Submissions will normally be made by the prospective group chairman. Prior to the submission of the proposal to Council, they will have consulted with the Secretary-General to ensure its appropriateness to the overall EURIM programme and establish its fit within cross-cutting issues.
5. The Secretary General will circulate details of the proposal to EURIM members prior to the submission to establish that there is a sufficient level of support for the group. Confirmation of support from both Parliamentary and Corporate/Associate Members will be necessary for any submission to be approved.
6. In deciding whether to approve a submission, Council will consider:
  - the relevance of the proposal to the overall aims, objectives and priorities of EURIM;
  - the aptness of the objectives to the current EURIM programme of action;
  - the timeliness of the proposed group programme to achieve the desired impact;
  - the likelihood of achieving the defined targets within the available resources (human and financial);
  - evidence that the proposed programme has the support of Corporate members;
  - evidence that the proposed programme has the support of Parliamentary members;

- confirmation that a core team of appropriate individuals is available to drive the work of the group.
7. Once a group is in existence it is required to keep the Secretariat informed of its activities and to submit regular reports to Council. When a group has finished its stated task it will close down. If a group is seen not to be meeting its objectives or if there is an absence of information on its progress then Council may require it to close.

#### **PRELIMINARY ACTION**

Initial requests to form a new group can come from a variety of sources, including: brainstorming within an existing group; monitoring of the legislative programme in Westminster and the EU; recommendation of Directors, Council Members or the Secretary General; request of a Government Department, Select Committee or individual Parliamentarian; concern of existing or prospective members. The individuals involved are asked to contact the Secretariat at an early stage to discuss the suggestion and for help in assembling the information and supporters required for the formal proposal. Please email the Secretary General at [virgo.philip@eurim.org](mailto:virgo.philip@eurim.org) or call 020 8761 5926.