

IRG-Rail (11) 2 rev 2



IRG-Rail working arrangements

Working Arrangements

The working arrangements seek to provide an efficient and transparent approach for the functioning of the Independent Regulators' Group - Rail (IRG-Rail).

1 Plenary Assembly

1.1 Composition

Only Members shall participate at the meetings of the Plenary Assembly. The Members will be represented by the Heads of the Regulatory Bodies or any senior executive designated by the relevant Head.

When the Head/designated representative cannot attend a plenary meeting, an alternate may attend and stand in for the Head/designated representative provided that he/she is endowed with written accreditation to guarantee a full mandate and right to participate in a plenary vote.

If appropriate, additional open sessions of the Plenary Assembly, workshops or seminars etc. can be held to which other interested parties (stakeholders, observers, experts etc.) can be invited. During these meetings no voting procedures shall take place.

1.2 Convocation to Meetings

Meetings of the Plenary Assembly shall be convened by the Chairperson in writing, no less than ten working days prior to the proposed meeting date. The convocation shall indicate the date, time and place of the meeting and shall contain the draft agenda.

The draft documents on which the Plenary Assembly meeting is consulted, and all other working documents, shall be sent to the participants no later than 10 working days before the date of the meeting of the Plenary Assembly.

1.3 Voting Procedures

All Members duly present shall be entitled to vote at the Plenary Assembly. Each Member shall have one vote. The quorum is two-thirds of the Members. Voting shall be by a show of hands or by secret ballot. A request for a secret ballot must be made by at least two participants.

If not stated otherwise in these Working Arrangements, decisions shall be reached by consensus of all Members present.

1.4 Electronic Voting Procedure

The Chair may seek a decision by means of an electronic voting procedure when the decision cannot wait until the next plenary Assembly meeting and an extraordinary meeting is not practicable.

The Chair shall inform the Members of the need and justification for an electronic voting procedure and shall send the draft decisions together with the relevant documents. The period for comments to be submitted is ten working days. All comments received within the deadline shall be distributed to the Members.

The Chair shall prepare a final proposal on the basis of these comments and submit it to the vote. The period for voting is five working days. The decision is adopted if two thirds of the Members have submitted their votes and either voted in favour or formally abstained.

The Chair shall inform all Members on the outcome of the electronic voting procedure and shall distribute any decision taken with all relevant documents within three working days after its adoption.

1.4 (a) Urgent electronic voting procedure.

Under this procedure the Chair shall inform the Members of the need and justification for an urgent electronic voting procedure and shall send the draft decision together with the relevant documents. The period for comments to be submitted is five working days. All comments received within the deadline shall be distributed to the members

The Chair shall prepare a final proposal on the basis of these comments and submit it to the vote. The period for voting is three working days. The decision is adopted if two thirds of the Members have submitted their votes and either voted in favour or formally abstained.

The Chair shall inform all Members on the outcome of the electronic voting procedure and shall distribute any decision taken with all relevant documents within three working days after its adoption.

1.5 Minutes

Minutes of the Plenary Assembly shall be drawn up by the Member providing the Chair.

The Minutes shall record the decisions adopted in accordance with the voting procedures set out in 1.3 of the Working Arrangements.

The approved minutes shall be made available to all Members within ten working days after the meeting in question.

2 Chairperson and Vice-Chairperson

2.1 Election

A candidate must be the head (meaning chairperson, board member, president, vice-president or any other similar senior executive) of a regulatory body and be appointed by the regulatory body.

Candidacies as Vice-Chairperson for the following year shall be submitted to the Chair at least five working days before the meeting of the Plenary Assembly. All other Members shall be informed of the candidacies in parallel to the submission to the Chair. The Vice-Chairperson for the following year is elected by the Plenary Assembly from among its Members by means of a secret vote by a two-thirds (qualified) majority of the Members present.

On the meeting establishing the IRG-Rail, both the Chairperson and the Vice-Chairperson shall be elected. By way of exception, the first term will cover the period till 31 December 2012.

Should a Chairperson or a Vice-Chairperson resign due to changes in his/her capacity to represent a certain Member, a new election for the vacancy shall take place at the next Plenary Assembly or via electronic voting, if necessary.

2.2 Representation

IRG-Rail shall be represented externally and in any official documents by the Chairperson or the Vice-Chairperson. They shall be responsible for the internal and external relationships of IRG-Rail.

2.3 Work Programme

The draft work programme of IRG-Rail shall be prepared by the Chairperson. The draft Work Programme shall be submitted for consideration and comments to all Members.

The amended draft shall be submitted for the approval at the meeting of the Plenary Assembly.

Once approved by the Members, the draft work programme may be published for public consultation.

The Members shall adopt the annual work programme of IRG-Rail before the end of each year preceding that to which it relates.

3. Network meeting

The plenary will be supported by a Network meeting, composed of senior representatives of all Members, headed by a representative of the IRG-Rail Chair. Members of the Network meeting shall have a mandate to speak on behalf of their national regulatory bodies.

The Network meeting is intended to ensure coordination of proposals to be considered by the Plenary and shall perform the following tasks:

- The Network meeting shall make the necessary preparations for each meeting of the Plenary Assembly. To this end it shall:
 - aim to resolve outstanding differences of opinion between the Members,
 - ensure that proposed papers to be submitted for consideration by the Plenary Assembly are duly and timely prepared, and
 - agree the draft agenda for each meeting of the Plenary Assembly, which shall then be proposed to the IRG-Rail Chair for approval.
- The Network meeting shall serve as a filter and facilitator between Expert Working Groups, on the one hand, and the Plenary Assembly, on the other hand. To this end it shall inter alia
 - assess the completeness and consistency of documents proposed to the Plenary Assembly, and
 - ensure that these papers are ready for discussion and/or decision by the Plenary Assembly.

The Network meeting shall take place two to three weeks prior to the ordinary Plenary Meetings, and may, if requested by the Chair of the network meeting, meet prior to any extraordinary meetings.

4 Revision of the Working Arrangements:

These Working Arrangements shall be reviewed and, if necessary, amended.

The Chairperson may propose, following a request from one of the Members or on his/her initiative, amendments to these Working Arrangements.

These amendments shall be adopted by the Plenary Assembly by a two-third

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(qualified) majority.

Document history

Document history Date	Action
June 2011	Adopted
May 2013	Amended, to include paragraph 1.4 (a)
October 2013	Amended, to include 1.1 (second paragraph) and 3