

**RULES OF PROCEDURE
OF THE CONFERENCE OF REGIONAL AND LOCAL AUTHORITIES FOR THE
EASTERN PARTNERSHIP (CORLEAP)**

Rule 1

Nature and objectives

1. The Conference of Regional and Local Authorities for the Eastern Partnership (hereinafter referred to as "CORLEAP") is the political forum of local and regional authorities of the European Union and of the Eastern Partnership countries, founded on mutual interest and commitment as well as on the principles of differentiation, shared ownership and responsibility.
2. CORLEAP is the political forum of discussion, consultation, supervision and monitoring in respect of all questions relating to the Eastern Partnership at the local and regional level, thus contributing to the strengthening, development and visibility of the local and regional dimension of the Eastern Partnership.
3. CORLEAP may adopt reports and conclusions on various aspects of the Eastern Partnership initiative and propose recommendations to the Heads of the State Summits, Ministerial Conferences and Eastern Partnership Multilateral Platforms and to the European Union institutions. It may also draw up reports on, and proposals for, the adoption of specific measures related to local and regional authorities.
4. CORLEAP shall conduct its work and act by consensus.

Rule 2

Composition

1. CORLEAP shall be a joint body and consist of 36 members:

CORLEAP membership shall be divided equally between its two components, the partner countries and the EU. CORLEAP shall thus comprise 18 members of the partner countries and 18 members of the Committee of the Regions. Each partner country shall have three seats.

2. Alternate members may also be designated not exceeding the number of full members. The list of designated alternates shall comprise up to 18 alternates from the partner countries and up to 18 members of the Committee of the Regions. Each partner country may designate up to three alternates.
3. The members of CORLEAP and the designated alternates shall hold a regional or local authority mandate and can be representatives of the associations of regions, cities, towns and/or municipalities.

Rule 3

Terms of office and appointment of members and alternates

1. Members and alternates shall be appointed for a maximum renewable period of five years, which shall not in any case exceed the end of each five-year mandate of the Committee of the Regions.
2. EU CORLEAP members and alternates shall be appointed by the Committee of the Regions. Members and alternates of the partner countries shall be appointed by the associations of local and regional authorities of their countries; the national governments of partner countries shall be informed.
3. The term of office of a member or alternate shall be terminated by resignation or by the loss of the local or regional political mandate on the basis of which he/she was proposed for appointment. Where either of these cases occurs, the member or alternate shall immediately inform the CORLEAP co-presidency in writing, specifying the date on which his/her resignation or loss of mandate takes effect. The member or alternate shall be replaced according to the applicable rules.

Rule 4

Co-presidency

1. CORLEAP shall be chaired by two co-chairs, one representing the partner countries and one representing the EU. They shall be appointed by the CORLEAP plenary meeting for a term of one year. The co-chair from the partner countries shall be determined each year by rotation, following the alphabetical order of the partner countries (in the English language).

2. The co-chair from the EU shall be the President in office of the Committee of the Regions.
3. The co-chairs shall propose the CORLEAP work programme and shall be responsible for the preparation, coordination and organisation of the CORLEAP work. They shall also ensure the continuity of activity between the CORLEAP plenary meetings.

Rule 5
CORLEAP Bureau

1. The CORLEAP Bureau shall act as a steering body between the CORLEAP plenary meetings. It shall elaborate the annual action plan of the body and submit it to the plenary for approval, if the policy cycle allows so, otherwise transmit it via written procedure. It will also recommend to the plenary the date and place for the next meeting.
2. The Bureau shall be responsible for coordinating the work of CORLEAP, monitoring its activities, reports and resolutions.
3. The CORLEAP Bureau shall be composed of twelve members:
 - six members from among the 18 CoR members of CORLEAP, and,
 - six members from among the 18 members from the partner countries (one from each country delegation).
4. The appointment of the CORLEAP Bureau shall be submitted to the plenary meeting for approval, with a mandate of two and a half years. The two co-chairs of CORLEAP are automatically Bureau members, and shall also co-chair the CORLEAP Bureau.
5. The Bureau shall adopt its decisions by consensus.

Rule 6
Temporary replacement of absent members

1. A member who is unable to attend a meeting may be replaced by a designated alternate, who shall exercise the same powers as the member during the meeting. An EU CORLEAP member may be replaced by any EU designated alternate from the same political group. A member from a partner country may be replaced by any designated alternate from the same country.
2. A member of the CORLEAP Bureau from an EU country who is unable to attend a meeting may be replaced by another EU member of CORLEAP from his/her political group. A

member of the CORLEAP Bureau from a partner country who is unable to attend a meeting may be replaced by another CORLEAP member from his/her country delegation.

Rule 7
Secretariat

1. The Committee of the Regions will provide the secretariat for CORLEAP, and will take care of the practical aspects of its work.

Rule 8
Frequency of the meetings, agenda and minutes

1. CORLEAP shall meet once a year in plenary session.
2. The CORLEAP Bureau shall meet at least once a year, at the occasion of the plenary meeting, and one more meeting may be held in the period between two plenary meetings.
3. Extraordinary meetings of the CORLEAP plenary or Bureau may be convened if the co-chairs agree to the necessity or urgency of such meetings, and having regard to the budgetary consequences and availability.
4. The draft agenda for the CORLEAP plenary meeting and CORLEAP Bureau meeting shall be drawn up by the co-chairs, taking account of proposals submitted by the members. The draft agenda shall be sent to the CORLEAP members not later than four weeks before the meeting.
5. The minutes of each CORLEAP plenary meeting and CORLEAP Bureau meeting will be sent out not later than 2 months after the meeting, and will be adopted by consensus by the respective bodies.

Rule 9
Observers

1. Observers can be appointed by the CORLEAP Bureau and are invited to participate with this status in the CORLEAP plenary meetings.
2. Upon joint decision of the co-chairs, representatives of the other EU and national institutions and international organisations may be invited to attend the meetings of the CORLEAP Bureau and the plenary meeting for the purpose of participating in debates on specific points.

Rule 10
Rapporteurs

1. The CORLEAP Bureau may decide to appoint rapporteurs from among the CORLEAP members to prepare draft reports or other working documents for discussion or adoption at the CORLEAP plenary meetings.

Rule 11
Working languages

1. The working languages of CORLEAP shall be English and Russian. Translation of the documentation into Russian will be provided wherever feasible with regard to timing and costs. Depending on feasibility, interpretation and/or translation may be provided in further languages.

Rule 12
Costs

1. The travel expenses of members shall be borne by their respective bodies of origin, unless decided otherwise by the Committee of the Regions. The Committee of the Regions may bear the expenses for the participation of members or designated alternates from the partner countries subject to budgetary availability.
2. The Committee of the Regions shall bear the interpretation costs.
3. For meetings outside Brussels, a "sharing of costs" agreement shall be signed between the Committee of the Regions and the co-organisers hosting the meeting. In such cases, the host organisation shall provide the meeting room and interpretation booths and shall be responsible for other practical arrangements for the meeting.
4. The cost of translation of the necessary documents for CORLEAP activities shall be borne by the Committee of the Regions.

Rule 13
Written procedure

1. In exceptional circumstances, the CORLEAP co-chairs may have resort to a written procedure for the adoption of decisions of the CORLEAP plenary and Bureau.

2. The co-chairs shall send the proposal for a decision to the members of the responsible body and ask them to send any objections in writing within five working days.
3. If no objection has been received within the fixed deadline, the decision shall be deemed adopted.

Rule 14

Adoption and amendment of the Rules of Procedure

1. The Rules of Procedure of CORLEAP shall be adopted by consensus at the CORLEAP plenary meeting.
 2. Members may propose amendments to the Rules of Procedure, which shall also be adopted by consensus. A written procedure may also be used. Unless otherwise specified, amendments to these Rules of Procedure shall enter into force on the first day after the plenary meeting when they were adopted.
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