



Fédération de la Fonction Publique Européenne
European Civil Service Federation

RULES

OF THE EUROPEAN CIVIL SERVICE FEDERATION

(FFPE)

Version of 20 January 2005

RULES OF THE EUROPEAN CIVIL SERVICE FEDERATION

In accordance with the procedure laid down in Article 32 of the Rules of the European Civil Service Federation, adopted at the General Meeting of founder members on 11 January 1962, these Rules were amended on 1 July 1974, 14 February 1983 and 20 January 2005.

The text of the Rules of the European Civil Service Federation (FFPE) is as follows:

RULES OF THE EUROPEAN CIVIL SERVICE FEDERATION

PART I

Constitution

Article 1 – A European Civil Service Federation (FFPE) shall hereby be constituted.

It shall be composed of the Institutional Committees^[1] of the European Institutions, European Union Agencies and international organisations operating in Europe or with a centre of interest in Europe.

For the purposes of these Rules, the term "European Civil Service" shall also include staff working at organisations pursuing European regional objectives in all international contexts.

Subject to the provisions concerning dissolution, no term shall be set to the life of the European Civil Service Federation (hereinafter referred to as the FFPE).

Article 2 – The headquarters of the FFPE shall be in Brussels.

PART II

Aims and activities

Article 3 – The purpose of the FFPE as a professional body above sectarian or philosophical considerations, independent from governments, authorities and political parties, shall be:

- a) to establish the main principles governing its action and demands on the basis of the texts in force within the Union, including the Universal Declaration of Human Rights, the European Convention on Human Rights, the Charter of Fundamental Rights and the Charter of Social Rights and the conventions and declarations of ILOAT. The values of the FFPE shall be based in particular on human rights, trade union rights, equality of the sexes, the principle of equal opportunities, and social rights;
- b) to promote and develop the independence of the European and international civil service in the common interest of the staff of the institutions or bodies as defined in Article 1 above;
- c) to uphold and promote the interests of the European and international civil service, as defined above, and of its staff, vis-à-vis the authorities of the institutions or bodies referred to in Article 1, and outside these institutions or bodies, to ensure better working conditions for the staff concerned, and to promote their physical, material and mental well-being;
- d) to provide continuous information on the fundamental principles set out in a) both by and for the FFPE's members;

- e) to implement communication methods and coordinate the action of the Institutional Committees;
- f) to maintain relations with the official bodies representing the staff of the various bodies and institutions referred to in Article 1, and with other official or private bodies concerning themselves with the problems of the European and international civil service.

Article 4 – The FFPE shall, to this end, cooperate with the relevant authorities and ensure that it is properly represented within them.

The FFPE shall also act by setting up committees and working groups, organising meetings, conferences and symposia, and drafting and disseminating memoranda, bulletins and other documents. In general, the FFPE shall engage in any activity likely to help achieve its aims.

PART III

Composition

Article 5 –

In special cases, each of which shall be examined on its merits, the Federal Bureau^[2] may advise the Federal Council^[3] to appoint honorary members. Such members shall not be required to pay subscriptions.

Members of FFPE committees shall be divested of their powers if they fail to pay their subscriptions, resign or are dismissed by decision of the committee of which they are a member for gross negligence once all the appeal procedures have been exhausted.

In the latter case, the person concerned shall have the right to appeal where appropriate to the Federal Council which, having heard the person concerned, shall take a decision within three months.

PART IV

Structure of the Federation

A – The federal bodies

Article 6 – The federal bodies of the FFPE shall be:

- 1) the Federal Council,
- 2) the Federal Bureau,
- 3) the Institutional Committees.

1) THE FEDERAL COUNCIL

Article 7 – A Federal Council shall be set up, made up of the chairpersons and possibly one or more members of each Institutional Committee^[4] (each Institutional Committee may appoint alternates for its delegates). The appointed members and their alternates shall remain in office until they have been replaced by their Institutional Committee. The maximum number

of members on the Federal Council, depending on the number of persons on the assemblies referred to in Article 18, shall be as follows:

- 1 to 20: 1 full member and 1 alternate
- 21 to 100: 2 full members and 2 alternates
- 101 to 1000: 4 full members and 4 alternates
- more than 1,000: 6 full members and 6 alternates

The Federal Council may co-opt members (who shall not be entitled to vote). The number of members co-opted may not exceed 5% of the total number of members appointed as laid down in the preceding paragraph.

Article 8 – Full members may arrange to be represented at Federal Council meetings by their alternates or by another delegate from their Institutional Committee or from another Committee. Authorisations to vote by proxy, duly completed and signed, must be submitted at the beginning of the meeting to the chairperson or to any control board set up for this purpose. An alternate shall attend as a full member only when the full member is absent. A Federal Council member may exercise all the powers of the members of a single Institutional Committee.

Article 9 - The Federal Council's main duties shall be:

- a) to elect the members of the FFPE Bureau and the financial controllers;
- b) to establish the general lines of action and major policies of the FFPE;
- c) to hear the status reports of the Institutional Committees;
- d) to promote any activities to be undertaken by the various FFPE bodies;
- e) to draft the Financial Regulations governing management of the Federal Fund;
- f) to examine and endorse the annual activity and financial reports presented by the Federal Bureau;
- g) to ensure that decisions taken are implemented, and to monitor the activities of the Federal Bureau;
- h) to examine and where appropriate approve any proposal submitted to it by the Federal Bureau, or by one or more of its members;
- i) to appoint or authorise specific members, answerable either to the Federal Council or to the Federal Bureau, to carry out special duties.

Article 10 - The Federal Council shall be convened at least once a year by the Federal President or, in his/her absence, by a Vice-President authorised to do so. It may also be convened at the request of one third of its membership, by the Federal Bureau, or by one third of the Institutional Committees. The Federal Council shall be quorate when one half of its members is present or represented.

Article 11 – The Federal Council shall be chaired by the Federal President or in his/her absence by the First Vice-President.

Article 12 - Decisions shall generally be taken by consensus. If a vote is necessary, each Institutional Committee shall have one vote, and the decisions shall be taken by a qualified majority, namely two-thirds of the votes cast (in person or by proxy). Only those Institutional Committees which have paid their subscriptions to the Federation may participate, unless otherwise decided by the Bureau. In any event, Committees which have not paid their subscriptions shall not be entitled to vote.

Except where Articles 18, 41 and 42 are concerned, the Federal Council may also take decisions by written procedure launched at the initiative of the President or, in his/her absence, by one of the Bureau Vice-Presidents empowered for such purposes.

Article 13 – Any communications for members of the Federal Council and other persons attending its meetings shall be sent via the Chairman of their Institutional Committee.

2) THE FEDERAL BUREAU

Article 14 – The Federal Council shall elect from its members the Federal Bureau, composed of:

- a Federal President
- a First Vice-President
- Vice-Presidents
- a General Secretary
- a Treasurer and a Vice-Treasurer
- ordinary members

The General Secretary shall be elected by the Federal Council on the basis of a proposal from the Federal President.

Article 15 – The chairpersons of the Institutional Committees may attend Federal Bureau meetings in an advisory capacity.

Article 16 – The tasks and responsibilities of the Federal Bureau shall be defined by the Federal Council (see Annex 1).

Article 17 – The Bureau shall be responsible to the Federal Council for the efficient management of the FFPE. Its main tasks shall be:

- a) to monitor and direct FFPE activities and to take all necessary measures in this respect;
- b) to submit regular reports of FFPE activities to the Federal Council and refer to it any matters which it feels should be brought to the latter's attention;
- c) to submit to the Federal Council an activity report at the end of its term, and once a year a financial report on the FFPE Federal Fund;
- d) to administer the FFPE Federal Fund under the supervision of the Federal Council.
- e) to take any action to achieve the FFPE objectives set out in Article 3.

Where necessary, the Federal Bureau may submit proposals via the written procedure either to the Federal Council or to the Committees, following an opinion from, or at the request of, the Federal Council.

The members of the Federal Bureau shall be bound by confidentiality.

Article 18 – The Federal Bureau shall be elected for two years.

The Federal Council may terminate the term of office of the Federal Bureau – or of one or more of its members – by electing a new Bureau or a new Bureau member by a two-thirds majority vote of the members of the Federal Council. Censure and election shall constitute a single act.

The terms of office of members (and their replacements) elected during the lifetime of a Bureau shall not extend beyond this period.

Article 19 – The decisions of the Federal Bureau shall be taken by a simple majority of the elected members.

Any member of the Federal Bureau may, if unable to attend a meeting, arrange to be represented by another member of the Federal Bureau.

No member may have powers delegated from more than two other members. Where it is established that members of Institutional Committees have not paid their FFPE subscriptions, such members may not take part in the vote.

Article 20 - The Federal Bureau shall be convened as often as is necessary by the Federal President or, in his/her absence, a Vice-President duly empowered to do so. In emergencies, it may also be convened at the request of one third of its members.

Article 21 – The Federal Bureau shall draft its own rules of procedure.

3) THE INSTITUTIONAL COMMITTEES.

Article 22 - An Institutional Committee shall be set up within each Institution as defined in Article 1, with the task of representing that Institution on the FFPE bodies. Within each Institution, this Committee shall comprise all the committees at the Institution concerned. If the Institution has just one committee, it shall automatically be the Institutional Committee.

The operation and composition of the Institutional Committee shall be decided within each Institution by the committees concerned.

B - THE AFFILIATED BODIES

Article 23 – The operation of the affiliated bodies of the FFPE shall be the responsibility of:

- 1) the Committees and their executive bodies
- 2) their General Assemblies

1) THE COMMITTEES

Article 24 – Each Committee shall be the product of a General Assembly, unless formed as an association with legal personality, in which case it shall be constituted in the form provided for by law.

Each Committee shall be composed of:

- 1) members elected by the corresponding Assembly;
- 2) where appropriate, members of that Assembly who are elected as statutory staff representatives, unless otherwise stipulated in the rules of procedure.

Physical persons not mentioned in Article 1 and associations may be accepted as associate members by the Committees. They shall be permitted to express their opinion and shall have the right to receive information.

Article 25 – Each Committee's main tasks shall be:

- a) to draw up rules of procedure, financial regulations and electoral rules for submission to its General Assembly for approval;
- b) to keep the Federal Bureau regularly updated on its activities and policies;
- c) to carry out, in line with FFPE objectives, tasks which meet the specific requirements of the General Assembly to which it reports;
- d) to elect from its ranks an executive body, composed of a President, a Secretary, one or more Vice-Presidents, a Treasurer, and if required a Vice-Secretary, a Vice-Treasurer and ordinary members;

- e) and to appoint its representatives on the Federal Council and the alternates, if necessary, on the basis of the breakdown of votes on the Federal Council.

Each Committee shall be responsible for internal management ^[5] and shall operate autonomously to defend the specific interests of its members in line with the policies and Rules of the FFPE.

The Committees or Institutional Committees (for Institutions which have just one Committee) shall be composed of paid-up members who are (or were) on the staff of the Institutions referred to in Article 1.

Article 26 - Each Committee shall submit an activity report and a financial report to its Assembly.

Refusal to submit either of these reports shall, if appropriate, bring about the resignation of the elected members of the Committee in question.

In principle, the elected members of a Committee should hold office for a period of two years. However, if more than one half of the members resign, further elections shall be held without delay.

2) THE GENERAL ASSEMBLIES

Article 29 – A General Assembly shall be composed of the paid-up members of committees.

General Assemblies may decide to merge or separate. However, it shall not be possible to have two General Assemblies for members working in the same place for the same institution or body as referred to in Article 1.

Article 30 – The tasks of each General Assembly shall in principle be as follows:

- a) to determine the subscriptions of its ordinary members;
- b) to adopt (or amend) the electoral rules governing the election of its Committee, to elect the members of its Committee (voting by correspondence is in principle permitted);
- c) to approve (or amend) the rules of procedure and financial regulations proposed by its Committee;
- d) to discuss and, if appropriate, approve the activity report and financial report drawn up by its Committee;
- e) and to formulate principles as guidelines for the activities of the FFPE and undertake all other duties compatible with these Rules.

PART V

Financial organisation

Article 34 – The resources of the FFPE shall be constituted by subscriptions received by its Committees, subsidies, donations and any other income authorised by the law currently in force.

Article 35 – The Federal Council shall set the subscriptions to be paid by the Institutional Committees to the FFPE Federal Fund, hereinafter referred to as the Federal Fund. The Federal Council shall draw up financial regulations for the management of the Federal Fund.

Article 36 – Financial controllers shall be appointed by the Federal Council. They shall be tasked with auditing the Federal Fund accounts at the end of each financial year.

Article 37 - The FFPE Treasurer shall be responsible for presenting the Federal Fund accounts to the Federal Council at the end of the financial year. These accounts must be accompanied by the financial controllers' report.

Article 38 – The Committees shall manage their finances with full autonomy and shall be accountable only to their General Assembly.

PART VI

General provisions

Article 39 – Before the law, and in all its civil activities, the FFPE shall be represented by its Federal President or, in his/her absence, by its First Federal Vice-President, or by any other person who fulfils the legal requirements and has been duly authorised to act as proxy by the Federal Bureau.

In the event of a collective dispute within its organisation, each Institutional Committees may request federal assistance.

Article 40 – Any dispute arising within the FFPE shall first be submitted for conciliation or settlement by the President or, in his/her absence, by the Federal Vice-President, or by any other person designated as arbitrator by the party concerned; if this procedure fails, the dispute shall be referred to the Federal Bureau for arbitration.

The latter may request the Federal Council to appoint an Arbitration Committee, which shall be responsible for settling the matter in dispute. The Arbitration Committee shall be composed of as many full members as paid-up Institutional Committees. The Chairperson shall be elected by the full members. This office shall not be compatible with that of Federal Council member. Its decisions shall require a two-thirds majority vote of members present or represented.

Any dispute arising within an Institutional Committee shall first be submitted to a similar procedure within the Institutional Committee and shall be referred to the Federal Bureau only if the initial procedure fails to produce results.

Article 41 – The Rules of the FFPE may be amended at the proposal of an Institutional Committee, one quarter of the members of the Federal Council, or one third of the members of the Federal Bureau.

If they are to be adopted, the amendments must be backed by a two-thirds majority of the Federal Council members, subject to the provisions of Article 44.

Article 42 – The Federal Council may decide to dissolve the FFPE at the proposal of an Institutional Committee, one quarter of the members of the Federal Council, or one third of the members of the Federal Bureau.

If it is to be adopted, the proposed dissolution must twice be backed, at two separate meetings of the Federal Council, by a two-thirds majority of the Federal Council members, representing at least 60% of the Institutional Committees.

The second meeting must be held at least two months after the minutes of the first meeting have been sent out to all the Institutional Committees.

In the event of dissolution:

- the Federal Council shall decide how any net assets in the Federal Fund are to be used;
- each Institutional Committee shall decide how any net assets in its fund are to be used.

Article 43 – Any amendments to the FFPE Rules and any changes to its governing bodies must be notified to the FFPE members.

Article 44 – This Article, as well as Articles 41 and 42, may be amended only by unanimous decision of the Federal Council members.

Article 45 – In the event of any discrepancies between the various language versions, the French version shall prevail.

Done at Brussels on 20 January 2005

ANNEX 1: Responsibilities and tasks of the Federal Bureau members

1. President

The President:

- shall coordinate and assume full responsibility for all FFPE activities in accordance with the mandate received from the Federal Council;
- shall represent the Federation in all official and legal acts;
- may delegate some of his/her prerogatives and/or responsibilities to the Vice-President(s), General Secretary, mission-holders and Bureau members. Such delegations may be permanent or temporary. The Federal Council shall be informed of any such delegations.

2. Vice-President

Each Vice-President shall report to the President. He/she shall support, and where appropriate deputise for, the President in all his/her functions as set out in Article 1 of these Rules.

3. General Secretary

The General Secretary shall assist the President.

He/she shall be responsible for ensuring that the FFPE is managed properly and shall in particular:

- a) ensure the issue, at least 10 days in advance, of the invitations and agendas for Federal Council and Federal Bureau meetings;
- b) draft the minutes of such meetings and ensure that they are issued to the members of the Federal Bureau, Federal Council and to the Institutional Committees;
- c) advise the Federal Bureau, and where appropriate the Federal Council, of any issue referred to him/her and take on any other task delegated by the Federal Bureau or Federal Council.

4. Treasurer and Vice-Treasurer

The Federal Treasurer shall be responsible to the Federal Bureau for management of the FFPE's Federal Fund.

At each meeting of the Federal Bureau, the Federal Treasurer shall present an account of the finances of the Federal Fund. The Federal Bureau shall forward it to the Federal Council.

5. Mission holders

Mission holder posts shall be created for specific requirements (e.g. outside the Union, research, contacts with the Council and the Parliament).

Mission holders shall be elected by the Federal Council and shall be answerable to the Council. In the execution of their tasks, they shall be placed under the authority of the Federal President, to whom they shall report.

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- [\[1\]](#) See Article 22
 - [\[2\]](#) See Article 14
 - [\[3\]](#) See Article 7
 - [\[4\]](#) See Article 22
 - [\[5\]](#) See Article 38