

## **Independent Regulators' Group – Rail**

### ***IRG – Rail***

#### **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.

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.

## **1.5 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 Minutes shall be approved electronically by the Members present at the meeting in question.

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.

## **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-R 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-R before the end of each year preceding that to which it relates.

## **2.4 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 (qualified) majority.