

EURIM Procedures



- 1 [Terms of Reference for Rapporteurs](#)
- 2 [Approval procedures for Rapporteurs](#)

1 RAPPORTEURS' TERMS OF REFERENCE

Each distinct EURIM activity will have a person appointed to it as Rapporteur.

In liaison with the Chairman of the working group concerned and the Secretary-General (or an alternate designated Executive) the rapporteur will ensure:

1. That the Objectives and Terms of Reference of the group have been clearly defined, are understood and are achievable.
2. That a programme of activities is developed to achieve the stated objective.
3. That the programme is publicised to EURIM's members and that those expressing a wish to participate are kept informed of plans and activities.
4. That target participants not currently in membership are invited to join, with a trial "guest" period as necessary.
5. That meetings are convened and conducted in accordance with the stated procedures and that the requisite information regarding them is passed to the Administration.
6. That a full record is kept of all on-the-record discussions held by the group, including comments made by those unable to attend and the results of consultations outside meetings.
7. That briefing papers, status reports and consultation responses are prepared as required and submitted for approval and subsequent publication within the agreed timescales.
8. That an up to date business plan is prepared for consideration and approval at each quarterly meeting of the EURIM Council.
9. That administrative reports are compiled on a regular basis and that relevant information regarding the group is passed to the Secretary-General for inclusion in the monthly Newsletter.
10. That, if claiming remuneration through EURIM, a log is kept of all time expended and costs incurred as Rapporteur and that progress reports and invoices are submitted to the Secretariat on a monthly basis.
11. That overlap with other groups is identified and the Secretary-General informed.

2 RAPORTEURS' NOTES ON APPROVALS AND DELIVERABLES.

This note attempts to detail the items which rapporteurs need to check with or forward to others and where approval is required before documents are distributed. It is for guidance only and should not be regarded as an exhaustive list.

WHAT	WHY	TO WHOM
Outline proposals for new group	Require Council approval	SecGen & CoSec
Terms of Reference for new group or changes to ToR of existing group	Require Council or MM/PV approval	SecGen & CoSec
Proposed meeting dates and times	To check availability of key people and avoid clashes with other EURIM events	Group Chair; key officials and others. SecGen & Admin
Confirmed meeting dates and times	Required for Timetable – mailing and website	SecGen & Admin
Calling notice for meeting	For approval and distribution	SecGen or nominee Admin unless d.i.y.
Meeting Agenda	Include in notice or confirmation, or table on day	Agree with Chairman
Meetings attendance sheets plus other contact information received about group members	To update group register	Admin
Draft Meeting notes/report/minutes	For approval before distribution	Meeting Chairman, key officials.
Approved reports/minutes	For distribution	Admin if they are doing group distribution; EdEx for web
Consultation responses	For approval prior to submission	SecGen & EURIM Chair
Drafts of proposed publications and info re target audience, completion dates etc	For review by Editorial Committee; copy-editing and preparation in house style	EdEx
Regular updates on group information, including forward plans	For inclusion in members' Newsletter, etc	SecGen and EdEx
Group Business Plans, including current progress report	For presentation and approval at each Council Meeting	SecGen and CoSec
Personal time cards, invoices and estimates of forward workload	For financial and budgetary purposes – and to get paid!	SecGen

Pertinent email addresses:

SecGen	virgo.philip@eurim.org
EURIM Chair	moranm@parliament.uk
CoSec and EdEx	kate.norman@eurim.org
Admin	admin@eurim.org