

ESTABLISHMENT OF A SECRETARIAT OF THE COSAC TROIKA PRESIDENCY AND PRESIDENTIAL TROIKA

DOCUMENT ADOPTED BY XXX COSAC

This paper implements the guidelines on a Secretariat of the Presidency and the Presidential Troika, adopted by the XXIX COSAC in Athens, where the need for a trial period was emphasised.

Guidelines for the establishing of a Troika – COSAC Secretariat

This Secretariat will be established in Brussels before the end of the Italian Presidency.

This Secretariat shall work under the responsibility of the Presidency and the Presidential Troika.

It will consist of maximum five members. Four will be detached respectively by the Troika members and the EP, during the period of 18 months.

The fifth member will be permanent and will be appointed upon presentation by the Troika, selected by the Chairpersons of the national delegations.

The permanent member, for practical reasons, has to be detached by one of the national Parliaments.

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1. The Secretariat shall consist of five members, including:
 - 1.1. four officers of the Parliaments of the Presidential Troika – as defined in Art. 2.5 of the new COSAC Rules– who shall perform their functions while their respective Parliaments are members of the Troika. They shall be appointed by each of the relevant Parliaments; the term of office for the officer from the European Parliament shall be eighteen months;
 - 1.2. one appointed by the Conference of COSAC Chairpersons, on the proposal of the Presidential Troika. Such member shall be an officer of a national parliament and shall remain in office for two years, with the possibility of one renewal.
2. The Secretariat shall act in close and permanent liaison with the national Parliaments' representatives in Brussels, and it shall discharge all tasks which are necessary for the Presidency and the COSAC Presidential Troika, namely it shall:
 - 2.1. assist the Presidency in the preparation, convocation and organisation of ordinary and extraordinary COSAC meetings, ordinary and extraordinary Chairpersons meetings, working group meetings and every other meeting organised in the framework of the COSAC;
 - 2.2. draft reports of every meeting held in the framework of the COSAC and ensure publicity of such meetings
 - 2.3. compile a factual report on developments in EU procedures and practices relevant to parliamentary scrutiny every six months in order to provide the basis for debate in COSAC;
 - 2.4. keep the archives of official COSAC documents;
 - 2.5. update the www.cosac.org website.

3. The members of the Secretariat shall perform their duties under the political responsibility and following the instructions of the COSAC Presidency and the Presidential Troika or from COSAC meetings.
4. Each of the Parliaments of the Presidential Troika shall, before appointing its seconded officer, ensure that the officer has all the necessary qualifications to carry out the tasks of the Secretariat.
5. Remuneration of Secretariat members and other expenses, including the member appointed by the Conference of COSAC Chairpersons, shall be borne by their respective parliaments.
6. The headquarters of the Secretariat shall be in Brussels, in premises to be chosen by the Presidential Troika.
7. Two years after the Secretariat is operational – or in any event at the moment of the coming into force of the new Constitutional Treaty - the COSAC shall assess its functioning and may amend its rules, in compliance with the European constitutional framework
8. By virtue of its transitional nature, this deliberation does not require an amendment of COSAC Rules.
9. Each Parliament of the Presidential Troika shall indicate the names of the members of the Secretariat.
10. Each Parliament may table candidatures of its own officers to the post of permanent member of the Secretariat, by 31 October 2003. Candidatures and attached professional CVs should be sent by fax or e-mail to the COSAC rotating Presidency. Candidates should have experience of working with European affairs and be able to speak English and French. The Presidential Troika shall assess the candidatures, which it will table before the meeting of the Chairpersons of the European Affairs Committees.
11. The Secretariat is expected to be operational as of 15 January 2004.