



CLENAD

COMITE DE LIAISON DES EXPERTS NATIONAUX DETACHES
VERBINDUNGSKOMITEE FÜR NATIONALE EXPERTEN
SECONDED NATIONAL EXPERTS' LIAISON COMMITTEE

Constitution of CLENAD

REGULATIONS
Of the SECONDED NATIONAL EXPERTS' LIAISON COMMITTEE (CLENAD)
Within the European Commission
and other EU Institutions

SECTION I

Objectives and composition of the Liaison Committee

Article 1

The Committee is established with the name " SECONDED NATIONAL EXPERTS' LIAISON COMMITTEE " and with the acronym CLENAD. It is of unlimited duration.

The Committee's (CLENAD's) aim shall be to support Seconded National Experts (SNE's), to represent them in contacts with the EU institutions, Member State administrations and their employers and to promote the relationship between SNEs whether they be from the private, public or non-profit sector.

The work of CLENAD can be taken forward or developed at the Member State level by national sections, as defined in section III of these regulations.

CLENAD shall consider and contribute to the solution of both matters of general concern and individual problems, whether these relate to the workplace or to administrative or legal difficulties in the places to which SNEs are seconded.

Article 2

CLENAD shall be entirely independent. It shall not act as a trade union and shall be non-political.

Article 3

All SNEs are automatically members of the CLENAD, unless they have notified the Bureau to the contrary. Membership of CLENAD shall be terminated once members cease to hold the status of SNE in one of the relevant EU Institutions.

Article 4

The bureau of CLENAD will ensure that it is represented in any recognised organisations for ex-SNEs (eg. Friends of Europe and National ex-SNE organisations)

SECTION II

Administration and operation

Article 5

CLENAD shall be administered by a Bureau composed of up to 25 members, excluding the Presidents of the National Sections (see art. 11) who are de facto members, representing as many nationalities and departments or services as possible.

The members of the Bureau shall be elected by the General Assembly (see art.8). An ad hoc Election Committee will be set up one month before the General Assembly. Candidates shall send their profile to the ad hoc Election Committee. The Election Committee shall send all the profiles received to all SNEs. The candidates shall present themselves at the General Assembly. The vote shall take place within a week after the General Assembly. Each SNE can express 5 preferences. The 25 candidates with the highest number of votes shall be elected to the new Bureau.

A term of office as a member of the Bureau shall not exceed two years unless a member is elected as President, Vice-President or Secretary. The Bureau may co-opt new members between General Assemblies.

By a 75% majority of voting Bureau members, the Bureau may at its discretion remove any member:

- who is not carrying out his/her role effectively
- whose conduct is disruptive or liable to bring CLENAD into disrepute

Article 6

The Bureau shall elect a President, up to three Vice-Presidents and a General Secretary each year from among its members, bearing in mind the desirability that the Bureau's officers should represent different nationalities. The term of office of the President, Vice-Presidents and General Secretary shall be 12 months; they may be re-elected only once.

The President, the Vice Presidents and the General Secretary shall be elected one week after the election of the new Bureau. Each member of the bureau may cast one vote for each of these three positions. The election shall be conducted via an anonymous cast of votes.

Article 7

The Bureau shall meet at least once a month or whenever a meeting is called by either the President or by at least three of its members. The Bureau may set up working groups to deal with particular issues.

The Bureau shall prepare the agenda for meetings of the General Assembly and implement any decisions which have been made at the Assembly. The Bureau shall report to the General Assembly on how decisions have been taken forward.

Article 8

The General Assembly is the highest decision-making body of CLENAD. All SNE's shall be invited to attend the General Assembly at least 14 days in advance. Decisions shall be adopted

by a majority of votes. The General Assembly shall meet at least once per year on a date decided by the President of CLENAD.

Article 9

The President and Vice-President, assisted if necessary by members of the Bureau, shall represent CLENAD at all meetings undertaken in the name of and on behalf of CLENAD. The same applies to any meetings with the representatives of the EU institutions, Member State administrations or SNEs employers.

Article 10

Members of the Bureau may not receive any financial reward for the duties they carry out. Reimbursement of expenses shall be allowed only where a specific request is made in advance to the Bureau and is supported by receipts or bills produced by the person concerned.

SECTION III

National Sections

Article 11

A National Section shall be formally inaugurated by the sending of a letter signed jointly by the President of CLENAD and by the President of the National Section to the Permanent Representative of the Member State concerned.

SECTION IV

Resources

Article 12

The CLENAD may receive grants and other subsidies which may be provided in order that it can achieve its objectives. In this event and in order to have the legal capacity to receive these monies, the Committee would set up a non-profit-making association. The Treasurer of the Liaison Committee would then keep the accounts and produce an annual statement of accounts and balance sheet.

SECTION V

Amendment of the constitution and dissolution of the Bureau

Article 13

The constitution of CLENAD shall be amended only by a decision of the General Assembly on a proposal from the Bureau, or on a proposal from at least 50 SNE's. In both cases, the proposal for an amendment must be on the agenda of the General Assembly meeting and the agenda must be distributed to all SNE's at least one month in advance. The constitution may only be amended if there is at least 75% of voting SNE's in favour.

Article 14

Any meeting of the General Assembly called to decide on the dissolution of the Bureau and held especially for this purpose must have at least two-thirds of the current SNEs in attendance.

SECTION VI

Registration of the constitution

Article 15

The constitution of CLENAD shall be registered with the unit responsible for SNEs in the "Personnel and Administration" Direction General of the European Commission and of other EU Institutions.

Brussels, 15th February 1997. 1° Revision 8 February 1999. 2° Revision 15 June 2001. 3° Revision 17 June 2002, 4° Revision 5th July, 2005.