
PREAMBLE

Role of CERP
To examine postal regulatory affairs in a European context taking into account the changes in the borderlines between regulatory aspects and operational aspects in this domain.
To assess the influence of international regulatory policies in all CEPT countries and to establish the necessary contacts with the European Union.
To establish and maintain relations with representatives of relevant bodies and associations concerned with postal regulation issues.
To develop proposals, where appropriate, based on the results achieved by the Working Groups.

Article 1 - Member status and observer status
1.1. Members of CEPT are members of CERP as of right.
1.2. The European Commission and the European Free Trade Association (EFTA) Secretariat shall have advisory status in CERP. The Universal Postal Union (UPU) shall have observer status in CERP.
1.3. The Members have the right to participate in the Plenary Meetings and in the activities of CERP and its constituent bodies.
1.4. Advisers and observers shall participate in the Plenary Meetings of CERP, except where Members decide otherwise, and they may be invited to participate in the meetings and activities of its Working Groups. They may participate in the discussions but are not entitled to vote.
1.5. Representatives of relevant intergovernmental organisations as well as organisations concerned with European postal issues may be invited by the relevant Chairperson to participate as observers in meetings of CERP and its constituent bodies on an ad hoc basis, unless the Plenary Meeting decides otherwise.

Article 2 - Structure
2.1. The constituent bodies of CERP can be the following:
- Steering Group;
- Working Groups;
- Project Teams if necessary;
- Task Forces with a specified responsibility.
2.2. In the meetings of CERP and its constituent bodies the Members shall be represented by national delegations.
2.3. In principle, the meetings of CERP and of its constituent bodies shall be hosted and financed on a voluntary basis by one of their Members, and the costs of attendance at these meetings shall be borne by the Administrations of those attending.

Article 3 - CERP Plenary Meetings
CERP shall meet in Plenary Meetings at least once a year, up to twice a year if necessary. Official invitations to attend, including the provisional agenda, shall be sent at least one month before the date of the meeting. Working documents related to the agenda shall be sent at least two weeks before the date of the meeting. Members who wish to do so shall transmit their comments on these documents in English or in French to the CERP Secretariat within a period of five working days. The latter shall send them to all members immediately.
In Plenary Meeting, CERP shall:
1. determine its general policy and decide on the organisation of its work and that of its constituent bodies;
2. adopt Decisions, Recommendations and Common Positions;
3. elect its Chairperson and Vice-Chairpersons. The CEPT Presidency shall be informed of the result of these elections;
4. prepare amendments to its Terms of Reference to be adopted by the CEPT Assembly;
5. adopt its Rules of Procedures and any subsequent modification to them;
6. adopt and regularly review, its work programme and define the priorities within it;
7. decide on the creation or dissolution of Working Groups and Task Forces, and approve their terms of reference;
8. appoint the Chairpersons of the Working Groups and the Task Forces;
9. approve the reports of its constituent bodies;
10. decide on the circulation of documents.

**Article 4 - Steering Group**

4.1. The CERP Chairperson is assisted by a Steering Group.
4.2. The Steering Group shall be composed of the Chairperson, the Vice-Chairpersons and the Secretary of CERP, as well as the Chairpersons and Vice-Chairpersons of its Working Groups and the Chairpersons of the Task Forces. The Chairpersons and the Vice-Chairpersons of the Working Groups and Task Forces may be represented by another member of the Working Group or Task Force concerned.
4.3. The Steering Group shall meet at the request of the CERP Chairperson or one of the other Chairpersons.
4.4. The Chairperson may invite other parties to participate in the meetings of the Steering Group on an ad hoc basis.
4.5. The Steering Committee shall have the following duties:
   - It shall coordinate the work of all the Working Groups, Project Teams and Task Forces with a view to avoid duplicity of work and to optimize the Plenary’s agenda;
   - It shall meet with the Contact Committees with a view to exchange information and report it to the Plenary;
   - It shall draft the proposed Plenary agenda, which is finally approved by the Plenary itself.
4.6. The Steering Committee shall not have decision making powers, unless the Plenary decides to delegate a specific task on it. Unforeseen urgent and/or sensible matters requiring consideration in between two Plenary sessions shall be subject to a consultation among the CERP members.

**Article 5 - Working Groups**

5.1. The Working Groups shall be composed of representatives of CERP members.
5.2. Within its Terms of Reference each Working Group shall prepare and regularly update its work programme, listing the tasks and a work scheme.
5.3. The Working Groups shall report to and submit for approval to the Plenary Meeting draft Decisions, draft Recommendations and draft Common Positions, including their classification for circulation.
5.4. The Working Groups shall appoint their Vice-Chairperson.
5.5. In principle, Working Groups shall be free to organise themselves.
5.6. Working Groups may decide to create or dissolve Project Teams for specified purposes for a limited period and will appoint their Chairpersons.

**Article 6 - Project Teams**

6.1. Project Teams, composed of a small number of experts, may be created by Working Groups to work on clearly defined tasks and for a limited period.
6.3. In principle, Project Teams shall be free to organise themselves.

**Article 7 – Task Forces**

7.1. Task Forces, composed of a small number of experts, may be created by CERP Plenary to assist the work of the Chairpersonship, the Secretariat and the Steering group.
7.2. Task Forces shall report to the Steering Group and to the Plenary meeting.
7.3. In principle, Task Forces shall be free to organize themselves.

**Article 8 - Principles for appointing Chairpersons and Vice-Chairpersons**

8.1. Only members’ representatives are entitled to be nominated as Chairperson or Vice-Chairperson of CERP, its Working Groups, Project Teams or Task Forces.
8.2. The primary considerations for electing Chairpersons and Vice-Chairpersons are experience and qualifications.
8.3. As far as possible there should be a fair geographical distribution for nominating Chairpersons and Vice-Chairpersons.
8.4. The Chairperson and the Vice-Chairpersons shall not belong to the same Administration.
8.5. In principle the Chairperson and Vice-Chairpersons of the Committee should be appointed for three years, and may be reappointed for a new mandate. However, in special circumstances, the Chairperson and Vice-Chairpersons can be designated for a third mandate, if so decided by a majority of CERP members. Appointment to Vice-Chairpersonship shall not imply automatic succession to the Chairpersonship. 8.6. At the Plenary meeting prior to the one at which the appointments under 7.5 are made, volunteers will be sought from at least three different Member countries to form an Election Committee. The Election Committee's role shall be to oversee the election procedure.

8.7. Three months before the Plenary dealing with the appointments, the Secretariat will write to all Members inviting nominations. The nominations, which the individuals concerned must have accepted, must be sent to the Secretariat by a specified date. In the event of the Secretariat receiving no nominations, it shall be the duty of the Election Committee to elicit nominations. The Secretariat will send to all Members details of the nominations received one month in advance of the Plenary meeting. The Secretariat will consult with the Election Committee at each stage. A formal vote will be taken at the Plenary meeting. The successful candidate must secure the votes of the majority of the members present or represented by proxy.

**Article 9 - Decisions - Recommendations - Common Positions**

9.1. Decisions are measures taken in respect of specific areas of European postal regulatory policy. They shall include a time schedule for implementation.

9.2. Members shall be invited to commit themselves to the implementation of a Decision through a specific procedure described in Annex 1. Recommendations are measures which Members shall be encouraged to apply; they shall be principally intended as harmonisation measures for application by Members or other relevant bodies.

9.3. Common Positions are contributions to the activities of the European Community and of UPU.

9.4. All draft Recommendations and draft Common Positions, normally prepared by a Working Group or a Project Team, shall be distributed at least two weeks before the Plenary Meeting.

**Article 10 - Documents**

10.1. All documents concerning Plenary Meetings shall be distributed to all Members.

10.2. CERP shall decide on the category of distribution for its documents in accordance with the following criteria:

A. reserved for internal use only

B. unrestricted distribution

C. limited distribution (CEPT Members, advisers and observers).

All the documents shall be classified “B”, unless otherwise indicated on the document itself.

10.3. All the documents issued by CERP and its constituent bodies shall bear the CERP logo and the CERP logo. They shall be registered with reference to the origin, the year and the serial number, for instance: CEPT/CERP (94) 1 or CEPT/CERP/WG UPU (94) 1.

10.4. Each document shall be stored on the CERP website.

10.5. In principle, the reports of the Plenary Meetings, drawn up summarily, shall contain the gist of the debates and their conclusions. However, any members that think their communication should appear in extenso in the report, shall transmit that communication in writing, in French and in English to the CERP Secretariat within two weeks following the Plenary Meetings at the latest. The reports shall be transmitted by the CERP Secretariat to all Members within six weeks following the Plenary Meeting.

**Article 11 - Languages**

11.1. The languages used in Plenary Meetings shall be English, French and German. Under exceptional circumstances and with the prior approval of all delegations, a more restricted use of languages may be decided on.

11.2. In principle, the language used in Working Groups, Task Forces and Project Teams meetings shall be English. Simultaneous translation in German, English and French can be provided for, if so agreed by Working Groups members, Task Forces Project Teams members and by the host country.

11.3. Decisions, Recommendations and Common Positions shall be published in English, German and French. Reports of Plenary meetings shall be published in English and French.

11.4. All other CERP documents shall be published in English.

11.5. For all CERP output documents, the authentic text shall be the original language version.

**Article 12 - Voting procedure**
12.1. In all decisions, Members shall endeavour to reach consensus whenever possible.
12.2. If consensus cannot be reached, propositions shall be adopted by simple majority. Abstentions shall not be taken into account in calculating the majority.
12.3. If the number of abstentions is equal to, or more than half the number of votes cast, the question discussed shall be taken up again at the following meeting.
12.4. Only Members of CERP shall have the right to vote.
12.5. Each member country of CERP has one vote.
12.6. A secret ballot shall be used if decided by the Chairperson or requested by at least two Members.
12.7. Other voting procedures may be applied to specific categories of decisions if needed.

Article 13 - Quorum and proxy voting
13.1. In any CERP meeting the quorum required for voting shall be at least half the total number of members of CEPT present or represented by proxy.
13.2. If the quorum cannot be reached, the vote shall be postponed until the next meeting; in that case, the quorum rules shall not apply.
13.3. The quorum for a vote taken by correspondence must be reached by the date specified in the voting papers pertaining to it.
13.4. A member unable to participate in a vote may cast a vote by proxy, subject to a prior written notification to the Chairperson. No member may hold more than one proxy on a particular vote.

Article 14 - Relations with other organisations
14.1. Relations with UPU
14.1.1. As a restricted Union of UPU, CEPT shall participate as an observer in the work of UPU
14.1.2. CERP shall prepare the UPU Congress by:
- considering the proposals from its Members, from other UPU members and from UPU bodies;
- working out Common Positions;
- establishing contacts, if needed, with other Restricted Unions and with non-CEPT Administrations.
14.1.3 CERP shall be represented in UPU meetings by:
- The CERP Chairperson;
- The Vice-Chairpersons and/or other persons appointed by the CERP Chairperson.
14.1.4 Contributions made on behalf of CEPT shall reflect the level of coordination reached by CERP.
14.1.5 The CERP Secretariat in coordination with CEPT Presidency shall inform UPU of the participation of CEPT in any particular meeting.
14.2 Relations with the European Union (EU) and the European Free Trade Association (EFTA).
14.2.1 The relationship with the EU and EFTA shall be set up according to the Memoranda of Understanding established with the European Commission and the EFTA Secretariat.
14.3 Relations with other bodies concerned with postal issues
14.3.1 The Chairpersons of CERP and its constituent bodies may establish all necessary relations with bodies concerned with postal issues.

Article 15 - Amendments to the Rules of Procedure
15.1. Draft amendments to the Rules of procedure shall be submitted to the Plenary Meeting with two months notice at the least.
15.2. Approval of amendments to the Rules of procedure shall require a two-thirds majority of the CEPT country members that have appointed a representative in CERP.

ANNEX 1
MECHANISM FOR CERP DECISIONS

1. Introduction
1.1. Decisions should be the outcome of a decision making process on important matters of harmonisation in the postal field, within the context of a long-term CERP strategy and policy. They shall include a timetable for their implementation.
1.2. The decision making process includes two elements: the adoption and the implementation.

2. Adoption
2.1. Before work is commenced CERP shall decide whether a new item of work should lead to a Decision or to another CERP document.
2.2. The appropriate Working Group or Project Team shall produce a draft text for consideration by the CERP Plenary Meeting. The final draft shall be distributed to all CERP Members, if possible at least 4 weeks prior to the meeting at which it will be considered. An indication of support for, and any reservations on the proposal should be provided.

2.3. CERP shall adopt the draft Decision preferably by consensus or, if there is no clear consensus, by a simple majority vote based on "one Member one vote". Proxy voting is permitted in accordance with Article 11 of the Rules of Procedure.

2.4. The final text of the Decision shall be included as an annex to the report of the meeting at which it has been adopted.

3. Implementation

3.1. CERP Members should write to the CERP Chairperson within two months after the approval of the Decision indicating whether they commit themselves to implementing its terms. Immediately following this 2-month period, the Decision shall be published a first time indicating the Members who have committed themselves to implementing its terms.

3.2. Following the subsequent CERP meeting, but no later than six months after the first publication, the Decision shall be published a second time, updating the list of Members who have committed themselves to implementation.

CODE OF CONDUCT

CERP Presidency
The CERP Presidency has an important role to play. In this framework it:
- holds open debates while allowing a perfect understanding of the arguments of all the parties involved;
- ensures a more active presence of all members in session, particularly by asking brainstorming on the major subjects;
- tries to reach compromise solutions in the spirit of Article 11.1 of the Rules of Procedure;
- offers clear conclusions on each subject of the agenda;
- installs a written consultation process for major subjects. This could entail a reduction of the number of meetings and would offer countries with financial and human problems the possibility of an active participation in the work of CERP.

Participation of the members
The CERP Chairperson will encourage the Administrations unable to attend to have themselves represented. The initiative, the choice of the representative and the liberty to agree with the representation conditions, shall respect the principle of national sovereignty.